



ADAPTATION FUND

AFB/B.14/3
June 9, 2011

Adaptation Fund Board
Fourteenth Meeting
Bonn, Germany, June 21-22

Agenda item 4.

REPORT ON ACTIVITIES OF THE SECRETARIAT

Background

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat during the period of March-June, 2011, between the 13th and 14th meetings of the Board.

Finalization and posting of the report of the 13th Board meeting

2. Following the 13th meeting held in Bonn, Germany on March 17-18, 2011, the secretariat supported the Chair in finalizing the report of the meeting, summarizing its discussions and decisions. As agreed by the Board, the report was completed and circulated to Board members and alternates for comments and approval. The Board agreed to the report, and it has been posted on the website of the Adaptation Fund as document AFB/B.13/6.

Preparations for the 14th Board meeting

Meeting Arrangements

3. The secretariat issued letters of invitation to the Board members and alternates, and facilitated visa arrangements with the assistance of the Government of Germany.

Meeting documents

4. The secretariat, working closely with the outgoing Chair and the trustee, prepared the documents for the 14th Board meeting and for the fifth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

5. The documents for the PPRC meeting comprise document AFB/PPRC.5/3, Report by the Secretariat on initial screening/technical review of the project and programme proposals, which outlines the screening/technical review process undertaken by the secretariat. Further, 13 project documents and one PFG document with their corresponding technical reviews have been prepared:

AFB/PPRC.5/4	Proposal for Jamaica
AFB/PPRC.5/4/Add.1	Project Formulation Grant for Jamaica
AFB/PPRC.5/5	Proposal for Argentina
AFB/PPRC.5/6	Proposal for Djibouti
AFB/PPRC.5/7	Proposal for Fiji
AFB/PPRC.5/8	Proposal for Guatemala
AFB/PPRC.5/9	Proposal for Madagascar
AFB/PPRC.5/10	Proposal for Maldives
AFB/PPRC.5/11	Proposal for Mongolia
AFB/PPRC.5/12	Proposal for Papua New Guinea
AFB/PPRC.5/13	Proposal for Seychelles
AFB/PPRC.5/14	Proposal for Sri Lanka
AFB/PPRC.5/15	Proposal for Tanzania
AFB/PPRC.5/16	Proposal for Turkmenistan

6. An information document AFB/PPRC.5/Inf.1, Compendium of Board decisions related to the project review cycle, has been prepared at request of the PPRC.

7. Among the documents related to the EFC meeting, document AFB/EFC.5/3 Knowledge Management strategy and work plan for the Adaptation Fund has been prepared by the secretariat following decision B.12/26, paragraph (e). Documents AFB/EFC.5/4 Evaluation Framework, and AFB/EFC.5/5, Draft guidelines for project/programmes final evaluations, are revised versions of the documents presented at the last EFC meeting by the GEF Evaluation Office at the request of the secretariat following decision B.13/19 y B.13/20. Document AFB/EFC.5/6, Consideration of country cap in the context of regional projects/programmes, responds to decision B.12/23 paragraph (b) that requested the secretariat to present a proposal on this matter to the EFC. Document AFB/EFC.5/7, Review of the operational policies and guidelines and related templates, responds to decision B.13/21 where the Board requested the secretariat to present a consolidated draft of the revised operational policies and guidelines to the 5th meeting of the EFC. Finally, document EFC/EFC5/Inf.1, IEs input to the standardized template table for project execution costs, compiles the comments received from implementing entities in response to decision B.13/16, paragraph (c).

8. Other documents prepared for consideration by the EFC at its fourth meeting include:

AFB/EFC.5/8, Financial status of the Adaptation Fund Trust Fund (as at April 30, 2011), prepared by the trustee

AFB/EFC.5/9, Board and secretariat, and Trustee budget for the Fiscal Year July 1, 2011 - June 30, 2012;

AFB/EFC.5/10, Work Plan for FY 2012; and

AFB/EFC.5/Inf.1, Implementing Entities inputs to the standardized template table for project execution costs

9. Documents for the fourteenth meeting also include the usual reports of the secretariat and Accreditation Panel, and information documents such as Board Members and Alternates; Background of the Adaptation Fund; the List of accredited observers; and the power-point Presentation on CER monetization by the trustee.

Intersessional decisions approved by the Board

10. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated three draft intersessional decisions' texts that were approved by the Board:

- Decision B.13-14/1: Accreditation of the Inter-American Development Bank, on April 20, 2011;
- Decision B.13-14/2: Agreement on Project Formulation Grant (PFG) for Uruguay, on May 9, 2011; and
- Decision B.13-14/3: Allocation and disbursement of funds to cover the costs of the performance study, on May 10, 2011.

11. The above mentioned decisions are available on the website under "intersessional decisions".

Implementation of decisions adopted by the Board at its 13th meeting and during the ensuing intersessional period

Communication of Board decisions on accreditation and project proposals

12. The secretariat issued letters to applicant implementing entities' coordinators informing them of the Board decisions on accreditation of implementing entities and project proposals submitted.

Preparation of standard legal agreements between the Board and Implementing Entities

13. The secretariat finalized the legal agreements on the approved projects for Ecuador, Eritrea and Solomon Islands, which have already been signed by the Board Chair and the MIE representatives. Further, the secretariat prepared the transfer forms for the first tranches of funding and, once signed by the Board Chair, forwarded them to the trustee.

14. The secretariat also prepared the legal agreement on the approved PFG for Uruguay, (decision B.13-14/2). As of the date of issuance of the present document, the NIE had not sent back the signed document.

Work programme on accreditation of NIEs

15. Following decision B.13/1, the secretariat's Manager participated in the GEF Extended Constituency Workshop (ECW) for South America, which was held in Cartagena, Colombia, on April 27-29, 2011. She made a presentation on the accreditation process of NIEs and provided information to interested participants on the accreditation requirements. An Adaptation Officer will participate in the ECW that will take place in Dakar, Senegal, on July 6-8, 2011.

Regional workshops on NIE accreditation mandated by CMP 6

16. The secretariat assisted the working group set up by decision B.12/6 in the preparation of a draft invitation letter, information sheets and a draft programme of the workshops. This material was sent to UNFCCC secretariat. The secretariat continues working closely with UNFCCC secretariat on this subject.

Projects/programmes pipeline

17. In decision B.13/15, the Board requested the trustee and the secretariat to develop options for the presentation of the project and programme pipeline, for consideration by the EFC at its fifth meeting. Thus the secretariat has opened a new sub-section under "projects and programmes" listing all the endorsed concepts sorted by date of approval.

Implementation of the communications strategy

18. Following decision B.13/29 the secretariat is revamping the Adaptation Fund website in order to integrate the messages developed in the communications strategy, and to give more relevance to the information on accreditation of NIEs, project/programme cycle. The secretariat also created You Tube and Twitter accounts for the Adaptation Fund, whose icon will be posted on the revamped website.

19. The secretariat has produced communications materials and give-aways that will be distributed during COP 17/CMP 7 in Durban.

20. The calendar of Board meetings and other related dates is now available on UNFCCC website.

Support to the Accreditation Panel

21. The secretariat continued screening applications for accreditation from Parties and multilateral organizations and development banks. As of the date of issuance of the present document and after the last Board meeting, the secretariat received new requests for accreditation from three national entities and one multilateral organization. Three new accreditation applications from national entities, including one received before the last Board meeting; two from regional organizations and development banks, and one from a multilateral organization were forwarded to the Panel for review. The secretariat requested applicants whose applications were not complete and were thus not forwarded to the Panel, to complete the information and supporting documentation. Since the inception of the accreditation process the secretariat has screened applications from 18 non-Annex I Parties, two from regional organizations and 11 from multilateral organizations and development banks. The Panel has so far reviewed 27 applications: 14 from non-Annex I Parties, two from regional organizations and development banks, and 11 from multilateral organizations and development banks. This information will be updated orally during the presentation of this report.

22. The secretariat worked closely with the Panel Chair and Vice-Chair and assisted the Panel in its discussions. The sixth Panel meeting was organized during the reporting period. The secretariat also assisted the Panel in finalizing its report.

23. An Adaptation Officer of the secretariat participated in the field visit to an applicant NIE in order to assist the Accreditation Panel member (decision B.13/4). The visit took place on June 6-10, 2011.

24. The consultant hired by the secretariat to develop communications material on accreditation in close collaboration with the Accreditation Panel members, finalized the work on the versions of the toolkit in the remaining five UN languages (decision B.11/13). The secretariat made available the toolkit on the website in its different language versions.

Screening/technical review of project/programme proposals

25. The secretariat screened and prepared technical reviews of the 13 project proposals received during the reporting period. In performing this task, the dedicated team of officials of the secretariat was supported by GEF secretariat technical staff.

Staffing

26. The recruitment process of the selected candidate for the Operations Officer (Accreditation) position at level F is underway.

27. The recruited Programme Assistant, Ms. Aya Mimura, a national from Japan, joined the secretariat on April 11, 2011.