

The Adaptation Fund

AFB/B.2/5
May 27, 2008

Adaptation Fund Board
Second Meeting
Bonn, June 16-19, 2008

Agenda Item 6 (c)

DRAFT 2008 WORK PLAN OF THE ADAPTATION FUND BOARD

BACKGROUND

1. Decision 1/CMP.3 assigned several functions to the Adaptation Fund Board, and specified in paragraph 5(m) the following six functions to be included in the Board's work plan for the period up to the fourth session of the COP/MOP, to enable their adoption or noting at the same session:

- (a) To develop strategic priorities, policies and guidelines, and recommend their adoption to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
- (b) To develop and decide on specific operational policies and guidelines, including programming guidance and administrative and financial management guidelines, in accordance with decision 5/CMP.2, and to report to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
- (c) To develop criteria based on principles and modalities listed in decision 5/CMP.2 to ensure that the executing entities have the capacity to implement the administrative and financial management guidelines of the Adaptation Fund, and report on it to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
- (d) To decide on projects, including the allocation of funds, in line with the Adaptation Fund principles, criteria, modalities, policies and programmes, in accordance with decision 5/CMP.2;
- (e) To develop and agree on additional rules of procedure to those included in this decision and recommend these for adoption by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;
- (f) To monitor and review implementation of the operations of the Adaptation Fund, including its administrative arrangements and the expenditure incurred under the Adaptation Fund, and recommend decisions, as may be appropriate, for adoption by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol;

2. The Board considered at its first meeting document AFB/B.1/12, *2008 Work Plan of the Adaptation Fund Board*. The document listed several discrete tasks for the Board's action during 2008. The tasks were taken from out of the functions referred to in paragraph 1 above. The Board adopted the document as a meeting plan rather than a work plan, since it lacked elements such as responsible persons, milestones and deliverable products, strategic directions, monetization of CERs and the financial implications of each element. The Board directed the Secretariat to prepare a revised work plan for submission at the Second Board Meeting.

3. Following the meeting, the Secretariat prepared a new document AFB/B.2/5, *Draft 2008 Work Plan of the Adaptation Fund Board*, taking into consideration the views expressed by several Board members at the meeting. It provides information with respect to preparation of

tasks to be undertaken and determination of responsible parties, and is shown in Annex 1 to this document.

Financial implications of each task were found to be difficult to attribute by line item since the Fund incurs only two types of charges:

- (a) Staff costs that could be spread across all the work involved for all the documents prepared for Board meetings, but this might be seen as a false level of accuracy; the preference being to report on actual expenditure, on an annual basis. For this reason, the Work Plan is left without a budget column.
- (b) Meeting costs for preparation and execution of Adaptation Fund Board meetings, and any committee meetings as well as associated costs of report preparation and translation. The meeting costs could be attributed against activities under the three main items of work carried out by the Secretariat, but it would be hard to split into more detailed figures.

CONCLUSIONS

4. The Board is invited to note the document, and to decide which of the tasks listed in Annex 1 can be achieved prior to the 4th session of the COP/MOP.

ANNEX 1

TASK	ACTION REQUIRED	RESPONSIBLE	REVIEW	APPROVAL	DEADLINE
Rules of procedure of the Adaptation Fund Board.	Prepare documentation	Secretariat	Adaptation Fund Board	CMP	4 weeks before 2nd meeting
Role and responsibilities of the Adaptation Fund Board	Prepare documentation	Secretariat	Adaptation Fund Board	CMP	4 weeks before 2nd meeting
Provisional operational policies and guidelines for parties to access resources from the Adaptation Fund	Prepare documentation	Secretariat	Adaptation Fund Board	CMP	4 weeks before 1st meeting
Legal arrangements between CMP and the Adaptation Fund Secretariat	Prepare documentation	Secretariat	Adaptation Fund Board	CMP	4 weeks before 1st meeting
Legal arrangements between CMP and the Adaptation Fund Trustee	Prepare documentation	Trustee	Adaptation Fund Board	CMP	4 weeks before 1st meeting
Monetization of Certified Emission Reduction credits (CERs)	Prepare documentation	Trustee	Adaptation Fund Board	Adaptation Fund Board	4 weeks before 1st meeting
Role and responsibilities of the Adaptation Fund Secretariat	Prepare documentation	Secretariat	Adaptation Fund Board	Adaptation Fund Board	Approved at 1st meeting
Roles and responsibilities of the Implementing and Executing Entities	Prepare documentation	Secretariat	Adaptation Fund Board	Adaptation Fund Board	4 weeks before 1st meeting
Budget of the Adaptation Fund Secretariat from 1 January 2008 to 30 June 2009	Prepare documentation	Secretariat	Adaptation Fund Board	Adaptation Fund Board	Approved at 1st meeting
Invitation to Implementing Entities to co-operate with the Adaptation Fund Board	Prepare documentation	Secretariat	Adaptation Fund Board	Adaptation Fund Board	4 weeks before 1st meeting

TASK	ACTION REQUIRED	RESPONSIBLE	REVIEW	APPROVAL	DEADLINE
Legal arrangements for the Adaptation Fund Secretariat	Prepare documentation	Secretariat	Adaptation Fund Board	CMP	4 weeks before 1st meeting
Legal status of the Adaptation Fund	Prepare documentation	Secretariat	Adaptation Fund Board	CMP	4 weeks before 2nd meeting
Provisional operational policies and guidelines for parties to access resources from the Adaptation Fund	Prepare documentation	Secretariat	Adaptation Fund Board	CMP	4 weeks before 2nd meeting
Role and responsibilities of the Adaptation Fund Trustee	Prepare documentation	Trustee	Adaptation Fund Board	CMP	4 weeks before 2nd meeting
Monetization of Certified Emission Reduction credits (CERs)	Prepare documentation	Trustee	Adaptation Fund Board	Adaptation Fund Board	4 weeks before 2nd meeting
Invitation to Implementing Entities to co-operate with the Adaptation Fund Board	Prepare documentation	Secretariat	Adaptation Fund Board	Adaptation Fund Board	4 weeks before 2nd meeting
Review of pilot projects for funding by the Adaptation Fund	Receive documentation	Imp. and Exec. Entities/ Secretariat	Adaptation Fund Board	Adaptation Fund Board	4 weeks before 3rd meeting
Work program of pilot projects for funding by the Adaptation Fund.	Prepare documentation	Secretariat	Adaptation Fund Board	Adaptation Fund Board	4 weeks before 3rd meeting
Strategic priorities, policies and guidelines Draft Report of the Adaptation Fund Board to CMP	Prepare documentation Prepare documentation	Secretariat Chair Secretariat	Adaptation Fund Board Adaptation Fund Board	CMP CMP	4 weeks before 3rd meeting 10 weeks before COP/MOP 4