



ADAPTATION FUND

AFB/B.22/3
23 October 2013

Adaptation Fund Board
Twenty-second Meeting
Bonn, Germany, 31 October – 1 November 2013

Agenda item 4

REPORT ON ACTIVITIES OF THE SECRETARIAT

Background

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat (the secretariat) during the period between the twentieth and twenty-first meetings of the Adaptation Fund Board (the Board).

Finalization and posting of the report of the twentieth Board meeting

2. Following the twenty-first meeting held in Bonn, Germany on 1-4 July, 2013, the secretariat supported the Chair in finalizing the report of the meeting, through both editorial revisions and summarizing its discussions. As agreed by the Board, the report was completed and circulated to Board members and alternates for comments and approval. The Board approved the report and it was posted on the website of the Adaptation Fund (the Fund) as document AFB/B.21/7.

Events and meetings

3. During the reporting period, the secretariat participated in, and presented at, the following events and meetings.

- (a) The fifth meeting of the Standing Committee on Finance (27-30 August, Bonn, Germany): The secretariat participated as observer in the meeting. The main items on the agenda were the fifth review of the financial mechanism of the Convention; draft guidance to the operating entities of the financial mechanism; monitoring, reporting and verification of support, and biennial assessments and overview of financial flows; second forum of the Standing Committee on Finance; the arrangements between the Green Climate Fund (GCF) and the Conference of the Parties to the United Nations Framework Convention on Climate Change; and Code of Conduct of the Committee.
- (b) Supporting direct access to climate finance in the Caribbean Region (25 September, Freeport, the Bahamas): At the invitation of the government of the Bahamas, the secretariat organized a one day workshop titled "Supporting direct access to climate finance in the Caribbean Region." The workshop provided an opportunity for representatives from four non-annex I Parties to the Kyoto protocol as well as a representative from the Caribbean Development Bank (CBD) to interact and learn about the accreditation process from the Fund's Accreditation Panel experts, the Board members who serve as Chair and Vice-Chair of the Panel, and staff from the secretariat. The workshop highlighted some of the challenges that countries have faced during the accreditation process, presented several successful cases, and provided lessons learned to date about the process. A representative from UNDP also attended the workshop and presented UNDP's work to date on helping countries with the accreditation process for the Fund as well as a programme recently launched with support from the German government to assist countries seeking to access funds from the Green Climate Fund.

Philip Weech, representative from the Bahamas, hosted the workshop and secured the attendance of the Honorable Tanisha Tynes (Senator of the East Grand Bahamas) at the workshop. Senator Tynes presented opening remarks and was quoted extensively in a local paper in an article about the workshop

(http://www.thebahamasweekly.com/publish/bis-news-updates/Senator_Tynes_welcomes_members_of_the_Adaptation_Fund_to_Grand_Bahama30708.shtml).

- (c) The Open Knowledge Conference (OKCon.) (16-18 September 2013 Centre International de Conférences – Geneva Switzerland): The secretariat assisted Mr. Marc-Antoine Martin Alternate Member of the Adaptation Fund Board (WEOG) attended the Open Knowledge Conference on behalf of the Adaptation Fund Board. The OKCon 2013 addressed the theme “Open Data – Broad, Deep Connected”. In the last few years government open data initiatives have been growing and becoming important in areas such as research, culture and international development (including climate change issues). This OKCon focused on how public policy can be coordinated and strengthened around the world to support a truly global and interconnected ecosystem of open data.

Six topics were discussed by the 880 participants during three days: 1- Open data, Government and Governance. 2 - Open Development and Sustainability. 3- Open Science and Research. 4 - Technology, Tools and Business. 5- Evidence and Stories. 6- Open Culture. During a particular session Swiss Officials present the open data policy of Switzerland.

The Event was organized by the Open Knowledge Foundation and supported by Foundations/NGOs as well as public and private partners, including, the Swiss Confederation, Canton of Geneva, University of Geneva and Bern..

The Adaptation Fund was invited to present its open information policy. Marc-Antoine Martin presented the specifics of the Fund (in particular direct assess, achievements, governance, and role of civil society) emphasizing its new open information policy (transparency, interactive mapping tool, licensing policy, and branding) and on its plans to publish IATI compatible data. The involvement of the Fund in this global dynamic of transparency and accountability is consistent with its own specific and original strategy among existing public funds for sustainable development and for combatting climate change in developing countries.

- (d) The fifth meeting of the Green Climate Fund (GCF) Board (7-10 October, Paris, France): A member of the secretariat participated as observer in the meeting, and had the chance to interact with Board members from Annex and non-Annex one countries. The main outcomes of the meeting include (i) the Board’s decision to start an initial resource mobilization within three months of the adoption of a set of key policies and procedures that enable the Fund to receive, manage and disburse funds; and (ii) the approval of the allocation of resources framework for the Fund, which will be made according to a thematic and activity-based approach, whilst maintaining the principle of country ownership.
- (e) Meeting of the secretariat with Ms H ela Cheikhrouhou, Executive Director of the Secretariat of the GCF (16 October, at the AF secretariat office, Washington DC, USA).

Preparations for the twenty-first Board meeting

Meeting arrangements

4. The secretariat issued letters of invitation to the Board members and alternates, and made travel arrangements for eligible Board members.

Meeting documents

5. The secretariat, working closely with the Board and Committee Chairs and Vice-Chairs, and the trustee, prepared the documents for the twenty-first Board meeting and for the twelfth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

6. Documents prepared for the PPRC meeting include AFB/PPRC.13/3: *Report of the secretariat on initial screening/technical review of project and programme proposals*, which outlines the screening/technical review process undertaken by the secretariat, as well as the following nine project/programme documents with their corresponding technical reviews, and three Project Formulation Grant document:

AFB/PPRC.13/4	<i>Proposal for Chile (AGCI)</i>
AFB/PPRC.13/4/Add.1	<i>Project Formulation Grant for Chile (AGCI)</i>
AFB/PPRC.13/5	<i>Proposal for Costa Rica (Fundecooperacion)</i>
AFB/PPRC.13/5/Add.1	<i>Project Formulation Grant for Costa Rica (Fundecooperacion)</i>
AFB/PPRC.13/6	<i>Proposal for Jordan (MOPIC)</i>
AFB/PPRC.13/6/Add.1	<i>Project Formulation Grant for Jordan (MOPIC)</i>
AFB/PPRC.13/7	<i>Proposal for Morocco (ADA)</i>
AFB/PPRC.13/7/Add.1	<i>Project Formulation Grant for Morocco (ADA)</i>
AFB/PPRC.13/8	<i>Proposal for Indonesia (WFP)</i>
AFB/PPRC.13/9	<i>Proposal for Benin (FNE)</i>
AFB/PPRC.13/10	<i>Proposal for Kenya (NEMA)</i>
AFB/PPRC.13/11	<i>Proposal for Rwanda (MINIRENA)</i>
AFB/PPRC.13/12	<i>Proposal for Nepal (WFP)</i>

The documents for the PPRC meeting also include AFB/PPRC.13/13: *Options for intersessional review and approval of project and programme proposals*.

7. Documents prepared for the EFC meeting include AFB/EFC.13/3: *Annual progress report 2013*; AFB/EFC.13/4: *Results tracking*; AFB/EFC.13/5: *Adaptation Fund Trust Fund: Financial report prepared by the trustee (as at 2013)*; and AFB/EFC.13/6: *Reconciliation of the administrative budgets of the Board and secretariat, and the trustee for the fiscal year 2013*.

8. Two information documents prepared for the EFC meeting are: AFB/EFC.13/Inf.1: *Joint report by the secretariat and the trustee on the status of the pipeline*; and AFB/EFC.13/Inf.2: *Communication materials prepared by the secretariat*.

9. Documents for the twenty-second Board meeting include the regular secretariat and Accreditation Panel reports (AFB/B.22/3 and AFB/B.22/4); as well as documents AFB/B.22/5: *Proposal of environmental social policy, revised as at October 2013*,

AFB/B.22/5/Add.1: Environmental and social policy operationalization: proposed amendments to operational policies and guidelines for Parties to access resources from the Adaptation Fund, related templates, and instructions; AFB/B.22/5/Add.2: Environmental and social policy operationalization: options for the accreditation process; and AFB/B.22/6: Options for a Programme to support readiness for direct access to climate finance for national and regional implementing entities.

10. Five information documents prepared for the Board meeting are: AFB/B.22/Inf.1: List of documents; AFB/B.22/Inf.2: Adaptation Fund Board members and alternates; AFB/B.22/Inf.3: List of observers; AFB/B.22/Inf.4: Trustee Presentation: Update on Status of Resources and CER monetization; and AFB/B.22/Inf.5: Agenda of the Civil Society Dialogue at the twenty-second AFB Meeting

Membership of the Board

11. There is no change in the Board members and alternates at the twenty-two AFB meeting.

Intersessional decisions approved by the Board

12. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated draft decision texts, of which six were approved by the Board during the intersessional period.

- Decision B.21-22/1: Report on project/programme implementation: UNDP (Honduras), 1 August 2013
- Decision B.21-22/2: Report on project/programme implementation: UNDP (Turkmenistan), 21 August 2013
- Decision B.21-22/3: Adoption of the Adaptation Fund Board's Report to CMP9, 21 August 2013
- Decision B.21-22/4: Amendment to standard legal agreement between the Board and implementing entities: Branding, 11 September 2013
- Decision B.21-22/5: Guatemala: Climate change resilient production landscapes and socio-economic networks advance in Guatemala, 12 September 2013
- Decision B.21-22/6: Report on project/programme implementation: UNDP (Mongolia), 1 October 2013
- Decision B.21-22/7: Approval of the third tranche of funding for the AF Adaptation Fund project in Solomon Islands (UNDP), Dismissed

Implementation of decisions adopted by the Board at its twenty-first meeting and during the ensuing intersessional period

Communication of Board decisions on accreditation and project proposals

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

Environmental and social safeguards

14. As per Decision B.21/23, the secretariat launched a public call for comments on the draft Adaptation Fund environmental and social policy with a deadline of 23 September 2013 and compiled comments received through the public call. A significant level of interest was raised by the public call for comments, and the secretariat received diverse inputs from entities including individual members of civil society, think tanks and accredited implementing entities. The secretariat prepared a revised environmental and social policy (Document AFB/B.22/5) incorporating inputs from Board members and interested stakeholders received through the public call for comments. In accordance with the Board's request at its last meeting, the secretariat also prepared a proposal of the necessary changes which would be required the relevant Adaptation Fund policies and procedures, related templates and instructions, to reflect the operationalization of the environmental and social policy, should the Board choose to approve it. This proposal is contained in document AFB/B.22/5/Add.1 and includes an estimate of the costs related to operationalizing the policy. Finally, document AFB/B.22/5/Add.2 contains options on how to operationalize the policy with respect to the accreditation process, as per Board request. In drafting the revised policy the secretariat was assisted by the programme on International and Comparative Environmental Law of the American University Washington College of Law, on a pro bono basis.

Report of the Board to the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol at its ninth session

15. In line with Decision B.21/24, the secretariat revised the report and circulated it to the Board for an intersessional approval.

Communications and outreach

16. In line with Decision B.20/25, the secretariat circulated, for intersessional approval, a draft amendment to the legal agreement that addresses visibility of the Adaptation Fund brand in the projects and programmes it funds. The secretariat also sent a letter to Implementing Entities that already have signed project and programme agreements, strongly encouraging them to ensure the visibility of the Adaptation Fund in the projects and programmes they are implementing, including using the Adaptation Fund logo in all their project/programme-related communications, and making information on the Fund available to project/programme stakeholders.

17. To provide specific materials to support visibility of the Adaptation Fund brand, the secretariat engaged a graphic designer to prepare a Graphics Standards manual, and format the Adaptation Fund logo into a complete suite of the most-used print and digital formats. These are posted on the Adaptation Fund website at: <https://www.adaptation-fund.org/page/logo>

18. The secretariat began preparation of communications materials that will more clearly tell the story of the Adaptation Fund, and the stories of its projects and programmes, and will be geared toward general audiences as well as potential funders. These materials include: Adaptation Fund infographic, Adaptation Overview (brochure), and Adaptation Story: Senegal (one-pager). More "Adaptation Stories" will be created for other Adaptation Fund-financed projects and sectors. The materials will be available in digital and print format.

19. The secretariat actively engaged on its primary social media channels, including Twitter, Facebook and Flickr increasing its audience, and sharing Adaptation Fund news as appropriate.

20. The secretariat began outreach to potential private sector partners, including SwissRe.

Status of the project/programme pipeline

21. In line with Decision B.21/26, the secretariat notified UNDP, the first Multilateral Implementing Entity (MIE) in line to receive funding for a project/programme for Guatemala in the pipeline, as funding became available, to provide within 60 days a reconfirmation of the validity of the project/programme proposal; the adequacy of requested funding; and the alignment of the proposal with the government's priorities in implementing adaptation activities in the form of a letter of endorsement. The secretariat also prepared a document for options for funding the pipeline to be discussed by the PPRC.

Capacity building/readiness

22. In line with Decision B.21/28, the secretariat prepared a document containing options for a programme to support readiness for direct access to climate finance for national and regional implementing entities.

Support to the Accreditation Panel

23. The secretariat worked closely with the new Panel Chair and Vice-Chair and assisted the Panel in its discussions. The fourteenth Panel meeting was held on 23-24 September, 2013 in Freeport, the Bahamas. The secretariat also assisted the Panel in finalizing its report, contained in document AFB/B.22/4.

24. As of the date of issuance of this document and after the last Board meeting, the secretariat received three new requests for accreditation from national entities. One application was received in the previous reporting period but was incomplete. The applicant provided the additional information needed in time for the Panel to review at its fourteenth meeting. Two additional NIEs submitted their applications through the online workflow, however both were incomplete and therefore not forwarded to the Panel.

25. Since the inception of the accreditation process, the secretariat has received and screened 75 applications: 55 from non-Annex I Parties, seven from regional organizations and 13 from multilateral organizations and development banks. The Panel has so far reviewed 48 applications: 28 from non-Annex I Parties, six from regional organizations and development banks, and 13 from multilateral organizations and development banks.

Table 1: Status of accreditation applications submitted to the secretariat as of June 2013

	NIE	RIE	MIE
Accredited	15	2	10
Not accredited	7	1	0
Under review by Accreditation Panel	8	3	2
Screened by secretariat pending completion of accreditation application	2	0	0

(Table does not include unscreened, withdrawn, or closed applications)

Screening/technical review of project/programme proposals

26. The secretariat screened and prepared technical reviews of nine 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.

Review of Project Performance Reports (PPRs)

27. The secretariat has completed the review and cleared the second Project Performance Reports (PPRs) for the projects implemented in Honduras (UNDP, inception date: 27 June 2011) and Solomon Islands (UNDP, inception date: 28 June 2011), and the first PPRs for the projects implemented in Turkmenistan (UNDP, inception date: 22 May 2012) and Mongolia (UNDP, inception date: 14 June 2012). The secretariat submitted these reports and corresponding reviews to the Board, and the Board approved through intersessional decisions subsequent financing tranches for the projects in Honduras (Decision B.21-22/1), Turkmenistan (Decision B.21-22/2), and Mongolia (Decision B.21-22/6). In the case of the project in Solomon Islands, the Board found that the level of disbursement of the project funds was very low and therefore decided to request the secretariat to discuss the matter with UNDP. UNDP is working on a revised disbursement schedule in order to align it with the implementation of the project. The next tranche of funding will be transferred following submission of the third PPR. Funds already transferred to the project are sufficient to cover for planned expenses during the third year of implementation. . The PPRs were also made publicly available on the Fund's website. The secretariat has also received the first PPRs for the projects implemented in Maldives (UNDP, inception date: 20 June 2012), Georgia (UNDP, inception date: 4 July 2012), Cook Islands (UNDP, inception date: 4 July 2012), Papua New Guinea (UNDP, inception date: 26 July 2012), and Mauritius (UNDP, inception date: 30 August 2012), and the fifth mid-year PPR for the programme implemented in Senegal. These reports are still under review.