

The Adaptation Fund

AFB/B.5/3
March 19, 2009

Adaptation Fund Board
Fifth Meeting
Bonn, March 24-27, 2009

Agenda Item 6

REPORT ON THE ACTIVITIES OF THE SECRETARIAT

1. This report lists the activities undertaken by the Adaptation Fund Secretariat during the period December 2008 – March 2009, between the Fourth and Fifth Meetings of the Adaptation Fund Board.

FINALIZATION AND POSTING OF THE REPORT OF THE FOURTH MEETING OF THE ADAPTATION FUND BOARD

2. Following the Fourth Meeting of the Adaptation Fund Board held in Bonn on 15-17 December 2008, the Secretariat supported the Chair in finalizing the report of the meeting, summarizing its discussions and decisions. As decided by the Board during the Fourth Meeting, the report was completed and circulated to Board Members and Alternates for comment and approval. The Board agreed to the Report, and it has been posted on the website of the Adaptation Fund as AFB/B.4/11

PREPARATIONS FOR THE FIFTH MEETING OF THE ADAPTATION FUND BOARD

Invitations

3. The Secretariat issued letters of invitation to the Board Members and Alternates, as well as to observers.

Documents

4. The Secretariat and the Trustee, working closely with the Chair, prepared the documents for the Fifth Meeting of the Adaptation Fund Board. The document, AFB/B.4/5, *Establishing Board Committees*, was revised in line with the comments by the Board at the Fourth Meeting and has been resubmitted to the Fifth Meeting as AFB/B.5/5.

5. The document AFB/B.4/4, [*Draft Provisional Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund*](#) was discussed by the Board at its Fourth Meeting but not approved and has been revised to reflect the discussion and the comments made by members of the Board and submitted to the Fifth Meeting as AFB/B.5/4, *Draft Provisional Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund*. In response to the request of the Board, this document contains in its Annex I draft fiduciary standards for application to entities seeking funding from the Adaptation Fund.

6. The budget contained in document AFB/B.4/6/Rev.1, [*Elements for a 2009 Work Plan and Budget for the Board and Secretariat for January 1 - March 31, 2009*](#), was also discussed briefly at the Fourth Board Meeting. The Board instructed the Chair with the help of the Secretariat to revise the budget in light of the Board comments and to circulate it and the Elements for a 2009 Work Plan for intersessional decision. The Secretariat circulated the revised document on January 23, 2009 with a deadline of February 9, 2009. The Secretariat sent a reminder to the Board of the deadline for comment on February 4, 2009. Although no objections to the document were raised, the required two-thirds affirmative replies from Board Members were not received, so the budget and work plan elements have been submitted for Board approval to the Fifth Meeting as

AFB/B.5/6.Rev.1, *Proposed Budget for the Adaptation Fund Board and Secretariat for January 1 – June 30, 2009*, and AFB/B.5/9, *Elements for a 2009 Work Plan for the Board and Secretariat for January 1 - June 30, 2009*, respectively.

7. Other documents prepared by the Secretariat or the invited Trustee for consideration at the Fifth Meeting include:

(i) AFB/B.5/7, [*Status of the Administrative Trust Fund Resources*](#);

(ii) AFB/B.5/8, [*Letterhead and Logo for the Adaptation Fund*](#).

8. Documents for the Fifth Meeting also include the *Rules of Procedure of the Adaptation Fund Board* as approved by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol and a list of Board Members and Alternates that provides information about changes in Board membership, as information documents.

Changes in Board Membership

9. As noted by the Chair, some Board Members have left the Board since the last meeting. They will be replaced, if possible, today, according to the process defined in the Rules of Procedure of the Adaptation Fund Board, as approved by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol.

Resigning Members include:

Mr. Naoya Tsukamoto – Annex I Member

Mr. AHM Mustain Billah – LDCs Alternate.

(As you may recall, Mr. AHM Mustain Billah replaced Mr. Mohammad Munir, but most unfortunately, before he being able attend a Board meeting, Mr. Billah has had to resign.)

Mr. Carlos Rufino Costa – Non-Annex I Member

Ms. Ermira Fida – Eastern Europe Member

The secretariat would like to note the new membership of Mr. Leonard Nurse, our new Board Member from the SIDs. He regrets he is unable to attend this meeting, and we look forward to working with him in the future.

Staffing

10. The Senior Adaptation Officer position has been filled. Ms. Marcia Levaggi started to work for the AFB Secretariat on February 27, 2009.

Logistics

11. The Secretariat is grateful to the UNCCD Secretariat for hosting and providing essential logistical support to the Fifth Meeting of the Board.