



ADAPTATION FUND

AFB/B.7/3
September 3, 2009

Adaptation Fund Board
Seventh Meeting
Bonn, September 14-16, 2009

REPORT ON ACTIVITIES OF THE SECRETARIAT

1. This report lists the activities undertaken by the Adaptation Fund Secretariat during the period of June – September, 2009, between the sixth and the seventh meetings of the Adaptation Fund Board.

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

2. Following the sixth meeting of the Adaptation Fund Board held in Bonn on June 15-17, 2009, the secretariat supported the Chair in finalizing the report of the meeting, summarizing its discussions and decisions. As decided by the Board during the sixth meeting, 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 AFB/B.6/14.

PREPARATIONS FOR THE SEVENTH MEETING OF THE ADAPTATION FUND BOARD

Invitations and Visa Arrangements

3. The secretariat issued letters of invitation to the Board Members and Alternates, as well as to observers and the logo contest winner, and facilitated visa arrangements.

Meeting documents

4. The secretariat, working closely with the Chair and the trustee, prepared the documents for the seventh meeting of the Adaptation Fund Board.

5. The document AFB/B.7/4, *Draft Provisional Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund* has been drafted by the secretariat in accordance with the mandate of decision B.6/2. It incorporates the proposal of fiduciary standards and the comments made by the Board during the intersessional period. The document AFB/B.6/5, *Terms of Reference for the Establishment of the Adaptation Fund Board Accreditation Panel* contains the draft TORs developed following instructions by the Board Chair in order to speed up the process of accreditation of implementing entities.

6. The document AFB/B.7/6, *Invitation Letter to Eligible Parties to Submit Proposals for Accreditation*, is a redrafting of the document presented at the last Board meeting following comments by Board members who prefer not to discuss invitations to submit project proposals yet. The document contains a draft invitation letter and a template to nominate implementing entities for accreditation.

7. The document AFB/B.7/7, *Offers to Confer Legal Capacity to the Adaptation Fund Board*, summarizes the information received from the bidding Parties and contains the recommendation by the working group on legal capacity to the Board on the matter.

8. Other documents prepared for consideration by the Board at its seventh meeting include:

- (i) AFB/B.7/9, *Draft Report of the Adaptation Fund Board to the CMP* ;

(ii) AFB/B.7/10, Status of Resources of the Adaptation Fund Trust Fund, prepared by the trustee;

(iii) AFB/B.7/11, Draft Communications Strategy for the Adaptation Fund Board;

(iv) AFB/B.7/12, Report on the Design of a New Website for the Adaptation Fund.

9. Documents for the seventh meeting also include the usual information documents such as Board Members and Alternates; Background of the Adaptation Fund; and the List of Accredited Observers, as requested by the Board at its fifth meeting; and the Reconciliation of Budget for the Trustee Services.

Legal Capacity of the Adaptation Fund Board

10. The secretariat worked intersessionally with the Board Chair and the Working Group on Legal Capacity in order to seek more information from the two bidding Parties that have put forward offers to host the Board. The secretariat received the information requested, compiled it and forwarded it to the Chair and the Working Group and assisted them in their deliberations.

Changes in Board Membership

11. The secretariat worked closely with the UNFCCC secretariat in order to fill the vacancy produced by the resignation of Mr. Nojibur Rahman, alternate member (Bangladesh, LDCs) in the Adaptation Fund Board, whose resignation had been anticipated by his Government. The formal resignation letter by Mr. Rahman was received on August 20.

12. On August 19, the UNFCCC secretariat informed that the LDCs Chair (Lesotho) had communicated the constituency decision to nominate Mr. Rabindanath Roy Chowdhury (Bangladesh) to replace Mr. Rahman. However, on August 20 the Government of Bangladesh informed of the nomination of Mr. Mirza Shawat Ali Deputy Director of the Department of Environment, Ministry of Environment and Forests, for the same seat. The secretariat has written to the LDCs Chair requesting the constituency endorsement for Mr. Ali and the group is currently consulting on the issue.

STAFFING

13. The selection of candidates for the positions of Adaptation Officer and Programme Assistant was completed and the recruitment processes are underway in accordance with the applicable rules. Further, an intern was hired to assist the secretariat for four months.

ADAPTATION FUND WEBSITE

14. The secretariat continues improving the Adaptation Fund website. A new section on press news related to adaptation and other relevant issues has been incorporated. The design of the website will be adapted to the new logo of the Adaptation Fund shortly.

15. Further, a power-point presentation has been prepared and will be uploaded to the website for the perusal of the Board. Members and alternates are encouraged to provide feed-back in order to improve it. This presentation will be first delivered by Mr. Octavio

Perez Pardo (Argentina, GRULAC) during the 9th session of the COP of the UNCCD (Buenos Aires, September 21 to October 2, 2009).

SECRETARIAT'S PARTICIPATION IN GEF COUNCIL MEETING

16. The Manager of the Adaptation Fund Board Secretariat participated of the 35th meeting of the GEF Council, which was held at the World Bank premises in Washington, D.C., on June 22 to 24, 2009. She made a presentation to update participants on the state of the operationalization of the Adaptation Fund.

LOGISTICS

17. Once more, the Secretariat is grateful to the UNCCD Secretariat for hosting and providing essential logistical support to the seventh meeting of the Board.