



ADAPTATION FUND

AFB/B.9/3  
March 16, 2010

---

Adaptation Fund Board  
Ninth Meeting  
Bonn, March 23 – 25, 2010

Agenda item 5

## **REPORT ON ACTIVITIES OF THE SECRETARIAT**

## I. BACKGROUND

1. This report lists the activities undertaken by the Adaptation Fund Board secretariat during the period of November 2009 – March 2010, between the eighth and the ninth meetings of the Board.

## II. FINALIZATION AND POSTING OF THE REPORT OF THE EIGHTH MEETING OF THE ADAPTATION FUND BOARD

2. Following the eighth meeting of the Adaptation Fund Board, held in Bonn on November 16 - 18, 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 eighth meeting, the report was completed and circulated to Board members and alternates for comments and approval. After the Board had agreed to the report, it has been posted on the website of the Adaptation Fund as document AFB/B.8/13/Rev.1.

## III. PREPARATIONS FOR THE NINTH MEETING OF THE ADAPTATION FUND BOARD

### *Invitations and Visa Arrangements*

3. The secretariat issued letters of invitation to the Board members and alternates, and facilitated their visa arrangements. Once again, the Government of Germany provided kind assistance in forwarding information about the Board members' applications to its consular offices.

### *Meeting documents*

4. The secretariat, working closely with the Chair and the trustee, prepared the documents for the ninth meeting.

5. The document AFB/B.9/5, *Initial funding priorities*, has been drafted by the secretariat at the request of the Board. It summarizes different approaches on funding priorities and resources allocations, discussion about which had started at the eighth meeting. The document AFB/B.9/6, *Draft invitation letter to eligible Parties to submit project and programme proposals to the Adaptation Fund Board*, is a redraft of the document presented at the sixth and eighth Board meetings, and it takes on board views expressed during the discussion at the eighth Board meeting.

6. The document AFB/B.9/7, *Results Based Management (RBM) and Evaluation Framework*, has been drafted by the secretariat at the request of the Board and incorporates comments made during the discussion on the RBM framework at the eight Board meeting.

7. Other documents prepared for consideration by the Board at its ninth meeting include:

(i) AFB/B.9/8, *Draft Memorandum of Understanding between the Board and implementing entities for the management of projects and programmes financed by the Adaptation Fund*;

(ii) AFB/B.9/9, Communications strategy for the Board;

(iii) AFB/B.9/10, Financial status of the Adaptation Fund Trust Fund and the Administrative Trust Fund, prepared by the trustee; and

(iv) AFB/B.9/11, Status of contributions to the Administrative Trust Fund (the "multi-donor trust fund for the Adaptation Fund Board secretariat"), also prepared by the trustee.

8. Documents for the ninth meeting also include the usual information documents such as Board Members and Alternates (AFB/B.9/Inf.2); Background of the Adaptation Fund (AFB/B.9/Inf.3); the List of observers (AFB/B.9/Inf.4), as requested by the Board at its fifth meeting; and a print version of the power-point Presentation on CER monetization (AFB/B.9/Inf.5), prepared by the trustee. The secretariat has also prepared, as an information document for the Board members, an unofficial version of the Rules of procedure of the Adaptation Fund Board, as amended by CMP 5.

#### *Legal Capacity of the Adaptation Fund Board*

9. The secretariat assisted the Board Chair and Vice-Chair in their discussions with the German Government about the draft law to confer legal capacity to the Board, which was presented at the eighth Board meeting. A legal opinion by the World Bank International Law team was also requested.

#### **IV. MEMBERSHIP OF THE ADAPTATION FUND BOARD**

10. Following the election of the new Board members and alternates by the fifth Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP 5), the newly elected member representing the Asian constituency, Mr. Liucui Zhu (China) resigned on January 22, 2010. China has already identified a candidate to replace him but the nomination by the constituency has yet to be communicated to the secretariat.

#### **IV. SUPPORT TO THE ACCREDITATION PANEL**

10. Following the Decision B.8/2, the secretariat negotiated and concluded the contracts with the three expert members for the Accreditation Panel selected by the Board. One out of the three first candidates of choice did not accept the contract proposed. Hence, the secretariat contacted the first candidate on the list of alternate experts, who accepted the offer.

11. About 21 non-Annex I Parties and nine multilateral organizations and development banks have expressed their interest in being accredited as implementing entities for the Adaptation Fund. As of the date of issuance of the present document, the secretariat received accreditation applications from four non-Annex I Parties and seven multilateral organizations and development banks. The secretariat screened those applications for accreditation and acknowledged the receipt of them. One application for accreditation from a non-Annex I Party and 5 from multilateral organizations have already been forwarded to the Panel for review. The secretariat requested applicants, whose applications were not complete and were thus not yet forwarded to the Panel, to complete the information and supporting documentation. This information will be updated orally during the presentation of this report.

12. The secretariat worked closely with the Panel Chair and Vice-Chair and assisted the Panel in its discussions. During the reporting period, the first Panel meeting and 2 teleconferences were organized. The secretariat also assisted the Panel in finalizing its first report and minutes of its deliberations.

#### **V. SECRETARIAT'S PARTICIPATION IN 36<sup>TH</sup> GEF COUNCIL MEETING**

13. The secretariat staff attended the 36<sup>th</sup> meeting of the GEF Council, which was held at the World Bank premises in Washington, D.C., on November 10 to 12, 2009. The Manager made a presentation to update participants on the status of the operationalization of the Adaptation Fund.

#### **VI. ADAPTATION FUND PUBLICATIONS AND SIDE-EVENT AT CMP 5**

14. The handbook and brochure approved by the Board as per Decision B.7/9 have been issued and formally launched at a side-event held during CMP 5, on December 11, 2009. The handbook and brochure were also displayed and distributed at the GEF booth at the CMP venue in Copenhagen. The secretariat assisted the Board Chair in the organization of the side-event, which consisted of a presentation followed by a question and answer session by the Chair and Vice-Chair.

15. Further, versions of the handbook and brochure in the other UN languages are being finalized.

#### **VII. SECRETARIAT'S PARTICIPATION IN CMP 5**

16. The Manager of the secretariat attended the first week of sessions of CMP 5 in Copenhagen in order to assist the Chair in finalizing his report to the CMP and provide support in the organization of the above mentioned side-event.

17. She also made a presentation on the accreditation process to the GRULAC constituency and was interviewed by the Financial Times.

#### **VIII. SECRETARIAT'S PARTICIPATION IN GEF REGIONAL MEETINGS**

18. The Adaptation Officer was invited to participate in two Sub-Regional Workshops for GEF Focal Points, to inform the participating governments about the current status of operationalization of the Fund; and in particular about the accreditation process. The workshop for the GEF Focal Points in the Pacific was held in Port Moresby, Papua-New Guinea, on February 3-4, 2010. The Adaptation Officer gave a presentation in the plenary session, and had bilateral discussions with representatives of 13 governments that were present at the workshop. During the workshop, he also had discussions with GEF agencies implementing adaptation projects, some of which are aspiring MIEs for the Adaptation Fund. The workshop proved to be a feasible way of increasing the understanding of the participating governments on the Adaptation Fund. In the report of the workshop, the concept of direct access was welcomed, but a need to further clarify the requirements of eligibility for the entities and the accreditation process was also noted.

19. Further, the Adaptation Officer participated in a similar sub-regional workshop for the GEF Focal Points in Asia, held in Hanoi, Vietnam, on March 10-12, 2010. He is available to provide an oral report to the Board.

**IX. ADAPTATION FUND WEBSITE**

20. The contract with the company that will provide the hosting services and the technical maintenance of the Drupal platform has been signed. The content of the old website has been migrated to the new one. The World Bank is now in the process of completing the security clearance of the site. An updated report will be provided during the meeting.

**X. STAFFING**

21. The newly-recruited Programme Assistant, Ms. Ivana Horvathova from Slovakia, joined the secretariat on February 19, 2010. Therefore, the recruitment of the secretariat's dedicated team of officials, as approved by the Board at its sixth meeting, has been finalized.

**XI. LOGISTICS**

22. A new MOU with UNCCD secretariat related to the provision of logistic support and hosting for the Board meetings in 2010 has been signed.

23. Further, the secretariat initiated discussions with the Ministry of Foreign Affairs of Mexico in order to hold the 12<sup>th</sup> Board meeting in Cancun, on December 13 to 15, 2010, back-to-back with CMP 6. These discussions are currently underway.

24. Once more, the secretariat is grateful to the UNCCD secretariat for hosting and providing essential logistical support to the ninth meeting of the Board.