



## ADAPTATION FUND

AFB/EFC.15/2  
1 October 2014

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Ethics and Finance Committee  
Fifteenth Meeting  
Bonn, Germany, 7-8 October 2014

### ANNOTATED PROVISIONAL AGENDA

#### 1. Opening of the meeting

The meeting will be opened by the Vice Chair of the Ethics and Finance Committee (EFC), Ms. Irina Pineda Aguilar (Honduras, GRULAC).

#### 2. Organizational matters

##### a) *Adoption of the agenda:*

Documents: AFB/EFC.15/1, *Provisional agenda* and AFB/EFC.15/2, *Annotated provisional agenda*.

Action expected: The EFC will be invited to adopt the agenda for the meeting and to raise any other matters it may wish to discuss. These other matters will be included on the agenda under item 12.

##### b) *Organization of work:*

Documents: AFB/EFC.15/1, *Provisional agenda* and AFB/EFC.15/2, *Annotated provisional agenda*.

Background: The Chair will propose to the EFC the organization of work as suggested in the attached provisional timetable.

Action expected: The EFC will be invited to approve the organization of work as proposed by the Chair.

**3. Modified accreditation process for small entities**

Document: AFB/B.24/4, Report of the Accreditation Panel, Annex I

Background: When considering the report of the Accreditation Panel, the Board at its twenty-second deliberated over the possibility of the Fund opening a small grants window. Based on the Panel's experience with an applicant national entity under review, along with others, the Panel was requesting to be allowed to further review this entity through a field visit to develop a case example. At the request of the Board the Panel presented options for how a mechanism for accreditation of small entities could be operationalized in document AFB/EFC.14/3. Following consideration of the options presented, the Board decided to continue its consideration of approval for accreditation of small entities on the basis of Option 2 (Streamlined Process) as outlined in the document;(b) With assistance from the secretariat to further its work to elaborate steps that might be undertaken by small entities to demonstrate compliance with the Fund's fiduciary standards, and that would be commensurate with the type, risk profile, and size of the institutions; and (c) To report back in the next Accreditation Panel report, for consideration at the fifteenth meeting of the EFC. .

Action expected: The EFC may wish to take note of the progress the Panel has made to date.

**4. Annual performance report for the fiscal year 2014**

Document: AFB/EFC.15/3, Annual performance report for the fiscal year 2014.

Background: The secretariat will present the annual performance report 2014 for consideration by the EFC.

Action expected: The EFC will be invited to consider the annual performance report for the fiscal year 2014 contained in document AFB/EFC.15/3, and make a recommendation to the Board for approval.

**5. Portfolio monitoring: report of the mission to Jamaica.**

Document: AFB/EFC.15/4: Report of the portfolio monitoring mission to Jamaica.

Background: This portfolio monitoring mission was included in the secretariat's work plan for FY14, which was approved by the Board at its 20th meeting (Decision B.20/14). The project selected for this mission was the direct access project in Jamaica, "Enhancing the resilience of the agricultural sector and coastal areas to protect livelihoods and improve food security", implemented by the Planning Institute of Jamaica (PIOJ). Document AFB/EFC.15/4 presents the findings of the monitoring mission undertaken in July 2014.

Action expected: The EFC will be invited to consider the report of the monitoring mission presented by the secretariat.

**6. Designation of Multilateral and Regional Implementing Entities.**

Document: AFB/EFC.15/5, *Designation of multilateral and regional implementing entities.*

Background: At its 23rd meeting the Board decided to request the secretariat to prepare a document on the designation of Multilateral and Regional Implementing entities that should draw on classifications of other organizations and should include the resource implications for any changes made to those classifications. Document AFB/EFC.15/5 addresses this request.

Action expected: The EFC will be invited to consider the different classifications of other organizations on multilateral and regional entities and the cost implications of any changes made to the Fund's classification in order to make a recommendation to the Board for approval.

**7. Zero-tolerance policy for corruption**

Document: None.

Background: The Board at its 23rd meeting considered a proposal put forward by the Chair to adopt a zero tolerance policy for corruption. The Board decided to request the secretariat to present for consideration by the EFC at its 15th meeting a draft zero tolerance for corruption. The secretariat will present a proposal of zero tolerance policy for corruption that applies to the Board.

Action expected: The EFC will be invited to consider the proposal by the secretariat and make a recommendation to the Board for approval.

**8. Risk management framework**

Document: None.

Background: The Board at its 23rd meeting decided to request the secretariat to present for consideration by the EFC at its 15th meeting an overview of existing policies and procedures addressing management of risks in the Fund's operations, including any proposals for amendments, as appropriate.

Action expected: The EFC will be invited to consider the proposal by the secretariat and make a recommendation to the Board for approval.

**9. Complaint handling mechanism**

Under this agenda item the secretariat will brief EFC members about any issues brought to its attention under the complaint handling mechanism established by the Board. The EFC will make recommendations to the Board on any issues raised, as appropriate.

**10. Implementation of the code of conduct**

Under this agenda item EFC members can raise any issues related to the implementation of the code of conduct for deliberation by the EFC. The EFC will make recommendations to the Board on any issues raised, as appropriate. The code of conduct text is available on the Fund's website.

**11. Financial issues:**

*a) Financial status of the Trust Fund and CER monetization*

Documents: AFB/EFC.15/6, Adaptation Fund Trust Fund: Financial report prepared by the trustee (as at 30 June 2014), and AFB/B.24/Inf.4, Trustee presentation: Update on status of resources and CER monetization.

Background: The trustee will report on the financial status of the trust fund to the EFC.

Action expected: The EFC will be invited to consider and take note of the report presented by the trustee.

*b) Reconciliation of the Board and secretariat, and trustee budgets for the fiscal year 2014*

Document: AFB/EFC.15/7, Reconciliation of the administrative budgets of the Board and secretariat, and the trustee for the fiscal year 2014.

Background: the secretariat and trustee will present the reconciled budgets for fiscal year 1 July 2013 – 30 June 2014.

Action expected: the EFC may wish to take note of the reconciled budgets of the Board and secretariat, and the trustee for the fiscal year 2014.

**12. Other matters**

EFC members will be invited to discuss any other matters raised during the adoption of the agenda.

**13. Adoption of the recommendations and report.**

**14. Closure of the meeting.**

## PROVISIONAL TIMETABLE

### Day 1: 7 October 2014

#### *Morning session*

9:00 – 9:15	1	Opening of the meeting
	2 a)	Adoption of the agenda
	2 b)	Organization of work
9:15 – 10:00	3	Accreditation of small entities.
10:00 – 10:30	4	Annual performance report.

#### *10:30 – 10:45 Coffee break*

10:45 – 11:15	6	Designation of MIE and RIE
11:15 – 11:45	7	Zero tolerance policy on corruption
11:45 – 12:30	8	Risk management framework.

#### *Afternoon session*

14:30 – 15:30	9	Complaint handling mechanism
15:00 – 15:15	10	Implementation of the code of conduct

#### *15:15 – 15:30 Coffee break*

15:30 – 16:30	11.a)	Financial status of the trust fund and CER monetization
16:30 – 17:00	11.b)	Budget reconciliation

### Day 2: 8 October 2014

#### *Morning session*

9:00 – 9:30	5	Report of the mission to Jamaica
9:30 – 10:00	12	Other matters

#### *10:00 – 10:30 Coffee*

#### *Afternoon session*

14:30 – 16:30	8	Adoption of the report
	9	Closure of the meeting