



ADAPTATION FUND

AFB/B.29/3/Rev.1

11 March 2017

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Adaptation Fund Board  
Twenty-ninth meeting  
Bonn, Germany, 16-17 March 2017

Agenda item 6

## **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 twenty-eighth and twenty-ninth meetings of the Adaptation Fund Board (the Board).

### Finalization and posting of the report of the twenty-eighth Board meeting

2. Following the twenty-eighth meeting held in Bonn, Germany on 6-7 October 2016, the secretariat supported the Chair in finalizing the report of the meeting. 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.28/9.

### Events and meetings

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

- (a) Climate Finance Readiness Webinar (27 October, 2016, Online): The secretariat organized the third webinar as part of the overall implementation of the Readiness Programme. The webinar discussed the topic “Management of environmental and social risks and gender risks in adaptation projects” and received sign ups from 28 participants representing 13 national implementing entities (NIEs). Among those who gave presentations and shared their experiences were the South African National Biodiversity Institute (SANBI), the National Environment Management Authority (NEMA) of Kenya, and an independent environmental and social safeguards expert.
- (b) The twenty-second session of the Conference of the Parties of the Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) (COP22), the twelfth session of the Conference of the Parties serving as the meeting of Parties to the Kyoto Protocol (CMP12), and the first session of the Conference of the Parties serving as the meeting of Parties to the Paris Agreement (CMA1) (7-18 November, 2016, Marrakech, Morocco): The interim manager and four members of the secretariat supported the Chair who represented the Fund in the negotiations related to the Fund, especially the contact group on the Report of the Board to the CMP. The secretariat also arranged a well-attended side-event with the title “Family and Community Agriculture: Developing and Implementing Sustainable Climate-Resilient Agricultural Solutions”, which was opened by the Chair, and with speakers from the Governments of Argentina and Uruguay, the Moroccan NIE Agency for Agricultural Development (ADA), as well as from the MIE United Nations Development Programme (UNDP) and from the Adaptation Fund NGO Network. The secretariat arranged also another side event, together with the *Institut de la Francophonie pour le développement durable* (IFDD), with the theme “The Adaptation Fund and the Paris Agreement - Roadmap and Perspectives”. In

addition, the secretariat arranged a contributor dialogue, which featured a number of distinguished opening speakers, including H.E. Ms. Isabella Lövin, Deputy Prime Minister of Sweden, H.E. Mr. Gian Luca Galletti, Minister of the Environment of Italy, H.E. Mr. Sergio Bergman, Minister of the Environment of Argentina, and Mr. Jochen Flasbarth, State Secretary, Federal Ministry for the Environment, Nature Conservation, Building and Nuclear Safety, Germany. Representatives of the secretariat also participated as speakers in side-events organized by the National Bank for Agriculture and Rural Development (NABARD) of India, Germanwatch and the Sahara and Sahel Observatory (OSS), the French Water Partnership and the African Community of Practice for Direct Access to Climate Finance, in the COP22 Gender Day and in the Climate Summit for Local and Regional Leaders. The secretariat also had bilateral meetings with the Moroccan COP Presidency, and with the Governments of the Brussels-Capital, Flemish and Walloon Regions of Belgium, the Governments of Bhutan, Chad, Ethiopia, Indonesia, Iraq, Japan and Yemen.

- (c) The fourteenth Meeting (19-21 October 2016, Songdo, Korea) and fifteenth Meeting of the Green Climate Fund Board (13-15 December, 2016, Apia, Samoa): members of the secretariat participated in the meetings that provided an opportunity to observe the work of the GCF Board, including its deliberations on number of issues, including funding proposals, strategy on accreditation, transition of the Executive Director, staffing of the secretariat, independent redress mechanism (IRM), complementarity and coherence with other funds, resource mobilization and readiness. The meeting also offered an opportunity to have exchanges with members of the Board, and representatives from governments, implementing entities, and non-governmental organizations.
- (d) The interim manager of the secretariat participated as a panelist in a Roundtable on Sustainable Islands organized by the Inter-American Development Bank on 26 January 2017 in Washington, DC.

## **Preparations for the twenty-ninth 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 Chair and the nominees for Committee Chairs and Vice-Chairs, and the trustee, prepared the documents for the twenty-ninth Board meeting and for the twentieth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

6. The full list of documents is contained in document AFB/B.29/Inf.1, List of documents.

### **Membership of the Board**

7. The following includes a list of the changes in the membership of the Board.

- (a) Mr. Yerima Peter Tarfa (Nigeria, African States) and Mr. Petrus Muteyauli (Namibia, African States) were replaced by Mr. Ibila Djibril (Benin, Africa States) as Member, and Mr. Mohamed Zmerli (Tunisia, African States) as Alternate.
- (b) Mr. Ahmed Waheed (Maldives, Asian States) as Member and Mr. Albara E. Tawfiq (Saudi Arabia, Asian States) as Alternate switched their positions. Mr. Tawfiq was reappointed by Member and Mr. Waheed as Alternate.
- (c) Mr. Emilio Luis Sempris Ceballos (Panama, Latin American and the Caribbean States) and Ms. Irina Helena Pineda Aguilar (Honduras, Latin American and the Caribbean States) were replaced by Mr. Victor Viñas (Dominican Republic, Latin American and the Caribbean States) as Member and Ms. Yadira Gonzalez (Cuba, Latin American and the Caribbean States) as Alternate.
- (d) Dr. Markku Kanninen (Finland, Western European and Other States) was replaced by Ms. Sylviane Bilgischer (Belgium, Western European and Other States) as Alternate.
- (e) Mr. Samuel Lagataki (Fiji, Small Island Developing States) as Member and Mr. Paul Philip (Grenada, Small Island Developing States) as Alternate switched their positions. Mr. Philip was reappointed as Member and Mr. Lagataki as Alternate.

### **Intersessional decisions approved by the Board**

8. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated draft decision texts, of which thirty were approved by the Board during the intersessional period. All the decisions listed below have been posted on the Fund website.

- B.28-29/1: Accreditation of environmental project implementation unit (EPIU) as National Implementing Entity
- B.28-29/2: Approval of request for project extension: ANII (Uruguay)
- B.28-29/3: Re-accreditation of the Inter-American Development Bank (IDB)
- B.28-29/4: Approval of Technical Assistance Grant, Antigua and Barbuda
- B.28-29/5: Approval of Technical Assistance Grant, India
- B.28-29/6: Approval of Technical Assistance Grant, Kenya
- B.28-29/7: Approval of Technical Assistance Grant, Namibia
- B.28-29/8: Approval of Technical Assistance Grant, Peru
- B.28-29/9: Approval of Technical Assistance Grant, Rwanda
- B.28-29/10: Approval of Technical Assistance Grant, Costa Rica
- B.28-29/11: Approval of Technical Assistance Grant, Federated States of Micronesia
- B.28-29/12: Approval of Technical Assistance Grant, Senegal
- B.28-29/13: Approval of South-South Cooperation Grant, Burundi

- B.28-29/14: Approval of South-South Cooperation Grant, Togo
- B.28-29/15: Approval of project budget change (UCAR, Argentina)
- B.28-29/16: Election of officers

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

#### *Intersessional review of grants for projects under the Readiness Programme*

9. The secretariat completed the intersessional review of grants for projects under the Readiness Programme and prepared an analysis of the intersessional review cycle (document AFB/PPRC.20/3) for consideration by the Project and Programme Review Committee (PPRC) at its twentieth meeting. (Decision 28/30)

#### *Cancellation of the Readiness Project and Grant for Burundi*

10. The secretariat notified the Ministry of Natural Resources of Rwanda (MINIRENA) and the Government of Burundi of the cancellation of the readiness grant. The secretariat also notified MINIRENA that the grant, including any net investment income earned therefrom, is to be returned to the Adaptation Fund Trust Fund, through the trustee. (Decision B.28/31)

#### *Impact evaluation of complete projects*

11. The secretariat prepared a proposal of options (document AFB/PPRC.20/30) for how post-implementation learning and impact evaluation could be arranged for Adaptation Fund projects and programmes, for consideration by the PPRC at its twentieth meeting, taking into account ongoing discussions on the evaluation function of the Adaptation Fund, as well as Phase II of the evaluation. (Decision B.28/32)

#### *Reconsideration of the funding of the full cost of adaptation reasoning*

12. The secretariat prepared a proposal (document AFB/PPRC.20/4) for consideration by the PPRC at its twentieth meeting clarifying the scope of application of the full cost of adaptation reasoning criteria (Decision B/28/33)

#### *Annual performance report*

13. The secretariat prepared a proposal (document AFB/EFC.20/4) for consideration by the Ethics and Finance Committee (EFC) at its twentieth meeting clarifying the scope of “material change” under Article 4.03 of the standard legal agreement between the Board and implementing entities (amended in October 2015). (Decision B.28/34)

#### *Evaluation of the Fund*

14. The secretariat assisted the evaluation task force to identify candidates for an Independent Review Panel (IRP). The evaluation task force, following recommendation from the secretariat, is proposing the selection of two members for the IRP as well as a Civil Society Representative.

15. As part of its support to the IRP, the secretariat is taking preliminary steps for the launching of the request for proposals to undertake Phase II of the overall evaluation of the Adaptation Fund. The IRP and the secretariat will explore further collaboration with the Global Environment Facility Independent Evaluation Office (GEF-IEO) with respect to Phase II of the evaluation (Decision B.28/35), taking into account the outcomes of the discussions that will take place at the Board related to the Evaluation Function of the Fund.

16. The secretariat prepared updated information (document AFB/EFC.20/3) on the options for an Evaluation Function for the Adaptation Fund, i.e. Option 1, "Through the GEF-IEO" and Option 2 "Through a Technical Evaluation Reference Group (TERG)" as set out in document AFB/EFC.19/5, including cost implications, for consideration by the EFC at its twentieth meeting. (Decision B.28/36).

#### *Knowledge management strategy*

17. The secretariat launched the implementation of the knowledge management strategy and the action plan and will report to the Board on an annual basis. (Decision B.28/37)

#### *Effectiveness and efficiency of the accreditation process*

18. The secretariat communicated to the Green Climate Fund (GCF) the decision to fast-track the re-accreditation of implementing entities accredited with the GCF within a period of four years prior to the submission of the re-accreditation application to the Adaptation Fund as described in document AFB/EFC.19/7. (Decision B.28/38)

#### *Complaint handling mechanism*

19. The secretariat communicated to the implementing entities and designated authorities the decision of approval of the Ad Hoc Complaint Handling Mechanism (ACHM), and disseminated it through the Adaptation Fund website and the Adaptation Fund NGO Network. (Decision B.28/40)

#### *Investment income*

20. The secretariat launched a survey of all implementing entities asking them to report their yearly investment income for the Adaptation Fund fiscal years 2014, 2015 and 2016, if available, to the secretariat by February 2017 and prepared, based on the survey results and in consultation with the trustee, a recommendation (document AFB/EFC.20/5) for consideration by the EFC at its twentieth meeting on an approach to deal with investment

income generated by implementing entities on amounts held in respect of project grants. (Decision B.28/42)

*Requests from National Implementing Entities to increase the country cap*

21. The secretariat assisted the Chair of the Board in responding to the letters received from National Implementing Entities regarding an increase in the country cap, referring to decisions B.27/39 and B.28/43. (Decision B.28/43)

*Resource mobilization strategy*

22. The secretariat developed, with inputs from members of the resource mobilization task force, a resource mobilization action plan (document AFB/B.29/7) based on the updated resource mobilization strategy, taking into account the decisions made by the Board regarding the options for framework for medium-term strategy, for consideration by the Board at its twenty-ninth meeting. (Decision B.28/44)

*Strategic discussion on objectives and further steps of the Fund – Potential linkages between the Adaptation Fund and the GCF*

23. The secretariat continued discussing, with the GCF secretariat, concrete activities in the areas of complementarity and coherence identified by the Board in decision B.25/26, and updated, in consultation with the trustee, document AFB/B.26/5 containing further legal, operational and financial analysis on the implications of various linkages with the GCF, for consideration by the Board at its twenty-ninth meeting as document AFB/B.29/6. (Decision B.28/45)

*Medium-term strategy for the Fund*

24. After finalization of the election, by constituencies, of members and alternates to the Board in conjunction with COP22, the secretariat requested, in coordination with the Chair and Vice-Chair, nominations for members of the medium-term strategy task force. However, as adequate number of nominations were not received, no intersessional decision was proposed for formal election of those members, and the decision was instead deferred to the twenty-ninth meeting of the Board. The secretariat prepared, with inputs from the nominated members the task force, a document containing elements including options for a medium-term strategy for the Fund (document AFB/B.29/5). (Decision B.28/46)

*Pending recommendations arising out of the first phase of the overall evaluation*

25. The secretariat, in consultation with the Chairs of the Board advisory bodies, prepared a document (document AFB/B.29/Inf.7) that outlined pending recommendations arising out of the first phase of evaluation of the Fund, as presented in the management response approved by the Board for consideration by the Board and its advisory bodies, as appropriate, at their next meetings. (Decision B.28/47)

## Communications

26. The secretariat delivered a significant amount of targeted, fresh relevant and informative web, print and digital news content on the Fund's work that has continued to help advance its programs and goals. Since the last board meeting, 12 news stories have been published on the web and disseminated through the Fund's extensive electronic email and social media networks. Topics ranged from new project approvals, the Fund's concrete effective projects, COP22 goals and results, the Fund's policies in action, new accreditations, new pledges, the Fund's themed events, panel discussions, speeches, and the Fund's added value in the climate space as iterated by implementing entities and countries throughout COP22. New full-color country project stories on Morocco and Costa Rica have been completed in three languages with commentaries from beneficiaries and implementing entities. One newsletter and five videos have also been completed on COP22-related themes.

27. Extensive communications were conducted in preparation of and throughout COP22 in Morocco. This included creation of a dedicated COP22 micro-website to host all latest news of the Fund, photos, videos, media and social media links related to COP22. An engaging long-form video on the gender policy detailing several projects with strong gender components was made, and posted to the site, YouTube, and shared by the partners such as UNFCCC. It received well over 700 views and resonated well with Gender Day. Another video featuring the Fund's innovative water management project in Morocco and the workshops in Morocco was a success, gaining well over 425 views and coinciding with Water Day. Both videos were also shown continuously at an original multimedia exhibit hosted by the Fund on-site at COP22 featuring new project photos from around globe. The Fund also participated on a Gender Day panel and UN Climate Change Studio TV, which were covered in stories and pictures by the secretariat. Three shorter-form videos focused on the projects were also made post-COP22. A web and print version of Project Story on Morocco was completed for COP22 and disseminated broadly to stakeholders in person and over web. A steady stream of news releases on the Fund's goals for COP22, new pledges, events, progress in Paris Agreement and results in attaining resource mobilization goals was released throughout COP22 in timely manner on web, social media and via email. Multiple speeches were written for the Chair of the Board for the High Level Segments and side events, as well as several sets of targeted talking points prepared for the secretariat staff for media interviews. The secretariat coordinated several media interviews, including with Yale Environment 360, the Guardian, Christian Science Monitor, Devex and Inside Climate News, among others. The secretariat also coordinated a well-received first-ever themed side event on family agriculture, featuring presentations from implementing entities on project successes, NGO and country perspectives.

28. The Adaptation Fund appeared in at least 50 media news stories from October to December 2016 with 95% positive, 4% neutral and 1% negative. Many of these positive news stories were republished on the Fund's website and through its social media channels, particularly during COP22. The Fund's original web stories, social media and outreach



worked well together and were particularly effective during COP22, which contributed to the positive outcomes of eclipsing resource mobilization goals and advancing further in Paris Agreement language.

29. The secretariat has continued to take an aggressive approach to social media, positioning the Fund as a pioneer, innovator and thought leader in the adaptation and climate finance field. The secretariat continues to post frequently to its social media channels with fresh relevant content and is witnessing solid growth and engagement. The number of Twitter followers has grown from 6,000 in September 2016 to nearly 7,000 in March 2017. The Adaptation Fund also ranked number nine among the Top 100 influencers and brands talking about Climate Action on Twitter, according to a new analysis released in February 2017 from Onalytica that examined over 84,000 tweets from 2 September to 1 December, 2016 based on 'Resonance, Relevance, Reach and Reference.' The secretariat further produced a Flickr photo album on COP22, and its social media engagement across Twitter and Facebook alone reached a peak of 2,308 post likes, clicks and engagements in November 2016 during the height of COP22.

30. In addition to website and social media news, the secretariat has continued to expand its email lists and e-newsletter sharing service, Constant Contact, and networks that receive the latest Fund's news Fund and press releases. This has led to increased interest from the media, stakeholders and partners around the Fund events, such as workshops, seminars and climate change conferences like COPs where the Fund is participating and contributes to its credibility and growth as an innovator and thought leader in the field.

31. The secretariat has drafted a detailed strategy to celebrate the Fund's tenth anniversary later during 2017 through development of a special electronic publication and limited print edition, logo and celebratory event to take place in Bonn during COP23. The goal is to highlight the Fund's pioneering and innovating accomplishments over the years through written stories both from the secretariat and guest articles, photos, videos and high-level speeches to reach large international audiences of the Fund's important contributions and continuing valuable work in the climate change adaptation and climate finance field.

32. The secretariat continued to maintain three websites: the primary public Adaptation Fund website, a knowledge exchange website Climate Finance Ready co-managed with the Climate and Development Knowledge Network (CDKN), and Accreditation Workflow, a password-protected website for the entity accreditation process. The secretariat continued to develop usability and fresh, engaging easy-to-read content for the Adaptation Fund website. It also enhanced the Accreditation Workflow, and took steps in collaboration with the CDKN to produce more relevant climate finance readiness content on the Climate Finance Ready website.

### **Support to the Accreditation Panel**

33. The secretariat worked closely with the Chair and Vice-Chair of the Accreditation Panel and assisted the Panel in its discussions. The twenty-fourth Panel meeting was held on 31 January and 1 February 2017 in Washington, D.C., USA. The Panel reviewed 20 applications for accreditation and re-accreditation and discussed issues relating to efficiency and effectiveness of the accreditation process such as application of a new policy into accreditation application. The Panel also continued its review of the applications of eleven National Implementing Entity (NIE) candidates and one Regional Implementing Entity (RIE) candidate.

34. In line with the Board Decision B.28/38 on fast track reaccreditation, the secretariat has communicated the decision to the GCF secretariat as well as the Fund's implementing entities. In addition, in accordance with the decision, the Accreditation Panel started applying fast track re-accreditation process to the implementing entities which applied for re-accreditation and was accredited with the GCF within the last four years.

**Table 1: Status of accreditation applications submitted to the secretariat as of 15 February 2017**

	<b>NIE</b>	<b>RIE</b>	<b>MIE</b>
Accredited	25	6	12
Not accredited	8	1	0
Under review by Accreditation Panel	11	1	0
Screened by secretariat pending completion of accreditation application	5	0	0

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

### **Screening/technical review of project/programme proposals**

35. The secretariat screened and prepared technical reviews of ten fully developed single-country project documents and six single-country project concepts, as well as four regional fully developed project documents and, three regional project concepts and two regional project pre-concepts received during the reporting period. In performing this task, the dedicated team of officials of the secretariat was supported by GEF secretariat technical staff, five contracted technical experts and an environmental and social expert.

### **Review of Project Performance Reports (PPRs)**

36. The Secretariat has completed the review and cleared the first Project Performance Reports (PPR) for the projects implemented in Costa-Rica (Fundecooperacion, inception date: October 2015), Guatemala (UNDP, inception date: March 2015), and South Africa (Small Grant Facility Project, SANBI, inception date 16 September 2015; uMngeni Resilience Project, SANBI, inception date 12 November 2015), the second PPR for the project implemented in Rwanda (MINIRENA, inception date: June 2014), the third PPR for the projects implemented in Colombia (UNDP, inception date: March 2013), Cambodia (UNEP, Inception date: May 2013), Djibouti (UNDP, inception date: March 2013), Jamaica

(PIOJ, inception date: November 2012), Madagascar (UNEP, inception date: October 2012), the fourth PPR for the projects implemented in Turkmenistan (UNDP, inception date: May 2012), the fifth PPR for the projects in Ecuador (WFP, inception date: November 2011) and Solomon Islands (UNDP, inception date: June 2011). The project in Uruguay (ANII) separately requested the Board to approve the extension of the project completion date. Following the Board decision B.28/47 at its twenty-eighth meeting to delegate to the secretariat its authority to approve technical review and clearance of the PPRs prior to authorization by the Chair of the cash transfer of funding tranches, the PPRs above were cleared and the secretariat notified the Board accordingly. The following projects subsequently received financing tranches: Cambodia, Costa-Rica, Djibouti, Guatemala, Rwanda, South Africa (Small Grants Facility) and Turkmenistan. The PPRs were also made publicly available on the Fund's website. The secretariat is continuing the review of PPRs for projects in Ecuador (WFP), Madagascar (UNEP), Mauritania (WFP), Mauritius (UNDP), Mongolia (UNDP), Morocco (ADA), Sri Lanka (WFP), and Tanzania (UNEP).

### **Gender Policy and Action Plan**

37. The Board approved the Fund's Gender Policy and Action Plan in March 2016, which aims at ensuring that projects and programmes supported by the Fund provide women and men with an equal opportunity to build resilience, address their differentiated vulnerabilities and increase their capability to adapt to climate change impacts. As part of implementation of the Fund's Gender Policy and Action Plan, the secretariat presented to the Board a revised operational policies and guidelines for Parties to access resources from the Fund (OPGs) and the Annexes three and four, which were approved by the Board at its twenty-eighth and twenty-ninth meetings. In addition, the secretariat prepared, in consultation with a gender expert, document AFB/B.29/Inf.6 "Gender Guidance Document for Implementing Entities on Compliance with the Adaptation Fund Gender Policy." This documents is intended to provide supplemental information and practical guidance to the IEs, including through concrete examples, recommendations and suggestions, for achieving and assessing compliance with the Gender Policy to mainstream gender considerations throughout the Fund project and programme cycle. This document will be communicated to the Fund's stakeholders including the IEs and DAs, following Board's guidance at the upcoming meeting, similar to the case of the EFC guidance document discussed at the PPRC 16th meeting.

### **Personnel**

38. The selection process of the Manager of the secretariat is ongoing as of the date of this report.

39. Ms. Alyssa Maria Gomes, Intern (M&E and knowledge management) joined the secretariat on 20 September 2016.

40. Ms. Aya Mimura, Operations Associate, returned to work on 3 January, 2017 from an extended sick leave.

41. Mr. Hugo Remaury, Program Analyst, left the secretariat in February 2017, and was replaced by Ms. Martina Dorigo on 13 February 2017.

**Annex I: Planned activities towards the end of FY17 (Between the twenty-ninth meeting of the Adaptation Fund Board and 30 June 2017)**

**MEETINGS AND WORK ORGANIZATION**

Activity	Dates/Time frame
Organization of the twenty-ninth Meeting of the Adaptation Fund Board	14-17 March 2017
Bonn Climate Change Conference: The forty-sixth sessions of the Subsidiary Body for Implementation ( <b>SBI 46</b> ) and Subsidiary Body for Scientific and Technological Advice ( <b>SBSTA 46</b> ) as well as the third part of the first session of the Ad Hoc Working Group on the Paris Agreement ( <b>APA 1-3</b> )	8-18 May 2017
16 <sup>th</sup> meeting of the Green Climate Fund Board (To be confirmed)	4-6 April 2017

**STRATEGIES**

Activity	Dates/Time frame
[Medium-term strategy]	
Establishment of the Task Force	March 2017
Call for public comments on the draft strategy	June 2017
[Resource mobilization strategy]	
Implementation of the Action Plan	March – June 2017

**PROJECTS AND PROGRAMMES**

Activity	Dates/Time frame
Intersessional review of and decisions on project and programme proposals	April - June 2017

**ACCREDITATION**

Activity	Dates/Time frame
Organization of the twenty-fifth meeting of the Accreditation Panel	May 2017
Field visits (as necessity arises)	April – June 2017
Completion of the migration of the accreditation workflow and accreditation to the World Bank's secured site	March – June 2017

**MONITORING & EVALUATION**

Activity	Dates/Time frame
Implementation of Phase II Evaluation of the Fund	March – June 2017

**COMMUNICATIONS**

Activity	Dates/Time frame
Production of a publication commemorating the tenth anniversary of the Adaptation Fund	March – June 2017
Preparation of the tenth anniversary event to be held at COP23	March – June 2017
Production of 1 Video – featuring projects and AF innovations	March – June 2017
Updating flyers, talking points, speeches, possible CC newsletter	March – June 2017
Publication of Project Stories (1-2), Press Releases (4-6), social media posts	March – June 2017
Updating communications strategy, media affairs/outreach and events	March – June 2017

**KNOWLEDGE MANAGEMENT**

Activity	Dates/Time frame
Portfolio monitoring mission to Egypt	April 2017
Portfolio monitoring mission to Georgia and Turkmenistan	June 2017
Implementation of the Knowledge Management Strategy and Action Plan	March – June 2017

**GENDER**

Activity	Dates/Time frame
Provide countries and implementing entities with guidance on compliance on the Fund's gender policy	March-June 2017
Initiate and explore Gender Collaborative Work with other Funds including the GEF and GCF (e.g, gender training module or knowledge exchanges on gender policy implementation)	March-June 2017

**READINESS PROGRAMME**

Activity	Dates/Time frame
Fourth Climate Finance Readiness Webinar	20 April 2017
Case study – Lessons learned on adaptation financing and adaptation projects	April – June 2017
Coordination meeting with providers of readiness support	13 May 2017
Readiness workshop for Least developed Countries of the Kyoto Protocol	May 2017