



ADAPTATION FUND

AFB/B.30/3  
3 October 2017

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Adaptation Fund Board  
Thirtieth meeting  
Bonn, Germany, 12-13 October 2017

Agenda item 4

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

## **Finalization and posting of the report of the twenty-ninth Board meeting**

2. Following the twenty-ninth meeting held in Bonn, Germany on 16-17 March 2017, 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.29/9.

## **Events and meetings**

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

- (a) UNEP Help Desk Closure Workshop (21-22 March 2017, Bangkok, Thailand): A representative of the secretariat attended the workshop which was organized by the United Nations Environment Programme (UN Environment) Asia and the Pacific Office and was attended by the eight countries that were supported by the Help Desk programme to navigate the accreditation and project or programme formulation process of the Adaptation Fund. Workshop attendees also included a representative from the Ministry of Environment of Japan, United Nations Economic and Social Commission for Asia and the Pacific (UNESCAP), Institute for Global and Environment Studies (IGES), UN Helpdesk consultants, Asian Institute of Technology (AIT) and staff from UN Environment. Of the eight countries supported, three had submitted applications for accreditation and of these, one NIE from Cook Islands had successfully been accredited by the Board.
- (b) Climate Finance Readiness Webinar #4 (20 April 2017, Online): The secretariat organized the fourth webinar as part of the overall implementation of the Readiness Programme. The webinar discussed the topic “monitoring and evaluation (M&E) in adaptation projects and programmes” and was attended by 18 participants representing 11 national implementing entities (NIEs). NIEs shared and exchanged practical experiences implementing the Fund’s Results Based Management (RBM) approach at the project/programme level and discussed best practices for applying M&E in adaptation. NIEs that gave presentations during the webinar were the Centre de Suivi Ecologique (CSE), Senegal; Fundecooperación para el Desarrollo Sostenible (Fundecooperación), Costa Rica; and Ministry of Natural Resources (MINIRENA), Rwanda.
- (c) Portfolio monitoring mission to project in Egypt (30 April – 5 May 2017): Two representatives of the secretariat visited the project implemented by the World Food

Programme in Egypt. The mission had targeted this project for the following reasons: i) to learn from a number of adaptation options in response to climate threats affecting water management and agricultural production in drylands; ii) to learn from successful awareness raising strategies, participatory approaches to adaptation and community ownership; and iii) to draw lessons from the project's approach to gender-related issues. The findings and lessons learned from that mission will be presented during the present Board meeting;

- (d) The forty-sixth sessions of the Subsidiary Body for Implementation (SBI 46) and Subsidiary Body for Scientific and Technological Advice (SBSTA 46) as well as the third part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1-3) (8 – 18 May 2017, Bonn, Germany): The manager and three members of the secretariat supported the Chair who represented the Fund in the negotiations related to the Fund, especially the contact group on the Adaptation Fund during the Third session of the Ad Hoc Working Group on the Paris Agreement (APA 3). The secretariat also arranged a well-attended side-event with the title “Accelerating Implementation of the Paris Agreement through Concrete and Innovative Adaptation Projects in Vulnerable Communities”, which was opened by the Chair, and with speakers from the NIEs from Antigua and Barbuda, Morocco, and South Africa, and from the Adaptation Fund NGO Network. The secretariat also provided a targeted briefing on the Fund to the Least Developed Countries constituency. Further, the secretariat arranged a meeting with organizations that are providing readiness support for adaptation to discuss ways to ensure better coordination between the different actors working on adaptation readiness. The meeting was arranged in partnership with the Climate Technology Centre and Network (CTCN) and was attended by 11 organizations, including the UNFCCC secretariat. Representatives of the secretariat also participated as speakers in the Long-term Climate Finance (LTF) In-session workshop 2017 and in the fifth Dialogue on Action for Climate Empowerment (ACE). The secretariat also had bilateral meetings with the Moroccan COP Presidency and the incoming Fijian COP Presidency, and with the Governments of Dominica, Italy and the Netherlands, and the European Commission.
- (e) The Climate Finance Readiness Workshop for Least Developed Countries (30 May – 1 June 2017, Addis Ababa, Ethiopia). The workshop was attended by over 35 participants representing 33 LDCs who shared and exchanged lessons, knowledge and experiences in the programming of climate adaptation finance, and including a discussion on the linkages between National Adaptation Plans (NAPs) and Nationally Determined Contributions (NDCs) and the development and financing of adaptation projects through direct access to support these. Secretariat staff also held one on one clinic sessions with workshop participants to discuss and address individual specific issues related to accreditation and all aspects of the Fund portfolio processes and mandate. Other organizations who attended and shared their experience and knowledge were the United Nations Environment Programme (UNEP) and the African Development Bank (AfDB).

- (f) Portfolio monitoring mission to the project in Turkmenistan (5 – 9 June 2017). The manager (for part of the mission) and two other representatives of the secretariat visited the project implemented by the United Nations Development Programme in Nohur and Karakum Provinces. The mission had targeted this project for the following reasons: i) to learn from a number of community-based adaptation options under various agro-climatic conditions of Turkmenistan; ii) to learn from the project's successful approach in engaging the local communities, and building stakeholder ownership; and iii) to learn from the strengthening of institutional capacity to develop climate resilient water policies in agriculture (i.e. water code revisions). In the first part of the mission (June 5-6 ) the representatives of the secretariat attended The Central Asian International Environmental Forum “Initiative for Cooperation on Environment and Sustainable Development in Central Asia”, organized by Turkmenistan’s State Committee for Protection of Environment and Land Resources jointly with the Regional Environmental Center for Central Asia (CAREC). This forum gathered representatives of relevant ministries and departments, scientific and educational centers and environmental activists from 13 countries. In this occasion, the Senior Climate Change Specialist gave a presentation on the AF work in the plenary session “Challenges and Opportunities for Environmental Cooperation in Climate Change and Water Resources in Central Asia”. Additionally, the secretariat representatives met with a number of different stakeholders.
- (g) Portfolio monitoring mission to the project in Georgia (12 – 16 June 2017). The manager and one representative of the secretariat visited the project implemented by the United Nations Development Programme. The mission had targeted this project for the following reasons: i) to learn from a paradigm shift attempting to address long-term flood management measures; ii) to learn from combining policy, early warning and concrete adaptation actions; and iii) to draw lessons from a basin-wide view of flood risk in order to understand and respond to the critical processes that lead to flooding within the basin. The findings and lessons learned from that mission will be presented during the present Board meeting.
- (h) The Eleventh International Conference on Community-Based Adaptation (26 – 29 June 2017) organized by the International Institute for Environmental Development (IIED), in Kampala, Uganda. A representative of the secretariat participated and spoke on a panel during the plenary session on “Financing Climate Change Adaptation”, and during the kick-off meeting to enhance civil society organization engagement in the regional Adaptation Fund project - Adapting to Climate Change in the Lake Victoria Basin.
- (i) The sixteenth, seventeenth and eighteenth meetings of the Green Climate Fund Board (4 – 6 April and 5 – 6 July 2017 in Songdo, Korea and 30 September – 2 October in Cairo, Egypt): 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, operational framework on complementary and coherence,

implementation of the initial strategic plan of GCF, work programme of the secretariat for 2017, competitive process for the selection of the permanent trustee, staffing of the secretariat, resource mobilization, country ownership guidelines, REDD+ results based payments, risk management framework, and readiness programme. The meetings also offered an opportunity to have exchanges with members of the Board and the secretariat, and representatives from governments, implementing entities, and non-governmental organizations.

- (j) Climate Finance Readiness Seminar for NIEs #4 (26 – 28 July 2017, Puntarenas Province, Costa Rica). The seminar was hosted by Fundecooperación and was the first annual NIE seminar to take place outside Washington, D.C. and to be hosted by an NIE. 22 out of a total of 25 accredited NIEs participated at the seminar including three other organizations; the Climate Investment Funds (CIF), the Global Environment Facility (GEF) and the Green Climate Fund (GCF). Participants discussed and shared experiences on topics that included project development, implementation of the Fund's environmental and social policy and gender policy in projects and programmes, monitoring and evaluation, knowledge management, implementation of readiness grants, the Fund's re-accreditation process, the Fund's medium term strategy and the community of practice for NIEs. The seminar also included a field visit to two project sites that were part of Fundecooperación's multisector project funded by the Fund.
- (k) 2017 Forum of the Standing Committee on Finance: "Mobilizing finance for climate resilient infrastructure" organized by the UNFCCC (6 – 7 September 2017) in Rabat, Morocco. A representative of the secretariat represented the Fund and participated in the panel of the plenary session "Improving risk information and assessment and screening public sector infrastructure finance", presenting the work of the Fund this topic.
- (l) Climate Chance (Local Climate Actors) World Summit 2017 (11 – 13 September 2017) in Agadir, Morocco. A representative of the secretariat participated in a high-level panel on "Access of non-state actors to climate finance - How to align funding flows for local climate action?" This event was an opportunity to showcase the Fund's work and exchange with local actors on the current challenges they face in accessing climate finance.
- (m) A representative of the secretariat made a remote presentation on the Fund's project review criteria during a training session on "Managing Project Preparation for Climate Change Adaptation", on September 11, 2017. The training workshop was offered under the umbrella of the Climate Change Asia initiative and jointly organized by the Asian Institute of Technology and the United Nations Development Programme. The target audience for the training programme was policy and technical staff from national governments, non-governmental organisations, academia and the private sector who are involved in national adaptation planning process and/or development of project proposals on climate change adaptation, or will perform such tasks in the future.

## **Preparations for the thirtieth 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 Committee Chairs and Vice-Chairs, and the trustee, prepared the documents for the thirtieth Board meeting and for the twenty-first 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.30/Inf.1, List of documents.

## **Membership of the Board**

7. Ms. Fatuma Hussein (Kenya, Non-Annex I Parties) had resigned as a Member of the Board on 3 March 2017. The position was filled during the reporting period by Mr. Charles C. Mutai (Kenya, Non-Annex I Parties) on 17 May 2017.

## **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.29-30/1: Re-accreditation of the African Development Bank (AfDB)
- B.29-30/2: Request for disbursement schedule revision: South African National Biodiversity Institute (South Africa)
- B.29-30/3: Approval of request for programme extension: WFP (Sri Lanka)
- B.29-30/4: Appointment of Board Member representing Non-Annex I Parties
- B.29-30/5: Approval of proposal for Senegal
- B.29-30/6: Non-Approval of proposal for Guinea Bissau
- B.29-30/7: Endorsement of proposal for Benin, Burkina Faso and Niger
- B.29-30/8: Approval of proposal for Burundi, Kenya, Rwanda, Tanzania and Uganda
- B.29-30/9: Approval of proposal for Colombia and Ecuador
- B.29-30/10: Report of the Adaptation Fund Board to the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol at its thirteenth session
- B.29-30/11: Approval of request for extension of programme completion date: Planning Institute of Jamaica (PIOJ)
- B.29-30/12: Re-accreditation of the United Nations Educational, Scientific and Cultural Organization (UNESCO)

- B.29-30/13: Approval of request for change of programme execution arrangements: WFP (Sri Lanka)
- B.29-30/14: Re-accreditation of Agence pour le Développement Agricole (ADA)

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

#### *Options for an evaluation function and cost implications*

9. The secretariat prepared, for consideration by the Ethics and Finance Committee at its twenty-first meeting, a document containing, for each of the two options for an evaluation function, additional information on an indicative three-year work program and how the necessary technical expert guidance and inputs would be arranged. (Decision B.29/30)

#### *Material change in projects funded by the Fund*

10. The secretariat consolidated all previous decisions related to requests for direct project services, requests for material change, and request for revision of original activity/output/outcome and/or associated indicators and targets into a new annex to the Operational Policies and Guidelines related to project/programme implementation for consideration by the EFC at its twenty-first meeting. (Decision 29/33)

#### *Investment income*

11. The secretariat compiled a comprehensive analysis after following up with the implementing entities that did not respond to the survey launched pursuant to Decision B.29/42 and prepared, in consultation with the trustee, a recommendation on an approach for dealing with investment income generated by the implementing entities on amounts held in respect of project grants, to be presented to the EFC at its twenty-first meeting. (Decision B.29/35).

#### *Financial Intermediary Fund (FIF) collaboration platform*

12. The secretariat assessed the option of further development of the FIF collaboration platform and prepared a recommendation for consideration by the EFC at its twenty-first meeting. (Decision B.29/37)

#### *Constitution of the Independent Review Panel (IRP) for the second phase of the overall evaluation of the Fund*

13. The secretariat provided the IRP with continued support to carry out the vendor selection from April to June 2017 and the review of the inception reports from July to August 2017. (Decision B.29/38)

#### *Medium-term strategy for the Fund*

14. The secretariat drafted the medium-term strategy under supervision and guidance of the Task Force on the medium-term strategy and published the draft for public consultation purposes. A new version of the draft strategy will be presented for the Board consideration at its thirtieth meeting. (Decision B.29/39)

*Strategic discussion on objectives and further steps of the Fund. Potential linkages between the Fund and the Green Climate Fund*

15. The secretariat assisted the Chair and Vice-Chair in writing an official letter to the Co-Chairs of the GCF summarizing the Board discussions related to the operational linkages with the GCF and its intention to attend an annual dialogue to be initiated by the GCF at the seventeenth meeting of the GCF Board in July 2017 in order to enhance complementarity. This annual dialogue was postponed and was not held at seventeenth meeting of the GCF Board. The secretariat continued discussing the concrete activities in the area of complementarity and coherence identified by the Board in decision B.25/26 with the GCF Secretariat. One result of these discussions is “Day of the Direct Access Entities”, planned to be arranged jointly with the GCF and the GEF in conjunction with COP 23 in Bonn in November 2017. In consultation with the trustee, the secretariat prepared an assessment of practical solutions for linkages between the Adaptation Fund and the GCF and will present it to the Board for consideration at its thirtieth meeting (Decision B.29/40).

*Resource mobilization action plan*

16. The Secretariat edited, in consultation with the Resource Mobilization Task Force, the Resource Mobilization Strategy for public disclosure and published it intersessionally. (Decision B.29/41).

*Implementation of the Readiness Programme*

17. The secretariat implemented further steps to integrate the Readiness Programme into the Adaptation Fund’s operations, policies and guidelines, strategies, work plan and budget. In line with this, the Secretariat updated the Fund’s Operational Policies and Guidelines (OPG), the results framework of the Readiness Programme, and the Fund’s policy for project/programme delays. The policy on project/programme delays was presented for Board decision intersessionally while the OPG and results framework will be presented for the Board consideration at its thirtieth meeting delays (Decision B.29/42).

18. The secretariat launched a call for readiness grants for 2017 at the fourth annual climate finance readiness seminar for NIEs and circulated public announcements on the availability of the grants through the Fund’s website and email notifications to contacts in the Fund’s distribution list. The secretariat would review the grants intersessionally between the thirtieth and thirty-first meetings of the Board. The grants had been set aside by the Board annually as direct transfers from the resources of the Adaptation Fund Trust Fund for allocation under the Readiness Programme (Decision B.29/36).



*Issues arising from the twenty-second session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP 22), the twelfth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 12), and the first session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 1)*

19. In consultation with the Chair and Vice-Chair of the Board, the secretariat prepared a draft report of the Board to the thirteenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 13), and circulated it to the Board for comments.

20. The secretariat liaised with the secretariat of the United Nations Framework Convention on Climate Change in drafting the technical paper requested by decision 1/CMP.12, through information and data sharing.

## **Communications**

21. The secretariat delivered targeted, relevant and informative digital and print products highlighting the Fund's readiness seminars, projects, events, project approvals, and the launch of its 10<sup>th</sup> anniversary campaign. For the website, 10 news releases and one project story (on South Africa in three languages) were generated and disseminated through the Fund's email and social media networks. Five new Flickr photo albums were created and shared on social media. These featured field monitoring missions in Egypt, Georgia and Turkmenistan, the Fund's side event at the UN climate change conference in Bonn in May, and the Fund's readiness seminar and project visit in Costa Rica in July.

22. The secretariat created comprehensive digital and print materials to commemorate the Fund's 10<sup>th</sup> anniversary, including a print publication featuring 54 articles and a vast amount of photos of projects from the field. The secretariat wrote six original articles about the Fund's history, growth and innovations, and solicited guest articles and photos from stakeholders. In all, the secretariat edited submissions from 19 implementing entities, the UNFCCC executive secretary, the CEO of the Global Environment Facility, trustee, Adaptation Fund NGO Network, donors such as Germany and Sweden, and 21 short stories featuring project beneficiaries in action. A website version was also created, as well as a campaign hashtag, and numerous stories shared on social media. A new anniversary logo and line of 10<sup>th</sup> anniversary promotional materials were created, including tote bags, note-nests, notebooks, stress cubes, pins, candy wrappers, brochures, banners and posters. The secretariat also collaborated with the City of Bonn in organizing a special event to mark the occasion on November 16, 2017 in the historic Old Town Hall in Bonn that will feature international speakers, a video and photo exhibit, entertainment and refreshments. Many interviews with implementing partners, Fund staff, Board members and stakeholders were also conducted toward creation of a special 10<sup>th</sup> anniversary video that will be shown at the event and COP 23.

23. Regarding outreach activities, the secretariat organized a side event at the Bonn climate change conference in May that featured speakers from implementing entities and NGOs. The secretariat also created a micro-website with content highlighting the Fund's activities at COP 23 and the work of its partners that will be updated throughout the conference. Further, the secretariat made preparations towards participating in the UN Day on 14 October 2017 in Bonn, with a special exhibit focused on the Fund's work and previewing the 10<sup>th</sup> anniversary.

24. The Fund has continued to see solid growth across its digital platforms. The number of website page views from March 1 – September 25, 2017 totalled 265,830, a 6.6% increase over the same period last year. Unique visitors totalled 28,451, a 14.5% increase over last year. The top five most viewed pages include the homepage, Apply for Funding, Projects & programmes, Documents & publications, and About sections – indicating strong interest for the heart of the Fund's work. On Twitter, between March 1 – September 26, 2017, the Fund gained 838 new followers surpassing the 7,500 mark, put out 214 tweets, and earned 301 mentions, 10,036 profile visits and 177,800 tweet impressions. Facebook interactions were value-added with several posts getting more than 2,000 views each, and with a total of more than 10,800 followers. The Fund has also received several prominent mentions on Twitter regarding the 10<sup>th</sup> anniversary and many Fund projects from stakeholders such as UNFCCC, UNDP, country-level partners and others, and facilitated media interviews such as with the Jamaica Gleaner that have resulted in positive media attention.

25. The secretariat has continued to expand its email lists and e-newsletter distribution networks that receive the latest Fund news. The secretariat also created new graphics such as updated briefing notes, flyers, photo posters, display stands, and new graphics for reports such as the annual performance report and medium term strategy. Targeted print materials such as project stories, direct access flyers and briefing notes were disseminated at readiness seminars and conferences, along with promotional products.

26. 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. CDKN informed the secretariat that it was being reorganized and might not be able to continue the existing collaboration – subsequently, the secretariat is exploring various options for continuation of the Climate Finance Ready site. The secretariat continued to develop a steady amount of user-friendly and engaging content for the Adaptation Fund website and synergize it with its social media and outreach efforts.

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

27. The secretariat worked closely with the Chair and Vice-Chair of the Accreditation Panel and assisted the Panel in its discussions. The twenty-fifth and twenty-sixth Panel meetings were held on 2-3 May and 18-19 September 2017, respectively, in Washington, D.C., USA. The Report of the Twenty-Fifth Meeting of the Accreditation Panel was

intersessionally submitted to the Board for their consideration, and the Board intersessionally adopted the report (document AFB/B.29-30/2). The Panel received four new applications (three NIEs and one RIE) and reviewed 22 applications for accreditation and re-accreditation and discussed issues relating to efficiency and effectiveness of the accreditation process and updating guidance for the Designated Authorities in selecting an NIE candidate. The Panel also continued its review of the accreditation applications of twelve National Implementing Entity (NIE) candidates and two Regional Implementing Entity (RIE) candidate.

28. The Accreditation Panel reached a consensus to recommend re-accreditation of the United Nations Educational, Scientific and Cultural Organization (UNESCO). Considering the recommendation by the Accreditation Panel, the Board intersessionally decided to re-accredit the UNESCO by decision B.29-30/12.

29. The Accreditation Panel reached a consensus to recommend re-accreditation of Agence pour le Développement Agricole (ADA) of Morocco. Considering the recommendation by the Accreditation Panel, the Board intersessionally decided to re-accredit the ADA by decision B.29-30/14.

**Table 1: Status of accreditation applications submitted to the secretariat as of 18 August 2017**

	<b>NIE</b>	<b>RIE</b>	<b>MIE</b>
Accredited	25	6	12
Not accredited	8	1	0
Under review by Accreditation Panel	12	2	0
Screened by secretariat pending completion of accreditation application	3	1	0

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

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

30. The secretariat conducted an intersessional review cycle between the twenty-ninth and thirtieth meetings of the Board, during which it screened and prepared technical reviews of two fully developed single-country project documents, as well as two regional fully developed project documents and one regional project concept received during the reporting period. Funding recommendations and subsequent decisions by the Board were made following the review process (Decisions B.29-30/5 to 9).

31. In preparation for the thirtieth Board meeting, the secretariat screened and prepared technical reviews of ten fully developed single-country project documents and thirteen single-country project concepts, as well as two regional fully developed project documents, two regional project concepts and six 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, four contracted technical experts and an environmental and social expert.

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

32. 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 Secretariat has completed the review and cleared:

- a) The first Project Performance Reports (PPR) for the projects implemented in: India (NABARD, inception date: June 2015), Costa Rica (Fundecooperación, inception date: October 2015), Ghana (UNDP, inception date: May 2016), Morocco (ADA, inception date: December 2015), South Africa (Small Grant Facility Project, SANBI, inception date 16 September 2015; and uMngeni Resilience Project, SANBI, inception date 12 November 2015).
- b) The second PPR for the project implemented in: Belize (World Bank, inception date: March 2015), Cambodia (UNEP, inception date: May 2013), Cuba (UNDP, inception date: September 2014), Guatemala (UNDP, inception date: March 2015), Mauritania (WFP, inception date: August 2014), Sri Lanka (WFP, inception date: August 2014), Uzbekistan (UNDP, inception date: May 2014).
- c) The third PPR for the projects implemented in: Argentina (UCAR, inception date: October 2013), Colombia (UNDP, inception date: March 2013), Egypt (WFP, inception date: March 2013), Georgia (UNDP, project completion date: June 2017), Madagascar (UNEP, inception date: October 2012), Samoa (UNDP, inception date: January 2013), Tanzania (UNEP, inception date: October 2012).
- d) The fourth PPR for the projects implemented in: Cook Islands (UNDP, inception date: July 2012), Djibouti (UNDP, inception date: March 2013), Jamaica (PIOJ, inception date: November 2012), Tanzania (UNEP, inception date: October 2012), Turkmenistan (UNDP, inception date: May 2012).
- e) The fifth PPR for the project implemented in: Mongolia (UNDP, June 2012).

The PPRs were also made publicly available on the Fund's website.

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

33. As part of efforts for collaboration and communication which was identified as one of the priority areas of the Fund's Gender Action Plan, the secretariat initiated regular gender collaborative meetings with other institutions, including the Global Environment Facility, the Green Climate Fund, and the Climate Investment Funds to explore collaborative work on gender and exchange knowledges and lessons learnt from implementation of gender policy. During the first such meeting, the secretariat communicated the Fund's

commitment to gender equality and women's empowerment, its gender policy and action plan.

### **Ad Hoc Complaint Handling Mechanism**

34. During the intersessional period, a dedicated web page for the Ad Hoc Complaint Handling Mechanism (ACHM) was established on the Fund website.<sup>1</sup> The secretariat also communicated the Board Decision B.28/40 which approved the ACHM to the implementing entities and designated authorities and disseminated it through the Adaptation Fund website and the Adaptation Fund NGO Network. The secretariat has been continuing the update on the information of the grievance mechanisms of the implementing entities of the Fund.

### **Personnel**

35. Ms. Alicia Marie Austin ended her one-year internship in communications in July 2017.

36. Ms. Alyssa Maria Gomes who joined the secretariat as an intern in monitoring & evaluation and knowledge management on 20 September 2016, continued with the secretariat as a short term consultant since July 2017.

37. Ms. Cristina Dengel, Knowledge Management Officer, joined the secretariat on 2 October 2017.

38. Mr. Matthew Pueschel, who had joined the secretariat on 3 August 2015 as a short term consultant to support communications of the Fund, was selected through a competitive process to the position of Communications Officer and started in that capacity on 3 October 2017.

39. The recruitment process of the Senior Climate Change Specialist position, left vacant by Mr. Mikko Ollikainen who was appointed as Manager at the twenty-ninth meeting in March 2017, was on-going as at 2 October 2017.

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<sup>1</sup> See at <https://www.adaptation-fund.org/projects-programmes/accountability-complaints/>.

**Annex I: Planned activities of the Secretariat (Between the thirtieth meeting and the thirty-first meeting of the Adaptation Fund Board)**

**MEETINGS AND WORK ORGANIZATION**

Activity	Dates/Time frame
Organization of the thirtieth Meeting of the Adaptation Fund Board (Bonn, Germany)	10-13 October 2017
Participation in the Partnership Days to be convened back-to-back with the Pre-COP in Nadi, Fiji	16-17 October 2017
Participation in the UN Climate Change Conference (Bonn, Germany)	6-17 November 2017
Organization of the 10 <sup>th</sup> Anniversary Event of the Adaptation Fund	16 November 2017

**STRATEGIES**

Activity	Dates/Time frame
[Medium-term strategy]	
Implementation of the Strategy	October 2017 onward
[Resource mobilization strategy]	
Implementation of the Action Plan	(Ongoing)
Organization of contributor dialogue in conjunction with COP 23	November 2017

**PROJECTS AND PROGRAMMES**

Activity	Dates/Time frame
Review of project and programme proposals	January – March 2018

**ACCREDITATION**

Activity	Dates/Time frame
Organization of the twenty-seventh meeting of the Accreditation Panel	30-31 January 2018
Field visits (as necessity arises)	October 2017 – March 2018

**MONITORING & EVALUATION**

Activity	Dates/Time frame
Implementation of Phase II Evaluation of the Fund (Ongoing)	Until March 2018

**COMMUNICATIONS**

Activity	Dates/Time frame
Participation in the UN Day (Bonn, Germany)	14 October 2017
Production of a publication commemorating the tenth anniversary of the Adaptation Fund (Ongoing)	Until November 2017
Preparation of the tenth anniversary event to be held at COP23 (Ongoing)	Until November 2017
Production of 1 Video – featuring projects and AF innovations to commemorate the 10 <sup>th</sup> anniversary	October 2017 – March 2018
Updating flyers, talking points, speeches, posters, promotional materials, CC newsletter	October 2017 – March 2018
Publication of Project Stories (1-2), Press Releases (6-8), social media posts	October 2017 – March 2018
Updating communications strategy, media affairs/outreach and events	October 2017 – March 2018

**KNOWLEDGE MANAGEMENT**

Activity	Dates/Time frame
Implementation of the Knowledge Management Strategy and Action Plan	(on-going)
(Portfolio monitoring missions will take place most likely in the latter half of FY18.)	

**GENDER**

Activity	Dates/Time frame
Provide countries and implementing entities with guidance on compliance on the Fund's Gender Policy	(on-going)
Continue 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)	(on-going)
Update of the Fund's Result-Based Management in line with the Gender Policy	October 2017 – March 2018

**READINESS PROGRAMME**

Activity	Dates/Time frame
Climate Finance Readiness Workshop for the Caribbean Region (Barbados)	24-25 October 2017
Organization of the Day of the Direct Access Entities: Enhancing collaboration through South-South Cooperation (in collaboration with the UNFCCC secretariat, GCF and GEF)	11 November 2017 (tbc)
Fifth Climate Finance Readiness Webinar	7 December 2017