



ADAPTATION FUND

AFB/B.31/3
15 March 2018

Adaptation Fund Board
Thirty-first meeting
Bonn, Germany, 22-23 March 2018

Agenda item 5

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 thirtieth and thirty-first meetings of the Adaptation Fund Board (the Board).

Finalization and posting of the report of the thirtieth Board meeting

2. Following the thirtieth meeting held in Bonn, Germany on 12-13 October 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.30/12.

Events and meetings

3. During the reporting period, the secretariat participated in, and presented at, the following events and meetings (excluding meetings of the readiness programme that are described in a separate section below).

- (a) UN Day (14 October 2017, Bonn, Germany): Directly following the thirtieth Board meeting, the secretariat represented the Fund alongside 29 United Nations (UN) agencies to celebrate “UN Day”, the 72nd anniversary of the UN. The day was celebrated under the theme of Climate Action. More than 20,000 people attended and 2,000-2,500 people visited the main tent where the Fund hosted a booth exhibit, featuring posters, project stories, brochures and videos previewing its 10th anniversary and the strategic themes of pioneering Action, Innovation and Learning. The information highlighted the Fund’s achievements and value, including its concrete actions to the most vulnerable and pioneering Direct Access modality to help build national adaptive capacities.
- (b) UN Special Rapporteur on Human rights and the Environment and the Office High Commissioner for Human Rights (OHCHR): Expert Seminar on Best Practices, Lessons Learned and the Way Forward with regard to Human Rights Obligations Relating to the Enjoyment of a Safe, Clean, Healthy and Sustainable Environment (17-18 October 2017, Geneva, Switzerland): A member of the secretariat participated in discussing the draft Guidelines on Human Rights and the Environment and presented the Fund’s work and experiences on environmental and social policy (ESP). The Fund’s ESP was recognized as a model safeguards policy by participating experts, particularly in terms of protecting and respecting the human rights. In addition, in the Commentary on the Guidelines on Human Rights and the Environment contains the information on how the Fund’s ESP contributes to the protection and promoting the human rights and the environmental protection.
- (c) Pre-COP 23 Partnership Days (16-17 October 2017, Nadi, Fiji): The manager and a member of the secretariat attended meetings around the Pre-COP conference

which served as preparation for COP 23. During the conference, the secretariat gave a presentation at a Pacific Climate Action workshop, and had a number of bilateral meetings in preparation for the COP.

- (d) The twenty-third session of the Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) (COP23), the thirteenth session of Conference of the Parties serving as the meeting of Parties to the Kyoto Protocol (CMP13), and the second part of the first session of the Conference of the Parties serving as the meeting of Parties to the Paris Agreement (CMA1.2) (6-17 November 2017, Bonn, Germany): The manager and six members of the secretariat attended and 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 organized two well-attended side-events: (i) one by itself on the topic of environmental and social risk management; and (ii) the other with the Institute de la Francophonie pour le Développement Durable (IFDD) on the topic of regional projects and programmes. With the Chair of the Board, the secretariat also arranged a press conference that focused on the Fund's support to Small Island Developing States (SIDS). In addition, the secretariat arranged a contributor dialogue, which featured a number of distinguished opening speakers, including the Deputy Prime Minister and Minister for International Development Cooperation and Climate of Sweden, Ms. Isabella Lövin, and the Minister for Budget, Finance, Energy, Climate and Airports of the Walloon Region of Belgium, Mr. Jean-Luc Crucke, among others. The secretariat also attended the coordination meetings of G77 and China, the Alliance of Small Island States (AOSIS) as invited speakers, and provided updates on the Fund to the participants of those meetings. In the margins of the COP, the Chair, the Vice-Chair and the secretariat also joined the first annual dialogue of climate funds with the Green Climate Fund (GCF), the Global Environment Facility (GEF) and the Climate Investment Funds (CIF). The dialogue was considered very useful in charting possible future cooperation between the funds, and is expected to become a yearly recurring event. The secretariat also joined the secretariats of the GCF, the GEF and the UNFCCC, and the Government of South Africa, in hosting a "Day of Direct Access Entities", the first event to convene the national implementing entities of all the climate funds. During the second-to-last day of the conference, the 10th anniversary event of the launching of the Board, hosted together with the City of Bonn, took place in the Old Town Hall of Bonn, moderated by the Chair, and with the Vice-Chair delivering a keynote address. Distinguished speakers joined the 10th anniversary, including the Mayor of Bonn, Mr. Ashok Sridharan, the German Federal Minister for the Environment, Ms. Barbara Hendricks, the CEO and Chairperson of the GEF, Ms. Naoko Ishii, the UNFCCC Chief of Staff, Mr. Daniele Violetti, the Deputy Permanent Representative of Belize to the UN, Ambassador, Ms. Janine Felson, and Coordinator, Centre de Suivi Ecologique of Senegal, Mr. Déthié Soumaré Ndiaye. Several Board members and negotiators, including the former manager of the secretariat, Ms. Marcia Levaggi, were also present. The secretariat also participated as a speaker in a number of other events, including Expert Meeting on Promoting Rights-Based

Climate Finance for People and Planet (cohosted by OHCHR and Heinrich-Böll-Stiftung), Roundtable dialogues on avenues to operationalise the linkages between human rights and climate change (hosted by the Center for International Environmental Law and the German Institute for Menschenrechte), Discussion on Promoting more effective climate action through human rights compliance (cohosted by Global Alliance of National Human Rights Institutions, UN Office of the High Commissioner for Human Rights, and Mary Robinson Foundation), the side-event “Financing Climate Resilient Livelihoods in India” hosted by the National Bank for Agriculture and Rural Development of India (NABARD), and the Annual CAF Event - Joining Efforts on Climate Change organized by the *Banco de Desarrollo de America Latina* (CAF, Development Bank of Latin America), the ICLEI side event “Transformative climate resilience projects in cities”. The Chair of the Board and the manager also joined the high-level launching event of Global Centre of Excellence on Climate Adaptation, of which the Fund is a member. The secretariat also had several meetings with ministers and heads of delegations from both contributor and recipient governments, and met with 12 Applicant National Implementing Entities (NIEs) in relation to the ongoing accreditation and re-accreditation process, and with nine new potential applicants.

- (e) National Adviser Training Session hosted by the Climate Finance Hub of the Commonwealth Secretariat (21-22 February 2018, Port Louis, Mauritius): A member of the secretariat attended the training. This opportunity allowed the secretariat to raise awareness on the Fund’s accreditation and project cycle processes to national advisers of the Climate Finance Hub, particularly the direct access modality. The member of the secretariat explored opportunities for future collaboration with the commonwealth secretariat and also conducted a site visit of the Adaptation Fund project under implementation by the United Nations Development Programme (UNDP) in Mauritius.
- (f) Nineteenth Meeting of the GCF Board (26 February – 1 March 2018, Songdo, Republic of Korea): A member of the secretariat attended the Board meetings. The event brought together GCF Board members, civil society, NIEs, Multilateral Implementing Entities (MIEs) and Regional Implementing Entities (RIEs), as well as observers from different organizations. This opportunity allowed for bilateral discussions with interested parties on different topics from accreditation, project proposals, knowledge management and others.
- (g) Thirteenth meeting of the Adaptation Committee (AC13) (27 February – 2 March 2018, Bonn, Germany): A member of the secretariat attended AC13 and was able to share the experience of the Fund with the committee and with observers during the formal and informal sessions of the meeting. The member was also able to hold one-on-one discussions with the co-chairs of the AC in which they expressed that the committee would strive to work more closely with the Fund as part of its 2019-2021 work plan.

- (h) Cities 2018 Intergovernmental Panel on Climate Change (IPCC) Conference (5-7 March, Edmonton, Canada): A member of the secretariat attended the conference, the objectives of which were to:
- a. identify key research and knowledge gaps with regard to cities and climate change
 - b. inspire global and regional research that will lead to peer-reviewed publications and scientific reports, co-designed and co-produced knowledge leading to effective and inclusive urban practices
 - c. stimulate research on Cities and Climate Change during the IPCC Assessment Report (AR) 6 cycle.

Specifically, the conference brought together key urban and climate change stakeholders to identify priorities for scientific and policy research during the AR6 cycle and to stimulate the co-design and co-production of actionable knowledge; help define appropriate global, regional and local monitoring systems and data architectures to facilitate scientific research and to help inform evidence-based policy development on climate change and cities; and, establish a partnership-based platform to systematically accumulate, assess, analyze and disseminate information on science-policy-practice linkages that enable an upscaling and mainstreaming of urban climate actions at all scales. This opportunity allowed for bilateral discussions of the Adaptation Fund's recently-launched MTS, including with respect to the knowledge pillar, and complementarities and potential synergies with relevant initiatives, and potential collaboration with relevant stakeholders.

- (i) The First GCF Structured Dialogue with Latin America (5-7 March, Bogota, Colombia): A member of the secretariat attended the conference, the objective of which was to develop a roadmap for articulating regional priorities and opportunities in the engagement with the GCF. Specifically, the conference brought together Ministers and Vice Ministers, representatives of accredited or prospective NIEs, MIEs and RIEs, National Designated Authorities, as well as GCF Secretariat and Board members. This opportunity allowed for bilateral discussions with participants with regard to accreditation opportunities and project/programme implementation processes.
- (j) Express portfolio monitoring mission to Columbia (7-9 March, Colombia): After the above-mentioned GCF Structured Dialogue, the secretariat member participated in an express portfolio monitoring mission to visit the project's sites of the project "Reducing Risk and Vulnerability to Climate Change in the Region of La Depresión Momposina in Colombia", implemented by UNDP. During this mission the secretariat had the opportunity to visit 5 communities belonging to two of the three municipalities where the project is implemented. The mission was participated by the project technical team from UNDP, the director of climate change of the Ministry of Environment and Sustainable Development (MESD), which is the executing entity, and the project's focal point within MESD. The mission learning objectives were to collect lessons learned from concrete adaptation options to reduce risk to flooding and drought in vulnerable communities, and to learn which were the

enabling elements that fostered replicability and scalability of this project with additional funding sources.

Preparations for the thirty-first 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 thirty-first Board meeting and for the twenty-second 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.31/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. Naser Moghaddasi (Iran, Asia-Pacific) was replaced by Mr. Massoud Rezvanian Rahaghi (Iran, Asia-Pacific) as Member;
- (b) Mr. Hans-Olav Ibrekk (Norway, Western European and Other States) was replaced by Ms. Barbara Schafer (Germany, Western European and Other States) as Member;
- (c) Ms. Sylviane Bilgischer (Belgium, Western European and Other States) resigned as alternate, and replaced Mr. Michael Kracht (Germany, Annex I), as Member in the Annex I Parties constituency. Ms. Bilgischer's former position with the Western European and Other States constituency remains to be filled.
- (d) Ms. Aida Velasco Munguira (Spain, Annex I) and Ms. Yuka Greiler (Switzerland, Western European and Other States) switched their Alternate positions so that after the switch they represent Western European and Other States and Annex I constituencies, respectively;
- (e) Mr. Naresh Sharma (Nepal, Least Developed Countries) as Member and Mr. Chebet Maikut (Uganda, Least Developed Countries) as Alternate switched their positions.;
- (f) The Member and Alternate positions representing the Latin American and Caribbean States, previously held by Mr. Lucas di Pietro (Argentina) and Mr. Philip Weech (Bahamas), remain to be filled.

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 19 were approved by the Board during the intersessional period. All the decisions listed below have been posted on the Fund website.

- B.30-31/1: Approval of request for programme extension (Cook Islands, UNDP)
- B.30-31/2: Approval of request for programme extension (Samoa, UNDP)
- B.30-31/3: Accreditation of Banque Agricole du Niger (BAGRI) as National Implementing Entity
- B.30-31/4: Approval of request for extension of project completion date: UCAR (Argentina)
- B.30-31/5: Approval of request for extension of project completion date: UNDP (Djibouti)
- B.30-31/6: Approval of request for extension of project completion date: IFAD (Lebanon)
- B.30-31/7: Approval of request for extension of project completion date: UNDP (Columbia)
- B.30-31/8: Re-accreditation of National Bank for Agriculture and Rural Development (NABARD) as National Implementing Entity of India
- B.30-31/9: Approval of Grant proposal for technical assistance (ADA, Morocco)
- B.30-31/10: Approval of Grant Proposal for South-South Cooperation (Cote d'Ivoire)
- B.30-31/11: Approval of Grant Proposal for South-South Cooperation (Dominica)
- B.30-31/12: Approval of Grant Proposal for South-South Cooperation (Maldives)
- B.30-31/13: Election of the Vice-Chair of the Accreditation Panel
- B.30-31/14: Approval of request for extension of project completion date: WFP (Mauritania)
- B.30-31/15: Accreditation of the Bhutan Trust Fund for Environment Conservation (BTFEC) as National Implementing Entity for Bhutan
- B.30-31/16: Approval of request for extension of project completion date: WFP (Egypt)
- B.30-31/17: Approval of request for extension of project completion date: UNDP (Eritrea)
- B.30-31/18: Approval of request for extension of project completion date: UNEP (Madagascar)
- B.30-31/19: Approval of request for extension of project completion date: UNEP (Tanzania)

Implementation of decisions adopted by the Board at its thirtieth meeting and during the ensuing intersessional period

Reflection on the reaccreditation process

9. The secretariat, in collaboration with the Accreditation Panel, reflected on the re-accreditation process in order to identify any need for updates or clarifications at the twenty-seventh meeting of the Accreditation Panel and prepared and present a document (Annex I to Document AFB/B.31/4) which contains the conclusions of the discussion and a list of suggested re-accreditation policy updates to the Board at its thirty-first meeting for its consideration and adoption. (Decision B.30/1)

Reflection on the accreditation experience of the Adaptation Fund

10. The secretariat reflected on the accreditation experience of the Adaptation Fund, and prepared, in collaboration with the Accreditation Panel, a report on the experience gained and lessons learned, including an overview of guidance on accreditation (Document AFB/EFC.22/4), for consideration by the Board at its thirty-first meeting. (Decision B.30/2)

Options for an evaluation function and cost implications

11. The secretariat made the necessary arrangements for the establishment of the Technical Evaluation Reference Group (TERG), as described in document AFB/EFC.21/4, and prepared the terms of reference (TOR) as well as a budget and workplan for the TERG for consideration by the Board at the thirty-first meeting. While the Board had requested the secretariat to submit the TOR intersessionally, when preparing the TOR, the secretariat concluded that the planned arrangement of roles and responsibilities of the TERG is such that it would warrant a substantial discussion by the Board. As the possibilities for such discussion are limited in the intersessional process, the secretariat, after consultation with and receiving agreement by the Chair and Vice-Chair, informed the Board that the consideration of the TOR be deferred to the thirty-first meeting of the Board. (Decision B.30/38)

Investment income

12. The secretariat continued follow-up with implementing entities and gathered more comprehensive information from them on amounts held in respect project grants. Based on the information gathered, to prepare a relevant document that includes some specific examples of accounting/treasury practices regarding income earned by implementing entities on amount held in respect of project grants and [if necessary] a proposal for an amendment to the standard legal agreement between the Board and the Implementing Entity for consideration by the EFC at its twenty-second meeting. (Decision B.30/40)

Financial Intermediary Fund (FIF) collaboration platform

13. The secretariat launched the implementation of the enhancement project for the FIF collaboration platform (Phase I) in November 2017, using the increase budget of US\$ 110,000 approved by the Board at its thirtieth meeting. The implementation of the project is ongoing and the project will be completed by the end of FY18. See AFB/EFC.21/7 for the implementation plan. (Decision B.30/41)

Medium-term strategy for the Fund

14. The secretariat broadly disseminated the medium-term strategy (the MTS) and work with key stakeholders to build understanding and support. It also prepared, under the supervision of the MTS task force, a draft implementation plan for operationalizing the MTS, containing a draft budget, clear timelines and addressing key assumptions and risks, including but not limited to funding and political risks, for consideration by the Board at its thirty-first meeting. (Decision B.30/42)

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

15. The secretariat prepared an assessment of options for fund-to-fund arrangements, as described in pillar 1 in the GCF operational framework for complementarity and coherence, as contained in document GCF/B.17/08 as well as information on the comparative advantages of the Adaptation Fund for the purposes of board-level discussions between the two funds on fund-to-fund arrangements, including joint financing and the decision-making process, for consideration by the Board at its thirty-first meeting. The secretariat also continued discussions with the GCF secretariat on the concrete activities in the area of complementarity and coherence identified by the Board in decision B.26/26 (Decision B.30/43).

Updated operational policies and guidelines to include procedures related to the Readiness Programme

16. The secretariat notified all accredited implementing entities of the updated operational policies and guidelines. (Decision B.30/44)

Updated results framework of the Readiness Programme

17. The secretariat notified all implementing entities of the amendment to the project performance report template and continued the implementation of the Readiness Programme in line with the amended results framework. (Decision B.30/45)

Post-implementation learning and impact evaluation

18. The secretariat undertook a revised analysis of the implications of options one and three for the ex-post assessment or evaluations of completed projects/programmes, as contained in document AFB/PPRC.20/30 for the consideration of the Project and Programme Review Committee at its twenty-second meeting (Decision B.29/29).

Election of officers

19. The secretariat liaised with the Chair and Vice-Chair of the Board on the nominations of remaining officers for Board and committee chairmanship positions, namely, the Vice-Chair of the Board, the Chair and Vice-Chair of the PPRC and the Vice-Chair of the EFC. The secretariat circulated an intersessional decision on the election of the Vice-Chair of the Board on 5 March 2018, scheduled to be approved on 19 March 2018 on a non-objection basis. It was further agreed with the in-coming Chair that the Board would open its meeting on 20 March 2018 to elect the remaining officers.

Readiness Programme

20. Progress in implementation of the Readiness Programme was captured in the report on activities of the secretariat which was presented at the 30th meeting of the Board. In addition, the secretariat also implemented the following activities under the Readiness Programme during the reporting period:

- (a) Climate Finance Readiness Workshop for the Caribbean Region (24-25 October 2017, Barbados): Three members of the secretariat participated in a regional workshop for the Caribbean to enhancing knowledge on the Adaptation Fund project development process and project cycle. The workshop was organized in partnership with the Caribbean Development Bank (CDB). Twelve countries from the region participated in the event.
- (b) The fifth webinar which discussed mid-term and final evaluations in Adaptation Fund projects and programmes under the theme: Critical Paths in the Evaluation of Adaptation Projects and Programmes, was held on 7 December 2018 and the webinar report published on the Fund website.
- (c) The third intersessional cycle for readiness grants was completed and the secretariat will present an analysis of the intersessional review cycle at this meeting to the Project and Programme Review Committee (PPRC).
- (d) The secretariat commenced work on the study on capacity building and readiness support for Direct Access to adaptation finance and hired a consultant to conduct the study. The study is expected to advance understanding on capacity building needs for Direct Access and provide an overview of the achievements of the Readiness Programme to date.

- (e) Following a presentation by the World Resources Institute (WRI) at the fourth annual NIE seminar, the secretariat had entered into a partnership with WRI to pilot an online platform for the community of practice (CoP) for accredited NIEs of the Fund. Accredited NIEs of the Fund had agreed among themselves that the name of the CoP would be Community of Practice for Direct Access Entities (CPDAE) and had requested the secretariat to support the CPDAE platform through WRI who would manage the CPDAE website and the regular updating of publications, informational and other material onto the website through financing provided by the Fund. The CPDAE website is active and includes a chat feature through which NIEs can create chat rooms, share information, relevant material and have ongoing dialogue on adaptation financing and related issues. The CPDAE online platform would be piloted for an initial six months, with a possibility of extension.

Communications

21. The secretariat continued to deliver fresh and relevant content about the Fund's innovative work across diverse communications platforms, while undergoing solid growth particularly through its 10th Anniversary and COP 23 outreach activities. In the period from 15 October 2017 through 21 February 2018, 13 news releases and two online newsletters were published and disseminated by the Secretariat, as well as one external article (for UNFCCC's website). Six videos were created, which ran on the website, YouTube and at events such as UN Day, the -Climate Finance Readiness Workshop for the Caribbean, COP 23 and 10th Anniversary event. The anniversary print and web publication featured 56 articles and a timeline of key AF events of the Fund. The print version was released and distributed at the 10th Anniversary event and COP 23. A new brochure focused on the Fund's SIDS project portfolio was created and featured at a Press Event organized by the Secretariat at COP 23, featuring a partner implementing Entity and linked to the COP theme focused on vulnerable countries. Other materials such as overview infographic and Direct Access flyers, Briefing Notes, talking points and multiple speeches were prepared and distributed during seminars, COP 23 and the 10th Anniversary event.

22. A multimedia exhibit was organized and managed by the secretariat at COP 23, serving as an informational and networking base. 2,000 anniversary bags, 1,000 stress cubes and other Adaptation Fund branded items such as notebooks, pins, candy wrappers and bookmarks were disbursed. A side event focused on the theme of environmental and social aspects of projects was organized, featuring IEs, NGOs and the Government of Fiji. A contributor dialogue featuring Fund donors and NIEs, and the 10th Anniversary event in Bonn, which included poster displays, entertainment and high-level government and international speeches, were successfully organized and helped raise further awareness for Fund's concrete, effective work for the most vulnerable. The secretariat simultaneously promoted the Fund's resource mobilization progress, work toward serving the Paris Agreement and activities at COP 23 and 10th anniversary theme through website releases, stories and social media posts.

23. The Fund has continued to see solid growth across its digital platforms. The number of website page views from 15 October 2017 – 21 February 2018 totalled 201,700, a 34.8 per cent increase over the same period the previous year and the percentage of new users is growing. Users totalled 21,000, a 27 per cent increase. Pages viewed per session increased by 5.3 per cent and the bounce rate dropped to just 8.6 per cent (indicating viewers are staying on the site). On Twitter, from 15 October 2017 – 21 February 2018, the Fund gained 762 new followers, surpassing the 8,560 mark, and put out 175 tweets. Facebook and LinkedIn continued to grow and have active engagements. November had a growth surge, coinciding with Fund's COP activities and culmination of its 10th anniversary campaign. During November alone, the Fund received at least 72 media mentions, overwhelmingly positive or neutral with only two negative articles. The website received a monthly high in users for the reporting period (6,251), and highs on Twitter of 80,500 impressions and 1,490 engagements. The COP 23 microsite grew by 35 per cent over the COP 22 microsite, which had also doubled the previous COP 21 microsite in views. The Fund also drew prominent mentions on social media and the web regarding the 10th anniversary and successful COP 23 results from high level stakeholders such as UNFCCC, IEs and climate finance media.

24. The secretariat prepared a user-friendly executive summary with photos and graphics to disseminate the medium-term strategy, as well as begin to incorporate its key messages into press releases, project stories, videos and outreach activities. The secretariat is preparing story, flyer, poster and hand-out materials for a new exhibit display at the Adaptation Futures conference 18-21 June 2018 in South Africa. Videos and stories are also being prepared to highlight the Fund's climate readiness workshop in April in Nairobi and the project monitoring mission in Cambodia in May.

25. The secretariat continued to maintain and update its email distribution lists for sharing its outreach materials through Constant Contact. It also added new products: It developed a new year-in-review newsletter that was well-received and shared widely online, including by UNFCCC and the International Institute for Sustainable Development (IISD). It added new social media sharing icons to all of its website news, which should help increase the reach of its site further. It also updated the content for its Donate page and began adding stories and related content to draw further attention to the possibility of donating directly to the Fund via the UN Foundation. Additionally, it created a project video in Spanish to help reach regional audiences in specific languages. The secretariat continues to maintain the primary public Adaptation Fund website, and private Accreditation Workflow site, and continues to explore options for continuing the Climate Finance Ready knowledge partnership site. The secretariat continues to develop a steady amount of engaging, relevant content for the Fund's website and synergize it with its social media and outreach activities.

Support to the Accreditation Panel

26. The secretariat worked closely with the Chair and Vice-Chair of the Accreditation Panel and assisted the Panel in its discussions. The twenty-seventh Panel meetings was

held on 6-7 February 2018, in Washington, D.C., USA. The Panel received three new applications (three NIEs) and reviewed 21 applications for accreditation and re-accreditation. The Panel also discussed issues relating to efficiency and effectiveness of the accreditation process, reflected on re-accreditation process and the accreditation experience, and finalized information note for the Designated Authorities in selecting an NIE candidate. The Panel also continued its review of the accreditation applications of 10 NIE candidates and two Regional Implementing Entity (RIE) candidates.

27. The Accreditation Panel reached a consensus to recommend accreditation of Banque Agricole du Niger (BAGRI) as National Implementing Entity of Niger. Considering the recommendation by the Accreditation Panel, the Board intersessionally decided to accredit BAGRI by decision B.30-31/3.

28. The Accreditation Panel reached a consensus to recommend re-accreditation of National Bank for Agriculture and Rural Development (NABARD) as National Implementing Entity of India. Considering the recommendation by the Accreditation Panel, the Board intersessionally decided to re-accredit NABARD by decision B.30-31/8.

29. The Accreditation Panel reached a consensus to recommend accreditation of the Bhutan Trust Fund for Environment Conservation (BT FEC) of Bhutan. Considering the recommendation by the Accreditation Panel, the Board intersessionally decided to re-accredit BT FEC by decision B.30-31/15

Table 1: Status of accreditation applications submitted to the secretariat as of 12 March 2018

	NIE	RIE	MIE
Accredited	28	6	12
Not accredited	8	1	0
Currently under review by Accreditation Panel	10	2	0
Screened by secretariat pending completion of accreditation application during this report period	3	0	0

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

Screening/technical review of project/programme proposals

30. In preparation for the thirty-first Board meeting, the secretariat screened and prepared technical reviews of eight fully developed single-country project documents and four single-country project concepts, as well as one regional fully developed project documents, three regional project concepts and three 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)

31. 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: Mali (UNDP, inception date: March 2016), Jordan (MOPIC, inception date: July 2016), India – West Bengal (NABARD, inception date: May 2018).
- b) The second PPR for the project implemented in: Costa Rica (Fundecooperación, inception date: October 2015), Argentina (WB, inception date: June 2015).
- c) The third PPR for the projects implemented in: Djibouti (UNDP, inception date: March 2013), Seychelles (UNDP, inception date: October 2014).
- d) The fourth PPR for the projects implemented in: Egypt (WFP, inception date: March 2013), Madagascar (UNEP, inception date: October 2012), Mauritius (UNDP, inception date: August 2012).

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

32. Additionally, the secretariat received intersessionally 12 project/programme extension requests. The secretariat proceeded screening the requests, prepared corresponding Board documents (for eight of the requests received¹), and eleven requests were approved by the Board and corresponding decisions were transmitted to the Implementing Entities. The secretariat is currently revising the extension request sent in February by UNDP (Mauritius). The requests received and approved by the Board are listed below:

B.30-31/19	Approval of request for extension of project completion date: UNEP (Tanzania)
B.30-31/18	Approval of request for extension of project completion date: UNEP (Madagascar)
B.30-31/17	Approval of request for extension of programme completion date: UNDP (Eritrea)
B.30-31/16	Approval of request for extension of project completion date: WFP (Egypt)
B.30-31/14	Approval of request for extension of project completion date: WFP (Mauritania)
B.30-31/7	Approval of request for extension of project completion date: UNDP (Colombia)
B.30-31/6	Approval of request for extension of project completion date: IFAD (Lebanon)
B.30-31/5	Approval of request for extension of project completion date: UNDP (Djibouti)
B.30-31/4	Approval of request for extension of project completion date: UCAR (Argentina)
B.30-31/2	Approval of request for programme extension completion date: UNDP (Samoa)
B.30-31/1	Approval of request for programme extension completion date: UNDP (Cook Islands)

¹ As standard practice, given the increasing volume of project/programme extension requests, the secretariat is circulating a Board document containing a summary of the IE requests and an analysis made by the secretariat. This is to improve the tracking of requests received.

Second phase of the overall evaluation of the Fund

33. The secretariat provided continued support to the IRP (Independent Review Panel) in its supervision of the second phase of the overall evaluation of the Fund, including through arranging virtual communications between the IRP and the evaluation team, and facilitating the provision of the necessary background documentation and contact information to the evaluation team.

Gender Policy and Action Plan

34. 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 continued 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 knowledge and lessons learnt from implementation of gender policy. The secretariat issued a guidance document for implementing entities on compliance with the Adaptation Fund Gender Policy in October 2017. The secretariat held a half-day gender training for secretariat staff on 13 March 2018.

Ad Hoc Complaint Handling Mechanism

35. A dedicated web page for the Ad Hoc Complaint Handling Mechanism (ACHM) named Accountability and Complaints was established on the Fund website.² It consists of three subpages of (i) ACHM, (ii) Complaints and reports; and (iii) Complaint Handling Mechanisms of Implementing Entities. The secretariat has been continuing the update on the information of the grievance mechanisms of the implementing entities of the Fund.

Personnel

36. Ms. Saliha Dobardzic, Senior Climate Change Specialist, joined the secretariat on 5 February 2018.

37. Ms. Yusun Lee, Communications Consultant and Ms. Yi Ren, Communications Intern, both in part-time capacity, joined the secretariat on 14 February 2018 and 20 February 2018 respectively.

² See at <https://www.adaptation-fund.org/projects-programmes/accountability-complaints/>.

Annex I: Planned activities of the secretariat (Between the thirty-first meeting of the Adaptation Fund Board and 30 June 2018)

MEETINGS AND WORK ORGANIZATION

Activity	Dates/Time frame
Organization of the thirty-first Meeting of the Adaptation Fund Board (Bonn, Germany)	20-23 March 2018
Participation in the forty-eighth session of the Subsidiary Body for Implementation (SBI 48) and Subsidiary Body for Scientific and Technological Advice (SBSTA 48) as well as the fifth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1-5) (Bonn, Germany)	30 April – 10 May 2018
Participation in the “Adaptation Futures 2018” (Cape Town, South Africa)	18-21 June 2018

STRATEGIES

Activity	Dates/Time frame
[Medium-term strategy]	
Finalization of the implementation plan	March 2018
Launch of the implementation	April 2018
[Resource mobilization strategy]	
Implementation of the Action Plan	Ongoing
Organization of contributor dialogue in conjunction with SB48 (Bonn, Germany)	May 2018

PROJECTS AND PROGRAMMES

Activity	Dates/Time frame
Review of project and programme proposals	April - June 2018
Implementation of enhancement project for the FIF collaboration platform (Phase I)	Ongoing – June 2018

ACCREDITATION

Activity	Dates/Time frame
Organization of the twenty-eighth meeting of the Accreditation Panel	May 2018
Field visits (as necessity arises)	April – June 2018

MONITORING & EVALUATION

Activity	Dates/Time frame
Implementation of Phase II Evaluation of the Fund	Ongoing - March 2018

COMMUNICATIONS

Activity	Dates/Time frame
Production of 3 Videos – featuring story on innovative Cambodia project; intro video to workshop launching readiness pilot package in April; and story focused on 1-2 MTS-related themes with emphasis on project examples	March - June 2018

Design new materials for Adaptation Futures conference, such as posters, photo event signs, social media cards, update and prepare new relevant flyers, talking points and speeches	March - June 2018
Research, writing, publication, translation and printing of Project Stories (1-2), writing, posting and dissemination of Press Releases and social media posts	March - June 2018
Conduct media affairs/outreach and help facilitate events	March - June 2018

KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Implementation of the Knowledge Management Strategy and Action Plan	on-going
Portfolio monitoring mission to Cambodia	April 2018
Portfolio monitoring mission to South Africa	June 2018
Production and dissemination of a handbook on lessons learnt from 11 Project Monitoring Missions	June 2018
Production and dissemination of a publication on RBM policy compilation for project preparation	June 2018

GENDER

Activity	Dates/Time frame
Continue and explore gender collaborative work with other funds including the GEF and GCF and with other gender related organizations (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	March – June 2018

READINESS PROGRAMME

Activity	Dates/Time frame
Readiness study on capacity building and readiness support for direct access to adaptation finance	Ongoing (Until May 2018)
Readiness Package Workshop #1 (Nairobi, Kenya)	4-6 April 2018
Adaptation Fund Readiness Webinar #6	19 April 2018
Readiness Package Workshop #2 (Location and venue to be determined)	June 2018