



ADAPTATION FUND

AFB/B.32/3
2 October 2018

Adaptation Fund Board
Thirty-second meeting
Bonn, Germany, 11-12 October 2018

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

Finalization and posting of the report of the thirtieth Board meeting

2. Following the thirty-first meeting held in Bonn, Germany on 22-23 March 2018, 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.31/8.

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) Interactive workshop with the climate funds “Climate Financing for SIDS and LDCs: Challenges and Opportunities” (19 March 2018, Permanent Mission of Belgium to the UN, New York, the United States): Two members of the secretariat delivered a presentation on the status of operations of the Fund, accreditation and readiness support to access Fund resources and gave a brief overview of the Fund’s funding portfolio for LDCs and SIDS, as well as interacted with other climate funds on these matters.
- (b) Bonn Climate Change Conference (the forty-eighth sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA 48) and Subsidiary Body for Implementation (SBI 48) as well as the fifth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1-5), 30 April – 10 May 2018, Bonn, Germany): The manager and members of the secretariat participated in the meeting and supported the Chair during the negotiations on the agenda item of the Ad-Hoc Working Group on the Paris Agreement (APA) on matters related to the Adaptation Fund serving the Paris Agreement. The manager of the secretariat joined the In-session Workshop on Long-term Climate Finance as panelist, sharing experiences and insights in supporting developing countries to have an enhanced direct access to climate finance, and on simplifying access modalities, coordination of policies with other funds, and improving communication of its policies and procedures with the recipient countries. A representative of the secretariat participated in the Second Meeting of the Paris Committee on Capacity Building (PCCB2) and in the Durban Forum on Capacity Building delivering a presentation on the capacity building activities of the Fund. On behalf of the Chair of the Board, a representative of the secretariat participated in and presented the gender work of the Fund and lessons learnt at the Gender Dialogue between the chairs of the constituted bodies on

identifying entry points for integrating gender considerations in workstreams under the UNFCCC process. Another representative of the secretariat participated in the technical expert meeting on adaptation (TEM-A) as a panelist in session organized by the Green Climate Fund, titled “Planning for Adaptation Finance”. The secretariat also hosted a side event featuring sharing of innovative projects among its implementing partners and civil society organizations (CSOs).

- (c) Nordic Workshop “Climate Change Adaptation and Loss & Damage after Paris – Bridging Different Levels of Governance” (13–15 May 2018, Dragsholm, Denmark): The manager of the secretariat participated in the technical workshop as an invited speaker and gave a presentation on international adaptation finance as an element of adaptation governance, using the Fund as a case example.
- (d) Monitoring mission to Cambodia (22-26 April 2018, Phnom Penh and Siem Reap, Cambodia): Three members of the secretariat undertook a portfolio monitoring mission of the “Enhancing Climate Change Resilience of Rural Communities Living in Protected Areas of Cambodia” project, implemented by the United Nations Environment Programme (UN Environment) and executed by the Ministry of Environment of Cambodia. The mission had targeted this project for the following reasons: i) learning from concrete adaptation practices in the context of the establishment of multi-use forests and eco-agriculture; ii) learning from the mainstreaming of restoration and conservation agriculture interventions into the national adaptation framework and related sectoral policies; and iii) learning from institutional capacity and upscaling of eco-agriculture interventions. The findings and lessons learned from that mission will be presented in a project monitoring report prepared by the secretariat.
- (e) Empowering Direct Access Workshop (29 May – 1 June 2018, Songdo, the Republic of Korea): Two members of the secretariat gave a joint presentation with the GCF secretariat staff on enhancing complementarity between the two funds, and particularly for direct access entities. The members of the secretariat held bilateral meetings with GCF senior management and with national implementing entities that are accredited to both funds. The members also held joint bi-lateral meetings with specific direct access entities to scope out possibilities for developing joint pilot activities to support complementarity and coherence between the two funds.
- (f) The 5th International Climate Change Adaptation Conference (18-21 June 2018, Cape Town, South Africa): Members of the secretariat organized a number of sessions – (i) Different Perspective on Direct Access and Concrete Adaptation Interventions; (ii) A Gender-Responsive Approach to Adaptation – across policy, financing and implementation; and (iii) Scaling-up country-owned adaptation measures: early lessons from the Adaptation Fund and GCF. Two members of the secretariat hosted a master class in which they delivered a course on “demonstrating adaptation reasoning”. Members of the secretariat also gave presentations in various sessions organized by other organizations.

- (g) ICLEI World Congress 2018 (19-22 June 2018, Montreal, Canada): The manager and a member of the secretariat participated in this event attended by local and subnational governments, international agencies and other partners to discuss urban sustainability. The manager joined as a high-level speaker in a sub-plenary session “Transitioning toward resilient cities and regions”, and the secretariat interacted with ICLEI members and other international organizations in initiating conversations and identifying opportunities for possible collaborations in the urban sphere.
- (h) Monitoring mission to South Africa (24-27 June 2018). Immediately following the 5th International Climate Change Adaptation Conference in Cape Town, South Africa, two members of the secretariat undertook a monitoring mission of the “Small Grants Facility (SGF) for Enabling Local Level Responses to Climate Change” project by the South African National Biodiversity Institute (SANBI), an accredited national implementing entity (NIE) of the Fund. The mission had targeted this project for the following reasons: i) This was the first project labeled as “enhanced direct access” project, hence sparking a high level of interest from the Fund’s stakeholders; (ii) It would help learning from grassroots institutions’ empowerment to implement adaptation actions; (iii) It would help learning from the challenges and opportunities of multiple layers of execution of projects, including the costs implication, monitoring and reporting challenges; (iv) It would help learning from the adaptation reasoning application throughout the three identified investment windows, from the grassroots institutions to the SGF project review process. The findings and lessons learned from that mission will be presented in a project monitoring report prepared by the secretariat.
- (i) Sixth Global Environment Facility (GEF) Assembly and Associated Meetings (23-29 June 2018, Da Nang, Vietnam): The secretariat organized, jointly with the GEF and UNDP Small Grants Programme, a side event “Scaling-up GEF’s Small Grants Programme: Experience for the Adaptation Fund Portfolio” on 24 June 2018. The secretariat attended the GEF Council and LDCF/SCCF Council as observer. Members of the secretariat attended the Knowledge Management Advisory Group session and shared experiences on the use of Communities of Practice.
- (j) 20th Meeting of the GCF Board (1-4 July 2018, Songdo, the Republic of Korea): Members of the secretariat attended the 20th Meeting of the GCF Board as observer. The work of the GCF discussed at the meeting includes: guidance from the Conference of the Parties to the UNFCCC; status of the GCF portfolio; status of the GCF pipeline; status of the initial resource mobilization process; matters related to replenishment; matters related to the selection of the permanent Trustee; and annual report on the operational framework on complementarity and coherence.
- (k) Standing Committee of Finance (SCF) Forum (5-6 July 2018, Songdo, Republic of Korea): The Climate Finance Architecture: Enhancing collaboration, seizing opportunities”. Members of the secretariat participated in the SCF forum, the

objective of which was to identify trends, developments and challenges under the climate finance architecture at the international and national level in order to improve climate finance flows from international to national level; to enhance collaboration between the UNFCCC climate funds and other actors; and to exchange experiences and to identify opportunities for further collaboration at the international and national level.

- (l) Adaptation Committee Expert Meeting on National Adaptation Goals/Indicators and their Relationship with the Sustainable Development Goals and the Sendai Framework for Disaster Risk Reduction (24-25 July 2018, Tokyo, Japan) and Regional Technical Expert Meeting on Adaptation (27th Asia-Pacific Seminar on Climate Change (26 July 2018, Tokyo, Japan): A member of the secretariat gave a presentation on the AF results based management system at the Adaptation Committee Expert Meeting and participated in the ensuing Regional Technical Expert Meeting on Adaptation.

- (m) Bangkok Climate Change Conference (the resumed forty-eighth sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA 48-2) and Subsidiary Body for Implementation (SBI 48-2) as well as the sixth part of the first session of the Ad Hoc Working Group on the Paris Agreement (APA 1-6), 4-9 September 2018, Bangkok, Thailand): The manager and two members of the secretariat attended the meeting. The secretariat supported the Chair of the AFB during the negotiations on the agenda item of APA 1-6 on matters related to the Adaptation Fund serving the Paris Agreement, including the Chair's report to the meeting on operating modalities, safeguards and recent enhancements of the Fund, as requested by Parties.

Preparations for the thirty-second 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-second Board meeting and for the twenty-third 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.32/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. Masoud Rezvanian Rahghi (Iran, Asia-Pacific States) was replaced by Ms. Sheida Asgharzadeh Ghahroudi (Iran, Asia-Pacific States) 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 29 were approved by the Board during the intersessional period as of the date of this document. All the decisions listed below have been posted on the Fund website.

- B.31-32/1: Approval of request for extension of programme completion date: UNDP (Mauritius)
- B.31-32/2: Approval of request for change in project outputs' indicator targets, deletion of output and material change: WFP (Mauritania)
- B.31-32/3: Approval of request for extension of project completion date: UNEP (Cambodia)
- B.31-32/4: Approval of request for extension of project completion date: WFP (Ecuador)
- B.31-32/5: Approval of request for extension of project completion date: UNEP (Madagascar)
- B.31-32/6: Approval of Proposal to provide National Implementing Entity accreditation support services through the Readiness Package by Centre de Suivi Ecologique on behalf of the governments of Burundi and Mali
- B.31-32/7: Non Endorsement of Proposal for Uganda
- B.31-32/8: Non Approval of Proposal for Armenia
- B.31-32/9: Approval of Proposal for Ecuador
- B.31-32/10: Non Approval of Proposal for Togo
- B.31-32/11: Non Approval of Proposal for Cameroon
- B.31-32/12: Approval of Proposal for Mongolia
- B.31-32/13: Endorsement of Proposal for Côte d'Ivoire and Ghana
- B.31-32/14: Endorsement of Proposal for Kazakhstan, Tajikistan and Uzbekistan
- B.31-32/15: Endorsement of Proposal for Djibouti, Kenya, Uganda and Sudan
- B.31-32/16: Approval of Proposal for Benin, Burkina Faso, Ghana, Niger and Togo
- B.31-32/17: Approval of Proposal for Chile and Ecuador
- B.31-32/18: Non Approval of Proposal for Benin, Burkina Faso and Niger
- B.31-32/19: Non Approval of Proposal for Madagascar, Malawi, Mozambique and the Union of Comoros
- B.31-32/20: Reorganization of the national implementing entity for Rwanda and the implementation arrangement for the ongoing Rwanda project
- B.31-32/21: Approval of request for change in the implementation arrangements and project calendar dates: CAF (Peru)
- B.31-32/22: Approval of Direct Project Services: UNEP (Paraguay)

- B.31-32/23: Approval of request for extension of project completion date: WB (Argentina)
- B.31-32/24: Approval of request for extension of project completion date: UNDP (Myanmar)
- B.31-32/25: Approval of request for extension of project completion date: ANII (Uruguay)
- B.31-32/26: Appointment of Alternate Member representing Asia-Pacific States
- B.31-32/27: Receiving contributions from private sources
- B.31-32/28: Report of the Adaptation Fund Board to the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol at its fourteenth session
- B.31-32/29: Approval of request for extension of project completion date: UN Environment (the United Republic of Tanzania)

Implementation of decisions adopted by the Board at its thirty-first meeting and during the ensuing intersessional period

Request for change of programme outcome, outputs and related indicators: Jamaica (PIOJ)

9. The secretariat concluded the amendment to the agreement between the Board and the Planning Institute of Jamaica (PIOJ) to reflect the changes made to the programme, “Enhancing the Resilience of the Agricultural Sector and Coastal Areas to Protect Livelihoods and Improve Food Security” in relation to its outcome, outputs and related indicators. (Decision B.31/2)

Efficiency and effectiveness of the accreditation process

10. With respect to reviewing existing policies or establishing new policies for the accreditation process, the secretariat prepared a document on a “fast-track” accreditation process for entities accredited with the GCF to present to the Board at its thirty-second meeting. It also informed the designated authority (DA) of the entity’s inactivity in pursuing the accreditation process and removed the applications from the accreditation pipeline after four consecutive six-month periods of inactivity. The Accreditation Panel considered whether there is a need to introduce accreditation standards related to anti-money-laundering/countering the financing of terrorism and determined that there is no need to introduce new accreditation criteria but update the illustrative means of verification for existing criteria in the accreditation application form to include supporting documentation related to anti-money-laundering (AML) and countering the financing of terrorism (CFT).

11. With respect to strengthening the accreditation process, the secretariat prepared a guideline or tool for focal points of implementing entity applicants and communicated to DAs the information notes on selecting a potential national implementing entity to avoid potential delays.

12. With respect to simplifying the accreditation process, the secretariat encouraged the Accreditation Panel to ensure that their review of accreditation applications is in line with the approved accreditation standards and to explore ways to minimize duplication in the accreditation review process, such as streamlining reporting by the panel. It also translated accreditation application form and related guidance documents in French and Spanish as part of efforts to reduce language barriers for implementing entity applicants preparing accreditation applications.

13. Following the security accreditation of the online *Accreditation Workflow* system with the World Bank which confirmed the robustness of the platform, the Workflow system was further enhanced by inserting a specific section on reporting which is currently tested by the secretariat. (Decision B.31/26).

Implications of the establishment of the Fund's evaluation function

14. The secretariat supported the Technical Evaluation Reference Group of the Adaptation Fund (AF-TERG) Recruitment Working Group in the recruitment process for the Chair of the AF-TERG. Selections of other AF-TERG members as well as the Evaluation Officer (staff position) will follow. (Decision B.31/25)

Second phase of the overall evaluation of the Fund

15. The secretariat circulated the final report of the overall evaluation of the Fund to the Board and supported the Chair of the Board in preparing a management response to the report for consideration by the Board. The draft management response was circulated to the Board for its consideration intersessionally. (Decision B.31/30)

Report of the Resource Mobilization Task Force

16. The secretariat assessed the feasibility of opening “fundraising drives” associated with specific themes and topics in order to complement the overall resource mobilization campaign. It identified Cool Effect Inc. (non-profit organization) as a potential entity that the Fund could make a new arrangement to mobilize alternative source of funding including private sources. It prepared the document AFB/B.31-32/13/Rev.1 for consideration by the Board to operationalize this option, which was subsequently intersessionally approved. (Decision B.31/31 and Decision B.31-32/27)

Implementation plan for the medium-term strategy for the fund

17. The secretariat launched the implementation of the medium-term strategy, including its incorporation in the administrative budget and preparation of proposals for new type of grant and funding window. (Decision B.31/32)

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

18. The secretariat assisted the Chair and Vice-Chair to continue pursuing active engagement with the GCF Board through its co-chairs, with a view to exploring concrete steps to enhance complementarity and coherence, including the forty-eight sessions of the subsidiary bodies to the United Nations Framework Convention on Climate Change, in May 2018 in Bonn, Germany, and in the margins of the resumed forty-eighth sessions of the subsidiary bodies, in September 2018, in Bangkok, Thailand. It also continued discussions with the GCF secretariat to advance the collaborative activities and continued the process toward accreditation with the GCF, including by seeking further information from the GCF on options for fund-to-fund arrangements. (Decision B.31/33)

Readiness Programme

19. During the reporting period, the secretariat implemented the following activities under the Readiness Programme:

- (a) Readiness Workshop on Accreditation and the Readiness Support Package (4-6 April 2018, Nairobi, Kenya): The workshop launched the readiness support package grant and discussed accreditation gaps, challenges, and readiness support for enhancing Direct Access. Accredited NIEs were invited to submit proposals to take on the role of intermediary during the pilot phase of the readiness support package to provide support for accreditation to candidate NIEs. The workshop report was published on the Fund website.
- (b) The sixth webinar which discussed guidance on mainstreaming environmental, social and gender issues in adaptation projects, especially focusing on the project proposal phase, was held on 19 April 2018 and the webinar report published on the Fund website.
- (c) The secretariat launched the study on capacity building and readiness support for Direct Access to adaptation finance and the consultant commenced work on 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.
- (d) Climate Finance Readiness Seminar for NIEs #5 (28 – 31 August 2018, Washington, DC, USA): The NIE seminar was attended by 25 out of the 28 accredited NIEs. The agenda was developed from NIE responses to a survey that had been administered by the secretariat seeking views and input from the NIEs. The seminar was also attended by representatives from the District of Columbia government who gave presentations on climate resilient activities initiated by the district. The seminar included for the first time in Washington, DC, a field visit to resilience projects under implementation by the District of Columbia government. A report of the seminar was posted on the Fund website.
- (e) Translation of Adaptation Fund accreditation and project tools and guidance documents: The secretariat commissioned the translation of three guideline documents into French and Spanish. The documents were: i) the accreditation application form; (ii) Guidance on Accreditation Standards; and (iii) Annex seven of the Fund's Operational Policies and Guidelines: Project/Programme Implementation (Approved in October 2017). Proof reading of the French and Spanish documents is underway, and the translated documents will be posted on the fund website.

Communications

20. The secretariat delivered new and relevant content about the Fund's innovative work across diverse communications platforms, while continuing to grow its digital channels. In the period from 24 March 2018 through 11 September 2018, eight news releases, two project stories and one online newsletter were published and disseminated by the secretariat. A comprehensive video featuring the Fund's work in action was created, which was shared on the web, and social media. Well-received videos were also created by the Fund highlighting its work with partners PROFONANPE (Peru) and the West African Development Bank to help commemorate their respective anniversaries. Two new brochures focused on the Fund's Environmental, Social and Gender policies and urban resilience portfolios were created and disseminated online. New roll-up posters highlighting the Fund's Medium-Term Strategy and Direct Access were also developed. Other materials such as an overview infographic and Direct Access flyers, Briefing Notes, and approximately 10 speeches/talking point sets were prepared and distributed.

21. An exhibit was organized at Adaptation Futures Conference 2018. Posters for the six side events were created and exhibited to invite audiences to interact with the Fund, and Fund branded items, anniversary books, and printed project stories and new flyers were distributed. Featured Fund videos were shown from the exhibit, which was also well-branded to bring attention to Fund's work. A micro-website for the conference was created with detailed information of the side events, and related photos and stories were published there and on social media. In conjunction with the fifth Climate Finance Readiness Seminar for NIEs in August 2018, the secretariat conducted 23 video interviews in multiple languages with implementing partners (for use in a video being produced for COP 24 and other related Fund stories) and captured many photos and live tweets of the event and field visit.

22. The Fund has continued to see solid growth across digital platforms. The number of website page views from 24 March 2018 – 11 September 2018 totalled 265,472, a 28 per cent increase over the same period the previous year and the percentage of new users is growing. Users totalled 31,149, a 34 per cent increase. Visits were from across the world including the United States (14.9%), India (9.7%), Germany (4.5%) and Philippines (4.4%). The bounce rate dropped to 11.4% (indicating viewers are staying on the site), which is a 51 per cent decrease. On Twitter, from 24 March 2018 – 11 September 2018, the Fund gained 850 new followers, surpassing the 9,000 mark, and put out 174 tweets. Facebook marked its 11,000 likes for the AF page, and continued to have active engagements, along with LinkedIn. The secretariat put out five new Flickr photo sharing albums on project visits, seminars and programmes. The Fund received at least 194 media mentions (including 91 in English, seven in French, two in German, and one in Spanish). A high-profile interview was conducted with the climate media E&E News, featuring a successful Fund project in Tanzania.

23. The secretariat is developing stories for new platforms, including a first-ever AF podcast, and sharing information about the donate button on social media while exploring options to promote it further. It developed summaries of ten top project stories to potentially

share and highlight for fundraising campaigns. The secretariat also enhanced the Partners & Supporters section of the website, adding summaries and photos directly from supporters.

24. As part of its communications planning efforts for COP24, the secretariat is preparing a micro website, a comprehensive video on its work and progress, and an exhibit and side event focused on the Fund's scalable innovations in the field.

Knowledge Management

25. The secretariat undertook the work of re-organizing and consolidating the folders of its internal shared drive organized by theme and area of work, thus increasing the work efficiency of the secretariat. This was an internal exercise where the different teams analyzed the core content of all folders and consolidated and re-arranged it around business topics.

26. The secretariat was in the final stages of preparation of two publications which will help in learning and are valuable to guide future design and implementation of projects on the ground at project/programme level. The first one showcases "Lessons Learned from Portfolio Monitoring Missions" where the project lessons were grouped by eight themes extracted from thirteen portfolio monitoring missions conducted by the Adaptation Fund Board Secretariat. The second one is titled "Results-Based Management through the Project Lifecycle" and it offers an overview of the Adaptation Fund policies and guidelines to be considered at each step of the project cycle.

27. The secretariat continued to monitor the progress and activities of the Community of Practice for Direct Access Entities (CPDAE) online platform and held periodic meetings with the World Resource Institute (WRI) where they exchanged ideas and offered concrete suggestions for interventions aimed at revitalizing the conversation between NIEs.

28. The secretariat re-initiated a conversation with the Climate and Development Knowledge Network (CDKN) to begin an architectural redevelopment of the Climate Finance Ready platform aimed at making the existing content more easily navigable by the target audience and providing the infrastructure for anticipated expanded editorial content.

29. The secretariat developed the structure and content for a Knowledge and Learning microsite which will serve as a centralized online repository of knowledge products and data providing the most efficient ways for the users to access relevant information related to adaptation and climate finance. The secretariat conducted brainstorming sessions with the entire team collecting ideas on the best ways to organize such data and on the type of content to be uploaded.

30. The secretariat continued the implementation of the enhancement project (Phase I) for the Financial Intermediary Fund (FIF) collaboration platform and installed new functions including the reporting deadline reminder for implementing entities, automated data exporting system from the platform to the external website for approved

projects/programmes, auto-generation of legal agreements as well as the readiness grants repository.

Support to the Accreditation Panel

31. The secretariat worked closely with the Chair and Vice-Chair of the Accreditation Panel and assisted the Panel in its discussions. The twenty-eighth and twenty-ninth Accreditation Panel meetings were held on 22-23 May and 23-24 August 2018, respectively, in Washington, D.C., USA. The report of the twenty-eighth Meeting of the Accreditation Panel was intersessionally submitted to the Board for its consideration, and the Board intersessionally adopted the report (document AFB/B.31-32/11). The Panel received two new applications (two NIEs) and reviewed 25 applications for accreditation and re-accreditation. The Panel also discussed issues relating to efficiency and effectiveness of the accreditation process, a need to introduce accreditation standards for anti-money-laundering (AML) and countering the financing of terrorism (CFT), and a 'fast-track' accreditation process for entities accredited with the GCF and reflected on re-accreditation process and the accreditation experience. The Panel also continued its review of the accreditation applications of 11 NIE candidates and two Regional Implementing Entity (RIE) candidates.

Table 1: Status of accreditation applications submitted to the secretariat as of 10 September 2018

	NIE	RIE	MIE
Accredited	28	6	12
Not accredited	8	1	0
Currently under review by Accreditation Panel	13	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 and re-accreditation applications)

Screening/technical review of project/programme proposals

32. During the intersessional period between the thirty-first and thirty-second Board meetings, the secretariat screened and prepared technical reviews of five fully developed single-country project documents and one single-country project concept, as well as four regional fully developed project documents, and three regional project concepts received during the reporting period. In performing this task, the dedicated team of officials of the secretariat was supported by a technical expert and an environmental and social expert.

33. In preparation for the thirty-second Board meeting, the secretariat screened and prepared technical reviews of eleven fully developed single-country project documents and thirteen single-country project concepts, as well as three 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)

34. 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 Report (PPR) for the project implemented in: India – Climate proofing project (NABARD, inception date: September 2016).
- b) The second PPRs for the projects implemented in: Ghana (UNDP, inception date: May 2015).
- c) The third PPRs for the projects implemented in: Argentina (World Bank, inception date: June 2015), Belize (World Bank, inception date: March 2015), Cuba (UNDP, inception date: September 2014), Myanmar (UNDP, inception date: February 2015), and Guatemala (UNDP, inception date: July 2015).
- d) The fourth PPRs for the projects implemented in: Eritrea (UNDP, inception date: September 2012), and Seychelles (UNDP, inception date: June 2014).
- e) The fifth PPRs for the projects implemented in: Cambodia (UNEP, inception date: May 2013), Colombia (UNDP, inception date: May 2013), Samoa (UNDP, inception date: January 2013), and Egypt (WFP, inception date: March 2013).
- f) The sixth PPR for the project implemented in: Ecuador (WFP, inception date: November 2011).

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

35. Additionally, the secretariat received intersessionally 8 project/programme extension requests, one request for direct project services, one request for change in project outputs, indicator targets, and material change, and one request for change of implementation arrangements. The secretariat proceeded screening the requests and prepared corresponding Board documents. The requests were approved by the Board and corresponding decisions were transmitted to the Implementing Entities. The requests received and approved by the Board are listed below:

- B.31-32/1: Approval of request for extension of programme completion date: UNDP (Mauritius)
- B.31-32/2: Approval of request for change in project outputs' indicator targets, deletion of output and material change: WFP (Mauritania)

- B.31-32/3: Approval of request for extension of project completion date: UNEP (Cambodia)
- B.31-32/4: Approval of request for extension of project completion date: WFP (Ecuador)
- B.31-32/5: Approval of request for extension of project completion date: UNEP (Madagascar)
- B31-32/21: Approval of request for change in the implementation arrangements and project calendar dates: CAF (Peru)
- B.31-32/22: Approval of Direct Project Services: UNEP (Paraguay)
- B.31-32/23: Approval of request for extension of project completion date: WB (Argentina)
- B.31-32/24: Approval of request for extension of project completion date: UNDP (Myanmar)
- B.31-32/25: Approval of request for extension of project completion date: ANII (Uruguay)
- B.31-32/28: Approval of request for extension of project completion date: UN Environment (the United Republic of Tanzania)

Gender Policy and Action Plan

36. 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 collaboration with other institutions, including the GEF, the GCF, and the Climate Investment Funds, International Union for Conservation of Nature and UNFCCC Secretariat to identify collaborative work on gender and exchange knowledge and lessons learnt from implementation of gender policy. The secretariat updated PPR template in line with the Fund's Gender Policy and guidance document on unidentified sub-projects (USPs) for implementing entities to comply with the Environmental and Social Policy (ESP) and the Gender Policy (GP) of the Fund. As noted above, a representative of the secretariat participated in and presented the gender work of the Fund and lessons learnt, on behalf of the Chair of the Board, at the Gender Dialogue between the chairs of the constituted bodies on identifying entry points for integrating gender considerations in workstreams under the UNFCCC process, in the margins of the Bonn Climate Change Conference in May 2018. The secretariat also organized a session 'Gender and Adaptation' in collaboration with the International Union for Conservation of Nature, UNFCCC Secretariat and the University of Minnesota at the Adaptation Futures 2018 Conference in Cape Town in June 2018 and gave a presentation on the Fund's gender responsive approach.

Ad Hoc Complaint Handling Mechanism

37. A dedicated web page for the Ad Hoc Complaint Handling Mechanism (ACHM) named Accountability and Complaints was established on the Fund website.¹ It consists of three subpages of (i) ACHM, (ii) Complaints and reports; and (iii) Complaint Handling

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

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. The secretariat has not received any eligible complaint during this reporting period.

Personnel

38. Ms. Aya Mimura, the former Operations Associate of the secretariat, was appointed as Financial Analyst effective on 1 August 2018, through the competitive recruitment process.

39. Ms. Andrea Cintya de Andrade Meireles was recruited as a communications intern – she will support the Fund’s communications activities on part time basis from 17 September 2018.

40. Mr. Mourad A. Shalaby was recruited as a short-term consultant – he will support the Readiness Programme activities on a part time basis from 17 September 2018.

Annex I: Planned activities of the secretariat (Between the thirty-second and thirty-third meetings of the Adaptation Fund Board)

MEETINGS AND WORK ORGANIZATION

Activity	Dates/Time frame
Organization of the thirty-second Meeting of the Adaptation Fund Board (Bonn, Germany)	11-12 October 2018
Participation in the 24 th Conference of the Parties to the United Nations Framework Convention on Climate Change (COP24) (Katowice, Poland) and organization of the contributors' dialogue	3-14 December 2018
Organization of thirty-third Meeting of the Adaptation Fund Board (Bonn, Germany)	12-15 March 2019

STRATEGIES

Activity	Dates/Time frame
Implementation of activities under the Medium-term strategy (MTS)	Ongoing
Implementation of the Resource Mobilization Action Plan	Ongoing
Implementation of activities under the Knowledge Management Strategy	Ongoing

PROJECTS AND PROGRAMMES

Activity	Dates/Time frame
Preparation of guidance documents for completion reports and audited financial statements	October – December 2018
Developing window for enhanced direct access projects (MTS activity)	Ongoing – March 2019
Developing window for small innovation microgrants (MTS activity)	Ongoing – March 2019
Developing window for large innovation grants (MTS activity)	Ongoing – March 2019
Review of project and programme proposals for the thirty-third Meeting of the Adaptation Fund Board	January - March 2019

ACCREDITATION

Activity	Dates/Time frame
Enhancement of the accreditation workflow functionalities by introducing analytical functions and accreditation application in additional languages	Ongoing – November 2018
Organization of the thirtieth meeting of the Accreditation Panel	January 2019
Field visits to applicants for accreditation (as necessity arises)	October and November 2018
Update of accreditation and re-accreditation forms	Ongoing - November 2019

MONITORING & EVALUATION

Activity	Dates/Time frame
Recruitment of members of the Technical Evaluation Reference Group (TERG) and the Evaluation Officer (staff)	October 2018
Second phase of enhancement of the FIF collaboration platform (online project database)	October 2018 – June 2019

Portfolio monitoring mission to Rwanda	November 2018
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COMMUNICATIONS

Activity	Dates/Time frame
<p>Publication of 2 “Project Stories”; focused on MTS themes, such as high quality, innovative projects, scalable actions and cross-cutting themes like gender, local/indigenous knowledge and highly vulnerable groups; stories translated in 3 languages for print and web.</p> <p>Updates of key flyers; organization of themed exhibit and side event for COP24, as well as production of video to display at COP24.</p>	<p>Stories and flyers ongoing - throughout FY19; COP24 materials leading into conference in December 2018</p>
<p>8-10 news/press releases</p> <p>Publication of 2 e-newsletters</p> <p>Writing of speeches and talking points for key events</p>	<p>Ongoing. Newsletters planned to preview at COP and year in review issue for December 2018/ January 2019</p>
<p>Production of video on the Fund’s work, value & MTS themes, previewing COP 24</p> <p>Develop podcast story on the Fund’s work & leadership trends, including MTS elements</p> <p>Develop video on project monitoring mission, on innovative & effective concrete actions by the Fund</p> <p>Video explaining the Fund’s work & how to access funds in user-friendly way</p> <p>Develop intro videos for readiness workshops</p>	<p>Ongoing - November 2018</p> <p>Throughout FY19</p>
<p>Media Relations: includes outreach to reporters through news releases, updating mailing lists of media & Fund stakeholders, organizing events, contacting reporters directly, facilitating press queries and interviews, preparing staff for interviews, drafting talking points and key messaging</p>	<p>Ongoing; with emphasis during October – December 2018</p>
<p>Social Media: post to Twitter 3-5 times daily, Facebook 4-5 times weekly, create 2-4 Flickr photo albums, post to LinkedIn about 2-3times weekly; compile social media and media analytics periodically</p>	<p>Throughout FY19</p>
<p>Coverage of the global readiness workshops, webinars and grants through web releases, stories and social media</p>	<p>Throughout FY19</p>
<p>Develop new promotional materials, briefings and posters for outreach; as well as materials for potential photo contests and new photos for exhibits with focus on MTS or timely adaptation and Fund themes</p>	<p>Ongoing – December 2018</p>
<p>Update and maintain Fund websites, with focus on keeping content fresh and relevant, and user-friendly for mass audiences; promote emerging KM materials on web or print</p>	<p>Throughout FY19</p>
<p>Develop materials or social media such as stories and flyers that promote the Fund’s donate button, CER funding mechanism or other emerging activities.</p>	<p>Throughout FY19</p>

KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Report of portfolio monitoring missions conducted in FY18	October 2018 (at AFB32)
Provision of guidance on KM Activities to countries and implementing entities	Throughout FY19
Develop and disseminate two publications on best practices/case studies from IEs on key project knowledge, in collaboration with international knowledge institutions (MTS activity)	January – June 2019 2018
Redevelop and upgrade architecture of the Climate Finance Ready website in collaboration with a knowledge institution	December 2018
Develop an in-house study capturing and integrating the sharable knowledge of the Accreditation Workflow system (MTS activity)	Ongoing – December 2018
Develop and roll-out of an e-learning course on the accreditation process (MTS activity)	Ongoing – February 2019
Produce knowledge for NIEs on different topics through webinars, seminars and Community of Practice (MTS activity)	Throughout FY19
Develop and upload publications/materials on a microsite for Knowledge and Learning (KM repository) on the AF website with sections on publications and events	Ongoing – December 2019
Submit request for proposals for and managing of learning microgrants facilitating south-south learning and sharing of information, good practices and lessons learned from failures as well as successes (MTS activity)	Throughout FY19

GENDER

Activity	Dates/Time frame
Establishment of a website subpage in the AF website to showcase experiences from gender mainstreaming activities under the Fund's projects and programmes and providing relevant tools and links to existing resources	Ongoing - throughout FY19
Update of the Strategic Results Framework in line with the Gender Policy	Ongoing – throughout FY19
Improvement of the Performance Monitoring and Evaluation System in line with Gender Policy through updated (i) methodologies for reporting the Fund's Core Impact Indicators; (ii) Results Framework and Baseline Guidance-Project level; (iii) Project Performance Report (PPR) Template and PPR Results Tracker	Ongoing – March 2019
Development of the Adaptation Fund Gender Score Card to monitor the gender policy implementation portfolio-wide	Ongoing -March 2019
Organization of Gender training for enhanced implementation of Gender Policy and Action Plan (1) Gender training for the Board (2) Gender training for National Implementing Entities	(1) March 2019 (2) NIE workshop in 2019
Collaborative activities with GCF and GEF on gender matters	Throughout FY19
Review of the Gender Policy and Action Plan	April - June 2019 (possible to be extended to FY20)

Participation in learning/knowledge exchange venues and/or opportunities on gender and climate change	Throughout FY19
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Readiness Programme

Activity	Dates/Time frame
Developing window for project scale-up micro grants (MTS activity)	Ongoing – October 2018
Launch and review of readiness grants (including micro-grants to support project scale up (MTS activity)	Ongoing – December 2018
Launch and review project scale-up micro grants (MTS activity)	October 2018 – March 2019
Translation of Adaptation Fund accreditation and project tools and guidance documents	February 2019
Working with other providers of readiness support (Bi-annual newsletter)	March 2019
Adaptation Fund Readiness Webinar #7	October 2018
Implementation (M&E) of readiness support package pilot phase	October 2018 & February 2019 (reporting in June 2019)
Joint regional workshop with AF partners	November 2018
Facilitate face to face meeting of CPDAE in collaboration with other climate funds (MTS activity)	February 2019
General cooperation with partners – (presence at each other's events)	Throughout FY19