



ADAPTATION FUND

AFB/B.33/3
6 March 2019

Adaptation Fund Board
Thirty-third meeting
Bonn, Germany, 14-15 March 2019

Agenda item 6

REPORT ON ACTIVITIES OF THE SECRETARIAT

Background

1. This report lists the activities undertaken by the Adaptation Fund Board Secretariat (the secretariat) during the period between the thirty-second and thirty-third meetings of the Adaptation Fund Board (the Board).

Finalization and posting of the report of the thirty-second Board meeting

2. Following the thirty-second meeting held in Bonn, Germany on 9-12 October 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.32/12.

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) The Technical Needs Assessment (TNA) Phase III Global inception workshop of the Climate Technology Centre and Network (CTCN) (17-18 October 2018, Bangkok, Thailand). A representative of the secretariat gave a remote presentation which covered opportunities for developing countries to access project funding from the Fund, and opportunities for funding projects that could include components on implementation of the technology priorities selected by countries through their TNA process.
- (b) The 21st Meeting of the GCF Board (17-20 October 2018, Manama, Bahrain): The manager of the secretariat attended the 21st Meeting of the GCF Board as observer, supporting the Chair of the Board who also attended as observer. The work of the GCF discussed at the meeting included: status of the GCF portfolio; status of the GCF pipeline; status of the initial resource mobilization process; matters related to replenishment; selection of new Executive Director; and decision-making in the absence of consensus.
- (c) Least Developed Country (LDC) Group consultative workshop (14-15 November 2018, Addis Ababa, Ethiopia), organized by the International Institute for Environment and Development (IIED). The LDC Group had established the 'LDC Initiative for Effective Adaptation and Resilience (LIFE-AR)', which aims to develop an over-arching LDC vision for adapting towards a climate resilient future by 2050. A representative of the secretariat participated in the workshop and provided input to the vision on behalf of the secretariat.
- (d) Africa Green Growth Forum and Africa Green Growth Investment Forum (26-30 November 2018, Kigali, Rwanda), organized by the Government of Rwanda. Invited by the Minister of Environment of Rwanda, H.E. Mr. Vincent Biruta, the manager of

the secretariat participated the Investment Forum as a speaker on a panel with the topic “Experience in Utilizing Financial Mechanisms to Support Green Growth”. The manager’s participation was possible as the Forum coincided with the portfolio monitoring mission the secretariat conducted in Rwanda.

- (e) The C40 Cities Finance Facility Factory (CFFactory) (28-29 November 2018, Berlin, Germany): A representative of the secretariat participated in this international conference on cities, climate change and finance. This was a good opportunity to promote the Fund to a different audience, including representatives of cities, private sector, bilateral and multilateral public and financial institutions. The secretariat representative participated in an opening session on project vision, targeting transformational impact.
- (f) The Cities Climate Finance Leadership Alliance (CCFLA) Project Preparation Forum organized by C40, FMDV, GIZ and ICLEI (30 November 2018, Berlin, Germany): the representative of the secretariat participated as a discussant in a working group on “Project Preparation with a focus on infrastructure for the urban poor”.
- (g) Monitoring mission to Rwanda (26-30 November 2018, Kigali, Rwanda): The manager and two members of the secretariat undertook a portfolio monitoring mission of the “Reducing vulnerability to climate change in North West Rwanda through Community based adaptation” project (the Ministry of Environment as the successor of the Ministry of Natural Resources, Rwanda) and executed by the Rwanda Natural Resources Authority (RNRA). The mission had targeted this project for the following reasons: i) learning from concrete adaptation practices, such as the construction of land and water management infrastructure; ii) learning from the community involvement strategy, to ensure sustainability of project’s results; iii) learning from institutional capacity building for replication and scaling up of concrete interventions; and iv) learning from how the change in the project implementation role from MINIRENA to its successor organization, the Ministry of Environment, had been prepared and managed. The findings and lessons learned from that mission will be presented in a project monitoring report prepared by the secretariat.
- (h) Katowice Climate Change Conference (the twenty-fourth session of the Conference of the Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) (COP 24), the fourteenth session of Conference of the Parties serving as the meeting of Parties to the Kyoto Protocol (CMP 14), and the third part of the first session of the Conference of the Parties serving as the meeting of Parties to the Paris Agreement (CMA1.3), 1-14 December 2018, Katowice, Poland): The manager and members of the secretariat participated in the conference 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 secretariat organized three well-attended side-events: (i) one by itself on the topic of Innovative replicable and scalable adaptation interventions; (ii) one with the Institute de la Francophonie pour le

Développement Durable (IFDD) on the topic of access to the Fund through its available funding windows; and (iii) one with the African Development Bank (AfDB) during the Adaptation Day at the African Pavilion, on the topic of “Reaching the most vulnerable: Climate adaptation at the local level”. The secretariat also organized, together with the GCF secretariat, a side-event on Empowering Direct Access to Climate Finance. The manager of the secretariat participated in a high level opening session of the Adaptation Day at the African Pavilion and as a panel speaker, in the Koronivia Joint Work on Agriculture workshop with UNFCCC constituted bodies, and in the COP 24 stocktake on Pre-2020 implementation and ambition, as well as in a side-event on Exploring Innovative Approaches to Strengthen Capacity on Direct Access to Climate Finance organized by the Asian Institute of Technology, BCAS Bangladesh and Indigo. Members of the secretariat joined as speakers also in, *inter alia*, Roundtable on Adapting to Climate Change in Ocean and Coastal Zones under 1.5°C of Global Warming organized in the Brazilian Pavilion, a side-event on Climate Resilient Agriculture and Smart Cities organized by the National Bank for Agriculture and Rural Development, India, and a side-event on Transformative Adaptation for Agriculture in Africa organized by the World Resources Institute. With the Chair of the Board and the Government of Italy, the secretariat also arranged a press conference that focused on synergies between the Italian Ministry of Environment and the Fund through replicating successful adaptation models in Ethiopia. In addition, the secretariat arranged a contributor dialogue, which was opened to the public for the first time. The dialogue was very successful and featured a number of distinguished opening speakers, including the Executive Secretary of the UNFCCC, Ms. Patricia Espinosa, the Prime Minister of Fiji and UNFCCC COP 23 President, H.E. Mr. Josaia Voreqe Bainimarama, the Minister for the Environment at the Ministry of Environment and Energy of Sweden, H.E. Ms. Karolina Skog, the Minister of Environment of Rwanda, H.E. Mr. Vincent Biruta, 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 the African Group and 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 second annual dialogue of climate funds with the Green Climate Fund (GCF), the Global Environment Facility (GEF) and the Climate Investment Funds (CIF). As mandated by the Board, the secretariats of the Fund and the GCF organized an informal bilateral meeting between members of their respective Boards, including the Chair and Vice-Chair of the Board, and the co-chairs of the GCF Board. 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. The secretariat hosted a multimedia exhibit on Direct Access and projects throughout the two weeks of the conference and handed out informational materials. The secretariat hosted a UNFCCC media event on the Fund’s new grants and other pioneering innovations. The secretariat hosted a signing ceremony with the Adaptation Fund Board Chair

and the Development Bank for Latin America (CAF) for the regional project in Chile and Ecuador. The secretariat hosted 15-20 journalists from the Climate Change Media Partnership fellowship program managed by InterNews Earth Journalism Network and Stanley Foundation to enhance quality and quantity of climate change reporting. The manager of the secretariat participated in a live Facebook UNFCCC interview promoting the Fund's work. The secretariat participated in a campaign with Visa and UNFCCC to raise funds for the Fund through an innovative digital platform on-site.

- (i) Fourth Annual Conference on Sustainable Development in Latin America and the Caribbean (SDLAC): Catalyzing Adaptation and Climate Finance in Latin America and the Caribbean (22-23 February 2019, New Haven, Connecticut, the United States): a member of the secretariat attended the conference as an invited speaker and spoke in a panel on "Climate Finance for Adaptation: Assessing the Role, Effectiveness, and Future of International Funding Mechanisms".
- (j) 22nd Meeting of the GCF Board (26-28 February 2019, Songdo, the Republic of Korea): a member of the secretariat attended the 22nd Meeting of the GCF Board as observer. The work of the GCF discussed at the meeting included: status of the GCF portfolio; status of the GCF pipeline; matters related to replenishment; and matters related to the selection of the Executive Director.

Preparations for the thirty-third 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-third Board meeting and for the twenty-fourth 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.33/Inf.1, List of documents.

Membership of the Board

- 7. The following includes a list of the changes in the membership of the Board as of the date of the issuance of this document.

- (a) Mr. Antonio Navarra (Italy, Western European and Others) was replaced by Ms. Eleonora Cogo (Italy, Western European and Others) as Member;

- (b) Ms. Tove Zetterström-Goldman (Sweden, Annex I Parties) was replaced by Mr. Mattias Broman (Sweden, Annex I Parties) as Member;
- (c) Ms. Margarita Caso-Chavez (Mexico, Non-Annex I Parties) was replaced by Mr. Evans Davie Njewa (Malawi, Non-Annex I Parties) as Alternate;
- (d) Mr. Samuela V. Lagataki (Fiji, Small Islands Developing States) was replaced by Mr. Nilesh Prakash (Fiji, Small Islands Developing States) as Member;
- (e) Mr. Lucas di Pietro Paolo has been nominated as Member for Latin America/Caribbean;
- (f) Mr. Philip S. Weech has been nominated as Alternate for Latin America/Caribbean;
- (g) Ms. Aida Velasco Munguira (Spain, Western European and Others) was replaced by Ms. Susana Castro-Acuna (Spain, Western European and Others);
- (h) The Alternate position representing the Western European and Others, remains to be filled;
- (i) The Member position representing the Non-Annex I Parties, previously held by Ms. Patience Dampney, remains to be filled;
- (j) The Alternate position representing the Least Developed Countries, previously held by Mr. Naresh Sharma remains 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 17 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.32-33/1: Approval of request for extension of project completion date: WFP (Sri Lanka)
- B.32-33/2: Approval of request for extension of project completion date: UNDP (Mali)
- B.32-33/3: Approval of request for extension of project completion date: UNDP (Colombia)
- B.32-33/4: Addendum to the report of the Adaptation Fund Board to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its fourteenth session
- B.32-33/5: Approval of Technical Assistance Grant: Bhutan (BT FEC)
- B.32-33/6: Approval of Technical Assistance Grant: Dominican Republic (IDDI)
- B.32-33/7: Approval of Technical Assistance Grant: Armenia (EPIU)
- B.32-33/8: Approval of South-South Cooperation Grant: Mauritius (CSE)
- B.32-33/9: Approval of South-South Cooperation Grant: Afghanistan (NABARD)
- B.32-33/10: Approval of no-cost extension of programme completion date: Jamaica (PIOJ)
- B.32-33/11: Approval of request for change of disbursement schedule: Namibia (DRFN)
- B.32-33/12: Approval of no cost extension of project completion date: India (NABARD)

- B.32-33/13: Re-accreditation of the Protected Areas Conservation Trust (PACT) as National Implementing Entity for Belize
- B.32-33/14: Fast track re-accreditation of Observatoire du Sahara et du Sahel (OSS) as Regional Implementing Entity
- B.32-33/15: Appointment of the Chair of the AF-TERG
- B.32-33/16: Appointment of alternate member representing Western European and Other States
- B.32-33/17: Approval of amendments to project performance reports and guidance document for projects with unidentified subprojects

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

Update on the scope of application of the full cost of adaptation reasoning criterion

9. The secretariat prepared an analysis of the full-cost-of-adaptation-reasoning criterion (document AFB/PPRC.22/25), revised in accordance with the medium-term strategy implementation plan contained in the Annex I to document AFB/B.31/5/Rev.1 and considering the views of governments of developing countries and relevant stakeholders of the Adaptation Fund on the issue, to submit the analysis to the PPRC at its twenty-fourth meeting. (Decision B.31/23)

Options for criteria for the provision of financial resources between single-country and regional concrete adaptation projects and programmes

10. During the thirty-second meeting of the Board the secretariat had prepared, at the request of the Board, document AFB/PPRC.233 reporting on the progress and experiences of the pilot programme for regional projects and programmes. The document analyzed that the funding window for regional projects and programmes had been established outside of the country cap and outside of the consideration of the 50 per cent cap on MIEs. It was also noted that, as part of the implementation plan of the medium-term strategy (MTS) of the Fund, additional funding windows on enhanced direct access, innovation, learning and readiness grants additional to the existing ones were planned to be created, which might further increase the need for adjustment of allocation by the Board.

11. Following recommendations from the Board, the secretariat prepared, for consideration at the thirty-third meeting of the Board, a document presenting options for criteria for the provision of financial resources between single-country and regional concrete adaptation projects and programmes, including options to establish a country cap on regional projects and programmes and review the country cap on single-country projects and programmes. (Decision B.32/3)

Programme for innovation

Small grants through the Direct Access modality

12. The secretariat prepared the first request for proposals to NIEs for US\$ 2 million, which was launched at the twenty-fourth session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP 24) in December 2018. (Decision B.32/4)

Small grant projects through a multilateral implementing entity aggregator

13. The secretariat announced, jointly with the United Nations Development Programme and United Nations Environment Programme), the initiative at COP 24. It also developed guidance to the MIE aggregators for preparing proposals for small grant programmes for innovation. (Decision B.32/5)

Length of submissions

14. The secretariat communicated submission length guidance to the implementing entities of the Adaptation Fund on 7 November 2018. (Decision B.32/6)

Annual performance report for the fiscal year 2018

15. The secretariat prepared, for the consideration of the Ethics and Finance Committee at its twenty-fourth meeting, (i) a review of the Strategic Results Framework of the Adaptation Fund and the Adaptation Fund Level Effectiveness and Efficiency Results Framework, which were approved by the Board in decision B.10/13, to reflect the progress made by the Adaptation Fund; (ii) a report with an analysis of the reasons for delays in project inception, based on information received from the implementing entities, related to the cases listed in document AFB/EFC.23/3, Table 5; and (iii) an overview of practices followed by other climate funds on how to address project delays. (Decision B.32/35)

Fast-track accreditation process

16. The secretariat communicated to the GCF secretariat the Board decision related to the Fund's fast-track accreditation process for potential national, regional and multilateral implementing entities that had been accredited by the GCF within a period of four years prior to the submission of the accreditation application to the Fund and that meet the eligibility criteria contained in paragraphs 24-32 of the OPG of the Fund (Decision B.32/1).

17. The secretariat also took initial steps to carry out an assessment of the GCF accreditation standards in 2019 including a gap analysis and to present to the Board at its thirty-fourth meeting (Decision B.32/1).

Accreditation standards related to anti-money-laundering/countering the financing of terrorism

18. The secretariat updated the reaccreditation application form, fast-track reaccreditation form, fast-track accreditation form, and fiduciary risk management standards to be met by implementing entities (annex 2 to the Operational Policies and Guidelines) to reflect the approved revisions in the policies and procedure, screening system and decision-making process. (Decision B.32/36)

Implications of implementing entity reorganizations

19. The secretariat, in collaboration with the Accreditation Panel, prepared a background document reflecting specific cases to the EFC for consideration at its twenty-fourth meeting, as well as options for dealing with cases where the national implementing entity is reorganized. (Decision B.32/37)

Arrangements for learning grants

20. The secretariat issued a call for proposals in accordance with the tentative timeline set out in annex I to document AFB/B.31/5/Rev.1 and the budget (up to a maximum of US\$ 400,000 per year). It also developed (i) notification templates for project start and project completion for learning grants; (ii) monitoring and evaluation reporting templates for learning grants; and (iii) a result framework for learning grants. (Decision B.32/38)

Arrangements for scaling-up grants

21. The secretariat issued a call for proposals for project scale-up grants in November 2018 and had a formal launch event for the grants at COP 24. It also developed notification templates for project start and project completion, monitoring and evaluation templates and a results framework for project scale-up grants, which would be presented at the current Board meeting. (Decision B.32/39)

Report of the Resource Mobilization Task Force

22. The secretariat, in consultation with the Resource Mobilization Task Force, prepared a document on the procedural steps to be taken to receive contributions from sources alternative to government funding and present it to the Board for its consideration at its thirty-third meeting; and engaged with the Resource Mobilization Task Force in reviewing potential resource mobilization opportunities involving alternative sources of contributions when opportunities are presented to the secretariat. (Decision B.32/40)

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

23. The secretariat provided support to the Chair and Vice-Chair of the Board and attended with them, the 'annual dialogue' organized by the GCF on the margins of the twenty-fourth session of the Conference of the Parties to the United Nations Framework Convention on Climate Change. The Chair and Vice-Chair engaged in an informal meeting

with the GCF Board, with a view to exploring concrete steps to enhance complementarity, including options for fund-to-fund arrangements and accreditation; and the secretariat continued discussions with the GCF secretariat to advance the collaborative activities identified at the Annual Dialogue in November 2017, the Technical Workshop in February 2018 and the informal meetings between the Chair and Vice-Chair of the AFB and the Co-Chairs of the GCF in May and September 2018; and continued to explore the options for fund-to-fund arrangements, including the process toward accreditation with the GCF, as described in pillar 1 in the GCF operational framework for complementarity and coherence, as contained in document GCF/B.17/08. (Decision B.32/41)

Preparation of an addendum to the Board's report to the CMP, covering activities undertaken since the end of the reporting period of the main report, as requested by the CMP at its thirteenth session

24. The secretariat in consultation with the Chair of the Board, drafted and issued the addendum to its report to the CMP in its fourteenth session that was approved intersessionally in decision AFB.31-32/29, to report on activities between 1 July 2018 and 12 October 2018. (Decision B.32/43)

Readiness Programme

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

- (a) The seventh readiness webinar was held on 25 October 2018. The webinar discussed the topic: Project implementation - Managing change in adaptation projects and programmes. The report of the webinar is available on the Fund website at: <https://www.adaptation-fund.org/readiness/news-seminars/>
- (b) The secretariat launched and reviewed readiness grants for the 2018 calendar year. Three technical assistance grants for the environmental and social policy and gender policy and two South-South cooperation grants were approved intersessionally by the Board between its thirty-second and thirty-third meetings.
- (c) The secretariat held meetings with various partner organizations to explore collaboration opportunities through joint events to enhance effective delivery of the Fund's readiness and capacity building support to developing countries. Organizations included the UNFCCC secretariat, CTCN and the AfDB.

Communications

20. The secretariat continued to deliver a steady flow of new and relevant content about the Fund's work across diverse communications platforms, and its web and social media channels continued to undergo significant growth. In the period from 13 October 2018 through 8 February 2019, nine news releases, two online newsletters and three Flickr photo

albums were published and disseminated by the secretariat. Two videos were created and widely disseminated, one on the Fund's pioneering influential actions on the ground, and another on the growing success of the Readiness Programme. New updated flyers on the Fund's overall work, Direct Access, and key highlights were created, and promotional materials such as 2,000 bags, 1,000 stress cubes, 300 lapel pins, 2,000 bookmarks and 1,000 pens were distributed during key events. Approximately 10-15 speeches/talking point sets were prepared in support of key events.

21. 21. The secretariat had a very active communications presence at COP 24 in Katowice, Poland. A catch-all website of the Fund's COP24 activities was created, as was a multimedia exhibit focused on Direct Access and projects, together with an accompanying social media campaign with the hashtag #AFAdaptTogether. Ten project posters and one tall roll-up were created and videos shown continuously. Four live webcasts were recorded and archived of key events. The secretariat hosted a UNFCCC media event on innovation and pioneering actions, and co-hosted another with Italy on adaptation synergies. The secretariat participated in a live Facebook interview with UNFCCC, and a special digital demonstration with Visa and UNFCCC that drew 19,723 computer 'taps' and US\$ 67,453 for the Fund. The secretariat met with a group of about 20 international journalists from InterNews Earth Journalism Network fellowship and Stanley Foundation to share information on the AF's work and help improve climate change reporting.

22. The visibility of the Fund has continued to grow markedly across platforms. From 13 October 2018 through 8 February 2019, the number of website page views totalled 218,466, an 18.5 per cent increase over the same period the previous year. Users totalled 27,259, a 43 per cent increase. On Twitter, the Fund put out 167 tweets and gained 826 new followers, nearing the 11,000 mark with 10,700. Facebook had over 11,000 likes, and LinkedIn was steadily growing with 538 followers. The secretariat received at least 234 media mentions worldwide during the reporting period, a significant jump from the prior reporting period (194). Of those, 114 were in English, 90 in Spanish and 21 in French. During the pivotal period leading up to and through COP 24, website views numbered 60,953 (10% increase over COP23 period), and the COP 24 mini website received 3,704 visits (26% increase over the COP 23 site). 118 media mentions were received while Twitter received 7,974 profile visits and 624 likes – significant increases over COP 23 (5,941 and 277).

23. The secretariat is continuing to develop stories for new platforms and completed and distributed the first-ever Fund podcasts. These included 3 podcasts about Fund projects in Colombia, including one in Spanish. The Fund established its own SoundCloud channel in the process to house and promote podcasts. The secretariat also implemented a Facebook boost to increase its reach and draw attention to its Donate button, resulting in 99,100 people reached and 118 clicks on the donate page.

Knowledge Management

24. The secretariat completed the publication on "Lessons learned and successful approaches from Portfolio Monitoring Missions" containing project lessons grouped by

themes extracted from thirteen portfolio monitoring missions conducted by the Adaptation Fund Board Secretariat. Its release was widely publicized, both on the website as well as on social media.

25. The Secretariat conducted a portfolio monitoring mission in Rwanda to extract and analyze lessons learned from the project titled “Reducing Vulnerability to Climate Change in North West Rwanda through Community Based Adaptation” currently implemented by the Ministry of Environment and executed by Rwanda Natural Resources Authority (RNRA). The mission provided invaluable lessons on concrete adaptation practices in integrated land and water management technologies and on community involvement and institutional capacity building

26. As part of the support offered to the Community of Practice for Direct Access Entities (CPDAE), the secretariat distributed surveys to its accredited national implementing entities (NIEs) to collect information to produce a quarterly newsletter consisting of knowledge products produced by NIEs and/or support offered by NIEs to others. The first issue of said newsletter was released in December 2018.

27. The secretariat, in collaboration with the Climate and Development Knowledge Network (CDKN), was in the final stages of an architectural redevelopment of the Climate Finance Ready platform aimed at providing practitioners and others with best practices, news articles, resources and opportunities for sharing experiences on climate finance readiness. The secretariat maintained its strong collaboration with CDKN in providing content for the website on an ongoing basis.

28. The secretariat completed the development of a Knowledge and Learning microsite which serves 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 is in the process of developing additional content for the microsite consisting of knowledge products captured by implementing entities from Adaptation Fund-funded projects.

29. The secretariat is in the initial stages of the development of a state-of-the-art virtual learning course which introduces participants to different concepts and facets of Adaptation Fund Accreditation and project preparation in terms of addressing Environmental and Social (ESP) and Gender policies. The course is aimed at implementing entities seeking accreditation or re-accreditation with the Fund and accredited entities preparing to submit project proposals for funding. It will be highly interactive, featuring various learning methods, case studies and quizzes and the users will be awarded certificates of completion.

30. The secretariat went through an exercise of identifying the main themes of the Adaptation Fund project and programme portfolio and processes to implement a tagging system of its website which will make it possible for users to easily find content with a specific theme. This was a team exercise involving the projects, accreditation, communication and readiness teams.

31. The secretariat continued the implementation of the enhancement project (Phase I) for the Financial Intermediary Fund (FIF) collaboration platform and launched its Phase II which includes modules on enhancements of the analytics page for easier preparation of the annual performance reports, accommodation of the new types of grants, and a creation of the list of submitted proposals page and its integration with the external website.

Support to the Accreditation Panel

32. The secretariat worked closely with the Chair and Vice-Chair of the Accreditation Panel (the Panel) and assisted the Panel in its discussions. The thirtieth meeting of the Panel was held on 30-31 January 2019, in Washington, D.C., USA. As at 28 February 2019 the Panel received two new applications (one NIE and one RIE) and reviewed 26 applications for accreditation and re-accreditation: 14 accreditation applications (for 12 NIE candidates and two RIE candidate) and 12 re-accreditation applications (for 10 NIEs and 2 RIEs). The Panel also discussed issues relating to: the Fund's fast-track accreditation process for entities accredited with the GCF; implications of implementing entity reorganization; update of the re-accreditation application form; and quarterly workplan for the Panel experts. At its thirtieth meeting the Panel reached a consensus to recommend accreditation for an NIE and re-accreditation for an RIE, which are presented to the thirty-third meeting of the Board for consideration and decision as contained in document AFB/B.33/4. In addition, one NIE, had not resubmitted the application by the accreditation expiry date, and therefore, in accordance with Annex I of document AFB/B.31/4, it changes the status to "Not-accredited" and it will no longer be an accredited entity of the Adaptation Fund as of the date of the Board decision. This Panel recommendation will be included in the Panel's report and submitted to the Board at its thirty-third meeting.

Table 1: Status of accreditation applications submitted to the secretariat as of 28 February 2019

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

(Table does not include unscreened, withdrawn, or closed applications and re-accreditation applications)

Screening/technical review of project/programme proposals

33. In preparation for the thirty-third Board meeting, the secretariat screened and prepared technical reviews of fifteen fully-developed single-country project documents and twelve single-country project concepts, as well as six regional fully developed project documents, one regional project concept and one regional project pre-concept received during the reporting period. In addition, the secretariat screened and technically reviewed three innovation small grant requests. In performing these tasks, the dedicated team of

officials of the secretariat was supported by GEF Secretariat technical staff, seven contracted technical experts, including with environmental and social expertise.

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 Reports (PPRs) for the projects implemented in: India – Building Adaptive Capacity of Communities, Livelihoods and Ecological Security in Kanha-Pench Corridor of Madhya Pradesh, (NABARD, inception date: April 2017); Uganda (OSS, inception date: May 2017), Chile (AGCI, inception date: August 2017).
- b) The second PPRs for the projects implemented in: India – Conservation and Management of Coastal Resources as a Potential Adaptation Strategy for Sea Level Rise, (NABARD, inception date: June 2015), Morocco, (ADA, inception date: December 2015).
- c) The third PPRs for the projects implemented in: Uzbekistan (UNDP, inception date: May 2014), Argentina (UCAR, inception date: October 2013), Seychelles (UNDP, inception date: October 2014).
- d) The fourth PPR for the project implemented in Mauritania (WFP, inception date: August 2014).
- e) The fifth PPRs for the projects implemented in: Madagascar (UN Environment, inception date: October 2012), Cambodia (UN Environment, inception date: May 2013).
- f) The sixth PPR for the project implemented in: the United Republic of Tanzania (UN Environment, inception date: December 2010).

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

35. Additionally, the secretariat received intersessionally 5 project/programme extension requests, and one request for change of disbursement schedule. 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 as of the date of the issuance of this document are listed below:

- B.32-33/1: Approval of request for extension of project completion date: WFP (Sri Lanka)

- B.32-33/2: Approval of request for extension of project completion date: UNDP (Mali)
- B.32-33/3: Approval of request for extension of project completion date: UNDP (Colombia)
- B.32-33/10: Approval of no-cost extension of programme completion date: Jamaica (PIOJ)
- B.32-33/11: Approval of request for change of disbursement schedule: Namibia (DRFN)
- B.32-33/12: Approval of no cost extension of project completion date: India (NABARD)

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 (IUCN) and UNFCCC Secretariat with a view to 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, which was intersessionally presented to and was approved by the Board. As noted above, a representative of the secretariat participated in and presented the gender work of the Fund and lessons learnt, at the Gender Workshop held in the margins of the COP 24 in Katowice, Poland.

Ad Hoc Complaint Handling Mechanism

37. The secretariat has been continuing the update on the information of the grievance mechanisms of the implementing entities of the Fund to be reflected on the Fund's dedicated webpage.¹ The secretariat has not received any eligible complaint during this reporting period.

Evaluation

38. Under guidance by the Recruitment Working Group for the Fund's Technical Evaluation Reference Group (AF-TERG), the secretariat completed the selection process of the Chair of the AF-TERG, and the Board approved an intersessional decision (B.32-33/15) appointing Ms. Eva Lithman to this position.

39. The Chair of the AF-TERG visited the secretariat offices on 13-15 February 2019 for an initial visit, and met with members of the secretariat, the GEF Independent Evaluation Office (GEFIEO), the World Bank Independent Evaluation Group (IEG) and the trustee.

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

Together with the secretariat, she outlined elements for an initial workplan, as well as a budget for fiscal year 2020 (FY20) for the AF-TERG. She also worked together with the secretariat towards developing the call for Expressions of Interest for the remaining members of the TERG, and for the selection of an Evaluation Officer, the key member of the AF-TERG secretariat to be established in Q4 of FY19.

Personnel

40. Mr. Daouda Ndiaye, the Senior Climate Change Specialist, resigned from the secretariat on 28 February 2019.

41. Ms. Eva Lithman, the Chair of the Technical Evaluation Reference Group, was appointed on 24 January 2019.

Annex I: Planned activities of the secretariat (Between the thirty-third meeting of the Adaptation Fund Board and 30 June 2019)

MEETINGS AND WORK ORGANIZATION

Activity	Dates/Time frame
Organization of the thirty-third Meeting of the Adaptation Fund Board (Bonn, Germany)	12-15 March 2019
Participation in the Bonn Climate Change Conference (Bonn, Germany)	17-27 June 2019
Organization of thirty-fourth Meeting of the Adaptation Fund Board (Bonn, Germany)	8-11 October 2019 (Outside the reporting period)

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
Support to MIE aggregators during the development of regular-sized proposals for the thirty-fourth Meeting of the Adaptation Fund Board.	March – October 2019
Developing window for large innovation grants (MTS activity)	Ongoing – March 2020
Review of project and programme proposals for the intersessional review cycle between the thirty-third/thirty-fourth Meeting of the Adaptation Fund Board	April - June 2019
Review of small grants (innovation, learning, and scale-up) for the intersessional review cycle between the thirty-third/thirty-fourth Meeting of the Adaptation Fund Board (MTS activity)	April – June 2019
Development and administration of refresher training for technical reviewers on proposal compliance with the Adaptation Fund's Environmental and Social Policy and Gender Policy	April – October 2019

ACCREDITATION

Activity	Dates/Time frame
Gap analysis of the accreditation process of the Adaptation Fund and the Green Climate Fund (GCF)	April – August 2019
Organization of the thirty-first meeting of the Accreditation Panel (Washington DC, USA)	20-21 May 2019
Field visits to applicants for accreditation (as necessity arises)	March - June 2019

MONITORING & EVALUATION

Activity	Dates/Time frame
Recruitment of members of the Technical Evaluation Reference Group (TERG) and the Evaluation Officer (staff)	By April 2019
Second phase of enhancement of the FIF collaboration platform (online project database)	February – June 2019
Portfolio monitoring mission to the Pacific (country to be determined)	May 2019

COMMUNICATIONS

Activity	Dates/Time frame
Publication of 2-3 “Project Stories”; focused on MTS themes, such as high quality, innovative and scalable actions and cross-cutting themes like gender, local/indigenous knowledge and highly vulnerable groups; stories translated in 3 languages for print and web. Stories on Rwanda, regional project by WMO in progress.	Stories ongoing - throughout FY19
6-10 news/press releases, including development of story on successful examples of AF projects being scaled up/replicated by others Publication of 1-2 additional e-newsletters Writing of speeches/talking points for key events	Ongoing
Production of video on the Fund’s regional projects and the growth and value of that program. Develop podcast story on the Fund’s work & leadership trends, including Paris Agreement and MTS elements. Facilitating potential video documentary by the NY Film Academy-LA Office on the AF-funded Belize project	Ongoing
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	Ongoing
Social Media: post to Twitter 3-5 times daily, Facebook 3-5 times weekly, create 2-3 Flickr photo albums, post to LinkedIn about 2-3 times weekly; compile social media and media analytics periodically	Throughout FY19
Coverage of the global readiness workshops, webinars and grants through web releases, stories, social media and distribution via Constant Contact email networks	Throughout FY19
Develop promotional materials, briefings and posters for outreach	Ongoing
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 through press releases and social media	Throughout FY19

Develop materials or social media such as stories and flyers that promote emerging activities or themes	Throughout FY19
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KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Report of portfolio monitoring missions conducted in FY18	March 2019(at AFB33)
Provision of guidance on KM Activities to countries and implementing entities	Throughout FY19
Develop and disseminate publications on best practices/case studies from IEs on key project knowledge, in collaboration with international knowledge institutions (MTS activity)	January – June 2019
Develop and disseminate best practices on Direct Access produced and disseminated by NIEs	June 2019
Identification of a global climate change adaptation event where implementing entities and other stakeholders have storytelling sessions and present findings from projects	Ongoing – June 2019
Complete redevelopment and upgraded architecture of the Climate Finance Ready website in collaboration with a knowledge institution	Ongoing – June 2019
Develop an in-house study capturing and integrating the sharable knowledge of the Accreditation Workflow system (MTS activity)	January – June 2019
Develop and roll-out of an e-learning course on the accreditation and project preparation process (MTS activity)	January – June 2019
Produce knowledge for NIEs on different topics through newsletters, webinars, seminars and Community of Practice (MTS activity)	Throughout FY19
Identify and promote, through the AF website, AF projects scaled up by other funds or projects in the process of being scaled up	Ongoing – June 2019
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 – June 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 -April 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

READINESS PROGRAMME

Activity	Dates/Time frame
Translation of Adaptation Fund accreditation and project tools and guidance documents	February 2019
Working with other providers of readiness support (Bi-annual newsletter)	March-June 2019
Joint regional workshop with AF partners: workshop for Central Africa	March 2019
Adaptation Fund Readiness Webinar #8	April 2019
Country exchange visit	April 2019
Facilitate face to face meeting of CPDAE in collaboration with other climate funds (MTS activity)	May 2019
Implementation (M&E) of readiness support package pilot phase	Throughout FY19
General cooperation with partners – (presence at each other's events)	Throughout FY19