Accreditation:
Overview of accreditation steps and governing bodies involved in the regular accreditation process

Bangkok, September 2019
1. Nomination
2. Application
3. Screening by the Board Secretariat
4. Assessment by the Accreditation Panel
5. Decision by the Board

Accreditation
Steps towards accreditation

**Nomination** The process begins with the nomination of an entity by the Designated Authority to apply for accreditation.

**Application** The nominated entity then submits an application and supporting documentation online.

**Screening** The Adaptation Fund Board Secretariat screens the application for completeness and requests any additional information, as necessary.

**Review by Accreditation Panel:** Once the application is complete, it is forwarded to the Accreditation Panel for review. The Panel identifies any potential gaps and communicates with the applicant through the Adaptation Fund Board Secretariat until ready to make a final assessment. A recommendation is then delivered to the Adaptation Fund Board.

**Decision by the Board:** The final step is the decision of the Adaptation Fund Board. Based on the Panel’s assessment and recommendation, the Board may grant accreditation.
1. Nomination

- Call for expression of interest
- Interested entities should review the standards for accreditation

2. Application

- Application submitted through Accreditation Workflow online system
- Access only granted when nomination letter by the Designated Authority is received
3. Screening by Board Secretariat

- Submission of application to Board Secretariat
- Screening of application by Board Secretariat
- Questions by Board Secretariat to Applicant Entity
- Response by Applicant Entity to questions
4. Assessment by Accreditation Panel

**AF Accreditation Panel**

- Ensure entities meet Adaptation Fund fiduciary standards
- Four independent experts, two Adaptation Fund Board members
5. Decision by AF Board

AF Board

- 16 members, 16 alternates
- Periodic meetings at which accreditation status is decided
Application did not provide evidence of:
- Internal audit function
- Procurement processes
- Project management capacities
- Transparency, Self-Investigative Powers, Anti-Corruptions capacities
- Etc.

Decision by the Board

Assessment by the Accreditation Panel

2 years or more
Discussed steps involved in accreditation process:

1. Nomination by DA
2. Submission of application
3. Screening by Board Secretariat
4. Review by Accreditation Panel
5. Decision by Board

AF’s governing bodies:
- Board Secretariat
- Board
- Accreditation Panel
- Designated Authorities: https://www.adaptation-fund.org/apply-funding/designated-authorities/


- Case studies on Accreditation to the Adaptation Fund: