



ADAPTATION FUND

AFB/B.34/3
6 October 2019

Adaptation Fund Board
Thirty-fourth meeting
Bonn, Germany, 10-11 October 2019

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-third and thirty-fourth meetings of the Adaptation Fund Board (the Board).

Finalization and posting of the report of the thirty-third and additional Board meetings

2. Following the thirty-third meeting held in Bonn, Germany on 12-15 March 2019 and the additional meeting held in Bonn, Germany on 28-29 June 2019, the secretariat supported the Chair in finalizing the reports of the meetings. As agreed by the Board, the reports were completed and circulated to Board members and alternates for comments and approval. The Board approved the reports and they were posted on the website of the Adaptation Fund (the Fund) as document AFB/B.33/15 and AFB/B.33.b/5.

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) Monitoring mission to Chile (6-10 May 2019, Santiago, Chile): The manager and members of the secretariat undertook a portfolio monitoring mission of the “Enhancing resilience to climate change of the small agriculture in the Chilean region of O’Higgins” project (Agencia de Cooperación Internacional de Chile) and executed by the Ministry of Agriculture and Ministry of Environment. The mission, which was conducted in conjunction with the first country exchange visit for national implementing entities (NIEs; described in further detail below in the section on the readiness programme), had targeted this project for the following reasons: (1) to collect lessons learned from concrete adaptation practices in the context of innovative farming practices and; sustainable soil and water management technologies, (2) to learn from the project’s systematic and adaptive communication system that is allowing efficient and effective communication between different institutional and non-institutional actors, and (3) to draw lessons from the project’s replication and scaling up of concrete interventions.
- (b) Bonn Climate Change Conference (the fiftieth sessions of the Subsidiary Body for Scientific and Technological Advice (SBSTA 50) and Subsidiary Body for Implementation (SBI 50), 17-27 June 2019, Bonn, Germany): The manager and members of the secretariat participated in the meeting and supported the Vice-Chair during the negotiations on the agenda item of the SBI 50 on matters related to the Adaptation Fund, particularly on eligibility for membership of the Adaptation Fund Board. A member of the Board and the secretariat participated in and shared Fund’s gender work and experiences at the Workshop on Gender and Climate Change -the impact of the Lima Work Programme on Gender and its Gender Action Plan. The secretariat participated in the Koronivia Joint Work on Agriculture workshop on methods and approaches for assessing adaptation,

adaptation co-benefits and resilience, and presented the Fund's experience on projects in the agriculture sector.

- Third meeting of the Paris Committee on Capacity-building (PCCB 3), (20-22 June 2019, Bonn, Germany): The secretariat participated at the PCCB 3 meeting including the 8th Durban Forum on Capacity-building held on 20 June as part of PCCB 3. The secretariat shared progress made through the Fund's three-way partnership with the PCCB and Climate Technology Centre & Network (CTCN) to develop a bulletin with content from organizations providing readiness and capacity-building support for adaptation to enhance access to adaptation finance and programming climate finance in developing countries.
 - Technical Expert Meeting on Adaptation (TEM-A) (25-26 June 2019, Bonn, Germany): Maximizing Synergies in the Climate Finance Architecture: Lessons learned, opportunities and challenges. The secretariat and the GCF secretariat co-moderated the session, and national and multilateral implementing entities presented their experience. The secretariat moderated the session "Perspectives on Assessing the Impacts of Adaptation Finance at Different Scales", and implementing entities presented their experience, along with think-tank and CSO reflections. Side event on the margins of the SBI50 titled "NIEs discuss findings from projects that benefit and empower the most vulnerable communities such as women, youth, the elderly, and indigenous populations, and incorporate local and traditional knowledge" (24 June 2019). The Secretariat facilitated the event where NIEs presented findings from their projects.
 - Resilient Cities 2019 – Finance Forum Day (27 June 2019 Bonn, Germany): the manager presented at the high-level plenary session, and the secretariat represented the Fund at the Transformative Action Program (TAP) Marketplace, as well as at the TAP Partners' meeting.
- (c) London Climate Week (1-4 July 2019 in London, United Kingdom): A member of the secretariat participated in three events organized by the Global Commission on Adaptation and the International Institute for Environment and Development (IIED). The staff member participated as a panelist in a panel discussion titled, "Leading from the front: tackling the climate emergency with ambitious commitment and finance" and in two workshops on advancing work on the Global Commission on Adaptation (GCA) Locally Led Adaptation Action Track and identifying gaps, challenges, and solutions to international sources of financing reaching communities at the grassroots.
- (d) 23rd Meeting of the GCF Board (6-8 July 2019, Songdo, the Republic of Korea): a member of the secretariat attended the 23rd 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 the first replenishment of the GCF; Co-Chairs consultations on decision-making in the event that all efforts at reaching consensus have been exhausted and guidelines on decisions without a Board meeting; integrity policies; Risk management

Framework; updated accreditation framework; updated policy on the protection from sexual exploitation, sexual abuse and sexual harassment.

- (e) Monitoring mission to Cook Islands (15-19 July 2019, Rarotonga, Aitutaki and Mangaia, Cook Islands): Members of the secretariat undertook a portfolio monitoring mission of the (1) “Akamatutu’anga kia Tukatau te Ora’anga ite Pa Enea” Pa Enea Action for Resilient Livelihoods (PEARL) implemented by the Ministry of Finance and Economic Management and executed by Climate Change Cook Islands and (2) “Akamatutu’anga I te iti tangata no te tuatau manakokore ia e te tau’anga rewa – Strengthening the Resilience of out Islands and out Communities to Climate Change” implemented by the United Nations Development Programme (UNDP) and executed by Climate Change Coordination Unit and Emergency Management. The mission had targeted this project for the following reasons: i) Learn from concrete adaptation practices, such as in integrated water security management, coastal management and disaster risk reduction in a Small Island Developing State; ii) Learn from the small grants approach to create communities’ ownership; and iii) Learn from institutional capacity building and interinstitutional synergies for replication and scaling up of concrete interventions.
- (f) Monitoring mission to Samoa (22-26 July 2019, Apia (Upolu) and Savaii: Members of the secretariat undertook a portfolio monitoring mission of the “Enhancing Resilience of Samoa’s Coastal Communities to Climate Change” implemented by UNDP and executed by the Ministry of Natural Resources and Environment (MNRE). The mission had targeted this project for the following reasons: i) to enable learning from the implementation of the project’s concrete adaptation practices, such as coastal adaptation measures addressing climate change impact of key infrastructure and coastal ecosystems in an integrated way; ii) to learn about the project’s knowledge management, i.e. systemic approach in capturing and disseminating knowledge and lessons, and how those are or will be used to inform further implementation of climate resilient development; and iii) to collect experiences concerning the institutional capacity building towards an enabling environment for replication and scaling up of concrete interventions.
- (g) Green Climate Fund Global Programming Conference: Realizing Climate Ambitions (19-23 August 2019, Songdo, the Republic of Korea): The manager and members of the secretariat attended the GCF Global Programming Conference. The manager represented the Fund on a panel on “Investing in Institutional Transformation: Direct Access Capabilities for Scaling-Up”, and on a panel in the session that introduced the Community of Practice for Direct Access Entities (CPDAE) to direct access entities accredited by the GCF. The secretariat held: several bilateral meetings with the Fund’s implementing entities and with potential for accreditation to the AF; meeting with the GCF secretariat to discuss matters related to complementarity and coherence between the two funds; and the CPDAE.
- (h) The manager of the secretariat represented the Fund in events linked with the United Nations Secretary General’s Climate Action Summit in New York (22-24 September 2019). These included, *inter alia*, speaking on a panel in the session “Designing Inclusive Cities to Leave No One Behind” as part of the event “Partnerships for Ambition”; in the session “Accelerating Resilience through Scaling-up Nature-based Solutions” as part of the event “Building a Resilient Future”; and in the session “Mobilizing finance at scale for city climate action” at a high-level dinner side event “Sustainable Cities: Hubs of Climate Action and Innovation” organized by UN-Habitat, UNIDO, the Government of Turkey and the Government of Kenya. The manager and a member of the secretariat also held

discussions with the secretariat of the Global Commission on Adaptation, on the topic of the Locally-led Action Track.

Preparations for the thirty-fourth Board meeting

Meeting arrangements

4. The secretariat issued letters of invitation to the two Board meetings 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 additional Board meeting on 28-29 June 2019 and for the thirty-fourth Board meeting and for the twenty-fifth 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.34/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) Following nomination by the Least Developed Countries constituency, the Board appointed Mr. Tshering Tashi (Bhutan, Least Developed Countries) as an alternate member replacing Mr. Naresh Sharma (Nepal, Least Developed Countries);
- (b) Following nomination by the Latin American and the Caribbean States constituency, the Board appointed Mr. Arana Pyfrom (Bahamas, Latin America and the Caribbean) as an alternate member to replace Mr. Philip S. Weech (Bahamas, Latin America and the Caribbean).
- (c) Mr. Chebet Maikut (Uganda), member representing Least Developed Countries, passed away on 2 October 2019. Nomination is pending.

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 36 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.33-34/1: Approval of no cost extension of project completion date: India (NABARD) (1)
- B.33-34/2: Approval of no cost extension of project completion date: India (NABARD) (2)

- B.33-34/3: Approval of no cost extension of project completion date: South Africa (SANBI) (2)
- B.33-34/4: Approval of no cost extension of project completion date: Rwanda (MOE)
- B.33-34/5: Approval of no cost extension of project completion date: Cuba (UNDP)
- B.33-34/6: Approval of no cost extension of project completion date and revision of disbursement schedule: South Africa (SANBI) (1)
- B.33-34/7: Re-accreditation of the Chilean Agency for International Cooperation for Development (AGCID) as a National Implementing Entity (NIE)
- B.33-34/8: Fast Track Re-accreditation of National Environment Management Authority (NEMA) of Kenya as National Implementing Entity
- B.33-34/9: Approval of no cost extension of project completion date: Uzbekistan (UNDP)
- B.33-34/10: Accreditation of the Environmental Management Agency (EMA) as National Implementing Entity for Zimbabwe
- B.33-34/11: Approval of arrangements for monitoring and reporting criteria for learning grants
- B.33-34/12: Approval of arrangements for monitoring and reporting criteria for project scale-up grants
- B.33-34/13: Approval of proposal for Indonesia (1)
- B.33-34/14: Non approval of proposal for Indonesia (2)
- B.33-34/15: Approval of proposal for Saint Lucia
- B.33-34/16: Non approval of proposal for Iran
- B.33-34/17: Approval of proposal for Lao People's Democratic Republic
- B.33-34/18: Approval of proposal for Lesotho
- B.33-34/19: Approval of proposal for Sierra Leone
- B.33-34/20: Approval of proposal for Tajikistan
- B.33-34/21: Non approval of proposal for Turkmenistan
- B.33-34/22: Non approval of proposal for Djibouti, Kenya, Sudan, Uganda
- B.33-34/23: Approval of proposal for Chile, Colombia, Peru
- B.33-34/24: Non endorsement of proposal for El Salvador and Honduras
- B.33-34/25: Approval of proposal for Benin, Burkina Faso, Niger
- B.33-34/26: Approval of proposal for Madagascar, Malawi, Mozambique, Comoros
- B.33-34/27: Approval of proposal for Argentina, Uruguay
- B.33-34/28: Accreditation of Ministry of Finance and Economic Development (MFED) of Tuvalu as National Implementing Entity for Tuvalu
- B.33-34/29: Approval of project output introduction: Mongolia (UN-Habitat)
- B.33-34/30: Appointment of alternate member representing Least Developed Countries
- B.33-34/31: Approval of no cost extension of project completion date: Mauritania (WFP)
- B.33-34/32: Approval of no cost extension of project completion date: Mauritania (WFP)
- B.33-34/33: Receiving Contributions from Private Sources
- B.33-34/34: Report of the Adaptation Fund Board to the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol at its fifteenth session
- B.33-34/35: Approval of no cost extension of programme completion date: Kenya (NEMA)
- B.33-34/36: Appointment of alternate member representing Latin America and the Caribbean

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

Secretariat

Implication of an implementing entity's accreditation expiration on Project implementation and the standard legal agreement and revised re-accreditation policy

9. The secretariat prepared a possible revision of re-accreditation policy, in collaboration with the Accreditation Panel, that would take into account its implication on the implementing entities' ongoing project implementation; reviewed the implications of an implementing entity's accreditation expiration on its project implementation and the standard legal agreement signed between the Board and the implementing entity; and prepared a document which contains the outcome of such work to present to the Board for consideration at its thirty-fourth meeting. The secretariat also sent, before expiry of its accreditation, an official letter to the Designated Authority with a request of official communication on the interest of the national implementing entity in pursuing re-accreditation. (Decision B.33/9)

Assessment of the GCF accreditation standards in the context of the Fund's fast-track accreditation process

10. *The secretariat* carried out an assessment of the GCF accreditation standards in 2019, including a gap analysis, to be presented to the Board at its thirty-fourth meeting. (Decision B.32/1)

Review of the project and programme review process

11. The secretariat undertook a review of the project and programme review process, with the consideration of the Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund to present at the thirty-fourth meeting of the Board. (Decision B.33/10)

Delays in project inception

12. The secretariat conducted an analysis of whether implementing entities identified risks associated with possible project inception delays and how the implementing entities have mitigated identified risks and unidentified risks; expanded the analysis contained in document AFB/EFC.24/5 by seeking further information on other climate funds' policies on addressing project inception delays and their implementation of such policies; and prepared a document on a possible course of action to present at the Ethics and Finance Committee at its twenty-fifth meeting. (Decision B.33/47)

Implications of the reorganization of an implementing entity

13. The secretariat communicated the approved process to address implications of the implementing entity's reorganization in terms of project implementation and the process to address implications on accreditation and/or re-accreditation process and document AFB/EFC.24/3/Rev.1 to the implementing entities; (Decision B.33/48)

Implementation of the Medium-term Strategy: a) Arrangements for learning grants; b) Arrangements for project scale-up grants

14. Recalling decisions B.32/38 and B.32/39, the secretariat submitted, intersessionally between the thirty-third and thirty-fourth meetings of the Board, document AFB/B.33/5 and document AFB/B.33/6 to the Board for consideration and decision. (Decision B.33/51)

15. The secretariat prepared to the PPRC at its twenty-fifth meeting an analysis of the project review cycle for learning grants, with potential options, for its consideration. (Decision B.32/38)

16. The secretariat prepared to the PPRC at its twenty-fifth meeting an analysis of the project review cycle for project scale-up grants, with potential options, for its consideration. (Decision B.32/39)

Decision related to civil society participation and engagement

17. The secretariat explored, in consultation with civil society and drawing lessons from other climate funds, options to further enhance civil society participation and engagement in the work of the Board; and prepared a document and submit it to the Board for consideration at the thirty-fourth meeting. (Decision B.33/54)

Decision related to a quorum

18. The secretariat explored options to address the issue of an absence of a quorum, including other climate funds' relevant practices, and prepared a document which contains an analysis of the explored options to the Board for consideration at its thirty-fourth meeting. (Decision B.33/55)

Issues arising from fourteenth session of the Conference of the Parties serving as meeting of the 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 the Parties to the Paris Agreement (CMA 1-3)

19. At its additional meeting (B.33.b), the Board decided to request the secretariat to prepare draft amendments to the Terms and Conditions (T&Cs) of the trustee services (Decision B.33.b/1), draft amendments to the memorandum of understanding with the GEF for secretariat services to the Adaptation Fund Board (Decision B.33.b/2) and a proposal for the Board's consideration and recommendation related to 'the Rules of Procedure of the Adaptation Fund Board,' 'implications of the Adaptation Fund receiving the share of proceeds from activities under Articles 6, 12 and 17 of the Kyoto Protocol when the Adaptation Fund serves the Paris Agreement,' and 'any other matter so as to ensure the Adaptation Fund serves the Paris

Agreement smoothly' (Decision B.33.b/3) in consultation with the associated parties and under the guidance of the Task Force established in decision B.33/52.

20. Regarding the Terms and Conditions of the trustee services to be provided by the World Bank as the interim trustee (T&Cs), the secretariat prepared for inclusion of, in consultation with the World Bank as the interim trustee and the secretariat of the UNFCCC, draft amendments to the T&C; shared the draft amendments to the T&Cs with the Task Force established in decision B.33/52 for its guidance and input; incorporated the guidance and input of the Task Force into the draft amendments to the T&Cs; and presents the draft amendments to the T&Cs to the 34th meeting of the Board for its consideration and decision.

21. With regard to Institutional arrangement (MoU) with GEF for Secretariat services to the Board, the secretariat prepared, in consultation with the secretariat of the Global Environment Facility (GEF) as the interim secretariat and the secretariat of the UNFCCC, draft amendments to the MoU with the GEF; shared the draft amendments to the MoU with the Task Force established in decision B.33/52 for its guidance and input; incorporated the guidance and input of the Task Force into the draft amendments to the T&Cs; and presents the draft amendments to the MoU to the Board at its 34th meeting for its consideration and decision.

22. Regarding implications of the Fund receiving the share of proceeds from activities under Articles 6, 12 and 17 of the Kyoto Protocol when the Fund serves the Paris Agreement and any other matter so as to ensure the Fund serves the Paris Agreement smoothly, the secretariat prepared a proposal for the Board's consideration and recommendation related to: (i) the Rules of Procedure of the Board; (ii) 'implications of the Adaptation Fund receiving the share of proceeds from activities under Articles 6, 12 and 17 of the Kyoto Protocol when the Adaptation Fund serves the Paris Agreement'; and (iii) 'any other matter so as to ensure the Adaptation Fund serve the Paris Agreement smoothly', in consultation with relevant parties and under the guidance of the Task Force established in decision B.33/52, and presents to the Board at its 34th meeting for its consideration and decision.

Readiness Programme

23. During the reporting period, the secretariat implemented the following activities under the Readiness Programme¹:

- (a) Regional workshop for Central Africa (18-19 March 2019 in Accra, Ghana), held as part of the UN Africa Climate Week. The workshop promoted access to adaptation finance through the Fund's Direct Access modality and enhanced individual capacity for the development of effective adaptation projects and programmes. The secretariat team present for the regional workshop also attended the full week of the Africa Climate Week.

¹ Reports for the events held are available on the Fund website: <https://www.adaptation-fund.org/readiness/news-seminars/>

- (b) The eighth readiness webinar was held on 25 April 2019. The webinar discussed the topic: knowledge management systems and knowledge products for adaptation. The report of the webinar is available on the Fund website.
- (c) The Fund's first country exchange (5-11 May 2019) was held in Chile as part of the activities implemented under the Fund's medium-term strategy (MTS) to learn and share lessons on project cycle management. The country exchange was hosted by the accredited NIE of Chile, the *Agencia Chilena de Cooperación Internacional para el Desarrollo* (AGCID) under the theme; Water and Agriculture. 11 accredited NIEs of the Fund that had expressed an interest in developing and implementing projects under the Water management and Agriculture sectors attended the country exchange. The Knowledge Management and Communications teams also participated in the country exchange to deliver interactive engagement, learning and exchange between the host and NIEs in attendance. A report of the country exchange is available on the Fund website.
- (d) The secretariat, in partnership with the GCF facilitated the convening of the first independent meeting of the CPDAE, (5-7 June 2019 in Durban, South Africa), an activity under the Fund's medium-term strategy (MTS). The meeting successfully resulted in the establishment of a Committee, an action plan, and a governance charter for the CPDAE. A report of the meeting is available on the Fund website.
- (e) On 19 June 2019, the secretariat, in partnership with the CTCN and PCCB, convened a side event at the 50th sessions of the subsidiary bodies (SB 50) of the United Nations Framework Convention on Climate Change (UNFCCC) in Bonn, Germany. The event "Enhancing the Delivery of Readiness and Capacity Building Support for Climate Change Adaptation", discussed coordinating organizations that are providing readiness and capacity-building support for adaptation to develop a bulletin to provide information to developing country Parties to the UNFCCC, Kyoto Protocol and Paris Agreement on the available support and how it can be accessed, and also to enhance complementarity and coherence in the delivery of readiness and capacity-building support to developing countries.
- (f) The secretariat made a submission to Adaptation Committee of the UNFCCC on 8 July 2019 in response to the call: "Parties' capacity gaps in accessing adaptation funding, including their experience, successes and remaining challenges". The submission captured the experience of the Fund with developing country capacity-building needs, including new and emerging ones, in accessing adaptation finance; how the capacity gaps could be addressed; the necessary steps that could be taken at the local, national, global and fund levels to enhance access to adaptation finance; challenges in addressing the previously identified capacity gaps in accessing adaptation funding, and the key barriers to be overcome; as well as the Fund's successes in addressing capacity gaps in accessing adaptation funding, and the key lessons learned to inform future efforts.

- (g) The secretariat hosted the Fund's sixth Annual Climate Finance Readiness Seminar for its accredited NIEs (5-9 August 2018), in St Johns, Antigua and Barbuda). The seminar was co-hosted by Antigua and Barbuda's accredited NIE, the Department of Environment (DoE) and was attended by 22 accredited NIEs. The seminar included Gender Training drawing from the Fund's Gender Policy, participation by the Technical Evaluation Reference Group (AF-TERG), and a full day to discuss innovation in adaptation and accessing the Adaptation Fund innovation grants which are a new funding window under the Fund's Medium-Term Strategy (MTS). The seminar agenda was developed from NIE responses to a survey that had been administered by the secretariat seeking views and input from the NIEs. Participants also visited the DoE's project funded by the Fund, and discussed activities under implementation. Hosting the seminar involved coordination and input from all teams within the secretariat. A member of the GCF secretariat also participated as an observer to the seminar. A report of the seminar was posted on the Fund website. The inaugural meeting of the TERG was organized in conjunction with the seminar.
- (h) First meeting of the Committee for the CPDAE (2-3 August 2019 in Antigua and Barbuda) on the margins of the sixth Annual Climate Finance Readiness Seminar for accredited NIEs of the Fund. The secretariat financed the meeting with in-kind support from the GCF and representation of a GCF staff member in the meeting. The Committee advanced on the CPDAE Action Plan, The Governance Charter, and developed procedures for inviting members to join the CPDAE, change of Committee membership and communication and operational procedures of the Committee. A report of the seminar was posted on the Fund website
- (i) Accreditation Training Workshop (2-3 September 2019, Bangkok, Thailand): The workshop aimed to increase the capacity of developing country representatives from the Asia-Pacific region to understand the Fund's accreditation criteria and identify relevant supporting documents that can be submitted with the application for accreditation with the Fund. The workshop was held as part of the UN Asia-Pacific Climate Week (APCW) which took place from 2-6 September 2019 and was linked to an event held by the NDC Partnership on 6 September at the APCW titled: Expanding access to global climate funds in the Asia Pacific. The Fund, NDC Partnership and the GCF collaborated to synchronize the content, identification of participants and logistical arrangements for the two events and attended each other's events.
- (j) The secretariat commenced the second review cycle for project scale-up grants. A single application was submitted and reviewed, and would be presented to the Board at the current meeting.
- (k) The secretariat launched and started the review process for readiness grants. The grants would be presented to the Board for its consideration intersessionally during the twenty-fourth and twenty-fifth meetings.

- (l) The secretariat held meetings with various partner organizations to explore collaboration opportunities through joint events and participation at each other's events to enhance effective delivery of the Fund's readiness and capacity-building support to developing countries. Organizations included the UNFCCC secretariat, PCCB, CTCN, Global Commission on Adaptation, Global Resilience Partnership, the NDC Partnership, GCF and the UNFCCC's Action for Climate Empowerment (ACE) which is working with youth to take climate action.

Communications

24. The secretariat continued to deliver a high volume of quality new and relevant content about the Fund's work across diverse and emerging communications platforms, and its web and social media channels continued to undergo significant growth. Its mentions in the media grew significantly, as well. In the period from 16 March 2019 through 12 September 2019, the secretariat created and circulated 11 news releases on AF programmes and news, two project stories (including translations to Spanish and French), four Flickr photo sharing albums, updated flyers/briefing notes, and three videos (on the growing programme of regional projects, the Fund's first Country Learning Exchange in Chile on water management and agriculture, and its innovative project in Chile). The secretariat posts very frequently to each of its social media channels, and also prepared several speeches/talking point sets in support of key events.

25. The steady flow of fresh content has continued to enhance the visibility of the Fund which has resulted in marked growth across platforms. From 16 March 2019 through 12 September 2019, the approximate number of website page views totalled 332,369, a 17 per cent increase over the same period the previous year. Users totalled 51,040, a 56 per cent increase. On Twitter, the Fund put out 200 tweets and eclipsed the milestone of 13,000 followers, reaching over 13,300. Facebook had 11,376 likes, and LinkedIn was steadily growing with 5693 followers. Media visibility of the Fund has grown significantly. The Fund received at least 270 media mentions worldwide during the reporting period, nearly matching its total for the entire fiscal year 2018 (280). Of those, 148 were in English, 98 in Spanish and 24 in French. The communications team prepared press releases, as well as media and video talking points for use by the AF team at the Country Exchange in Chile in May and NIE seminar in Antigua in August, and facilitated national TV, radio and newspaper interviews in Antigua and Barbuda and a national newspaper story in Chile. These collective digital, media and outreach activities continued upward paths in growth and reflect the secretariat's robust, steady online communications presence in publishing timely fresh project stories, news releases, videos and social media posts across key platforms, as well as the Fund's steady outreach presence at key events.

26. The secretariat is undertaking preparations for COP25 in Chile, preparing a multimedia exhibit, targeted COP 25 website and side event on the topic of innovation in adaptation and other events. The exhibit will feature videos of the Fund's recent Country Exchange and project visit in Chile, which includes interviews with beneficiaries, NIEs, Chile government, COP25 and project officials, Fund staff and aerial and in action footage of the innovative AF project. The secretariat is also developing new marketing materials to support the exhibit. The secretariat further recorded

many new video interviews at the Fund's global NIE seminar and project visit in Antigua in August, and is preparing additional new videos to promote the Fund's work in Antigua and Barbuda to build resilience against floods and hurricanes, as well as its learning and readiness activities in the larger Caribbean and NIE community. The secretariat is also piloting production of a new three-dimensional 360-degree video which it filmed in Antigua to potentially pilot during COP25 at the booth exhibit.

27. The secretariat has undertaken a pilot project with Climate Home News aimed at further extending the Fund's audience reach to feature quarterly enterprise news stories about the Fund's work with project examples as well as a video interview at COP25, and has facilitated information and interviews for the first article expected to be published this fall. The secretariat also facilitated a successful collaboration with the New York Film Academy, Government of Belize and World Bank, in which several graduate film students produced four engaging video documentaries about the Fund's project in Belize. The secretariat produced a written story with photos of the collaboration and widely shared it along with the videos in September to promote the project and its focus on marine conservation and enhancing the resilience of coastal systems, while raising awareness for the value of adaptation to broader audiences and the Fund's work to support vulnerable communities. The secretariat also produced a news release highlighting collaboration with the GCF on the CPDAE and scaling up Fund projects.

28. The secretariat regularly monitored media and social media, reposted articles by Fund implementing entities, media and other stakeholders to amplify key Fund messages, and kept the website content fresh and user-friendly, working with IT services to help ensure the website is up to date and secure.

Knowledge Management

29. As noted above, the secretariat conducted a portfolio monitoring mission in Chile to extract and analyze lessons learned from the project titled "Enhancing resilience to climate change of the small agriculture in the Chilean region of O'Higgins" project (*Agencia Chilena de Cooperación Internacional para el Desarrollo*) and executed by the Ministry of Agriculture and Ministry of Environment. The mission provided invaluable lessons on concrete adaptation practices in water management technologies and institutional capacity building and the involvement of youth.

30. As part of the support offered to the CPDAE, the secretariat distributed surveys to its NIEs to collect information to produce the second quarterly newsletter consisting of knowledge products produced by NIEs and/or support offered by NIEs to others. The second issue of said newsletter was released in April 2019.

31. The secretariat continued maintaining its strong collaboration with the Climate and Development Knowledge Network (CDKN) in providing and validating content for the Climate Finance ready (CFR) website on an ongoing basis. The CFR website is a platform aimed at providing practitioners and others with best practices, news articles, resources and opportunities for sharing experiences on climate finance readiness

32. The secretariat completed the development of the second phase of the Knowledge and Learning microsite which serves as a centralized online repository of knowledge products and data produced by Implementing Entities (IEs) during the implementation of projects funded by the Fund.

33. The secretariat completed the learning material for the two modules of the virtual learning course which introduces participants to different concepts and facets of Accreditation and project preparation in terms of addressing Environmental and Social Policy (ESP) and Gender Policy (GP). The course is in the final stages of multimedia production and 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.

34. The secretariat is in the final stages of completing a study on “Gender in Adaptation Fund projects and programmes” which offers an overview of gender in AF-funded projects, including case studies drawn from the AF portfolio so as to advance understanding among IEs as well as generate and share knowledge on good practice and methodologies on promoting gender equality and women’s empowerment in AF-funded projects that will further improve project impact.

35. The secretariat has produced a publication titled “Bridging the Gaps in Accreditation” presenting possible efficiency and effectiveness opportunities arising from “lessons learned” for specific case studies of ongoing or closed accreditation or re-accreditation applications. The results of this work are intended to help reduce the time required for the completion of accreditation and re-accreditation processes and provide “lessons learned” information to potential applicants.

36. The secretariat has produced a set of five case studies of how ESP and GP may be applied to ensure compliance with the Fund’s policies for single country and regional projects and programmes. The goal of these case studies is to help clarify ESP and GP related issues that may arise at the time of project/programme development, thus ensuring development of project/programme proposals that adequately address these policies during the first submission.

37. The secretariat commenced the second review cycle for learning grants that were launched under the MTS. A single application was submitted and reviewed, and would be presented to the Board at the current meeting.

38. The secretariat deployed several modules of the Financial Intermediary Fund (FIF) collaboration platform to production, which includes modules on enhancements of the analytics page for easier preparation of the annual performance reports, the online cash transfer clearance system, accommodation of the new types of grants, and a creation of the list of submitted proposals page and its integration with the external website. Benefitted from the earlier enhancement modules, the secretariat has significantly reduced clerical work by the auto-generation function of the legal agreements and cash transfer request forms, eliminated the manual email exchanges for project cash transfers among the secretariat, the Chair and the

trustee for concrete projects, and reduced the manual contents update by the data synchronizing system between the platform and the external website. The secretariat has been sending a series of auto-set notifications and reporting reminders to implementing entities from the platform, which enhances the secretariat's project monitoring operations

Accreditation

39. The accreditation team has intensely worked with potential applicants, ongoing applicants, implementing entities that undergo for re-accreditation through remote or face-to-face bilateral meetings (during side meetings at the above-mentioned events: GCF Global Programming Conference, Bonn Climate Change Conference, Sixth Annual Climate Finance Readiness Seminar in Antigua and Barbuda, Accreditation Training Workshop in Bangkok). The direct approach to problem solving through ongoing conversations with entities has been very much appreciated by all the applicants and potential applicants because of facilitating an ongoing collaborative interaction with the entities and improving the efficiency and effectiveness of the accreditation and re-accreditation process.

40. The accreditation team has also been committed to intensify the work on knowledge sharing with regard to the accreditation and direct access in particular with the delivery of the first report on the mitigating factors of the institutional gaps to reach accreditation "*Bridging the gaps in accreditation*" (mentioned in details in the Knowledge management section of this report) and together with the Knowledge Management, Readiness and Project team have intensely worked on finalizing the content material for the first *e-learning* course on accreditation and project preparation, yet to be launched.

41. The secretariat worked closely with the Chair and Vice-Chair of the Accreditation Panel (the Panel) and assisted the Panel in its discussions. The thirty-first and thirty-second meetings of the Panel were held on 21-22 May and 11-12 September 2019 respectively, in Washington, D.C., USA. As at 12 September 2019 the Panel received one new application (one NIE) and since its thirty-first meeting, the Panel has continued reviewing eight re-accreditation applications (7 NIEs and 1 RIE) and 16 accreditation applications of 13 potential NIEs and three potential RIEs that were previously reviewed but required additional information for the Panel's review. At its thirty-second meeting, the Panel also discussed issues relating to: the Fund's fast-track process for entities accredited with the GCF and the gap analysis for accreditation standards of AF and GCF; update of the re-accreditation application form; discussion on the revision of the re-accreditation policy; discussion on the review of the classification of RIE and MIE. In particular during the intersessional period of two entities were re-accredited (AGCID, Chile, decision [B.33-34/7](#), NEMA, Kenya, decision [B.33-34/8](#)) and two new NIEs were accredited (EMA, Zimbabwe, decision [B.33-34/10](#) and MFED, Tuvalu, decision [B.33-34/28](#)). Details of the Panel's thirty-second meeting will be included in the Panel's report and submitted to the Board at its thirty-fourth meeting.

Table 1: Status of accreditation applications submitted to the secretariat as of 12 September 2019

	NIE	RIE	MIE
Accredited	31	6	12
Re-accredited	9	3	10
Not accredited	8	1	0
Currently under review by Accreditation Panel	13	3	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

42. During the intersessional review cycle, the secretariat screened and prepared technical reviews of nine fully-developed single-country project documents, as well as two regional fully developed project documents, and one regional project concept. In preparation for the thirty-fourth Board meeting, the secretariat screened and prepared technical reviews of nine fully-developed single-country project documents and thirteen single-country project concepts, as well as five 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)

43. 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: Colombia-Ecuador (WFP, inception date: May 2018); Lebanon (IFAD, inception date: November 2013); Burundi, Kenya, Rwanda, Uganda and the United Republic of Tanzania (UN Environment, inception date: June 2018); Solomon Islands (UN Habitat, inception date: June 2018).
- b) No second PPRs were received during this reporting period.
- c) The third PPRs for the projects implemented in: Mali (UNDP, inception date: February 2016), Ghana (UNDP, inception date: May 2016); Costa Rica (Fundecooperación para el Desarrollo Sostenible, inception date: October 2015); South Africa “Building Resilience in the greater uMngeni Catchment” (SANBI, inception date: December 2015); South Africa “Taking adaptation to the ground: A small Grants Facility for enabling local-level responses to climate change” (SANBI, inception date: September 2015).

- d) The fourth PPR for the project implemented in: Cuba (UNDP, inception date: September 2014); Belize (IBRD, inception date: March 2015).
- e) The fifth PPRs for the projects implemented in: Mauritius (UNDP, inception date: August 2012).
- f) The sixth PPR for the project implemented in: Colombia (UNDP, inception date: March 2013); Mauritius (UNDP, inception date: August 2012); Madagascar (UN Environment, inception date: October 2012); Uruguay (ANII, inception date: October 2012).

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

44. Additionally, the secretariat received intersessionally 10 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.33-34/1: Approval of no cost extension of project completion date: India (NABARD) (1)
- B.33-34/2: Approval of no cost extension of project completion date: India (NABARD) (2)
- B.33-34/3: Approval of no cost extension of project completion date: South Africa (SANBI) (2)
- B.33-34/4: Approval of no cost extension of project completion date: Rwanda (MOE)
- B.33-34/5: Approval of no cost extension of project completion date: Cuba (UNDP)
- B.33-34/6: Approval of no cost extension of project completion date and revision of disbursement schedule: South Africa (SANBI) (1)
- B.33-34/9: Approval of no cost extension of project completion date: Uzbekistan (UNDP)
- B.33-34/31: Approval of no cost extension of project completion date: Mauritania (WFP)
- B.33-34/32: Approval of no cost extension of project completion date: Mauritania (WFP)
- B.33-34/35: Approval of no cost extension of programme completion date: Kenya (NEMA)

Gender

45. The Fund's Gender Policy (GP) indicates under the section of 'review and revision' that *"the gender mainstreaming approach of the Fund's gender policy is a long-term undertaking demanding a sustained commitment and a regular tracking of its progress. As experience is gained and lessons learned in the implementation of the gender policy throughout the Fund's operations, the Fund as a learning institution might adjust its approach. In light of this, the Fund will review its gender policy three years after it becomes operational."* In line with the GP, with around three years' of the implementation of GP and GAP, the secretariat started the process for the update of the Fund's GP and Gender Action Plan (GAP) in May 2019. The secretariat concluded the first phase of the process in September 2019, which is to conduct an overall review of the implementation of the GP and GAP to assess, inter alia, how the Fund has so far

implemented the GP and GAP compared to the relevant international best practices; what the main challenges, gap areas and good/best practices have been; and how it can further improve its efforts and work to improve gender equality and women's empowerment. The outcome of the first phase of the process consists of (i) assessment on the implementation of GP and GAP including the results of the tailored survey targeting the Fund's implementing entities, Board members and alternates, the secretariat, and the AF NGO Network/Civil Society Organizations (CSO); (ii) assessment on the need of alignment of GP and GAP with the Fund's Medium-Term Strategy; and (iii) analysis on other climate fund's practices related to gender. The outcome document of the first phase of the process for update of GP and GAP, "From Policy Mandate to Implementation: Assessment Report on Progress in Realizing the Mandate of the Adaptation Fund's Gender Policy and Gender Action Plan," is submitted as information document to the thirty-fourth meeting of the Board.

46. The secretariat held gender training session for the Fund's NIEs at the sixth Annual Climate Finance Readiness Seminar for accredited NIEs. Upon the invitation by the UNFCCC Secretariat, a member of the Board and the secretariat attended and shared the Fund's experiences, work and lessons related to gender in the Workshop on Gender and Climate Change "the impact of Lima Work Programme on Gender and its Gender Action Plan" held at SB50 in Bonn.

47. As part of the Fund's knowledge products, the case study on gender in selected Fund projects and programmes was conducted to capture the lessons learned and identify challenges and opportunities relevant for improving the gender mainstreaming efforts of the Fund projects and programmes. The case study will be published intersessionally. In line with the GAP, the secretariat is developing the draft Fund's Gender Score Card at the portfolio level to be used by the secretariat and report on to the Board as part of the Annual Performance Report (APR) as a way to monitor the gender policy implementation portfolio-wide by tracking and reporting annually on quality at entry of Fund projects and programmes and quality during implementation and at exit (both elements are incorporated in the PPR Template now).

48. As part of efforts for collaboration and communication on gender, the secretariat continued collaboration with other institutions, including the GEF, the GCF, and the Climate Investment Funds, and UNFCCC Secretariat with a view to collaborative work on gender and exchange knowledge and lessons learnt from implementation of gender policy.

49. The secretariat made a submission to the Adaptation Committee of the UNFCCC on 15 July 2019 in response to the call for submissions on "How to mainstream gender considerations into national adaptation planning and implementation." The submission contains experiences of the Fund related to, inter alia: Fund's work and efforts in incorporating gender consideration into its operations, including the Fund's Medium-Term Strategy, accreditation, readiness programme and project development, knowledge management and communications; challenges reported by the Fund's implementing entities in their incorporation of gender consideration into adaptation projects financed by the Fund.

Resource mobilization

50. The Fund was very active in its effort to support activities related to Resource Mobilization both at the communication level and at a policy level.

51. As per Board decision B.33-34/33, the secretariat communicated the approval of the Board on the engagement of the Fund in the ‘Research Phase’ of the ‘Corporate Air Passenger Solidarity (CAPS)’ proposal to BVRio Institute and Oxford Climate Policy. The secretariat also reviewed the outcome of the Research Phase in view of the Fund’s potential engagement in the ‘Development Phase’ and the ‘Campaign Phase’ of the CAPS Proposal in consultation with the Resource Mobilization Task Force.

52. The secretariat liaised with the United Nations Foundation (UNF) to transfer the moderate financial donations received through the UNF’s private donation route (“Donate Button”).

Ad Hoc Complaint Handling Mechanism

53. 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.² The secretariat has not received any eligible complaint during this reporting period.

Technical Evaluation Reference Group (AF-TERG)

54. The Chair of the AF-TERG joined the UN Climate Change Conference in Bonn, Germany, 17-27 June 2019 and moderated a break-out group discussion on the effectiveness of climate finance, part of the in-session workshop on long-term climate finance in 2019.

55. Under guidance by the Recruitment Working Group for the Fund’s Technical Evaluation Reference Group (AF-TERG), the AF-TERG secretariat completed the selection process of the four AF-TERG Members. Mr. Andy Rowe, Mr. Claudio Volonte, Mr. Mutizwa Mukute and Ms. Nancy MacPherson were appointed as AF-TERG Members on 1 July 2019.

56. AF-TERG Chair, Members and AF-TERG secretariat staff had their first in-person meeting 4–10 August 2019 in Antigua and Barbuda, in the sidelines of the sixth Annual Climate Finance Readiness Seminar for accredited NIEs. The AF-TERG setup, mandate, communication channels and expectations were discussed. Preliminary work took place on the AF-TERG work program, with a focus on evaluative components and products. AF-TERG members also engaged with NIE representatives, answering their evaluation questions in a session at the seminar.

57. AF-TERG Chair, Members and AF-TERG secretariat coordinator developed requests for expressions of interest for consultants to execute three studies feeding into the work program.

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

58. AF-TERG secretariat staff collaborated with AFB secretariat communications staff to develop the web-presence of the AF-TERG on the Fund's website.

59. AF-TERG Chair, three Members and AF-TERG secretariat coordinator had a second short in-person meeting 3 October 2019 to further discuss work program development during their engagement at the Evaluation for Transformative Change Conference in Prague, Czech Republic.

Personnel

Secretariat

60. Ms. Andrea Cintya de Andrade Meireles, the communications intern, completed her tenure on 30 June 2019.

61. Ms. Alyssa Gomes, previously engaged as a Short-term Consultant, was appointed as an Extended-term Consultant for projects and knowledge management on 15 July 2019.

62. Ms. Bianka Kretschmer was appointed as the Climate Change Analyst through the Junior Professional Officer programme on 7 August 2019.

63. Mr. Mahamat A. Assouyouti was appointed as the Senior Climate Change Specialist on 23 September 2019.

Technical Evaluation Reference Group (AF-TERG)

64. Mr. Dennis Bours was appointed as Evaluation Officer for the AF-TERG secretariat on 1 May 2019.

65. Ms. Anh Mai Bui was appointed as Short-Term Consultant for the AF-TERG secretariat on 1 July 2019.

66. Ms. Caroline Marie Holo was appointed as Short-Term Consultant for the AF-TERG secretariat on 23 September 2019.

Annex I: Planned activities of the secretariat (After the thirty-fourth meeting and onward in fiscal year 2020)

Secretariat

Meetings and Work Organization

Activity	Dates/Time frame
Organization of the thirty-fourth Meeting of the Adaptation Fund Board (Bonn, Germany)	7-11 October 2019
Participation in the Santiago Climate Change Conference (Santiago, Chile)	2-13 December 2019
Organization of thirty-fifth Meeting of the Adaptation Fund Board (Bonn, Germany)	17-20 March 2020

Strategies

Activity	Dates/Time frame
Implementation of activities under the Medium-term strategy (MTS) (5-year work programme from FY19 to FY23)	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 on innovation programming: SG for NIEs, MIE Aggregator, Regular Sized Innovation projects.	October 2019-March 2020
Review of and decisions on project and programme proposals for the thirty-fifth Meeting of the Adaptation Fund Board	January-March 2020

Accreditation

Activity	Dates/Time frame
Accreditation review support	October 2019-June 2020
Accreditation Panel field visit to IE applicants	TBC
COP 25 side events: Launching a toolkit consisting of two products: e-course on “Unlocking Adaptation Finance” and publication on “Bridging the gaps in Accreditation”	December 2019
33rd meeting of the Accreditation Panel	January 2020
Dissemination of the e-learning course and technical support on the subject matters related to the Accreditation	January-March 2020
34th meeting of the Accreditation Panel	May 2020
Support to the Readiness Workshops to enhance awareness among DAs, IEs, subnational institutions and CSOs on Direct Access and Enhanced Direct Access	June 2020
Webinar on lessons learned/case studies of publication titled “Bridging the Gaps in Accreditation	TBC

Monitoring & Evaluation

Activity	Dates/Time frame
Continuation of enhancement of the FIF collaboration platform (online project database)	October 2019 – June 2020
Preparation of the graphic version of the annual performance report	October – November 2019

Communications

Activity	Dates/Time frame
Publication of 2-4 written project stories focused on successful or innovative projects	Ongoing [2 completed in August 2019]
Updates of AF and Direct Access flyers and briefing notes; preparation of 1-2 new flyers related to MTS themes	Updates twice/year: November 2019 and April 2019; potential new flyers developed in between
Produce 15-20 press releases on AF news stories and timely program updates; Publication of 2-3 E-newsletters summarizing the Fund's key stories Occasional FB/Donate Button boosts to increase engagements as needed	Ongoing throughout year [7 news releases published to date]
Production of one long-form (approx. 12-minute) video on the Fund's concrete work with emphasis on COP25 and Chile project Production of one medium-length (7 minute) video on MTS themes Production of 1-2 thought leadership videos or podcasts on key Fund themes	Throughout year [1 long and 1 medium form video completed]
Readiness communications support, such as speeches for readiness workshops and other events; press releases and/or social media coverage of NIE and accreditation seminars, webinars, country NIEs exchange, Direct Access workshops w/ GCF and UNFCCC, and new AF accreditations.	Periodically throughout year, based on news and events
Media Relations: outreach and ongoing communications with reporters, including drafting of talking points and facilitating interviews, risk communications, responding to interview requests, updating media lists; Sharing the Fund stories from media and IEs.	Ongoing with higher volume during COP25 and key summits such as UN Climate Summit
Planning and implementation of COP 25 communications-related events, such as the COP mini website, side event and multimedia booth exhibit; development of new exhibit posters and promotional materials; develop campaign themes, activities	September 2019 thru January 2020
Climate Home News (CHN) sponsored content arrangement to increase the Fund engagement and reach—Pilot Project—Climate Home News has total of 5 million followers on web and SM, with a core audience composed	Quarterly articles produced/disseminated on CHN;

of climate negotiators and international organizations interested in climate change	video produced on CC TV; 1 st article expected Fall 2019
Update and maintenance of the Fund website with focus on keeping content fresh, relevant and user-friendly for mass audiences, Constant Contact, Social Media upkeep costs	Ongoing throughout year
Learning communications support: Provide general input and suggestions to KM and readiness materials such as Climate Finance Ready, KM and readiness news and publications; 5-6 KM press releases and social media promotional support to anticipated KM publications and e-learning class	Ongoing [A video produced on learning exchange in July]
Maintain relationships with communications staff at GEF, GCF, the Fund's implementing entities, AF NGO Network, and other relevant entities; amplify the Fund's key messages and stories through these networks; develop joint stories such as on project scale-up examples, Direct Access collaboration, or knowledge sharing, and share relevant stories by others.	Ongoing, as events or opportunities arise.
Adaptation Futures Conference: develop written and/or promotional materials	April 2020

Knowledge Management

Activity	Dates/Time frame
Launching of learning grants, reviewing of proposals and preparation of Board docs	5 Aug 2019 -
Publication showcasing best practices/case studies/lessons learned from IEs	December 2019 June 2020
Event where findings from projects are presented	May 2020
KM toolkit of RBM framework updated as needed and shared	FY20
Promotion of Fund projects scaled-up by other funds – KM tracking of projects that have been scaled up	FY20
Learning event hosted with other funds (GEF, GCF, CIF, others) on different themes related to projects/programs – 2 events	FY20
Publication related to readiness process produced and disseminated during readiness/capacity building event:	Readiness webinars in Nov 2019 and April 2020
Publication on lessons learned/case studies on key project knowledge in collaboration with IEs, academia	By June 2020
Publication on specific adaptation issue (mainstreaming ESP & gender in adaptation projects, importance of innovation in readiness, accreditation, scaling up projects) in collaboration with learning institution, think tanks	By June 2020
Quarterly newsletter for NIE Community of Practice on knowledge products and/or support from NIEs	September 2019, December 2019, March 2020 and June 2020
Hiring of experts to deliver experiences during Readiness events (2 webinars & Readiness seminar)	October 2019 April 2020 July 2019 (seminar)

Gender

Activity	Dates/Time frame
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	Throughout FY20
Update Gender Policy and Action Plan	October 2019 – February 2020
COP 25 side events: Launching a toolkit consisting of two products: e-course on “Unlocking Adaptation Finance” and publication on “Bridging the gaps in Accreditation”	December 2019
Organization of Gender Training for AFB member and alternates to enhanced enhance their understanding on the Fund's Gender Policy and Action Plan and its implementation	March 2020 (in the margin of AFB 35 th meeting)
Gender work-related collaborative activities with partners, including UNFCCC Secretariat gender team, GCF, GEF and/or CIF	Throughout FY 20
Participation in and or hosting learning/knowledge exchange venues and/or opportunities on gender and climate change	Throughout FY 20
Active communication of the Fund's commitment to gender equality and women's empowerment, its gender policy and action plan as part of its overall information and communication outreach	Throughout FY 20
Capture gender-related lessons learned through the PPR tool submitted yearly by the IEs and explore potential enhancement	Throughout FY 20

Readiness Programme

Activity	Dates/Time frame
Readiness grants review (TA and S-S cooperation grants)	July - Dec 2019
Readiness support package pilot phase implementation	Feb 2019-Jan 2020
RBM for all readiness projects including monitoring and reporting	On-going throughout FY20
Adaptation Fund Readiness Webinar #9	24 Oct 2019
Working with other providers of readiness support – Joint Production of newsletter	Quarterly (August 2019, November 2019, February 2020 and May 2020)
COP 25 side event: Adaptation Fund, CTCN and PCCB launch of bulletin by providers of readiness and capacity-building support for adaptation	December 2019
Country exchange project visit with NIEs to provide additional capacity building support during project/programme implementation.	April 2020
Adaptation Fund Readiness Webinar #10	April 2020

Support the capture and integration of knowledge from readiness and capacity building processes for development of the publication under the medium-term strategy focus area on knowledge management	April 2020
Translations to support enhanced usability of Accreditation and Project tools and guidance documents.	July 2019 and January 2020
Workshop to enhance awareness among DAs, IEs, subnational institutions and CSOs on Direct Access and Enhanced Direct Access	June 2020
Community of practice workplan implementation	Throughout FY20
General cooperation with partners – (presence at each other's events),	Throughout FY20

Technical Evaluation Reference Group (AF-TERG)

Activity	Dates/Time frame
Update by the AF-TERG Chair on the development of the work program	October 2019 (at AFB 34)
Execute an evaluability assessment, taking stock of where we are with respect to the evaluability of the Adaptation Fund project portfolio.	October- December 2019
Execute a study focusing on what innovative monitoring, evaluation and learning (MEL) practices in the climate adaptation space look like and assess study results for relevance and applicability to the Adaptation Fund at field, operational and strategic levels.	October- December 2019
Execute an ex-post project and program evaluation study with a view to develop an Adaptation Fund specific approach to evaluating longer term impact, sustainability and learning 3 to 5 years after project closure.	October- December 2019
TERG members are undertaking other exploratory activities in preparation of the AF-TERG work program, potentially including a scoping mission	October- December 2019
Draft AF-TERG work program ready for key stakeholder commenting	By January 2020
Presentation of work program and budget	March 2020 (at AFB 35)
Publication of study reports on the evaluability assessment, ex-post evaluations and innovative MEL practices	By June 2020
Fully functioning AF-TERG web presence on the Fund's website, with the ability for AF-TERG secretariat staff to make changes to their elements on the website	By June 2020