



ADAPTATION FUND

AFB/EFC.27/5  
11 March 2021

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Adaptation Fund Board  
Ethics and Finance Committee  
Twenty-seventh Meeting  
Bonn, Germany (held virtually), 24-25 March 2021

## **WORK PLAN FOR FISCAL YEAR 2022**

## Background

1. During its intersessional period between the first and second sessions of the thirty-fifth meeting, the Adaptation Fund Board (the Board) approved the work plan for the fiscal year 2021 (FY21: 1 July 2020 – 30 June 2021). The present document summarizes the actions and decisions taken by the Board in the period from 1 July 2020 to the date of issuance of this document (the reporting period) in compliance with the approved work plan for FY21. During the period covered, the Board convened at the second session of its thirty-fifth meeting, which took place on 28-29 October 2020 virtually. This document presents a proposed work plan for FY22, prepared by the secretariat and in accordance with the mandate that the Board received from the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and as well as decisions adopted by the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP) and the Board, for consideration by the Ethics and Finance Committee (EFC).

2. The work plan for the next fiscal year is generally presented at the last Board meeting of the fiscal year. The proposed work plan for FY22 is therefore being presented to the EFC for recommendation and subsequently to the Board for approval at its thirty-sixth meeting to be held on 6-8 April 2021.

## Compliance with work plan for FY21

3. During FY21 and as of the date of issuance of this document the Board has fulfilled the following functions mandated by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) in decisions 1/CMP.3 and 1/CMP.4:

- The Board has accredited one national implementing entity (NIE), one Regional Implementing Entity (RIE) and one Multilateral Implementing Entity (MIE). This puts the total number entities accredited to the Fund at 54, comprising of 33 NIEs, seven RIEs and 14 MIEs. The Board also re-accredited five implementing entities: one NIE, one RIE, and three MIEs, thereby increasing the number of re-accredited entities in the Fund's portfolio to 28.
- The Board has approved altogether eleven projects/programmes for funding for a total amount of US\$ 73.5 million, which included eight single-country projects totaling US\$ 46.0 million and three regional projects totaling US\$ 27.4 million. The Board has also endorsed 11 project concepts, including six single-country concepts and five regional concepts, as well as endorsed one regional pre-concept. The Board has also approved project formulation grants totaling US\$ 527,000 and project formulation assistance grants totaling US\$ 60,000. The total amount of funds disbursed during the reporting period is US\$ 63.6 million including other small grants.

- The report of the virtual portfolio monitoring mission which took place in Costa Rica in August 2020 could not be included on the agenda of the Board at its second session of the thirty-fifth meeting in October 2020 due to time constraint and will be presented at a later stage.
- The United Nations Climate Change Conference in Glasgow, the U.K., in November 2020 was postponed to November 2021 and no decisions related to the Adaptation Fund was made.
- The Board welcomed the financial pledges and contributions to the Adaptation Fund made by the Governments of Germany, Ireland, Italy, Norway, Qatar, Spain and Sweden, the governments of the Brussels-Capital and Walloon Regions of Belgium, equivalent to nearly USD 117 million.

4. The following actions derived from Board decisions and included in the work plan for FY21 were also completed during the reporting period (from July 2020 to the date of issuance of this document):

- The Board completed the intersessional review cycle in September 2020.
- The Board and secretariat completed the first regular project and programme review cycle for decisions for the year between August to October 2020. The second review cycle is ongoing from January to March 2021 and the third intersessional review cycle will follow from April to July 2021.
- The Board and secretariat organized the second session of the thirty-fifth meeting of the Adaptation Fund Board on 26-28 October 2020 in Bonn, Germany in a virtual format.
- The secretariat supported the thirty-fourth and thirty-fifth meetings of the Accreditation Panel which took place on 9-10 September 2020 and 3-4 February 2021 in Washington DC, USA in a virtual format.
- The secretariat issued the annual performance report (APR) for the fiscal year 2020. The report is currently being translated for the first time in French and Spanish and expected to be published by the end of March 2021.
- The secretariat held the seventh annual Climate Finance Readiness Seminar for accredited NIEs of the Fund on 1-3 September 2020, Workshop on Bridging the gaps in Accessing Adaptation Finance - Lessons from the Adaptation Fund Board Secretariat, Accreditation Panel and Accredited Entities on 3 and 5 November 2020 and Climate Finance Readiness Seminar on 10-11 November 2020, which are all in a virtual format. The Sixth intersessional cycle for readiness grants was completed in December 2020.

- The Board, at its second session of the thirty-fifth meeting, approved small grants on innovation and learning to NIEs.
- The Board, during its intersessional period between its second session of the thirty-fifth meeting and the thirty-sixth meeting, approved technical assistance grants to NIEs.
- The Board, with the support of the secretariat, continued its ongoing discussion on linkages between the Fund and the Green Climate Fund.
- The Board, during the intersessional period between the second session of the thirty-fifth meeting and thirty-sixth meeting, revised the Standard Legal Agreement considering the privileges and immunities clause for MIEs and RIEs.
- The proposal for the updated Gender Policy and Action Plan had been prepared through a multi-step and participatory approach including the public call for comments and was submitted to the Board's intersessional consideration and approval.

### **Proposal of work plan for FY22**

5. Based on the above, the secretariat presents to the EFC the secretariat proposed workplan for FY22. The routine activities of the Board are not included in the workplan. Other actions can be added as a result of the decisions adopted by the Board at this meeting.

### **Recommendation**

6. The EFC may wish to consider and recommend that the Board:
- a) Approve the secretariat's proposed work plan for FY22, as contained in Annex I of AFB/EFC.27/5.

## ANNEX I: SECRETARIAT PROPOSED WORK PLAN FY22: TENTATIVE WORK SCHEDULE (JULY 2021 – JUNE 2022)

### MEETINGS AND WORK ORGANIZATION

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 17	July - August 2021
Organization of the thirty-seventh Meeting of the Adaptation Fund Board, Bonn, Germany, including consideration of the draft addendum to the report to CMP 17	11 - 15 October 2021
UN Climate Change Conference (COP26/CMP16/CMA5), Glasgow, UK	1-12 November 2021
Proposal of FY23 workplan and budget	January - March 2022
Organization of the thirty-eighty Meeting of the Adaptation Fund Board	March 2022
Bonn Climate Change Conference	June 2022 (TBC)
Meetings of the Green Climate Fund Board (Four times a year)	TBC
Meetings of the Adaptation Committee (Two times a year)	TBC
Meetings of the Standing Committee of Finance (Three times a year)	TBC

### MEDIUM-TERM STRATEGY

Activity	Dates/Time frame
Medium-term strategy (5-year work programme from 2018 to 2022) - Implementation of the medium-term strategy - Review, research and potential development of the next medium-term strategy	Throughout FY22

### RESOURCE MOBILIZATION

Activity	Dates/Time frame
Review of the Resource Mobilization (RM) Strategy and Action Plan	July - October 2021
Establishment of the RM Section in the AF Website	July 2021 - June 2022
RM Dialogues with Parties	July 2021 - June 2022
Participation in resource mobilization related workshops	July 2021 - June 2022

### PROJECTS AND PROGRAMMES

Activity	Dates/Time frame
Completion of the intersessional project and programme proposal review cycle	July 2021

Review of and decisions on project and programme proposals for the thirty-seventh Meeting of the Adaptation Fund Board	August - October 2021
Review of and decisions on project and programme proposals for the thirty-eighth Meeting of the Adaptation Fund Board	January - March 2022
Intersessional review of and decisions on project and programme proposals	April - June 2022
Support on innovation programming: Small grants for NIEs, MIE Aggregator, Regular Sized Innovation projects. Support includes training/webinars and knowledge products customized to support NIEs and others in submissions of projects (small and large grants for innovation)	Throughout FY22

## ACCREDITATION

Activity	Dates/Time frame
Accreditation review support	Throughout FY22
Accreditation Panel field visit to IE applicants	TBC
36th meeting of the Accreditation Panel	September 2021
37th meeting of the Accreditation Panel	January 2022

## RESULT BASED MANAGEMENT

Activity	Dates/Time frame
Review of Project Performance Reports (PPRs)	Throughout FY22
Review of project change request	Throughout FY22
Project Monitoring Missions (virtual and on-site)	Throughout FY22
Production of Annual Performance Report in multiple languages	July – September 2021
Review of the PPR template	Throughout FY22
Update/Development of the project implementation issues policy	Throughout FY22
Enhancement of FIF platform including online submission of PPR	Throughout FY22

## COMMUNICATIONS

Activity	Dates/Time frame
Publication of 2-3 written project stories focused on successful or innovative projects; support to blogs, video scripts and other writing projects	Ongoing throughout year
Updates of AF and Direct Access flyers and briefing notes, facilitate development of social media cards	Updates twice/year: November 2020 and April 2021;
Produce 15-20 press releases on AF news stories and timely program updates; Publication of 2-4 E-newsletters summarizing AF's key stories, media and social media; and Support periodic development of blogs, and web postings, and video postings	Ongoing throughout FY22 (Periodically)

Write occasional speeches or talking points for key AF leadership appearances, share these to TP presentation template archive for potential use by other staff	Ongoing throughout FY22, particularly during key events
Production of approx. 2-4 videos on timely themes; and Production of 2-4 thought leadership podcasts on key AF themes	Throughout FY22
Readiness and knowledge management and MTS communications support; press releases, video and/or SM coverage of key readiness, learning or MTS programs or events	Periodically
Media Relations: outreach and ongoing communications with reporters, including drafting of talking points and facilitating interviews, developing risk communications when needed, responding to interview requests, updating media lists; (Sharing AF stories from media and IEs)	Ongoing with higher volume during COP period
Planning and implementation of COP 26 communications-related events, such as the COP mini website, develop campaign themes, designs/posters for exhibit, media and/or video events, talking point template, timely social media, photos and news releases	August 2021 thru early December 2021
Social Media: frequent posts to Twitter 3-5 times a day; Facebook 3-5 times a week, LinkedIn 2-4 times a week, create 3-4 Flickr photo albums a year; review social media and website google analytics periodically	Throughout FY22
Climate Home News sponsored content arrangement to increase AF engagement and reach—CHN has total of 5 million followers on web and Social Media (SM), with a core audience composed of climate negotiators and international organizations interested in climate change <ul style="list-style-type: none"> <li>- Four 800-word articles with photos or multimedia and graphics included about AF's work; produced by and disseminated on Climate Home News website and social media channels;</li> <li>- AF logo on website;</li> <li>- Five-minute video interview on Climate Change TV at COP 26 (November 2021);</li> <li>- Republication of short AF videos on SM</li> </ul>	Throughout FY22
Update and maintenance of AF website with focus on keeping content fresh, relevant and user-friendly for mass audiences, Constant Contact, Social Media and website upkeep costs	Ongoing
Help maintain relationships with communications colleagues among AF partners, AF NGO Network, and other relevant entities; amplify AF's key messages and stories through these networks; develop joint stories and releases as opportunities arise	Ongoing
Integrate key messaging around creation of AF 20 years ago under COP with explanation that AF launched in 2007 and celebrated its 10 <sup>th</sup> anniversary in 2017; related light support	During calendar year 2021

## KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge: <b>2 publications</b>	June 2022

Organization of events where findings from projects are presented	April-May 2022 (Community-based adaptation conference) COP26 (Nov 2021 Glasgow), SBs, Adaptation Futures (Oct 4-8, 2021, hybrid format), Adaptation Futures 2022 (May – June 2022, Montreal, Canada)
Learning grants, reviewing proposals and preparation of Board documents	AFB37 (Oct 2021) and AFB38 (March 2022).
Publication capturing lessons learned from accreditation	March 2022
Publication capturing and integrating knowledge from readiness and capacity building produced and disseminated 1. Country exchange with NIEs around a certain theme/sector 2. Lessons learned from CPDAE (what challenges were faced, what lessons, how the community came together with the GCF) – brochure and maybe video (Audience: other organizations) 3. Participation in Readiness webinar	April 2022 January - June 2022  August 2021
Publication on Lessons learned/case studies/best practices produced on key project knowledge in collaboration with IEs, academia	June 2022
Publication on specific adaptation issue in collaboration with learning institution (2 publications) 1. Publication on innovation “What is Innovation” e.g. showcasing experiences in innovation from existing portfolio, drawing on NIEs experience, and role of learning in innovation 2. Visual KM product on innovation – possibly video (cost to be shared with Comms possibly)	March-April 2022
General collaboration with partners through participation at events and awareness raising activities	Throughout FY22

## GENDER

Activity	Dates/Time frame
Update/Development of Gender related AF documents such as (1) Guidance Document for IE on GP Compliance (2) Guidance Doc for IEs on ESP Compliance (3) Methodologies for Reporting AF Core Impact Indicators (4) Gender Score Card Guidance document (5) Initial Gender Assessment tool & Gender mainstreaming checklist in project preparation	July 2021- April 2022



(6) Guidelines on how to develop data baseline against which results of gender responsive approaches and actions can be measured (7) Design and selection of SMART gender-responsive indicators and results monitoring arrangements	
Implement, Track and Monitor implementation of updated GP and GAP	Throughout FY22
Analysis of gender-related lessons learned through the PPR submitted yearly, mid-term evaluation reports and project completion reports by the IEs and produce outcome documents	Throughout FY22
Gender Trainings: (1) for Board, (2) for the secretariat and (3) for NIEs (or IEs)	FY22
Gender session in the AF readiness events	Throughout FY 22
Expanding Gender Partnership network and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and international events on gender and climate change	Throughout FY 22
Providing gender support related to the Evaluation Framework in line with the Updated Gender Policy	July - December 2021
Regular reporting to the Board on the implementation of the updated Gender Policy and Action Plan through (1) Secretariat's activities report; (2) annual performance report (APR) and (3) CMP/CMA Report	Throughout FY22
Co-hosting Gender side event during the UNFCCC COP26 with other climate funds, UNFCCC and other AF partners	November 2021
Active communication of the Fund's commitment to gender equality and women's empowerment, its updated gender policy and action plan as well as Fund's experiences and lessons learned on gender	Throughout FY 22

### Readiness Programme

Activity	Dates/Time frame
Accreditation webinar	15 July 2021
Readiness grants launch and review (TA, S-S cooperation and possibly readiness package support grants depending on Board Decision)	Twice a year: July - Dec 2021; and March - June 2022
Project scale-up grant review	Review and submission at AFB 37 (Oct 2021) and AFB38 (March 2022).
2021 annual climate finance readiness seminar for accredited national implementing entities	2-6 Aug 2021
Readiness package (accreditation) workshop. This could also involve engaging ex- accreditation Panel members to support candidate entities navigate challenging accreditation gaps	7-9 Sept 2021
Workshop focused on innovation in adaptation. Content to include discussing online training material on innovation, preparation of proposals for the two innovation grants under the AF and other relevant content	26-28 Oct 2021

Activity	Dates/Time frame
identified by innovation team. Target audience will be all AF accredited IEs and DAs	
Adaptation Fund Readiness Webinar #13 (Topics to include AF implementation of COVID response policy; AF funding windows)	1 Dec 2021
Cross-learning webinar between AF IEs (NIEs, RIEs and MIEs)	3 Feb 2022
Accreditation workshop to provide guidance on what candidate entities are to expect in navigating AF accreditation process and discussing 4 accreditation criteria, with emphasis on compliance with AF Environmental and Social Policy and Gender Policy, Anti-Money-Laundering/Countering the Financing of Terrorism (AMLCFT), internal control framework, AF accreditation guideline documents and clinic sessions	22-24 Feb 2022
Guidance document or other capacity-building product to complement online training on innovation. Product to focus on AF and relevant stakeholder experience funding innovation through the two innovation windows. Product to be presented to Board at AFB38 for note and subsequent circulation widely through AF and partner distribution lists	Submission at AFB38, March 2022
Adaptation Fund Readiness Webinar #14 (Topics to include AF implementation of COVID response policy; AF funding windows)	7 April 2022
Country exchange with NIEs to provide additional technical support during project/programme implementation.	26-29 April 2022
Accreditation webinar	18 May 2022
Workshop on Enhanced Direct Access (EDA). (Possible joint hosting with GCF)	28-30 June 2022
3 issues of bulletin by providers of readiness support	Quarterly (Aug and Dec 2021 and April 2022)
Translations of AF Accreditation and Project tools and guidance documents to support their enhanced usability.	2 accreditation and 2 project documents translated into French and Spanish twice a year, in July 2021 and in January 2022.
Capacity-building activities with AF Climate Innovation Accelerators (AFCIAs) to support NIE capacity in conceptualizing innovation under the AF, innovation under the AFCIAs and aligning baseline for innovation projects to take off.	Throughout FY22
Support for community of practice workplan implementation.	Throughout FY22
General cooperation with partners – (participation at each other's events, awareness raising etc.) – SBs attendance, COP26, other international forums as necessary. Includes public and private partnerships and collaborations to support project development for scale up and innovation. Need to establish at least 1 partnership and collaboration for project scaling-up per year.	On-going throughout FY22
RBM for all readiness projects including M&R	On-going throughout FY22