



ADAPTATION FUND

AFB/EFC.29/4
21 March 2022

Adaptation Fund Board
Ethics and Finance Committee
Twenty-ninth Meeting
Bonn, Germany (hybrid meeting), 5-6 April 2022

Agenda item 4 b)

WORK PLAN FOR FISCAL YEAR 2023

Background

1. At its thirty-seventh meeting, the Adaptation Fund Board (the Board) approved the work plan for the fiscal year 2022 (FY22: 1 July 2021 – 30 June 2022). The present document summarizes the actions and decisions taken by the Board in the period from 1 July 2021 to the date of issuance of this document (the reporting period) in compliance with the approved work plan for FY22. During the period covered, the Board convened at its thirty-seventh meeting, which took place on 19-21 October 2021 virtually. This document presents a proposed work plan for FY23, 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 FY23 is therefore being presented to the EFC for recommendation and subsequently to the Board for approval at its thirty-eighth meeting to be held on 7-8 April 2022.

Compliance with work plan for FY22

3. During FY22 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) and one Regional Implementing Entity (RIE). This puts the total number of entities accredited to the Fund at 56, comprising of 34 NIEs, eight RIEs and 14 MIEs. The Board also re-accredited three implementing entities: two NIEs and one RIE, thereby increasing the number of re-accredited entities in the Fund's portfolio to 33.
- The Board has approved altogether six projects/programmes for funding for a total amount of US\$ 57.2 million, which included four single-country projects totalling US\$ 31.3 million and two regional projects totalling US\$ 25.9 million. The Board has also endorsed six project concepts, including four single-country concepts and two regional concepts, as well as endorsed two regional pre-concepts. The Board has also approved project formulation grants totalling US\$ 250,000. The total amount of funds disbursed during the reporting period is US\$ 57.9 million including other small grants.
- One virtual portfolio monitoring mission took place from 30 November to 2 December 2021 to collect and analyse lessons learned and best practices from the project "Ecosystem Based Adaptation to Climate Change in Seychelles" implemented by the United Nations

Development Programme. A report of the virtual portfolio monitoring mission was developed and is to be added as information document for the 38th Board meeting.

- The United Nations Climate Change Conference in Glasgow, the United Kingdom, took place from 31 October to 13 November 2021, and COP 26 / CMP 16 / CMA 3 made decisions related to the Adaptation Fund, including CMP 16 decisions on the fourth review of the Adaptation, on Adaptation Fund Board Report for 2020 and 2021, on guidance relating to the Clean Development Mechanism; CMA 3 decisions on matters relating to the Adaptation Fund, on guidance on cooperative approaches referred to in Article 6, paragraph 2 of the Paris Agreement, on rules, modalities and procedures for the mechanism established by Article 6, paragraph 4 of the Paris Agreement, and on enhancing climate technology development and transfer to support implementation of the Paris Agreement; and COP 26 / CMA 3 Decision on the Glasgow Climate Pact. The decisions are elaborated in detail in document AFB/B.38/10.
- The Board welcomed the financial pledges and contributions to the Adaptation Fund made by the Governments of Canada, European Union, Finland, Germany, Ireland, Norway, Qatar, Spain, Sweden, Switzerland, the United Kingdom, the United States of America, the Brussels-Capital, Flanders, and Walloon regions of Belgium, and Quebec, Canada, totalling equivalent to nearly USD 349 million.

4. The following actions derived from Board decisions and included in the work plan for FY22 were also completed during the reporting period (from July 2021 to the date of issuance of this document):

- The Board completed the intersessional review cycle in July 2021.
- The Board and secretariat completed the first regular project and programme review cycle for decisions for FY22 between August to October 2021. The second review cycle is ongoing from January to April 2022 and the third intersessional review cycle will follow from April to July 2022.
- The Board and secretariat organized the thirty-seventh meeting of the Adaptation Fund Board on 19-20 October 2021 in a virtual format.
- The secretariat supported the thirty-sixth and thirty-seventh meetings of the Accreditation Panel which took place on 1-2 September 2021 and 2 February 2022 in a virtual format.
- The secretariat issued the annual performance report (APR) for the fiscal year 2021. A user-friendly graphic version of the report was produced and translated in French and Spanish.
- The secretariat held the eighth annual Climate Finance Readiness Seminar for accredited NIEs of the Fund on 3-5 August 2021, third country exchange visit in India on 17, 19 and 24 August 2021, Workshop on Accreditation and Re-accreditation on 9 September 2021,

Workshop on Innovation in Adaptation on 22-23 November 2021 and Climate Finance Readiness Webinar on 9 December 2021 on Enhancing Access to Climate Finance under the new Funding Windows, which were all in a virtual format.

- The Board, at the thirty-seventh meeting, approved one small grant on innovation and one learning grant to NIEs.
- The Board, during the intersessional period between its thirty-seventh meeting and the thirty-eighth meeting, received two applications for the readiness package grant from 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, at thirty-seventh meeting, amended the Fund's Operational Policies and Guidelines for Parties to Access Resources of the Adaptation Fund to reflect the Board decision (B.36/42) related to the accreditation of up to two national implementing entities for country for eligible developing-country parties.
- The updated Gender Policy and Action Plan prepared through a multi-step and participatory approach including the public call for comments was approved by the Board in March 2021. The secretariat completed a *study on intersectional approaches to gender mainstreaming in adaptation-relevant interventions*, which was submitted intersessionally to the Board as an informational document (document AFB/B.37-38/Inf.1).
- Following Board decision B.37/38, the secretariat organized, during January – March 2022 an open online survey and three expert roundtables to inform the development of the new Medium-term Strategy for 2023-2027.
- The secretariat prepared a draft resource mobilization strategy and action plan.
- The secretariat published in March 2022 a knowledge product "*Lessons Learned from the continuous process of capacity strengthening of Implementing Entities through re-accreditation to the Adaptation Fund*".

Proposal of work plan for FY23

5. Based on the above, the secretariat presents to the EFC the secretariat proposed workplan for FY23. 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 FY23, as contained in Annex I of AFB/EFC.29/4.

ANNEX I: SECRETARIAT PROPOSED WORK PLAN FY23: TENTATIVE WORK SCHEDULE (JULY 2022 – JUNE 2023)

MEETINGS AND WORK ORGANIZATION

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 17 / CMA 4	July - August 2022
Supporting the UNFCCC secretariat in preparing a technical paper on the fourth review of the Adaptation Fund	July - September 2022
Organization of the thirty-ninth Meeting of the Adaptation Fund Board, Bonn, Germany, including consideration of the draft addendum to the report to CMP 17 / CMA 4	10-14 October 2022
UN Climate Change Conference (COP 27 / CMP 17 / CMA 4), Sharm el-Sheikh, South Sinai, Egypt	7-18 November 2022
Proposal of FY24 workplan and budget	January - March 2023
Organization of the Fortieth Meeting of the Adaptation Fund Board	March 2023
Bonn Climate Change Conference	June 2023 (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
Second Medium-term Strategy (MTS II) for the period from 2023 to 2027	July – October 2022
- Development of a draft MTS II, including through broad and inclusive stakeholder consultations, for the Board's consideration at AFB.39	
- Preparation of the MTS II Implementation Plan following the adoption of MTS II at AFB.39	October 2022 – March 2023
- Implementation of the MTS II	January – June 2023

RESOURCE MOBILIZATION

Activity	Dates/Time frame
Implementation of the Resource Mobilization (RM) Strategy and Action Plan	Throughout FY23
Establishment of the RM Section on the website	Throughout FY23
RM Dialogues with Parties/Participation in resource mobilization related workshops	Throughout FY23

PROJECTS AND PROGRAMMES

Activity	Dates/Time frame
Completion of the intersessional project and programme proposal review cycle	August 2022
Review of and decisions on project and programme proposals for the thirty-ninth Meeting of the Adaptation Fund Board	August - October 2022
Review of and decisions on project and programme proposals for the fortieth Meeting of the Adaptation Fund Board	January - March 2023
Intersessional review of and decisions on project and programme proposals	April - June 2023
Support on innovation programming: Small grants for NIEs, MIE Aggregator, Large 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), and the Innovation Advisory Body and/or external support and partnerships	Throughout FY23
Enhancement of FIF platform including the development of the online submission platform for project proposals (initial phase)	Throughout FY23

ACCREDITATION

Activity	Dates/Time frame
Accreditation review support	Throughout FY23
Accreditation Panel field visit to IE applicants	TBC
Thirty-eighth meeting of the Accreditation Panel	7-8 September 2022
Thirty-ninth meeting of the Accreditation Panel	February 2023

RESULT BASED MANAGEMENT

Activity	Dates/Time frame
Review of Project Performance Reports (PPRs)	Throughout FY23
Review of project change requests and extension of completion date requests	Throughout FY23
Project Monitoring Missions (2 virtual and 1 on-site)	Throughout FY23
Production of Annual Performance Report in multiple languages (FR, EN, ES)	July – September 2022
Update/Development of the project implementation related policies under the Operation Policies and Guidelines	Throughout FY23
Enhancement of FIF platform including the development of the portfolio reporting dashboard	Throughout FY23

COMMUNICATIONS

Activity	Dates/Time frame
Publication of 3-4 written project stories or blogs focused on successful or innovative projects; support to video & podcast scripts and other writing projects	Throughout FY23
Updates of flyers and briefing notes, facilitate development of social media (SM) cards	Flyer updates twice/year: November and April; social media cards throughout FY23
Develop/produce/disseminate 12-20 press releases on news stories and timely program updates Publication of 3 e-newsletters summarizing key stories, media and SM Support periodic development of blogs, web postings, and video postings	Throughout FY23
Write occasional speeches or talking point templates for key Fund leadership appearances, share these to TP presentation template archive for potential use by other staff	Throughout FY23, particularly during key events
Publications and Outreach; Production of approx. 2-4 videos on timely themes; Production of 2-4 thought leadership podcasts on key themes & programs	Throughout FY23
MTS communications support; includes relevant press releases, video, podcast or blog and/or SM coverage of key MTS programs or events; strategic input to various Fund plans	Throughout FY23
Media Relations: outreach and ongoing communications with reporters, including drafting of talking points and facilitating interviews w/ Fund leaders, developing risk communications when needed, responding to interview requests, updating media lists; Sharing Fund stories from media and IEs and other communications colleagues from Fund partners and stakeholders	Ongoing with higher volume during COP period
Planning and implementation of COP 27 communications-related products, such as COP mini website, developing campaign theme, facilitating designs/artwork for exhibit, press interviews, videos or other multimedia, talking point template, timely SM, photos and news releases	August - November
SM: 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 SM, press and website google analytics periodically	Throughout FY23
Climate Home News (CHN) sponsored content arrangement to increase engagement and reach—CHN has total of 5 million followers on web and	Throughout FY23

Activity	Dates/Time frame
SM, with a core audience composed of climate negotiators and international organizations interested in climate change	
Update and maintenance of Fund website with focus on keeping content fresh, relevant, interconnected, intuitive and user-friendly for mass and strategic audiences updates and refreshes to website pages as needed and maintaining engaging, informative and simple pages supporting Fund overall	Throughout FY23
Help maintain relationships with communications colleagues among partners, AF CSO Network, and other relevant entities; amplify Fund's key messages and stories through sharing stories with these networks; develop joint stories and releases as opportunities arise; update email and Constant Contact lists	Throughout FY23
Update/Formalize communications strategy	Feb - April 2023
Help develop at COP 27 support to special event in honour of the Fund's fifteenth anniversary	Oct - Nov 2022

KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge (by theme/sector): 2 publications <ul style="list-style-type: none"> - Publication by sector - Virtual PMM report - Dissemination plan publication 	June 2023
Events where findings from projects are presented	COP 27 (November 2022)
Best practices on Direct Access <ul style="list-style-type: none"> - Best practices/lessons learned from PPRs around a certain theme/sector 	June 2023
Reviewing learning grants proposals and preparation of Board documents	August - October 2022
Reviewing learning grants proposals and preparation of Board documents	January - March 2023
Publication capturing lessons learned from accreditation <ul style="list-style-type: none"> - Virtual event where findings from the two publications can be shared w/ prospective NIEs - Collaboration w/ accreditation and Readiness teams in webinars for targeted DAs, NIEs and RIEs 	April 2023
Promotion of Fund projects scaled-up by other funds through various channels (uploads on website or virtual/face-to-face events)	Throughout FY23

Activity	Dates/Time frame
Learning events hosted with other funds around different themes related to projects	Throughout FY23
Publication capturing and integrating knowledge from readiness and capacity building produced and disseminated <ol style="list-style-type: none"> 1. Country exchange – knowledge fair 2. <i>Global conference on innovation & learning</i> 3. <i>Lessons learned from CPDAE (challenges faced, lessons from how the community came together with the GCF)</i> 4. <i>Participation in Readiness webinar</i> 	December 2022 May - June 2023 March - June 2023 August 2022
Publication on specific adaptation issue in collaboration with learning institution/think tank (2 publications) <ol style="list-style-type: none"> 1. <i>Adaptive management strategies</i> 2. <i>Early lessons learned from innovation small grants</i> 	April 2023
Knowledge produced for NIEs related to different topics through CoPs <ul style="list-style-type: none"> - Support to CPDAE 	June 2023
Updating the Knowledge Management Strategy	June 2023
General collaboration with partners and other teams through participation at events and awareness raising activities – SBs, COPs, other intl. events. Establishing partnerships with knowledge institution/organization on sharing lessons learned (e.g., NDC Partnership)	Throughout FY23

GENDER

Activity	Dates/Time frame
Update of Gender related Fund documents and development of gender-related tools	Throughout FY23
Implementation of GP and GAP	Throughout FY23
Gender Trainings (2 trainings):	TBC
Gender Partnership <ul style="list-style-type: none"> - Expanding gender partnership and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and international events on gender and climate change - Attending, organizing and participating gender events with gender partner organizations 	Throughout FY23
Gender support related to the implementation of the gender-related work under the Evaluation Policy	Throughout FY23 as needs arise
Regular reporting to the Board on the implementation of the updated Gender Policy and Action Plan through <ol style="list-style-type: none"> (i) Secretariat's activities report; (ii) Annual performance report (APR); (iii) CMP/CMA Report 	Throughout FY23

Activity	Dates/Time frame
Active communication of the Fund's commitment to gender equality and empowerment of women and girls, and Fund's gender work	Throughout FY23

Readiness Programme

Activity	Dates/Time frame
Readiness grants launch and review (TA, S-S cooperation and possibly readiness package support grants depending on Board Decision)	Twice a year: July - Dec 2022; and March – June 2023
Project scale-up grant review	August - October 2022
Project scale-up grant review	August - October 2022
2022 annual climate finance readiness seminar for accredited NIEs	August 2022
Accreditation workshop	October 2022
Adaptation Fund Readiness Webinar #15	November 2022
Gender training (online) with all accredited IEs	December 2022
Accreditation workshop	February 2023
Adaptation Fund Readiness Webinar #16	February 2023
Workshop on Enhanced Direct Access	April 2023
Cross-learning workshop on innovation and project development between IEs (NIEs, RIEs and MIEs)	May 2023
Country exchange with NIEs to provide additional technical support during project/programme implementation.	June 2023
Translations of Accreditation and Project tools and guidance documents to support their enhanced usability. <ul style="list-style-type: none"> - Target 2 accreditation and 2 project documents translated into French and Spanish at a time biannually. 	Biannually
Capacity-building activities with Adaptation Fund Climate Innovation Accelerator (AFCIA) to support NIE capacity for innovation projects under the Fund's innovation windows.	Throughout FY23
Capacity-building activities with in-country partners to help NIEs and other institutions (potential candidates for accreditation) develop capacity in innovation adaptation projects, cooperation/exchange of knowledge and institutional networks.	Throughout FY23
Support for CPDAE workplan implementation.	Throughout FY23
General cooperation with partners – (participation at each other's events, awareness raising etc.) UNFCCC meetings and other international forums as necessary.	Throughout FY23
Result based management for all readiness projects including monitoring and reporting	Throughout FY23