



ADAPTATION FUND

AFB/B.39/3  
10 October 2022

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Adaptation Fund Board  
Thirty-ninth meeting  
Bonn, Germany (Hybrid meeting), 13-14 October 2022

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 of six months between the thirty-eighth meeting in April 2022 and the thirty-ninth meeting of the Adaptation Fund Board (the Board) in October 2022.

### Finalization and posting of the report of the second session of the thirty-eighth meeting

2. Following the thirty-eighth meeting held in a hybrid modality on 5-8 April 2022, the secretariat supported the Chair in finalizing the report of the meeting. As agreed by the Board, the report was completed and circulated to Board members and alternates for comments and approval. The Board approved the report, and it was posted on the website of the Adaptation Fund (the Fund) as document AFB/B.38/12.

### Events and meetings

3. During the reporting period, the secretariat participated in, and presented at, the following events and meetings (excluding meetings of the readiness programme that are described in a separate section below).

- (a) Ministerial Discussion on Climate Impacts on Small Island Developing States, convened by the Government of Canada during the 2022 World Bank Spring Meetings (21 April 2022, Washington DC, USA): the Manager of the secretariat represented the Fund and spoke on a panel with representatives from other climate funds on AF support to SIDS.
- (b) Addressing land degradation and ecosystem restoration through transformative projects and programmes: financing opportunities for increased impact” and “The Programme for Integrated Development and Adaptation to Climate Change in the Zambezi Watercourse (5-6 May 2022, Abidjan, Côte d’Ivoire):
- (c) The fifteenth session of the Conference of the Parties (COP15) of the United Nations Convention to Combat Desertification (UNCCD) (9-10 May 2022, Abidjan, Côte d’Ivoire): the secretariat organized an AF side event, a joint side event with the GEF secretariat, as well as participated on panels at the UNCCD COP15.
- (d) National forum on Climate Change Adaptation – Ivory Coast- SENACC (16-20 May 2022, Abidjan, Côte d’Ivoire): The secretariat was invited to present its funding windows and recent developments as part of its active portfolio. The Fund also shared its perspective on adaptation financing gap and overall adaptation finance discussion in the context of UNFCCC Paris agreement.
- (e) Thirty-second meeting of the GCF Board (16 – 19 May 2022, hybrid): the secretariat observed the meeting virtually.

- (f) Climate Change-induced loss and damage: an informal event on the latest state of play, organized by Irish Aid and ODI (17- 18 May 2022, virtual): the secretariat participated in a panel discussion and presented on AF support in sectors relevant for some aspects of averting or minimizing loss and damage, including disaster risk reduction and early warning systems.
- (g) Training workshop on Climate Finance access and mobilization in the island states in the Indian Ocean (23-26 May 2022, Bandos, Maldives): a member from the secretariat presented and facilitated thematic discussions at training sessions organized by the UNFCCC Secretariat Climate Finance team on an overview of the AF, project formulation, climate change adaptation reasoning, Environment and Social Policy and Gender Policy compliance, and results-based management.
- (h) AF-TERG Member Meeting (31 May – 3 June 2022, Washington DC, USA): The secretariat attended the AF-TERG hybrid meeting which was held in Washington DC to discuss various matters including the Fund’s evaluation function, the overall AF operations (portfolio, accreditation, readiness, knowledge management, etc.), the AF-TERG current work program and recent developments as well as the recently approved evaluation policy. The manager provided an introductory remark on the first day and several members of the secretariat attended specifics sessions in line with their work stream.
- (i) “Stockholm+50: a healthy planet for the prosperity of all – our responsibility, our opportunity” (Stockholm+50) (2-3 June 2022, Stockholm, Sweden): Members of the secretariat attended Stockholm+50 speaking at high-level discussions, including a high-level political dialogue on ways to support partners countries in the implementation of adaptation priorities, a roundtable discussion between the philanthropic sector and global funds and a number of side events, and held a number of bilateral meetings with partner organizations actively engaging with participants.
- (j) SB56 Bonn Climate Change Conference: Fifty-sixth session of the UNFCCC subsidiary bodies (6-16 June 2022, Bonn, Germany): the secretariat attended the session for the whole duration and observed AF relevant negotiations, including on the Fourth Review of the AF and on membership of the AFB. The secretariat presented on relevant AF support during the Glasgow Dialogue on Loss and Damage, and observed sessions related to the Global Goal on Adaptation. The secretariat also organized a side event on “New Strategic Directions for Enhancing Adaptation Finance Ambition and Impact” that gathered various stakeholder perspectives on the Fund’s next Medium-Term Strategy (MTS). The Manager of the secretariat spoke at a side event on ambition in adaptation finance organized by the Stockholm Environment Institute. The secretariat further engaged with stakeholders, including the incoming COP 27 and COP 28 Presidencies, contributor and recipient governments, IEs, and the IPCC during bilateral meetings.

- (k) United Nations for National Adaptation Plans (UN4NAPs) Side Event during SB56 Bonn Climate Change Conference (13 June 2022, Bonn, Germany): the secretariat represented the AF as one of the participating organizations of the UN4NAPs initiative and introduced AF funding opportunities;
- (l) CHANCE Conference: Climate and Health Africa Network for Collaboration and Engagement (23-24 June 2022, virtual): the secretariat represented the AF and introduced AF funding opportunities and available support to the climate and health initiatives.
- (m) Caribbean Safe School Initiative – Third Caribbean Ministerial Forum on School Safety (28-30 June 2022, Sint Maarten): A member of the secretariat was invited to speak in the Forum and presented the overview of the Adaptation Fund and how to access funding from the Adaptation Fund, and shared examples of the Fund’s projects related to disaster risk reduction and school safety.
- (n) SADC Great Green Wall (GGW) Stakeholder Engagement and Capacity Building Workshop (2-4 August 2022, Pretoria, South Africa) organized by UNCCD. Whilst the secretariat did not directly participate in this event due to capacity and time constraints, the readiness team liaised with the organizers and sent a presentation which was screened for participants during one of the workshop sessions.
- (o) United Nations Climate Week in the Latin America and the Caribbean region hosted by the Government of Dominican Republic (18-22 July 2022, Santo Domingo, Dominican Republic). Members of the secretariat organized a side event jointly with the Fund’s National Implementing Entity *Instituto Dominicano para el Desarrollo Sostenible* (IDDI), which included an overview of the Fund’s funding opportunities, accreditation and readiness support.
- (p) Botswana Global Adaptation Week, including the NAP Expo 2022 and UN4NAPs Forum (22-26 August 2022, Gaborone, Botswana). A member of the secretariat gave a presentation, and had several bilateral discussions with recipient governments and partner organizations.
- (q) In-person official-level meeting on the second Climate and Development Ministerial organized by the United Kingdom (1-2 September 2022, Dar es Salaam, United Republic of Tanzania). A member of the secretariat participated.
- (r) GCA Youth summit organized by the Global Center on Adaptation (3-4 September 2022, Rotterdam, the Netherlands). A member of the secretariat spoke on a panel and presented the Fund’s new knowledge report on youth engagement.
- (s) Second Climate and Development Ministerial hosted by the governments of the United Kingdom and Rwanda (20 September 2022, New York City, the United States). The Manager of the secretariat joined the roundtable discussion on four policy areas:

response to climate impacts; access to finance; climate finance; and fiscal space and debt sustainability.

- (t) “Innovation in Adaptation Financing: from concept to implementation”, organized by the NDC Partnership Support Unit and the International Fund for Agricultural Development (20 September 2022, New York City, the United States). A member of the secretariat joined as a panelist.
- (u) Side Event on Early Warnings during the High-Level Week of the 77th session of the United Nations General Assembly (21 September 2022, New York City, the United States). A member of the secretariat spoke on a panel in the event.
- (v) “The Road to Resilience: Realizing the benefits of the energy transition”, organized by the Climate Finance Access Network coordinated by RMI (22 September 2022, New York City, the United States). A member of the secretariat spoke on a panel in the event.

## **Preparations for the thirty-ninth Board meeting**

### *Meeting arrangements*

4. Following the Board decision B.37-38/11 and recognizing the continuing extraordinary circumstances and challenges due to the COVID-19 pandemic on several continents, the Board held its thirty-eighth meeting as a hybrid meeting on 7-8 April 2022, preceded by hybrid meetings of the Project and Programme Review Committee and the Ethics and Finance Committee, respectively, on 5-6 April 2022.

5. The Board decided to hold its thirty-ninth meeting in Bonn, Germany, on 11-14 October 2022, including the meetings of the Project and Programme Review Committee (PPRC) and the Ethics and Finance Committee (EFC) and the meeting of the Board.

### *Meeting documents*

6. The secretariat, working closely with the Board Chair and the Committee Chairs and Vice-Chairs, and the trustee, prepared the documents for the thirty-ninth meeting of the Board and for the thirtieth meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

7. The full list of documents is contained in document AFB/B.39/Inf.1, List of documents.

## **Membership of the Board**

8. 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) Ms. Mirjam Büdenbender (Germany, Western European and Other States) replaced Ms. Claudia Keller (Germany, Western European and Other States) as Member.
- (b) Ms. Ursula Fuentes-Hutfilter (Germany, Western European and Other States) replaced Ms. Mirjam Büdenbender (Germany, Western European and Other States) as Member.

### **Intersessional decisions approved by the Board**

9. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated draft decision texts, of which 18 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.38-39/1 Approval of Change of Project Outputs and Related Indicators, Budget Revision and Amendment of Disbursement Schedule: IFAD (Lebanon)
- B.38-39/2 Approval of Changes of Original Outcome Targets and Indicators, Outputs, and Revision of Implementation Arrangements: CAF (Chile, Ecuador)
- B.38-39/3 Approval of Changes of Original Targets for Outputs Indicators, Change in Executing Entities and Request for Direct Project Services: UN-Habitat (Jordan, Lebanon)
- B.38-39/4 Approval of Direct Project Services: UNESCO (Zimbabwe)
- B.38-39/5 Appointment of Member representing Western European and Other States
- B.38-39/6 Approval of extension of project completion date: Agence pour le Développement Agricole (Morocco)
- B.38-39/7 Approval of request for no-cost extension and revision of disbursement schedule: Colombia-Ecuador (WFP)
- B.38-39/8 Approval of Proposal for Costa Rica
- B.38-39/9 Non Approval of Proposal for Niger
- B.38-39/10 Endorsement Concept Note for Côte d'Ivoire
- B.38-39/11 Approval of Proposal for Belize, Guatemala, Honduras
- B.38-39/12 Approval of Proposal for Cambodia, Lao People's Democratic Republic, Thailand, Viet Nam
- B.38-39/13 Endorsement of Concept Note for Benin, Togo
- B.38-39/14 Non Endorsement of Concept Note for Botswana, Malawi, Mozambique, South Africa, Zambia, Zimbabwe
- B.38-39/15 Endorsement of Concept Note for Cameroon, Central African Republic, Chad, Niger, Nigeria
- B.38-39/16 Appointment of Member representing Western European and Other States
- B.38-39/17 Re-accreditation of Fundación Natura of Panama as a National Implementing Entity (NIE) of the Adaptation Fund
- B.38-39/18 Approval of request for no-cost extension: Kenya (NEMA)

## **Implementation of decisions adopted by the Board at its thirty-eighth and earlier meetings and during the ensuing intersessional period**

### *Management response to the mid-term review of the Medium-term Strategy*

10. Through decision B.37-38/7, the Board approved the updated management response and action plan to the mid-term review (MTR) of the Medium-term Strategy (MTS) and requested the secretariat to report to the Ethics and Finance Committee, at its thirtieth meeting (October 2022), on the progress made in implementing the action plan. The secretariat prepared a report to the EFC on the progress made in implementing the action plan to respond to the recommendations arising from the MTR of the MTS of the Adaptation Fund. (Decision 37/36).

### *Update on implications of the fiduciary issues related to the United Nations Development Programme*

11. The secretariat continued coordinating with the secretariats of the Green Climate Fund and the Global Environment Facility regarding fiduciary issues associated with the projects implemented by the United Nations Development Programme (UNDP). (Decision B.37/37). In accordance with Board decision B.37/37, the secretariat prepared a report on the update of the Board request to UNDP to commission a review of its compliance with the Adaptation Fund's policy on fiduciary standards. (Decision B.37/37).

### *Objectives and indicators for innovation aspects of projects*

12. In line with Decision B.37/39 secretariat prepared an update on the progress and status of the use of the indicators, and made recommendations to the Board at its thirty-eighth meeting with respect to a proposed revised outcome 8 of the Strategic Results Framework (SRF), as laid out in table 3 of document AFB/PPRC.29/44 on a pilot basis, as well as the guidance to implementing entities for application of innovation indicators in projects/programmes described in the same document. (Decision B.37/39)

### *Report of the Accreditation Panel*

13. The secretariat, with the task force addressing the top-level management statement (TLMS) related matters, will report to the Board at its thirty-ninth meeting updates on the implementing entities that have failed or refused to submit the TLMS required for accreditation and reaccreditation and additional input on the nine options for addressing the TLMS-related matters outlined in document AFB/B.35.b/4/add.1. (Decision B.38/4)

### *Report of the secretariat on the intersessional review cycle for the readiness grants*

14. The secretariat made available on the Fund website, the updated review templates and application form for readiness package grants and notified all accredited national implementing

entities (NIEs) of the amended and new application form and review templates for readiness package grants. (Decision B.38/38)

*Analysis of the issues related to the use of unidentified subprojects*

15. The secretariat prepared a document containing updated guidance on unidentified sub-projects (USPs), including further elaborated criteria on the use of USPs in a project/programme and to present it for consideration by the PPRC at its thirtieth meeting (Decision B.38/41).

*Report on indicators for innovation*

16. In line with Decision B.38/43, the secretariat disseminated the guidance to implementing entities for application of innovation indicators in projects/programmes on the innovation microsite as well as through courtesy notices to implementing entities on relevant policies and guidance documents ahead of the review cycle. Pursuant to decision B.37/39, the secretariat has developed a document for consideration at the thirty-ninth meeting of the Board to report on the progress and status of the use of the innovation indicators, including options for defining duration for piloting innovation indicators.(Decision B.38/43)

*Options for further supporting the work of the Project and Programme Review Committee*

17. The secretariat prepared an updated document, taking into account the outcome of the discussion on the subject, which will be presented at the 30<sup>th</sup> meeting of the PPRC. (Decision B.38/44)

*Medium-term strategy of the Fund for the period 2023–2027*

18. The secretariat, under the guidance of the task force on the second medium-term strategy of the Adaptation Fund, (i) prepared a draft MTS 2023–2027 that builds on the strategic framework and achievements of the MTS 2018–2022 and further enhances it by proposing strategic updates and adjustments aimed at consolidating the Fund’s comparative advantage and optimizing its impact (in line with option 2, as set out in document AFB/B.38/5), and reflecting the views expressed by the Board at its thirty-eighth meeting and (ii) undertook further stakeholder consultations on the draft MTS 2023–2027, to present for consideration by the Board at its thirty-ninth meeting. (Decision B.38/49).

19. The secretariat organized two virtual meetings of the Board’s task force to guide the preparation of the draft MTS 2023 –2027 including proposed strategic amendments to the current MTS and related stakeholder consultations.

20. The stakeholder consultations included various formats, such as targeted consultation of NIEs during the readiness programme’s annual NIE seminar, written inputs from the AF-TERG, AF CSO Network, as well as authors of the IPCC report on impacts, adaptation and vulnerability.



*Draft resource mobilization strategy and action plan for the period 2022-2025*

21. The secretariat (a) conducted a survey of the Board during the intersessional period (B.38-B.39), with a view to receiving input on the draft resource mobilization strategy set out in document AFB/B.38/6 /Add.1 and the draft resource mobilization action plan set out in document AFB/B.38/6/Add.2 and (b) updated the draft resource mobilization strategy and the draft resource mobilization action plan to reflect the input provided by the Board through the intersessional survey referred to in subparagraph (a), above, for the Board's consideration at its thirty-ninth meeting. (Decision B.38/50)

*Issues arising from sixteenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 16), the third session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 3) and the twenty-sixth session of the Conference of the Parties (COP 26)*

22. The secretariat (a) conducted a survey of the Board during the intersessional period, with a view to receiving input on the proposed amendments to the Strategic Priorities, Policies and Guidelines of the Fund adopted by the CMP (SPPG) and the Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund (OPG), respectively, as set out in documents AFB/B.38/10/Add.1 and AFB/B.38/10/Add.2; and (b) prepared a document setting out the proposed amendments to the SPPG and the OPG, respectively, reflecting the Board's discussions at its thirty-eighth meeting and the input received from the Board through the intersessional survey referred to in subparagraph (a), above, for the Board's consideration at its thirty-ninth meeting. (Decision B.38/51)

### **Readiness Programme**

23. During the reporting period, the secretariat implemented the following activities under the Readiness Programme<sup>1</sup>:

a) The secretariat hosted a virtual workshop on Accreditation on 9 June 2022. The workshop sought to enhance understanding on the Fund's accreditation process and criteria among developing countries, and discussed the common gaps and challenges, as well as requirements for the accreditation of a second NIE from a country.

b) The secretariat in cooperation with *Fundecooperación para el Desarrollo Sostenible* hosted an in person three-day international workshop on Enhanced Direct Access (EDA) in Costa Rica, on 21-24 June 2022. The workshop provided a platform for countries to share and exchange lessons, knowledge and experiences in the programming of climate adaptation finance, and the development of adaptation projects and encourage the programming of climate finance through Direct Access. The workshop, while focusing

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

on EDA, also offered an overview and recent updates on other recently established modalities available through Direct Access, such as innovation grants.

c) The secretariat hosted the 2022 Annual NIE Seminar in Washington, D.C. from 26-30 September 2022. The seminar discussed various topics focused on peer – peer learning between NIEs and between the secretariat and NIEs which included: navigating the different funding windows under the Fund, updated gender guidance document, proposal development, reaccreditation, the Fund's second Medium-Term Strategy (MTS) and the community of practice for direct access entities.

d) The secretariat partnered with the UNFCCC secretariat on a series of training workshops on Climate Finance access and mobilization, and during the reporting period participated in three such training workshops, presenting in and facilitating thematic discussions at training sessions organized by the UNFCCC Secretariat Climate Finance team on an overview of the Fund, project formulation, climate change adaptation reasoning, Environment and Social Policy and Gender Policy compliance, and results-based management. The three workshops were targeted at the island states in the Indian Ocean (23-26 May 2022, Bandos, Maldives), Asian Least Developed Countries (8-11 August 2022, Bangkok, Thailand) and Arab States (18-20 August 2022, Tunis, Tunisia).

e) The secretariat held a joint side event with one of the Fund's accredited NIEs, the Dominican Institute of Integral Development (IDDI), at the Latin America and Caribbean Climate Week 2022 organized by the UNFCCC secretariat, which took place from 18-22 July, in the Dominican Republic, and hosted by the Government of the Dominican Republic.

f) The secretariat launched and started the review process for readiness grants. The grants would be presented to the Board for its consideration intersessionally during its thirty-ninth and fortieth meetings.

g) The secretariat held informal meetings with various partner organizations to explore collaboration opportunities through joint activities to enhance capacity-building impact through the Fund's readiness programme. Organizations included the United Nations Convention to Combat Desertification (UNCCD) and United Nations Forum on Forests (UNFF).

## **Communications**

24. Since the thirty-eighth Board meeting, the secretariat continued an effective strategy of producing and disseminating engaging content in the news stream to highlight the Fund's work, project voices on the ground, growing demand for projects and adaptation finance needs, expanding funding windows and opportunities for countries, among other topics. The secretariat continued to utilize and innovate new communications avenues, including the Fund's original podcast series 'Building Climate Resilience' and worked closely with implementing partners and

other stakeholders to showcase the Fund's projects and programmes in action via videos and stories. It also presented key events and other outreach activities of the Fund through social media, photo albums, flyers and other platforms. These efforts significantly grew the Fund's website readership, as well as partnerships with key communications colleagues from other funds, implementing and executing entities, CSO's, UNFCCC and other stakeholders.

25. During the reporting period, the secretariat developed six original news releases on timely topics such as youth engagement, the release of new Fund's knowledge studies on accreditation and regional projects, and the Board meeting results; three project stories (including two in collaboration with partner Climate Home News to expand audience reach to key stakeholders) on key topics such as innovation projects in Mexico, urban adaptation in Mongolia, Fund's effective SIDS project in the Seychelles and resilient alpaca production in Peru; four videos on topics such as scaling up Fund's projects; two podcasts and two photo essays; as well as new overview flyers on Fund programmes. The secretariat also shared multiple external videos and written stories from implementing partners highlighting Fund projects. It developed several sets of talking points that were utilized in high-level speeches, media outreach and video recordings for key AF outreach events.

26. The secretariat posted frequently to the Fund's website and social media platforms, which drew continued significant growth across the board. The Website had 32,361 new users and 218,622 page views (3.08% increase from previous year). The Fund put out 158 tweets and gained 413 new Twitter followers during the 15 April -1Aug reporting period, reaching the milestone of 20,000 followers. Facebook rose to 16,708 followers, an increase of 4,543 followers. LinkedIn increased to 3,080 followers, an increase of 652. The Fund also had 223 mentions in the press in the period, up from 145 during the same period last year. These included 130 in English, 76 in Spanish, and 17 in French.

27. The secretariat has continued to innovate and grow its communications platforms, including developing new podcasts, blogs and short videos as well as extending partnerships with media such as Climate Home News, which has enabled the Fund to reach larger audiences and additional project and programme areas in stories. The secretariat has started preparations for the COP27 conference in Egypt and is planning to host a pavilion with a branded design as well as side events on key Fund and adaptation themes such as development of the Fund's next Medium Term Strategy. The secretariat also worked with the IT team to continue to make periodic enhancements to ensure the website continues to be user-friendly, intuitive and secure.

### **Knowledge Management**

28. The secretariat completed a study on "lessons learned from transboundary adaptation interventions in the Fund's portfolio" which examines the benefits of adaptation interventions at the regional level with case studies from the AF portfolio of project and programs.

29. The secretariat completed a second study on "lessons learned from youth engagement in climate change adaptation" aimed at implementing entities of the Adaptation Fund. The study examined the different aspects of youth engagement including, but not limited to innovative

solutions employed by this age category in strengthening resilience to climate change and includes brief case studies from the Fund's portfolio of projects and programs from different sectors. The findings of the study were presented during a Youth summit held in Rotterdam, the Netherlands organized by the Global Center on Adaptation.

30. The secretariat completed a third study on “lessons learned from the streamlined accreditation process” aimed at NIEs or prospective smaller applicant entities and provides a brief background of the streamlined process, details the assessment and results from the desk study and interviews conducted, provides a deeper dive into the process for three Small National Implementing Entities (SNIEs), and concludes with key lessons learned as well as recommendations for further improvement of the process.

31. The secretariat also initiated the work on a fourth study on “lessons learned from scalability of Fund projects and programs including case studies from the Fund's projects and programs” which examines the enabling factors that led to scalability of Fund projects and looks at the challenges and opportunities faced in the process. The study is close to completion.

32. The secretariat completed the development of a virtual training course for project scale-up grants aimed at increasing understanding of national implementing entities on the review criteria, eligibility and characteristic of project scale-up grants with the final purpose of submitting successful proposals. The course is self-paced and is available in English, Spanish and French.

### **Accreditation**

33. The thirty-eighth meeting of the Accreditation Panel was held in a hybrid manner in Washington DC on 7-8 September 2022. The Panel has continued reviewing 17 re-accreditation applications (ten NIEs, two Regional Implementing Entities (RIEs) and five Multilateral Implementing Entities (MIEs)) and 13 accreditation applications of eleven potential NIEs, one potential RIE and one potential MIE that were previously reviewed but required additional information for the Panel's review. At the Panel's thirty-eighth meeting, the secretariat held a discussion on the TLMS taskforce and deliverables and present to the Panel a study it had commissioned on the lessons learned from the Fund's Streamlined Accreditation Process. The secretariat also presented a recap on the working modalities of the Panel and the AF-TERG briefed the Panel on the thematic evaluation on accreditation. The report of the Panel's thirty-eighth meeting has been published on the Fund's website as part of the documents for the thirty-ninth meeting of the Board.

**Table 1: Status of accreditation applications submitted to the secretariat as of 18 August 2022**

	<b>NIE</b>	<b>RIE</b>	<b>MIE</b>
Accredited	34	9	14
Re-accredited	17	5	11
Not accredited	15	2	0
Currently under review by Accreditation Panel	11	1	1
Screened by secretariat pending completion of accreditation application during this report period	1	0	0

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

### **Screening/technical review of project/programme proposals**

34. In preparation for the thirty-ninth meeting of the Board in October 2022, the secretariat screened and prepared technical reviews of six fully-developed single-country project documents and twenty-four single country concepts, as well as three regional fully-developed project document, one regional concept, and one regional pre-concept. In addition, the secretariat screened and technically reviewed five innovation small grant proposals. For the two new funding windows, the secretariat screened and technically reviewed one fully-developed innovation single country proposal, two innovation single country project concepts, one innovation regional project concept, one enhanced direct access fully-developed project document and one enhanced direct access concept note. In performing these tasks, the team leader was supported by GEF Secretariat technical staff, and 11 contracted technical experts.

35. During the intersessional period between the thirty-eighth and thirty-ninth meetings of the Board, three projects were approved; one single-country project and two regional projects. Additionally, one single country concept notes and two regional ones were endorsed, each of which requested a project formulation grant (PFG).

### **Review of Project Performance Reports and project/programme no-cost extension requests**

36. 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 Project Performance Reports (PPRs) prior to authorization by the Chair of the cash transfer of funding tranches, the secretariat has completed the review, cleared and made publicly available on the Fund's website:

(a) The second PPR for the projects implemented in: Chile, Ecuador (CAF, inception date: January 2020); Armenia (EPIU, inception date: September 2019); Albania, Macedonia, the former Yugoslav Republic of, Montenegro (UNDP, inception date: October 2019); Iraq (IFAD, inception date: December 2019); Sierra Leone (IFAD, inception date: May 2020);

(b) The third PPR for the projects implemented in: India (NABARD, inception date: May 2015); Nepal (WFP, inception date: October 2018); Colombia, Ecuador (WFP,

inception date: May 2018); Honduras (UNDP, inception date: March 2019); Federated States of Micronesia (MCT, inception date: July 2018); Cook Islands (MFEM, inception date: December 2018);

(c) The fourth PPR for the projects implemented in Morocco (ADA, inception date: May 2017); India (NABARD, inception date: May 2015);

(d) The fifth PPR for the project implemented in India (NABARD, inception date: May 2015);

(e) The sixth PPR for the project implemented in South Africa (SANBI, inception date: December 2015);

(f) The eighth PPR for the project implemented in Jamaica (PIOJ, inception date: November 2012).

37. In this intersessional period, the secretariat received four requests for project changes under the regular process. These were approved by the Board and a corresponding decision was transmitted to the IE. The requests received are listed below:

- (a) Request for provision of direct project services: Zimbabwe (UNESCO);
- (b) Request for extension of project completion date: Morocco (ADA);
- (c) Request for extension of project completion date and revision of disbursement schedule: Colombia, Ecuador (WFP);
- (d) Request for extension of project completion date: Kenya (NEMA).

38. As per Board Decision B.35.b/16, which includes a provision for temporary no-cost extension of the project completion date up to 12 months for projects/programmes which have been delayed due to COVID-19 and which are set to be completed within 24 months from the date of the extension request, the secretariat received intersessionally two no-cost project/programme extension requests. The secretariat proceeded screening the requests and found that they were compliant with the criteria as described in paragraph 33 of document AFB/EFC.26.b/4. The requests received and cleared by the secretariat as of the date of the issuance of this document are listed below:

- (a) No cost extension of project completion date: India, project “Enhancing Adaptive Capacity and Increasing Resilience of Small and Marginal Farmers in Purulia and Bankura Districts of West Bengal” (NABARD);
- (b) No cost extension of project completion date: Senegal, project “Reducing vulnerability and increasing resilience of coastal communities in the Saloum Islands (Dionewar and Fadiol)” (CSE).

## Gender

39. The secretariat produced a user-friendly version of the *study on* intersectional approaches to gender mainstreaming in adaptation-relevant interventions which was interessionally submitted to the Board as an informational document (Document AFB/B.37-38/Inf.1).<sup>2</sup> The study examines the importance of intersectional approaches and the value they add to implementing gender mainstreaming strategies and practices to adaptation interventions and details adaptation sector-specific examples. The study found while there is no single approach to integrating intersectionality in gender mainstreaming in adaptation-relevant interventions, the concept of intersectionality has been used effectively in different contexts, which helps to understand and address wider structural inequalities.

40. The secretariat has updated its Guidance Document for IEs on Compliance with the Fund's Gender Policy,<sup>3</sup> considering the results of the surveys of its IEs, DAs, AF civil society network and partner organizations conducted in 2021. The updated gender guidance document provides supplemental information and practical guidance for IEs to comply with AF gender policy and to enhance their gender responsive mainstreaming throughout the project lifecycle in an intersectional manner, accompanied by gender mainstreaming toolkits such as respective checklists for a preliminary gender analysis required for concept note and gender assessment required for fully developed project proposals, examples for sector-specific gender assessment considerations, and examples of gender-responsive indicators by sectors or theme. The secretariat also produced a summary version of the updated gender guidance document to make it serve as a handy tool for the IEs.

41. To help strengthen the capacity of NIEs to integrate gender considerations into the Fund's projects and programmes, the secretariat conducted a gender training focusing on the updated gender guidance document for IEs on compliance with the Fund's Gender Policy during the annual NIE seminar.

42. The secretariat continued to collaborate on gender work with other partner organizations including climate funds, the UNFCCC and other partner organizations, such as UN Women, InsuResilience Global Partnership, and Women and Gender Constituency. A representative of the secretariat participated in the high-level side event of the sixty-sixth session of the Commission on the Status of Women, and shared its experiences, insights and challenges related to strengthening financing mechanisms toward gender sensitive climate adaptation actions and financing gender and health in climate adaptation.

### **Resource mobilization**

43. The Fund has continued to be very active in its effort to support activities related to resource mobilization both at the communication level and at a policy level. The secretariat has continued to have bilateral conversations with potential and existing contributors.

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<sup>2</sup> Available at <https://www.adaptation-fund.org/document/study-on-intersectional-approaches-to-gender-mainstreaming-in-adaptation-relevant-interventions/>

<sup>3</sup> Available at <https://www.adaptation-fund.org/document/guidance-document-implementing-entities-compliance-adaptation-fund-gender-policy-2/>

44. The Board at its thirty-sixth meeting (March 2021), requested the secretariat, in consultation with the Resource Mobilization Task Force, to prepare a draft resource mobilization strategy for the period 2021– 2024 and a draft resource mobilization action plan and present them to the Board for its consideration at its thirty-seventh meeting (Decision B.36/36). The demand for support from the Adaptation Fund is high and is growing. The need of funding will increase as the country cap (the amount of funding that each country can access) has increased from 10 million to 20 million (Decision B.36/41). In April 2021, the Board also decided to enable the accreditation of up to two NIEs per country for eligible developing-country Parties (Decision B.36/42). At its thirty-seventh meeting, the Board took note of the Draft Resource Mobilization Strategy 2021-2024 (document AFB/B.37/4). The strategy lays out the current financial situation of the Fund, provides an overarching strengths, weaknesses, opportunities and threats (SWOT) analysis of the Fund’s ability to mobilize resources, and builds on the SWOT analysis to define a framework for raising resources. Based on the defined framework an overarching resource mobilization strategy has been developed to guide the Adaptation Fund in its fund raising efforts and to support a Board decision in setting resource mobilization targets for the 2021-2024 timeframe.

45. At its thirty-eight meeting in March 2022, the Board continued the discussion on the updated Draft Resource Mobilization Strategy for the period 2021– 2024 (AFB/B.38/6 Add.1) and a Draft Resource Mobilization Action Plan (AFB/B.38/6 Add.2) and decided to request the secretariat to conduct a survey for the Board Members during the intersessional period (B.38-B.39), with a view to receiving input on the draft resource mobilization strategy and action plan and to reflect the input provided by the Board through the intersessional survey for the Board’s consideration at its thirty-ninth meeting.

46. To that end, the secretariat launched a survey to seek input from the Board.

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

48. The Fund has also started the preparation of 2022 AF Contributor Dialogue to be held during the COP27 in Sharm El Sheikh with the aim to build on the successful Contributor Dialogue on 8 November 2021, at the COP26.

### **Ad Hoc Complaint Handling Mechanism**

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

### **Personnel**

50. Ms. Silvia Mancini, formerly working as an Operations Officer, was recruited as Senior Programme Officer on 16 May 2022 through an open competitive process.



51. Ms. Alyssa Gomes, formerly working as an Extended-Term Consultant, was recruited as Climate Change Specialist (innovation) on 15 July 2022 through an open competitive recruitment process.

52. Ms. Bianka Kretschmer transitioned from the position of Junior Professional Officer that was funded by the government of Germany to a position of Climate Change Specialist that is funded by the Adaptation Fund on 8 August 2022.

53. Mr. Ishak Mohammed, formerly working as a Short-Term Consultant, was recruited as Accreditation Analyst (Extended-Term Consultant) on 4 October 2022 through an open competitive process.

**Annex I: Activities of the secretariat (From 1 July 2021 to 30 June 2022 – FY22)****Meetings and Work Organization**

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 17	July - August 2021 [Completed]
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	19 - 21 October 2021 [Completed]
UN Climate Change Conference (COP26/CMP16/CMA5), Glasgow, UK	31 October - 13 November 2021 [Completed]
Proposal of FY23 workplan and budget	January - March 2022 [Completed]
Organization of the thirty-eighty Meeting of the Adaptation Fund Board	14-18 March 2022 [Completed]
Bonn Climate Change Conference	June 2022 [Completed]
Meetings of the Green Climate Fund Board (Three times a year)	4 - 7 October 2021 16-19 March 2021 [Attended]
Meetings of the Adaptation Committee (Two times a year)	7-10 September 2021
Meetings of the Standing Committee of Finance (Three times a year)	Technical Stakeholders Dialogue, 2 September 2021 [Attended] 12 – 14 October 2021, Bonn, Germany (Hybrid)

**Medium-Term Strategy**

Activity	Dates/Time frame
<p>Medium-term strategy (5-year work programme from 2018 to 2022)</p> <ul style="list-style-type: none"> <li>- Implementation of the medium-term strategy 2018 - 2022</li> <li>- Development of elements and options for the next medium-term strategy (from 2023 to 2027), including by soliciting inputs through open and inclusive stakeholder consultations, incl. <ul style="list-style-type: none"> <li>o Online survey with inputs from all Fund stakeholders</li> <li>o Expert roundtables</li> <li>o Youth roundtable</li> </ul> </li> </ul> <p>Additional consultations and awareness raising among stakeholders on the development of the next Medium-Term Strategy, incl. through a side event at the UNFCCC SB56 Bonn Climate Change</p>	<p>Throughout FY22</p> <p>January to April 2022</p> <p>June 2022</p>

Activity	Dates/Time frame
Conference that engaged representatives from recipient countries, national implementing entities, the scientific community, the AF CSO Network, and youth and gender constituency.	

### Resource Mobilization

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

### Projects and Programmes

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

### Accreditation

Activity	Dates/Time frame
Accreditation review support	Throughout FY22 [Ongoing]
Accreditation Panel field visit to IE applicants	TBC
36th meeting of the Accreditation Panel	1-2 September 2021 [Completed]
37th meeting of the Accreditation Panel	2 February 2022 [Completed]

## Result Based Management

Activity	Dates/Time frame
Review of Project Performance Reports (PPRs). - Up to the day of the development of this report, twenty PPRs were received and cleared by the secretariat.	Throughout FY22 [Ongoing]
Review of project change request - Up to the day of the development of this report, four requests were received by the secretariat (two related to project changes and two related to project no-cost extensions)	Throughout FY22 [Ongoing]
Project Monitoring Missions (2 per fiscal year - virtual and on-site – if feasible) - One virtual PMM conducted in Seychelles. Due to COVID19 travel restrictions, no on-site PMM has been organized.	Throughout FY22 [Ongoing]
Development of the Annual Performance report to be considered at the AFB 39 meeting	July – October 2022 – [Ongoing]
Enhancement of FIF platform including online submission of PPR - The PPR online submission module has been completed and internal testing has been carried out in FY22.	Throughout FY22 [Ongoing]

## 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; [ 3 project stories completed; 7 Flickr photo sharing albums developed]
Updates of AF and Direct Access flyers and briefing notes, facilitate development of social media cards	Updates twice/year: November 2021 and May 2022; [flyers on direct access, AF overall, and briefing note developed/updated]; multiple event flyers and social media cards developed; special postcards for COP developed].
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); [2-3 e-newsletters produced, 15 press releases and 7 videos produced.]
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;

Activity	Dates/Time frame
	[TP sets and templates produced.]
Production of approx. 2-4 videos on timely themes; and Production of 2-4 thought leadership podcasts on key AF themes	Throughout FY22; [2 videos on COP26 developed (1 long, 1 short), 2 videos on scale-ups, videos on Seychelles project and country exchange; 7 podcasts developed and disseminated on various timely AF themes.]
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; [videos and promotion of events, photos taken and posted on social media.]
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)	Throughout FY22 [Ongoing with higher volume during COP period; many media interviews facilitated during the COP26 period and afterwards.]
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	July – November 2021 [Pavilion organized and implemented; mini-COP26 website developed and implemented; materials such as AF pins, and postcards developed and disseminated]
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; [Ongoing]; 477 tweets posted during the year
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	Throughout FY22; [1 video produced; 4 stories produced]

Activity	Dates/Time frame
<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>	
Update and maintenance of AF website with focus on keeping content fresh, relevant and user-friendly for mass audiences, Constant Contact, SM 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; [integrated into COP website and materials during COP]

## Knowledge Management

Activity	Dates/Time frame
Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge: <ul style="list-style-type: none"> <li>- Publication 1: The Role of transboundary adaptation interventions in strengthening resilience to climate change</li> </ul>	Completed in April 2022
Organization of events where findings from projects are presented <ul style="list-style-type: none"> <li>- Presentation at Paris Committee on Capacity Building (PCCB) on knowledge management methods and tools for capacity building (SB56, Bonn, Germany)</li> </ul>	COP26, Glasgow, UK [Completed]  SB 56, Bonn, Germany [Completed]
Learning grants, reviewing proposals and preparation of Board documents	AFB38 (March 2022)
Publication capturing lessons learned from streamlined accreditation <ul style="list-style-type: none"> <li>- Study completed</li> </ul>	May 2022 [Completed]
Publication capturing and integrating knowledge from readiness and capacity building produced and disseminated <ol style="list-style-type: none"> <li>1. Country exchange with NIEs around a certain theme/sector (cancelled and postponed to FY23)</li> <li>2. Virtual training course for project scale-up grants (English, Spanish and French)</li> <li>3. Participation in Readiness webinar</li> </ol>	June 2022 [completed]  April 2022
Publication on Lessons learned/case studies/best practices produced on key project knowledge in collaboration with IEs, academia	June 2022 [completed]

Activity	Dates/Time frame
- Lessons learned from youth engagement in climate change adaptation, including case studies from AF portfolio	Outreach & dissemination event under preparation for Sep 2022
Publication on specific adaptation issue in collaboration with learning institution (2 publications) Lessons learned from scalability of Fund projects and programs, including case studies from AF portfolio	Close to completion by August 2022
General collaboration with partners through participation at events and awareness raising activities	Throughout FY22 [Ongoing]

## Gender

Activity	Dates/Time frame
Update or Development of Gender related AF documents such as (1) Update of Guidance Document for IE on GP Compliance (2) Update of 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 (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	July 2021- June 2022 [(1) (5) (7) are completed in July 2022] (4) draft is developed, and the review is ongoing]
Implement, Track and Monitor implementation of updated GP and GAP	Throughout FY22 [Ongoing]
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 [pilot analysis started from May 2022, and expected to be regularized upon the completion of the gender score card]
Gender Trainings: (1) for Board, (2) for the secretariat /or (3) for NIEs (or IEs)	Due to the prolonged process for the update of the Fund's gender guidance document, the trainings have been postponed to FY 23: gender

Activity	Dates/Time frame
	training for NIE is scheduled in September 2022; schedule for the Board training is under discussion; gender training for the secretariat is expected in November 2022-February 2023.
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 [Ongoing]
Providing gender support related to the Evaluation Framework in line with the Updated Gender Policy	July - March 2022 [Ongoing]
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 [Completed]
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 [Ongoing]

### Readiness Programme

Activity	Dates/Time frame
Accreditation webinar	15 July 2021 [Completed]
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 [Ongoing]. Note, S-S cooperation grants have been replaced by Readiness Package grants as per AFB decision B.36/25
Project scale-up grant review	Review and submission at AFB 37 (Oct 2021) and AFB38 (April 2022). [Completed]



Activity	Dates/Time frame
2021 annual climate finance readiness seminar for accredited national implementing entities	2-6 Aug 2021 [Completed as virtual event 3-5 Aug 2021]
Adaptation Fund 2021 NIE Virtual Country Exchange Visit in India. Due to the COVID-19 pandemic, the third country exchange was held as a virtual event jointly with the Adaptation Fund and the National Bank for Agriculture and Rural Development (NABARD) of India which is the accredited NIE for India. The theme of the third country exchange was Food Security.	17, 19 and 24 August 2021 [Completed. Event implementation had been planned for May 2021 in FY21 but had been delayed due to Covid-19. The country exchange was later implemented in August 2021 as a virtual event]
Readiness package (accreditation and re-accreditation) workshop . This could also involve engaging ex- accreditation Panel members to support candidate entities navigate challenging accreditation gaps	7-9 Sept 2021 [Completed as one day virtual event on 9 September 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 identified by innovation team. Target audience will be all AF accredited IEs and DAs	26-28 Oct 2021 [Completed as virtual event 22-23 Nov 2021. The workshop discussed examples of types of innovation, clarity around the innovation process or pathway, and the different stages into which a proposal can fit]
Adaptation Fund Readiness Webinar #13 (Webinar on Enhancing Access to Climate Finance under the AF new Funding Windows)	1 Dec 2021 [Completed 9 Dec 2021]
Cross-learning webinar between AF IEs (NIEs, RIEs and MIEs)	[Postponed to FY24]
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	22-24 Feb 2022 [Cancelled]

Activity	Dates/Time frame
control framework, AF accreditation guideline documents and clinic sessions.	
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 [Document development postponed and to be reconsidered in FY24]
Adaptation Fund Readiness Webinar #14 (Topics to include AF implementation of COVID response policy; AF funding windows)	7 April 2022 [Cancelled]
Country exchange with NIEs to provide additional technical support during project/programme implementation.	26-29 April 2022 [Delayed due to Covid-19 and later cancelled as a result. Delays in video production of country exchange from FY21, which video was only finalized in August 2022, had an impact on the final decision to cancel the event]
Accreditation webinar	18 May 2022 [Completed 9 June 2022]
Workshop on Enhanced Direct Access (EDA) . (Possible joint hosting with GCF)	28-30 June 2022 [Completed 21-24 June 2022 as an AF only event hosted by Costa Rica's accredited NIE, <i>Fundecooperación para el Desarrollo Sostenible</i> ]
3 issues of bulletin by providers of readiness support	Quarterly (Aug and Dec 2021 and April 2022) [Bulletin absorbed by PCCB in July 2021 and integrated into the PCCB Newsletter to streamline the

Activity	Dates/Time frame
	delivery of information and support to developing countries, following agreement by bulletin production partners AF, PCCB and CTCN. Production of bulletin by providers of readiness support has since ceased as a result]
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. [On-going on a rolling and needs basis. No documents translated in FY22]
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 [Discussion with secretariat and AFCIAs on-going]
Support for community of practice workplan implementation.	Throughout FY22 [Completed. Milestone for proposal development and submission by CPDAE to GCF. Proposal approved by GCF on 30th of December 2021 and current committed funds amount to US\$ 1.2 million]

Activity	Dates/Time frame
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.	Throughout FY22 [Completed]
RBM for all readiness projects including M&R	Throughout FY22 [Ongoing]

**Annex II: Activities of the secretariat (From 1 July 2022 to 30 June 2023 – FY23)****MEETINGS AND WORK ORGANIZATION**

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 17 / CMA 4	July - August 2022 [Ongoing]
Supporting the UNFCCC secretariat in preparing a technical paper on the fourth review of the Adaptation Fund	August - September 2022 [Ongoing]
Organization of the thirty-ninth Meeting of the Adaptation Fund Board, Bonn, Germany,	10-14 October 2022 [Ongoing]
UN Climate Change Conference (COP 27 / CMP 17 / CMA 4), Sharm el-Sheikh, South Sinai, Egypt	7-18 November 2022 [Under preparation]
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
<p>Second Medium-term Strategy (MTS II) for the period from 2023 to 2027</p> <ul style="list-style-type: none"> <li>- Development of a draft MTS II, under the guidance of the Board's task force and through broad and inclusive stakeholder consultations, for the Board's consideration at AFB.39</li> <li>- Stakeholder consultations include targeted consultations and written inputs and feedback by the AF-TERG, AF CSO Network, and IPCC experts</li> <li>- Launch event of MTS II following the Board adoption during COP 27</li> <li>- Preparation of the MTS II Implementation Plan following the adoption of MTS II at AFB.39</li> <li>- Implementation of the MTS II</li> </ul>	<p>July – October 2022</p> <p>November 2022</p> <p>October 2022 – March 2023</p> <p>January – June 2023</p>

**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

Activity	Dates/Time frame
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 [Completed]
Review of and decisions on project and programme proposals for the thirty-ninth Meeting of the Adaptation Fund Board	August - October 2022 [Completed]
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 [Completed]
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 on-site) - Two on-site PMM are scheduled in December 2022 and April 2023 (TBC)	Throughout FY23
Production of Annual Performance Report in multiple languages (FR, EN, ES)	October – December 2022
Update/Development of the project implementation related policies under the Operation Policies and Guidelines including the update of the Fund's results management framework in the context of MTS2	Throughout FY23
Enhancement of FIF platform including the development of the portfolio reporting dashboard	Throughout FY23

**COMMUNICATIONS**

Activity	Dates/Time frame
Publication of several 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 COP27 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 SM, with a core audience composed of climate negotiators and international organizations interested in climate change	Throughout FY23; 4 stories and 1 video planned
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

Activity	Dates/Time frame
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 current communications strategy	Feb - April 2023
Help develop outreach at COP 27 in support of 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"> <li>- Publication by sector</li> <li>- Virtual PMM report</li> <li>- Dissemination plan publication</li> </ul>	June 2023
Events where findings from projects are presented <ul style="list-style-type: none"> <li>- Event on youth engagement on climate change adaptation under preparation in collaboration with partners</li> <li>- Panelist at event on youth engagement on climate change adaptation</li> </ul>	COP 27 (November 2022)  GCA Youth summit, Rotterdam, Netherlands (3-4 September 2022) [Completed]
Best practices on Direct Access <ul style="list-style-type: none"> <li>- Best practices/lessons learned from PPRs around a certain theme/sector</li> </ul>	June 2023
Reviewing learning grants proposals and preparation of Board documents	August - October 2022 [ongoing]
Reviewing learning grants proposals and preparation of Board documents	January - March 2023
Publication capturing lessons learned from accreditation 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
Learning events hosted with other funds around different themes related to projects	Throughout FY23; COP27
Publication capturing and integrating knowledge from readiness and capacity building produced and disseminated Country exchange – knowledge fair <i>Global conference on innovation &amp; learning</i>	December 2022 May - June 2023 (part of the Adaptation



Activity	Dates/Time frame
<i>Lessons learned from CPDAE (challenges faced, lessons from how the community came together with the GCF)</i> <i>Participation in Readiness webinar</i>	Futures Conference) March - June 2023 August 2022
Publication on specific adaptation issue in collaboration with learning institution/think tank (2 publications) 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 Support to CPDAE	June 2023
Updating the Knowledge Management Strategy	January - 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)*September 2022 and February-April 2023
Gender Partnership 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 (i) Secretariat's activities report; (ii) Annual performance report (APR); (iii) CMP/CMA Report	Throughout FY23
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, Readiness Package Grants)	Twice a year: July - Dec 2022; and March – June 2023 [Ongoing]
Project scale-up grant review	August - October 2022 [Ongoing]
Project scale-up grant review	January- March 2023
2022 9 <sup>th</sup> Annual Climate Finance readiness seminar for accredited NIEs to be held in Washington D.C.	26-30 September 2022 [Completed]
Accreditation workshop	October 2022
Adaptation Fund Readiness Webinar #14	November 2022
Gender training (online) with all accredited IEs	December 2022
Accreditation workshop	February 2023
Adaptation Fund Readiness Webinar #15	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. - 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