



ADAPTATION FUND

AFB/B.40/3
18 March 2023

Adaptation Fund Board
Fortieth meeting
Bonn, Germany, 23-24 March 2023

Agenda item 6

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 five months between the thirty-ninth meeting in October 2022 and the fortieth meeting of the Adaptation Fund Board (the Board) in March 2023.

Finalization and posting of the report of the thirty-ninth meeting

2. Following the thirty-ninth meeting held in Bonn, Germany on 13-14 October 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.39/14.

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) Third workshop on the Global Goal on Adaptation organized by the United Nations Climate Change Secretariat (17-18 October 2022, Cairo, Egypt): A representative of the secretariat participated in the workshop and gave a presentation on the Fund's Results-Based Management and Strategic Results Framework.
- (b) Global Workshop on Water, Agriculture and Climate Change (17-18 October 2022, Geneva, Switzerland): Two representatives of the Secretariat collaborated with UNECE in the organization of this workshop where they shared information about the AF regional funding window and findings and lessons learned from a KM study titled "Transboundary approaches to climate adaptation: lessons learned from the AF's regional projects and programs".
- (c) Cumulus Detroit: Design for Adaptation (2-4 November 2022, Detroit, the United States): The Manager of the secretariat delivered a keynote speech in the conference of the Cumulus network of design professionals and researchers on the topic of "Design for adapting to climate change".
- (d) 27th Conference of the Parties to the United Nations Framework Convention on Climate Change (COP27) (20-27 November 2022, Sharm el-Sheikh, Egypt): The Manager and representatives of the secretariat participated in the conference and supported the Chair in representing the Fund during Adaptation Fund related negotiations and several side events, in particular during the Board Chair statement in the high-level segment, and Fund-related negotiations including: the fourth review of the Fund; the report of the Board to the CMP and CMA; the rules, modalities and procedures for the mechanism established by Article 6.4 of the Paris Agreement, and

matters relating to the work programme under the framework for non-market approaches referred to in Article 6.8. The Vice-Chair of the Board represented the Fund in a virtual side-event organized by the UNDP: “Climate finance, gender and conflict”. The secretariat ensured the Fund’s continued presence and visibility through a dedicated Adaptation Fund pavilion during the whole duration of the conference. The secretariat also organized five well-attended side events in English, French, Spanish and Arabic: (i) one event launching the new Medium-Term Strategy 2023 -2027; (ii) one on youth engagement in climate adaptation; and (iii) one Francophone, one Spanish-speaking and one Arabic speaking side event on accessing the Fund. The secretariat also organized a special 15 Year Anniversary event that commemorated the 15 years of Fund operations with several key stakeholders. Together with relevant partner institutions, the secretariat jointly organized an AFCIA side event (with United Nations Development Programme (UNDP) and United Nations Environment Programme (UNEP)), a Community of Practice of Direct Access Entities (CPDAE) side event (with the Green Climate Fund (GCF)) and a side event on scaling up Fund projects (with the GCF). The Manager of the Secretariat represented the Fund at the annual meeting of the heads of the climate funds. In addition, the Manager and staff of the secretariat participated in 33 side events and seven media interviews on various themes and projects, such as locally led adaptation, climate risks in conflict-affected settings, innovation, nature-based solutions, capacity-building, health, gender-just climate finance, adaptation in the water sector, forests, and agriculture. The secretariat organized the Fund’s annual high-level Contributor Dialogue which was hosted by the Government of Egypt’s COP27 Presidency and moderated by the Chair, with interventions by several distinguished high-level speakers, including the COP27 President, Deputy Executive Secretary of the UN Framework Convention on Climate Change, and 17 contributor government representatives at ministerial or other high levels, as well as developing country groupings. The Contributor Dialogue recorded a total pledged or contributed amount of US\$ 243 million from 17 contributors, including five first time contributors and six multi-year tranches. The secretariat also engaged in over 50 bilateral meetings with recipient and contributor governments, existing and potential new implementing entities, and other adaptation related organizations and institutions.

- (e) The Global Environment Facility Introduction Seminar (28 February – 2 March 2023): Two representatives of the secretariat presented on the Adaptation Fund funding modalities, access procedures, and new Medium-Term Strategy.
- (f) The 23rd meeting of the UNFCCC Adaptation Committee (7-10 March 2023 Bonn, Germany and virtually). A representative of the secretariat participated remotely and shared the Fund’s experience and knowledge in the dialogue on “Progress made in closing the capacity gaps identified in accessing adaptation funding, and on how to enhance progress”.

- (g) The Gobeshona Global Conference 3 (10-16 March 2023, held virtually). The secretariat organized on 15 March 2023 the session “Adaptation Fund: Challenges and Opportunities in the Monitoring of Locally-led Adaptation Initiatives”, where representatives of the secretariat, national implementing entities and the civil society talked about the Fund’s experiences with enhanced direct access. On 10 March 2023, representative of the secretariat also spoke about the Adaptation Fund Climate Innovation Accelerator (AFCIA) and the work that the Adaptation Fund does to promote innovation for locally-led adaptation, at a session organized by the Global Resilience Partnership (GRP) and UNDP titled “Innovation in locally led adaptation: solutions for resilient women, youth, refugees and indigenous communities”.
- (h) The 35th meeting of the GCF Board (13-16 March 2023, Songdo, Republic of Korea). A member of the secretariat joined the meeting as observer, and had meetings with GCF colleagues and other stakeholders on its margins.
- (i) The secretariat provided input to working document of the UNFCCC including: the call for submissions on capacity building for adaptation by the PCCB’s Informal Coordination Group (ICG) under the theme: ‘Capacity-building support for adaptation, with a focus on addressing gaps and needs related to formulating and implementing national adaptation plans (NAPs)’; and the compilation and synthesis report of the UNFCCC secretariat on capacity-building work of constituted bodies and operating entities established under the Convention and its Kyoto Protocol.

Preparations for the fortieth Board meeting

Meeting arrangements

4. The Board held its thirty-ninth meeting in Bonn, Germany on 13-14 October 2022, preceded by the Project and Programme Review Committee and the Ethics and Finance Committee, respectively, on 11-12 October 2022.

5. The Board decided to hold its fortieth meeting in Bonn, Germany, on 21-24 March 2023, including the meetings of the Project and Programme Review Committee (PPRC) and the Ethics and Finance Committee (EFC) and the meeting of the Board.

6. The secretariat issued letters of invitation to the Board members and alternates, and made travel arrangements for eligible Board members.

Meeting documents

7. The secretariat, working closely with the Board Chair and the Committee Chairs and Vice-Chairs, the Technical Evaluation Reference Group for the Fund (AF-TERG) and the trustee, prepared the documents for the fortieth meeting of the Board and for the thirty-first meetings of the Project and Programme Review Committee (PPRC), and of the Ethics and Finance Committee (EFC).

8. The full list of documents is contained in document AFB/B.40/Inf.1, List of documents.

Membership of the Board

9. 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. Hyekyoung Jung (Republic of Korea, Asia-Pacific States) replaced Ms. Sohee Gwag (Republic of Korea, Asia-Pacific States) as Member.
- (b) Mr. Masoud Rezvanian Rahaghi (Islamic Republic of Iran, Asia-Pacific States) replaced Ms. Sheyda Nematollahi Sarvestani (Islamic Republic of Iran, Asia-Pacific States) as Alternate.
- (c) The Member position representing the Eastern European countries, previously held by Ms. Ala Druta (Moldova, Eastern Europe), remains to be filled.
- (d) The Alternate position representing the Eastern European countries, previously held by Mr. Aram Ter-Zakaryan (Armenia, Eastern Europe), remains to be filled.
- (e) Ms. Margarita Caso Chavez (Mexico, Latin America and the Caribbean) resigned from the Board on 13 January 2023, and her position remains to be filled.
- (f) Mr. Kenrick Williams (Belize, Latin America and the Caribbean) replaced Mr. Wenceslao Carrera Doral (Cuba, Latin America and the Caribbean) as Member.
- (g) Ms. Mareile Drechsler (Germany, Western European & Others Group) replaced Dr. Ursula Fuentes Hutfilter (Germany, Western European & Others Group) as Member.
- (h) Ms. Sylviane Bilgischer (Belgium, Western European & Others Group) replaced Ms. Susana Castro-Acuña Baixauli (Spain, Western European & Others Group) as Alternate Member.
- (i) Mr. Mani Mate (Cook Islands, SIDS) replaced Ms. Angelique L.M. Pouponneau (Seychelles, SIDS) as Alternate.
- (j) Mr. Naresh Sharma (Nepal, LDCs) replaced Mr. Idy Niang (Senegal, LDCs) as Member.
- (k) Mr. Patrick Owere (Uganda, LDCs) replaced Mr. Tshering Tashi (Bhutan, LDCs) as Alternate.
- (l) The Member position representing the Annex I Parties, previously held by Ms. Sylviane Bilgischer (Belgium, Annex I Parties), remains to be filled.
- (m) The Alternate position representing the Annex I Parties, previously held by Mr. Matthias Bachmann (Switzerland, Annex I Parties), remains to be filled.
- (n) The Alternate position representing the Non-Annex I Parties, previously held by Ms. Naima Oumoussa (Morocco, Non-Annex I Parties), remains to be filled.

Intersessional decisions approved by the Board

10. The secretariat, in consultation with the Board Chair and Vice-Chair when relevant, 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.39-40/1 Addendum to the report of the Adaptation Fund Board to the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol at its seventeenth session and to the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at its fourth session
- B.39-40/2 Approval of request for no-cost extension: South Africa (SANBI)
- B.39-40/3 Appointment of Member representing Asia-Pacific States
- B.39-40/4 Approval of Readiness Package Grant for Cameroon
- B.39-40/5 Approval of Readiness Package Grant for Zambia
- B.39-40/6 Approval of request for revision of project disbursement schedule: Syrian Arab Republic (UN-Habitat)
- B.39-40/7 Election of the Vice-Chair of the Accreditation Panel
- B.39-40/8 Approval of request for minor revisions to project implementation arrangements: Bhutan (BTSEC)
- B.39-40/9 Re-accreditation of the Environmental Project Implementation Unit (EPIU), Armenia as a National Implementing Entity (NIE) of the Adaptation Fund
- B.39-40/10 Sri Lanka: Build Resilience to Climate Change and Climate Variability of Vulnerable Communities in Mullaitivu District of Sri Lanka
- B.39-40/11 India, Sri Lanka: Strengthening Resilience of Vulnerable Communities in Sri Lanka and India to Increased Impacts of Climate Change
- B.39-40/12 Approval of request for provision of direct project services: Chile Colombia Peru (WMO)

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

Accreditation-related matter

11. The secretariat conveyed decision B.39/1 to all applicant implementing entities in the reaccreditation process, which temporarily approves a blanket extension of the deadline for achieving reaccreditation of up to six months, for all implementing entities with “in reaccreditation process” status between 1 March 2020 and 1 July 2022 whose reaccreditation process had been delayed by the pandemic. (Decision B.39/1)

12. The secretariat also communicated decision B.39/2 and the template for the top-level management statement (TLMS) to applicant implementing entities whose re-accreditation applications had stalled due to non-compliance with the TLMS requirement. (Decision B.39/2)

Updated guidance for Implementing Entities on the use of unidentified sub-projects

13. The secretariat informed the implementing entities of the Fund of the new guidance for implementing entities on the use of Unidentified Sub-Projects (USPs) contained in document AFB/PPRC.30/54, thus superseding that of Annex 2 of document AFB/B.32-33/7. (Decision

B.39/52). The new guidance was announced in the Courtesy Notification circulated to all IEs on 9 November 2022.

Options for further supporting the work of the PPRC

14. The secretariat prepared a report on the pilot phase to-date, with a view to considering potential changes to the Operational Policies and Guidelines (OPG), as appropriate, and taking into consideration the developments related to the new Medium-Term Strategy (2023-2027), as well as any other relevant developments to present the report at the thirty-first meeting of the PPRC with a recommendation concerning the next decision regarding the pilot phase. (Decision B.39/53)

Annual performance report for fiscal year 2022

15. The secretariat prepared and made available on the Fund's website a summarized version of the Annual Performance Report (APR) for the general public in a reader-friendly format and translated into Arabic, French and Spanish, following the approval of the APR by the Board. (Decision 39/54)

Report of the Chair of the Technical Evaluation Reference Group

16. The secretariat prepared a draft management response to the thematic evaluation mentioned above and submitted it to the EFC for comments during the intersessional period between the Board's thirty-ninth and fortieth meetings. The secretariat subsequently revised the draft management response taking into account the comments received from the members of the EFC for the consideration of the EFC at its thirty-first meeting. The secretariat also considered, in the context of developing plans for the implementation of future work on innovation, various options, including the three options presented in the evaluation document, as well as a combination of relevant elements thereof, and the cost and resource implications required to implement them, as well as their potential benefits and impacts, and accordingly considered them when developing the implementation plan for the medium-term strategy for 2023–2027 for consideration by the Board. (Decision 39/56)

Progress report on the management response to the mid-term review of the medium-term strategy

17. The secretariat posted the approved progress report on the management response and action plan on the Adaptation Fund's website. (Decision B.39/59)

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

18. The secretariat continued discussing and engaging with the United Nations Development Programme (UNDP), with a view to ensuring that all completed projects funded by the Adaptation Fund and implemented by UNDP were financially closed and that final audited financial

statements were prepared and submitted in compliance with the Adaptation Fund's Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund and the project legal agreements between the Board and UNDP. (Decision B.39/60).

19. As per Board decision B.39/60, the secretariat facilitated a call between the incoming Chair of the Board and UNDP on March 8 to discuss the matter on the implications of the fiduciary issues related to completed projects. The secretariat will present an updated report to the EFC at its thirty-first meeting and a proposed way forward as discussed between UNDP and the incoming Chair of the Board. As per decision B.39/60, UNDP will be requested to make an oral presentation on the status of the matters referred to in paragraphs (c) (i) and (ii) of decision mentioned above.

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

20. The secretariat broadly disseminated the MTS 2023–2027 to the Adaptation Fund's stakeholders to raise awareness and support, and prepared, under the guidance of the MTS 2023–2027 task force, a draft implementation plan for the MTS 2023–2027, for consideration by the Board at its fortieth meeting, and prepared, as part of the implementation plan and as necessary, draft updates to the Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund, in order to facilitate implementation of the MTS 2023–2027, for consideration by the Board at its fortieth meeting. (Decision B.39/61)

Strategic discussion on objectives and further steps of the Fund. Potential linkages between the Fund and the Green Climate Fund

21. The secretariat continued discussions with the Green Climate Fund to advance the collaborative activities identified at the annual dialogue on climate finance delivery channels held in November 2020 to make progress in implementing the seven activities of the 2019 climate funds collaboration road map (annex I to document AFB/B.36/6). (Decision B.39/63).

22. The secretariat joined on 15 November 2022, the sixth annual dialogue of climate funds organized on the margins of the Sharm el-Sheikh Climate Change Conference (COP27). The heads of the funds took stock of the progress in the joint implementation of the climate funds collaboration roadmap, specifically focusing on gaps and the ways to increase cooperation and agreed to continue further boosting complementarities and coherence between the funds.

Options to further enhance civil society participation and engagement in the work of the Board

23. The secretariat prepared a draft Adaptation Fund vision and guidelines for enhanced civil society engagement, based on the draft outline presented in table 1 of document AFB/B.39/8 and reflecting the discussion at the thirty-ninth meeting of the Board. The secretariat also compiled the remaining elements recommended by the Adaptation Fund Civil Society Network that were not included in the draft outline referred above and their potential implications, for further discussion. (Decision B.39/64)

Further analysis of element related to innovation under the Adaptation Fund: mapping finance for innovation, risk appetite and recommendations for the innovation advisory body

24. The secretariat developed a draft risk framework for innovation projects and programmes, along with desired risk-tolerance targets for the Adaptation Fund's innovation projects portfolio, taking into account the differences among the innovation funding windows. In the draft risk framework, the secretariat indicated and clarified the project design elements that are encouraged in innovation, elaborating on the concept of acceptable or desirable risk, with a view to providing guidance to implementing entities. The secretariat further developed principles for the advisory body for innovation referred to in document AFB/B.39/10, including draft terms of reference, taking into account the developments with the Medium-Term Strategy 2023–2027. (Decision B.39/65)

Date and venue of meetings in 2023 and onward

25. The secretariat explored the feasibility of holding the forty-first board meeting, scheduled from 10–13 October 2023, in the host country for the United Nations Climate Change Conference in conjunction with such meeting, to enable the Board to further consider the matter at its fortieth meeting or during intersessional period between the fortieth and forty-first meetings (B.40–B.41) (Decision B.39/68). The secretariat reached out to the contact point of the office of the COP28 President sharing the Board's interest in holding its forty-first meeting in the host country for the UN Climate Change Conference and inquiring the availability of the government to host the Board meeting in its country. In response to decision B.39/68, the secretariat prepared and presents document AFB/B.40/9 to the fortieth meeting of the Board for consideration.

Readiness Programme

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

- a) The secretariat launched and completed the review process for readiness grants for the intersessional period between the thirty-ninth and fortieth meetings. The secretariat launched the call for readiness grants for the review cycle between the intersessional period between the fortieth and forty-first meetings of the Board. The window for proposal submission is open from 1 February to 31 March 2023.
- b) The secretariat hosted a webinar on Accreditation on 7 December 2022. The workshop sought to enhance understanding on the Fund's accreditation process and criteria among developing countries, navigating accreditation challenges and overview of the fiduciary standards and requirements.

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

- c) The secretariat hosted the 14th Webinar in the Funds readiness webinar series on 8 December 2022, to discuss the topic “Distilling the characteristics of Enhanced Direct Access and Innovation Project design in Adaptation”. The webinar discussed the key features that distinguish enhanced direct access (EDA) and innovation projects from regular adaptation projects and shared experiences and learning from proposals approved by the Adaptation Fund Board under the aforementioned funding windows.
- d) The secretariat hosted its first webinar on gender on 27 October 2022. The virtual webinar discussed the Fund’s gender framework, an updated gender guidance document and best practices, and challenges hindering compliance with the Fund’s gender policy. More information is presented under the gender section of the current document.
- e) The secretariat made preparations to participate in the training workshop on climate finance mobilization and access for Association of Southeast Asian Nations (ASEAN) Member States (AMS), which will take place from 20-23 March 2023 in Manila, Philippines. The workshop is organized and hosted by the UNFCCC secretariat, under the auspices of the Needs-Based Finance (NBF) / ASEAN Climate Finance Strategy Project and will invite the Fund’s Designated Authorities from ASEAN as part of the workshop attendants.
- f) The secretariat held informal meetings with various partner organizations to explore opportunities to collaborate with the Fund’s readiness programme through joint capacity-building and outreach activities. Organizations included the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Climate Change Convention (UNFCCC) secretariat for engagement with the Paris Committee on Capacity-building (PCCB), the Adaptation Committee’s National Adaptation Plan Task Force (NAP TF), and the UN Climate Change secretariat project on Needs Based Financing (NBF).
- g) The secretariat plans to host the following events between March and June 2023:
- The 15th webinar in the Fund’s readiness webinar series which will discuss the topic: Climate change reasoning for adaptation project development.
 - A webinar on gender
 - A workshop on EDA which will be held in Rwanda in partnership with the Fund’s accredited NIE: the Ministry of Environment (MoE) of Rwanda.
 - A country exchange in Indonesia which will be held under the theme: Ecosystem Based Adaptation. The event will be held in partnership with the Fund’s accredited NIE: The Partnership for Governance Reform in Indonesia (Kemitraan).

Communications

27. Since the thirty-ninth Board meeting, the secretariat continued an effective strategy of producing and disseminating engaging content in the news stream and to key target stakeholder audiences to highlight the Fund's work, project beneficiaries on the ground, key Fund events and resource mobilization results at COP27, growing demand for projects and adaptation finance, and expanding funding windows and opportunities for countries, among other topics. The secretariat continued to utilize effective communications avenues, including designing and implementing a high visibility branded Adaptation Fund pavilion and handing out thousands of QDR-coded postcards, brochures on its funding windows, project stories and other materials about AF's work and 15th anniversary at COP27. The secretariat worked closely with implementing partners and other stakeholders to showcase the Fund's projects and programmes in action via videos, stories, outreach and media. It also presented other 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.

28. During the reporting period, the secretariat developed two original news releases and two e-newsletters on timely topics such as highlights of the last Board meeting results, COP27 activities and outcomes, and key achievements and actions on the ground of the Fund and its key pillars throughout 2022 in its year-in-review newsletter. The Fund also developed and disseminated three project stories (including two in collaboration with partner Climate Home News on unique Adaptation Fund projects in Egypt and examples of youth engagement from the Fund's portfolio). It additionally developed five videos highlighting the Fund's pioneering, unique programs and seminars, which were showcased before and during COP27. The secretariat also posted five Flickr photo sharing albums, highlighting photos from the Fund's projects in Egypt, Armenia and Volta Basin of Ghana, as well as its NIE seminar and project visit, and its COP27 activities. The secretariat also shared multiple external videos and written stories from implementing partners highlighting Fund projects. It developed several thorough sets of talking points before, during and after COP27 that were utilized in high-level speeches, media outreach and video recordings for key AF outreach events.

29. The secretariat posted frequently to the Fund's website and social media platforms, which drew continued significant growth across the board. The Website had 40,147 new users and 312,445 page views (38% increase from previous year). Its COP27 mini website received 10,452 page views, significantly high for this year (both the main page and activity page received almost double the views compared to the previous year) The Fund put out 206 tweets and gained 735 new Twitter followers during the 16 Oct -25 Jan reporting period, reaching the milestone of 21,000 followers. Facebook rose to 16,426 followers, an increase from 12,981 . LinkedIn increased to 4,663 followers, an increase of 994. The Fund also had 612 mentions in the press in the period, including 495 in English, 103 in Spanish, and 14 in French. The secretariat facilitated media interviews with key publishers during COP27 that raised the Fund's profile, including UNFCCC-COPTV with Daleen Hassan, Radio France International, Climate Home News-TV, Telegraph-India, CNBC-Africa with Fifi Peters, Devex, Cipher News/Breakthrough Energy, and others.

30. The secretariat has continued to innovate and grow its communications platforms, including developing new podcasts, blogs and short videos as well as emerging platforms, and extending partnerships with media such as Climate Home News, enabling the Fund to reach larger audiences and additional project and programme areas and story themes. The secretariat is also in regular contact with communications colleagues from implementing entities, UNFCCC, and others to share key Fund stories and multiply reach to targeted audiences. The secretariat also worked with a new IT team to monitor and make periodic enhancements to ensure the website continues to be user-friendly, interconnected, intuitive and secure.

Knowledge Management

31. During the reporting period the secretariat participated in numerous knowledge events at the COP27 in Sharm el-Sheikh, either as a direct organizer or collaborating with other partners, as follows: a) “Adaptation Fund engages next generation”; b) “Accessing climate finance for adaptation- AF new Medium-Term Strategy”, an event held for Spanish-speaking audiences; c) “Child-inclusive finance in adaptation” in collaboration with Save the Children and d) “joining forces in scaling up support to adaptation: collaboration between AF and GCF”.

32. The secretariat completed a 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. The secretariat also shared the findings of this study at an event organized in collaboration with the GCF at the COP27 in Sharm el-Sheikh, Egypt.

33. The secretariat completed a second study on “lessons learned from AF experience in strengthening long-term resilience through food security” aimed at implementing entities of the Adaptation Fund. The study offers an overview of food security-related adaptation actions and interventions supported by the Fund since 2015 through case studies.

34. The secretariat prepared terms of reference for three additional studies, as follows: “lessons learned from strengthening resilience through disaster risk interventions and early warning systems in the AF portfolio”; “lessons learned from the AF portfolio in addressing climate change adaptation in fragile settings and conflict-affected countries” and “the role of national financial institutions and trust funds in providing climate adaptation – lessons learned from the Adaptation Fund”

35. The secretariat also initiated the work on a virtual training course for enhanced direct access grants aimed at increasing understanding among national implementing entities on the review criteria, eligibility and characteristics of enhanced direct access grants with the final purpose of submitting successful proposals. The course is self-paced and will be available in English, Spanish and French.

36. The secretariat prepared the terms of reference for work on updating the existing Knowledge Management Strategy and Action Plan whose objective is to help enhance recipient countries’

knowledge to reduce vulnerability and increase adaptive capacity, especially of the most vulnerable communities. The strategy will be developed in four phases and aims to be completed by the end of the fiscal year FY23.

37. The secretariat commenced the review cycle for learning grants. A single application was submitted and reviewed and would be presented to the Board at the current meeting.

Accreditation

38. The thirty-ninth meeting of the Accreditation Panel was held in Washington, DC, on 8-9 February 2023. The Panel continued reviewing 16 re-accreditation applications (nine NIEs, two Regional Implementing Entities (RIEs) and five Multilateral Implementing Entities (MIEs)) and 14 accreditation applications of 12 potential NIEs, one potential RIE and one potential MIE that were previously reviewed but required additional information for the Panel's review. During the meeting, the secretariat presented to the Panel the case of an NIE whose accreditation period had expired, and the IE had not submitted its re-accreditation application within the three-year period from its accreditation expiry date as per the Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund (OPG) and the Fund's re-accreditation policy. The secretariat also updated the Panel on the progress it had made on Board Decision B.39/2 regarding the TLMS to be submitted by implementing entities for (re)accreditation. The Panel further discussed possible ways of improving efficiency and effectiveness in the review of accreditation and re-accreditation application, including the need to standardize Panel assessment reports and developing effective list of follow up questions to applicants. The report of the Panel's thirty-ninth meeting is available on the Fund's website as part of the documents for the fortieth meeting of the Board.

Table 1: Status of accreditation applications submitted to the secretariat as of 14 March 2023

	NIE	RIE	MIE
Accredited	34	9	14
Re-accredited	19	5	11
Not accredited	15	2	0
Currently under review by Accreditation Panel	12	1	1
Screened by secretariat pending completion of accreditation application during this report period	3	0	0

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

Screening/technical review of project/programme proposals

39. In preparation for the fortieth meeting of the Board in March 2023, the secretariat screened and prepared technical reviews of 13 fully-developed single-country project documents and 16 single country concepts, as well as three regional fully-developed project documents, two regional concepts, and two regional pre-concepts. In addition, the secretariat screened and technically reviewed four innovation small grant proposals. The secretariat screened and technically reviewed two fully-developed innovation single country proposals, three 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.

40. During the intersessional period between the thirty-ninth and fortieth meetings of the Board, two projects that were waitlisted at the thirty-ninth meeting were approved; one single-country project and one regional project.

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

41. 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 first PPR for the projects implemented in: Benin, Burkina Faso, Ghana, Niger, Togo (BOAD, inception date: November 2020); Niger (BOAD, inception date: March 2020); Cambodia (UN-Habitat, inception date: August 2021); Guinea-Bissau (BOAD, inception date: January 2020); Chile, Colombia, Peru (WMO, inception date: February 2021); Jordan, Lebanon (UN-Habitat, inception date: October 2021); Tanzania (NEMC, inception date: October 2021); El Salvador (UNDP, inception date: June 2021); Pakistan (UN-Habitat, inception date: December 2020); Syrian Arab Republic (UN-Habitat, inception date: October 2021);

(b) The second PPR for the project implemented in: Comoros, Madagascar, Malawi, Mozambique (UN-Habitat, inception date: June 2020);

(c) The third PPR for the projects implemented in Lebanon (IFAD, inception date: September 2015); Peru (PROFONANPE, inception date: May 2018); Dominican Republic (IDDI, inception date: July 2019); Armenia (EPIU, inception date: July 2019); Fiji (UN-Habitat, inception date: August 2018); Solomon Islands (UN-Habitat, inception date: July 2018); Mongolia (UN-Habitat, inception date: February 2019); Benin, Burkina Faso, Cote d'Ivoire, Ghana, Mali, Togo (WMO, inception date: June 2019);

(d) The fourth PPR for the project implemented in Senegal (CSE, inception date: October 2018); Colombia, Ecuador (WFP, inception date: May 2018).

42. In this intersessional period, the secretariat received three 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 no-cost extension of the project completion date: South Africa (SANBI);

- (b) Request for revision of project disbursement schedule: Syrian Arab Republic (UN-Habitat);
- (c) Request for minor revisions to project implementation arrangements: Bhutan (BTFFEC);

43. 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 the COVID-19 pandemic and which are set to be completed within 24 months from the date of the extension request, the secretariat received intersessionally seven 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: Benin, Burkina Faso, Cote d'Ivoire, Ghana, Mali, Togo (WMO);
- (b) No cost extension of project completion date: Mongolia (UN-Habitat);
- (c) No cost extension of project completion date: Indonesia, project "Adapting to Climate Change through Sustainable Integrated Watershed Governance in Indigenous People of Ammatoa Kajang Customary Area in Bulukumba Regency, South Sulawesi Province" (Kemitraan);
- (d) No cost extension of project completion date: Costa Rica (Fundecooperación);
- (e) No cost extension of project completion date: Dominican Republic (IDDI);
- (f) No cost extension of project completion date: Jordan (MOPIC);
- (g) No cost extension of project completion date: Antigua and Barbuda (DOE).

Gender

44. The secretariat carried out its first Adaptation Fund Gender Webinar targeting its implementing entities (IEs). The gender webinar aimed at strengthening IEs' capacity to apply gender-responsive approach in implementing the Fund supported projects throughout the project lifecycle, by sharing good practices, relevant gender tools and insights to enhance the understanding on the Fund's gender policy and its updated gender guidance document for the IEs and improve the integration of gender considerations throughout the project life cycle. More than 120 people from the Fund's NIEs, RIEs and MIEs registered for the webinar. The secretariat presented Fund's gender policy, the updated Gender Guidance Document, Fund's financing windows for strengthening gender capacity, best/good practices for carrying out gender assessment, establishing gender-disaggregated indicators, and designing gender responsive interventions and gender action plan for project and programme.

45. The Fund's updated gender policy and action plan has been translated in French and Spanish and are available on the Fund's website.² The translation of the updated Gender

² <https://www.adaptation-fund.org/document/opg-annex4-gender-policy/>

Guidance Document for IEs on Compliance with the Fund's Gender Policy³ in French and Spanish are underway.

46. The secretariat continued to collaborate on gender work with other partner organizations including climate funds, the UN organizations including the UNFCCC Secretariat, and other partner organizations. During the UN Climate Change Conference in 2022, the secretariat had participated in gender-related side events held in person and hybrid mode, sharing the Fund's gender mainstreaming experiences and insights and initiatives related to strengthening financing mechanism toward gender-responsive climate adaptation actions. Examples include: the event titled "Local perspectives to make gender-just climate finance at reality" organized by the Global Alliance for Green and Gender Action; and the event titled "Climate finance, gender and conflict-towards financing for sustaining peace and women's empowerment" organized by UNDP. In addition, the secretariat also participated at the event titled "Live talk 04: Gender-smart climate and disaster risk investing and grant making: from principles to practice," organized by InsuResilience Centre for Excellence on Gender-Smart Solutions. The secretariat shared the Fund's good practices, mechanisms and tools developed to achieve its mandate of promoting gender equality and the empowerment of women in its supported climate adaptation projects and programmes.

47. In honour of the 2023 International Women's Day, the secretariat's gender team organized a gender "brown bag lunch" session on the Adaptation Fund Gender Scorecard which was well attended by all the secretariat staff. The session aimed to present an overview of the Fund's Gender Scorecard to enhance the understanding on the gender scorecard, facilitate the review of the scorecard by the relevant teams such as programming team, RBM team, and AF-TERG, and exchanges views and suggestions. The gender scorecard is a tool developed to document the outcome of a process of data and information related to gender progress made in the Fund supported projects and programmes and report it at the portfolio level to the Board annually. It is currently under review by other teams of the secretariat to ensure the applicability and alignment with other relevant processes of projects and programmes.

Resource mobilization

48. 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.

49. 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

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

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 resource mobilization efforts and to support a Board decision in setting resource mobilization targets for the 2021-2024 timeframe.

50. At its thirty-eighth 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. The Board adopted, at its thirty-ninth meeting (October 2022), the Resource Mobilization Strategy (AFB/B.39/6 Add.1/Rev.1) and Resource Mobilization Action Plan (AFB/B.39/6 Add.2/Rev.2) for the period from 2022 to 2025. The Fund's MTS 2023 – 2027 and its Resource Mobilization Strategy and Action Plan 2022 – 2025 collectively provide a framework for how the Fund intends to engage with various stakeholders to secure increasing resources from various sources in order to support the most vulnerable communities in adapting to climate change.

51. The secretariat liaised with the United Nations Foundation (UNF) to transfer the financial donations received through the UNF's private donation route ("Donate Button").

52. The Fund had a very successful AF Contributor Dialogue during the COP27 in Sharm el-Sheikh as contributors announced nearly US\$ 243 million in new pledges and contributions.

Ad Hoc Complaint Handling Mechanism

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

Personnel

54. Ms. Neranda Chantal Maurice George was recruited as Climate Change Specialist on 17 October 2022 through an open competitive process.

55. Mr. Naoki Uozawa was recruited as Junior Professional Officer, funded by the Government of Japan, to support the Programming unit (innovation) on 16 January 2023 through a competitive process.

56. Ms. Imen Meliane, formerly a Short-Term Consultant, was recruited as Extended-Term Consultant to support the Programming unit on 24 January 2023 through an open competitive process.

57. Ms. Kalterine Vrenezi was recruited as Extended-Term Consultant to support the knowledge management unit on 1 February 2023 through an open competitive process.

Annex I: 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 [Completed]
Supporting the UNFCCC secretariat in preparing a technical paper on the fourth review of the Adaptation Fund	August - September 2022 [Completed]
Organization of the thirty-ninth Meeting of the Adaptation Fund Board, Bonn, Germany,	10-14 October 2022 [Completed]
UN Climate Change Conference (COP 27 / CMP 17 / CMA 4), Sharm el-Sheikh, South Sinai, Egypt	7-18 November 2022 [Completed]
Proposal of FY24 workplan and budget	January - March 2023 [Ongoing]
Organization of the Fortieth Meeting of the Adaptation Fund Board	March 2023 [Under preparation]
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 for the period from 2023 to 2027 (MTS 2023 -2027):	July – October 2022
- Development of a draft MTS 2023 - 2027, under the guidance of the Board's task force and through broad and inclusive stakeholder consultations, for the Board's consideration at AFB.39	November 2022
- Organization of a side event at COP 27 to launch the MTS 2023 – 2027 together with Fund stakeholders	December 2022 – March 2023
- Preparation of the MTS 2023 - 2027 Implementation Plan intersessionally between AFB.39 and AFB.40 under the guidance of the MTS task force	April – June 2023
- Implementation of the MTS 2023 – 2027 based on the MTS-IP.	

RESOURCE MOBILIZATION

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

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 [Ongoing]

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	8-9 February 2023 [Completed]

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 (3 on-site) – <ul style="list-style-type: none"> - One PMM organized on regional project implemented by WMO (Benin, Cote d'Ivoire and Ghana) – 21 Nov – 2 Dec 2022 - A second PMM is scheduled in Armenia to cover projects implemented by EPIU – 3-7 April 2023 - Third PMM in Indonesia – planned for the first week of June 	Throughout FY23
Production of Annual Performance Report in multiple languages (FR, EN, ES, AR)	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

Activity	Dates/Time frame
<ul style="list-style-type: none"> - Online PPR module completed - PPR reporting dashboard (ongoing) 	

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; 3 project stories completed
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; briefing notes, brochure of funding windows, and AF postcards developed/disseminated
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; 5 press releases produced; 2 e-newsletters produced/disseminated
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; multiple talking point sets developed through COP27 period
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; 9 videos produced; 2 podcasts produced
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; ongoing
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; 7 prominent media interviews facilitated during COP27, as well as several more following and preceding COP
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; completed; branded pavilion designed and well-received; COP mini website received high traffic, and hundreds of

Activity	Dates/Time frame
	photos and dozens social media posts produced throughout COP, as well as timely media interviews
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; completed/ongoing
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; two stories and one video completed
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; ongoing; maintenance updates provided by IT team in a seamless manner
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; ongoing
Update/Formalize current communications strategy	Feb - April 2023; ongoing
Help develop outreach at COP 27 in support of special event in honour of the Fund's fifteenth anniversary	Oct - Nov 2022; completed; branded digital and physical materials also developed and disseminated; event covered on social media and news releases

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"> - 1 PMM report for learning mission in West Africa (3 countries)(completed) - Dissemination plan publication 	December 2022
Events where findings from projects are presented <ul style="list-style-type: none"> - Event on youth engagement on climate change adaptation under preparation in collaboration with partners (completed) - Panelist at event on youth engagement on climate change adaptation 	COP 27 (November 2022) GCA Youth summit, Rotterdam, Netherlands (3-4

Activity	Dates/Time frame
Event where findings from a study on scalability of Fund projects organized in collaboration with UNECE	September 2022) [Completed] October 2022 Geneva, Switzerland [Completed]
Best practices on Direct Access - Virtual training course for enhanced direct access grants (English, French and Spanish)	To be completed by April 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 [Ongoing]
Publication capturing lessons learned from accreditation "The role of national financial institutions and trust funds in providing climate adaptation – lessons learned from the AF)"	To be completed by April 2023
Promotion of Fund projects scaled-up by other funds through various channels (uploads on website or virtual/face-to-face events) Event at COP27 hosted in collaboration with GCF on scaling-up support to adaptation (Nov 2022)	Throughout FY23
Learning events hosted with other funds around different themes related to projects (see above)	Throughout FY23; COP27 [Completed]
Publication capturing and integrating knowledge from readiness and capacity building produced and disseminated Country exchange – knowledge fair (to be completed by June 2023, location tbd) <i>Global conference on innovation & learning (October 2023, Montreal, Canada)</i> <i>Participation in Readiness webinar</i>	June 2023
Publication on specific adaptation issue in collaboration with learning institution/think tank (2 publications) 1. <i>Strengthening resilience through disaster risk reduction and early warning systems interventions – lessons learned from the AF portfolio (publication)</i> 2.	April – May 2023
Lessons learned from the AF portfolio in addressing climate adaptation in fragile settings (publication)	April-May 2023
Updating the Knowledge Management Strategy	March - June 2023 [Ongoing]
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	Throughout FY23 (collaboration with Save the Children, GCA, GCF)

GENDER

Activity	Dates/Time frame
Update of Gender related Fund documents and development of gender-related tools <ul style="list-style-type: none"> - Translation of the Updated Gender Policy and Action Plan, into French and Spanish completed - Translation of the Updated Gender Guidance Document for Implementing Entities in French and Spanish underway - Development of the Fund's Gender Scorecard underway 	Throughout FY23 [Ongoing]
Implementation of GP and GAP	Throughout FY23 [Ongoing]
Gender Trainings (2 trainings): For implementing entities: (1) gender webinar in September 2022 (completed); (2) gender webinar in May 2023 (TBC) For secretariat: gender brown bag session in March 2023	September 2022 (completed) & late May 2023 (TBC) March 2023 [Completed]
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 [Ongoing]
Gender support related to the implementation of the gender-related work under the Evaluation Policy	Throughout FY23 as needs arise [Ongoing]
Regular reporting to the Board on the implementation of the updated Gender Policy and Action Plan through (completed) <ul style="list-style-type: none"> (i) Secretariat's activities report; (ii) Annual performance report (APR); (iii) CMP/CMA Report 	Throughout FY23 (i) October 2022 & March 2023 [Completed] (ii) October 2022 [Completed] (iii) November 2022 [Completed]
Active communication of the Fund's commitment to gender equality and empowerment of women and girls, and Fund's gender work	Throughout FY23 [Ongoing]

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 [Completed]
Project scale-up grant review	January- March 2023 [Completed]
2022 9 th Annual Climate Finance readiness seminar for accredited NIEs to be held in Washington D.C.	26-30 September 2022 [Completed]
Accreditation webinar	7 December 2022 [Completed]
Adaptation Fund Readiness Webinar #14	8 December 2022 [Completed]
Gender training (online) with all accredited IEs	October 2022 [Completed]
Accreditation workshop (collaboration with UNFCCC and ASEAN on the Nature-based Finance regional workshop in Manila, Philippines)	20-23 March 2023
Adaptation Fund Readiness Webinar #15	18 April 2023
Workshop on Enhanced Direct Access	9-11 May 2023
Cross-learning workshop on innovation and project development between IEs (NIEs, RIEs and MIEs)	May 2023 [Postponed]
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 [Ongoing]
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 [Ongoing]
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 [Ongoing]
Support for CPDAE workplan implementation.	Throughout FY23 [Ongoing]
General cooperation with partners – (participation at each other's events, awareness raising etc.) UNFCCC meetings and other international forums as necessary.	Throughout FY23 [Ongoing]
Result based management for all readiness projects including monitoring and reporting	Throughout FY23 [Ongoing]