



ADAPTATION FUND

AFB/EFC.31/4  
10 March 2023

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Adaptation Fund Board  
Ethics and Finance Committee  
Thirty-first Meeting  
Bonn, Germany, 21-22 March 2023

Agenda item 4 b)

## **WORK PLAN FOR FISCAL YEAR 2024**

## Background

1. At its thirty-eighth meeting, the Adaptation Fund Board (the Board) approved the work plan for the fiscal year 2023 (FY22: 1 July 2022 – 30 June 2023). The present document summarizes the actions and decisions taken by the Board in the period from 1 July 2022 to the date of issuance of this document (the reporting period) in compliance with the approved work plan for FY23. During the period covered, the Board convened at its thirty-ninth meeting, which took place on 11-14 October 2022 in Bonn, Germany. This document presents a proposed work plan for FY24, prepared by the secretariat and in accordance with the mandate that the Board received from the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and from the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) and as well as decisions adopted by the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP) and the Board, for consideration by the Ethics and Finance Committee (EFC).

2. The work plan for the next fiscal year is generally presented at the last Board meeting of the fiscal year. The proposed work plan for FY24 is therefore being presented to the EFC for recommendation and subsequently to the Board for approval at its fortieth meeting to be held on 23-24 March 2023.

## Compliance with work plan for FY23

3. During FY23 and as of the date of issuance of this document the Board has fulfilled the following functions mandated by the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) in decisions 1/CMP.3 and 1/CMP.4:

- The Board has accredited one Regional Implementing Entity (RIE), which puts the total number of entities accredited to the Fund at 57, comprising of 34 National Implementing Entities (NIEs), nine RIEs and 14 Multilateral Implementing Entities (MIEs). The Board also re-accredited one NIE, thereby increasing the number of re-accredited entities in the Fund's portfolio to 34, comprising of 18 NIEs, 5 RIEs, and 11 MIEs.
- The Board has approved altogether five regular projects/programmes for funding for a total amount of US\$ 47.5 million, which included three single-country projects totalling US\$ 21.5 million and two regional projects totalling US\$ 26 million. The Board has also endorsed ten single-country project concepts. The Board has also approved project formulation grants for regular projects totalling US\$ 199,000. For the Enhanced Direct Access window, the Board at its thirty-ninth meeting approved one for an amount of US\$ 5 million and endorsed one concept note. The Board additionally endorsed two Large Innovation concepts, one single-country and one regional. The total amount of funds disbursed during the reporting period is US\$ 39.8 million including other small grants.
- One portfolio monitoring mission took place from 21 November to 2 December 2022 to collect and analyse lessons learned and best practices from the regional project

“Integrating Flood and Drought Management and Early Warning for Climate Change Adaptation in the Volta Basin (Benin, Burkina Faso, Côte d’Ivoire, Ghana, Mali, Togo)” implemented by the World Meteorological Organization. A report of the portfolio monitoring mission was developed and is to be added as information document for the 40<sup>th</sup> Board meeting.

- The United Nations Climate Change Conference in Sharm el-Sheikh, Egypt, took place from 6 to 18 November 2022, and COP 27 / CMP 17 / CMA 4 made decisions related to the Adaptation Fund, including: CMP 17 decisions on the fourth review of the Adaptation, the Adaptation Fund Board Report for 2022 and guidance relating to the Clean Development Mechanism; CMA 4 decisions on matters relating to the Adaptation Fund, on rules, modalities and procedures for the mechanism established by Article 6, paragraph 4 of the Paris Agreement, matters relating to the work programme under the framework for non-market approaches referred to in Article 6, paragraph 8 of the Paris Agreement, Sharm el-Sheikh Implementation Plan, and matters relating to the Least Developed Countries; and COP 27 decision on joint work on implementation of climate change on agriculture and food security, long term climate finance, matters relating to Standing Committee on Finance. The decisions are elaborated in detail in document AFB/B.40/9 and its Annex.
  - The Board welcomed the financial pledges and contributions to the Adaptation Fund made by the Governments of Austria, Canada, France, Germany, Iceland, Ireland, Italy, Japan, Republic of Korea, New Zealand, Norway, Slovenia, Spain, Sweden, Portugal, Switzerland, the United States of America, Walloon Regional Government of Belgium, Quebec, Canada, and UNFCCC (from its CDM Trust Fund as authorized by Parties at CMP16) totalling equivalent to nearly USD 243 million.
4. The following actions derived from Board decisions and included in the work plan for FY23 were also completed during the reporting period (from July 2022 to the date of issuance of this document):
- The Board completed the intersessional review cycle in July 2022.
  - The Board and secretariat completed the first regular project and programme review cycle for decisions for FY23 between August to October 2022. The second review cycle is ongoing from January to March 2023 and the third intersessional review cycle will follow from April to July 2023 (or, as may be amended by the Board following the PPRC consideration of and recommendation on the matter of Options for further supporting the work of the PPRC).
  - The Board and secretariat organized the thirty-ninth meeting of the Adaptation Fund Board on 11-14 October 2022 in Bonn, Germany.
  - The secretariat supported the thirty-eighth and thirty-ninth meetings of the Accreditation Panel which took place on 7-8 September 2022 and 8-9 February 2023 respectively.

- The secretariat issued the annual performance report (APR) for the fiscal year 2022. A user-friendly graphic version of the report was produced and translated in French, Spanish and Arabic.
- The secretariat held the 2022 annual Climate Finance Readiness Seminar for accredited NIEs of the Fund on 26-30 September 2022 in Washington, D.C., the first Webinar on Gender on 27 October 2022 focusing on the AF gender framework, an updated gender guidance document and best practices, and challenges hindering compliance with AF gender policy, Webinar on Accreditation on 7 December 2022, and the 14<sup>th</sup> Webinar of the Fund's readiness webinar series on 8 December 2022 which focused on distilling the characteristics of Enhanced Direct Access and Innovation Project design in Adaptation.
- The secretariat is planning to hold the 15<sup>th</sup> webinar in the Fund's readiness webinar series in March 2023, a webinar on gender in April, an Enhanced Direct Access Workshop in May, and a Country Exchange in June.
- The Board, during the intersessional period between its thirty-ninth meeting and the fortieth meeting, approved two Readiness Package Grant proposals for two candidate National Implementing Entities requesting accreditation with the Fund.
- The Board, with the support of the secretariat, continued its ongoing discussion on linkages between the Fund and the Green Climate Fund.
- The Board, at thirty-ninth meeting, amended the Fund's Operational Policies and Guidelines for Parties to Access Resources of the Adaptation Fund (OPG) and approved the amendments to the Strategic Priorities, Policies and Guidelines of the Fund (SPPG) in response to decisions 3/CMP.16, paragraphs 6 and 7, and 13/CMA.3, paragraphs 7 and 8. The Board also submitted its recommendation to the CMP, through the addendum to the report of the Board to CMP17 and CMA 4, that the CMP consider and take any action on, as it deems appropriate, the amendments to the SPPG as approved by the Board at its thirty-ninth meeting. At Sharm El-Sheikh Climate Change Conference in November 2022, the CMP 17 noted with appreciation the work of the Board on adopting the amended OPG and welcomed the amended SPPG and adopted the amended SPPG.<sup>1</sup> In addition, the CMA at its fourth session (CMA 4) noted with appreciation the work of the Board on adopting the amended OPG and welcomed the amended SPPG.<sup>2</sup>
- As part of the implementation of the Fund's Gender Policy and Action the secretariat carried out the first Fund's webinar dedicated to gender theme targeting its all implementing entities (IEs), with a view to strengthening IE's capacity to apply a gender-responsive approach in the climate adaptation interventions, by such as sharing good practices, tools and insights to better understand and integrate gender considerations in the implementation of the

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<sup>1</sup> [Decision -/CMP.17](#) (Report of the Adaptation Fund Board for 2022), para. 10.

<sup>2</sup> [Decision -/CMA.4](#) (Matters relating to the Adaptation Fund), para. 11.

Fund-supported projects and programmes. The secretariat also continued expanding its gender partnership and collaboration with other partner organizations on promoting gender equality and empowerment of women and girls while sharing Fund's experiences and lessons learned and advocating the gender work of the Fund in a number of gender events such as the events titled, "Local perspectives to make gender-just climate finance a reality" organized by the Global Alliance for Green and Gender Action, the event titled "Climate finance, gender and conflict – towards financing for sustaining peace and women's empowerment" organized by UNDP on the margins of the COP27, as well as the event titled "*LIVE TALK 04: Gender-smart climate and disaster risk investing and grant making: From principles to practice*" organized by InsuResilience Centre of Excellence on Gender-Smart Solutions.

- Following the adoption of the new Medium Term Strategy (2023 to 2027) (Board decision B.39/61), the secretariat organized a side event at COP27 to launch the new MTS, produced a reader-friendly version for publication on the AF website and broad dissemination with stakeholders, and prepared a draft implementation plan under the guidance of the Board's MTS task force for consideration by the Board at its fortieth meeting.
- The secretariat prepared a draft resource mobilization strategy and action plan that was considered and approved by the Board at its thirty-ninth meeting.
- The secretariat published several knowledge products to date: (i) Youth Engagement in Climate Change Adaptation: Lessons from the Adaptation Fund Portfolio of Projects and Programmes (*July 2022*), (ii) Lessons learned: Adaptation Fund's Streamlined Accreditation Process (*August 2022*), (iii) Scaling up adaptation finance: Experiences and lessons learned from the Adaptation Fund portfolio of projects and programmes (*October 2022*), (iv) Lessons learned from the Adaptation Fund Experience in Strengthening Long-term Resilience Through Food Security (*December 2022*).

### **Proposal of work plan for FY24**

5. Based on the above, the secretariat presents to the EFC the secretariat proposed workplan for FY24. The routine activities of the Board are not included in the workplan. Other actions can be added as a result of the decisions adopted by the Board at this meeting.

### **Recommendation**

6. The EFC may wish to consider and recommend that the Board:
- a) To approve the secretariat's proposed work plan for FY24, as contained in Annex I of AFB/EFC.31/4.

## ANNEX I: SECRETARIAT PROPOSED WORK PLAN FY24: TENTATIVE WORK SCHEDULE (JULY 2023 – JUNE 2024)

### MEETINGS AND WORK ORGANIZATION

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 18 / CMA 5	July - August 2023
Organization of the Forty-first Meeting of the Adaptation Fund Board, Bonn, Germany or Dubai, United Arab Emirates (UAE), including consideration of the draft addendum to the report to CMP 18 / CMA 5	10-13 October 2023
UN Climate Change Conference (COP 28 / CMP 18 / CMA 5), Dubai, UAE	30 November – 12 December 2023
Proposal of FY25 workplan and budget	January - March 2024
Organization of the Forty-second Meeting of the Adaptation Fund Board	March 2024
Bonn Climate Change Conference	June 2024 (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 - Implementation of the MTS (2023-2027)	July 2023 – June 2024

### RESOURCE MOBILIZATION

Activity	Dates/Time frame
Implementation of the Resource Mobilization (RM) Strategy and Action Plan	Throughout FY24
Creation of the RM Section on the website	July – December 2023
RM Dialogues with Parties/Participation in resource mobilization related workshops	Throughout FY24

### PROJECTS AND PROGRAMMES

Activity	Dates/Time frame
Completion of the intersessional project and programme proposal review cycle	August 2023

Preparation and participation in the Adaptation Futures conference (Innovation days)	July – October 2023
Review of and decisions on project and programme proposals for the forty-first Meeting of the Adaptation Fund Board	August - October 2023
Review of and decisions on project and programme proposals for the forty-second Meeting of the Adaptation Fund Board	January - March 2024
Intersessional review of and decisions on project and programme proposals	April - June 2024
AFCIA partnership: website enhancement, e-learning course and events	Throughout FY24
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 FY24
Enhanced Direct Access: E-learning and promotional materials	Throughout FY24
Enhancement of FIF platform including the development of the online submission platform for project proposals	Throughout FY24

## ACCREDITATION

Activity	Dates/Time frame
Accreditation review support	Throughout FY24
Accreditation Panel field visit to IE applicants	TBC
Fortieth meeting of the Accreditation Panel	September 2023
Forty-first meeting of the Accreditation Panel	February 2024

## RESULT BASED MANAGEMENT

Activity	Dates/Time frame
Review of Project Performance Reports (PPRs)	Throughout FY24
Review of project change requests and extension of project completion date requests	Throughout FY24
Project Monitoring Missions (2 on-site)	Dates TBC
Ad-hoc support mission to IEs (in coordination with readiness programme)	Dates TBC
Production of Annual Performance Report in multiple languages (FR, EN, ES, AR)	July – September 2023
Review and update of Fund's results framework and other implementation policies	Dates TBC
Maintenance and enhancement of FIF platform	Throughout FY24

**COMMUNICATIONS**

Activity	Dates/Time frame
Publication of 3-4 written project stories or blogs focused on successful or unique projects; support to video & podcast scripts and other writing projects	Throughout FY24
Updates of themed flyers or brochures	November 2023 and April 2024
Develop/produce/disseminate 10-20 press releases on news stories and timely program updates	Throughout FY24
Publication of 3-4 e-newsletters summarizing key AF stories, media and digital products	Quarterly
Social Media: frequent posts to Twitter 3-5 times a day; Facebook 3-5 times a week, LinkedIn 2-4 times a week, create 3-5 Flickr photo albums a year; review SM, media and website google analytics periodically and adjust as needed; facilitate development of social media (SM) cards and repurposing short SM videos; support addition of new interactive platform: potentially Instagram to integrate select highlights of Flickr albums, but still use Flickr to store whole albums.	Throughout FY24
Support periodic development of blogs, web postings, and video postings;	Throughout FY24
Write occasional speeches or talking point templates for key Fund leadership appearances, share these to presentation template archive for potential use by other staff	Throughout FY24
Publications and Outreach; Production of approx. 4-5 videos on timely themes; Production of 3-4 thought leadership podcasts on key themes & programs;	Throughout FY24
MTS2 communications support; includes relevant press releases, videos, podcasts, stories/blogs and/or social media coverage and outreach on AF pillars and cross-cutting areas	Throughout FY24
Media Relations: outreach and ongoing communications with reporters, including drafting of responses, key messaging and facilitating interviews w/Fund leaders; developing risk communications when needed, responding to interview requests, updating media lists; providing key background info and context to reporters as needed; Sharing Fund stories from media, IEs and other communications colleagues from Fund partners and stakeholders	Throughout FY 24, with busier periods around COP28
Planning and implementation of COP 28 communications-related products, such as COP mini website, developing coordinated campaign theme, facilitating designs/artwork for pavilion, press interviews, videos or other relevant multimedia, talking points template, timely SM, photos and news releases	Early summer-late fall/early winter



Activity	Dates/Time frame
Climate Home News (CHN) sponsored content arrangement to increase engagement and reach—CHN has total of 5 million followers on web/SM-collaborative program includes 4-5 stories a year and video	Throughout FY24; quarterly
Update and maintenance of Fund website with focus on keeping content fresh, accurate, relevant, interconnected, intuitive and user-friendly for mass and strategic audiences; light updates and refreshes to website pages as needed and maintaining engaging, informative and simple approach for easy access to support overall look & security of site <ul style="list-style-type: none"> <li>- Website beautification/modernization project</li> <li>- Internal training on website content management or presentations</li> </ul>	Throughout FY24  Dates TBC Dates TBC
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 FY24

## 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 (urban resilience and use of different approaches)</li> <li>- PMM reports</li> <li>- Dissemination plan publication</li> </ul>	December 2023 and May 2024
Events where findings from projects are presented	COP28 (December 2023), Subsidiary Bodies (SBs), Community Based Adaptation conference (CBA)
Learning grants: reviewing proposals and preparation of Board documents	Review and submission at AFB 41 (Oct 2023) and AFB42 (March 2024)
Lessons learned from accreditation <ul style="list-style-type: none"> <li>- Event where findings from the accreditation-related publications can be shared with existing and prospective NIEs and DAs</li> </ul>	April 2024
Promotion of Fund projects scaled-up by other funds through various channels (uploads on website or /face-to-face events) <ul style="list-style-type: none"> <li>- Creating dedicated space on website to illustrate the scaled-up projects</li> </ul>	Throughout FY24

Activity	Dates/Time frame
Learning events hosted with other funds around different themes related to projects	Throughout FY24
Capturing and integrating knowledge from readiness and capacity building produced and disseminated 1. Country exchange – knowledge fair 2. Outreach webinar on lessons learned from all Readiness/KM materials aimed at donors and other funds	April - May 2024 February 2024
Publication/best practices on key projects knowledge in collaboration with IEs (2 publications) - theme 1: lessons learned from SIDS (what works in terms of adaptation; what doesn't) - theme 2: E-course on gender mainstreaming in projects w/ guidance on how to apply the intersectionality study at design, implementation, monitoring and evaluation	December 2023 and May 2024
Publication on specific adaptation issue in collaboration with learning institution/think tank (2 publications) <i>Theme 1: Analysis of co-benefits leveraged by AF projects (on livelihood improvement, health, etc.)</i> <i>Theme 2: Sector-specific gender mainstreaming update w/ gender mainstreaming measures designed to empower women and girls and improve their decision power</i>	Dec 2023 & June 2024
Bi-annual newsletter encompassing events organized, publications, podcasts, project stories, learning missions, courses etc.	Dec 2023 & June 2024
General collaboration with partners and other teams through participation at events and awareness raising activities – SBs, COPs, other international events. - Establishing partnerships with knowledge institution/organization on sharing lessons learned	Throughout FY24

## GENDER

Activity	Dates/Time frame
Gender E-learning Course: Strengthening gender responsiveness throughout the lifecycle of adaptation projects/programmes (especially for IEs/EEs in mainstreaming gender in AF projects/programme)	July 2023 - February 2024
Gender KM Publication	January - June 2024
Development of gender-related tools & Update of Gender related AF documents	July 2023 - June 2024
Implementation of GP and GAP	July 2023 - June 2024
Gender Trainings (2 trainings)	FY24 (specific schedules TBC)

Activity	Dates/Time frame
<p>AF Gender Partnership</p> <p>Expanding gender partnership and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and int'l events on gender and climate change</p> <ul style="list-style-type: none"> <li>- Attending, organizing and participating gender events with AF gender partner organizations</li> <li>- Active communication of the Fund's commitment to gender equality and empowerment of women and girls, and Fund's gender work</li> </ul>	Throughout FY24
Gender support related to the implementation of the gender-related work under the Evaluation Policy	FY24 (TBD—in consultation with AF-TERG)
Launch of the Evaluation/Assessment of the Implementation of AF Updated GP and GAP (2021-2023)	Launch- June 2024 (TBC)
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 FY24

### Readiness Programme

Activity	Dates/Time frame
Develop training materials to strengthen delivery of capacity-building for project development targeting specific sections of the proposal templates for regular projects, EDA projects, and innovation projects	July – September 2023
Readiness grants launch and review (TA and readiness package grants)	Twice a year: July - Dec 2023 and March – June 2024
Project scale-up grant review	Rolling basis
2023 annual climate finance readiness seminar for accredited national implementing entities	Aug/Sept 2023
Accreditation workshop targeting DAs. This will be hosted as 1 day event in partnership with an international event (e.g., UNFCCC NBF, LEG, Regional Climate Week etc.)	Between July and Dec 2023
Webinar to facilitate dissemination of guidance notes related to the AF Evaluation Policy	Between July and Dec 2023
Adaptation Fund Readiness Webinar #16	Oct 2023
Webinar post AFB41 to raise awareness of AFB decisions regarding policies, procedures and information relevant to entities for project preparation and development.	2 Weeks after AFB41
Workshop in Africa focused on standardized training for regular projects. Training to include session on PPRs	Oct/Nov 2023
Webinar to launch revised AF Results Framework	Nov 2023

Activity	Dates/Time frame
Adaptation Fund Readiness Webinar #17	Feb 2024
Accreditation workshop targeting NIEs on workflow. Event to capitalize on momentum from COP28.	Feb 2024
Webinar to launch gender e-learning course	March 2024
Workshop in Asia and the Pacific focused on standardized training for regular projects. Training to include session on PPRs	May 2024
Country exchange with NIEs to provide additional technical support during project/programme implementation.	June 2024
Support for community of practice workplan implementation. Includes commitment by AF to host CPDAE annual workshop and on-going support for CPDAE implementation.	Throughout FY23
General cooperation with partners – (presence at each other’s events, awareness raising etc.) – SBs attendance, NAP Taskforce, NBF, PCCB events, GCF and GEF capacity-building events as necessary, and other international forums as necessary. Includes expanding internal capacity-building knowledge and expanding the reach of the fund through partner events.	On-going throughout FY23
RBM for all readiness projects including M&R	On-going throughout FY23