



ADAPTATION FUND

AFB/B.42/3
14 April 2024

Adaptation Fund Board
Forty-second meeting
Bonn, Germany, 18-19 April 2024

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 seven months between the forty-first meeting in October 2023 and the forty-second meeting of the Adaptation Fund Board (the Board) in April 2024.

Finalization and posting of the report of the forty-first meeting

2. Following the forty-first meeting held in Bonn, Germany on 12-13 October 2023, 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.41/11.

Events and meetings

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

- (a) Congress of the Network of Environmental Funds of Latin America and the Caribbean (RedLAC for its Spanish acronym), (23 - 26 October 2023, Cusco, Peru): Two members of the secretariat participated in the RedLAC congress and gave presentations on the Fund's Medium-Term Strategy (MTS II), its funding windows and opportunities for knowledge sharing and projects and programmes scalability.
- (b) Pre-COP 28 (30 – 31 October 2023, Abu Dhabi, United Arab Emirates (UAE): The Manager and a member of the secretariat participated in the preparatory meeting prior to COP 28. Among other engagements, the manager was invited to speak from the Fund's perspective at the 2023 Climate and Development Ministerial, co-hosted by the UAE, the United Kingdom, Malawi and Vanuatu, which took place on the margins of the Pre-COP.
- (c) MIT Club of Washington DC 41st annual Seminar Series "Current Revolution in Artificial Intelligence (AI)" (November 2023 - April 2024, Washington D.C., United States): In six seminars, distinguished speakers presented and discussed methods and applications of AI and the capabilities and impacts that these emerging tools bring. In the context of the Secretariat's exploration of how AI may be supportive in its operations, a member of the secretariat participated to learn more about the topic and to network with experts in the field.
- (d) Twenty-eighth session of the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP 28) (30 November - 13 December 2023, Dubai, UAE): The Manager and members of the secretariat participated in the conference and supported the Chair and Vice-Chair in representing the Fund during

Adaptation Fund related events and negotiations including: the report of the Board to the CMP and CMA; and the rules, modalities and procedures for the mechanism established by Article 6.4 of the Paris Agreement. The secretariat ensured the Fund's continued presence and visibility, in complementarity and coherence with other climate funds, through a joint climate funds pavilion (among the Adaptation Fund (AF), Climate Investment Funds (CIF), Global Environment Facility (GEF) and Green Climate Fund (GCF)) during the whole duration of the conference. During the conference, the heads of the four climate funds issued a joint declaration "Enhancing access and increasing impact: the role of the multilateral climate funds", through a joint event. The secretariat also organized an official side event on "Making lasting impacts in vulnerable countries while reducing disaster risks"; one Spanish-speaking side event on the AF funding windows in partnership with the Spanish Ministry of Ecological Transition and Demographic Challenge ; two French-speaking side events together with the Organisation Internationale de la Francophonie; and one Arabic speaking side event on accessing the Fund. Together with relevant partner institutions, the secretariat jointly organized a side event to announce the expansion of Adaptation Fund Climate Innovation Accelerator (AFCIA) and unveil two related initiatives implemented by United Nations Industrial Development Organization (UNIDO) and World Food Programme (WFP) worth US\$ 20 million and a Community of Practice of Direct Access Entities (CPDAE) side event (with the GCF). The secretariat also co-organized four joint events with the other climate funds on climate finance, complementarity and coherence; gender-responsive climate finance; nature-based solutions; and finance for adaptation. The Manager of the secretariat represented the Fund at the annual meeting of the heads of the climate funds. In addition, the Manager and members of the secretariat participated in 88 side events and organized 79 bilateral meetings with stakeholders, including Designated Authorities and other recipient country representatives, contributor governments, Implementing Entities, and other adaptation related organizations tc., as5 as well as 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 UAE's COP28 Presidency and was attended by high-level representatives from the COP 28 and COP 27 Presidencies, the UNFCCC Secretariat, contributor and recipient governments, and the civil society. During COP 28, the manager also represented Fund at events of the initiatives that the Board had interessionally decided to endorse or join: the Coalition of Ambition on Adaptation Finance, the COP28 Declaration on Climate, Relief, Recovery and Peace, and the Global Principles for Financing Climate and Health Solutions. The secretariat organized a joint gender-themed side event with three other climate funds (CIF, GCF and GEF), titled "Advancing Gender Equality and Women's Empowerment in Climate Finance." The secretariat also attended and spoke at a number of gender meetings and events, such as the "Global Conference on Gender and Environment Data," "A high-level dialogue on delivering a gender-responsive just transition for all," "Bridging the GAP

from Access to Action- National Gender and Climate Change Focal Point training on climate finance and gender,” “Second Collective Impact Gathering Meeting” and “Women and Youth as catalysts for climate action.”

- (e) 66th Global Environment Facility (GEF) Council meeting (5 - 9 February 2024, Washington D.C., United States): Two members of the secretariat attended as observer and represented the AF at the 66th GEF Council meeting, 35th Least Developed Countries Fund (LDCF) and Special Climate Change Fund (SCCF) Council meeting, and the first Global Biodiversity Framework Fund (GBFF) Council meeting to follow discussions and developments that are relevant for the AF’s complementarity and coherence with other climate funds.
- (f) Climate Resilience Programme (CRP) Workshop by the Climate Investment Funds (CIF) (19-20 February 2024, London, United Kingdom). A member of the secretariat attended and participated in the discussions around the design of the operational elements of the Programme, along with representatives of multilateral development banks and global climate funds, as well as external technical experts. The opportunity to codesign the Programme provided an opportunity for exploring complementarity and coherence among the climate funds.
- (g) Roundtable on “Climate, peace and security: Operationalizing the Climate, Relief, Recovery and Peace Declaration” organized by the UN Peacebuilding Support Office and Adelphi in the context of the World Bank Fragility Forum (1 March 2024, Washington D.C., United States): A member of the secretariat attended the roundtable and shared lessons learned from the Fund’s knowledge product on climate change adaptation in fragile settings and conflict-affected countries: Lessons learned from the AF’s portfolio.
- (h) Gobeshona Global Conference 2024 (1-8 March 2024, virtual): The secretariat organized a webinar titled “Monitoring of Locally-led Adaptation Interventions: Challenges and Opportunities” that focused on the implementation and monitoring of locally led adaptation projects and presented concrete examples from National Implementing Entities (NIEs) that implement such initiatives. Furthermore, the secretariat presented funding mechanisms available for locally led adaptation initiatives, including how to access such funding windows, etc.
- (i) 45th meeting of the Least Developed Countries Expert Group (20 - 23 February 2024, Bujumbura, Burundi): A member of the secretariat attended the meeting as a financial mechanism under the UNFCCC process to provide updates regarding the Fund’s support to the Least Developed Countries (LDCs) in formulating and implementing the policies, projects and programmes associated with their NAPs as well as how to effectively support countries to achieve the Global Goal on Adaptation targets.
- (j) 38th meeting of the Green Climate Fund Board (4-7 March 2024, Kigali, Rwanda): A member of the AF secretariat attended the meeting as observer to follow discussions

and development relevant for the Fund's complementarity and coherence with other climate funds and to participate in bilateral meetings with relevant stakeholders, including the AF's NIE in Rwanda and the GCF's Accreditation Panel.

- (k) Adaptation Forum organized by the Adaptation Committee (18-19 March 2024, Bonn, Germany): A member of the secretariat participated in the plenary session highlighting needs, challenges and opportunities for action and collaboration for the implementation of the UAE Framework for Global Climate Resilience and contributed to discussions in the working groups. Alongside the forum, the representative undertook several bilateral meetings with agencies.
- (l) UNFCCC Gender Collective Impact Gathering (CIG) Meeting (20 March 2024, New York City, United States): A member of the secretariat attended the third CIG meeting organized by the UNFCCC Secretariat with a view to contributing the process of the final review of the Enhanced Lima Work Programme (LWPG) and its Gender Action Plan.
- (m) GCF Regional Dialogue with Eastern Europe and Central Asia (18-22 March 2024, Skopje, North Macedonia). A member of the secretariat participated in the plenary session throughout the week as well as contributed to a panel discussion. Alongside the meetings with GCF, the representative also undertook several bilateral meetings with country representatives as well as with other actors and partners from the region.

Preparations for the forty-second Board meeting

Meeting arrangements

4. The Board held its forty-first meeting in Bonn, Germany on 12-13 October 2023, preceded by the Project and Programme Review Committee and the Ethics and Finance Committee, respectively, on 10-11 October 2023.

5. The Board decided to hold its forty-second meeting in Bonn, Germany on 12-15 March 2024, including the meetings of the Project and Programme Review Committee (PPRC) and the Ethics and Finance Committee (EFC) and the meeting of the Board. Later, the board made an intersessional decision to postpone its forty-second meeting to 16-19 April 2024 due to extraordinary circumstances.

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 forty-second meeting of the Board and for the thirty-third 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.42/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) Mr. Tae Hoon Kim (Republic of Korea, Asia-Pacific States) replaced Ms. Hyekyoung Jung (Republic of Korea, Asia-Pacific States) as a member.
- (b) Mr. Daniela Buchuk (Chile, Latin America and the Caribbean) was elected to the Board as a member at COP 28, taking a seat that had been left vacant with the resignation from the Board of Ms. Margarita Caso Chavez (Mexico, Latin America and the Caribbean) in 2023.
- (c) Ms. Diann Black Layne (Antigua & Barbuda, SIDS) replaced Mr. Michai Robertson (Antigua & Barbuda, SIDS) as a member.
- (d) Mr. Ali Waqas Malik (Pakistan, Non-Annex I Parties) resigned as a member from the Board in March 2024, and a nomination of his replacement is pending.
- (e) The seats held previously by Ms. Joanna Milwicz vel Delach (member, Poland, Eastern Europe), Mr. Antonio Navarra (member, Italy, Western Europe and Others), Ms. Frida Jangsten (alternate, Sweden, Western Europe and Others), Mr. Marc-Antoine Martin (member, France, Annex I Parties) and Mr. Kevin Adams (alternate, United States of America, Annex I Parties) were not elected at COP 28 and remain vacant as of the date of this report. Together with the other vacant seats, including ones left vacant previously, there are six (6) vacant member seats and six (6) vacant alternate seats on the Board.

Intersessional decisions approved by the Board

10. The secretariat, in consultation with the Board Chair and Vice-Chair, prepared and circulated draft decision texts, of which 19 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.41-42/1 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 eighteenth session and to the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement at its fifth session
- B.41-42/2 Endorsement of the "COP28 declaration on climate, relief, recovery and peace"

- B.41-42/3 Endorsement "Global Principles for Financing Climate and Health Solutions"
- B.41-42/4 Accreditation of the World Health Organization as a Multilateral Implementing Entity (MIE) of the Adaptation Fund
- B.41-42/5 Joining the "Coalition of Ambition on Adaptation Finance"
- B.41-42/6 Approval of Readiness Package Grant for Kenya - Second NIE
- B.41-42/7 Extension of grace period for achieving re-accreditation of the Ministry of Planning and International Cooperation (MoPIC) of Jordan
- B.41-42/8 Approval of request for no-cost extension of project completion date: Federated States of Micronesia (MCT)
- B.41-42/9 Approval of request for no-cost extension of project completion date: Tajikistan (UNDP)
- B.41-42/10 Re-accreditation of the Bhutan Trust Fund for Environment Conservation (BTFEC) as a National Implementing Entity (NIE) of the Adaptation Fund
- B.41-42/11 Re-accreditation of the European Bank for Reconstruction and Development (EBRD) as a Multilateral Implementing Entity (MIE) of the Adaptation Fund
- B.41-42/12 Approval of request for no-cost extension of project completion date: Ethiopia, Kenya, Uganda (WMO)
- B.41-42/13 Approval of request for no-cost extension of project completion date: Jamaica (PIOJ)
- B.41-42/14 Organization of the forty-second meeting of the Adaptation Fund Board
- B.41-42/15 Approval of request for a no-cost extension of project completion date: United Nations World Food Programme (Egypt)
- B.41-42/16 Approval of request for no-cost extension of project completion date: Secretariat of the Pacific Regional Environment Programme (Federated States of Micronesia)
- B.41-42/17 Approval of request for no-cost extension of project completion date: Department of Environment (Antigua and Barbuda)
- B.41-42/18 Appointment of Member representing Asia-Pacific States
- B.41-42/19 Approval of Updated Management Response and Action Plan to the Fund's Rapid Evaluation

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

Gap Analysis of the accreditation and re-accreditation process

11. The secretariat is in the process of assessing, in collaboration with the Accreditation Panel, the accreditation framework of the Green Climate Fund (GCF), including a gap analysis. The secretariat is finalizing a document which would present the results of the assessment to the Board at its forty-second meeting. (Decision B.41/2)

Full cost of adaptation reasoning

12. The secretariat prepared a report compiling the proposals that have included optional cofinancing for consideration by the PPRC at its thirty-third meeting. (Decision B.41/19)

Proposed adjustments on implementation fees and execution costs

13. The secretariat is preparing a guidance document compiling the relevant information related to costs and fees and add it to the project preparation documentation, and undertaking a revision of the review templates for all windows and update any reference to the IE fees and EE costs, with a view to consistency and clarity.; In addition, the secretariat has developed a survey for implementing entities on the size of the project formulation grants for projects and is presenting a document with options for changes of the Project Formulation Grant size for consideration by the PPRC at its thirty-third meeting. (Decision B.41/20)

Innovation project design elements and risk

14. The secretariat developed tools and guidance for national implementing entities of the Adaptation Fund with a view to supporting project design and faster access to small grant innovation funding on the basis of the project design elements that are encouraged in innovation and considered further how Adaptation Fund resources could be used to fund innovation to report back to the Project and Programme Review Committee on the matter at its thirty-third meeting. (Decision B.40/61)

Terms of reference for the establishment of the Adaptation Fund Technical Advisory Body on innovation

15. The secretariat, in consultation with the Innovation Task Force, undertook an analysis of the current needs for external support for advisory services for innovation, taking into account the developments and progress under the medium-term strategy (MTS II) and its implementation plan, and identified options for supporting any such needs including potential budget implications and governance arrangements, for consideration by the PPRC at its thirty-third meeting. (Decision B.41/22)

Annual performance report for fiscal year 2023

16. The secretariat prepared a summarized version for the general public in a reader-friendly format in English, French, Spanish and Arabic, following the approval of the annual performance report by the Board. (Decision B.41/28)

Review of implications and options for evaluation costs and evaluation budget guidance

In accordance with Decision B.41/30, the secretariat is undertaking a revision of the “Instructions for Preparing a Request for Project Funding” contained in Annex 5 to the Operational Policies and Guidelines, and of review templates for all windows, to update any reference to the evaluation costs and budget, in coordination with the update under item “Proposed adjustments on implementation fees and execution costs”. Furthermore, communication on the new evaluation

budget will be shared to the implementing entities as part of the issuance of the upcoming newsletter.

Management response to the rapid evaluation

17. The secretariat, in consultation with the Technical Evaluation Reference Group of the Adaptation Fund, prepared an action plan to respond to the findings arising from the rapid evaluation, for consideration by the Board during the intersessional period between the forty-first and forty-second meetings of the Board and was requested to present an oral report on the progress made in implementing the action plan during the thirty-third EFC meeting (Decision B.41/31). Since the afore-mentioned document was approved on 9 April through decision B.41-42/19, there is no progress to report on. The secretariat will, instead, report on the progress in implementing the action plan at the thirty-fifth meeting of the EFC, as mandated by the afore-mentioned decision.

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

18. The secretariat (i) continued engaging with UNDP with a view to ensuring that all completed projects funded by the Adaptation Fund and implemented by the UNDP were financially closed, and that final audited financial statements including the implementing entity fee, 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 signed between the Board and the UNDP; and (ii) prepared a report on an update on the matter for consideration of the Ethics and Finance Committee at its thirty-third meeting. (Decision B.41/32)

Request for a revision of legal agreement

19. The secretariat sent letters to the relevant designated authorities informing them about the Board decision on relation to the legal issues raised by the Food and Agriculture Organization of the United Nations (FAO) and communicated to FAO the present decision. (Decision B.41/33)

Issues arising from seventeenth session of the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP 17), the fourth session of the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA 4) and the twenty-seventh session of the Conference of the Parties (COP 27)

(i) *Outputs of independent review of the Environment and Social Policy (ESP) and its proposed update*

20. The secretariat prepared a background note taking into account the Board's discussions at the forty-first meeting, the independent review of the ESP and the results of the stakeholder surveys contained in annexes 1 and 2 to document AFB/B.41/7, respectively. This is to support

the Board in continuing its consideration on the possibility of updating the ESP at the forty-second meeting, recalling decision 5/CMP.17, paragraph 15. (Decision B.41/36)

(ii) *Options for a policy on safeguarding against sexual exploitation and abuse and sexual harassment (SEAH)*

21. The secretariat prepared a background note which includes elaboration of definitions and their application as well as potential approach and process to respond to the mandate to adopt a policy on safeguarding against SEAH contained in decisions 4/CMP.17, paragraph 13 and decision 18/CMA.4, paragraph 21, taking into account the Board's discussions at the forty-first meeting. (Decision B.41/37)

(iii) *Status of timely transition of the Adaptation Fund from the Kyoto Protocol to the Paris Agreement, and (iv) Status of development of a strategy on monetization of Article 6, paragraph 4, emission reductions (A6.4ERs)*

22. The secretariat continued consultations with the secretariat of the United Nations Framework Convention on Climate Change (UNFCCC), the trustee and any other relevant stakeholders with a view to preparing the arrangements for the transition of the Adaptation Fund from the Kyoto Protocol to the Paris Agreement, as per decision 1/CMP.14 and decision 13/CMA.1. The secretariat also drafted amendments to the Memorandum of Understanding regarding secretariat services, the Rules of Procedure, the Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund, and the Strategic Priorities, Policies and Guidelines in the context of the transition of the Adaptation Fund from the Kyoto Protocol to the Paris Agreement, for Board's consideration. The secretariat and the trustee continued consultations with the secretariat of the UNFCCC and any other relevant stakeholders with a view to the timely development of a new terms and conditions for the trustee services and a strategy on monetization of Article 6, paragraph 4, emission reductions (A6.4ERs). The secretariat prepared a report on the status of the above-mentioned work for consideration of the Board at its forty-second meeting. (Decision B.41/38)

Implementation plan for the medium-term strategy of the Fund for the period 2023–2027

23. The secretariat prepared an analysis of the provisions of the Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund related to the designated authorities of the Fund, with a view to providing options for Fund support to enhance the capacity of designated authorities for consideration of the Board at its forty-second meeting. (Decision B.40/73)

A proposal for a wider discussion on matters related to accreditation and legal agreements, stemming from the discussion at the thirty-first meeting of the EFC

24. The secretariat prepared a document which contains options for resolving the issues raised by Implementing Entities related to accreditation and the Adaptation Fund standard project

legal agreement and their implications for consideration of the Board at its forty-second meeting. (Decision B.40/76)

Readiness Programme

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

- a) The secretariat completed the review process for readiness grants for the intersessional period between the forty-first and forty-second meetings of the Board.
- b) The secretariat hosted the 16th Webinar in the Funds readiness webinar series on 9 November 2023, under the topic “Environmental and Social Policy (ESP) requirements during post project approval.” The webinar discussed the Fund’s requirements for reporting on the ESP during project implementation and shared insights on issues that entities should consider when reporting on the implementation of Environment and Social safeguards in line with the Fund’s ESP.
- c) The secretariat facilitated a webinar to share key updates from the decisions of the Forty-first meeting of the Adaptation Fund Board and its implications to the implementing entities on 7 November 2023.
- d) The secretariat also hosted a webinar on the Introduction to the Fund’s Evaluation Policy and its implications to the implementing entities on 22 November 2023. The new Evaluation Policy of the Adaptation Fund is a Fund-wide policy that came into effect in October 2023 and replaced the Evaluation Framework. The webinar discussed the purpose of the Evaluation Policy, how it contributes to learning, decision-making, and accountability for the Adaptation Fund and its implication for the implementing entities.
- e) The secretariat participated in the Eastern Europe and Central Asia Expanded Constituency Workshop 2023 from 2-5 October in Skopje, North Macedonia. The workshop in which the Fund’s targeted Designated Authorities (Das) from the region, was organized and hosted by the GEF Secretariat and the Ministry of Environment and Physical Planning of North Macedonia as part of the Expanded Constituency Workshop (ECW) for Europe and Central Asia recipient countries.
- f) The secretariat participated and held a side event at the Asia Pacific Climate Week on 14-16 November 2023 in Johor, Malaysia. In participating at the event, the Fund’s targeted DAs from the region and by holding dialogues and making a presentation in the National Designated Entities Forum. The event was organized and hosted by the UNFCCC secretariat, under the auspices of the UN Climate Weeks.

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

g) The secretariat hosted the third Annual Meeting of the Community of Practice of Direct Access Entities (CPDAE) in Yerevan, Armenia from 20-23 February 2024. The meeting had been postponed in September 2023 and is financially supported by the Fund and Green Climate Fund on an alternating basis. The Community of Practice of Direct Access Entities (CPDAE) is a global network made up of the accredited National Implementing Entities (NIEs) of the Adaptation Fund, which pioneered Direct Access, and the accredited Direct Access Entities (DAEs) of the Green Climate Fund (GCF). Operating autonomously, its aim is to provide an avenue for knowledge exchange, learning and experience sharing, collaboration and peer support within the community of NIEs and DAEs in order to increase the effectiveness of entities in accessing resources and implementing adaptation and mitigation projects and programs through direct access. The CPDAE is jointly supported by the Adaptation Fund and GCF whose have an observer status within the community but also provide overall guidance and oversight. The third annual meeting discussed implementation progress for the CPDAE action plan, mobilizing financial resources for the second phase of the CPDAE, and elected a new committee. Among the priorities discussed for inclusion in the second phase are advancing capacity for members to develop quality projects and project pipelines for submission to the Adaptation Fund and GCF, enhancing capacity for knowledge sharing and CPDAE peer learning, and advancing advocacy with the climate funds.

h) The secretariat hosted the 17th Webinar in the Funds readiness webinar series on 14 March 2024, under the topic “Evaluation Framework and Integrating Evaluation Throughout the Project Life Cycle.” The webinar shared information with all accredited implementing entities (IEs) to help them navigate undertaking evaluations at the proposal development and midterm stage, including how to prepare for and conduct a final evaluation. The webinar also discussed the importance of monitoring and reporting to support evaluation activities.

i) The secretariat participated in meetings of the Paris Committee on Capacity-building (PCCB) capacity-building informal coordination group for capacity-building under the Convention and the Paris Agreement (ICG) and provided input to the ICG e-booklet titled “Resources for accessing, mobilizing & scaling up climate finance” as well as the overview of capacity-building-related activities of ICG members. The secretariat also participated in the Fifth meeting of the PCCB Network on 11 April 2024 and shared experiences in capacity-building from activities of the Fund’s readiness programme during the meeting sessions.

j) The secretariat plans to host the following events between February and June 2024:

- Accreditation workshop in partnership with the Asian Development Bank targeting Designated Authorities and also discussing locally led adaptation (LLA)

- Webinar on gender e-learning course
- Workshop focused on standardized training for innovation projects
- Country Exchange focussing on the LLA theme

Communications

26. Since the forty-first meeting of the Board, the secretariat continued an effective strategy of producing and disseminating engaging content in the news stream highlighting tangible projects on the ground, emerging programs and urgency of adaptation demand targeting key audiences to highlight the Fund's work, project beneficiaries on the ground, key Fund events and project sharing knowledge exchanges in countries. 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. It further helped design, coordinate and launch the first-ever joint Climate Funds pavilion with the three other climate funds at COP28 in Dubai, which was very well-received by Fund stakeholders. These efforts significantly enhanced the Fund's standing, increased website readership, and fostered valuable partnerships with communication counterparts in other funds, implementing and executing entities, CSOs, UNFCCC and other stakeholders.

27. From 15 October 2023 to 5 March 2024, the secretariat developed 11 original news releases, two project stories, an additional two stories in collaboration with media partner Climate Home News to extend the Fund's audience reach, five photo essays, two videos, two e-newsletters, and several new brochures, postcards and promotional event materials. It also reshared additional stories and videos on projects developed by the Fund's implementing partners. It set up dedicated webpages on timely events, such as the COP28 conference to highlight the Fund's activities there in once place. It developed various sets of talking points utilized in high-level speeches made at events or media appearances.

28. The secretariat posted frequently to the Fund's website and social media platforms, which drew continued significant growth across the board. From 15 October 2023 to 5 March 2024, the website had 48,676 new users and 219,775 page views. On social media, the Fund put out 218 tweets and gained 1,451 new Twitter/X followers, reaching 23,800. It also reached 18,225 Facebook followers and 8,018 LinkedIn followers, up by 1,692. It further drew 713 media mentions, including 419 in English, 204 in Spanish, and 108 in French.

29. The secretariat has continued to innovate and grow its communications platforms, adding Instagram to its platforms, and new media monitoring and outreach tools such as Cision to complement its other tools such as Factiva. It is further exploring potentially adding enhanced social monitoring tools, some of which incorporate artificial intelligence in their platforms. For COP28 in Dubai, the Secretariat's COP28 website garnered 2,408 views and 8,688 user interactions. The Secretariat developed new videos featuring Fund project interviews and drone footage which it showed during the high-level contributor dialogue and at the joint pavilion. The Secretariat also took hundreds of photos and engaged consistently on social media throughout

the conference, in addition to handing out informational materials at the pavilion and office and putting out several timely press releases. It also facilitated several media interviews at COP28, including with prominent UAE broadcast networks, Devex, and national-level news outlets. The secretariat also worked with the IT team to monitor and make periodic enhancements to ensure the website continues to be user-friendly, interconnected, intuitive and secure.

30. The secretariat is in the process of updating the current communications strategy, aimed at raising awareness of the Fund's work on the ground for the most vulnerable, evolving support to countries and adaptation needs, to help support the goals of the Medium-Term Strategy for 2023-2027. A comprehensive survey, conducted in collaboration with the Knowledge Management team, has been disseminated to stakeholders. This initiative aims to gather valuable inputs that will play a pivotal role in refining the strategy to continue to serve the evolving needs of the Fund and its stakeholders.

Knowledge Management

31. The secretariat completed a study on climate change adaptation in fragile settings and conflict-affected countries. The study examines efforts of the Fund to address climate change adaptation and build resilience in fragile and conflict-affected countries. It highlights key findings, challenges, and opportunities from these projects, providing insights to improve future interventions. The report will be shared with implementing entities, partners, and wider relevant audiences through events and Fund's social media platforms. The executive summary of the report will also be made available in Spanish and French.

32. The secretariat is in the process of producing a study on lessons learned from adaptation interventions in least developed countries (LDCs). This study aims to improve understanding of long-term adaptation and resilience to climate change in LDCs, drawing on experiences in the AF portfolio. Furthermore, will include relevant knowledge on approaches used to effectively overcome adaptation challenges in LDCs in AF-funded interventions. An executive summary of the study will be made available in French and Spanish.

33. The secretariat prepared terms of reference for a study on lessons learned from adaptation interventions to strengthening urban resilience. The study will offer an overview of the AF experience and lessons learned on urban adaptation interventions in strengthening long-term resilience to climate change, including case studies drawn from the AF portfolio of projects and programs.

34. The secretariat is close to completion of a virtual course on gender mainstreaming. The course consists of three modules that focus on: i) importance of gender mainstreaming in adaptation projects and programmes; ii) how the AF has integrated and operationalized a gender-responsive approach into its framework and operations; iii) how to incorporate gender responsive approach throughout the adaptation project lifecycle from design, implementation to monitoring and evaluation, to comply with the AF Gender Policy; iv) AF funding windows to support gender mainstreaming in AF projects and programmes; v) examples of good practices and lessons

learned on the integration of gender considerations throughout the project cycle. The course is designed as self-paced and will be available in English, Spanish and French.

35. The secretariat is in its final stages of 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.

36. Members of the secretariat also participated at the RedLAC conference organized in Cusco, Peru by and AF NIE where presentations were delivered on knowledge management processes and the monitoring and evaluation framework of the Fund. Breakout session on these two topics were also moderated separately by participating secretariat staff and bilateral accreditation meetings were held with interested countries.

37. The secretariat conducted a portfolio monitoring mission in Peru to extract and analyse lessons learned and best practices from the project titled "[Adaptation to the Impacts of Climate Change on Peru's Coastal Marine Ecosystem and Fisheries](#)" implemented by Profonampe, Peru. The mission provided invaluable lessons on concrete adaptation practices in the fisheries sector and technologies used and community involvement and institutional capacity building.

38. The secretariat reviewed and prepared board documents for a learning grant proposal received in December 2023. The proposal will be presented at the thirty-third meeting of the PPRC in April 2024.

Accreditation

The forty-first meeting of the Accreditation Panel was held in Washington, D.C. on 6-7 February 2024. During the reporting period, the secretariat received new accreditation applications from three applicant NIEs. The Panel continued reviewing 11 re-accreditation applications (seven NIEs, one Regional Implementing Entities (RIEs) and three Multilateral Implementing Entities (MIEs)) and 16 accreditation applications of 15 potential NIEs and one potential RIE that were previously reviewed but required additional information for the Panel's review. During the meeting, the secretariat shared updates on the gap analysis of the accreditation and re-accreditation process that it had commissioned as per Decision B.41/2, which allowed the Panel to provide reflections and seek the necessary clarifications. The final report of the analysis will be presented to the Board at the upcoming forty-second meeting. The Adaptation Fund Technical Evaluation Reference Group (AF-TERG) provided updates on the thematic evaluation of the accreditation process, including the preliminary findings and recommendations, allowing for further discussions among the Panel members. The final report of the evaluation will be submitted to the thirty-third meeting of the Ethics and Finance Committee in April 2024 for consideration. At the request of the Panel, the secretariat conducted an analysis of the current practices and procedures related to the handling of dormant accreditation applications in the pipeline. This was presented to the Panel during the meeting which helped facilitate the discussion of the Panel on the matter. The secretariat and the Panel also revisited the topic on the streamlining of Panel assessment reports

focusing on three key areas: (i) the length of both the assessment report and note to the Board; (ii) the content of both of the reports; and (iii) the characteristics and modalities of the comments to be raised by Panel members on draft reports submitted for review. This culminated in a Panel recommendation for the consideration of the Board at its forty-second meeting in April 2024. Related to this, the secretariat shared with the Panel its plans to further improve the efficiency and effectiveness of the Workflow portal to make it possible for specific tasks typically managed by the secretariat to be automated. The key improvements which are planned for FY25 would include features such as: (i) automated notifications and alerts for the secretariat, the Panel, and applicant entities at various stages of the application process; (ii) a chatbot to address common inquiries from applicants navigating the platform; and (iii) a web application to simplify document uploads and track application progress. The report of the forty-first meeting of the Panel is available on the Fund's website as part of the documents for the forty-second meeting of the Board.

Table 1: Status of accreditation applications submitted to the secretariat as of 24 January 2024

	NIE	RIE	MIE
Accredited	32	9	15
Re-accredited	21	6	12
Not accredited	15	2	0
Currently under review by Accreditation Panel	15	1	0
Screened by secretariat pending final submission of accreditation application during this report period	6	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 forty-second meeting of the Board in April 2024, the secretariat screened and prepared technical reviews of thirteen fully-developed single-country project documents and fifteen single country concepts, as well as two regional fully-developed project documents, four regional concepts, and three regional pre-concepts. In addition, the secretariat screened and technically reviewed four enhanced direct access proposals, four large innovation project proposals and two innovation small grant proposals. The secretariat also screened and technically reviewed one fully-developed global proposal for the Adaptation Fund Climate Innovation Accelerator (AFCIA) small grants programme and one proposal to provide coordination services for the AFCIA partnership.

40. Access. In performing these tasks, the secretariat team was supported by GEF Secretariat technical staff, and six contracted technical experts.

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 project implemented in Tanzania (NEMC, inception date: March 2022); Tanzania (NEMC, inception date: January 2022); Tunisia (IFAD, inception date: September 2021); and Djibouti (IFAD, inception date: March 2022);
- (b) The second PPR for the project implemented in Mauritius and Seychelles (UNDP, inception date: November 2020); Benin, Burkina Faso, and Niger (OSS, inception date: April 2020); Moldova (IFAD, inception date: March 2021);
- (c) The fourth PPR of the project implemented in Honduras (UNDP, inception date: March 2019) and Antigua and Barbuda (ABED, inception date: August 2017);
- (d) The seventh PPR of the project implemented in Jordan (MOPIC, inception date: 07/13/2016).

42. In this intersessional period, the secretariat received seven 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 a no cost extension of the project completion date - MCT - Micronesia
- (b) Request for a no cost extension of the project completion date - UNDP - Tajikistan
- (c) Request for a no cost extension of the project completion date - WMO - ACREI
- (d) Request for a no cost extension of the project completion date - PIOJ - Jamaica
- (e) Request for a no-cost extension of project completion date: United Nations World Food Programme (Egypt)
- (f) Request for no-cost extension of project completion date: Secretariat of the Pacific Regional Environment Programme (Federated States of Micronesia)
- (g) Request for a no cost extension of the project completion date -DOE - Antigua and Barbuda

43. As per Board Decisions B.35.b/16 and B.40/69, which include a temporary provision for a maximum of two no-cost extensions 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 three of such request. The secretariat proceeded to screen the requests and found that they are compliant with the criteria referred to in both decisions mentioned above. The secretariat has cleared the request as shown below as of the date of the issuance of this document.

- (a) Request for a no cost extension of the project completion date - UN-Habitat - Lao People's Democratic Republic

- (b) Request for a no cost extension of the project completion date - UN-Habitat - Pakistan
- (c) Request for a no cost extension of the project completion date – WFP - Lesotho

Gender

44. The secretariat has developed a gender e-learning course² designed to help strengthen understanding and capacities in integrating gender mainstreaming across project lifecycles, aligning with the Fund's Gender Policy. This course represents the first gender-specific e-learning course of the Fund. It is self-paced and accessible to the public at no cost. With translation work undergoing, the course will be also available in Spanish and French. The course delves into each step in the development and implementation processes of the Fund's projects, detailing necessary actions from the initial project identification or concept note phases through the fully developed project proposal, implementation, monitoring, reporting and knowledge management stages.

45. The secretariat has continued the pilot implementation of the Fund's Gender Scorecard to the Fund's portfolio, to track and monitor the progress of gender mainstreaming in the projects and programmes and of their compliance with the Fund's Gender Policy at the Fund's portfolio-wide level. The outcome is to be reported to the Board through the Fund's Annual Performance Report.

46. As per decision B.41/37, the secretariat developed a background note on Option of a policy on safeguarding against sexual exploitation and abuse and sexual harassment (SEAH), with a view to supporting the Board in continuing its consideration of options for responding to the mandate to adopt a policy on safeguarding against SEAH contained in decisions 4/CMP.17, paragraph 13 and decision 18/CMA.4, paragraph 21.

47. Collaboration on gender mainstreaming with partner organizations, including other climate funds, and the UNFCCC secretariat continued. During COP28, the secretariat organized a joint event gender side event, titled "Advancing Gender Equality and Women's Empowerment in Climate Finance" with three other climate funds- CIF, GCF and GEF. It also participated in a number of gender events to promote gender equality in climate adaptation, such as "Global Conference on Gender and Environment Data," "Bridging the GAP from Access to Action - National Gender Climate Change Focal Points (NGCCFP) training on climate finance and gender", and "Advancing Gender Equality and Women's Empowerment in Climate Finance" and "Second Collective Impact Gathering Meeting." The secretariat also participated in other gender-related meetings held on the margins of the COP28. Through these meetings, the secretariat was able to showcase the Fund's gender mainstreaming work, exchange its experiences and lessons learned with partner organizations, and expand the Fund's gender network exploring further opportunities for collaboration and synergies.

² <https://www.adaptation-fund.org/document/gender-mainstreaming-e-course/>. Also available at https://www.youtube.com/channel/UCLz33WCILST_Hjkk7oWuxRw.

Resource mobilization

48. The Fund has continued to be very active in its effort to support activities related to resource mobilization both at the strategic and communication levels. The Fund's MTS 2023 – 2027 and its Resource Mobilization Strategy and Action Plan 2022 – 2025, both approved at the Board's 39th meeting, collectively provide a framework for how the Fund intend to engage with various stakeholders to secure increasing resources from various sources to support the most vulnerable communities in adapting to climate change. The secretariat has continued its efforts in implementing the approved resource mobilization strategy and action plan and the second MTS and the related implementation plan.

49. The secretariat has taken the following steps for active outreach and communication to existing and potential new contributor governments on the 2023 resource mobilization target of USD 300 million per year from a higher number of contributors than the previous year, as set by the Board at its 40th meeting. The steps for active outreach are as follows:

- (a) The secretariat engaged actively and worked closely with the UAE's COP 28 Presidency and the UNFCCC Executive Secretary to ensure their support in advocating for the AF's resource mobilization target, including the UAE's hosting of the 2023 high-level Contributor Dialogue that was convened in conjunction with COP 28 in Dubai, UAE;
- (b) The secretariat published the second resource mobilization newsletter with relevant AF updates to existing and potential new contributor governments;
- (c) The secretariat has reached out and met bilaterally with a number of interested contributor governments during the COP 28 Climate Change Conference in June 2023.

50. The secretariat organized the annual high-level Contributor Dialogue during the COP 28 in Dubai, UAE, which was held on 4 December 2023 and hosted by the UAE's COP 28 Presidency. The Contributor Dialogue was attended by several distinguished high-level speakers, including the AFB Vice-Chair, COP 28 Chief Executive Officer, the Executive Secretary of the UN Framework Convention on Climate Change, the Lead Negotiator of the COP 27 Presidency, 13 contributor government representatives at ministerial or other high levels, two recipient country representatives from Small Island Developing States (SIDS) and the Least Developed Countries (LDCs), and a civil society representative. Participants voiced their support for the Fund and its crucial role in serving the Paris Agreement by delivering urgent and high-quality adaptation finance to vulnerable developing countries and communities. Speakers also highlighted the increasing demand from countries for AF resources, as reflected in the active pipeline of submitted project/programme proposals, and the need for mobilizing resources for the AF.

51. The total amount of pledges and contributions for 2023 is US\$ 188.03 million from 14 contributors, including one first-time contributors and six multi-year tranches.³ The secretariat also took further action in the area of contributions from sources alternative to government

³ See the press release on the AF website for a full list of participants and pledges: <https://www.adaptation-fund.org/press-release-adaptation-fund-mobilizes-nearly-us-160-million-in-new-pledges-at-cop28-for-the-most-climate-vulnerable/>.

funding, such as foundations, charitable organizations, non-profit organizations, private individuals and private sector companies. The secretariat liaised with the United Nations Foundation (UNF) to transfer the financial donations received through the UNF's private donation route ("Donate Button"), established in 2012. The secretariat periodically promoted the opportunity for the private sector and individuals to donate to the Trust Fund.

52. The secretariat, together with the trustee, has been actively engaging with UNFCCC and other relevant stakeholders on the timely development of a strategy of monetization of Article 6, paragraph 4, emission reductions (A6.4ER). The secretariat has also been engaging with relevant stakeholders related to voluntary carbon markets, such as the Integrity Council for Voluntary Carbon Markets (ICVCM), as well as the International Maritime Organization (IMO) on their discussions on emissions trading in the shipping sector.

Ad Hoc Complaint Handling Mechanism

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

Personnel

54. Mr. Justice Issah Surugu Musah was recruited through an open competitive process as Climate Change Specialist (Results-based management) and entered on duty on 1 November 2023.

55. Mr. Mahamat Assouyouiti, Senior Climate Change Specialist and Team Lead for Results-based management resigned from the secretariat in January 2024 after having been appointed Minister of Economy, Planning and International Cooperation in his home country of Chad. The recruitment for his successor is on-going.

Annex I: Activities of the secretariat (From 1 July 2023 to 30 June 2024 – FY24)**MEETINGS AND WORK ORGANIZATION**

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 18 / CMA 5	July - August 2023 [Completed]
Organization of the Forty-first Meeting of the Adaptation Fund Board, Bonn, Germany, including consideration of the draft addendum to the report to CMP 18 / CMA 5	10-13 October 2023 [Completed]
UN Climate Change Conference (COP 28 / CMP 18 / CMA 5), Dubai, UAE	30 November – 12 December 2023 [Completed]
Proposal of FY25 workplan and budget	January - March 2024
Organization of the Forty-second Meeting of the Adaptation Fund Board	16-19 April 2024
Bonn Climate Change Conference	3-13 June 2024
Meetings of the Green Climate Fund Board (Four times a year) - Thirty-sixth meeting of GCF Board (Songdo, Republic of Korea)	10-13 July 2023 [Attended]
Meetings of the Adaptation Committee (Two times a year)	TBC
Meetings of the Standing Committee of Finance (Three times a year) - 2023 Forum of the Standing Committee on Finance: Financing Just Transitions (Bangkok, Thailand)	17 – 18 July 2023 [Attended]

MEDIUM-TERM STRATEGY

Activity	Dates/Time frame
Second Medium-term Strategy for the period from 2023 to 2027: - Implementation of the MTS (2023-2027) in line with the approved Implementation Plan and throughout AFB secretariat operations	July 2023 – June 2024 [Ongoing]

RESOURCE MOBILIZATION

Activity	Dates/Time frame
Implementation of the Resource Mobilization (RM) Strategy and Action Plan	Throughout FY24
Update of the RM page on the website, including updates on contributions and information provided by contributors	September 2023 – January 2024
Publication of quarterly RM newsletters with existing and potential new contributor	Throughout FY24

Activity	Dates/Time frame
Outreach through RM related bilateral meetings and multilateral dialogues with Parties & participation in resource mobilization related workshops and events	Throughout FY24
Organization of annual high-level Contributor Dialogue during COP28 high-level segment	December 2023

PROJECTS AND PROGRAMMES

Activity	Dates/Time frame
Preparation and participation in the Adaptation Futures conference (Innovation days)	July – October 2023 [Completed]
Review of and recommendations on project and programme proposals for the forty-first Meeting of the Adaptation Fund Board	August - September 2023 [Completed]
Review of and decisions on project and programme proposals for the forty-second Meeting of the Adaptation Fund Board	January - March 2024 [Technical review completed, decisions will be taken at AFB42]
AFCIA partnership: website enhancement, e-learning course and events	Throughout FY24 [Planned for April-May 24]
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 [Planned for April-June 24]
Enhanced Direct Access: E-learning and promotional materials	Throughout FY24 [Planned for April-June 24]
Enhancement of FIF platform including the development of the online submission platform for project proposals	Throughout FY24 [Ongoing and in progress, work will continue in FY25]

ACCREDITATION

Activity	Dates/Time frame
Accreditation review support	Throughout FY24
Accreditation Panel field visit to IE applicants	TBC

Fortieth meeting of the Accreditation Panel	5-6 September 2023 [Completed]
Forty-first meeting of the Accreditation Panel	7-8 February 2024 [Completed]

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) <ul style="list-style-type: none"> - PMM in Peru to cover the project implemented by PROFONANPE in conjunction with the participation to the REDLAC event; - PMM to Tanzania to cover the projects implemented by NEMC. 	PMM in Peru 16-20 October 2023, followed by REDLAC conference 23-25 October 2023. PMM in Tanzania 13-17 May 2024 (in conjunction with NIEs country exchange)
Production of Annual Performance Report for the Board's consideration and reader friendly versions in multiple languages (FR, EN, ES, AR)	July 2023 – January 2024
Initiation of process to revise the Fund's Strategic Results Framework	June 2023 to Q1 FY25
Assess status of project post approval requests for change to prompt review of the Operational Policy and Guidelines Annex 7	January- March 2024
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; three project stories completed.
Updates of themed flyers or brochures	November 2023 and April 2024; various brochures, infomaterials completed
Develop/produce/disseminate 10-20 press releases on news stories and timely program updates	Throughout FY24; 13 press releases completed/disseminated

Activity	Dates/Time frame
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; [Ongoing]
Support periodic development of blogs, web postings, and video postings;	Throughout FY24; two videos completed.
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; strategy update work ongoing; new wave of stories being developed
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 [Ongoing]
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; coordination with other climate funds completed/implemented on joint pavilion; coordination on AF/AF-TERG office design completed; AF side event completed
Climate Home News (CHN) sponsored content arrangement to increase engagement and reach—CHN has total of 5 million	Throughout FY24; quarterly

Activity	Dates/Time frame
followers on web/SM-collaborative program includes 4-5 stories a year and video	
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"> - Website beautification/modernization project - Internal training on website content management or presentations 	Throughout FY24; minor updates underway TOR being developed to start review of website and make recommendations for shorter and longer term improvements
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; [Ongoing]

KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge (by theme/sector): 2 publications <ul style="list-style-type: none"> - Publication on lessons learned from adaptation interventions in LDC countries with case studies from AF-funded projects (in progress) - PMM report (to take place in Peru in Oct 2023; report to be complete by Dec 2023) completed - Dissemination plan publication, including through an internal BBL (to be organized in February 2024) 	Publication 1: by March 2024 Dissemination throughout FY24
Events where findings from projects are presented <ul style="list-style-type: none"> - AF Side event on lessons learned from strengthening resilience through DRR/EWS with examples from the AF portfolio - Spanish speaking event on the new funding windows under MTS2 - Side event at Adaptation Futures (Montreal, Quebec) on the importance of local and traditional knowledge in AF adaptation projects (collaboration with other teams ongoing) with participation of AF NIEs - completed 	COP28 (December 2023), 6 Oct 2023 (Montreal, Quebec)
Learning grants: reviewing proposals and preparation of Board documents ongoing	Review and submission at AFB 41 (Oct 2023) and AFB42 (March 2024)

Activity	Dates/Time frame
	Throughout FY24
<p>Lessons learned from accreditation</p> <ul style="list-style-type: none"> - Event where findings from the accreditation-related publications can be shared with existing and prospective NIEs and Das (event to take place in Feb 2024 in collaboration with the Asian Development Bank) 	February 2024
<p>Promotion of Fund projects scaled-up by other funds through various channels (uploads on website or /face-to-face events)</p> <ul style="list-style-type: none"> - Creating dedicated space on website to illustrate the scaled-up projects 	Throughout FY24
<p>Learning events hosted with other funds around different themes related to projects (collaboration with GCF, GEF and CIF on different themes at COP28)</p>	Throughout FY24
<p>Capturing and integrating knowledge from readiness and capacity building produced and disseminated</p> <ol style="list-style-type: none"> 1. Country exchange – knowledge fair (location, date tbd); lessons learned publication to be produced and disseminated) 2. Outreach webinar on lessons learned from all Readiness/KM materials aimed at donors and other funds 	<p>May 2024</p> <p>February 2024</p>
<p>Publication/best practices on key projects knowledge in collaboration with IEs (2 publications)</p> <ul style="list-style-type: none"> - theme 1: E-course on gender mainstreaming in projects w/ guidance on how to apply the intersectionality study at design, implementation, monitoring and evaluation (in collaboration with gender team) ongoing - theme 2: lessons learned from urban adaptation interventions (what works in terms of adaptation; what doesn't) ongoing 	<p>February 2024</p> <p>May 2024</p>
<p>Publication on specific adaptation issue in collaboration with learning institution/think tank</p> <p><i>Theme 1: Analysis of lessons learned from portfolio monitoring missions</i></p> <p><i>Theme 2: Sector-specific gender mainstreaming update w/ gender mainstreaming measures designed to empower women and girls and improve their decision power</i></p>	<p>By June 2024</p> <p>May - June 2024</p>
<p>General collaboration with partners and other teams through participation at events and awareness raising activities – SBs, COPs, other international events.</p> <ul style="list-style-type: none"> - Establishing partnerships with knowledge institution/organization on sharing lessons learned 	Throughout FY24
<p>Maintain collaboration with thematic communities of practices (ex. COP for locally-led adaptation scalability CoP) to disseminate knowledge and forge partnership with partners</p>	Throughout FY24
<p>Update Knowledge Management Strategy</p> <ul style="list-style-type: none"> - Circulation of survey in collaboration with Comms unit 9Feb 2024) - First draft of the updated strategy (March 2024) 	Throughout FY24

Activity	Dates/Time frame
- Final document (April 2024)	

GENDER

Activity	Dates/Time frame
Study on options for a policy on the Protection from Sexual Exploitation, Abuse and Harassment for the Adaptation Fund	July 2023- October 2023 [Completed]
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 -March 2024 [Ongoing]
Gender KM Publication	January - June 2024 [Ongoing]
Development of gender-related tools & Update of Gender related AF documents [gender score card is developed and development of the relevant guidance document is underway]	July 2023 - June 2024 [Ongoing]
Implementation of GP and GAP	July 2023 - June 2024 [Ongoing]
Implementation of AF Gender Score Card	July 2023- June 2024 [Implementation Ongoing]
Gender Trainings <ul style="list-style-type: none"> - For implementing entities: gender training during NIE annual seminar - For secretariat 	September 2023 [Completed] May 2024
Gender Partnership <ul style="list-style-type: none"> - Organization of a side event with three other climate funds (CIF, GCF and GEF) on the theme of gender responsive climate finance during COP 28 - Participation in the gender training of national gender climate change focal points of the UNFCCC with other climate funds during COP 28 - Meetings with other partner organizations and climate funds to exchange experiences and knowledges on gender mainstreaming and explore opportunities for collaboration - Expanding gender partnership and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and int'l events on gender and climate change 	July 2023- June 2024 [Completed] [Completed] [Ongoing] [Ongoing]

Activity	Dates/Time frame
- Active communication of the Fund's commitment to gender equality and empowerment of women and girls, and Fund's gender work	[Ongoing]
Regular reporting to the Board on the implementation of the Gender Policy and Action Plan through: (i) Secretariat's activities report; (ii) Annual performance report (APR), dedicated gender section (iii) Board's report to CMP/CMA (iv) contribution to the UNFCCC's synthesis gender report	July 2023- February 2024 [Completed]
Active communication of the AF commitment to gender equality and empowerment of women and girls, and Fund's gender work	Throughout FY24 [Ongoing]
Launch of the Evaluation/Assessment of the Implementation of AF Updated GP and GAP (2021-2023)	Launch in June 2024 (TBC)

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 [Ongoing]
Readiness grants launch and review (TA and readiness package grants)	Twice a year: July - December 2023 and March – June 2024 [Ongoing]
Project scale-up grant review	Rolling basis [Ongoing]
2023 annual climate finance readiness seminar for accredited national implementing entities	12-15 September 2023 [Completed]
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 December 2023 [Completed]
Webinar to facilitate dissemination of guidance notes related to the AF Evaluation Policy	Between July and December 2023 [Completed]
Adaptation Fund Readiness Webinar #16	October 2023 [Completed]
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 [Completed]
Workshop in Africa focused on standardized training for regular projects. Training to include session on PPRs. [Update: will be implemented as CPDAE annual workshop]	February 2024

Webinar to launch revised AF Results Framework	November 2023 [Completed]
Adaptation Fund Readiness Webinar #17	February 2024
Accreditation workshop targeting NIEs on workflow and DAs. Event to capitalize on momentum from COP28.	Between February and March 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. [Update: will now pilot innovation funding window training manual]	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