



ADAPTATION FUND

AFB/B.43/3
23 September 2024

Adaptation Fund Board
Forty-third meeting
Bonn, Germany, 10-11 October 2024

Agenda item 4

REPORT ON ACTIVITIES OF THE SECRETARIAT

Background

1. This report lists the activities undertaken by the Adaptation Fund Board Secretariat (the secretariat) during the period of five months between the forty-second meeting in April 2024 and the forty-third meeting of the Adaptation Fund Board (the Board) in October 2024.

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

2. Following the forty-second meeting held in Bonn, Germany on 18-19 April 2024, 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.42/17.

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) The fifth annual meeting of the Paris Committee on Capacity-building (PCCB) Network (11 April 2024, online): a member of the secretariat attended the meeting and shared the Fund's experience on enhancing regional capacity building efforts.
- (b) The 28th meeting of the Technology Executive Committee and Joint session of the Technology Executive Committee and the Advisory Board of the Climate Technology Centre and Network (16-18 April 2024, Copenhagen, Denmark): A member of the secretariat attended the meetings and presented AF's support to technology development and transfer.
- (c) Workshop on "Linking adaptive social protection and climate financing: A joint effort of MDBs and UN agencies" (18 April 2024, Washington D.C.): A member of the secretariat attended the workshop and shared the Fund's experiences on including social protection measures in adaptation finance.
- (d) Meeting of the Heads of the Multilateral Climate Funds, in conjunction with the World Bank/IMF Spring Meetings 2024 (21 April 2024, Washington D.C.): The manager of the secretariat and one member of the secretariat represented the Fund to share views on the initial draft Action Plan of the Multilateral Climate Funds.
- (e) Gender regional training workshop on 'accelerating gender-responsive nationally determined contributions (NDCs) implementation in the Asia Pacific (1-3 May 2024, Seoul, Korea): A member of the secretariat contributed to the workshop by sharing the Fund's experiences related to entry points for accessing climate finance for gender-responsive adaptation projects.
- (f) The 18th International Conference on Community-Based Adaptation to Climate Change (CBA18) (6-9 May 2024, Arusha, Tanzania): A member of the secretariat participated and organized a side event titled "Innovative Pathways: Local Solutions for Community Resilience";

- (g) International Institute For Sustainable Development (IISD) workshop on ‘intersectional approaches in climate change adaptation and policy making’ (28-30 May 2024, Istanbul, Türkiye): A member of the secretariat attended the workshop sharing the Fund’s experiences related to intersectional approaches in adaptation projects and discuss
- (h) The 4th International Conference on Small Island Developing States, (27-30 May 2024, Antigua, Antigua and Barbuda): The manager of the Fund and two additional members of the secretariat participated in the event, presenting at various panel discussions on the support provided by the AF to financing resilience efforts of SIDS. The AF also organised a special event in collaboration with the government of Antigua and Barbuda and Board member Diann Black-Layne highlighting the experience of direct access in the country.
- (i) UNFCCC SB 60, (3-13 June 2024, Bonn, Germany): A delegation of the AF composed by the AF Board Chair, the manager and 3 secretariat members attended the meeting. The Adaptation Fund organised a side event on how the AF is delivering on the Global Goal on Adaptation.
- (j) The seventh meeting of the informal coordination group for capacity-building under the Convention and the Paris Agreement (ICG) (4 June 2024, online): a member of the secretariat participated in the event and contributed to the discussion on capacity gaps and needs. The secretariat also shared the Fund’s upcoming capacity-building activities with the aim of exploring collaboration opportunities with ICG members.
- (k) Conference on adaptation interventions in Fragile and Conflict-ridden settings held in Abu Dhabi, United Arab Emirates (virtual, 10-11 June 2024): a member of the Secretariat presented findings from a publication on lessons learned from adaptation interventions in fragile and conflict-ridden setting and discussed the meaning of the fragmented landscape of climate funding for these countries.
- (l) 67th Global Environmental Facility Council Meeting (17-18 June 2024, Washington D.C., USA): Two members of the secretariat participated in representation of the Fund. Another member participated in the GEF Gender Partnership Meeting held during the Council meeting.
- (m) ICLEI Congress on urban resilience (18-21 June 2024, Sao Paulo, Brazil): A member of the Secretariat participated in two side events related to lessons from urban resilience from the AF portfolio and on the new funding windows related to locally-led adaptation.
- (n) The Africa Conservation Forum (26-28 June 2024, Nairobi, Kenya): a member of the secretariat participated and organized a side event on financing locally led adaptation.
- (o) Side event in the margin of the High level Political forum on sustainable Development (18 July 2024, New York, USA): a member of the secretariat participated in a panel discussion organised by the international organization of la Francophonie on access to climate finance in the Francophone world.
- (p) Workshop on MCF Collaboration under the Climate Resilience Program (22-24 July 2024, Tokyo, Japan): A member of the secretariat participated in this workshop organized by the Climate Investment Fund (CIF) Secretariat.

- (q) Workshop on Disasters and Climate Risks Integrated Management (30 July - 1 August 2024, Cali, Colombia): A member of the secretariat participated in this workshop organized by the United Nations Office for Disaster Risk Reduction, United Nations Development Programme, the German Development Cooperation and the Government of Colombia, joining a panel discussion on disaster risk reduction and climate change adaptation finance.

Preparations for the forty-third Board meeting

Meeting arrangements

4. The Board held its forty-second meeting in Bonn, Germany on 18-19 April 2024, preceded by the Project and Programme Review Committee and the Ethics and Finance Committee, respectively, on 16-17 April 2024.
5. The Board decided to hold its forty-third meeting in Bonn, Germany on 8-11 October 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.
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-third meeting of the Board and for the thirty-fourth 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.43/Inf.1, List of documents.

Membership of the Board

9. The following includes a list of the changes in the membership of the Board as of the date of the issuance of this document.
- (a) Ms. Choikhand Janchivlamdan (Mongolia, Non-Annex I Parties) was elected to the Board as an alternate member, taking a seat that had been vacant since March 2023, after the term of the previous holder of that seat, Ms. Naima Oumoussa (Morocco, Non-Annex I Parties), ended.
- (b) Ms. Akram Mirzakhani (Islamic Republic of Iran, Asia-Pacific States) replaced Mr. Massoud Rezvanian Rahaghi (Islamic Republic of Iran, Asia-Pacific States) as Alternate Member.

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.42-43/1 Approval of request for no-cost extension of project completion date: Kemitraan (Indonesia)
- B.42-43/2 Approval of request for no-cost extension of project completion date: UNDP (Tajikistan)
- B.42-43/3 Approval of direct project services and no-cost extension of the project completion date: OSS (Benin, Burkina Faso, Niger)
- B.42-43/4 Approval of no-cost extension of project completion date: OSS (Djibouti, Kenya, Sudan, Uganda)
- B.42-43/5 No-cost extension of project completion date: Banque Ouest Africaine de Developpement (BOAD) (Benin, Burkina Faso, Ghana, Niger, Togo)
- B.42-43/6 Joining the NDC Partnership as an institutional member
- B.42-43/7 Approval of no-cost extension of project completion date: UN-Habitat (Comoros, Madagascar, Malawi, Mozambique)
- B.42-43/8 Approval of no-cost extension of project completion date: UN-Habitat (Solomon Islands)
- B.42-43/9 Approval of no-cost extension of project completion date: UN-Habitat (Fiji)
- B.42-43/10 Approval of no-cost extension of project completion date: Albania, Montenegro and North Macedonia (UNDP)
- B.42-43/11 Approval of no-cost extension of project completion date: Kemitraan (Indonesia)
- B.42-43/12 Approval of no-cost extension of project completion date: BOAD (Guinea-Bissau)
- B.42-43/13 Extension of grace period for achieving re-accreditation of the Banque Ouest Africaine De Développement (BOAD)
- B.42-43/14 Extension of grace period for achieving re-accreditation of the United Nations Development Programme (UNDP)
- B.42-43/15 Approval of no-cost extension of project completion date: WMO (Chile, Colombia, Peru)
- B.42-43/16 Fast-Track Accreditation of the Corporacion Nacional para el Desarrollo (CND) of Uruguay as a National Implementing Entity (NIE) of the Adaptation Fund
- B.42-43/17 Appointment of Alternate Member representing Asia-Pacific States
- B.42-43/18 Approval of no-cost extension of programme completion date: UNDP ISGAP (Global)
- B.42-43/19 Approval of no-cost extension of project completion date: AGCID (Chile)
- B.42-43/20 Approval of change in Executing Entity: UNEP (Paraguay)
- B.42-43/21 Approval of revision in project disbursement schedule and postponement of inception date: El Salvador, Honduras (WFP)

- B.42-43/22 Approval of Readiness Package Grant for Bhutan - Second NIE
- B.42-43/23 Approval of Readiness Package Grant for Tajikistan
- B.42-43/24 Accreditation Panel Recommendation on the Fast-Track Re-accreditation of the Agence pour le Développement Agricole (ADA) as a National Implementing Entity (NIE) of the Adaptation Fund

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

Report on activities of the secretariat

11. The secretariat prepared for presenting the findings of the study described in the publication entitled “Addressing climate change adaptation in fragile settings and conflict affected countries: Lessons learned from the Adaptation Fund’s portfolio”, to the Board at its forty-third meeting. (Decision B.42/2)

Accreditation-related matters

12. The secretariat initiated the work to further streamline the Accreditation Panel’s assessment report on (re-)accreditation applications and the associated Note to the Board with a view to improving their efficiency and presented the outcome of that work to the Accreditation Panel at its forty-second meeting as per as per Decision B.42/4. The Secretariat hired a consultant to assess and recommend approaches to make Panel’s Note to the Board efficient, and the accreditation process faster based on desk review and interviews. The consultant has proposed revisions to the template for the Panel assessment report and the Note to the Board. The proposed templates, upgrades to the Fund’s workflow, development of a mobile-based App to access the Fund’s workflow, and proposal for Panel’s self-assessment will be presented to the Accreditation Panel at its forty-second meeting.

Gap analysis of the accreditation and re-accreditation process

13. The secretariat, in collaboration with the Panel, initiated discussion with the GCF secretariat with a view to facilitating the exchanges between the accreditation panels of the two funds and assessed the feasibility of pursuing the suggestions and opportunities raised through the interviews and consultations conducted during the gap analysis, as described in annex II to document AFB/B.42/5, to report back to the Board at its forty-third meeting. The secretariat has also contacted the GCF accreditation department to understand the systems and methods used by the GCF’s Accreditation Panel to track and monitor the review of documents for applications. Per the Board Decision, the secretariat will undertake a gap analysis when the need arises, given the continuing evolution of the GCF accreditation process and related policies. (Decision B.42/5)

Guidance to Implementing Entities for Application of Updated Operational Policies for Learning Grant

14. The secretariat prepared operational policies for the learning grant window, reflecting the change in project scale and a proposal for a framework approach for bundling small grants prepared through a consultative process, to present the outputs of the work described above to the Project and Programme Review Committee at its thirty-fourth meeting. (Decision B.42/34)

Additional delivery modalities for expanding support for locally led adaptation

15. [Single country locally-led adaptation projects and programmes] The secretariat developed instructions for preparing requests for proposals and additional guideline materials for projects/programmes under this window. (Decision B.42/36)

16. [Global locally-led adaptation programme] The secretariat issued a request for expressions of interest from MIEs and RIEs to serve as aggregator(s) for small grants for LLA under the Global LLA Aggregator programme, with a deadline for receiving the submission on 12 August 2024. The secretariat reviewed the proposals received, and will present the results to the PPRC at its thirty-fourth meeting. The secretariat also developed guidance to the MIE and RIE aggregators for preparing proposals for small grant programmes for LLA under the Global LLA Aggregator programme. (Decision B.42/36)

17. [Regional locally-led adaptation projects and programmes] The secretariat is working on preparing options for a new window for regional projects for LLA, including options for the size of the project/programme grant, project/programme preparation grants and review criteria, and will present it for consideration by the Board at its forty-fourth meeting. (Decision B.42/36)

18. [Indicators for locally-led adaptation projects and programmes] The secretariat is working on developing indicators for LLA projects and programme as part of the revision of the Fund's strategic framework, and will present them for consideration by the Board at its forty-fourth meeting. (Decision B.42/36)

Guidance on analysis of the current needs for external support for advisory services for innovation and options for support

19. The secretariat proceeded with addressing the needs as identified in table 3 of AFB/PPRC.33/41 and will report on its progress to the Project and Programme Review Committee at its thirty-fourth meeting on the item. (Decision B.42/38)

Further options for funding innovation under the Adaptation Fund

20. The secretariat further explored opportunities to fund innovation to present its report for consideration by the PPRC at its thirty-fourth meeting. (Decision B.42/39)

Update on the thematic evaluation of the Adaptation Fund accreditation process

21. The secretariat prepared a draft management response to the recommendations of the thematic evaluation of the accreditation process, for the consideration of the Ethics and Finance Committee at its thirty-fourth meeting. (Decision B.42/48) The secretariat prepared a list of agreed and partially agreed upon actions, as recommended by the AF-TERG, along with an action plan to be implemented by the secretariat and will be reported to the Ethics and Finance Committee at its thirty-fourth meeting.

Observations on post-approval requests for changes received by the secretariat

22. The secretariat prepared a gap analysis of the current policies pertaining to project post-approval requests for changes, namely the policy on project/programme implementation (annex 7 to the Operational Policies and Guidelines) and the policy on project/programme delays (AFB/B.34-35/6), developed options for addressing the gaps identified, including, as necessary, suggestions for amendments to the policies, to present to the Ethics and Finance Committee for its consideration at its thirty-fourth meeting. (Decision B.42/49)

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

23. The secretariat prepared options for amending the provisions related to the Designated Authorities (DAs) of the Adaptation Fund contained in the Fund's Operational Policies and Guidelines with a view to enhancing the capacity of DAs, taking into account the discussion on option 2 of document AFB/B.42/6 during the forty-second meeting of the Board, to the Board for consideration at its forty-third meeting. The secretariat also prepared, as part of the options in sub-paragraph (a), an analysis of their operational implications, taking into consideration relevant practices of other climate funds and consultations with relevant stakeholders, to the Board for consideration at its forty-third meeting. (Decision B.42/52)

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 Ethics and Finance Committee

24. With regard to the issue of auditing requirements, the secretariat further considered options for additional measures to mitigate fiduciary risks, as appropriate, taking into account the practices of other climate funds. With respect to the issue of policy compliance under section 3.02 of the Fund's standard project legal agreement, the Board decided to pursue the option of allowing the IEs to apply their own policies and procedures, which should enable them to comply with the Fund's standards, policies and procedures. Accordingly, the secretariat prepared a draft of amendments to the Legal Agreement to reflect these two points for the Board's consideration at its forty-third meeting. (Decision B.42/53)

25. The secretariat communicated decision B.42/53 to the implementing entities. (Decision B.42/53)

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

26. Following the board decision made at AFB42 to establish the active civil society observer status, the secretariat prepared document AFB/B.43/9 that contains the latest draft Adaptation Fund vision and guidelines on enhanced civil society engagement and the latest draft guidelines for participation of active civil society observers, to present them to the Board for consideration at its forty-third meeting, with a view to the future development of the process and guidelines for participation of the active civil society observers in the Board meeting. (Decision B.42/54)

Carbon footprint of the Fund

27. The secretariat prepared a report on the carbon footprint of the secretariat for Scopes 1, 2 and 3 (as presented in document AFB/B.43/10) based on the methodologies from the Greenhouse Gas Protocol, to the Board for consideration. The secretariat also did research as per the mandate from the board, which is a comparative analysis on practices, with the Global Environment Facility and the Green Climate Fund, methodologies and cost estimations for estimating the carbon footprints of projects and to the Board for consideration at its forty-third meeting. (Decision B.42/55)

Outputs of the independent review of the Environment and Social Policy and its proposed update

28. The secretariat is preparing a draft of the updated Environment and Social Policy (ESP) taking a fit-for-purpose approach outlined as option one in document AFB/B.42/11. Upon the completion of the draft, the secretariat plans to launch a consultation process to gather input from the Fund's stakeholders including the Board, Implementing Entities (IEs), DAs, and Adaptation Fund Civil Society Network. In addition, a public call for comments on the draft of the updated ESP will be also launched. The input received through the consultations will be reflected to further updating the draft of the ESP. A final draft of the ESP and the results of the stakeholder consultations are scheduled to be submitted to the Board at its forty-fourth meeting. (Decision B.42/56)

Options for a policy on safeguarding against sexual exploitation and abuse and sexual harassment

29. The secretariat will soon start its work on preparing a draft of the Adaptation Fund policy on safeguarding against sexual exploitation and abuse and sexual harassment (SEAH), taking into account the discussion at the forty-second meeting of the Board. When the draft is ready, a consultation process will be launched to collect input from the Fund's stakeholders. A public call for comments will also be launched to gather views from a wider public. A final draft of the Fund's policy on safeguarding against SEAH and the results of the stakeholder consultations are planned to be submitted to the Board for consideration at its forty-fourth meeting. (Decision B.42/57)

Status of timely transition of the Adaptation Fund from the Kyoto Protocol to the Paris Agreement and development of a strategy on monetization of article 6, paragraph 4, emission reductions

30. The secretariat has continued consultations with the secretariat of the United Nations Framework Convention on Climate Change, the trustee and other relevant stakeholders with a view to the timely preparation of the arrangements for the transition of the Adaptation Fund from the Kyoto Protocol to the Paris Agreement, as per decision 1/CMP.14, paragraph 2. The secretariat launched a consultation, including a survey, to collect input from the Board on drafts of the 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, respectively contained in documents AFB/B.42/13/Add.1, AFB/B.42/13/Add.2, AFB/B.42/13/Add.3 and AFB/B.42/13/Add.4, during the intersessional period between the forty-second and forty-third meetings of the Board. The secretariat also updated the drafts of the amendments to the instruments referred to in the above, taking into consideration and reflecting the discussion of the Board at its forty-second meeting and the input received through the consultation, and present the outcome of the work to the Board for consideration at its forty-third meeting. The secretariat and the trustee has continued consultations with the secretariat of the United Nations Framework Convention on Climate Change and any other relevant stakeholders with a view to the timely development of new terms and conditions of the trustee services and a strategy on monetization of Article 6, paragraph 4, emission reductions (A6.4ERs) in the share of proceeds for adaptation account held by the Adaptation Fund in the mechanism registry, and the outcome of the work will be presented to the forty-third meeting for Board's consideration. (Decision B.42/58)

Resource mobilization update

31. The secretariat communicated to the Fund's stakeholders, including contributor governments, the new resource mobilization target for 2024, as approved by the Board in Decision B.42/59. The Secretariat also prepared an analysis of the usage of the various caps, develop options for adjusting project- and programming-related caps, including the cap for multilateral implementing entities, to present them to the Board for consideration at its forty-third meeting. (Decision B.42/59)

Rolling-basis submissions: Progress report on the implementation of the pilot and proposals for updating Fund policies

32. The secretariat is working on a comprehensive revision of the Operational Policies and Guidelines to reflect all necessary changes due to the revision of the Fund's policies to-date, and with a view of better accommodating future changes of the policies of the Fund for consideration by the Board in its forty-fourth meeting. (Decision B.41/21)

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

33. The secretariat undertook several actions to implement the new budget allocation for project evaluation budget as per Decision B.41/30. In particular, the review sheet for reviewers has been updated to ensure that the implementing entities to allocate 1 to 5 percent of the total

project or program budget for evaluation purposes during project reviews and that such amount is included within the implementing entity fee. In addition, the secretariat held two webinars on the evaluation policy were conducted on 22 November 2023 and 30 July 2024. Both webinars outlined the requirements for project evaluation budgets to the implementing entities.

34. The secretariat is undertaking an analysis to evaluate the degree of compliance with the policy change and will present that to the EFC at its thirty-fifth meeting to enable a more reliable analysis given the short time since the adoption of the decision.

Readiness Programme

35. 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-second and forty-third meetings of the Board.

b) The secretariat held a joint regional workshop with the Asian Development Bank in Manila on 29 – 30 April 2024, targeting 23 DAs and government representatives from selected developing countries in the Asia Pacific region, including 2 Least Developed Countries (LDCs) and 14 Small Island Developing States (SIDS). The workshop sought to enhance countries' knowledge on the importance of locally led adaptation as an approach to enhance climate finance in Asia and the Pacific. The workshop also discussed strengthening community resilience through locally-led adaptation and the scaling up of innovative climate finance such as the Adaptation Fund's Enhanced Direct Access modality and Locally-led Adaptation funding window for supporting local level adaptation initiatives.

c) The secretariat hosted the 2024 country exchange in partnership with National Environment Management Council (NEMC) (the Fund's accredited National Implementing Entity (NIE) for Tanzania), in Tanzania from 13 to 17 May 2024. The country exchange sought to strengthen, through South–South knowledge exchange and peer-to-peer learning, the capacity of accredited NIEs for building resilience through locally-led adaptation.

d) The secretariat hosted a webinar to share key updates from the decisions of the Forty-second meeting of the Adaptation Fund Board and its implications to the implementing entities on 30 May 2024.

e) The secretariat hosted a webinar on gender on 17 June 2024 in order to accelerate, encourage and enable the goal of gender equality, the empowerment of

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

women and girls and the equal treatment of people regardless of gender, including the equal opportunities for access to Fund resources and services. The webinar discussed the e-learning course on gender mainstreaming and the role of data in informing environmental and gender-based violence programming.

f) The secretariat also hosted a webinar on the Evaluation Policy Considerations in Project Design on 31 July 2024. This webinar introduced the newest AF Evaluation Policy Guidance Note, Evaluation in Project Design. This guidance note is the 11th in the series to support implementation of the Fund's Evaluation Policy. The webinar discussed how the policy applies to proposals and how putting good monitoring and evaluation principles into place at the design stage can improve project quality.

g) The secretariat hosted the 2024 annual IE Seminar, in partnership with SANBI, from 16-19 September 2024 in Johannesburg, South Africa. The seminar was attended by 30 NIEs and RIEs in addition to experts by AfriLabs and two MIEs and World Intellectual Property Organization (WIPO). The 2024 IE seminar focused on the theme of innovation. The seminar was strategically designed to transform the understanding of the participants in how to design and implement innovation adaptation projects. In addition, the secretariat facilitated a platform for engagement with implementing entities on relevant, recent developments within the AF and the international climate change adaptation space.

h) The secretariat plans to host the following events between September and December 2024:

- Webinar to share key updates from decisions from AFB43;
- Webinars on innovation, aspects of project implementation, engaging DAs, and roll out of online submission system for projects;
- Readiness webinar 18.

Communications

36. Since the forty-second 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, podcasts, stories, outreach, and media. It also presented other activities of the Fund through social media, photo albums, flyers, and other platforms. It further began the process of coordinating with the other climate funds in the planning, messaging and design of the second joint Climate Funds pavilion for COP29 in Baku, Azerbaijan. These efforts are aimed at enhancing the Fund's brand, visibility, and partnerships with other funds, implementing and executing entities, CSOs, UNFCCC and other stakeholders.

From 20 April 2024 to 29 July 2024, the secretariat developed 3 original news releases, two adaptation project stories (Malawi, Brazil) , an additional two stories in collaboration with media partner Climate Home News to extend the Fund's audience reach, four photo essays, seven videos, new infographics highlighting the Fund's work and growth, e-newsletters, podcasts, and social media cards. It also reshared additional stories and videos on projects developed by the Fund's implementing partners. It facilitated setting up new dedicated webpages on locally led adaptation and resource mobilization, and gathered materials directly from project visits in Tanzania and Trinidad to put together high quality communications stories and products.

37. The secretariat posted frequently to the Fund's website and social media platforms, which drew continued significant growth across the board. From 20 April 2024 to 29 July 2024, the website had over 34,900 users (22% increase over the same period last year) and over 152,000 page views (18% increase). On social media, the Fund reached close to 25,000 X followers, 18,300 Facebook followers and over 10,300 LinkedIn followers (increase of over 1,500). and It further drew 661 media mentions, including 558 in English, 16 in Spanish, and 87 in French.

38. 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. The Secretariat developed new videos featuring Fund project interviews and drone footage, including translation for the first time in Swahili for three videos about the Fund's country exchange and project visits to Tanzania. The Secretariat also took hundreds of photos and engaged consistently on social media. It facilitated several media interviews. 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, and has started a phased process to make improvements to beautify/modernize the look of the site and make its content more intuitive.

39. 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, was disseminated and was complemented by several interviews with a variety of stakeholders. This initiative aims to gather valuable inputs that will play a pivotal role in refining and updating the strategy to continue to serve the evolving needs of the Fund and its stakeholders.

Knowledge Management

40. The secretariat completed a study on lessons learned from adaptation interventions in LDCs. This study offers an overview of adaptation interventions in LDCs focusing on lessons learned from the AF portfolio. , Furthermore, it aims to deepen the understanding of adaptation strategies and resilience to climate change in LDCs. An executive summary of the study will be made available in French and Spanish.

41. The secretariat completed 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. Furthermore, it seeks to advance understanding among the wider adaptation community, as well as generate and share knowledge on project approaches in this thematic area.

42. The secretariat has developed a virtual course on gender mainstreaming in project/programme design, implementation, monitoring and implementation. The course consists of three modules: i) Project identification at concept note stage; ii) Gender mainstreaming processes required at the proposal stage for an AF project/programme; iii) Gender mainstreaming during project implementation, monitoring, reporting and knowledge management.

The course is designed as self-paced and is available to implementing entities and relevant stakeholders interested in learning about the topic. All three modules are available in English, Spanish and French.

43. The secretariat is in the process of producing a study focusing on lessons learned from mainstreaming gender in the agriculture and food security sector with examples from the Adaptation Fund portfolio. The study will highlight the importance of gender-responsive approaches and provides recommendations for effective implementation. An executive summary of the study will be available in Spanish and French as well.

44. The secretariat is in its final stages of completion of the new 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.

45. The secretariat conducted a portfolio monitoring mission in Tanzania hosted by the National Environment Management Council (NEMC) to extract and analyse lessons learned and best practices from the projects titled "Enhancing Climate Change Adaptation for Agro-Pastoral Communities in Kongwa District; and "Strategic Water Harvesting Technologies for Enhancing Resilience to Climate Change in Rural Communities in Semi-Arid Areas of Tanzania (SWAHAT). The mission concluded with the organization of a knowledge fair where participating NIEs had the opportunity to share lessons learned, experiences and challenges from the implementation of their own projects.

46. The mission provided invaluable lessons on the adaptation measures deployed to enhance adaptation to climate change in the semi-arid rural communities impacted by drought, floods and water scarcity. A lessons learned brochure is under development presenting the lessons learned applied by participating NIEs in the implementation of their own projects. The secretariat prepared a board document for guidance to implementing entities for application of the updated learning grants operational policies. grants operational policies, The detailed paper will be presented at the thirty-fourth meeting of the PPRC in October 2024.

47. The secretariat also prepared an additional board document on a bundling framework between learning grants and small innovation grants. This document will also be presented at the thirty-fourth meeting of the PPRC in October 2024.

48. As part of the partnership between the Fund and the NDC² Partnership, the secretariat shared relevant knowledge products with the latter which were listed under the knowledge portal for increased visibility.

Accreditation

49. The forty-second meeting of the Accreditation Panel was held in Washington, D.C. on 28-29 August 2024. During the reporting period, the secretariat received new accreditation applications from five applicant NIEs. The Panel continued reviewing 15 re-accreditation applications (10 NIEs, two Regional Implementing Entities (RIEs) and three Multilateral Implementing Entities (MIEs)) and 17 accreditation applications of 16 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 options to further streamline the Accreditation Panel's assessment reports on (re-)accreditation applications and the associated note to the Board with a view to improving their efficiency that it had commissioned as per Decision B.42/4, which allowed the Panel to provide reflections and seek the necessary clarifications. Related to this, the secretariat presented phase-I of the upgrades to the Fund's workflow and indicated that the key improvements are designed to increase transparency, streamline communication, and improve overall efficiency of the (re-) accreditation process. The upgrade includes, among others, (i) mobile web app for IE focal points to access the workflow and obtain real-time updates, thereby enhancing responsiveness and reducing delays; (ii) visual progress graphs to give IEs a clear visual representation of their current status and remaining steps, promoting transparency and better planning; (iii) stage-based notifications and communication system which will send automated email notifications to relevant users at different stages of the accreditation process and includes a built-in messaging system to facilitate direct communication between IE focal points and the Secretariat; and (iv) a new tab for the Panel to capture/record for future reference, in consultation with the Secretariat.

50. The Secretariat provided updates on the recommendations from the thematic evaluation of the accreditation process conducted by the Adaptation Fund Technical Evaluation Reference Group (AF-TERG) as presented in document AFB/EFC.33/11 at the thirty-third meeting of the EFC. The Secretariat mentioned that, in line with Decision B.42/48, it was preparing the management responses to the recommendations to be submitted for the consideration of the EFC at its thirty-fourth meeting in October 2024. The Secretariat also shared with the Panel updates on the readiness programme and related activities, including the ongoing thematic evaluation by AF-TERG. The report of the forty-second meeting of the Panel is available on the Fund's website as part of the documents for the forty-third meeting of the Board.

² nationally determined contributions

Table 1: Status of accreditation applications submitted to the secretariat as of 30 August 2024

	NIE	RIE	MIE
Accredited	33	9	15
Re-accredited	21	6	12
Not accredited	15	2	0
Currently under review by Accreditation Panel	16	1	0
Screened by secretariat pending final submission of accreditation application during this report period	7	0	0

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

Screening/technical review of project/programme proposals

51. In preparation for the forty-third meeting of the Board in October 2024, the secretariat screened and prepared technical reviews of 14 fully-developed single-country project documents and 16 single country concepts, as well as 2 regional fully-developed project documents, 2 regional concepts, and 5 regional pre-concepts. In addition, the secretariat screened and technically reviewed one LLA single country fully-developed projects and one concepts, two large innovation project proposals and three concepts, three innovation small grant proposals. The secretariat also screened and technically reviewed one proposal to provide coordination services for the Adaptation Fund Climate Innovation Accelerator (AFCIA) partnership.

52. In performing these tasks, the secretariat team was supported by eight contracted technical experts.

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

53. 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 and clearance of 27 PPRs presented in the table below. They are now publicly available on the Fund's website:

List of Project Performance Reports cleared in the reporting period

Title	Country	Status	IE	Number	Inception date
1. Building adaptive capacity to climate change in vulnerable communities living in the Congo River Basin	Congo, Republic of	Under Implementation	UNWFP	PPR1	02/22/2022
2. Rural Integrated Climate Adaptation and Resilience Building Project (RICAR)	Gambia, The	Under Implementation	UNWFP	PPR1	03/21/2022

Title	Country	Status	IE	Number	Inception date
3. Enhancing adaptive capacity of Andean communities through climate services	Regional	Under Implementation	WMO	PPR2	02/02/2021
4. Ecosystem-Based Adaptation at Communities of the Central Forest Corridor in Tegucigalpa	Honduras	Under Implementation	UNDP	PPR4	03/04/2019
5. Building adaptive capacity through food and nutrition security and peacebuilding actions in vulnerable Afro and indigenous communities in the Colombia-Ecuador border area	Regional	Under Implementation	UNWFP	PPR5	05/03/2018
6. Implementing Measures for Climate Change Adaptation and Disaster Risk Reduction Mitigation of School Facilities in Haiti	Haiti	Under Implementation	UNESCO	PPR1	12/21/2022
7. Building Urban Climate Resilience in South-eastern Africa	Regional	Under Implementation	UNHAB	PPR3	06/09/2023
8. Adapting to climate change through integrated risk management strategies and enhanced market opportunities for resilient food security and livelihoods	Malawi	Under Implementation	UNWFP	PPR3	06/11/2020
9. Climate change adaptation in vulnerable coastal cities and ecosystems of the Uruguay River	Regional	Under Implementation	CAFVE	PPR2	08/04/2021
10. Building Climate Resilience in Liberia's Cocoa and Rice Sectors	Liberia	Under Implementation	IFAD	PPR1	04/14/2022
11. Integrated Water and Soil Resources Management Project (Projet de gestion intégrée des ressources en eau et des sols PROGRES)	Djibouti	Under Implementation	IFAD	PPR1	03/29/2022
12. Climate Change Adaptation through small-scale & protective infrastructure interventions in coastal settlements of Cambodia	Cambodia	Under Implementation	UNHAB	PPR2	08/26/2021
13. Reducing vulnerabilities of populations in the Central Asia region from glacier lake outburst floods in changing climate	Regional	Under Implementation	UNESCO	PPR2	06/24/2023
14. Enhancing Climate Resilience in San Cristóbal Province, Dominican Republic - Integrated Water Resources Management Programme	Dominican Republic	Under Implementation	IDDI	PPR4	07/17/2019
15. Talent Retention for Rural Transformation - Adapt (TRTP-Adapt)	Moldova	Under Implementation	IFAD	PPR2	03/22/2021

Title	Country	Status	IE	Number	Inception date
16. Building Resilient Food Security Systems to Benefit the Southern Egypt Region- Phase 2	Egypt, Arab Republic of	Under Implementation	UNWFP	PPR2	09/20/2021
17. Improving Adaptive Capacity of vulnerable and food insecure populations in Lesotho	Lesotho	Under Implementation	UNWFP	PPR3	10/08/2020
18. Integrated Water and Soil Resources Management Project (Projet de gestion intégrée des ressources en eau et des sols PROGRES)	Djibouti	Under Implementation	IFAD	PPR2	03/29/2022
19. Enhancing the Resilience of the Agricultural Sector and Coastal Areas to Protect Livelihoods and Improve Food Security	Jamaica	Under Implementation	PIOJMM	PPR10	11/02/2012
20. Dairy Modernization and Market Access: Adaptation Component (DiMMAAdapt)	Georgia	Under Implementation	IFAD	PPR2	04/16/2021
21. Increasing the resilience of both displaced persons and host communities to climate change-related water challenges in Jordan and Lebanon	Regional	Under Implementation	UNHAB	PPR2	02/05/2023
22. Economic, Social and Solidarity Insertion for Resilience in the Governorate of Kairouan - IESS-Adapt	Tunisia	Under Implementation	IFAD	PPR2	09/02/2021
23. Adaptation Fund - UNDP Innovation Small Grant Aggregator Platform (ISGAP)	Regional	Under Implementation	UNDP	PPR3	10/28/2020
24. Restoring marine ecosystem services by rehabilitating coral reefs to meet a changing climate future	Regional	Under Implementation	UNDP	PPR3	11/26/2020
25. Promoting Climate Resilience in the Cocoa and Rice Sectors as an Adaptation Strategy in Sierra Leone	Sierra Leone	Under Implementation	IFAD	PPR3	05/06/2020
26. Building adaptive capacity to climate change in vulnerable communities living in the Congo River Basin	Congo, Republic of	Under Implementation	UNWFP	PPR2	02/22/2022
27. Rural Integrated Climate Adaptation and Resilience Building Project (RICAR)	Gambia, The	Under Implementation	UNWFP	PPR2	03/21/2022

54. In this intersessional period, the secretariat received 11 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 the approval of direct project services and no-cost extension of the project completion date: OSS (Benin, Burkina Faso, Niger)
- (b) Request for a no cost extension of the project completion date – OSS (Djibouti, Kenya, Sudan, Uganda)
- (c) Request for a no cost extension of the project completion date – Kemitraan (Indonesia)
- (d) Request for a no cost extension of the project completion date – UNDP (Tajikistan)
- (e) Request for a no cost extension of the project completion date – BOAD (Benin, Burkina Faso, Ghana, Niger, Togo)
- (f) Request for a no cost extension of the project completion date – WMO (Chile, Colombia, Peru)
- (g) Request for a no cost extension of the project completion date - BOAD (Guinea-Bissau)
- (h) Request for a no cost extension of the project completion date - Kemitraan (Indonesia)
- (i) Request for a no-cost extension of project completion date: UN-Habitat (Fiji)
- (j) Request for no-cost extension of project completion date: UN-Habitat (Solomon Islands)
- (k) Request for a no cost extension of the project completion date - UN-Habitat (Comoros, Madagascar, Malawi, Mozambique)

Gender

55. The Fund has continued implementing its Gender Policy and Action Plan 2021-2023 (Decision B.35-36/25), strengthening efforts to enhance institutional capacity of the Fund's Implementing Entities with a view to helping them enhance the integration of gender responsive approach throughout the project life cycle and improve monitoring and reporting on gender progress in the projects and programmes.

56. The Secretariat developed and launched the first AF gender e-learning course¹⁷ in April 2024, which aims to help strengthen understanding and capacities in integrating gender mainstreaming across project lifecycles, aligning with the Fund's Gender Policy. This course is self-paced, accessible to the public, and available for free in English, Spanish, and French. The e-course is organized into three modules: 1) Gender mainstreaming at the Concept Note stage; 2) Gender mainstreaming at the Full Proposal Stage; 3) Gender mainstreaming in project implementation, monitoring, reporting, and knowledge management.

57. On 17 June 2024 the Secretariat held a Gender Webinar, which was open to all the IEs and Fund's stakeholders. The webinar consisted of two parts: (i) the AF gender e-learning course; and (ii) information and data to advance safety for gender equality. The webinar was an opportunity for the IEs and the Fund's stakeholders to understand how to better integrate a gender-responsive approach into their projects by identifying good practices from both AF and the International Union for Conservation of Nature (IUCN) portfolios as well as opportunities/steps to address gender inequalities and gaps in climate action.

58. As part of its efforts for gender-responsive knowledge management, the secretariat started developing a gender knowledge study to identify best practices on gender mainstreaming and lessons learned from the Fund's projects and programmes in the agriculture and food security sectors.

59. During the fiscal year 2024 the Secretariat started a pilot implementation of the Gender Scorecard (GSC) which was developed with the aim of improving data collection and analysis to track the performance of projects at entry and during implementation and to enable the secretariat to track and report the progress of the implementation of the Fund's gender policy at the Fund's portfolio level on an annual basis. The GSC consists of two main components: (i) the Gender Scorecard – Quality at Entry, which aims to collect data for projects at the entry stage (both Concept Note and Full Proposal), and (ii) the Gender Scorecard – Quality During Implementation and at exit, which gathers data on projects during implementation. The GSC report for FY 24 is submitted as an information document (document AFB/B.43/Inf.6) to the Board at this meeting.

60. Collaboration on gender mainstreaming with partner organizations, including other climate funds, and the UNFCCC secretariat continued. The secretariat has participated in several meetings and workshops: the Gender Collective Impact Gathering Meeting (March 2024) organized by the UNFCCC; Workshop on “Exploring Intersectionality in Climate Change Adaptation” (May 2024) organized by the International Institute for Sustainable Development (IISD); gender regional training workshop, titled “Accelerating gender-responsive climate action and Nationally Determined Contributions (NDCs) implementation in Asia and the Pacific” (May 2024) organized by UN Women and the UNFCCC In-Session Gender Workshop held in the margins of the UNFCCC SB session (June 2024); and GEF Gender Partnership Meeting held in the margins of the GEF 67th Council meeting (June 2024).

Resource mobilization

61. 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, which includes the setting of progressive resource mobilization targets, and the second MTS and its implementation plan.

62. The secretariat has taken the following steps for active outreach and communication to existing and potential new contributor governments on the new 2024 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 42th meeting:

- (a) The secretariat has started its engagement with Azerbaijan's COP 29 Presidency to secure their support in advocating for the AF's resource mobilization target, including the potential hosting of the 2024 high-level Contributor Dialogue to be convened in conjunction with COP 29 in Baku, Azerbaijan;
- (b) The secretariat reached out and met bilaterally with a number of interested contributor governments during the SB60 Climate Change Conference in June 2024;
- (c) The secretariat organized a dedicated briefing and outreach event for contributor governments in conjunction with the SB60 sessions; and
- (d) The secretariat published the third resource mobilization newsletter with relevant Fund's updates to existing and potential new contributor governments.,

63. The secretariat also took further action in the area of contributions from sources alternative to government 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.

64. 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.

Portfolio Management (Regional project implemented by Banque Quest Africaine de Développement)

65. During the reporting period, the secretariat received a request from Banque Ouest Africaine de Développement (BOAD) for an eighteen-month no-cost extension of the project completion date for the project titled "Promoting Climate-Smart Agriculture in West Africa," under implementation in Benin, Burkina Faso, Ghana, Niger, and Togo since 2018. Following the secretariat's recommendation, the Board approved the request through decision B.42-43/2 and requested BOAD to develop a remediation plan to address pending requirements and conditions of the project implementation set out in decision B.31-32/16, and in particular to ensure that the unidentified sub-projects comply with the environmental and social policy and the gender policy of the Fund. The Board further requested the secretariat to report on project progress, including the remediation plan and BOAD's efforts to address outstanding project conditions, at its forty-third meeting.

66. In response to the Board's decision, the secretariat sent a letter to BOAD's focal point on May 6, 2024, urging BOAD to submit a commitment letter outlining a remediation plan with a timeframe for implementation. BOAD subsequently provided additional documentation indicating

that all remaining conditions had been fulfilled. However, due to changes in the regional Project Management Unit coordinator, some necessary documents were not initially shared with the secretariat as evidence of compliance.

67. The Secretariat conducted a field visit to Togo to gather firsthand information on the project's progress and challenges faced by BOAD, with a focus on compliance with project conditions. During the visit, the secretariat met with BOAD's leadership, the project implementation team, and the leadership of the regional executing entities (Regional Agency for Agriculture and Food, ECOWAS). Additionally, the secretariat visited two project sites in the Kara region of Togo (Sorry Katonga and Bowai) and observed that no concrete work had commenced.

68. Based on the field visit findings and the additional documents submitted by BOAD, the secretariat is of the view that progress has been made towards meeting all project conditions. The secretariat has provided further guidance to BOAD on strengthening its methodology for identifying inherent risks and addressing them, including enhancing capacity for implementing Environmental Social Management Plans at the country level, ensuring gender compliance, and operationalizing effective grievance mechanisms.

69. The secretariat will continue to monitor the project through its review of the annual Project Performance Report and quarterly calls with BOAD to assess progress on the project implementation, including how it's implementing the guidance of the secretariat on the methodology for identifying inherent risk.

Ad Hoc Complaint Handling Mechanism

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

Personnel

71. Aya Mimura, the former Financial Analyst of the secretariat, was selected through an open competitive process as Financial Officer and entered on duty on 15 June 2024.

72. Estefanía Jiménez was recruited through an open competitive process as Climate Change Specialist (Programming) and entered on duty on 1 August 2024.

73. Robert Krech was recruited through an open competitive process as Senior Programme Officer (governance, budget, systems and administration) and will be entered on duty on 16 September 2024.

74. Neha Sharma was recruited through an open competitive process as Senior Climate Change Specialist (Result-based management) and will be entered on duty on 4 November 2024.

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 [Completed]
Organization of the Forty-second Meeting of the Adaptation Fund Board	16-19 April 2024
Bonn Climate Change Conference	3-13 June 2024 [Attended]
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 - Twenty-fifth meeting of the AC - Adaptation Forum by the AC	9-12 March 2024 18-19 March 2024 [Attended]
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 ,contributor governments, resource mobilization strategy and target, as well as the Fund's ability to receive resources from a variety of sources	September 2023 – January 2024

Activity	Dates/Time frame
Publication of quarterly RM newsletters with existing and potential new contributor	Throughout FY24
Outreach through RM related bilateral meetings and multilateral dialogues with contributor governments, such as a briefing event for contributors during SB60 & participation in resource mobilization related workshops and events	Throughout FY24 June 2024
Organization of a virtual meeting of the Board's RM task force ahead of AFB42	March 2024

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 taken at AFB42]
AFCIA partnership: website enhancement, e-learning course and events	Throughout FY24 Ongoing and in progress, event at COP28, events at IE Seminar in September 2024
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 [IE Seminar in September 2024]
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	June 2024 [Completed]
Forty-first meeting of the Accreditation Panel	7-8 February 2024 [Completed]
Forty-second meeting of the Accreditation Panel	28-29 August 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 Mission (1 on-site) <ul style="list-style-type: none"> - PMM in Tanzania to cover two projects implemented by NEMC, specifically: <ul style="list-style-type: none"> • Strategic Water Harvesting Technologies for Enhancing Resilience to Climate Change in Rural Communities in Semi-Arid Areas of Tanzania (SWAHAT). • Enhancing Climate Change Adaptation for Agro-Pastoral Communities in Kongwa District. 	PMM in Tanzania 13-17 May 2024 (in conjunction with NIEs country exchange)
Initiation of process to revise the Fund's Strategic Results Framework	September 2024
Gap assessment of project post approval policies, namely Policy for Project Delays and Policy for Projects under Implementation (OPG Annex 7)	January- March 2024
Development of Annual Performance Report (APR) for FY24	June to September 2024
Development of dashboard of AF portfolio for secretariat's internal use (1st phase)	April to September 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; Six original project stories developed, completed and disseminated.	Throughout FY24;

Activity	Dates/Time frame
Updates of themed flyers or brochures; several infographics and updated AF flyers completed and disseminated.	November 2023 and April 2024;
Develop/produce/disseminate press releases on news stories and timely program updates; 14 news releases developed and disseminated.	Throughout FY24;
Publication of 3-4 e-newsletters summarizing key AF stories, media and digital products; three e-newsletters developed and released.	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 analytics periodically and adjust as needed; facilitate development of social media (SM) cards and short SM videos; added Instagram channel with new content; added new media monitoring and social listening programs; created five new photo essays for Flickr.	Throughout FY24; [Ongoing]
Support periodic development of blogs, web postings, and video postings;	Throughout FY24;
Write occasional speeches or talking point templates for key Fund leadership appearances, shared these to shared folders.	Throughout FY24
Publications and Outreach; Production of videos on timely themes; Production of thought leadership podcasts on key themes & programs; developed/produced 12 videos and one podcast, and disseminated them widely. Some videos produced in other languages, including for first time in Swahili, to extend audience reach and impact.	Throughout FY24
MTS2 communications support; includes relevant press releases, videos, podcasts, stories/blogs, social media coverage and outreach on AF pillars and cross-cutting areas, and updating aspects of communications strategies.	Throughout FY24;
Media Relations: outreach and ongoing communications with reporters, including drafting of media responses, key messaging and facilitating interviews w/Fund leaders; developed risk communications approaches as needed, providing key background info to reporters as needed; reposted several stories and videos from Fund's implementing partners; facilitated several media interviews, with larger press attention galvanized during and following COP28.	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; ; coordinated first ever joint pavilion with four climate funds for COP28, developed catch-all COP28 AF webpages, and promoted many key events at COP; developed relevant artwork, promotional materials and videos for COP28 dissemination. Wrote and disseminated several timely press releases during COP28, and follow-up photo essays.	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-; completed and disseminated 3 stories and a 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; Website homepage beautification/modernization project outlines begun, surveys completed, early samples developed and design approaches started. Several minor updates and sections added to website to accommodate new programs.	Throughout FY24;
Maintain relationships with communications colleagues among climate fund and implementing entity partners, AF CSO Network, and other relevant entities; amplified Fund’s key messages and stories through sharing stories with these networks; developed joint stories and releases as opportunities arose; updated email and Constant Contact lists	Throughout FY24; [Ongoing]

KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
<p>Publication showcasing best practices/case studies/lessons learned from IEs on key project knowledge (by theme/sector): 2 publications</p> <ul style="list-style-type: none"> - Publication on lessons learned from adaptation interventions in LDC countries with case studies from AF-funded projects. - PMM report that took place in Tanzania in June 2024 	<p>Publication 2: August 2024 [Completed]</p> <p>July 202 [In progress]</p>
<p>Events where findings from projects are presented</p> <ul style="list-style-type: none"> - AF Side event on lessons learned from strengthening resilience through DRR/EWS with examples from the AF portfolio - completed - 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 - Virtual event at Gobeshona Global Conference titled “Monitoring of Locally-led Adaptation Interventions: Challenges and Opportunities” held in March 2024 – completed - Event at Community-Based Adaptation to Climate Change (CBA18) conference held in June 2024 in Arusha, Tanzania titled “Innovative Pathways: Local Solutions for Community Resilience”- completed 	<p>COP28 (December 2023)</p> <p>Throughout FY24</p>

Activity	Dates/Time frame
Learning grants: reviewing proposals and preparation of Board policy documents ongoing	Review and submission at AFB 43 (Oct 2024) and AFB44 (March 2025) Throughout FY25
Lessons learned from accreditation - Event where findings from the accreditation-related publications wereshared with existing and prospective NIEs and Das from the Asia-Pacific region: completed	Manila, Philippines, February 2024
Promotion of Fund projects scaled-up by other funds through various channels (uploads on website or /face-to-face events) -	Throughout FY24
Learning events hosted with other funds around different themes related to projects (collaboration with GCF, GEF and CIF on different themes at COP28)	COP28 and throughout FY24
Capturing and integrating knowledge from readiness and capacity building produced and disseminated 1. Country exchange – knowledge fair (Tanzania, June 2024); lessons learned publication completed; to be disseminated 2. Production of standardized capacity-building and training materials of the Fund’s project funding windows (regular, EDA and innovation)	May 2024
Publication/best practices on key projects knowledge in collaboration with IEs (2 publications) - 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) - completed - theme 2: lessons learned from urban adaptation interventions (what works in terms of adaptation; what doesn’t) completed	May 2024 June t 2024
Publication on specific adaptation issue in collaboration with learning institution/think tank <i>Theme 1: Sector-specific gender mainstreaming update w/ gender mainstreaming measures designed to empower women and girls and improve their decision power; focus on the agriculture and rural development sector (in progress)</i>	June-July24
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 (partnerships w the NDC partnership and collaborations with WeAdapt)	throughout FY24

Activity	Dates/Time frame
Maintain collaboration with thematic communities of practices (ex. COP for locally-led adaptation scalability CoP) to disseminate knowledge and forge partnership with partners	Throughout FY24
Update Knowledge Management Strategy <ul style="list-style-type: none"> - Circulation of survey in collaboration with Comms unit (Feb 2024) - First draft of the updated strategy (March 2024) - Final document (September 2024) 	FY24

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] in October 2023]
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 - June 2024 [Completed]
Gender KM Publication: Lessons learned from mainstreaming gender in the agriculture and food security sectors with examples from the Adaptation Fund portfolio	January - June 2024 [Under development]
Implementation of GP and GAP	July 2023 - June 2024 [Ongoing]
Implementation of AF Gender Score Card: Report of AF Gender Score Card implementation during FY24 is prepared	July 2023- June 2024 [Completed]]
Gender Trainings For implementing entities	June 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 	July 2023- June 2024 [Completed] [Completed] [Ongoing] [Ongoing] [Ongoing]

Activity	Dates/Time frame
<ul style="list-style-type: none"> - Expanding gender partnership and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and int'l events on gender and climate change - Active communication of the Fund's commitment to gender equality and empowerment of women and girls, and Fund's gender work 	
Regular reporting to the Board on the implementation of the Gender Policy and Action Plan through: <ul style="list-style-type: none"> (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- June 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]

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 [Completed 30 June 2024. Piloting to be done in FY25]
Readiness grants launch and review (TA and readiness package grants)	Twice a year: July - December 2023 and March – June 2024 [Rolling basis - completed]
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 [Completed as part of CPDAE annual workshop in Armenia]
Webinar to launch revised AF Results Framework. Topic changed to focus on monitoring and reporting on ESP performance as the Results Framework expected to be completed after March 2024.	November 2023 [Completed]
Adaptation Fund Readiness Webinar #17	March 2024 [Completed]
Accreditation workshop targeting NIEs on workflow and DAs. Event to capitalize on momentum from COP28.	29-30 April 2024. [Completed]
Webinar to launch gender e-learning course	June 2024 [Completed]
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 Postponed to FY25]
Country exchange with NIEs to provide additional technical support during project/programme implementation.	13-17 May 2024 [Completed]
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 [Completed]
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 [Rolling basis - completed]
RBM for all readiness projects including M&R	On-going throughout FY23 [Rolling basis - completed]

Annex II: Activities of the secretariat (From 1 July 2024 to 30 June 2025 – FY25)**MEETINGS AND WORK ORGANIZATION**

Activity	Dates/Time frame
Preparation and consideration of the draft report to CMP 19 / CMA 6	July - August 2024 [In progress]
Organization of the Forty-third Meeting of the Adaptation Fund Board, Bonn, Germany, including consideration of the draft addendum to the report to CMP 19 / CMA 6	8-11 October 2024
UN Climate Change Conference (COP 29 / CMP 19 / CMA 6), Baku, Azerbaijan	11– 24 November 2024
Proposal of FY26 workplan and budget	January - March 2025
Organization of the Forty-fourth Meeting of the Adaptation Fund Board	March 2025
Bonn Climate Change Conference	June 2025 (TBC)
2024 G20 Rio de Janeiro summit	12-14 July 2024 [Attended]
New York Climate Week	22-29 September 2024
Meetings of the Green Climate Fund Board (Four times a year)	15-18 July 2024 [Attended]
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)	Throughout FY25

RESOURCE MOBILIZATION

Activity	Dates/Time frame
Implementation of the Resource Mobilization (RM) Strategy and Action Plan, incl. the 2024 RM target	Throughout FY25
Further updates and enhancement of the RM webpage on the AF website, including the donation button	Throughout FY25
Communication products dedicated to resource mobilization and relevant stakeholders, including the publication of quarterly RM newsletters	Throughout FY25
Outreach and engagement with RM stakeholders through targeted bilateral meetings and multilateral dialogues with Parties, and participation in RM related workshops and events	Throughout FY25
Organization of annual high-level Contributor Dialogue during COP29 high-level segment	November 2024

PROGRAMMING AND INNOVATION

Activity	Dates/Time frame
Project and programme proposal review (Rolling)	Throughout FY25 [In progress]
Modernizing analytics and tools & improving operational efficiency (use of AI, learning from portfolio and portfolio mining, GGA, etc.) (Workshop)	Throughout FY25 [In progress]
Preparation for the Adaptation Futures Conference 2025 (Innovation days)	Throughout FY25 [In progress]
Communication activities for LLA-related materials and events	Throughout FY25 [In progress, communication outreach for LLA partially completed, website includes updated LLA information]
AFCIA partnership (Coordination meeting)	Throughout FY25 [Meeting took place in June 2024]
Innovation networks, incubators, accelerators & AF awareness raising	Throughout FY25 [In progress]
Participation in Technology Executive Committee (TEC) / Climate Technology Centre and Network (CTCN) meetings (2 times a year)	[Not feasible, TEC meeting overlapping with Annual IE Seminar focusing on innovation in September 2024]
LLA and Adaptation Fund awareness raising	Throughout FY25 [In progress]
Support for the Innovation advisory body	Throughout FY25 [In progress]
Developing microsites for innovation/programming (LLA etc.)	July - Oct 2024 [In progress]
Enhancement of FIF platform including the development of the online submission platform for project proposals (Follow up from FY24)	July – December 2024 [In progress]

ACCREDITATION

Activity	Dates/Time frame
Accreditation review support	Throughout FY25
Upgrading the accreditation workflow (system)	July 2024- June 2025
Accreditation Panel field visit to IE applicants	July 2024- June 2025
Forty-second meeting of the Accreditation Panel	28-29 August 2024 [Completed]

Forty-third meeting of the Accreditation Panel	February 2025
Communication activities for accreditation	July 2024- June 2025

RESULT BASED MANAGEMENT

Activity	Dates/Time frame
Review of Project Performance Reports (PPRs)	Throughout FY25
Review of project change requests and extension of project completion date requests	Throughout FY25
Project Monitoring Missions (2 on-site)	Dates TBC
Ad-hoc support mission to IEs (coordination with readiness/accreditation teams if relevant and cost-effective)	Dates TBC
Production of graphic version of Annual Performance Report in multiple languages (FR, EN, ES)	July - December 2024
Review and update of Fund's results framework and other implementation policies	August 2024 - March 2025
Developing an e-learning course on PPRs (cost sharing course design with KM team)	November 2024 - April 2025
Maintenance and enhancement of FIF platform	Throughout FY25
Stress testing of AF portfolio (funded projects) to inform ad-hoc missions to IEs	Throughout FY25
Study on AF alignment with the UAE Framework on Climate Resilience of the Global Goal on Adaptation	TBD (either Q1 FY25 or Q2/3 FY25)

COMMUNICATIONS

Activity	Dates/Time frame
Publication of written project stories or blogs; four completed; additional stories by partners shared	Throughout FY25
Updates of themed flyers, briefings, brochures, SM cards or web banners; 2 updated infographics completed	November 2024 and April 2025
Develop/disseminate press releases on news and updates; three completed	Throughout FY25
Publication of quarterly e-newsletters summarizing key stories	Quarterly
SM: frequent posts to Twitter; Facebook; LinkedIn; Flickr and Instagram; review SM, media and website analytics periodically	Throughout FY25
Develop video & podcast and other multimedia web postings; 1 podcast and seven videos completed; four photo albums completed	Throughout FY25
Write occasional speeches or talking points to maximize prominent outreach or media opportunities	Throughout FY25
Press releases, SM, digital stories or flyers on knowledge publications and readiness and other events	Throughout FY25
Press releases, videos, podcasts, stories or SM coverage/outreach on pillars and cross-cutting areas	Ongoing

Activity	Dates/Time frame
Media Relations: augmented media monitoring, social listening and metrics; develop key messages and facilitate media interviews/queries; develop risk communications messages when needed	Ongoing
Planning and implementation of COP 29 communications-related products, such as joint materials with other climate funds, mini-website, and developing campaign themes.	Throughout FY 25, with busier periods in the run-up over weeks/months until and during COP29
Climate Home News (CHN) sponsored media partnership to develop additional stories to increase audience reach	Quarterly
Update and maintenance of Fund website to increase user-friendliness, including website beautification/modernization and reorganization project	Throughout FY25
Maintain relationships with communications and media colleagues among key Fund partners/stakeholders; amplify audiences by mutual resharing of stories on AF	Ongoing

KNOWLEDGE MANAGEMENT

Activity	Dates/Time frame
Review of learning grant applications - ongoing	Throughout FY25
Best practices and lessons learned with MIEs and NIEs	December 2024
Develop options for a pilot learning grant for non-accredited entities to generate knowledge on AF funded projects and initiatives (e.g., CSO, indigenous or youth organization, academia)	Throughout FY25
E-learning courses on LLA, innovation targeted for youth, and mainstreaming gender throughout the project lifecycle & translation - e-learning on LLA and/or PPRs - e-learning on Readiness package (eligibility, how to apply, etc. rules) – w/ a focus on accreditation (selecting a suitable NIE)	June 2025 December 2024
KM Study and lessons learned on different themes and sectors - Lessons learned from adaptation interventions in SIDs countries	November 2024
Translation of key documents/ publications produced with a strong involvement of local actors - Translation in UN languages - Conversion of KM products/policies into different formats (doodling, comics, videos w animation)	Throughout FY25
Knowledge exchange for innovation between NIEs and MIEs/RIEs - Adaptation Futures 2025 (New Zealand) - Community-based adaptation conference (CbA)	April - June 2025
Dissemination of TERG evaluation findings with AF stakeholders through producing and disseminating reader friendly summaries - Sectoral-oriented evaluation analysis	December 2024
Lessons learned summary brief of PMM reports highlighting common themes produced and disseminated to IEs	March 2025

Activity	Dates/Time frame
Joint KM and other events with AF CSO Network and other adaptation indigenous and young people platforms (e.g. at COP, Cba) - Participation at Cba to build a community around LLA	November 2024 (COP) April 2025 (CbA)
Joint KM product with AF-TERG on evidenced based adaptation (joint workshops for IEs on thematic subjects) - Evaluation of Readiness	January 2025
Establishment of an Adaptation knowledge managers and practitioners' network with all climate funds and other adaptation funders KM officers (similar to a community of practice arrangement)	Throughout FY25
Identify Adaptation CoP and other knowledge platforms for further engagement and collaboration (membership or joint event) - Continues engagement with LLA COP - Engaging w/ scalability COP	Throughout FY25
Publish a joint KM bulletin (annual or biannually) with other adaptation funders (best practices and recent developments)	January 2025
Engage with relevant adaptation stakeholders/ networks at regional level to present AF work	Throughout FY25
Explore options for an open data platform of the Fund that serves as a hub for all data collected through AF funded projects, makes adaptation information open and accessible, and enables generating, analyzing and sharing evidence on effective adaptation measures to inform the global science and practice of adaptation	Throughout FY25
Elaborate and update the open-data policy of the Fund and build capacity of the Fund's stakeholders to use and apply the data and evidence generated from the Fund's portfolio	End of FY25
Training events/webinars on knowledge management and effective ways to capture lessons learned in the yearly reporting of IEs	October 2024
Lessons learned from the implementation of projects around certain themes/sectors - 1 publication (alignment with NAPs)	May 2025
Guidance notes on capturing learning around different themes such as gender, LLA. - LLA as potential theme in FY25	December 2024
Joint AF-TERG and AFSEC (KM and RBM) events on Fund's monitoring and evaluation	November 2024
Joint AFSEC and AFTERG ad hoc support to IEs on RBM and EP guidance notes and templates - Development and structure of TOR on diff topics (for example on how to manage evaluation) - Webinars on presenting guidance notes	March 2025
Support to Community of Practice on LLA activities	Throughout FY25
Engage with LLA partnerships with relevant initiatives, research instructions, knowledge networks etc.	Throughout FY25
Organization of webinars with LLA CoP partners where lessons learned from knowledge products related to LLA can be discussed and shared	Throughout FY25
Yearly dedicated events/workshops to share lessons from AF portfolio and raise awareness on the Fund's leadership in adaptation Knowledge fair in collaboration with Readiness	Throughout FY25 (COP, Community-

Activity	Dates/Time frame
	based adaptation, SBs, other)
Brief summaries of project evaluations produced and disseminated to IEs - producing 2-page summary of evaluation; outreach and dissemination during webinar	March 2025
Joint participation of AF Board members, members of CSO network and AF-TERG in project monitoring missions alongside the secretariat	October 2025, April 2026 (PMMs) CbA (for CSOs)
Joint participation of AF Board members, members of the CSO network and AF-TERG in country exchanges/ knowledge fares alongside the secretariat -	May 2025 (in collaboration w/ Readiness)
Forming partnership with organizations working on AI to increase efficiency of climate finance for countries - Climate Policy Radar & Wageningen University	Throughout FY25

GENDER

Activity	Dates/Time frame
Update of ESP document [The draft of the updated ESP is under development]	July 2024 - June 2025 [Ongoing]
SEAH policy development (& subsequent incorporation of SEAH elements in other relevant Fund's instruments) [The preparation of the draft is planned to initiate after the AFB 43 rd meeting]	July 2024 - June 2025 [Ongoing]
Development of gender-related tools & Update of Gender related AF documents	July 2024 - June 2025
Implementation of GP and GAP - Launching Evaluation/Assessment of the Implementation of AF Updated GP and GAP (2021-2023) [to start after AFB 43 rd meeting]	July 2024 - June 2025
Implementation of Gender Score Card for FY 25 Report the result of the GSC - Report of the pilot implementation of GSC for FY24 [submitted to AFB 42 nd meeting in Oct. 2024] - Implementation of GSC FY25 [ongoing]	July 2024 - June 2025
Gender Trainings (at least 2 trainings): 1) for Board or secretariat [1 training in the second half of FY25] 2) for IEs [1 training in the first half of FY25]	FY25 (specific schedules TBC)
AF Gender Partnership - Expanding gender partnership and participating in/co-hosting Gender-related collaborative activities, learning/knowledge exchanges and int'l events on gender and climate change [Throughout FY25 [Ongoing]

Activity	Dates/Time frame
<ul style="list-style-type: none"> - Attending, organizing and participating gender events with AF gender partner organizations - Active communication of the Fund's commitment to gender equality and empowerment of women and girls, and Fund's gender work 	
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 FY25 [Ongoing]

Readiness Programme

Activity	Dates/Time frame
Readiness grants launch and review (Technical Assistant grants and readiness package grants)	FY25 intersessional periods [ongoing]
Project scale-up grant review	Throughout FY25 [ongoing]
3 Adaptation Fund Readiness Webinars (1 topic on Gender, 1 on M&E and 1 topic to be informed by survey to NIEs)	End July 2024 [Completed], Oct 2024 and end January 2025
Readiness support for innovation ecosystems	Between July and December 2024 – to be discussed with Climate KIC
2024 annual climate finance readiness seminar for accredited NIEs – to be held outside HQ (to invite AFCIA and GCA competition winners for session on innovation). To be held as annual IE seminar with focus on innovation.	16-19 Sep 2024
Innovation webinar	22 November 2024
Webinar for DAs – Raise awareness on accreditation process and selecting suitable NIE/RIE candidates, TA grants and overall working of the Fund	24 Nov 2024
Post AFB 43 (Oct 2024) and AFB 44 (March 2025) webinars	3 December 2024 and 6 May 2025
Webinar - Roll out of online submission system for projects	12 Dec 2024
Cross-learning webinar between AF IEs (NIEs, RIEs and MIEs and DAs)	11 Feb 2025
Roll out of EDA training manual. Regional workshop on EDA. Would include LLA and pipeline development.	24-27 Feb 2025
Workshop on innovation – Roll out of innovation training manual. Target audience NIEs. Would include pipeline development.	22-24 April 2025
Project development and accreditation support - Participate in other organizations (i.e. GEF/GCF, UNFCCC -NBF, UN4NAPSetc.) capacity building workshops targeting DAs, and NIEs/RIES	TBC after consultations with GEF and other UN bodies
Country exchange with NIEs to provide additional technical support during project/programme implementation.	May 2025

Activity	Dates/Time frame
Support for community of practice workplan implementation	Throughout FY25 [Ongoing]
Readiness team participation at international capacity-building events + general cooperation with partners – Participate and host side events targeting UNFCCC negotiators, other organizations delivering capacity-building, and internal learning and experience sharing on capacity-building e.g., at regional negotiation meetings, SBs, PCCB, Adaptation Committee, and others as relevant.	Throughout FY25 [Ongoing]
RBM for all readiness projects including M&R	Throughout FY25 [Ongoing]