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Ref: 2025/014

21 February 2025

To: Designated Authorities of the Adaptation Fund and UNFCCC Focal Points,

Subject: Notification to Designated Authorities of the Adaptation Fund and UNFCCC Focal Points regarding the decision of the Adaptation Fund Board to change the definition/designation of “Designated Authority” from an officer to an entity.

This notice is to inform you that the Adaptation Fund board at its forty-third meeting in October 2024, through decision B.43/29 decided:

- (a) To adopt and initiate the change of the definition of “Designated Authority” from an officer to an entity;
- (b) To revise, for the purpose of a transitional period of no longer than one year, the definition of “Designated Authority” in the Fund’s Operational Policies and Guidelines for Parties to Access Resources from the Adaptation Fund (OPG) from “an officer within the Party’s government administration” to “either an officer within the Party’s government administration or a government entity of the Party with appointed primary and secondary contact points”;
- (c) To phase out the current system of nominated government officer as Designated Authority at the end of the 12-month period and, effective immediately, to no longer accept new nominations of officers as Designated Authorities;
- (d) To invite eligible Parties to nominate, as soon as possible and within 12 months from the date of the present decision, a government entity as the Designated Authority for the Adaptation Fund and appoint a primary contact point with the authority to sign on behalf of the Designated Authority and up to two secondary contact points without signing authority AFB/B.43/17 17 who will facilitate communication and coordination with the Fund. The nomination of a government entity as the Designated Authority will replace any previously nominated officer as Designated Authority for that Party;
- (e) To request the secretariat to communicate the present decision to all Parties through their current Designated Authority and the United Nations Framework Convention on Climate Change focal points, and to support Parties through provision of the relevant nomination letter templates and guidance to facilitate a smooth transition;
- (f) To request the secretariat to present an amendment to the OPG for the Board’s consideration at its forty-fifth meeting, aimed at finalizing the transition of Designated Authority from an officer to an entity.

According to the above decision, this notice is to further invite the nomination of a government entity as the Designated Authority to represent their country in its relations with the Adaptation Fund, including specifying the primary focal point and secondary contact points. This nomination letter should be signed by either a Minister, an authority at cabinet level, or the Ambassador of the Party per the Adaptation Fund Board’s policies¹. A nomination letter template is provided as a suggested guide.

Nominations of the government entity focal point and secondary contact points should be sent to afbsec@adaptation-fund.org (with DA Nomination in the subject line) by **Friday October 11, 2025**.

¹ Amended Operational Policies and Guidelines (2022) of the Adaptation Fund ([AF Operational Policies and Guidelines](#)), para 21.



Please note that the Adaptation Fund Board Secretariat will host a webinar on **March 5, 2025**, that will discuss the decision by the Adaptation Fund Board to transition the DA from an individual to an entity, including implications. The webinar will also discuss roles and responsibilities of the DA during accreditation and during project development and submission. In preparation for the webinar, please see the role of the DAs and the list of current DAs [here](#) listed before the above Board decision took effect. The webinar will be open to all current Designated Authorities and UNFCCC focal points. An invitation with a registration link to the webinar will follow this notice.

Attachment: Nomination letter template