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**PROGRESS REPORT ON THE SERVICES PROVIDED BY THE GEF
SECRETARIAT TO THE ADAPTATION FUND
FISCAL YEAR 2010
(JULY 1, 2009 TO JUNE 30, 2010)**

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INTRODUCTION

1. At the UNFCCC Conference of the Parties held in Bali, Indonesia in December 2007, Decision 1/CMP.3 of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol established the Adaptation Fund Board as the operating entity of the Adaptation Fund. Paragraph 19 of Decision 1/CMP.3, “invites the Global Environment Facility to provide secretariat services to the Adaptation Fund Board on an interim basis.”
2. The GEF Secretariat has been providing secretariat services to the Adaptation Fund Board beginning with the preparation and management of the first meeting of the Adaptation Fund Board meeting held in Bonn during March 26-28, 2008. The Board meets four times every year. The eleventh meeting of the Adaptation Fund Board was held in Bonn in September 2010.
3. This is a brief report on the secretariat services provided for fiscal year 2010 (July 1, 2009 to June 30, 2010).

STAFF COMPOSITION

4. The GEF Secretariat provides services to the Adaptation Fund through: (i) dedicated staff hired for the Adaptation Fund; and (ii) staff who provide part of their time to the Adaptation Fund. Such an arrangement ensures that in addition to core staff who provide continuity of service to the Adaptation Fund, skills from around the GEF Secretariat are deployed through part-time assignments to the Adaptation Fund, depending upon the task at hand.

Core Adaptation Fund Secretariat Staff

5. During the fiscal year 2010, the dedicated Adaptation Fund Board Secretariat team at the GEF Secretariat consisted of the following staff:
 - (a) Adaptation Fund Board Secretariat Manager;
 - (b) Adaptation Officer;
 - (c) Program Assistant; and
 - (d) Consultant.

6. The above-listed complement of staff was supported during FY 2010 through a budget provision of \$458,309 approved by the Adaptation Fund Board on in June 2009. However, the actual budget spent for the dedicated staff is \$140,058. In the budget for FY11, the addition of two new positions to the dedicated team was approved by the Board: (i) a second Adaptation Officer; and (ii) a Junior Professional Associate.

Staff Deployed from GEF Secretariat

7. During the fiscal year 2010, the GEF Secretariat deployed a number of staff to work on activities related to the Adaptation Fund. For accounting purposes, it was agreed that this

support be calculated as consisting of the following eight GEF Secretariat staff working for 15 percent of their time (aggregate equivalent to 1.2 staff years) as follows:

- (a) Head of the Secretariat;
- (b) Operations Advisor;
- (c) Communications Advisor;
- (d) Monitoring Officer;
- (e) Information Officer;
- (f) Finance & Admin. Officer;
- (g) Human Resources Assistant;
- (h) Executive Assistant;

8. The above-listed complement of staff was supported during FY 2010 through a budget provision of \$241,240 approved by the Adaptation Fund Board in June 2009

SECRETARIAT SERVICES PROVIDED

9. During the fiscal year 2010, the secretariat services were provided across the following broad areas:

- (a) Logistical and administrative support for four meetings of the Adaptation Fund Board (September 2009, November 2009, March 2010, and June 2010), as well as the first meetings of the two sub-committees of the Board;
- (b) Preparation of documents for the above-mentioned meetings;
- (c) Establishment of the Adaptation Fund Board Accreditation Panel and support to its meetings in February and May, as well as intersessional teleconferences; and
- (d) Review of project and program proposals submitted for funding.

10. With regard to the above-mentioned services, the staff deployed from the GEF Secretariat focused particularly on the following activities:

- (a) Preparation of the initial draft of the *Operational Guidelines for the Adaptation Fund*, including templates for submitting proposals;
- (b) Preparation of a document on *Initial Funding Priorities*;
- (c) Development of a Results-based Management and Evaluation Framework and preparation of a Board document on the framework;
- (d) Support to the development of the terms of reference and initial selection of specialists for the Adaptation Fund Board Accreditation Panel;
- (e) Preparation of the terms of reference for a *Communications Strategy for the Adaptation Fund Board* and support to coordinate the initial work on the strategy;

- (f) Coordination of development of the new website for the Adaptation Fund, finalized by an external consultant;
- (g) Support for screening/technical review of project proposals, coordinated by the Adaptation Fund Board Secretariat dedicated team; and
- (h) Support for information technology, accounting, human resources, and other administrative matters.

11. Deployment of GEF Secretariat staff has been helpful as lessons from nearly two decades of GEF strategies and operations are being provided for consideration of the Adaptation Fund Board. The GEF Secretariat has maintained budget controls to ensure that administrative resources provided under the GEF Trust Fund are not co-mingled with those provided for the administrative work of the Adaptation Fund.¹

12. The focus of the work of the Adaptation Fund secretariat has evolved as the Fund has only recently started to consider and approve projects. Consequently, the nature of the assistance the Fund will require of the GEF Secretariat is similarly changing. Going forward and prior to preparation of any budget being presented by the Adaptation Fund secretariat to the Adaptation Fund Board, there will be an annual stocktaking of the staffing composition and skills required by the Adaptation Fund from the GEF Secretariat for the upcoming fiscal year.

13. To date, the person-hours of the staff deployed from the GEF Secretariat have been provided and reimbursed based on an agreement reached in advance of the fiscal year. The GEF Secretariat is currently undertaking an exercise to provide a more precise assessment of its contribution to the Adaptation Fund, based on establishing a more robust tracking system.

¹ The GEF Secretariat has recently written to all GEF Agencies to advise that administrative resources provided through the GEF Trust Fund are not to be employed by the Agencies to support their respective activities in support of the Adaptation Fund. The Secretariat has not received any response to that communication.