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**Progress Report on the Services Provided by the GEF  
Secretariat to the Adaptation Fund  
Fiscal Year 2011  
(July 1, 2010 to June 30, 2011)**

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## **Introduction**

1. At the United Nations Framework Convention for Climate Change (UNFCCC) thirteenth Conference of the Parties (COP13) 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 fifteenth meeting of the Adaptation Fund Board was held in Bonn in September 2011.
3. This is a brief report on the secretariat services provided for fiscal year 2011 (July 1, 2010 to June 30, 2011).

## **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 continuity of service to the Adaptation Fund provided by the dedicated staff, 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 2011, the dedicated Adaptation Fund Board Secretariat team at the GEF Secretariat consisted of the following staff:
  - (a) Adaptation Fund Board Secretariat Manager;
  - (b) 2 Adaptation Officers;
  - (c) Junior Professional Associate;
  - (d) Program Assistant; and
  - (e) Consultant.
6. The above-listed complement of staff was supported during FY 2011 through a budget provision of \$ 550,330 approved by the Adaptation Fund Board in June 2010. However, the actual budget spent for the dedicated staff is \$636,101. At its twelfth meeting in September 2010, the Board approved an amendment to the budget for FY11, including the addition of a new position to the dedicated team an Operations Officer (Accreditation) who started working in September 2011.

## **Staff Deployed from GEF Secretariat**

7. During the fiscal year 2011, 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 (GJ)
- (b) Operations Advisor (GH)
- (c) Communications Advisor (GH)
- (d) Monitoring Officer (GF)
- (e) Information Officer (GF)
- (f) Finance & Admin Officer (GF)
- (g) Human Resource Assistant (GD)
- (h) Executive Assistant (GD)

8. The above-listed complement of staff was supported during FY 2011 through a budget provision of \$ 248,477 approved by the Adaptation Fund Board in June 2010

## **Secretariat Services Provided**

9. During the fiscal year 2011, the dedicated staff services were provided across the following broad areas:

- (a) Logistical and administrative support for four meetings of the Adaptation Fund Board (September 2010, December 2010, March 2011, and June 2011), as well as the four meetings of the two committees of the Board and the four meetings of the Accreditation Panel;
- (b) Preparation of documents for the above-mentioned meetings;
- (c) Screening of accreditation applications and support to the intersessional work of the Accreditation Panel; 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) Development of a Results-based Management and Evaluation Framework and Knowledge Management Strategy, and preparation of the relevant Board documents on those items;

- (b) Coordination of work to revamp the website for the Adaptation Fund, finalized by an external consultant;
- (c) Support for screening/technical review of project proposals, coordinated by the Adaptation Fund Board Secretariat dedicated team; and
- (d) 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. Further, the experience acquired and lessons learned by the Adaptation Fund on the process of accreditation of National Implementing Entities are also beneficial for the GEF Secretariat. 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.<sup>1</sup>

12. In FY11, 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. This modality has changed for FY12, following an exercise undertaken by GEF Secretariat to provide a more precise assessment of its contribution to the Adaptation Fund, based on establishing a more robust tracking system. The person-hours of the staff deployed from the GEF Secretariat in FY12 will be provided and reimbursed based on an estimate of the time needed to perform the required tasks in advance of the fiscal year.

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<sup>1</sup> The GEF Secretariat wrote to all GEF Agencies on September 24, 2010, 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. To date, the Secretariat has not received any response to that communication.