

GEF Council Meeting
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**PROGRESS REPORT ON THE SERVICES PROVIDED BY THE GEF
SECRETARIAT TO THE ADAPTATION FUND
FY12
(JULY 1, 2011 TO JUNE 30, 2012)**

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INTRODUCTION

1. The Adaptation Fund Board was established as the operating entity of the Adaptation Fund by Decision 1/CMP.3 of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol during the United Nations Framework Convention on Climate Change (UNFCCC) thirteenth Conference of the Parties (COP13) held in Bali, Indonesia in December 2007. 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 interim secretariat services to the Adaptation Fund Board beginning with the preparation and management of the Board’s first meeting held in Bonn on March 26-28, 2008. During calendar years 2008 to 2011 the Board met four times a year. At its seventeenth meeting, in March 2012, the Board decided to reduce the number of meetings to three per year. The twentieth meeting of the Adaptation Fund Board was held in Bonn in April 2013.
3. During the reporting period the Conference of the Parties serving as meeting of the Parties to the Kyoto Protocol (CMP), at its eighth session, concluded the initial review of the Adaptation Fund. The CMP recognized the effectiveness and efficiency of the interim secretariat of the Adaptation Fund Board in the delivery of their services to the Board, as well as the operational improvements identified in the report on the review of the interim arrangements of the Adaptation Fund. It further decided to extend the interim institutional arrangements of the secretariat until the completion of the second review of the Fund in 2014.¹
4. This is a brief report on the secretariat services provided for FY12 (July 1, 2011 to June 30, 2012).

STAFF COMPOSITION

5. The GEF Secretariat provides services to the Adaptation Fund through: (i) dedicated staff hired for the Adaptation Fund Board secretariat; and (ii) staff who provide part of their time as cross-support to the Adaptation Fund Board secretariat. 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.

DEDICATED ADAPTATION FUND BOARD SECRETARIAT STAFF

6. During FY12, the dedicated Adaptation Fund Board Secretariat team at the GEF Secretariat consisted of the following staff:
 - (a) Adaptation Fund Board Secretariat Manager;

¹ Decision 4/CMP.8.

- (b) 2 Adaptation Officers;
- (c) Operation Officer;
- (d) Junior Professional Associate;
- (e) Program Assistant; and
- (f) Consultant.

7. The above-listed complement of staff was supported during FY12 through a budget provision of US\$822,643 approved by the Adaptation Fund Board in June 2011. The actual budget spent for the dedicated staff is US\$795,314.

STAFF DEPLOYED FROM GEF SECRETARIAT

8. During FY12, the GEF Secretariat deployed a number of staff to work on activities related to the Adaptation Fund. It was agreed that 15 GEF Secretariat staff members would charge part of their time for delivering services to the Adaptation Fund, performing the following tasks:

- (a) Head of the Secretariat (15%);
- (b) Accounting support (14%);
- (c) AF website and knowledge management strategy development (10%);
- (d) AF database technical support (3%);
- (e) Communications and outreach (5%);
- (f) Human resources support (7%);
- (g) IT support (5%);
- (h) RBM strategy development and implementation (12%);
- (i) Review of projects (8% of 6 staff members each²); and
- (j) Head of operations and business strategy (2%).

9. The amount of cross-support to the Adaptation Fund Board secretariat by GEF staff has decreased in fiscal year FY13 and will continue to do so in FY14 as the recruitment of dedicated staff currently ensures most of the secretariat's functions.

10. The above-listed complement of staff was supported during FY12 through a budget provision of \$277,627 approved by the Adaptation Fund Board in June 2011. In addition, the FY12 budget was amended by adding the amount of US\$118,241 to cover the cross support provided by

² The estimated amount for the support in project review is derived by charging the time of the review of one concept and one fully developed project proposal per officer. The review of one concept takes 2 days and the review of a fully developed project proposal 3 days.

the GEF Secretariat in fiscal year 2011 (FY11) that had not charged during that year. This amendment was approved by the Adaptation Fund Board in March 2012.

SECRETARIAT SERVICES PROVIDED

11. During FY12, the dedicated staff services were provided across the following broad areas:
 - (a) Management of the dedicated secretariat team and the daily operations of the Fund;
 - (b) Logistical and administrative support for four meetings of the Adaptation Fund Board (September 2011, December 2011, March 2012, and June 2012), as well as the four meetings of the two committees of the Board and the four meetings of the Accreditation Panel;
 - (c) Preparation of documents for the above-mentioned meetings, including development of strategies, policies and guidelines for the Fund;
 - (d) Ensuring timely implementation of the decisions of the Board;
 - (e) Acting as liaison between the Board and Parties and implementing and executing entities;
 - (f) Developing the work programme and annual administrative budget of the Fund and submitting them for approval by the Board;
 - (g) Screening of accreditation applications and support to the inter-sessional work of the Accreditation Panel;
 - (h) Reviewing project and program proposals submitted for funding and presenting them for Board consideration;
 - (i) Monitoring of project and program implementation and related periodic reporting - to the Board;
 - (j) Liaising, as appropriate, with the secretariats of other relevant international bodies;
 - (k) Providing the trustee with all relevant information to enable it to carry out its responsibilities, consistent with decision 1/CMP.3 and the decisions of the Board;
 - (l) Providing services to ensure and facilitate proper communication with Parties.

12. With regard to the above-mentioned services, the staff deployed from the GEF Secretariat focused particularly on the following activities:
 - (a) Coordination of work to revamp the website for the Adaptation Fund, finalized by an external consultant;

- (b) Support for screening/technical review of project proposals, coordinated by the Adaptation Fund Board Secretariat dedicated team; and
- (c) Support for information technology, accounting, human resources, and other administrative matters.

13. The 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.³

³ 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.