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**PROGRESS REPORT ON THE SERVICES PROVIDED BY THE GEF
SECRETARIAT TO THE ADAPTATION FUND
FISCAL YEAR 2013
(JULY 1, 2012 TO JUNE 30, 2013)**

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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 interim secretariat services to the Adaptation Fund Board beginning with the preparation and management of the first meeting of the Adaptation Fund Board held in Bonn during March 26-28, 2008. Since 2009, the support provided through a dedicated team of officials in a functionally independent manner has been increasing steadily and currently covers almost all the secretariat’s functions. During calendar years 2008 to 2011, the Board met four times a year. The Board decided to reduce the number of meetings to three per year at its seventeenth meeting in March 2012. The Board reduced the number of meetings further to two per year from 2014 at its twenty-second meeting in November 2013.

3. This is a brief report on the secretariat services provided for fiscal year 2013 (July 1, 2012 to June 30, 2013).

STAFF COMPOSITION

4. 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, largely of an administrative nature, are deployed through part-time assignments to the Adaptation Fund.

DEDICATED ADAPTATION FUND BOARD SECRETARIAT STAFF

5. During the fiscal year 2013, 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) Operation Officer;
- (d) Junior Professional Associate; and
- (e) Program Assistant.

6. The above-listed complement of staff was supported during FY2013 through a budget provision of US\$828,524 approved by the Adaptation Fund Board in June 2012. However, the actual budget spent for the dedicated staff was US\$760,660.

7. Other than the dedicated staff, the Adaptation Fund Board secretariat was supported by short-term and extended-term consultants including accreditation experts and communication support staff.

STAFF DEPLOYED FROM GEF SECRETARIAT

8. During the fiscal year 2013, the GEF Secretariat deployed a number of staff members to work on activities related to the Adaptation Fund. It was agreed that 15 GEF Secretariat staff members would charge 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 (5%);
- (d) AF database technical support (3%);
- (e) Communications and outreach (5%);¹
- (f) Human resources support (7%);
- (g) IT support (5%);
- (h) RBM strategy development and implementation (8%);
- (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 following fiscal years (FY2013, FY2014 and FY2015) as recruitment of dedicated staff currently ensures most of the secretariat's functions.

10. The above-listed complement of staff was supported during FY2013 through a budget provision of US\$ 223,023 approved by the Adaptation Fund Board in June 2012. The actual budget spent for the GEF Secretariat staff members was US\$ 118,940.

SECRETARIAT SERVICES PROVIDED

11. During the fiscal year 2013, 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 two meetings of the Adaptation Fund Board (December 2012 and April 2013³), as well as the two meetings of the two committees⁴ of the Board and the four meetings of the Accreditation Panel (September 2012, February and May 2013);

¹ From May 2014, communication and outreach services will be provided by a dedicated extended term consultant.

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.

³ The third meeting in FY2013 was pushed back and held in July 2013 hence falls under FY2014, the next reporting period.

⁴ The Ethics and Finance Committee (EFC) and the Project and Programme Review Committee (PPRC).

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

13. 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.⁵

⁵ 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.