

## Minutes: 2019 Annual General Meeting of the Adaptation Network

SANBI Auditorium, Pretoria National Botanical Garden, 2 Cussonia Ave, Pretoria, City of Tshwane

Tuesday, 12th November 2019, 10:00 – 15:00

<b>2019 AGM Decisions and Actions</b>	
<a href="#">3.1. Adoption of the Agenda</a>	agenda was <b>adopted</b> by Mark New and seconded by Shannon Parring
<a href="#">3.2. Adoption of 2018 AGM Minutes</a>	Elin Lorimer <b>adopted</b> the minutes and seconded by Jonathan Barnes
<a href="#">5 a) Secretariat Activities</a>	<b>Action 1: Building on the 2018 mid-term report, we need to make sure that we can measure the impact of the Network, particularly against its objectives. (Mark New)</b>
<a href="#">5 b) Internal Strengthening of the Network</a>	<b>Action 2: Identify gaps for membership strengthening. Secretariat to continue asking members to sign up again using the online forms (Waarith Abrahams)</b>  <b>Action 3: Develop an effective communication strategy to raise awareness about AN, particularly to students (ISN and Comms Portfolios)</b>
<a href="#">5 c) Capacity Development and Learning</a>	<b>Action 4: implement and expand planned activities, priority to be given to the National roadshow to raise CCA awareness</b>  <b>Action 5: organise Adaptation colloquia</b>  <b>Action 6: Organise pilot series webinar for SAWS to present relevant work to the AN (Capacity development portfolio)</b>  <b>Action 7: Consider and enquire about accreditation for Adaptation courses to support professional development and</b>

	registration (Mark supported by Gabriel & Sentle)
<a href="#">5 d) Communications</a>	<b>Action 8: Communications Charter to be finalised</b>
<a href="#">5 e) Financial Report, Finance and Fundraising</a>	<p><b>Action 9: Initiate ways on how the Network can strengthen ties with other international and national institutions like DBSA (Sentle and Jonathan)</b></p> <p><b>Action 10: Members should be encouraged and supported to submit funding proposal (aligned to AN objectives) and make in-kind contribution and/or pay membership fees</b></p> <p><b>Action 11: Look into how the Network can work in conjunction with other institutions for putting forward proposals</b></p> <p><b>Action 12: Secretariat to distribute the proposal doc submitted to Flanders</b></p>
<a href="#">5 f) Policy</a>	<p><b>Action 13: Circulate all the Portfolio Charters for comments to ensure that we strengthen them (Waarith Abrahams).</b></p> <p>Marius Masoga indicated interest to be part of the Policy Portfolio</p>
<a href="#">6. Election of Steering Committee</a>	<p><b>Action 14: Find out about representing SAWS as an observer on the SC (Gabriel Lekalakala).</b></p> <p><b>Action 15: Reach out to SALGA, DEFF and DBSA to be represented on the AN SC as observer organisations (Mark New).</b></p> <p><b>Action 16: Arrange first SC Meeting before the end of the year (Waarith Abrahams)</b></p>
<a href="#">7. Adoption of Amendments to AN Constitution</a>	<p>All, except one, of the proposed constitutional amendments were <b>accepted</b>.</p> <p><b>Not accepted:</b> Under Article 5: Finance and Resources: In the 2nd paragraph the additional text "or appropriate dedicated fund at the Host Organisation"</p> <p><b>Action 17: SC to develop financial governance guidelines and include documenting of in-kind contributions. (Sentle and Dorah)</b></p> <p><b>Action 18: Finance and Fundraising Portfolio/Treasurer to determine if it is practical to open a dedicated bank account and what are the financial and administrative implications thereof</b></p>

	<p><b>Action 19:</b> Add text to Guideline A regarding communication of changes to the Steering Committee</p> <p><b>Action 20:</b> Any references to appendices should be changed to reference to guidelines.</p>
<a href="#">8. Appointment of AN Secretariat for 2020</a>	Elin supported ACIDI to continue as AN Secretariat host for 2020 and seconded by Kgaugelo.
<a href="#">9. Report Back: AN Rep from NAFAB</a>	<b>Action 21:</b> NAFAB rep to request at the NAFAB that we have every project that is being approved and that is adaptation related come through the AN to ensure that consultation is taking place before it goes through to GCF. (Sentle)
<a href="#">10. Report Back: AN Rep from PAG</a>	<p><b>Action 22:</b> Have the lessons learned from case studies on the AN website (Mpfunzeni/Waarith)</p> <p><b>Action 24:</b> Mark and Mpfunzeni to discuss having a webinar about the terminal evaluation or lessons learned. (Mark)</p>

## 1. Opening and welcome

Kgaugelo Chiloane chaired the meeting. She opened the meeting and welcomed participants.

## 2. Attendance and apologies and introduction

### 2.1. Introductions

Shannon Parring (Indigo Development and Change) led introductions.

### 2.2. Attendance

Mark New (ACDI/Secretariat); Waarith Abrahams (Adaptation Network); Elin Lorimer (Indigo Development & Change); Shannon Parring (Indigo Development and Change); Roland Ngoh (Humana People to People); Albert Koopman (Indigo); Jonathan Barnes (LSE); Zelda Beukes (Heiveld Co-op); Marius Masoga (South South North); Kgaugelo Chiloane (AISA); Halcyone Muller (CSA); Gabriel Lekalakala (SAWS); Mpfunzeni Tshindane (SANBI); Nontuthuko Xaba (Women's Leadership Training Programme); Ndivile Mokoena (Gender CC); Sthembile (KGB); Fhatuwani Nemalamangwa (Ramotshinyadi HIV/AIDS Youth Guide); Marieke de Groen (AquaLinks); Michelle Layte (AfDB); Sentle Tabane (KGB); Katrien Vandepladutse (Government of Flanders); Farai Hove (Choice Trust); Patience Chawane (Tsogang Water and Sanitation); Penelope Mabuza (City of Tswane Municipality); Samuel Chademana (C40 Cities); Felix Donkor (UNISA).

### 2.3. Apologies

Apologies were tabled from the following members: Kathrine Vincent (Kulima Integrated Development Solutions); Siya Myeza (EMG); Sarshen Scorgie (CSA); Noel Oetllé (EMG); Katinka Waagsaether (CSAG); Penny Urquhart (Freelance Consultant); Dr. Ian Little (Endangered Wildlife Trust)

## 3. Adoption of the agenda and 2018 AGM minutes

### 3.1. Adoption of the agenda

The following agenda was **adopted** for the meeting:

1. Opening and welcome
2. Attendance, apologies and introductions
3. Adoption of the Agenda
4. Current Steering Committee Members
5. Adaptation Network 2019 Activities and Plans
  - a. Secretariat Activities & Questions
  - b. Internal Network Strengthening, Membership & Questions
  - c. Capacity Development & Learning & Questions
  - d. Communication & Questions
  - e. Financial Report, Finance & Fundraising & Questions
  - f. Policy & Questions
6. Election of AN Steering Committee 2020
7. Presentation, discussion, adoption of amendments to AN Constitution
8. Appointment of AN Secretariat for 2020
9. Report Back – AN Rep on National Climate Funds Advisory Body (NAFAB)
10. Report Back – AN Rep on AF Project Advisory Group (PAG)
11. Thanks and Closure

The agenda was adopted by Mark New and seconded by Shannon Parring.

**Question (Sentle):** Can we still provide comments to the constitutional amendments after this meeting?

**Response:** The comments should have been submitted by now, and today we consider those submissions and we finalise and adopt to finalise our constitution. If people have additional comments, then those would need to be submitted and considered for further revision at another general meeting.

### 3.2. Adoption of the 2018 AGM minutes

Elin **adopted** the minutes and seconded by Jonathan.

## 4. Current Steering Committee Members

Mark New presented the current objectives of the AN - the AN is meant to be a voice, of what we might call a community of practice across research institutes, civil society NGO's, CDO's and other actors working on climate change adaptation, and to be both a place where we can share and learn from each other but also be advocates for those communities into other forums.

Mark shared the following list of the 2019 Steering Committee:

<b>2019 Steering Committee Members</b>		
<b>Name</b>	<b>Organisation</b>	<b>Organisation Type</b>
Kgaugelo Chiloane	KEC	Consulting
Romy Chevallier	The South African Institute of International Affairs: SAIIA	NPO
Sentle Tabane	Kusala Green and Biodiversity organisation	NPO
Elin Lorimer	Indigo Development and Change	NPO
Katinka Lund Waagsaether	CSAG	Educational Institution
Sarshen Scorgie	Conservation South Africa	NPO
Mpfunzeni Tshindane <b>(Observer)</b>	SANBI	Public Entity
Siya Myeza	EMG	NPO
Mikateko Sithole <b>(Observer)</b>	DEFF	National Government
Ian Little	Endangered Wildlife Trust	NPO
Mark New <b>(Secretariat)</b>	ACDI	Educational Institution

SC Members who indicated to stand down for the year 2020 included:

- Romy Chevallier
- Elin Lorimer
- Ian Little
- Kgaugelo Chiloane

While Katnika Waagsaether and Sarshen Scorgie indicated that they would like to be nominated to serve on the SC again.

Kgaugelo also pointed out that we actually elected ten SC members last year, but two of them withdraw shortly after the 2018 AGM. She continued to explain why she would like to stand down for the year 2020.

## 5. Adaptation Network 2019 Activities and Plans

### a. Secretariat Activities & Questions

Mark New provided a background of ACDI as the 2019 Secretariat of the Adaptation Network, taking over from EMG with no external funding. The Secretariat is being managed on a skeleton staff. ACDI contributed a salary for a part-time coordinator (one day a week). The initial part-time coordinator, Dania Petrick, took on a full-time job at ICLEI and Waarith Abrahams took over. Mark continued to outline the agreed responsibilities of the Secretariat in terms of maintaining and supporting Network activities.

Mark reported back on the following activities:

- We reduced the number of SC meetings for 2019. Previously they were every month, we had four for the year;
- We updated the website with new Secretariat details;
- We supported the Internal Strengthening of the AN working group with the process of membership renewal and updating;
- We maintained the newsletter mailing and google group lists;
- We manage to provide two newsletters, one at the start of the year and another in July;
- We organised the AGM and helped Indigo organise the small granting workshop held yesterday;
- We submitted a funding proposal to the government of Flanders. One of the things that happened with funding from the government of Flanders, and something we should think about with regards to resourcing the AN in the future, the government of Flanders said they are not going to provide a dedicated grant for the AN in the future, but they will support anybody who puts in a grant to have some budget allocation to Network activities. We put in a proposal, amongst a consortium of universities in South Africa, to do adaptation research and capacity building of masters and PhD students in adaptation research. As part of that we put in co-funding to support Secretariat activities of the AN. If successful, the project will run for four and a half years with four and a half years of funding for the AN;
- Finally, Dania and Waarith have been providing background support on the SC in terms of their activities.

Mark suggested plans for 2020, what the AN could do depending on funding availability. These included:

- Continuing current level of activities as a bare minimum;
- Organise another AN colloquium;
- Pilot a series of online webinars;
- Continue coordinating fundraising activities as opportunities arise;
- Revisit and develop our communications strategy;

- Continue with the strengthening of the Network by identifying gaps (e.g. regional, sectoral representation) in the membership database;
- Coordinate a process of reaching out to new members with the help of existing members;
- In terms of representation, think about how we can bring the research and educational institutions back into the AN and create synergies between research teaching and practice.

**Question (Marieke):** What extensions are intended with the award, regarding the proposal to Flanders?

**Response:** If we continue as the Secretariat without additional funding we will have to continue at the same level of activities as last year. If we get the funding, we can start to prioritise our plans for 2020 and what additional things we can do.

**Question (Sentle):** Do we have a baseline that we can measure our progress against in terms of activities, growth etc.?

**Response:** I am not sure if there is anything that is systematic. Towards the end of the previous host which was funded by Flanders there was an evaluation of the whole project which should consist of useful information in that sense.

We should have a baseline and be able to measure our progress/impact in relation to our objectives in terms of the entire working of the Network, including the capacity building element that the AN is bringing.

**Action 1:** We can **build on the mid-term report** that was done in the financial year 2018 for the AN to see what came out of that in terms of impact. But it was not focused on the impact of the Network, it was to report back on Network activities. **Moving Forward we need to make sure that we can measure the impact of the Network, particularly against its objectives. (Mark New)**

## **b. Internal Network Strengthening, Membership & Questions**

Elin reported back on activities to update the membership database and strengthen those membership structures. We used to have a large database of associate members with no real commitment to the Network. That was done away with, now people must sign up as either individual or organisational members. The Secretariat led a process from mid-year asking all our members to sign up again so that we can improve our data structures. There have been two rounds of that so far. There are 45 organisational members and 105 individual members who recommitted. We also identify the need to review the composition of that membership. One side is reaching out to new young academics, the other side are the community-based organisations. We need to see who have signed up and who to seek to sign up. Another area to improve is communication and participation with the broader network. Members are invited to join and participate in the various portfolios.

Portfolio activities hampered by lack of funding this year, particularly regarding Secretariat time. With only one day per week the Secretariat is limited with how much time they can put into building that membership database.

**Action 2:** **Identify gaps for membership strengthening. Secretariat to continue asking members to sign up again using the online forms (Waarith Abrahams).**

**Question (Gabriel):** It would be good for the Network to coordinate activities to align with SACNASP. Because the network provides training, if that training can be accredited by them, it would attract practitioners from all provinces who need credits and that could be another revenue generation. Young people need to be affiliated with an organisation that is accredited by them, to collect CPD points. **Can we play a role in getting people accredited courses and helping with their professional development and registration?**

**Response:** Membership is driven by what the Network has to offer. Mailing list is a great draw card for members and the capacity building that you offer is part of what draws people to the Network. Without funding its hard to drive a network if you don't have these things to offer. Another thing to note is that there are a lot of activities that the members can drive through the network that are not only of value to those members but to the network itself.

**Action 3: Develop an effective communication strategy to raise awareness about AN, particularly to students**

### **c. Capacity Development & Learning & Questions**

Sentle reported that not much has happened in the last financial year, primarily due to a lack of funds. She proceeded to provide an overview of the portfolio and its objectives. Noted that lots of small organisations cannot produce proper proposals and this portfolio would also like to address that issue.

Kgaugelo noted that most of the work done in the past since the formation of the AN was around capacitating the civil society organisations of South Africa. Most of the work was around awareness building on issues of climate change and adaptation, there was training and there were learning exchanges where members of the network were invited to visit some of the people that was working on adaptation projects on the ground. Most of the work of the Network were focused on communities. The intention is to strengthen what we have already been doing as well as bring in the element of assessing the impact of work.

Elin and Shannon added how the government of Flanders funded a whole element of capacity building which funded participation in events and provided learnings of how to take adaptation to the ground and capacity building that helped facilitate the communication of complex topics.

Mark indicated that in the proposal sent to Flanders there is something included in the broad sense of capacity building and there are resources for one capacity building product per year over the five years and resources to offer that as an event each year. The idea is that the AN could be critical in identifying what the priority topics would be for capacity building and contributing expertise to the delivery of those. Gender CC have a programme with a capacity development element. Mark and Dorah discussed how, in designing that programme for next year, they can be thinking along similar lines. An example of how the SC can identify priority topics and go out to the network to see who is able to align with some of these priority topics.

### **Role of AN in SAWS Projects:**

Social economic benefits work SAWS has been doing together with DEFF looking at weather forecast information products produced and its applications in the health sector. Lots of people don't understand the forecasts and don't know that SAWS provide health related alerts and agricultural related information. Gabriel lead a unit on climate change adaptation mitigation and thinking to use the network as validation points on some of the work that they doing and engage with different stakeholders to gain feedback on how best to communicate



this information to the general public, communication of the products produced, determine how useful products are and how SAWS can help upscale adaptation interventions on the ground. SAWS chatting to WWF to use some of their adaptation interventions in model development, verification and validation, combining that to look at socio-economic and biophysical influences, to determine the types of results and likelihood of success if that intervention is applied in a different area. Other projects SAWS are working in include Impact rates forecasting- if you get a flood or drought, we provide warnings and biovac stations to provide warnings on health components for issues like malaria.

**Question (Mark):** If we ran our series of webinars, would you and your colleagues be willing to present the latest seasonal forecasts and other topics to an audience?

**Response:** Absolutely, our applications unit is doing work across all sectors and I fall under the climate change theme.

**Action 4: Implement and expand planned activities, priority to be given to the National roadshow to raise CCA awareness**

**Action 5: organise Adaptation colloquia**

**Action 6: Organise pilot series webinar for SAWS to present relevant work to the AN (Mark/Capacity development portfolio)**

**Action 7: Consider and enquire about accreditation for Adaptation courses to support professional development and registration (Mark supported by Gabriel & Sentle)**

#### **d. Communication & Questions**

Mpfunzeni provided some feedback on what was done in the past year relating to the Communications Charter and what is intended moving forward. Pointed out that the charter has not yet been finalised.

**Action 8: Communications Charter to be finalised**

#### **e. Financial Report, Finance & Fundraising & Questions**

Complicated portfolio because it includes financial oversight of the AN- Treasurer and Secretariat responsible to audit and report back on internal financing, also has a role for fundraising as well as tracking, understanding, monitoring and interacting with adaptation finance mechanisms.

Mark reported on AN Finances. There is no external funding to support the Network and therefore no financing to report back, other than the in-kind contribution ACDI provided in hosting the Network. Ongoing discussions around what the financial governance arrangements should be in a situation when there is money available for the Network. In terms of funding, we have been working with the Government of Flanders to put in this proposal for funding earlier today. Part of the plan is to come up with a fundraising strategy for 2020 and we have not completed discussions for a membership fee - How do you manage different abilities to contribute to a membership fee, does it become voluntary or compulsory, does it make a difference in the bigger picture in terms of the overheads for managing a membership fee process?

Drawing in and interacting with institutions like DBSA would be useful in thinking how we can get some kind of additional resourcing as well.

Sentle pointed out that the main challenge of the AN is that it is not institutionalised yet. This is something that must be prioritised moving forward and the main objective is to develop financial guidelines.

Elin added that if there were national and international processes that touch on climate finance this portfolio would be the home for those discussions.

Michelle commented that international bodies are looking for networks like these to advance money to because they cannot come to the grass roots level to do capacity development work. Given the expertise that sit on this network, gain resources for small programmatic interventions for grass roots and project finance and management.

Katrien responded, donors want to fund members of networks and users of networks and not necessarily put money in networks. Recommend that every organisation of the Network should include a budget for network activities in funding proposals and members to always talk to donors about the Network and its activities, to make the Network stronger. Putting forward a proposal in conjunction with the Network.

**Action 9: Initiate ways on how the Network can strengthen ties with other international and national institutions like DBSA (Sentle and Jonathan)**

**Action 10: Members should be encouraged and supported to submit funding proposal (aligned to AN objectives) and make in-kind contribution and/or pay membership fees**

**Action 11: Look into how the Network can work in conjunction with other institutions for putting forward proposals**

**Action 12: Secretariat to distribute the proposal doc submitted to Flanders**

#### **f. Policy & Questions**

Elin indicated that this portfolio leads on internal policy for the AN and inputs to policy documents. Focus has been largely on national policy process but realised this year that there are international policy processes that are relevant that the Network should also participate in if there is a suitable lead person.

Elin reported back on the following:

- two major policy processes for the year – Joint submissions on National Climate Change and Health Plan in March 2019 and National Climate Change Adaptation Strategy in June 2019.
- Updated policy comment process, to reflect the process and ensure that it stays transparent and participatory. Included as appendix as part of the constitutional amendment.
- Updates to the Constitution

**Question (Michelle):** What is the resource organisational strategy for the Network? Surprised there is no membership fee because the content is great. How does the Network **interact** with other institutions like DBSA? I consult for AfDB in my personal capacity.

**Response:** It is possible under the current constitution to charge a membership fee, there is no changing needed, it just requires a decision be made. With regards to interactions with other institutions, perhaps that is something the Internal Strengthening of the Network Portfolio should look at going forward.

**Action 13: Circulate all the Portfolio Charters for comments to ensure that we strengthen them (Waarith Abrahams).**

Marius indicated interest to be part of the Policy Portfolio

## 6. Election of AN Steering Committee 2020

Mark outlined conditions to be eligible to be nominated as an AN Steering Committee member and the voting process.

The following were elected to serve on the Steering Committee in the coming year:

- **Sentle Tabane (KGB):** Nominated by Mpfunzeni, seconded by Kgaugelo
- **Katinka Lund Waagsarther (CSAG):** Nominated by Sentle, seconded by Elin
- **Sarshen Scorgie (CSA):** Nominated by Halcy, seconded by Kgaugelo
- **Buhle Hanise (AWCA):** Nominated by Sentle, seconded by Mark
- **Felix Kwabena Donkor (UNISA):** Nominated by Mark, seconded by Michelle
- **Shannon Parring (Indigo):** Nominated by Kgaugelo, seconded by Sentle
- **Dorah Marema (Gender CC):** Nominated by Elin, seconded by Gabriel
- **Nonthuthuko Xaba (WLTP):** Nominated by Elin, seconded by Mark
- **Samuel Ndumba Chademana (C4):** Nominated by Sentle, seconded by Marius
- **Sthembile (Border Gates Academy):** Nominated by Sentle, seconded by Shannon

Mpfunzeni will continue to represent SANBI as an observer on the SC.

The incoming members of the SC were congratulated. It was noted that, in addition to the elected members, SALGA, DEFF, SAWS and DBSA should be invited as observers on the SC.

**Action 14: Find out about representing SAWS as an observer on the SC (Gabriel Lekalakala).**

**Action 15: Reach out to SALGA, DEFF and DBSA to be represented on the AN SC as observer organisations (Mark New).**

**Action 16: Arrange first SC Meeting before the end of the year (Waarith Abrahams)**

## 7. Presentation, discussion, adoption of amendments to AN Constitution

The following constitutional amendments were unanimously **approved** at the AGM;

- Article 3: Meetings of the Adaptation Network - The Steering Committee will now consist of a Deputy Chairperson. In the event the Chairperson is not available, the Deputy Chair can stand-in.
- Article 3.1: General Meetings - Reporting on income and expenditure at the AGM needs to come from both Treasurer and Secretariat.

**Question (Katrien):** In terms of transparency, should members not know what has been spent on Network activities even if it is through in-kind contributions?

**Response:** We have something on hold around financial governance. The Steering Committee did not have time to come to a conclusion of what would and would not have to be in our financial reports. As part of the general reporting we could definitely be looking at documenting in-kind contributions, but that is different to having an auditable financial report.

**Action 17: SC to develop financial governance guidelines and include documenting of in-kind contributions. (Sentle and Dorah)**

**Action 18: Finance and Fundraising Portfolio/Treasurer to determine if it is practical to open a dedicated bank account and what are the financial and administrative implications thereof.**

- Article 3.2: Adaptation Network Steering Committee (first paragraph, last sentence - additional text **accepted**): **“The Steering Committee may also choose to co-opt additional Network members to serve on the Steering Committee.”**
- Article 3.2: Adaptation Network Steering Committee (paragraph six - additional text in bold **accepted**): **“However, should the number of Steering Committee members drop below 5 or to a level that compromises the ability of the Steering Committee to perform its tasks”.** This gives the SC the power to co-opt members when they feel there is a need.

**Action 19: Add text to Article 3.2. regarding communication of changes to the Steering Committee**

- Article 4.3: Representation (first paragraph - additional text **accepted**): **“Representation on committees requires a selection and approval process led by the Steering Committee.”**
- Article 4.3: Representation (2nd paragraph - additional text in bold **accepted**): **“Adaptation Network representatives are obliged to report back to the Steering Committee and the Network after attending these events and committees.”**
- Article 5: Finance and Resources (1st paragraph - additional text in bold **accepted**): **“Finances made available to the Adaptation Network for its activities will be managed by the Secretariat, with oversight by the Chairperson and the Treasurer of the Steering Committee, who shall collectively be accountable...”**
- Article 5: Finance and Resources (2nd paragraph - additional text in bold **rejected**): **“All funds received... will be deposited and held in a bank account, or appropriate dedicated fund at the Host Organisation...”**
- Article 5: Finance and Resources (2nd paragraph, last sentence - additional placeholder text **accepted**): **“...which should be outlined in the financial governance guidelines.”** These guidelines are still to come. **More work is needed on the guidelines section as the SC had not agreed on the proposed changes to Article 5 regarding financial resource management. (stipulated in Action 17 above)**
- Article 5: Finance and Resources (last paragraph, additional text **accepted**): stating that all AN assets should be registered in an asset register and that the old host organisation should notify and remind the new host to collect assets, failure to do so may result in them claiming the assets.

**Action 20: Any references to appendices should be changed to reference to guidelines.**

## **8. Appointment of AN Secretariat for 2020**

ACDI was the only institution to put forward a proposal to act as the Secretariat in 2020. Mark noted that, as part of that there were discussions with Gender CC, who were thinking of offering to host the Secretariat. It was decided that ACDI would work with Gender CC to see how they could support the Secretariat to have a Gauteng footprint.

ACDI offered to continue with the same level of support as 2019, supporting a coordinator one-day a week. Should the funding proposal be successful, support would be significantly

upscaled and a new MoU would need to be agreed between the Secretariat and the Steering Committee for expanded activities.

Elin supported ACDI to continue as AN Secretariat host for 2020 and seconded by Kgaugelo.

**Question (Sentle):** Is it possible for the Steering Committee to see the budget plan in terms of the funding proposal?

**Response:** It is conditional on the proposal being funded and how we allocate those resources would need to be negotiated with the SC if we were to expand the work based on that funding.

## 9. Report Back – AN Rep on National Adaptation Fund Advisory Body (NAFAB)

Sentle provided a background to NAFAB and reported on the following activities for the year:

- Key objectives – Support SANBI to ensure that the implementation is well aligned with the countries priorities and to capitalise on opportunities and leverage on climate change adaptation.
- SANBI is the national accredited entity for two funds:
  - Adaptation Fund – Received a total of 10 million US Dollars,
    - 70% of that budget was awarded to a project in KZN, delivered on one objective by working with 380 farmers to introduce them to climate smart agriculture. So far, they provided additional support to ensure they provide produce locally. Appointed extension officers to provide beneficiaries with ongoing support.
    - The other 30% of that budget supported the Small Grants Facilities Projects. They funded 12 small grant recipients in two districts (Mapani and Namakwa). Ending end of June.
  - Green Climate Fund – The call was in Dec 2017; 6 projects were shortlisted for further development. Two concept notes were completed:
    - Concept note one was approved with a project value of \$20 million. The project proposal will commence followed by the project preparation fund (prepare stakeholder engagement mobilisation and gain capacity needed), project lead will be DEFF.
    - Concept note two, scaling up ecosystem based approached to managing climate intensified disaster risk. UKZN will lead implementation of this project.
- Pans for 2020:
  - Concept note two submission to GCF by March 2020.
  - Working on the project preparation application.
  - Complete the remaining four concept notes by 2020/21.

Mark commented: one idea for getting the AN more involved was to write the AN into some of that project preparation work, because of the consultation and vulnerability assessments that would need to happen. The AN could propose a methodology and use the local AN members in those locations where they want to work, because of the local knowledge and local expertise of the Network.

**Action 21: NAFAB rep to request at the NAFAB that we have every project that is being approved and that is adaptation related come through the AN to ensure that consultation is taking place before it goes through to GCF. (Sentle)**

## 10. Report Back – AN Rep on AF Project Advisory Group (PAG)

Mpfunzeni provided a background to PAG and reported on the following for the year:

- PAG started in 2016 and was supposed to end in September 2019. Received a low-cost extension from the Adaptation Fund to continue to June 2020.
- Meeting for November 2019 was postponed to 27 January 2020.
- About 12 small grant projects
- Working on bringing some projects to a close. Seven of them are in the Namakwa District, part of the other projects are in the Mopani District
- Working closely with South South North, developing about 8 case studies which are lessons learned for the communication of the project. This will result in the development of a methodology which will inform our GCF small grants project aimed to be submitted to the GCF in March 2020.
- In a process of appointing service provider to evaluate the projects.
- Key interest from the minister to visit some of the small granting projects sites.

**Action 22:** Have the lessons learned from case studies on the AN website (Mpfunzeni/Waarith)

**Action 23:** Mark and Mpfunzeni to discuss having a webinar about the terminal evaluation or lessons learned

**Question (Mark):** Will PAG stop or will it still be in operation in the space of the GCF small grants projects?

**Response:** The PAG will stop before the AF project comes to an end. However, we need the AN to sit on such a platform for our GCF project. The AN was quite active in questioning the interventions that were proposed.

## 11. Thanks and Closure

Thanks and best wishes shared by Kgaugelo.

Meeting closed at 15h16.