Division of GEF Coordination  
United Nations Environment Programme  

Detailed Description of Corporate Activities in FY 2012  
(1 July 2011 – 30 June 2012)  

UNEP is an Implementing Agency of the GEF, and provides support in three critical areas:  
- **Corporate** Functions, in support of GEF as a Partnership  
- Oversight and support to **Project Cycle Management**, including project preparation, approval, implementation, evaluation and closure  
- Administrative support and hosting of **STAP**  

This report summarizes the corporate activities undertaken by UNEP’s GEF Operations during FY 2012. UNEP/GEF spent $1.3 million (19%) of its GEF agency fees on these corporate activities in this fiscal year1, down from 30% in 2011. This reduction was due to a strategic decision to focus attention on providing quality oversight and support to project cycle management by reducing our engagement with corporate activities, in light of lower than expected cost recovery from the GEF fees.  

**Policy Support**  

**Policy support to GEF Council, Secretariat and Trustee**  

UNEP attended all GEF Council meetings, but with only one official delegate so as to reduce costs. All the GEF Council papers were reviewed and commented on, but in particular, UNEP focused its attention on the following policy papers:  

- Options for strengthening GEF Systems  
- Responsibilities of Key Actors in the use of the GEF Resources  
- GEF Annual Monitoring Report 2012, including UNEP’s own AMR 2012  
- C.41.06 Minimum Fiduciary Standards Separation of Implementation and Execution Functions in GEF Partner Agencies  
- C.42/08 Fee Structure for Agencies Parts 1 & 2  
- GEFSec Proposal for Chemicals financing - Concept Paper: GEF-5 Ozone, Climate and Chemicals Programme  
- Indigenous Peoples’ and Gender guidelines  
- Operational modalities for Public Private Partnership modalities  

UNEP was one of two representatives of the 10 Agencies sitting on the Council’s Fee Working Group that developed the new Fee Structure. This process took 6 months, and involved numerable meetings and teleconferences with all 10 Agencies.  

---  

1 The breakdown of corporate activities is: 13% for Portfolio Management and Reporting; 3% for all types of Policy Support; 3% on Outreach and Knowledge Management; and 1% on support to the Evaluation Office. (UNEP/GEF Report on Administrative Fees, Annual Monitoring Report FY 2012).
Preparing briefing documents to implement Council decisions within UNEP

UNEP developed communications to translate Council decisions into action relevant to UNEP/GEF projects:

- Separation of IA and EA functions
- Consequences of new Fee structure for UNEP
- Concept approved by Senior Management Team to upgrade UNEP’s environmental and social safeguards
- Integrated chemicals and waste management and financing
- Public private partnerships

Relations with Conventions

**UNCCD** – Two staff attended the UNCCD COP and the CRIC, as well as the open dialogue with Parties on UNCCD Enabling Activities (November 2011 during COP10), and assisted with the Rio pavilion events during UNCCD COP 10. UNEP contributed to the GEF Report to the COP.

**UNFCCC** - Two staff attended the UNFCCC COP. One staff attended and was a speaker at the LDCF and LEG side event organized in Durban, COP – November 2011. In addition, one staff made a speech on the NAPs and Global Support Programme proposal put together by UNDP and UNEP at the LEG coordination meeting held during the Subsidiary Bodies in May 2012. A side event was also organized on the Technology Needs Assessments. UNEP contributed to the GEF report to the COP.

**CBD** – Two staff attended the CBD COP 11 and one staff attended the Biosafety Cartagena Protocol MOP. UNEP led or participated in several side events, including a CBD SBSTTA 16 side event: *Biodiversity, Traditional Knowledge and Community Health*, organized jointly by UNU-IAS, UNEP, UNDP and Bioversity International; a side event “Strategic Plan 2011-2020 - Sustainable use of agricultural biodiversity”; a side event “Resource mobilization for biodiversity projects: case of GEF projects in India”, which showcased a select number of UNEP/GEF projects; a side event “Biodiversity in Central Asia –a visual synthesis”, and a side event “Protection of rights of farmers and communities for livelihood”.

**International Waters** - Two Staff attended the World Water Forum, and four staff participated and co-organized the International Waters Conference.

**Rio+20 Summit** - Preparation of a Side Event on Rio Convention Synergies to showcase the GEF funded project.

The following are additional activities carried out by core UNEP staff and not recompensed through GEF fees, but which directly contribute to enhancing the GEF portfolio:

- ASEAN Centre for Biodiversity GEF MSP inception workshop “Regional Workshop on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (ABS):

- CBD Regional Capacity Building Workshop on NBSAP revision/updating for E/S/SE Asia, Dehradun, India (6-10 December 2011): technical support on synergies; led a session on indicators, held bilateral meetings with countries on the status of the GEF umbrella project.

- Regional Capacity Building Workshop “Indicators as part of NBSAP Updating” for ASEAN countries, Tam Dao, Vietnam (25-28 March 2012): complements CBD work on NBSAPs. Facilitated/led a number of discussion/workbook sessions; held bilateral meetings with all participating countries to collect updates and plans on NBSAP work, discussed with CBD Sec on follow up activities

**Portfolio Management**

**Country GEF programming**

UNEP in the Latin America/Caribbean region was requested to assist the following countries with their GEF-5 programming, although they did not request NPFE funds from the GEF: Chile, Colombia, and Ecuador. In Asia and Pacific, UNEP contributed to the programming exercises of Thailand (2 staff members), and Indonesia.

**Inter-Agency Task Forces (IA-TF)**

In this fiscal year, the following IA-TF were active, and met on average once every 2-3 months by teleconference: IW, Adaptation, and Biodiversity. One UNEP/GEF staff participated in each of them. The Task Forces discussed substantive issues of importance to the Focal Area, including: organization of IW Science conference, pipeline management, review of upcoming technical and information documents to Council.

**Work Programme submissions**

UNEP/GEF approved project submissions in FY12 was the highest in its history, arriving at $140 million. A total of 62 staff members were directly engaged with pipeline and portfolio management during all phases of the project cycle. This category covers ‘portfolio’ level activities, which are kept distinct from individual project level supervision/activities (the latter are reported to the GEF Council under the category of ‘project cycle management’). This includes:

- Regular discussions with senior technical managers in GEFSec on the shape of the pipeline
- Responding to queries from country GEF Focal Points regarding portfolio status, and clarifying operational procedures
- Preparing and submitting milestone extension requirements as and when requested by project proponents
- Preparing regional status reports and information packages for distribution to GEF Operational Focal Points.
Database management

Throughout FY12, UNEP/GEF continued to maintain its ADDIS project database and to work closely with the Secretariat and Trustee on database populating and corrections. All UNEP/GEF Programme Assistants, Task Managers and Fund Management Officers assist in this process. Furthermore, UNEP/GEF embarked on a major harmonization and automation of its database, combining three major databases into one and providing an online project preparation and monitoring facility.

Support to Trustee

In FY2012, no special consultation was organized by the Trustee. However, UNEP and the Trustee worked on amending and finalizing the Financial Procedures Agreement (FPA).

Support to STAP

In FY 2012, the regular tasks of hosting STAP were undertaken, including: policy support to STAP Panel and Secretariat; requesting STAP corporate budget; reporting on STAP corporate budget expenses; and returning unspent STAP corporate budget funds. In addition, UNEP reviewed and contributed to the STAP Advisory Product “Climate Change Scientific Review”. Several UNEP staff members were in the interview panels for four new STAP members (IW, LD, CC-M and Adaptation).

Reporting

Annual Monitoring Report (AMR)

All UNEP/GEF staff contributed to the GEF AMR 2012 through their roles in overseeing PIRs, preparing Focal Area summaries, and preparing the overall UNEP AMR 2012. As in previous years, the GEF Coordination Office prepared the UNEP section of the GEF AMR which is based on review, analysis and synthesis of Project Implementation Reports of individual projects under implementation for at least one year. In FY2012, GEF Coordination Office reported on 104 projects (an increase from previous year of 82). The AMR included analysis of: progress in delivery and performance, impact, lessons learned on these projects.

New reports requested by Council or Secretariat

UNEP contributed to the “Watson Survey” of Administrative Fees, with detailed data on project cycle management costs for a sample of 9 projects. This exercise was very time consuming – it took 6 months, and involved a total of 10 staff directly. UNEP also provided a comprehensive report on fees received from inception to Dec 2011 to the Secretariat.

Reports to UNEP on the GEF portfolio

UNEP/GEF provided monthly and quarterly reports to the Executive Director on the GEF operations, covering issues of:

- Complementarity and integration between GEF and UNEP PoW
- Status of restructuring implementation
• Financial statements

Financial Reports to the Trustee

UNEP/GEF undertook all financial and monitoring reports required for the period, including: Annual report on investment income earned on GEF, LDCF and SCCF funds and returning investment income to the GEF Trustee; Annual Data Reconciliation; project closure and cancellation reports; Annual report on use of Agency fees; Annual report and refund of unspent funds of STAP Admin Budget.

Outreach and knowledge sharing

Extended Constituency Workshops (ECW)

UNEP attended the following ECWs with one staff member:

- Arusha, Tanzania – 29 October – 2 November 2011
- Eastern Europe ECW (Albania, Bulgaria, Bosnia-Herzegovina, Croatia, Georgia, Macedonia, Moldova, Montenegro, Poland, Romania, Serbia and Ukraine) Tirana, Albania, 27-29 March 2012
- San José, Costa Rica March 2012 (Central America and Venezuela)
- Lima, Peru, May 2012 (South America)
- Pacific/Asia - July 2012
- Central Africa in Burundi, 8-10 February 2012
- Western Africa in Ouagadougou – July 2012
- NDI India – September 2011
- China NDI (UNEP China team) – 7-8 May

Council Member constituency meetings:

UNEP GEF Executive Coordinator attended the 11th Constituency meeting, of Switzerland, Azerbaijan, Uzbekistan, Turkmenistan, Kazakhstan, Kyrgyz Republic and Tajikistan, Berne Switzerland 30/31 May 2012.

UNEP and GEF Publications

UNEP/GEF contributed to the following publications:

- RISOE Technology Transfer perspective series with a Technical Paper on “Assessing technology needs for adaptation under the ‘top-up’ round” that show-cased GEF projects.
- Reviewed the Handbook on Assessing International funding for climate change adaptation.
- Developed the ‘INVASIVE ALIEN PLANTS and their Management in AFRICA’ (to be published in early 2013).
- NBSAP Myanmar,
- Information Toolkit on the ForCES project
- Forest IAS
- GEF Ecosystems Services case study
- Preparation of the “20 Best “ of UNEP/GEF projects, and distribution in various events
Support to the GEF Evaluation Office

- Review and commentary on the APR 2011
- GEF EO Country Portfolio Evaluations: Contributions made to the GEF Evaluation Office Team and respective Consultant Teams in conducting the evaluations for Turkey and Moldova, and the preparations for Cuba and Brazil.
- Input provided to the Evaluation team on GEF India Country Portfolio Evaluation
- Evaluation to ‘GEF Support to the South China Seas’ – meetings in Bangkok with GEF EO as well as review of draft report(s)
- Support of data and review of the LDCF Evaluation
- Completion and delivery of 29 MTE and TEs to the Evaluation Office, and reconciliation of lists.