

2017 Annual General Meeting of the Adaptation Network

Diakonia Centre, Durban, 29 November 2017

1. Opening and welcome

Thabang Phago (CSA) chaired the meeting. He opened the meeting and welcomed participants.

2. Attendance and apologies

2.1. Attendance

Alexa Brown (Adaptation Network); Elin Lorimer (Independent Consultant); Felix Donkor (Wits); Gloria Dlangisa (WLTP); Katharine Vincent (Kulima); Katinka Lund Waagsaether (CSAG); Katrien Vandepladutse (Govt. of Flanders); Kgaugelo Chiloane (WWF); Mduduzi Mtshali (KZN Dept. Agric. & Rural Dev.); Mncedisi Masuku (Green Anglicans); Mpfunzeni Tshindane (SANBI); Nick Hamer (Rhodes); Noel Oettle (EMG/Secretariat); Nontuthuko Xaba (WLTP); Osadolor Ebhuoma (UKZN); Penny Price (ACDI); Shannon Parring (Indigo Development & Change); Stephen Hlongwa (Swazi CDT); Thabang Phago (CSA); Thando Msomi (CSA); Teboho Tenyane (SAIIA); Zamathamsanqa Dlamini (FLC); Babongile Mthethwa (FLC); Phindile Makhanya (FLC); Baphiwe Nxumalo (SAFCEI); Sibongile Mtungwa (WLTP); Nqobile Masuku (WLTP); Karen Read (SAFCEI); Makgale Pokwane (Doornkop CPA); Marilyn Aitken (WLTP); Mandla Mbuyisa (KRCC)

2.2. Apologies

Apologies were tabled from the following members: Aphiwe Gumede (SAYCC); Vhalinavho Khavhagali (DEA); Telly Chauke (SALGA); Lucinda Fairhurst (Individual Member); Mark New (ACDI); Victor Indasi (CSAG); Erna Kruger (Mahlathini Organics); Gabriel Lekalakala (Limpopo Dept. Agriculture); Ancois de Villiers (AWARD).

3. Introductions

Facilitated by the chair, all members present briefly introduced themselves.

4. 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. Minutes of previous AGM (29 November 2016) and matters arising
5. Report back from the Steering Committee on network on activities in the past year
6. Report back from the Secretariat:
 - a. Fundraising activities and prospects (Alexa Brown)
 - b. Network activities (Noel Oettle)
7. Feedback from National Climate Funds Advisory Board (Mpfunzeni Tshindane)
8. Proposals arising from the Network Mid-term Evaluation and the Strategic Planning Workshop of 28 November 2017 (Penny Price)
9. Discussion of plans for 2018
10. Broadening the network to Southern Africa
11. Review of the decision making role of individual members
12. Appointment of the Network Secretariat

13. Criteria for Steering Committee members
14. Election of the Adaptation Network Steering Committee
15. Other matters and announcements (Adaptation Futures)
16. Closure and lunch

Adoption of the agenda was proposed by Felix Donkor (University of the Witwatersrand) and seconded by Penny Price (ACDI).

5. Minutes of previous AGM and matters arising

Nick Hamer (Rhodes University) proposed the acceptance of the minutes of the previous meeting, which was held at the Pretoria National Botanical Gardens on 29 November 2016, after a brief review. He noted two corrections: on page 1 Mpfunzeni Tshindane was listed twice on the attendance register, and on page 3 there was a minor typo in the second para under the heading “Adaptation Colloquium”.

Mpfunzeni Tshindane (SANBI) requested that page numbers be added to future sets of minutes. He seconded the motion for adoption of the minutes.

The minutes of the 2016 AGM were adopted unanimously.

6. Report-back from the Steering Committee on Network activities in the past year

Appointed members of the Adaptation Network Steering Committee guide and support the work of the Network in relation to four portfolios: Capacity Development & Learning (Sarshen Scorgie/ Thabang Phago & Kgaugelo Chiloane), Communication (Felix Donkor & Mpfunzeni Tshindane), Policy (Nick Hamer & Claire Davis) and Finance & Fundraising (Penny Price & Nick Hamer). Feedback on the work undertaken in 2017 under these portfolios was presented as follows:

a) Capacity Development & Learning report-back

Thabang Phago (CSA) reported that this portfolio aimed to create opportunities for capacity development on adaptation issues within South Africa and the SADC, for different stakeholders across various sectors. In May 2017 an **Adaptation Retreat** was held in Nieuwoudtville, and the **Advanced Facilitation and Game Design** training course was held in Cape Town as part of the Network’s **Fellowship Programme**, which provided mentorship and “training of trainers”. The course **Adaptation for Extreme Events** was held immediately prior to the Adaptation Colloquium was held at Rhodes University, and two-day **Practical Adaptation for Vulnerable Communities** training workshops were hosted in Durban and Cape Town.

b) Communication Portfolio report-back

Felix Donkor reported on the work of this portfolio for 2016, which he worked on with Mpfunzeni Tshindane with the aim of keeping members informed on adaptation activities. Mpfunzeni provided information from a national perspective to the mailing list, and they also both contributed articles for the newsletter to the Secretariat. Advertisements for events of relevance to members were also posted on the network webpage.

c) Policy Portfolio report-back

Nick Hamer reported on the Policy Portfolio, which he worked on with Claire Davis. The Network engaged in various events, including the UNFCCC COP. The policy portfolio contributed to a policy brief on climate change adaptation and disaster risk reduction. However, the past year has highlighted the need for better co-

ordination within the Network on how it engages with policy. Some of these challenges continue as in the last few months Claire, a specialist in this area, had disengaged from her involvement with the Network due to her need to concentrate on her PhD studies, which had left a gap. The 2017 Steering Committee agreed that a team of experts take over this role in the next few months.

d) Finance & Fundraising Portfolio report-back

Penny Price provided the financial report-back, and noted that a full report was available from the Secretariat on request. The Government of Flanders has been funding the network for the last 3 years, providing a total of €420 000 (about R5,8 million) to the Network. At the start of 2017 the opening balance was R3,5 million due to exchange rate gains and relatively slow spending in 2016 due to a few set-backs such as a slow audit. The current balance was a negative R500 000 from the first two tranches, and the final tranche had been requested and was on its way. EMG received these funds on the Network's behalf as the Network's current secretariat host. Penny thanked EMG for their work in hosting the Network. The project expected to close the year with a balance of approximately R1,8 million. The Steering Committee proposed to the AGM that they request a no-cost extension for 2018, for the full year.

The AGM unanimously agreed to support the request for a no-cost extension for the project for 2018.

Penny listed key spend items:

- **Secretariat staff** including the manager (Noel Oettle) and co-ordinator (Candice Arendse, who has recently resigned). They provide services such as publishing newsletters, managing the website and interacting with members, with support from EMG administrative staff.
- **Mid-term review** of the 3-year funding program
- **Training events**, which have been very well received
- **Enabling participation** by funding members to attend climate-related events
- **Fundraising**
- **Knowledge exchanges**

Proposed 2018 budget:

The outgoing Steering Committee proposed the no-cost extension for the remaining estimated R1.8 million, and had compiled a draft budget informed by the mid-term review process. This included:

- **Secretariat** staff including a manager (60% time) and co-ordinator (full-time), and potentially an intern (they proposed exploring co-funding for an intern). These would assist with communication, website maintenance, newsletters etc.
- **Training** - focusing on "train the trainers" through the Fellowship programme.
- **Enabling participation** through bursaries. This is key for smaller organisations' participation.

Penny indicated that the detailed proposal would be available to members for comment so that the in-coming Steering Committee could finalise this to submit to the Flanders funders.

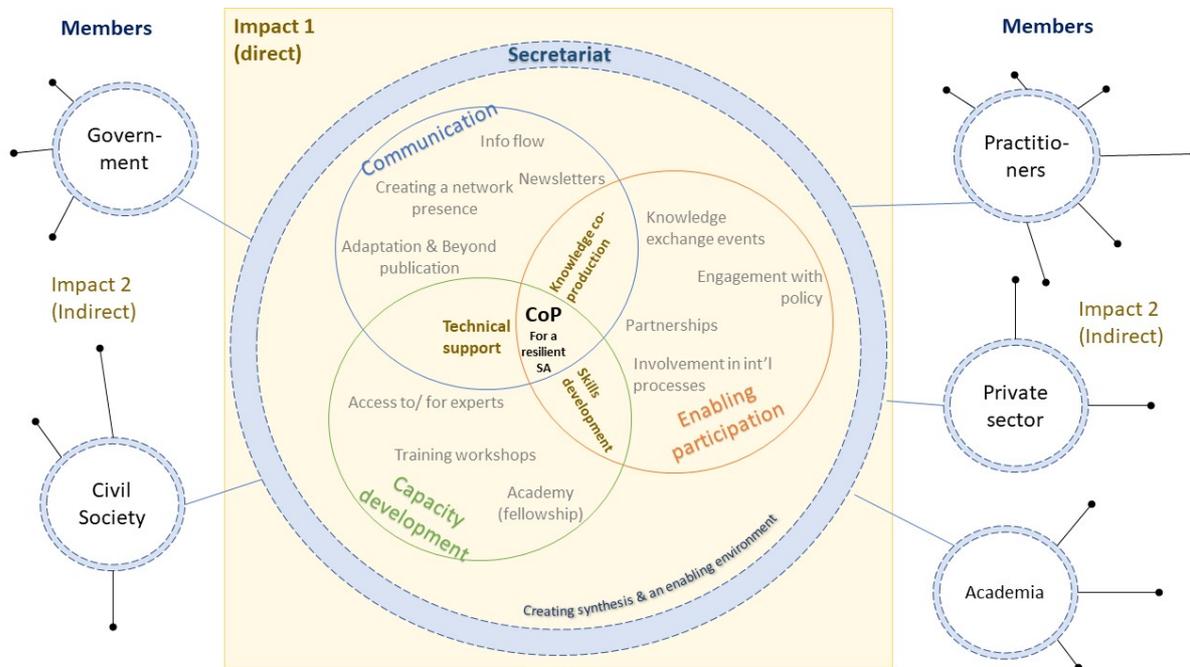
Network members unanimously approved the proposed budget and gave the Steering Committee a mandate to take this forward.

7. Report-back from the Secretariat

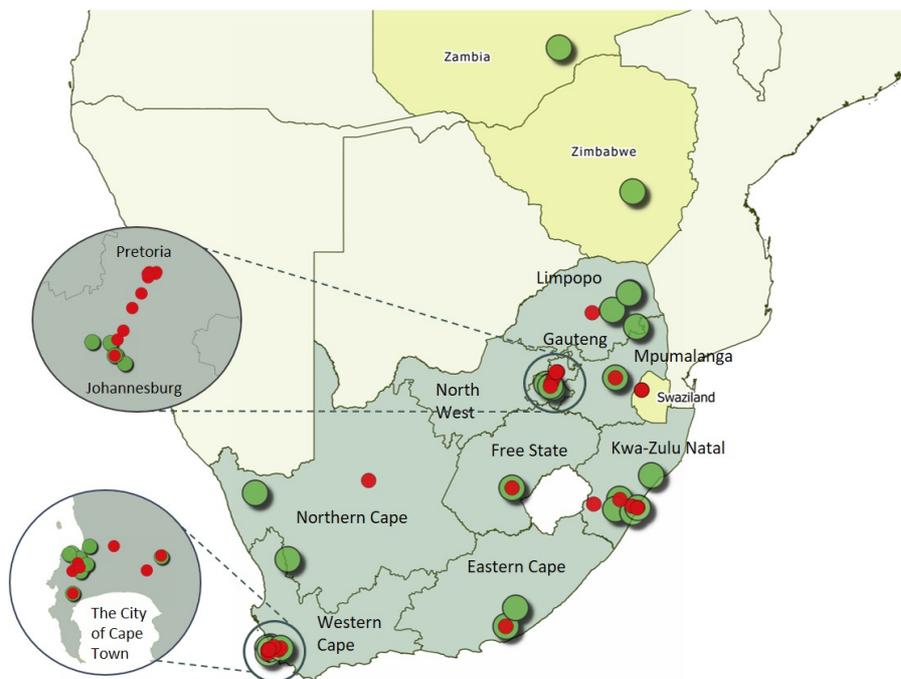
a) Fundraising activities and prospects (Alexa Brown)

Alexa reported that she has been contracted to work in the fundraising position seven months previously. She noted that it was difficult to define what the Adaptation Network does in a way that would attract funders.

Alexa presented a Venn diagram to explain the functions and impacts of the Network:



She also presented a map reflecting the location of membership of the Network as of November 2017:



Alexa noted that she had addressed both core funding needs for the Network and operational funding needs for projects and programs. She had developed a detailed budget so that proposals could be tailored according to what funders were aiming to fund. She also created a database of donors, which was continually being added to. This database is available for members to use for their own fundraising via consultation with Adaptation Network. Alexa commented that while she had written newsletters, detailing the different themes of fundraising, she had not received much feedback from members. A funders' brochure is available with information about the network to take to funders, both printed or in PDF format on the Network website. Alexa also added a section to the website as a hook for donors under the 'About' tab.

Alexa reported that 12 funding opportunities had been identified in the past seven months. Six of these were unsuccessful: RMB; First Rand Foundation; Australian High Commission; Irish Aid; Canadian High Commission and the DG Murray Trust. Two were awaiting feedback: African Climate Change Fund and IKI multilateral call (partnered with SouthSouthNorth and IIED). Five more were in the pipeline: The Commonwealth Foundation; Southern Africa Trust (partnered with the ACDI); Government of Flanders extension; IKI bilateral call (only for 2019).

With regard to the Southern Africa Trust proposal, the scope is regional (SADC), not just South African, and therefore the Network would need to decide whether to extend its focus to the SADC region. This proposal would entail much more collaboration between southern African partners, with only 18 months for implementation, starting as early as April 2018.

Penny Price proposed that members should consider partnering with the Network to seek funding going forward, in the way that the ACDI is partnering with the Network for this proposal. This could be explored further with the DG Murray Trust, for example. Noel Oettle (EMG/Secretariat) noted that partnering did add complexity, but provided good opportunities, and could capacitate and enable members if it was well structured. For the IKI multilateral funding the Network was invited to submit by the IIED, with whom the Network has a good relationship. While the lead partner is a Network member, the role of the Network in this proposal has been limited to that of a service-provider rather than a partner; partnership would be more desirable.

Katrien Vandepfadutse (Government of Flanders) reported that the Government of Flanders is in the process of finalising plans for its programming in South Africa for 2018, and informed the meeting that there would be a major call for non-government organisations across sectors to improve collaboration. This would be a two-stage process, with an initial call for concept notes, and would be applicable for both the Network and its members. Flanders was anticipating seeking big projects of R1 000 000 and above. The Network could partner with member organisations to achieve this target if necessary.

Katherine Vincent (Kulima) commented that there was a lot of expertise on writing funding proposals within the Network, and offered her assistance if required. Alexa Brown reported that assistance is currently available to members in writing proposals and sourcing funding via information provided in newsletters, and could be developed further in response to requests from members. Both Katrien and Noel thanked Alexa for her excellent work on fundraising.

b) Network Activities (Noel Oettle)

Training and capacity development:

Noel Oettle (EMG/Secretariat) provided an overview of some of the activities in the past year:

- Some of the Network members attended a ***knowledge exchange field visit hosted by KRCC*** to Eshowe on 27 November 2017. KRCC had previously been supported by the Network to facilitate a knowledge exchange between the local community and farmers supported by Biowatch. The visit provided a

great many useful insights relating the specific circumstances and adaptation and livelihood strategies of the community members.

- The Network held the **2-day Practical Adaptation training** in Durban and Cape Town.
- The **Adaptation for Extreme Events** specialised process was held in Grahamstown prior to the **Adaptation Colloquium Think Tank**.
- The **Adaptation Retreat** was held in Nieuwoudtville in May 2017.
- The on-going **Fellowship Programme** included **Advanced Facilitation Training and Game Design** module that was held in Cape Town.

Thabang Phago (CSA) commented that the training offered by the network has brought members in to participate in the Network more actively. Katherine Vincent (Kulima) asked whether training was open to participants outside of South Africa. Noel replied that it was, and the training courses had included participants from Zimbabwe and Swaziland, and there was huge appetite for this from SADC colleagues.

Bursaries:

The following bursaries were awarded to members in 2017 to enable them to participate in relevant conferences and events:

- Cherie Forbes attended the **Resilience 2017 Conference**.
- Romy Chevallier attended **CBA 11 in Kampala**, in June 2017
- Mncedisi Masuku (Green Anglicans) attended the **Third African Youth Conference on Climate Change in Abuja**, in October 2017
- Alicia Okeyo (ACDI) attended a workshop on **Reporting on Climate Change Adaptation** in Pretoria in March 17
- Makgale Pokwane (Doornkop CPA) and Nontuthuko Xaba (WLTP) attended the **Development and Climate (D&C) Days** and **UNFCCC COP23** in Bonn in November 2017. The Network was an official partner in the D&C Days, and their participation in these events helped raise the profile of the Network and provided good opportunities for learning.

Partnering in conferences:

The Network co-hosted the following events

- **The Adaptation Colloquium Think Tank** at Rhodes University
- The **Development and Climate Days** at the UNFCCC COP 23.

Membership:

Noel commented that the membership is steadily expanding. There are currently:

- 38 organisational members (35 in 2016)
- 48 individual members (35 in 2016)
- 291 associate members (263 in 2016)

The different types of membership were explained: Full organisational and individual members are those that have signed up to the Membership Pledge to support the values of the Network. Associate members can attend meetings and receive communications. Training is available at no cost for full members, and a nominal fee may be charged for non-members or associate members. There is currently no membership fee, although this is allowed for in the Network Constitution.

It was noted that membership fees demonstrate member engagement and the value added for them, even if the fees are small and symbolic, and a member survey on this was proposed.

Noel thanked the dedicated Steering Committee members for their excellent support of the governance and guidance to the Secretariat. As not all Steering Committee members were active in the past year, he requested that future Steering Committee members consider the time commitments required. Penny Price (ACDI) proposed that the Secretariat could strengthen the communication on current activities and future plans, and proposed that the incoming Communication Portfolio should consider this.

It was noted that the MTR feedback workshop (held on 28 November 2017) had discussed using Facebook to post news articles in a more accessible format, which would also enable the counting of the number of clicks on an article. This could be done in parallel to the normal e-mail distribution process. Marilyn Aitken (WLTP) thanked the Secretariat for disseminating useful information to the membership information, and noted that it was sometimes hard to access electronic information in remote rural areas.

Proposal discussed to improve access to, and effectiveness of Network communications included utilising the Network website to enable members to indicate how their information needs could best be met (newsletters, Facebook, twitter etc.). It was noted that the appointee to the Network Coordinator post should preferably have strong communication skills.

8. Feedback from National Climate Funds Advisory Board

Mpfunzeni Tshindane (SANBI) reported on this item as SANBI currently hosts the National Climate Funds Advisory Board. The Adaptation Network is represented on the Project Advisory Group (PAG) by Victor Indasi and on the National Climate Fund Advisory Board by Kgaugelo Chiloane of WWF. Mpfunzeni Tshindane listed 4 major milestones:

- The current Small Grants Facility project aimed to fund 12 small grants, 11 of which had been approved so far: 6 in Namaqua, 5 in the Mopani District. Some of the projects in Namaqua would be wrapping up early in 2018. As this would be the second year of implementation, they would be starting the mid-term evaluations early in 2018.
- The National Climate Funds Advisory Board had submitted a proposal to the Green Climate Fund to offer 50 small grants across South Africa, although the specific target areas had yet to be finalised. This would be submitted to the next board meeting in February 2018.
- The DEA, with the National Climate Funds Advisory Board, had put together an investment framework, which would be circulated shortly.
- SANBI also worked closely with the DEA to develop an ecosystem-based adaptation guideline, which would also be circulated shortly.

Mpfunzeni also reported on the engagement with the Green Climate Fund (GCF), which also had other projects underway, and would be requesting expressions of interest which in turn would lead to a call for proposals for GCF funded projects in South Africa. As the Network Secretariat is on the mailing list, members will receive this information. He noted that up-scaling the current Small Grants Facility would be informed by what had worked, as there have been some frustrations with the first contracts, such as with the timeframes. Katrien Vandepladutse (Govt. of Flanders) reported that her government had just approved a 2-year project of €500 000 per year to support the implementation of the EBA programme via DEA.

9. Proposals arising from the Network Mid-term evaluation and workshop of 29/11/17

Penny Price and Alicia Okeyo (ACDI) conducted a mid-term review of the Network earlier in the year to look at not only the 3-year Flanders-funded project, but also at the functioning of the Network as a whole. This included conducting surveys and interviews with members to ascertain what was working and what could be improved upon. Penny reported that the Network had come a long way since it was created and was now a fully-fledged structure with different organisational requirements. The network played a number of roles:

- **Communication:** both internally and externally. The dissemination of information outward to members was working well, but not inward from members. It was difficult to know how best to pull in communication expertise as there is no funding for this role at present. The network could look use members' skills, for example with social media.
- **Knowledge sharing:** These exchanges were currently underutilised, and we need to understand why. When the network had organised events they were well received.
- **Enabling participation:** this is a very useful facility.
- **Secretariat functions**

Overall the Review found that the Network was doing well, but there needed to be some consolidation of its activities and focus. It was proposed that the Network's request to the Government of Flanders for a no-cost extension to the current project should include a budget for broader communication, aligned with the overall the overall objective of the project.

Action: Secretariat to propose a budget for broader communication in the no-cost extension request.

Penny Price undertook to circulate key points from the Mid-Term Review and Communication Strategy to the membership.

Action: Penny Price to circulate key points from the Mid-Term Review and Communication Strategy to the membership.

10. Discussion of Plans for 2018

Penny Price (ACDI) said that some plans had already emerged from the mid-term review and workshop outcomes. These included:

- Further **training**, as this is working well and could be expanded.
- The **Secretariat** should continue to function, and strengthen its communications function. External communication should be improved, and a funding brochure developed. The Network should engage more in the policy space, including representation at strategic meetings. Improved internal communication between the Secretariat and members, the Steering Committee and members and between members was mandated. ***Network members supported including a communication role in the budget for 2018.***
- **Enabling participation**, including continuing to provide bursaries for members to engage in significant adaptation-related events. The fellowship program should be extended and developed. The Network trainings had been popular, and members could be included as co-convenors and provide co-funding. Other types of adaptation-related training could also be provided in collaboration with members.
- The 2018 **CBA Conference in Malawi** was an important strategic opportunity for the Network to engage in the SADC region more widely.

- The 2018 **Adaptation Futures Conference** is a biennial international conference held every two years, and will take place June in Cape Town, hosted by the ACDI. It was agreed that the Network should make use of this opportunity to contribute, broaden its exposure and engage membership.

It was agreed that information on the CBA Conference will be sent to members, and that the Network will explore opportunities for partnering in the conference. Katherine Vincent (Kulima) undertook to provide contacts Malawi to a civil society organisation on climate change that the Network could link to.

Alexa Brown reported that the Adaptation Futures Conference would have a focus on Africa, and would therefore include sponsorship for African delegates. There was also a theme of “Dialogues for solutions”, and therefore the conference would not all be in lecture format. The “Learning journeys” would also include visits to adaptation sites around Cape Town. There would be a business section and master classes for students and early-career professionals.

It was agreed that the conference should be used as an opportunity to gather Network members and provide travel bursaries for members to attend. It was further agreed that the Network should offer to become a partner for the Adaptation Futures Conference and have a stand at the conference and to showcase results and capacity development interventions such as training courses. Individual member organisations should work in partnership with the Network to showcase the work they’re doing in South Africa.

11. Broadening the Network to Southern Africa

Noel Oettle (EMG/Secretariat) said that the Network constitution implied that membership was only open to South African participants, although it did not specifically exclude members from other countries. He proposed that the Network should consider broadening its reach to cover the SADC region, on condition that it did not overreach its capacities.

Members unanimously supported the broadening of membership to the SADC region.

Action: Steering Committee to review and propose an amendment to the constitution regarding SADC participation in the Network to the next AGM.

12. Review of Decision-making Role of Individual Members

Noel Oettle (EMG/Secretariat) reported that at present only organisational members had the right to vote on matters such as the election of Steering Committee members. As the Network is primarily a network of organisations, and this structure has the advantage of ensuring accountability to and within the member organisations. However, full individual members, who have also subscribed to the values of the Network, were excluded from decision making at General Meeting. He proposed that attention should be given to possibly amending this mandate. Stephen Hlongwa (Swazi CDT) proposed that the status quo remain, as the level of participation and voting was working.

Members agreed that the Steering Committee should consider ways to enhance the decision-making role of individual members with a view to bringing a proposal to the 2018 Network AGM.

Action: Steering Committee to review and propose an amendment to the constitution regarding the decision-making role of individual members to the next AGM.

13. Appointment of the Secretariat

The chair enquired whether any other organisational members would like to take up the role of Secretariat, and no other organisation offered its services in this regard. Shannon Paring (Indigo) asked whether EMG would need to continue in this role as the project was likely to be funded by Flanders in 2018, and EMG was the contracted partner for the project. Noel Oettle (EMG/Secretariat) replied that if the Secretariat was to be hosted by another member, the outgoing Secretariat would be obliged to ensure that the work was completed and the new Secretariat was enabled to complete these functions. Penny Price asked whether EMG was willing to continue to host the Network for another year, and suggested it might be worth considering multi-year mandates. Noel confirmed that EMG was willing to host the Secretariat for another year.

Members **agreed unanimously** that EMG should continue to host the Network Secretariat for the coming year.

The Steering Committee was mandated to manage the process of notifying member organisations of the option to host the Network Secretariat in the lead-up to next year's AGM, so that they could come to the AGM with an organisational mandate should they wish to do so.

Action: Steering Committee to ensure that all member organisations are notified of the option to host the Network Secretariat in the lead-up to next year's AGM

14. Criteria for Electing Steering Committee Members

Noel Oettle (EMG/Secretariat) clarified that all full organisational members present have the right to nominate and vote on Steering Committee members, but said that EMG would recuse themselves as hosts of the Secretariat.

It was **agreed** that the incoming Steering Committee would comprise 6 elected members.

In an interactive process, it was **agreed** that the following criteria would be used to guide the election of the new committee:

- Willingness, commitment and availability to attend circa 10 meetings per annum
- Commitment to the Adaptation Network values
- Diversity (of individuals)
- Diversity of organisational types
- A mix of old and new members, to ensure continuity and the inclusion of new ideas
- Individuals must be mandated by their organisations to participate
- Holding the interests of the Adaptation Network
- Willingness and ability to provide input and participate

15. Election of Adaptation Network Steering Committee

Candidates willing to serve on the Network Steering Committee were nominated and seconded by other representative participants at the meeting. Following a vote by all duly appointed representatives of full member organisations and a count by the Secretariat, the following individuals were elected to the Steering Committee:

1. Teboho Tenyane (SAIIA)
2. Penny Price (ACDI)
3. Thabang Phago (CSA)
4. Kgaugelo Chiloane (WWF)
5. Felix Donkor (University Witwatersrand)

6. Nontuthuko Xaba (WLTP)

Noel Oettle (EMG/Secretariat) clarified that the Steering Committee would elect its own chairperson.

16. Other Matters and announcements (Adaptation Futures)

This item was covered in the Discussion of Plans for 2018 and no further matters were raised.

17. Closure and Lunch

The chair closed the meeting and thanked members for attending and sharing their input.