



2018 Annual General Meeting of the Adaptation Network

*Climate Systems Analysis Group, University of Cape Town, Rondebosch
Wednesday, 14th November 2018, 10:00 – 13:00*

1. Opening and welcome

Kgaugelo Chiloane (WWF) chaired the meeting. She opened the meeting and welcomed participants.

2. Attendance and apologies

2.1. Attendance

Alexa Brown (GIZ); Dania Petrik (Adaptation Network); Dr. Ian Little (Endangered Wildlife Trust); Elin Lorimer (Indigo Development & Change); Francesca de Gasparis (SAFCEI); Gina Ziervogel (CSAG, EGS); Jonathan Barnes (LSE); Katinka Lund Waagsaether (CSAG, UCT); Keobakile Lenyibi (GIZ); Kgaugelo Chiloane (WWF); Lorena Pasquini (CSAG, UCT); Michael Jennings (SANBI); Mpfunzeni Tshindane (SANBI); Nokuthula Dubazane (SANBI); Nick Hamer (DryNet/EMG); Noel Oettle (EMG/Secretariat); Romy Chevallier (SAIIA); Siya Sauke (SAIIA); Thabang Phago (CSA); Victor Indasi (CSAG); Waarith Abrahams (CSAG); Zoe Boshoff (ACDI).

2.2. Apologies

Apologies were tabled from the following members: Marilyn Aitken (Women's Leadership and Training Programme); Felix Donkor (Wits University); Lucinda Fairhurst (Individual Member); Peter Johnston (CSAG, UCT); Dr. Gabriel Lekalakala (Limpopo Dept. Agriculture); Makgale Pokwane (Doornkop CPA); Penny Price (ACDI); Teboho Tenyane (SAIIA); Mahlodi Tau (SANBI); Roland Langley (South African Municipal Workers Union); Sentle Tabane (KGB); Katrien Vandepfadutse (Govt. of Flanders).

Introductions

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

3. 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 meeting, 29 November 2017
5. Appointment of the Network Secretariat
6. Election of Adaptation Network Steering Committee
7. Report back from the Steering Committee on Network activities and plans
8. Report back from the Secretariat on Adaptation Network activities
9. Financial report
10. Report back from Network representatives on the National Climate Funds Advisory Board and the Project Advisory Group
11. Adoption of proposed amendments to the AN Constitution
12. Network participation in COP 24 (D&C Days, NBI video project, etc)
13. Discussion of plans for 2019
14. Special session: Key learnings from the Cape Town drought (Gina Ziervogel)
15. Closure and lunch

Adoption of the agenda was proposed by Katinka Lund Waagsaether and seconded by Elin Lorimer.

4. Minutes of previous AGM, 29 November 2017, and matters arising

The minutes (as amended) of the 29 November 2017 AGM held in Durban were adopted unanimously by the meeting. Proposed: Thabang Phago; Seconded: Katinka Lund Waagsaether.

5. Appointment of the Network Secretariat

Outgoing Secretariat Manager Noel Oettle gave a short overview of the history of the Network and outlined the criteria for hosting the Network. Hosting is undertaken by member organisations that are willing and able to provide the necessary services, on a rotational basis. The host must have the resources necessary to support the functions of the Secretariat. EMG had previously announced via email to the membership its intention to step down and the host organisation of the AN Secretariat to continue hosting the Network, and invited member organisations to step forward.

Zoe Boshoff (ACDI) presented the ACDI's proposal to host the Adaptation Network for the year ahead. No other proposal was presented by member organisations to host the Network.

The ACDI proposal included supporting logistics of SC meetings and the AGM, maintaining the AN web platform, maintaining membership databases and managing the paperwork for new membership, maintaining AN social media platforms and mailing list, disseminating

information and queries to the SC and other AN members, publishing newsletters and supporting the Steering Committee with fundraising for the Network. ACDI has a strong network, a mandate for transdisciplinary research and strong internal fundraising capacity that could be put to the service of the AN. ACDI has submitted a proposal to the Government of Flanders that includes provision for coordination of the Network and anticipates that funding will be provided from the second part of 2019.

In response to queries and concerns expressed by members regarding ACDI's capacity to provide non-formal training to Network members as well as coordination for the Network in then period until funding becomes available, Zoe explained that ACDI is committed to ensuring that Network communications and administration are maintained in the interim on a part-time basis. Training and capacity building presented by ACDI could only be offered once a proposal is approved.

Kgaugelo Chiloane (WWF) proposed appointing the ACDI as the host of the Secretariat for the coming year, and Noel Oettle (EMG) seconded. This proposal was unanimously adopted.

Waarith Abrahams (CSAG) and Jonathan Barnes volunteered to assist the Network. Previous Network Coordinator Katinka Lund Waagsaether of CSAG also indicated her willingness to support the Network.

Dania Petrik (the current Coordinator) will be on hand to help with the transition into 2019 and will be based one day a week at the ACDI.

Action: ACDI to submit a written proposal to host the Network. Done.

Action: Incoming SC to review and consider approval of the written proposal.

Action: Member organisations to consider using existing resources to support Network activities.

Action: Member organisations to include Network activities in proposals submitted to donors.

6. Election of Adaptation Network Steering Committee

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

- **Thabang Phago (CSA):** nominated by Noel Oettle; seconded by Keobakile Lenyibi
- **Kgaugelo Chiloane (WWF):** nominated by Mpfunzeni Tshindane; seconded by Thabang Phago
- **Romy Chevallier (SAIIA):** nominated by Katinka Lund Waagsaether; seconded by Noel Oettle
- **Sentle Thabe in absentia (KGB):** nominated by Thabang Phago; seconded by Keobakile Lenyibi
- **Elin Lorimer (Indigo):** nominated by Romy Chevallier; seconded by Kgaugelo Chiloane
- **Noel Oettle (EMG):** nominated by Zoe Boshoff; seconded by Francesca de Gasparis
- **Katinka Lund Waagsaether (CSAG):** nominated by Dania Petrik; seconded by Kgaugelo Chiloane
- **Keobakile Lenyibi (GIZ):** nominated by Alexa Brown; seconded by Kgaugelo Chiloane

- **Alexa Brown (GIZ):** nominated by Keobakile Lenyibi; seconded by Thabang Phago
- **Ian Little (EWT):** nominated by Kgaugelo Chiloane; seconded by Dania Petrik

The incoming members of the Steering Committee were unanimously congratulated on their election.

It was noted that in addition to the elected members, DEA, SANBI and SALGA are also represented *ex officio* on the SC.

Action: EWT to sign up as organisational member. Complete.

7. Report back from the Steering Committee on Network activities and plans

Feedback on the work undertaken in 2018 was provided by the portfolio holders as follows:

Capacity Development & Learning: Co-chairs Thabang Phago and Kgaugelo Chiloane, supported by Noel Oettle

Thabang Phago reported back on capacity training development workshops hosted by the Network in Cape Town (March), and Pretoria (October). The planned Advanced Facilitation Training was postponed to 2019, when the Red Cross Red Crescent Climate Centre and EMG will endeavour to host the training. Travel bursaries were awarded throughout the year for members to attend training courses. Travel bursaries were also awarded to 3 members to attend CBA12 (Lilongwe, Malawi) and 16 members were awarded fee passes and/or travel bursaries to attend AF18 (Cape Town, South Africa). The Network also funded some travel costs of SC members

Although no applications were received for learning exchanges in 2018, many member organisations have included knowledge exchanges in their project designs. This mainstreaming is a good indication of success. There has also been a realisation of the degree to which adaptation competencies have developed and communities have been capacitated so that learning occurs broadly, resulting in impactful projects on the ground.

Communication Portfolio report-back: Co-chairs: Mpfunzeni Tshindane & Felix Donkor, with Teboho Tenyane as an additional member, supported by Dania Petrik

Mpfunzeni Tshindane reported on the activities of the Communications Portfolio. Articles for the AN Newsletter, SGFs and other interventions, the provision of support communications at PAG meetings and representation at NCFAB. Mpfunzeni noted that the AN had been active in its participation in the PAG and NCFAB (Dania Petrik at PAG, Kgaugelo Chiloane at NCFAB, and both Kgaugelo Chiloane and Mpfunzeni Tshindane representing secretariat at GCF meetings). Other communications undertaken by Portfolio holders included working on SANBI toolkits and guidelines for the AF18 conference, and the conference co-hosted with GIZ on community practice. He noted that, with the ACIDI taking over hosting duties of the Network, it will be important to continue support with the newsletter. Mpfunzeni further suggested some changes to the AN website, including updates regarding the SC members for 2019, and uploading the minutes of the AGM. No Adaptation & Beyond publications have been produced in 2018.

Policy Portfolio: Co-chairs Katinka Waagsaether & Felix Donkor, supported by Noel Oettlé

Katinka Lund Waagsaether reported on how opportunities to engage with policy had been identified and how the team had coordinated and collated the inputs of members in policy processes throughout the year. The process for such submissions that had previously been developed was applied in the process of developing and submitting comments in the context of 3 policy processes in the past year:

- NAS: inputs from CSAG, EMG, ACDI, Wits were collated and submitted.
- Draft CC Bill: EMG, Indigo, WLTP, WWF, CSAG and 2 individual members all contributed towards comments on the Bill.
- Draft Climate Smart Agriculture Strategic Framework (issued by DAFF): Noel compiled a submission on behalf of the Network incorporating input from CSAG.

The Network plays a strategically important role in coordinating comments from members and adaptation practitioners.

Finance & Fundraising Portfolio report-back: Co-chairs Penny Price and Thabang Phago, supported by Noel Oettlé

Noel Oettle reported on the activities under this portfolio. Thabang Phago had served as Treasurer for the past year. A no-cost extension had been granted by the Government of Flanders for 2018 for the AN project. Fundraising was not successful in 2018. EMG submitted an unsuccessful proposal to Flanders which included funding the position of Network Secretariat.

Internal strengthening of the Network: Co-chairs Nontuthuko Xaba and Teboho Tenyane supported by Dania Petrik

Noel Oettle reported that the membership is steadily expanding, and there are currently:

- 44 organisational members (38 in 2017)
- 51 individual members (48 in 2017)
- 344 associate members (291 in 2017)

Other feedback under this Portfolio was included in the Secretariat report-back on Network activities.

8. Report back from the Secretariat on Adaptation Network activities

Dania Petrik reported on her attendance and representation of the Network at several events following her appointment as the Network Coordinator:

- *DEA NCC Dialogue (Johannesburg 19-20 March 2018) – an informative piece included in newsletter*
- *ACDI Institute launch (UCT, Cape Town, 16 April 2018) – a reflective piece included in newsletter*
- *Launch of the second edition of the SA Risk and Vulnerability Atlas (SARVA) (Cape Town, 18 April 2018) - a reflective piece included in newsletter*

- *Adaptation Futures 2018 conference (Cape Town, 18-21 June 2018) – reflections by members included in newsletter*
- *SALLA hosted 'Ecosystem-based adaptation in South African coastal cities' (Cape Town, 12 November 2018)*

In all these cases, reflections were included in the newsletter (written both by Dania and other members).

Other milestones achieved this year included expanding the social media profile of the Adaptation Network on Twitter and Instagram, in order to grow the Network's reach, ensure interconnectedness, and use these platforms for engagement with members. Messaging was coherent and aligned, whether via the Newsletter, the online forum, and Facebook, or other platforms for engagement. Updates to Facebook, the online forum & the AN website continued for the purpose of growth and communication with members.

The majority of Dania's time in the past few months has been spent on managing outputs from the AF18 conference, namely two major reports:

- ***The Conference Proceedings*** (with support from ACDI): *This has included the management of 37 authors and 41 extended abstracts, including the peer review process, and the design, layout, and editing of the Conference Proceedings.*
- ***The 'Africa Report'*** (with Leslie Ashburner from ACDI, and with support from DEA): *This has included the management of reports from 115 sponsored delegates (rapporteurs), as well as the development of the rapporteurs template, resulting in a total of 378 reports that were collated, analysed, and organised according to themes, highlighting the African voice and perspective on global adaptation activities.*

In addition, Dania managed the logistics associated with travel bursaries awarded to the AN members sponsored to attend the AF18 (14 local members, 2 international), as well as the AN expo stand at the conference. Reflections on the conference by members who attended were included in the AN newsletter (June, July/August editions).

Other support offered included the coordination and logistics for members for:

- *CBA12 (Lilongwe, Malawi - June 2018). Three members (from SA, Zambia, Zimbabwe) attended. A reflective piece was included in the AN newsletter.*
- *"Practical Adaptation for Vulnerable Communities Training Workshop" (Pretoria, Gauteng, South Africa - October 2018). A total of 16 participants attended, from a variety of locations (Limpopo, Zambia, KZN etc.). Reflective pieces on the benefits of this training was included in the October AN newsletter*

9. Financial report (Finance and Fundraising of Network)

Noel provided an overview of the finances of the Network administered by EMG. A recent review of the budget with an outside financial consultant had revealed that the approved Adaptation Network budgets for 2017 and 2018 had incorrectly reflected the total amount

of funding available due to double counting of exchange rate gains carried forward. The AN thus had an accumulated accounting error that resulted in a potential over-commitment of resources. In response, the Secretariat had cut back on planned activities such as the planned Advanced Facilitation Training and travel bursaries for the AGM and COP24.

10. Report back from Network representatives on the National Climate Funds Advisory Board and the Project Advisory Group

a) National Climate Funds Advisory Body (NCFAB) (Kgaugelo Chiloane)

Kgaugelo Chiloane represents the Network on the NCFAB and attended the quarterly meetings during 2018. Responsibilities include discussing issues of governance, responding to calls for GCF (submission in April) and currently awaiting feedback on when projects will be approved for the next stage of implementation (by SANBI). NCFAB has a focus on adaptation, but with particular emphasis on those with mitigation co-benefits. Mitigation projects were being focused on by other accredited entities, such as DBSA. SANBI is accredited for grant funding within SA and is not mandated to loans. DBSA is mandated to provide grants and loans within the larger southern African region and has a strong focus on mitigation.

NCFAB is constituted by national departments (DEA; Department of Planning, M&E; National Treasury, National Disaster Management Centre), NBI (business) and the AN. As the only civil society organisation, the AN represents all CSOs in the country. It is thus important to ensure better representation nation-wide.

b) Project Advisory Group (PAG) (Dania Petrik)

Victor Indasi was appointed to represent the AN on the PAG in 2017, but due to personal circumstances he was not able to fulfil these duties in 2018 and Network Coordinator Dania Petrik was asked represent the Network at the last two PAG meetings of the year. Currently, there are 13 contracted Small Grant Recipients (SGRs), and the most recent started in June/July 2018. By next year June 2019 all of them would be operational for a minimum of 12 months. At AF18, 27 representatives of the SGR organisations attended, which made a significant contribution to the conference.

Significant findings from the Mid-term evaluation include the very capacity that the projects aim to support, is the same that is required for it to happen at all. Thus, project design is critical in order to avoid such inbuilt contradictions – as the compliance requirements undermines the responsiveness and quest for relevance at ground level. Another issue that was flagged was the short-term nature of the projects (4 years), which impacts hugely on the sustainability of projects. Projects are already moving towards finalisation of the implementation phase

SANBI is the only accredited NIE for the Adaptation Fund in in the country. The current grant of US\$10 million has been fully committed, and although a further application is in process there is no immediate possibility of further AF funding for SA.

11. Adoption of proposed amendments to the AN Constitution

In accordance with a mandate from the 2017 AN Annual General Meeting (AGM), a Task Team was appointed to address two constitutional matters that might have resulted in amendments to the AN Constitution. The Task Team comprised Penny Price, Katinka Lund Waagsaether, Gabriel Lekalakala, Stephen Law, Mduduzi Mtshali and Lucinda Fairhurst-Bremer. Its recommendations were tabled at the Steering Committee meeting of 25 October 2018.

Regarding membership of nationals of SADC countries, the Task Team and SC saw no reason to amend the Constitution, as the current Constitution does not restrict membership to those nationals or to residents of any particular country.

An amendment to the constitution as relates to Article 2 of the constitution: Membership was recommended by the Task Team and agreed to by the SC. The proposed amendment was circulated to the membership in advance of the 2018 AGM, as required by the Constitution.

The following amendments were unanimously **approved** by the AGM:

Associate Membership is no longer a membership category, and the following clause is deleted from the Constitution:

“Associate Membership: Individuals or organisations become an associate member by subscribing to the Adaptation Network electronic emailing list. The Network, through its Steering Committee, reserves the right to revoke the Associate Membership of any Associate Member who is found to be abusing their association with the Network, and will remove the address of such members from the electronic mailing list and reserves the right to communicate this decision more widely without prejudice.”

Article 3.1: General Meetings,

Second paragraph (additional text in bold italics):

“A Special General Meeting of the Adaptation Network may be held at any time and may be called by two or more members representing not less than 25% (twenty five per centum) in number of the members, **with the weighting of individual members to organisational members being calculated as five (5) individual members having equivalence to one (1) organisational member.**”

Ninth paragraph (additional text in bold italics):

“A decision-making quorum at any General Meeting will consist of at least 25% (twenty five per centum) of duly registered members, **with the weighting of individual members to organisational members being calculated as five (5) individual members having equivalence to one (1) organisational member.**”

Article 3.2: Adaptation Network Steering Committee:

First paragraph (additional text in bold italics):

The Steering Committee is elected annually at the AGM to provide guidance to the Secretariat. At the AGM between 5 and 10 individuals representing members will be elected by the membership. **At least two thirds of the elected members shall represent organisational members of the Network.** Each member organisation/ institution/ company present at the meeting has **five** votes, **and each individual member has one vote.**

Article 7: Dissolution of the Adaptation Network:

First paragraph (additional text in bold italics):

The Adaptation Network may be dissolved by a $\frac{3}{4}$ (75%) majority of members voting in favour of dissolution in a duly constituted General Meeting, **with the weighting of individual members to organisational members being calculated as five (5) individual members having equivalence to one (1) organisational member.** Dissolution is conditional upon circulation of the intention to propose a motion to dissolve the Association to all members with the notice of meeting, at least 4 weeks before the date of the General Meeting. In the case of dissolution, any assets of the Adaptation Network shall be donated to any not-for-profit association with similar values and purpose to the Adaptation Network.

Elin Lorimer (Indigo) proposed the Constitutional amendments, and Kgaugelo Chiloane (WWF) seconded the proposal.

Action: Dania Petrik to circulate a notice to all members, inviting Associate members to 'upgrade' to individual membership and requesting Organisational members to update their details.

12. Network participation in COP 24 (D&C Days, NBI video project, etc)

- a) **D&C Days:** The Network has been accepted as a contributing partner for the Development & Climate (D&C) days to be held at COP, which is both an honour and also represents a lot of work. Noel Oettle has been asked to lead on one of the four themes for the event, and this involves submitting a thematic paper on the given topic and in assisting, designing and facilitating the actual event. Romy Chevallier (SALLA) will also be presenting at the D&C days. It is a great opportunity to put forward some views from the ground from SA. Noel invited SC members to contribute to and/or review the thematic paper on resilience and empowerment which is intended to feed into the discourse of the COP – thus the messaging must have utility for negotiations process. Katinka/Kgaugelo offered to make time available to review the draft.
- b) **SA Viral Campaign:** The Department of Environmental Affairs and the National Business Initiative (NBI) will be co-hosting a South African pavilion at COP24 in Katowice, Poland in December this year. The opportunity is to co-develop a positive South African climate change story with a range of local and international stakeholders and build the necessary relationships to drive collective action and ambition. Thabang Phago (CSA) will be filmed on behalf of the Network, and included in a series of short 90 second videos that will be displayed at COP, in a mini-

social media campaign in the build-up to COP, as well as during COP, with the aim of describing the climate contribution of the Network and commitment using a format defined by the COP called the Talanoa Dialogue.

13. Plans for 2019

Activities that we hope will continue through the efforts of the SC and AN members in 2019 include:

- Leadership of the AN, and of the SC meetings.
- An Adaptation Colloquium in 2019, should an AN member agree to host and coordinate it.
- Representation of the Network on relevant national bodies, such as the National Climate Finance Advisory Body and the NIE's Project Advisory Group.
- Representation at key events by AN members, and feedback to AN members via the newsletter, the forum, and social media platforms.

Elin Lorimer (Indigo) requested more regular feedback from SC to members in the coming year, noting that the communication exchange between Network and members needs strengthening in order to ensure members know what the Network offers.

On behalf of the ACDI, Zoe Boshoff asked for inputs and ideas from members which can be disseminated via social media. The ACDI would like to facilitate an Adaptation Colloquium held in one of the other provinces so as to broaden participation by institutions and members. Adaptation training is included in the ACDI proposal submitted to the Government of Flanders. Advocating for grassroots capacity building is also a crucial function of the Network.

14. Special session: Key learnings from the Cape Town drought (Gina Ziervogel)

Associate Professor Gina Ziervogel (from UCT's Environmental and Geographical Sciences Department) presented in a "breakaway session" on key learnings from the Cape Town drought to Network members. Her talk noted that the most important aspects learnt from the drought include the paramount importance of vertical and horizontal integration of governance, data that is both understood and correctly applied, and climate resilient infrastructure. A Systems approach to scarce resource management underpinned the City's success in ultimately avoiding DayZero.

15. Closure

Noel Oettle thanked the outgoing members of the SC for their active engagement in the past year in Network matters, CSAG for hosting the AGM, and ACDI for its support for the Network, both in 2018 and in the year ahead.

The chair acknowledged the hard work of EMG, the Secretariat and the Network members for their contributions in the year past. She thanked members for attending and sharing their inputs and then closed the meeting.

The meeting closed at 14h49.