

7 April 2025

Fifth meeting of the Board
8–10 April 2025
Bridgetown, Barbados
Provisional agenda item 6(a)

Organizational structure of the Secretariat

Summary

This document presents the organizational structure of the Secretariat of the Fund for responding to Loss and Damage.

Expected actions of the Board:

The Board will be invited to:

- (a) Approve the organizational structure for the Secretariat.
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I. Background

1. At the third meeting of the Board (B.3), the Board selected the Executive Director and requested the Executive Director to present for the Board's consideration and approval an organizational structure and a plan to ensure an inclusive and diverse secretariat staff.¹
2. At B.4, the Board requested the Secretariat to present to the Board an organizational structure of the Secretariat ensuring inclusive and diverse staffing.²
3. During 2025, the Secretariat will begin building the key functions of the Secretariat as per the organizational structure presented in annex II. The Secretariat will further accelerate the transition of key functions from the interim secretariat, jointly formed by the secretariats of the United Nations Framework Convention on Climate Change, the Green Climate Fund and the United Nations Development Programme.
4. As at 31 March 2025, the independent Secretariat consists of an Executive Director who was hired in November 2024, supported by senior advisers and consultants and the interim secretariat. The Executive Director has led the delivery of the workplan of the Secretariat, including the development of the proposal for the start-up phase, the transition road map, the preparations for B.5, and initial engagements with key partners and stakeholders.
5. The hiring of the Deputy Executive Director and a senior executive assistant for the Executive Director have been completed with expected start date in May 2025.

II. Organizational structure of the Secretariat

6. The Secretariat will comprise an executive office that includes the Executive Director and the Deputy Executive Director, who will oversee and lead all strategic and operational matters of the Fund, ensuring smooth execution and alignment with the mandates of the Secretariat and the decisions of the Board.
7. Annex II contains an organizational structure outlining the key functions of the independent Secretariat as follows:
 - (a) **Governance and Board Affairs:** This function ensures effective support for governance and Board-related matters, including legal and regulatory support. Key responsibilities include providing administrative and secretarial support to the Board and its committees and leading governance, legal and regulatory work for the Secretariat, including reporting to the Conference of the Parties to the United Nations Framework Convention on Climate Change (COP) and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA);
 - (b) **Programming and Country Engagement:** This function provides technical leadership across all programmatic areas, including engagement with countries to support the bottom-up, inclusive, country-led and country-owned approaches for activities financed by the Fund. This function will lead on the development and roll out of the programming areas, funding modalities, and access modalities, and will engage with the other functions to develop the required policies, procedures and systems to effectively operationalize the start-up phase and subsequently the long-term operations of the Fund;
 - (c) **Programme Management, Finance and Administration:** This function is responsible for financial management, risk management, budget planning, procurement and administrative processes to ensure operational efficiency and compliance with fiduciary standards;
 - (d) **External Relationships, Communication, Advocacy and Partnerships:** This function manages stakeholder engagement, public messaging and strategic communication efforts, while coordinating outreach to contributors, civil society

¹ Decision B.3/D.4, paragraph (d)(ii).

² Annex to decision B.4/3.

organizations, multilateral organizations and governments. It will develop and implement a communications strategy that includes advocacy for loss and damage financing;

(e) **Strategic Planning and Resource Mobilization:** This function supports the Board-led resource mobilization efforts to secure long-term resources for the Fund, and coordinates the strategic planning work of the Secretariat;

(f) **Knowledge, Monitoring, Evaluation and Learning:** This function leads the monitoring, evaluation and learning activities to ensure appropriate measurement of the impact and effectiveness of the activities supported by the Fund;

(g) **Internal audit:** This will be conducted in coordination with the World Bank internal audit support.

(h) **Independent evaluation office:** This will be set up as an independent function to evaluate the activities of the Fund.

8. The recruitment process for Secretariat staff will be conducted in a phased approach. The process is merit-based, transparent and inclusive, to ensure that the team is geographically diverse, gender balanced, and culturally and linguistically representative. Additional positions will be introduced in phases.

III. Transitioning from the interim to the independent Secretariat

9. A smooth and cost-effective transition from the interim secretariat to the independent Secretariat is under way and expected to be completed by B.7. In February 2025, the interim and independent secretariats developed a transition road map including timelines for the transition of all functions to the independent Secretariat.

10. The interim secretariat will continue providing targeted administrative and technical support up until B.7.

Annex I

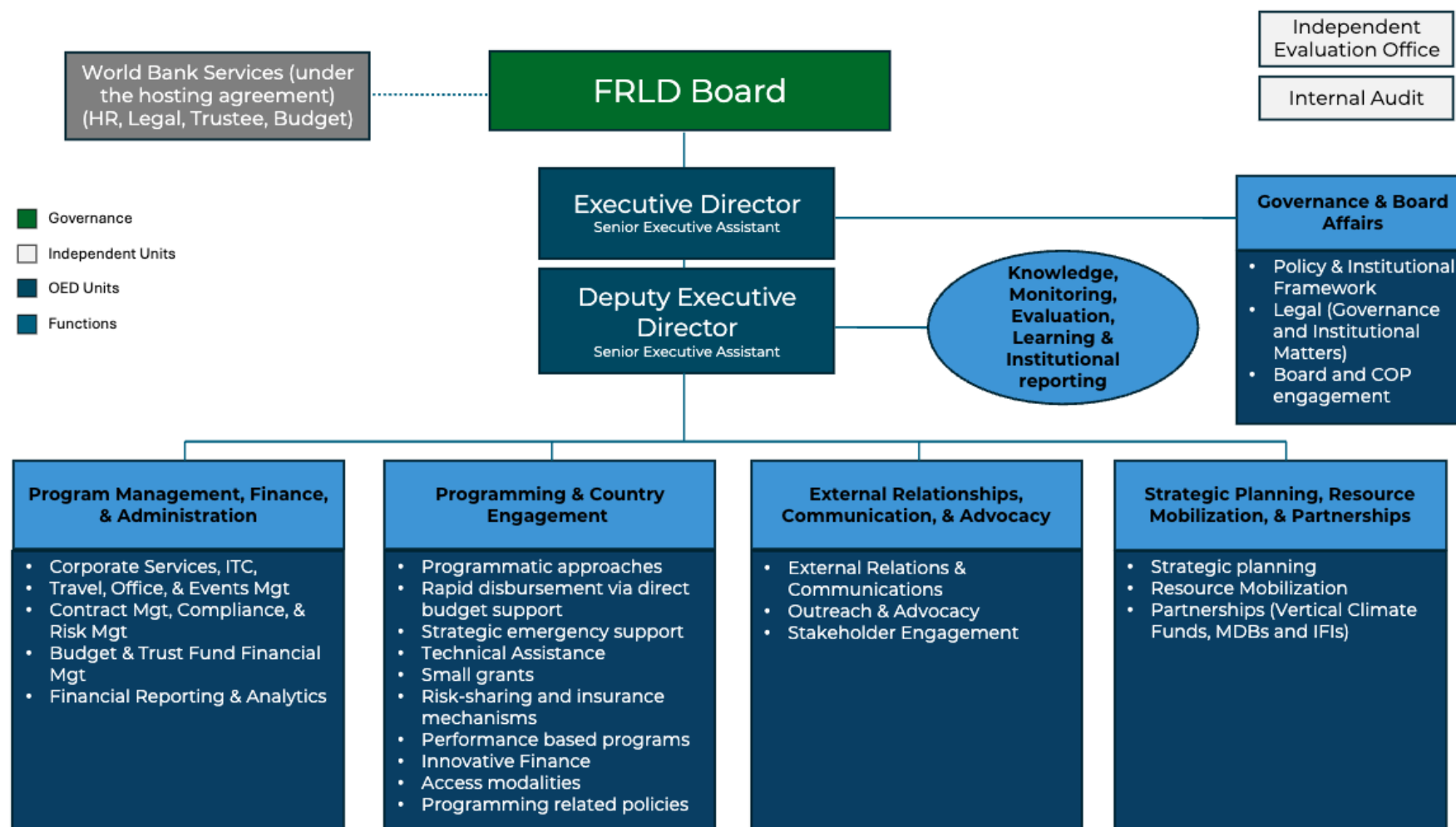
DRAFT DECISION B.5/DD.X: Organizational structure for a functioning Secretariat for the start-up phase

The Board, having considered document FRLD/B.5/10 titled “Organizational structure of the Secretariat”:

(a) *Approves* the organizational structure for the Secretariat as presented in document FRLD/B.5/10.

Annex II

Organizational structure



Abbreviations: COP = Conference of the Parties, IFI = international financial institution, MDB = multilateral development bank.