

Proposed 2017 Budget GEO Trust Fund

This Document is submitted to the GEO-XIII Plenary for decision. It has been developed using the implementation mechanisms and associated requirements, as proposed, in the GEO Strategic Plan 2016-2025: Implementing GEOSS, and in consultation with the Budget Working Group.

Proposed 2017 Budget

INTRODUCTION

This document contains the presentation of the 2017 Secretariat Operations Budget and includes the Report of the Budget Working Group for 2016 Activities (Annex 2).

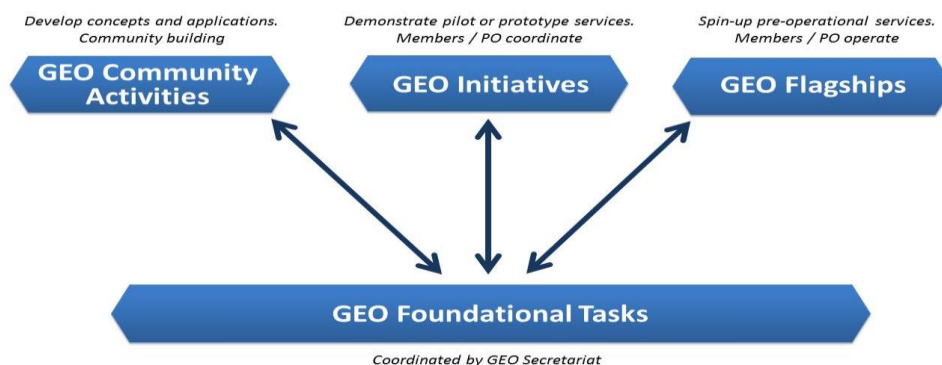
PRESENTATION OF THE 2017 SECRETARIAT OPERATIONS BUDGET

This Budget has been developed in accordance with the described Implementation Mechanisms provided in the Strategic Plan (GEO Strategic Plan 2016-2025: Implementing GEOSS) and the prioritization of the Foundational Tasks completed by the 2016 Programme Board. These are: GEO Community Activities, GEO Initiatives and GEO Flagships, supported and coordinated by the GEO Foundational Tasks, (see figure I). The Foundational Tasks are coordinated by the GEO Secretariat and are described in full in the 2017-2019 Work Programme.

The Foundational Tasks are performed as a joint effort between the Secretariat and the GEO Community. For the Secretariat activities, it is expected that the totality of the GEO Trust Fund resources (cash contributions and time of seconded Experts) will be dedicated to their execution. Exception is made to the earmarked resources (cash or in-kind) provided to the Secretariat for the support of Special Initiatives and/or Flagships.

The Work Programme provides a complete analysis of the Foundational Tasks and resources required to support their implementation. Therefore the presentation of the 2017 Budget represents the planned expenditures of the Secretariat, as provided in the resourcing tables of the Work Programme, in the traditional format of previous years.

Figure I. GEO’s Implementing Mechanisms (extracted from the Strategic Plan):



1 SECRETARIAT OPERATIONS BUDGET (ALL FIGURES IN SWISS FRANCS)
1.1 Expected Income and Trust Fund Balance For 2017

Expected Income for 2017	Total
Expected cash contributions	3,500,000
Trust Fund Balance	2,000,000
Working Capital Fund	500,000
Total Cash	6,000,000
In-kind contributions	948,000
Total resources	6,948,000

1.2 Planned Expenditures 2017

Item	
1.2.1 Salaries and Employee Benefits	2,100,000
Staff Costs and Employee Benefits	2,000,000
Special Service Agreements and other Staff Costs	100,000
1.2.2 Travel	500,000
Staff Travel	370,000
Other (individual developing country participants to GEO meetings)	130,000
1.2.3 Support to GEO Events and Meetings (LoA)	200,000
1.2.4 Supplies, Consumables and other Running Costs	255,000
Internet, intranet, etc.	120,000
Services/equipment/rental for special events	55,000
Supplies and other running costs	30,000
IT software and equipment	50,000
1.2.5 Other Expenditures	434,000
Support costs	351,000
Non-technical Services subject to public procurement	- -
Pamphlets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	5,000
TOTAL CASH EXPENDITURES	3,489,000
1.2.6 In-kind Expenditures	1,046,000
Seconded staff	948,000
Rental of office space	98,000
TOTAL EXPENDITURES	4,535,000

1.3 Contributions 2013-2019

Member Government Cash Contributions to Trust Fund (2013-2016) and Pledged Cash Contributions through 2019 in CHF.

Member	2013	2014	2015	2016	Pledged		
					Pledged or Received	2017	2018
Argentina	13,384						
Australia	92,100	40,074	35,167	50,000			
Australia (GFOI shortfall 2014)		74,377	346,575				
Canada	78,750	84,097	72,750	75,000	75,000		
China	189,000	179,600	194,000	194,000			
Denmark			15,000	15,000			
European Commission	732,850	1,200,743	864,314	875,808	875,000		
Germany	122,000	243,190	107,529	109,476			
Japan	404,040	341,884	306,517	282,190			
Korea	70,767	73,394	70,507	72,637			
Mexico			7,720	7,720			
Norway (GFOI shortfall 2014)			235,501				
South Africa	207,540	139,929	159,024	192,009			
Sweden	90,000	90,000	90,000	95,000			
Switzerland	200,000	149,000	328,468	350,659			
United States	1,006,781	663,500	1,065,852	950,204			
Total	3,207,212	3,279,913	3,898,924	3,269,703	950,000		
GFOI							
Australia	85,270	36,279					
Norway	258,073	103,521					
Total GFOI	343,343	139,800					

2 EXPLANATORY TABLES

2.1 Resources

Trust Fund Balance (TF)

Expected 2016	2,000,000
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Working Capital Fund (WCF)

Expected 2016	500,000
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Total Cash

Expected 2016 Balance (TF & WCF)	2,500,000
Expected 2017 Contributions	3,500,000
Total Cash 2017	6,000,000

In-kind Contributions

In-kind Contributions 2017	948,000
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Total Resources

Total Resources 2017	6,948,000
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2.2 Planned Expenditures for 2017

2.2.1 Salaries and Employee Benefits

2017 Budget

Salaries and Employee Benefits	2,100,000
Staff Costs and Employee benefits	2,000,000
Special Service Agreements and other Staff Costs	100,000

A table containing the Staff resources is found in Annex 1.

Annex 1 lists the required human resources in both the Secretarial Staff (Management and Administration) and Seconded Expert (Scientific and Technical Expert) categories. The projected staffing expenditures are estimated on a) the costs pertaining to maintaining the currently resourced positions and b) a provisional costing of the planned fulfilling of vacant positions throughout the calendar year.

The staffing table represents a fully resourced nominal scenario in accordance with the analysis of the 2017-2019 Work Programme, including the prioritization of the Foundational Tasks. The resourcing of vacant positions in the Secretariat staff categories will depend upon availability of adequate and sustained funding, considerations of priority areas for the Secretariat and availability of seconded Experts.

2016 Budget

Salaries and Employee Benefits	2,948,000
Staff Costs and Employee benefits	2,648,000
Special Services Agreements and other Staff Costs	300,000

Reserve for Special Services Agreements	160,000
Stipends for Secondees	140,000
Total	300,000

Indicative Budget for Staffing the Secretariat for 2018-2020

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Salaries and Employee Benefits	2,454,00	2,704,000	2,904,000
Staff costs	2,354,000	2,554,000	2,754,000
Special Services Agreements	100,000	150,000	150,000

2.2.2 Travel
2017 Budget

Travel	500,000
Secretariat Support for GEO Meetings (Plenary)	100,000
Staff mission travel	270,000
Other (individual developing country participants to GEO meetings)	130,000

2016 Budget

Travel	627,000
Support for GEO Meetings (Plenary)	160,000
Staff mission travel	327,000
Other (individual developing country participants to GEO meetings)	140,000

Indicative Budget for Travel for 2018-2020

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Travel	630,000	660,000	660,000
Secretariat Support for GEO Meetings (Plenary)	150,000	150,000	150,000
Staff mission travel	300,000	320,000	320,000
Other (individual developing country participants to GEO meetings)	180,000	190,000	190,000

2.2.3 *Support to GEO-Related Events and Meetings, Letters of Agreement (LoA)*

2017 Budget

Support to GEO-related events and meetings (LoA)	200,000
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2016 Budget

Support to GEO-related events and meetings (LoA)	340,000
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Indicative Budget for Letters of Agreement for 2018-2020

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Support to GEO-related events and meetings (LoA)	300,000	350,000	350,000

2.2.4 Supplies, Consumables and Other Running Costs
2017 Budget

	<u>Secretariat</u>
Supplies, consumables and other running costs	255,000
Internet, intranet, etc.	120,000
Technical services/equipment/rental for special events	55,000
Supplies and other running costs	30,000
IT Software and equipment	50,000

2016 Budget

	<u>Secretariat</u>
Supplies, consumables and other running costs	330,000
Internet, intranet, etc	195,000
Technical services/equipment/rental for special events	55,000
Supplies and other running costs	30,000
IT Software and equipment	50,000

Indicative Budget for Supplies, Consumables and other Running Costs for 2018-2020

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Supplies, consumables and other running costs	255,000	280,000	280,000
Internet, intranet, etc...	120,000	140,000	140,000
Technical services/equipment/rental for special events	55,000	60,000	60,000
Supplies and other running costs	30,000	30,000	30,000
IT Software and equipment	50,000	50,000	50,000

2.2.5 Other Expenditures
2017 Budget

Other Expenditures	434,000
Support costs (including 7% support costs to WMO)	351,000
Non-technical Services subject to public procurement	- -
Booklets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	5,000

2016 Budget

Other Expenditures	388,000
Support costs (including 7% support costs to WMO)	305,000
Non-technical Services subject to public procurement	- -
Booklets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	5,000

Indicative Budget for Other Expenditures for 2018-2020

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Other Expenditure	483,000	503,000	523,000
Support costs (7% support costs to WMO)	400,000	420,000	440,000
Non-technical Services subject to public procurement	- -	- -	- -
Pamphlets, publications, other printing	60,000	60,000	60,000
External audit	5,000	5,000	5,000
Staff training	10,000	10,000	10,000
Bank charges	3,000	3,000	3,000
Incidentals	5,000	5,000	5,000

2.2.6 In-Kind Expenditures
2017 Budget

	<u>Secretariat</u>
In-kind expenditures	1,046,000
Seconded staff	948,000
Office space	98,000

Table A. Seconded Scientific Experts

Member	Title
France	Scientific Officer for Agriculture
Japan	Scientific Officer for Information Management and Technology
South Africa	Scientific Officer for AfriGEOSS and Capacity-Building
USA	Scientific Officer for Biodiversity and Ecosystems
USA	Scientific Officer for Support of Global Sustainable Development Goals
*Value of In-kind Secondees as per Standard Budget Costs	
	948,000
WMO Office Space	98,000
Total	1,046,000

*This represents the nominal value associated with in-kind resources for secondees. The projected value of these resources is based upon an average number of secondments to the Secretariat expected in 2017.

2016 Budget

	<u>Secretariat</u>
In-kind expenditures	2,598,000
Seconded staff	2,300,000
Junior Professional Officer	200,000
Office space	98,000

Indicative Budget for In-kind Expenditures for 2018-2020

	2018	2019	2020
In-kind expenditures	1,098,000	1,098,000	1,098,000
Seconded staff	1,000,000	1,000,000	1,000,000
Rental of office space	98,000	98,000	98,000

3 SECTION THREE: PROJECTED BUDGET FOR 2018 THROUGH 2020
GEO Secretariat Indicative Budget for 2018-2020

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Salaries and Employee Benefits	2,454,000	2,704,000	2,904,000
Staff costs	2,354,000	2,554,000	2,754,000
Special Services Agreements and other Staff Costs	100,000	150,000	150,000
Travel	630,000	660,000	660,000
Support for GEO meetings (Plenary, Boards, Working Groups)	150,000	150,000	150,000
Staff mission travel	300,000	320,000	320,000
Other (individual developing country participants to GEO meetings)	180,000	190,000	190,000
Support to GEO-related events and meetings (LoA)	300,000	350,000	350,000
Supplies, consumables and other running costs	255,000	280,000	280,000
Internet, intranet, etc	120,000	140,000	140,000
Technical services/equipment/rental for special events	55,000	60,000	60,000
Supplies and other running costs	30,000	30,000	30,000
IT Software and equipment	50,000	50,000	50,000
Other Expenditures	483,000	503,000	523,000
Support costs	400,000	420,000	440,000
Non-technical Services subject to public procurement	-	-	-
Booklets, publications, other printing	60,000	60,000	60,000
External audit	5,000	5,000	5,000
Staff training	10,000	10,000	10,000
Bank charges	3,000	3,000	3,000
Incidentals	5,000	5,000	5,000
In-kind expenditures	1,098,000	1,098,000	1,098,000
Seconded staff	1,000,000	1,000,000	1,000,000
Rental of office space	98,000	98,000	98,000
TOTAL EXPENDITURES	5,220,000	5,595,000	5,815,000

ANNEX 1
TABLE OF GEO SECRETARIAT STAFF RESOURCE REQUIREMENTS FOR 2017

Title	Principle Foundational Task	Current status
Secretariat Staff Positions		
Director	SO	Resourced
Senior Administrative Officer	SO	Resourced
Work Programme Coordination	SO	Resourced
Monitoring and Evaluation	SO	Expected Temp Staff start May 2017
Senior External Relations Manager	SO	Resourced
Communications Manager	SO	Expected Temp Staff
User Needs	GD & SO	Expected Temp Staff
GEOSS Development and GCI Coordination	GD	Seconded until Jun 2017
GCI Operations Support	GD & SO	Resourced
Data Sharing Support	GD & SO	Expected Post Jan 2017
Senior Administrative Support	SO	Resourced
IT Officer	SO	Resourced
Administrative Support	SO & GD	Resourced
Administrative Support	SO & GD	Resourced
Capacity Building Coordination	SO & CD	Seconded 20% until Nov 2017
Resource Mobilization	CD	Vacant
Administrative Support	SO & GD	Vacant
Seconded Scientific & Technical Experts		
Climate Coordination	SO, CD & GD	Resourced (JPO) until Oct 2017
SBA Expert Biodiversity & Ecosystems	CD	Resourced (Seconded) until Feb 2017
SBA Expert Disasters	CD	Vacant
SBA Expert Energy and Minerals	CD	Vacant
SBA Expert Health	CD	Vacant
SBA Expert Infrastructure & Transportation	CD	Vacant
SBA Expert Urban Development	CD	Vacant
SBA Expert Water	CD	Resourced (Seconded) until Dec 2016
SBA Food Security	CD	Partial support from GEOGLAM Coordinator
Support SDG's Coordinator	CD	Resourced (Seconded) until Dec 2017
GEOGLAM Coordinator	Special Initiative	Resourced (Seconded) until Sep 2017
AfriGEOSS Coordinator	Special Initiative	Resourced 80% (Seconded) until Nov 2017

ANNEX 2

REPORT OF THE BUDGET WORKING GROUP 2016

The Budget Working Group has met by teleconference on a number of occasions this year to examine the financial position of the GEO Trust fund and to discuss the budget documents in front of Plenary for information and acceptance.

The Budget Working Group would like Plenary to note the following issues:

- 1) The 2016 budget approved by Plenary in Mexico City was optimistic and aspirational with the hope that the endorsement of the new Strategic Plan would lead to a higher level of voluntary contributions from GEO Members and Participating Organizations. This did not eventuate, unfortunately, and consequently the Secretariat has had to manage expenditure to a much lower level to within the available resources. This leads to a significant difference in some cases between budgeted and actual expenditure in key categories where discretionary spending could be readily adjusted (e.g. Staff travel, travel support for developing countries, supplies and consumables). The Budget Working Group supports the Secretariat's strategy of planning on the basis of a more conservative budget for 2017, noting that this will likely result in sub-optimal implementation of the GEO Strategic Plan.
- 2) It is important to note that the Statement of Income and Expenditure for 2016 only contains expenditure and revenue up until the 30th September, and that there are still some significant costs to be accrued including Plenary travel and WMO overheads in the final quarter, resulting in higher expenditures than the averages for the previous three quarters.
- 3) In July the Budget Working Group recommended for letters to go to every GEO Principal from the Co-Chairs requesting payment and pledging of resources to the GEO Trust Fund and highlighting that many GEO Members do not currently contribute anything to the GEO Trust Fund. The Budget Working Group would like to reiterate this request, and asks that all GEO Member Countries pledge their contribution to the GEO Trust Fund for 2017 as soon as possible, preferably at Plenary during the budget papers discussion.
- 4) Finally, the Budget Working Group would like to thank the Secretariat for their support and transparency in preparing the papers and managing the expenditure of the Trust Fund. In particular, we note the audited Financial Statement for 2015 received a clean bill of health.