

Budget Working Group Terms of Reference and Rules

(Annex E to the GEO Rules of Procedure, Doc GEO-XII_17 Rev2)

1 PURPOSE

1.1 The Budget Working Group will provide relevant and timely advice to the Executive Committee regarding the budget and resourcing of the GEO Secretariat.

OBJECTIVES

2.1 To provide general direction on budget formulation, taking into account standards followed by similar international initiatives;

2.2 To provide overall guidance on the management of the GEO Trust Fund;

2.3 To assess the resourcing strategy and associated budget for alignment with GEO strategic objectives, and identify potential risks;

2.4 To review formulation of the operating budget, including preliminary (indicative) budgets for each of the next two years;

2.5 Provide timely advice on the presentation of the operating budget for adoption at Plenary.

3 MEMBERSHIP

3.1 Working Group members serve at the will of their organizations and, therefore, their tenure on the Working Group will be determined by their GEO Principal;

3.2 Organizations, through the GEO Principal, are invited – on a rolling basis – to nominate a single representative to the Working Group;

3.3 Membership to the Working Group is open to Participating Organizations that contribute to the GEO Trust Fund with either Cash Contributions or In-kind contributions, as long as these contributions are listed within the GEO Secretariat Budget.

4 APPROACH AND FUNCTION

4.1 Review and provide advice to the Executive Committee, on the progress of budget execution, including income and expenditure, on an annual basis. This may include, as appropriate and at the

request of the Executive Committee, negotiations of budget projections and requests, and suggestions on appropriate ways and means to realize projections;

- 4.2 In collaboration with the Secretariat, annually review the resourcing strategy and preliminary budget for presentation at Plenary;
- 4.3 In collaboration with the Secretariat, as necessary, determine a strategy for optimizing the allocation of the Secretariat resources on the basis of prioritization of Foundational Tasks and, as applicable, other established Work Programme requirements;
- 4.4 Provide feedback and advice to the Secretariat and the Executive Committee, regarding the efforts to identify, mobilize and secure resources from existing and new sources in order to meet the short-term and long-term financial commitments and strategic resourcing plan of the GEO Secretariat.