

Proposed 2020 GEO Trust Fund Budget

This document is submitted to 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 2020 GEO Trust Fund Budget

INTRODUCTION

This document contains the presentation of the proposed 2020 GEO Trust Fund Budget.

PRESENTATION OF THE 2020 GEO TRUST FUND

The GEO Trust Fund supports the operations of the GEO Secretariat, the only body within the GEO governance structure that brings a daily all-encompassing view across the breadth of GEO activities. The Secretariat plays an essential role in not only the coordination and facilitation of the GEO Foundational Tasks but it also engages with diverse stakeholders, advocates the importance of Earth observations, negotiates in-kind contributions to the Work Programme and facilitates cooperation amongst organizations throughout the GEO community.

The basis of the 2020 Trust Fund Budget continues to be in accordance with the Implementation Mechanisms described in the Strategic Plan (GEO Strategic Plan 2016-2025: Implementing GEOSS). The Secretariat role in the Strategic Plan is further defined in the GEO Secretariat Concept of Operations (2019-2021) approved by the GEO Executive Committee at its 48th session. This provides a more detailed description of the tasks to be undertaken by the Secretariat for 2020 and beyond. The budget has been devised to show expected funding by cash and/or through in-kind secondments to cover the programme of work, roles and positions defined by the Concept of Operations. The sum total of this effort comprises the Sustainable Minimum Budget.

1 SECRETARIAT OPERATIONS BUDGET (ALL FIGURES IN SWISS FRANCS)

1.1 Expected Income and Trust Fund Balance For 2020

Trust Fund Balance	2020
Trust Fund Balance	2,000,000
Working Capital Fund*	1,000,000
Total Balance of Trust Fund	3,000,000

Expected cash contributions	3,600,000
In-kind contributions	1,555,000
Total 2020 Resources (Cash and In-kind)	8,155,000

1.2 Planned Expenditures General Trust Fund 2020

Item	2020
1.2.1 Salaries and Employee Benefits	2,600,000
Staff Costs and Employee Benefits	2,500,000
Special Service Agreements and other Staff Costs	100,000
1.2.2 Travel	520,000
Staff Travel	370,000
Other (individual developing country participants to GEO meetings)	150,000
1.2.3 Support to GEO Events and Meetings (LoA)	30,000
1.2.4 Supplies, Consumables and other Running Costs	200,000
Information and Telecommunications	45,000
Common Services Utilities	45,000
Rental of WMO Offices	80,000
IT software and equipment	30,000
1.2.5 Other Expenditures	338,250
Support costs	243,250
Pamphlets, publications, other printing	40,000
External audit	5,000
Staff training	10,000
Bank charges	10,000
Incidentals	5,000
TOTAL CASH EXPENDITURES	3,718,250
1.2.6 In-kind Expenditures	1,555,000
Seconded staff	1,439,000
Rental of office space	116,000
TOTAL BUDGET 2020	5,273,250

1.3 Contributions 2016-2020

Member	2016	2017	2018	2019	2020
					Pledges
Argentina	23,436	13,088	9,013	9,013	
Armenia			995	955	
Australia	54,320	61,737	127,210	129,001	
Cambodia			1,170	1,000	
Canada	84,695	85,998	78,632	77,584	
China	206,371	295,510	252,940	302,363	
Denmark	15,000	15,000			
European Commission	875,808	865,146	1,153,934	1,118,967	
France		10,764			
Germany	109,476	113,701	225,340	226,340	
Japan	282,190	317,464	227,464	227,464	
Korea	72,637	77,059	76,952	71,317	
Mexico	7,720	7,992	15,736	11,664	
Madagascar				982	
New Zealand			14,200	14,200	
Norway			37,500	37,500	
South Africa	192,009	218,818	162,755	132,275	
Sweden	95,000	110,000	110,000	110,000	
Switzerland	350,659	50,000	57,200	65,000	
Switzerland (Infrast.)			45,000		
United States	716,216	509,080	1,160,344	703,200	
Vietnam			3,100	3,000	
IEEE		5,030			
UCAR		1,000			
Total	3,085,537	2,757,387	3,759,485	3,241,825	

1.4 **Expected Income Earmarked Funding**

Expected Income for 2020	Total
Asia Oceania GEOSS (Japan)	70,000

Other earmarked contributions expected in 2020 include the continuation of the GEOGLAM office.

2 EXPLANATORY TABLES

2.1 Resources

Trust Fund Balance (TF)

Expected 2019	2,000,000
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Working Capital Fund (WCF)

Expected 2019	1,000,000
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Expected 2019 Contributions	3,600,000
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In-kind Contributions

In-kind Contributions 2020	1,555,000
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Total Resources

Total Resources 2020	8,155,000
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In addition to the above mentioned resources, the Secretariat has a reserve of approximately one million francs for termination and long term liabilities for staff.

2.2 Planned Expenditures for 2020

2.2.1 Salaries and Employee Benefits

2020 Budget

Salaries and Employee Benefits	2,600,000
Staff Costs and Employee benefits	2,500,000
Special Service Agreements and other Staff Costs	100,000

A table containing the Staff resources is found in Annex 1. The allocation of fundi will cover the costs of 13 of the 20 positions defined in the Concept of operations. For the seven remaining positions, the secretariat will endeavour to seek either new secondments or continue existing secondment arrangements.

2019 Budget

Salaries and Employee Benefits	2,600,000
Staff Costs and Employee benefits	2,500,000
Special Service Agreements and other Staff Costs	100,000

Indicative Budget for Staffing the Secretariat for 2021-2023

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Salaries and Employee Benefits	2,600,000	2,700,000	2,700,000
Staff costs	2,500,000	2,600,000	2,600,000
Special Services Agreements	100,000	100,000	100,000

2.2.2 Travel

2020 Budget

Travel	520,000
Secretariat Travel	370,000
Other (individual developing country participants to GEO meetings)	150,000

The allocation for secretariat travel has been defined using the CONOPs documents as the guiding principles on how the Secretariat is organized to meet the strategy and objectives for 2020. The Secretariat envisages the following travel requirements by foundational task.

Travel by Foundational Task

Foundational task 1. Engagement Priorities <ul style="list-style-type: none"> • UN Agenda 2030 :SDGs • Paris Agreement: Climate • Sendai Framework Disaster Risk Reduction 	113,000
Foundational task 2 GEOSS Observations, Data and Information Resources	25,000
Foundational task 3 GEOSS Implementation	28,000
Foundational task 4 Work Programme Support	49,000
Secretariat Operations (includes Plenary)	159, 00
Total Travel Secretariat	340,000

Travel support for developing country participation in GEO Meeting has increased and the Support through Letter of Agreements has decreased, following the trend for GEO to sponsor travel directly rather than through Letter of Agreement.

2019 Budget

Travel	400,000
Secretariat Support for GEO Meetings (Plenary)	120,000
Staff mission travel	200,000
Other (individual developing country participants to GEO meetings)	80,000

Indicative Budget for Travel for 2021-2023

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Travel	590,000	600,000	650,000
Staff mission travel	440,000	450,000	500,000
Other (individual developing country participants to GEO meetings)	150,000	150,000	150,000

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

2019 Budget

Support to GEO-related events and meetings (LoA)	30,000
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Decrease in Secretariat trust fund allocation for Letters of Agreement due to increase to direct travel allocation for supporting Developing countries. Note that Letters of Agreement using earmarked fund is a separate category.

2019 Budget

Support to GEO-related events and meetings (LoA)	100,000
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Indicative Budget for Letters of Agreement for 2021-2023

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Support to GEO-related events and meetings (LoA)	50,000	100,000	100,000

Letters of agreement cover sponsorship of events and in the main sponsorship of the participation of from developing countries. It is envisaged to increase the Secretariat's activities in this area should funding permit in future years. NB. Dedicated funding will be budgeted and expended in a separate category.

2.2.4 *Supplies, Consumables and Other Running Costs*

2020 Budget

Supplies, consumables and other running costs	200,000
Information and Telecommunications	45,000
Common Services Utilities	45,000
Rental of WMO Offices	80,000
IT Software and equipment	30,000

2019 Budget

Supplies, consumables and other running costs	255,000
Internet, intranet, etc.	80,000
Technical services/equipment/rental for special events	25,000
Supplies and other running costs	100,000
IT Software and equipment	50,000

Indicative Budget for Supplies, Consumables and other Running Costs for 2020-2022

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Supplies, consumables and other running costs	255,000	255,000	255,000
Information and Telecommunications	55,000	55,000	55,000
Common Services Utilities	50,000	50,000	50,000
Rental of WMO Offices	100,000	100,000	100,000
IT Software and equipment	50,000	50,000	50,000

2.2.5 *Other Expenditures*

2020 Budget

Other Expenditures	305,900
Support costs (including 7% support costs to WMO)	235,900
Non-technical Services subject to public procurement	- -
Booklets, publications, other printing	40,000
External audit	5,000
Staff training	10,000
Bank charges	10,000
Incidentals	5,000

2019 Budget

Other Expenditures	345,000
Support costs (including 7% support costs to WMO)	262,000
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 2021-2023

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Other Expenditure	345,000	383,000	383,000
Support costs (7% support costs to WMO)	262,000	300,000	300,000
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*

2020 Budget

In-kind expenditures	1,550,000	
Seconded staff		1,434,000
Office space		116,000

2019 Budget

In-kind expenditures	1,550,000	
Seconded staff		1,434,000
Office space		116,000

Indicative Budget for In-kind Expenditures for 2021-2023

	2021	2022	2023
In-kind expenditures	1,916,000	1,916,000	1,916,000
Seconded staff	1,800,000	1,800,000	1,800,000
Rental of office space	116,000	116,000	116,000

Indicative Budget for the years 2021, 2022 and 2023

	<u>2021</u>	<u>2022</u>	<u>2023</u>
Salaries and Employee Benefits	2,600,000	2,700,000	2,700,000
Staff costs	2,500,000	2,600,000	2,600,000
Special Services Agreements	100,000	100,000	100,000
Travel	590,000	600,000	650,000
Secretariat Travel	440,000	450,000	500,000
Other (individual developing country participants to GEO meetings)	150,000	150,000	150,000
Support to GEO-related events and meetings (LoA)	50,000	100,000	100,000
Supplies, consumables and other running costs	255,000	255,000	255,000
Information and Telecommunications	55,000	55,000	55,000
Common Services Utilities	50,000	50,000	50,000
Rental of WMO Offices	100,000	100,000	100,000
IT Software and equipment	50,000	50,000	50,000
Other Expenditure	345,000	383,000	383,000
Support costs (includes 7% support costs to WMO)	262,000	300,000	300,000
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
In-kind expenditures	1,916,000	1,916,000	1,916,000
Seconded staff	1,800,000	1,800,000	1,800,000
Rental of office space	116,000	116,000	116,000
Total	5,756,000	5,954,000	6,004,000

ANNEX 1

TABLE OF GEO SECRETARIAT STAFF RESOURCE REQUIREMENTS FOR 2020

	Title	Trust Fund resources	Secondment
	Secretariat Staff Positions (Regular Budget)	Fixed/Short term contract	
	Secretariat Management		
1	Director	FT	
2	Senior Administrative Manager	FT	
3	External Relations Manager	FT	
4	Communications Manager	FT	
5	Resource Mobilization Officer		Vacant
6	Expert Coordinator Climate	FT	
7	Expert Coordinator SDGs		Secondment (TBC)
8	Expert Disasters		Secondment (TBC)
9	Work Programme Coordinator	FT	
10	Work Programme Monitoring Officer	ST	
11	Senior Scientist	FT	
12	Knowledge Hub Manager		Secondment
13	Data Officer	FT	
14	IT Officer	FT	
15	In-situ Observing Coordinator	ST	
16	Space Data Specialist		Vacant
17	Capacity Development Coordinator		Secondment (20%)
18	Capacity Development Officer		Secondment(TBC)
19	Administrative Support	FT	
20	Administrative Support	FT	
	Secretariat Staff Positions (Extra-Budgetary)		
	Flagships and Initiatives		
	Programme Coordinator – GEOGLAM	Earmarked	

ANNEX 2

REPORT OF THE BUDGET WORKING GROUP 2019

2018 Financial Statements and Audit Report

The Budget Working Group (BWG) positively noted the clean unqualified audit report for 2018. The Trust Fund currently has healthy reserves of around CHF 3.1 million in addition to around CHF 1 million for long term liabilities.

Interim Report on Income and Expenditure at 31 August

The BWG noted that the Secretariat envisages that at the current rate of expenditure, expenses should match the expected income by the end of year 2019. However, should a small shortfall occur this would be covered by the use of the Working Capital Fund.. The BWG noted that the CHF100.000 allocation for GEO Meetings, had been reallocated to fund travel for participants from developing countries.

Proposed 2020 GEO Trust Fund Budget

The BWG noted that the Budget has been designed around the Concept of Operations that was presented and approved at the 48th Executive Committee in July. This document describes the strategy and objectives and the resourcing needs to carry out the mission of the Secretariat. The BWG recommended that the travel allocation needed to adequately reflect that the Secretariat staff will increasingly be called upon to represent GEO at international meetings, in particular to support the engagement priorities. The BWG also noted the current efforts to seek secondments to cover for the vacant positions in particular in the areas of Capacity Development and Coordination of support of the Sustainable Development Goals.

The BWG expressed their appreciation to Dr Stuart Minchin for his leadership and contributions to the BWG since 2014 and wished him every success in his new position as Director General of the Pacific Community, commencing January 2020