

2022 GEO Trust Fund Budget

This document is presented to the 17th Plenary for approval.

The 2022 budget has been developed in consultation with the Budget Working Group using the implementation mechanisms of the GEO Strategic Plan 2016-2025: Implementing GEOSS, and based on the requirements of the GEO Secretariat Concept of Operations Document 2022- 2023, adopted by the Executive Committee in September 2021.

2022 GEO Trust Fund Budget

INTRODUCTION

This document contains the presentation of the proposed 2022 GEO Trust Fund Budget.

PRESENTATION OF THE 2022 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 2022 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 (2022-2023) approved by the GEO Executive Committee September 2021. This provides a more detailed description of the tasks to be undertaken by the Secretariat for 2022.

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.

In addition to the budgeting of the Concept of Operations, the Secretariat envisages that in 2022, depending on the availability of adequate funding, additional short-term spending of around CHF 1 million to support the findings and recommendations of the Evaluation Response Advisory Group (ERAG) following the Mid Term evaluation and preparations for GEO 3.0. As per recommendation from the Budget Working Group, there is also an increase to staff training of CHF 90,000.

1 SECRETARIAT OPERATIONS BUDGET (ALL FIGURES IN SWISS FRANCS)

1.1 Expected Income and Trust Fund Balance For 2022

| Trust Fund Balance (Available) | 2022 |
|---|------------------|
| Trust Fund Balance | 2,000,000 |
| Working Capital Fund | 1,500,000 |
| Total Balance of Trust Fund ¹ | 3,500,000 |

| | |
|--|------------------|
| Expected cash contributions | 3,900,000 |
| Total available cash resources | 7,400,000 |
| In-kind resources | 1,526,890 |
| Total 2022 Resources (Cash and In-kind) | 8,926,890 |

¹ This excludes reserves to cover for long and short term liabilities.

1.2 Planned Expenditures General Trust Fund 2022

| Item | 2022 |
|--|------------------|
| 1.2.1 Salaries and Employee Benefits | 4,051,700 |
| Staff Costs and Employee Benefits | 2,951,700 |
| Short term staffing needs | 1,000,000 |
| Special Service Agreements and other Staff Costs | 100,000 |
| 1.2.2 Travel | 600,000 |
| Staff Travel | 400,000 |
| Other (individual developing country participants to GEO meetings) | 200,000 |
| 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 | 512,919 |
| Support costs | 352,919 |
| Pamphlets, publications, other printing | 40,000 |
| External audit | 5,000 |
| Staff training | 100,000 |
| Bank charges | 10,000 |
| Incidentals | 5,000 |
| TOTAL CASH EXPENDITURES | 5,394,619 |
| 1.2.6 In-kind Expenditures | 1,341,780 |
| Seconded staff | 1,225,780 |
| Rental of office space | 116,000 |
| TOTAL BUDGET 2022 | 6,736,399 |

1.3 Contributions 2016-2020

| Member | 2018 | 2019 | 2020 | 2021 | 2022 |
|------------------------|------------------|------------------|------------------|------------------|------|
| | | | | Expected | |
| Argentina | 9,013 | 9,013 | | | |
| Armenia | 995 | 955 | | | |
| Australia | 127,210 | 129,001 | 127,210 | 128,826 | |
| Cambodia | 1,170 | 1,000 | 1,000 | 1,000 | |
| Canada | 78,632 | 77,584 | 75,552 | 73,550 | |
| China | 252,940 | 302,363 | 300,000 | 237,200 | |
| Denmark | | | | | |
| European Commission | 1,153,934 | 1,118,967 | 1,055,677 | 1,287,000 | |
| Finland | | | | 25,000 | |
| Germany | 225,340 | 226,340 | 210,000 | 214,000 | |
| Japan | 227,464 | 227,464 | 224,000 | 246,100 | |
| Korea | 76,952 | 71,317 | 66,735 | 71,050 | |
| Mexico | 15,736 | 11,664 | 11,484 | 10,932 | |
| Madagascar | | 982 | 1,000 | 1,000 | |
| New Zealand | 14,200 | 14,200 | 15,000 | 14,200 | |
| Norway | 37,500 | 37,500 | | 33,400 | |
| South Africa | 162,755 | 132,275 | 166,589 | 116,000 | |
| Sweden | 110,000 | 110,000 | 110,000 | 110,000 | |
| Switzerland | 57,200 | 65,000 | 65,000 | 66,000 | |
| Switzerland (Infrast.) | 45,000 | | | | |
| United States | 1,160,344 | 703,200 | 1,019,560 | 1,221,379 | |
| Vietnam | 3,100 | 3,000 | | | |
| Total | 3,759,485 | 3,241,825 | 3,448,807 | 3,856,437 | |

1.4 **Expected Income Earmarked Funding**

| Expected Income for 2022 | Total |
|---------------------------------|--------------|
| Asia Oceania GEOSS (Japan) | 90,000 |

| Flagships and Initiatives | Estimated |
|--|------------------|
| Programme Coordinator – GEOGLAM | 300,000 |
| Programme Coordinator and/or Project related – GEO LDN | 300,000 |
| Total | 600,000 |

2 EXPLANATORY TABLES

2.1.1 *Salaries and Employee Benefits*

2022 Budget

| | |
|--|------------------|
| Salaries and Employee Benefits | 4,051,700 |
| Staff Costs and Employee benefits | 2,951,700 |
| Short Term Staffing needs | 1,000,000 |
| Special Service Agreements and other Staff Costs | 100,000 |

A table containing the Staff resources is found in Annex 1. The increase in this provision is to cover the addition of funding secretariat positions, notably in the resource management area.

An additional budget provision of CHF 1 million is proposed for shorter-term staffing needs in 2022. These positions are not included in the concept of operations and are not envisaged as part of the longer term overall staffing requirements of the Secretariat. It is envisaged that this expenditure will be against existing savings, and additional one-time contributions. It is expected that the functions to be covered by this expenditure will be used to support the secretariat in communicating and formulating specific task associated with response to the Mid-term evaluation and preparations for GEO 3.0

Not all defined positions will be resourced using trust fund resources and therefore there is still a demand for secondments to fulfil these requirements. The secretariat has two full time secondments and envisages a third through the Junior Professional programme from Germany in 2021.

2021 Budget

| | |
|--|------------------|
| Salaries and Employee Benefits | 2,850,000 |
| Staff Costs and Employee benefits | 2,750,000 |
| Special Service Agreements and other Staff Costs | 100,000 |

Indicative Budget for Staffing the Secretariat for 2023-2025

| | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|---------------------------------------|------------------|------------------|------------------|
| Salaries and Employee Benefits | 3,300,000 | 3,300,000 | 3,300,000 |
| Staff costs | 3,200,000 | 3,200,000 | 3,200,000 |
| Special Services Agreements | 100,000 | 100,000 | 100,000 |

2.1.2 Travel

2022 Budget

| | |
|---|----------------|
| Travel | 600,000 |
| Secretariat Travel | 400,000 |
| Other (individual developing country participants to GEO meetings) | 200,000 |

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 2022.

An additional allocation for the sponsoring travel of developing county representatives to GEO governance meetings (Executive Committee and Plenary) has been envisaged.

The Secretariat envisages the following travel requirements 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 • Urban Resilience | 130,000 |
| Foundational task 2 GEOSS Observations, Data and Information Resources | 30,000 |
| Foundational task 3 GEOSS Implementation | 30,000 |

| | |
|---|----------------|
| Foundational task 4 Work Programme Support | 50,000 |
| Secretariat Operations (includes Plenary) | 160,000 |
| Total Travel Secretariat | 400,000 |

2021 Budget

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

Indicative Budget for Travel for 2023-2025

| | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|--|----------------|----------------|----------------|
| Travel | 600,000 | 650,000 | 650,000 |
| Staff mission travel | 400,000 | 450,000 | 450,000 |
| Other (individual developing country participants to GEO meetings) | 200,000 | 200,000 | 200,000 |

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

2022 Budget

| | |
|---|---------------|
| Support to GEO-related events and meetings (LoA) | 30,000 |
|---|---------------|

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.

2021 Budget

| | |
|---|---------------|
| Support to GEO-related events and meetings (LoA) | 30,000 |
|---|---------------|

Indicative Budget for Letters of Agreement for 2023-2025

| | <u>2023</u> | <u>2024</u> | <u>2025</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.

2.1.4 *Supplies, Consumables and Other Running Costs*

2022 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 |

2021 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 |

Indicative Budget for Supplies, Consumables and other Running Costs for 2023-2025

| | <u>2023</u> | <u>2024</u> | <u>2025</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 |

2.1.5 Other Expenditures

2022 Budget

| | | |
|---|----------------|---------|
| Other Expenditures | 512,919 | |
| Support costs (7% support costs to WMO) | | 352,919 |
| Booklets, publications, other printing | | 40,000 |
| External audit | | 5,000 |
| Staff training | | 100,000 |
| Bank charges | | 10,000 |
| Incidentals | | 5,000 |

2021 Budget

| | | |
|--|----------------|---------|
| Other Expenditures | 324,450 | |
| Support costs (including 7% support costs to WMO) | | 254,450 |
| 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 |

Indicative Budget for Other Expenditures for 2023-2025

| | <u>2023</u> | <u>2024</u> | <u>2025</u> |
|--|----------------|----------------|----------------|
| Other Expenditure | 533,000 | 533,000 | 533,000 |
| Support costs (7% support costs to WMO) | 360,000 | 360,000 | 360,000 |
| 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 | 100,000 | 100,000 | 100,000 |
| Bank charges | 3,000 | 3,000 | 3,000 |
| Incidentals | 5,000 | 5,000 | 5,000 |

2.1.6 *In-Kind Expenditures*

2022 Budget

| | |
|-----------------------------|------------------|
| In-kind expenditures | 1,341,780 |
| Seconded staff | 1,225,780 |
| Office space | 116,000 |

2021 Budget

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

Indicative Budget for In-kind Expenditures for 2023-2025

| | 2023 | 2024 | 2025 |
|-----------------------------|------------------|------------------|------------------|
| In-kind expenditures | 1,341,780 | 1,341,780 | 1,341,780 |
| Seconded staff | 1,225,780 | 1,225,780 | 1,225,780 |
| Rental of office space | 116,000 | 116,000 | 116,000 |

Indicative Budget for the years 2023, 2024 and 2025

| | 2023 | 2024 | 2025 |
|--|------------------|------------------|------------------|
| Salaries and Employee Benefits | 3,300,000 | 3,300,000 | 3,300,000 |
| Staff costs | 3,200,000 | 3,200,000 | 3,200,000 |
| Special Services Agreements | 100,000 | 100,000 | 100,000 |
| Travel | 600,000 | 650,000 | 650,000 |
| Secretariat Travel | 400,000 | 500,000 | 500,000 |
| Other (individual developing country participants to GEO meetings) | 200,000 | 200,000 | 200,000 |
| 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 | 533,000 | 533,000 | 533,000 |
| Support costs (includes 7% support costs to WMO) | 360,000 | 360,000 | 360,000 |
| Pamphlets, publications, other printing | 60,000 | 60,000 | 60,000 |
| External audit | 5,000 | 5,000 | 5,000 |
| Staff training | 100,000 | 100,000 | 100,000 |
| Bank charges | 3,000 | 3,000 | 3,000 |
| Incidentals | 5,000 | 5,000 | 5,000 |
| In-kind expenditures | 1,341,780 | 1,341,780 | 1,341,780 |
| Seconded staff | 1,225,780 | 1,225,780 | 1,225,780 |
| Rental of office space | 116,000 | 116,000 | 116,000 |
| Total | 6,079,780 | 6,179,780 | 6,179,780 |

ANNEX 1

TABLE OF GEO SECRETARIAT STAFF RESOURCE REQUIREMENTS FOR 2022

| Secretariat Staff Positions (Regular Budget) | | Status |
|---|---------------------|-------------------------|
| Director | Yana Gevorgyan | Existing staff |
| GEO Work Programme Unit | | |
| Chief Work Programme Coordinator | Vacant | Under recruitment |
| GEO Work Programme Analyst | Wenbo Chu | Existing staff |
| GEO Work Programme Analyst | Vacant | Not being recruited |
| Data Specialist | Vacant | Not being recruited |
| GEOSS Coordinator | Paola De Salvo | Existing staff |
| In Situ Specialist | Florian Franzikakis | Existing staff |
| Community Engagement & Communications Unit | | |
| Chief Engagement Officer | Steven Ramage | Existing staff |
| Strategic Communications Officer | Vacant | Under recruitment |
| Expert Coordinator - Climate | Sara Venturini | Existing staff |
| Expert Coordinator - SDGs | Laurent Durieux | Existing Secondment |
| Expert Coordinator - Disasters | Rui Kotani | Existing Secondment |
| Expert Coordinator - Urban | Vacant | Expected Secondment |
| Senior Scientist/Water Coordinator | Douglas Cripe | Existing staff |
| Res Mob/Cap Dev | | |
| Chief Development | Vacant | Under recruitment |
| Capacity Development Coordinator | Vacant | Under recruitment |
| Impact Plan Development Officer | Joost Teuben | Existing Secondment 20% |
| Knowledge Hub | | |
| Knowledge Hub Operation Specialist | Vacant | Potential Secondment/ST |
| Administration | | |
| Chief Administrative Manager | Patricia Geddes | Existing staff |
| IT Officer | Hendrik Baeyens | Existing staff |
| Admin Support/Database Specialist | Chloe Tiberghien | Existing staff |
| Administrative Support | Sachiko Matsuura | Existing staff |

| | | | |
|--|--|--|--|
| | Secretariat Staff Temporary Positions 2022 | | |
| | Depending on available funds | | |
| | Support to the Executive Committee Response to the Mid-term evaluation (EAG) | | |
| | Support to the Work plan 2023-2025 | | |
| | Support to the preparation of GEO 3.0 | | |
| | Support to the GEO Indigenous Alliance | | |
| | Communications Officer | | |

| | | | |
|--|--|-----------|--|
| | Secretariat Staff Positions (Extra-Budgetary) | | |
| | Flagships and Initiatives | | |
| | Programme Coordinator – GEOGLAM | Earmarked | |

ANNEX 2

REPORT OF THE BUDGET WORKING GROUP 2021

2020 Financial Statements and Audit Report

The Budget Working Group BWG noted the 2020 Financial Statements and Audit report. The external auditors have provided an unqualified opinion or clean audit for the fiscal year 2020. The BWG noted that the Trust Fund had adequate reserves to cover long and short-term liabilities. They also noted an increase in the available working capital and noted the suggestion from the WMO Finance to avoid accumulating large reserves.

Proposed 2022 GEO Trust Fund Budget

The BWG met to discuss the proposed 2022 Budget 8 September 2021. The BWG suggested to increase the allocation for Training in 2022. They also noted that due to the success of the 2021 Pledge campaign and savings from the lack of travel and sponsorship of travel due to the on-going global health crisis, the Secretariat had increased cash reserves. It was noted that the Secretariat was proposing to increase expenditure in 2022 on resourcing activities to support the response to the Mid-Term evaluation, preparation for GEO 3.0.