

The Adaptation Fund

AFB/B.1/8
February 29, 2008

Adaptation Fund Board
First Meeting
Bonn, March 26-28, 2008

Agenda Item 9

BUDGETS OF THE ADAPTATION FUND SECRETARIAT

Introduction

1. Presented to the Adaptation Fund Board are three budget items: (i) report on estimated expenses incurred by the Secretariat during the period January 1 to March 31, 2008; (ii) a proposal for a budget for activities of the Secretariat and the Board for the period April 1 to June 30, 2008 for approval by the Board; and (iii) a proposal for a budget for activities of the Secretariat and the Board for the period July 1, 2008 to June 30, 2009.

Expenses Incurred by the Secretariat: January 1 – March 31, 2008

2. It is estimated that the interim Secretariat has incurred \$445,855 in: (i) staff costs to research and prepare documentation for the meeting of the Adaptation Fund Board; (ii) travel costs of Board Members to participate in the first meeting of the Board; and (iii) travel costs of Secretariat staff to organize and manage the first meeting of the Board. Details are in Table 1.

**Table 1: Estimated Expenses of the Interim Adaptation Secretariat:
January 1 to March 31, 2008**

Expense Category	
<u>Staff Costs (Salaries and Benefits)</u>	67,901
2 months/year 10 GEF staff:	
Head of the Secretariat	
Legal Counsel	
Operations Advisor	
Communications Advisor	
Program Manager	
Monitoring Officer	
Information Officer	
Finance & Admin Officer	
Human Resources Assistant	
Executive Assistant	
<u>Travel @ \$9,000 trip</u>	288,000
Consultants	18,000
6 GEF staff to attend March 2008 meeting	54,000
Board - 24 eligible members	216,000
<u>Consultants</u>	16,000
<u>General Operations Costs</u>	13,954
Office Space, Equipment, and Supplies	
<u>Cost of meeting</u>	60,000
-	
Total	\$445,855

Proposed Budget for Activities of the Secretariat: April 1 to June 30, 2008

3. The Secretariat proposes a budget of \$703,759 to cover activities of the Secretariat, including travel costs of eligible Board Members, during the period April 1 to June 30, 2008. The Board is required to review and approve this budget. Details of the budget proposal are presented in Table 2.

Table 2. Proposed Budget: April 1, 2008 to June 30, 2008

Expense Category	
<u>Staff Costs (Salaries and Benefits)</u>	169,946
2 months/year 10 GEF staff	67,901
100% 2 Professional-level	84,713
100 % 1 Support-level	17,333
<u>Travel @ \$9,000 trip</u>	408,450
Consultants & 2 months/year 10 GEF staff	30,450
2 Professional-level - 2 missions each	36,000
6 GEF staff to attend 1 meeting each	54,000
Board - 1 meeting (Jun 08)	216,000
Committees - 8 members x 1 meeting	72,000
<u>Consultants</u>	16,000
<u>General Operations Costs</u>	41,863
Office Space, Equipment, and Supplies	
<u>Cost of meetings (regular & committee)</u>	67,500
-	
Total	\$703,759

Proposed Budget for Activities of the Secretariat: July 1, 2008 to June 30, 2009

4. The Board is requested to approve a proposed budget of \$3,652,414 for the activities of the Secretariat, including travel costs of eligible Board Members, for the period July 1, 2008 to June 30, 2009. Please note that this request contains a provision of \$1,441,140 to cover staff salaries for two years in the Secretariat to ensure that quality staff can be recruited on two-year co-terminus contracts. Details of the budget are in Table 3. Additional details of this budget request can be found in Annex 1. Refer to Annex 2 for an organization chart of the Secretariat.

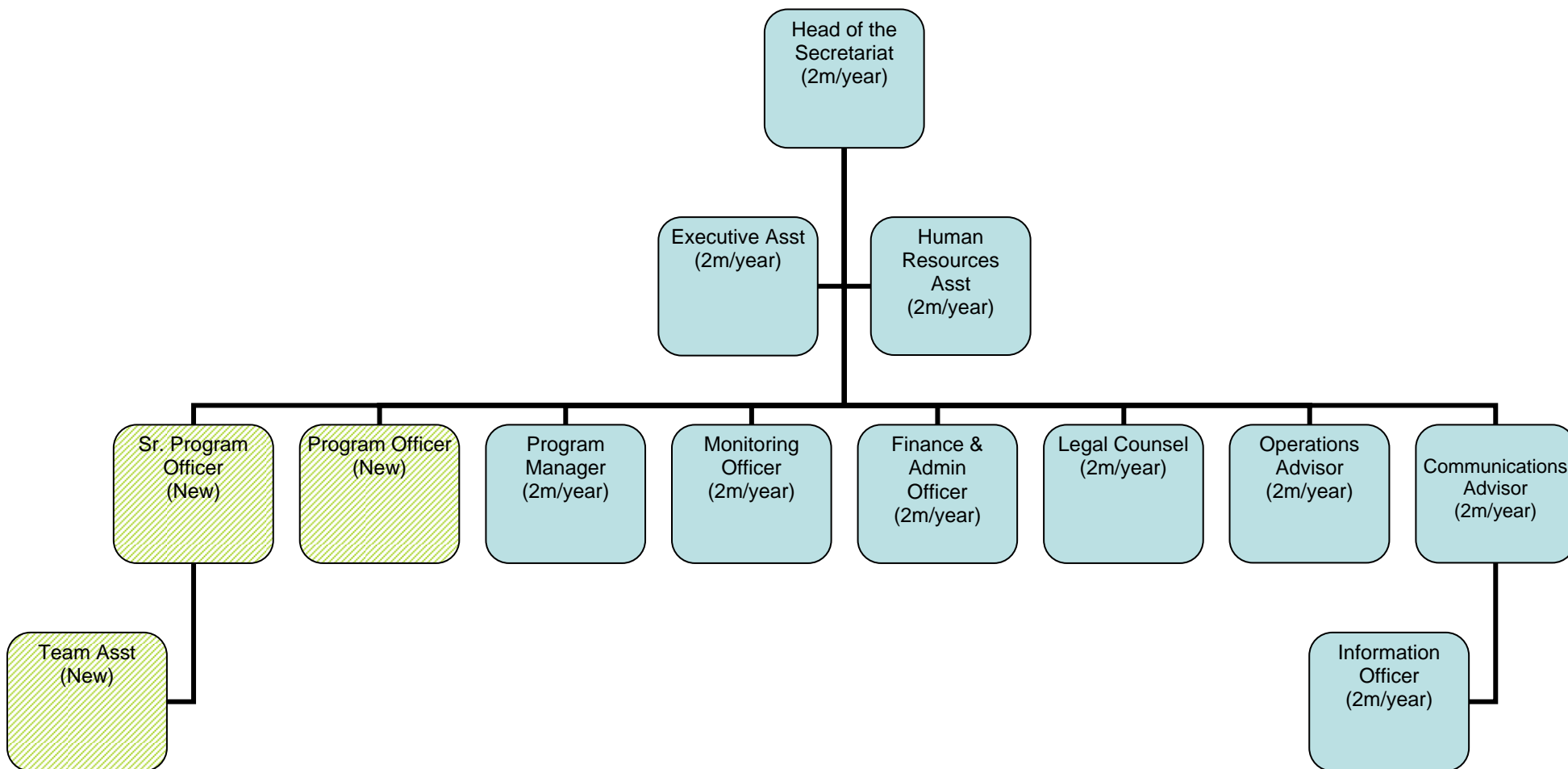
Table 3. Proposed Budget: June 1, 2008 to June 30, 2009
(includes staff costs from June 1, 2008 to June 30, 2010)

Expense Category	
<u>Staff Costs (Salaries and Benefits)</u>	1,441,140
2 months/year 10 GEF staff (24 months)	575,798
100% 2 Professional-level (24 months)	718,362
100 % 1 Support-level (24 months)	146,980
<u>Travel @ \$9,000 trip</u>	958,800
Consultants & 2 months/year 10 GEF staff	94,800
2 Professional-level - 10 missions each	180,000
6 GEF staff to attend 2 meetings each	108,000
Board - 2 meetings (Dec 08, Spring 09)	432,000
Committees - 8 members x 2 meetings	144,000
<u>Consultants</u>	100,000
<u>General Operations Costs</u>	172,474
Office Space, Equipment, and Supplies	
<u>Cost of meetings (regular & committee)</u>	135,000
-	
<u>Audit & Procurement Services</u>	845,000
Total	\$3,652,414

Details of Proposed Budget	
July 1, 2008 - June 30, 2009	
(Staff Costs through June 30, 2010)	
<u>Staff Costs (Benefits are 50% of Salaries)</u>	
(includes 3% for inflation each year)	
2 months/year 10 GEF Staff:	-
Head of the Secretariat	
Legal Counsel	
Operations Advisor	
Communications Advisor	
Program Manager	
Monitoring Officer	
Information Officer	
Finance & Admin Officer	
Human Resources Assistant	
Executive Assistant	
sub-total 2 months/year 10 GEF staff	\$575,798
1 Sr. Program Officer (Market Reference \$128,730 + Benefits)	\$409,361
1 Program Officer (Market Reference \$97,170 + Benefits)	\$309,001
sub-total 2 Professional-level	\$718,362
1 Team Assistant (Market Reference \$46,220 + Benefits)	\$146,980
TOTAL STAFF COSTS FOR 2 YEARS:	\$1,441,140
<u>Travel</u>	
2 months/year 10 GEF Staff:	-
Head of the Secretariat	
Legal Counsel	
Operations Advisor	
Communications Advisor	
Program Manager	
Monitoring Officer	
Information Officer	
Finance & Admin Officer	
Human Resources Assistant	
Executive Assistant	
sub-total 2 months/year 10 GEF staff	\$49,800
Consultants (5 trips @ \$9,000/trip)	\$45,000
sub-total Consultants & 2 months/year 10 GEF staff	\$94,800
Sr. Program Officer & Program Officer: 10 trips each @ \$9,000/trip	\$180,000
6 GEF Staff to attend 2 meetings each @ \$9,000/trip	
Head of the Secretariat	
Legal Counsel	
Operations Advisor	
Communications Advisor	
Program Manager	
Monitoring Officer	
sub-total 6 GEF staff to attend 2 meetings each	\$108,000
Board - 2 meetings (Dec 08, Spring 09)	

Details of Proposed Budget	
July 1, 2008 - June 30, 2009 (Staff Costs through June 30, 2010)	
24 eligible for funding @ \$9,000/trip	\$432,000
Committee Meetings: 8 members x 2 meetings @ \$9,000/trip	\$144,000
TOTAL TRAVEL COSTS:	\$958,800
<u>Consultants</u>	
Adaptation Board initial set-up & implementation	\$80,000
Committees, panels, working groups	\$20,000
TOTAL CONSULTANT COSTS	\$100,000
<u>General Operations Costs</u>	
- Indirect rate to cover office space, equipment & supplies is \$17.89/hr. 2 months/year 10 GEF Staff	\$57,491
100% 3 full-time staff	\$114,983
TOTAL GENERAL OPERATIONS COSTS	\$172,474
<u>Cost of meetings:</u>	
- Hospitality	\$10,000
Translation	\$6,000
Interpretation	\$8,000
Support Services (copier, AV, security, computers, venue hire, etc.)	\$6,000
total cost of meeting per day:	\$30,000
2 regular meetings (Dec 08, Spring 09) @ 2 days each:	\$120,000
2 committee meetings (8 attendees) @ 1 day @ \$7,500/day	\$15,000
TOTAL COST OF MEETINGS	\$135,000
<u>Audit & Procurement Services:</u>	
- Audit Services (per World Bank estimates)	\$25,000
Procurement Services (20 projects x \$41,000 per project) per World Bank estimate: \$41,000 per project for accounting, disbursement & procurement services plan: 10-20 projects; \$45-\$200m total project cost	\$820,000
TOTAL AUDIT & PROCUREMENT SERVICES	\$845,000
Grand Total	\$3,652,414

Adaptation Fund Interim Secretariat



Note: All positions marked as contributing 2 months/year will be serviced by current GEF Secretariat staff.