



ADAPTATION FUND

AFB/EFC.10/Inf.1
12 November 2012

Ethics and Finance Committee
Tenth Meeting
Bonn, Germany, 11-12 December 2012

**RECONCILIATION OF THE ADMINISTRATIVE BUDGETS
OF THE BOARD AND THE SECRETARIAT, AND THE
TRUSTEE**

Table1: Approved FY12 budget, actual FY12 and approved FY13 budget of the Board and the secretariat, and of the Trustee

All amounts in US\$		Approved FY12	Actual FY12	-	Approved FY13
BOARD AND SECRETARIAT					
1 Personnel		1,727,768	1,501,871		1,769,747
2 Travel		1,057,810	704,232		737,400
3 General operations		297,264	152,900		351,323
4 Meetings		515,000	561,733		500,000
Sub-total Board and secretariat		3,597,842	2,920,737		3,358,470
TRUSTEE					
1 CER Monetization		678,000	491,268		520,000
2 Financial and Program Management		140,000	176,956		173,000
3 Investment Management		70,000	84,743		70,000
4 Accounting and Reporting		55,000	56,578		56,000
5 Legal Services		55,000	23,892		15,000
6 External Audit		90,000	42,000		60,000
Sub-total trustee services		1,088,000	875,436		864,000
7 Special Initiative: FIF IT Systems					150,000
Sub-total trustee		1,088,000	875,436		1,044,000
GRAND TOTAL ALL COMPONENTS		4,685,842	3,796,173		4,402,470

**Table2:
Approved FY12
budget, actual FY12
and approved FY13
budget of the Board
and the secretariat
(Detailed)**

All amounts in US\$		Approved	Actual FY12	Approved
		FY12	30-Jun-12	FY13
PERSONNEL COMPONENT				
Full-time staff (including benefits):				
01	Manager (GH)	209,873	210,000	219,599
02	Program Manager (GF)	146,151	147,154	153,569
03	Program Manager (GF)	142,146	141,987	145,696
04	Program Manager (GF)	158,672	113,778	153,569
05	Program Assistant (GC)	67,125	84,416	74,807
07	Junior Professional Associate (JPA)	70,248	70,391	81,284
06	Short-term Temporary (STT)	28,428	27,589	-
sub-total AFB staff		822,643	795,314	828,524
GEF staff cross-support (including benefits):				
01	Head of the AFB Secretariat (GJ) - 15%			
02	Accounting support (GF) - 14%			
03	AF database, KM strategy (GF) - 5%			
04	AF database (GF) - 3%			
05	Communications and outreach (GG) - 5%			
06	HR support (GD) - 7%			
07	IT support (GF) - 5%			
08	RMB (GF) - 12% ----> 8%			
09	Review of projects (2@GF) - 8%			
10	Review of projects (3@GG) - 8%			
11	Review of projects (JPA) - 8%			
12	Head of Operations and Business Strategy (GH) - 2%			
sub-total GEF staff		395,868	322,964	223,023
GEF Evaluation Office cross-support				
01	Evaluation report			3,000
02	EO staff costs			8,000
03	Travel to AFB meetings			6,000
sub-total GEF Evaluation Office cross-support				17,000
Consultants				
01	AFB Secretariat Support	25,197	16,288	25,000
02	Design and Operation of dedicated Web site	51,500	22,454	51,500
03	Communications Strategy (ETC consultant)	70,000	12,007	89,700
04	M&E Guideline Development (RBM & Evaluation)	82,400	37,770	25,000
05	Accreditation Panel (fees & conting.)	222,660	237,937	255,000
06	Performance Study (Tarek Rouchdy)	57,500	57,137	-
07	Investigative consultant			255,000
sub-total Consultants		509,257	383,593	701,200
SUB-TOTAL PERSONNEL COMPONENT		1,727,768	1,501,871	1,769,747
TRAVEL COMPONENT				
01	AF Secretariat staff	200,000	224,214	234,000
02	Awareness Raising	43,400	40,489	43,400
03	Board - 24 eligible members	593,280	310,109	300,000
04	Committee meetings	0	0	-
05	2 Experts to attend 3 committee meetings	45,000	0	-
06	Accreditation Panel/Staff (travel)	176,130	129,420	160,000
SUB-TOTAL TRAVEL COMPONENT		1,057,810	704,232	737,400
GENERAL OPERATIONS COMPONENT				
01	Office Space, Equipment and Supplies	221,894	98,169	275,953
02	Support to Chair (communications)	23,870	5,583	23,870
03	Publications and Outreach	51,500	49,148	51,500
SUB-TOTAL GENERAL OPERATIONS COMPONENT		297,264	152,900	351,323
MEETINGS COMPONENT				
01	Logistics, translation, interpretation, etc.	465,000	404,487	350,000
02	Translation	50,000	157,246	150,000
SUB-TOTAL MEETINGS COMPONENT		515,000	561,733	500,000
GRAND TOTAL ALL COMPONENTS		3,597,842	2,920,737	3,358,470

Note:
Additional \$35,000 has
been approved for
Accreditation Panel expert
fees (\$15,000) and travels
(\$20,000).
(Decision B.18-19/17)

Table 3:
Approved FY12 budget, actual FY12 and approved FY13 budget of the trustee (Detailed)

Trustee Costs: FY12 Actual and FY13 Approved				
(US\$)				
	a	b	c = (b-a)	d
Trustee Services	FY12 Approved	FY12 Actual	Difference	FY13 Approved
CER Monetization	678,000	491,268	(186,732)	520,000
Financial and Program Management	140,000	176,956	36,956	173,000
Investment Management	70,000	84,743	14,743	70,000
Accounting and Reporting	55,000	56,578	1,578	56,000
Legal Services	55,000	23,892	(31,108)	15,000
External Audit	90,000	42,000	(48,000)	60,000
Sub Total	1,088,000	875,436	(212,564)	894,000
Special Initiative: FIF IT Systems				150,000
TOTAL	1,088,000	875,436	(212,564)	1,044,000

Table 3.a.

<u>CER Monetization - FY12</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Traders	51.42	329,465	32,176	361,641
Back Office	12.48	48,422	-	48,422
Exchange Trading Costs	-	-	-	53,290
Outsourced Settlement Services	-	-	-	27,914
TOTAL	63.90	377,887	32,176	491,268
<u>CER Monetization - FY13</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Traders	42.00	319,707	28,000	347,707
Back Office	26.00	100,239	-	100,239
Exchange Trading Costs	-	-	-	72,000
Outsourced Settlement Services	-	-	-	-
TOTAL	68.00	419,946	28,000	519,946

Table 3.b.

<u>Financial and Program Management - FY12</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Financial Officers	13.36	86,123	46,823	132,946
Finance Officers/Analysts	9.36	34,493	-	34,493
Administrative Support	3.28	9,517	-	9,517
TOTAL	26.00	130,133	46,823	176,956

<u>Financial and Program Management - FY13</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Financial Officers	12.50	88,386	20,235	108,621
Finance Officers/Analysts	7.00	50,436	-	50,436
Administrative Support	3.50	14,381	-	14,381
TOTAL	23.00	153,202	20,235	173,437

Table 3.c.

<u>Accounting and Reporting - FY12</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Accountants	10.29	56,578	-	56,578
TOTAL	10.29	56,578	-	56,578

<u>Accounting and Reporting - FY13</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Accountants	10.30	56,000	-	56,000
TOTAL	10.30	56,000	-	56,000

Table 3.d.

<u>Legal Services - FY12</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Counsel	2.97	15,874	8,017	23,892
TOTAL	2.97	15,874	8,017	23,892

<u>Legal Services - FY13</u>				
US\$				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Counsel	2.40	15,172	-	15,172
TOTAL	2.40	15,172	-	15,172