



ADAPTATION FUND

AFB/EFC.15/7
26 August 2014

Ethics and Finance Committee
Fifteenth Meeting
Bonn, Germany, 7-8 October 2014

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

Table1: Approved FY14 budget, actual FY14 and approved FY15 budget of the Board and the secretariat, and of the Trustee

All amounts in US\$		Approved FY14	Actual FY14	Approved FY15
BOARD AND SECRETARIAT				
01	Personnel	1,239,491	1,199,074	1,451,938
02	Travel	773,400	352,036	414,000
03	General operations	263,870	175,634	293,870
04	Meetings	630,000	276,847	340,000
Sub-total secretariat administrative services (a)		2,906,761	2,003,591	2,499,808
05	Overall evaluation (b)	-	-	335,000
06	Accreditation (c)	432,000	373,577	460,000
Sub-total secretariat (a), (b) and (c)		3,338,761	2,377,167	3,294,808
07	Readiness Programme (d)	236,150	86,101	433,850 ¹
Sub-total secretariat (a) + (b) + (c) + (d)		3,805,761	2,463,268	3,410,658
TRUSTEE				
01	CER Monetization	455,000	387,393	246,000
02	Financial and Program Management	210,000	210,655	210,000
03	Investment Management	70,000	98,850	101,000
04	Accounting and Reporting	56,000	48,804	56,000
05	Legal Services	20,000	20,299	40,000
	External Counsel	-	145,044	150,000
06	External Audit	60,000	44,536	60,000
Sub-total trustee		871,000	955,581	863,000
GRAND TOTAL ALL COMPONENTS		4,676,761	3,418,849	4,273,658

¹ The unspent portion of the Readiness Programme budget in FY14 will also be carried over to FY15 in addition to this amount.

Table2: Approved FY14 budget, actual FY14 and approved FY15 budget of the Board and the secretariat (Detailed)

All amounts in US\$		Approved FY14	Actual FY14	Approved FY15
PERSONNEL COMPONENT				
Full-time staff (including benefits):				
01	Senior Program Manager (GH)	243,185	242,127	251,057
02	Program Manager (GG)	169,441	173,269	180,186
03	Program Manager (GF)	156,569	150,099	169,441
04	Operations Officer (Accreditation) (GF)	153,696	150,263	156,569
05	Program Assistant (GC)	85,680	79,627	85,680
06	Junior Professional Associate (JPA)	77,807	74,930	77,807
	sub-total AFB staff	886,378	870,315	920,740
GEF staff cross-support (including benefits):				
01	Head of the AFB Secretariat (GJ) - 10%			
02	Accounting support (GF) - 14%			
03	AF database, KM strategy (GF) - 2%			
04	AF database (GF) - 3%			
05	Communications and outreach (GG) - 2%			
06	HR support (GD) - 5%			
07	IT support (GF) - 5%			
08	Review of projects (1@GF) - 6% from FY15			
10	Review of projects (5@GG) - 6% from FY15			
11	Head of Operations and Business Strategy (GH) - 2%			
	sub-total GEF staff	176,413	140,604	179,198
GEF Evaluation Office cross-support:				
01	Evaluation report	3,000	-	-
02	EO staff cost	8,000	-	-
03	Travel to AFB meetings	6,000	-	-
	sub-total GEF EO cross-support	17,000	0	0
Consultants & others				
01	AFB Secretariat Support (Legal support etc.)	25,000	18,674	35,000
02	Design and Operation of dedicated Web sites	35,000	36,484	85,000
03	Communications Strategy & KM	89,700	111,594	127,000
04	Result Based Management (RBM)	10,000	14,082	85,000
05	Environment and social safeguards		7,321	20,000
	sub-total Consultants	159,700	188,155	352,000
	SUB-TOTAL PERSONNEL COMPONENT	1,239,491	1,199,074	1,451,938
TRAVEL COMPONENT				
01	AF Secretariat staff	330,000	164,401	174,000
02	Awareness Raising	43,400	38,455	40,000
03	Board - 24 eligible members	400,000	149,180	200,000
	SUB-TOTAL TRAVEL COMPONENT	773,400	352,036	414,000
GENERAL OPERATIONS COMPONENT				
01	Office Space, Equipment and Supplies	200,000	137,010	200,000
02	Support to Chair (communications)	23,870	8,827	23,870
03	Publications and Outreach	40,000	29,797	70,000
	SUB-TOTAL GENERAL OPERATIONS COMPONENT	263,870	175,634	293,870
MEETINGS COMPONENT				
01	Logistics, interpretation, report writing etc.	480,000	181,413	240,000
02	Translation	150,000	95,434	100,000
	SUB-TOTAL MEETINGS COMPONENT	630,000	276,847	340,000
	TOTAL ALL COMPONENTS	2,906,761	2,003,590	2,499,808
Overall Evaluation				
All amounts in US\$		Approved FY14	Actual FY14	Approved FY15
01	Overall evaluation	-	-	335,000
	TOTAL OVERALL EVALUATION	0	0	335,000
Accreditation				
All amounts in US\$		Approved FY14	Actual FY14	Approved FY15
01	Accreditation Panel (fees & conting.)	272,000	260,280	300,000
02	Accreditation Panel/Staff (travel)	160,000	113,297	160,000
	TOTAL ACCREDITATION	432,000	373,577	460,000
	GRAND TOTAL ALL COMPONENTS & ACCREDITATION	3,338,761	2,377,167	3,294,808

Table2: Approved FY14-15 Readiness Programme budget and FY14 Readiness Programme actual (Detailed)

All amounts in US\$		Approved FY14	Approved FY15	Approved Total FY14-15	Actual FY14
PERSONNEL COMPONENT					
<u>Consultants & others</u>					
01	Secretariat support (Coordinator)	55,000	78,000	133,000	13,860
02	Web site	-	40,000	40,000	3,488
03	Knowledge exchange (Communications Strategy)	30,000	43,000	73,000	8,614
04	E&S Safeguard (Fees)	14,000	41,850	55,850	11,675
<u>sub-total Consultants</u>					
SUB-TOTAL PERSONNEL COMPONENT		99,000	202,850	301,850	37,636
TRAVEL COMPONENT					
01	AF Secretariat staff	38,000	60,000	98,000	17,250
02	Meeting participants	87,500	100,000	187,500	17,946
03	Board members	-	6,000	6,000	924
SUB-TOTAL TRAVEL COMPONENT		125,500	166,000	291,500	36,120
GENERAL OPERATIONS COMPONENT					
01	Office Space, Equipment and Supplies	2,000	5,000	7,000	0
02	Publications and Outreach	3,000	35,000	38,000	8,879
SUB-TOTAL GENERAL OPERATIONS COMPONENT		5,000	40,000	45,000	8,879
MEETINGS COMPONENT					
01	Logistics	6,650	25,000	31,650	3,465
SUB-TOTAL MEETINGS COMPONENT		6,650	25,000	31,650	3,465
GRAND TOTAL ALL COMPONENTS		236,150	433,850	670,000	86,101

Note: FY14 actual covered activities for the Readiness Programme which was commenced in January 2014, including the NIE workshops in DC on 1-2 May and partially in Nairobi on 1-4 July 2014. The remained balance out of US\$ 670,000 approved through FY14-15 will be carried over to FY15 to complete planned activities until the end of June 2015.

Table 3: Approved FY14 budget, actual FY14 and approved FY15 budget of the trustee (Detailed)

Trustee Services	FY14 Approved	FY14 Actual	Difference	FY15 Approved
	(1)	(2)	(3) = (2) - (1)	(4)
CER Monetization	455,000	387,393	(67,607)	246,000
Financial and Program Management	210,000	210,655	655	210,000
Investment Management	70,000	98,850	28,850	101,000
Accounting and Reporting	56,000	48,804	(7,196)	56,000
Legal Services	20,000	20,299	299	40,000
External Counsel a/	-	145,044	145,044	150,000
External Audit	60,000	44,536	(15,464)	60,000
TOTAL	871,000	955,581	84,581	863,000

a/ The AF Board approved this amount related to new AAU and ERU monetization in the FY15 budget, acknowledging the funds may also be used during FY14 (AFB/B.23/7)

Table 3.a.

<u>CER Monetization - FY14 Actual</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Traders	43.74	301,590	20,417	322,007
Back Office	10.00	47,000	-	47,000
Trading Costs	-	-	-	18,386
TOTAL	53.74	348,590	20,417	387,393
<u>CER Monetization - FY15 Approved</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Traders	28.00	188,000	15,000	203,000
Back Office	6.00	28,000	-	28,000
Trading Costs	-	-	-	15,000
TOTAL	34.00	216,000	15,000	246,000

Table 3.b.

<u>Financial and Program Management - FY14 Actual</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Financial Officers	12.00	109,565	14,031	123,596
Finance Officers/Analysts	18.50	87,059	-	87,059
TOTAL	30.50	196,624	14,031	210,655
<u>Financial and Program Management - FY15 Approved</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Financial Officers	11.50	105,000	25,000	130,000
Finance Officers/Analysts	17.00	80,000	-	80,000
TOTAL	28.50	185,000	25,000	210,000

Table 3.c.

<u>Accounting and Reporting - FY14 Actual</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Accountants	9.09	48,804	-	48,804
TOTAL	9.09	48,804	-	48,804
<u>Accounting and Reporting - FY15 Approved</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Accountants	11.00	56,000	-	56,000
TOTAL	11.00	56,000	-	56,000

Table 3.d.

<u>Legal Services - FY14 Actual</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Counsel	3.31	20,299	-	20,299
External Counsel				145,044
TOTAL	3.31	20,299	-	165,343
<u>Legal Services - FY15 Approved</u>				
	<u>Staff Weeks</u>	<u>Gross Labour</u>	<u>Travel</u>	<u>Total</u>
Senior Counsel	6.00	40,000	-	40,000
TOTAL	6.00	40,000	-	40,000