



ADAPTATION FUND

AFB/EFC.12/9
20 June 2013

Adaptation Fund Board
Ethics and Finance Committee
Twelfth Meeting
Bonn, Germany, 1-2 July 2013

Agenda Item 10 b)

AMENDMENTS TO THE ADMINISTRATIVE BUDGET OF THE BOARD AND SECRETARIAT FOR THE FISCAL YEAR 2014

Background

1. At the twentieth meeting of the Adaptation Fund Board, the Board approved US\$ 3,360,613 to cover the costs of the operations of the Board and secretariat over the period 1 July 2013 to 30 June 2014 (Fiscal Year 2014).
2. The Board also requested the Board Chair to communicate with the Head of the Adaptation Fund Board secretariat to discuss the percentage of her time charged to the Adaptation Fund budget, with a view to reducing it by at least five percentage points.

(Decision B.20/13)

3. Pursuant to Decision B.20/13, the Board Chair met the Chief Executive Officer (CEO) of the Global Environment Facility in April 2013 in Washington DC. The Chair discussed and reached an agreement with the CEO of the GEF to the effect that her time charged to the Adaptation Fund administrative budget, in her role as Head of the Adaptation Fund secretariat, reduces by five percentage points from 15% to 10% in FY14.

Recommendation

4. Having reviewed document AFB/EFC.12/9 the EFC may wish to request the Board to approve US\$ 3,338,761 as the amended administrative budget of the Board and secretariat for the fiscal year 2014, contained in Annex I.

Annex I: Amendments to the administrative budget of the board and secretariat for the fiscal year 2014

All amounts in US\$		Approved	Estimate	Approved	Proposed Revised
		FY13	31-May-13	FY14	FY14
PERSONNEL COMPONENT					
Full-time staff (including benefits):					
01	Senior Program Manager (GH)	219,599	210,316	243,185	243,185
02	Program Manager (GF) ---> (GG)	153,569	139,314	169,441	169,441
03	Program Manager (GF)	145,696	133,552	156,569	156,569
04	Operations Officer (Accreditation) (GF)	153,569	108,291	153,696	153,696
05	Program Assistant (GC)	74,807	69,648	85,680	85,680
06	Junior Professional Associate (JPA)	81,284	68,179	77,807	77,807
sub-total AFB staff		828,524	729,300	886,378	886,378
GEF staff cross-support (including benefits):					
01	Head of the AFB Secretariat (GJ) - 15% ---> 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 (2@GF) - 8%				
10	Review of projects (4@GG) - 8%				
11	Head of Operations and Business Strategy (GH) - 2%				
sub-total GEF staff		223,023	118,940	198,265	176,413
GEF Evaluation Office cross-support:					
01	Evaluation report	3,000	0	3,000	3,000
02	EO staff cost	8,000	0	8,000	8,000
03	Travel to AFB meetings	6,000	592	6,000	6,000
sub-total GEF EO cross-support		17,000	592	17,000	17,000
Consultants & others					
01	AFB Secretariat Support (Legal support etc.)	25,000	28,364	25,000	25,000
02	Design and Operation of dedicated Web site	51,500	7,468	35,000	35,000
03	Communications Strategy & KM (ETC consultant)	89,700	58,075	89,700	89,700
04	Result Based Management (RBM)	25,000	7,500	10,000	10,000
05	Accreditation Panel (fees & conting.)	255,000	143,889	272,000	272,000
06	Investigative consultant	255,000	0	0	0
sub-total Consultants		701,200	245,296	431,700	431,700
SUB-TOTAL PERSONNEL COMPONENT		1,769,747	1,094,128	1,533,343	1,511,491
TRAVEL COMPONENT					
01	AF Secretariat staff	234,000	160,231	330,000	330,000
02	Awareness Raising	43,400	24,814	43,400	43,400
03	Board - 24 eligible members	300,000	140,830	400,000	400,000
04	Accreditation Panel/Staff (travel)	160,000	78,182	160,000	160,000
SUB-TOTAL TRAVEL COMPONENT		737,400	404,057	933,400	933,400
GENERAL OPERATIONS COMPONENT					
01	Office Space, Equipment and Supplies	275,953	108,336	200,000	200,000
02	Support to Chair (communications)	23,870	7,040	23,870	23,870
03	Publications and Outreach	51,500	6,144	40,000	40,000
SUB-TOTAL GENERAL OPERATIONS COMPONENT		351,323	121,520	263,870	263,870
MEETINGS COMPONENT					
01	Logistics, interpretation, report writing etc.	350,000	112,564	480,000	480,000
02	Translation	150,000	62,440	150,000	150,000
SUB-TOTAL MEETINGS COMPONENT		500,000	175,004	630,000	630,000
GRAND TOTAL ALL COMPONENTS		3,358,470	1,794,709	3,360,613	3,338,761