



ADAPTATION FUND

AFB/EFC.13/6
1 August 2013

Ethics and Finance Committee
Thirteenth Meeting
Bonn, Germany, 29-30 November 2013

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

Table1: Approved FY13 budget, actual FY13 and approved FY14 budget of the Board and the secretariat, and of the Trustee

| All amounts in US\$ | | Approved FY13 | Actual FY13 | | Approved FY14 |
|--|--|--------------------------|------------------------|--|--------------------------|
| BOARD AND SECRETARIAT | | | | | |
| 1 Personnel | | 1,769,747 | 1,226,223 | | 1,511,491 |
| 2 Travel | | 737,400 | 534,149 | | 933,400 |
| 3 General operations | | 351,323 | 153,301 | | 263,870 |
| 4 Meetings | | 500,000 | 290,533 | | 630,000 |
| Sub-total Board and secretariat | | 3,358,470 | 2,204,206 | | 3,338,761 |
| TRUSTEE | | | | | |
| 1 CER Monetization | | 520,000 | 223,651 | | 455,000 |
| 2 Financial and Program Management | | 173,000 | 160,547 | | 210,000 |
| 3 Investment Management | | 70,000 | 88,324 | | 70,000 |
| 4 Accounting and Reporting | | 56,000 | 44,997 | | 56,000 |
| 5 Legal Services | | 15,000 | 9,579 | | 20,000 |
| 6 External Audit | | 60,000 | 42,000 | | 60,000 |
| Sub-total trustee services | | 894,000 | 569,098 | | 871,000 |
| 7 Special Initiative: FIF IT Systems | | 150,000 | 150,000 | | |
| Sub-total trustee | | 1,044,000 | 719,098 | | 871,000 |
| GRAND TOTAL ALL COMPONENTS | | 4,402,470 | 2,923,304 | | 4,221,613 |

Table2: Approved FY13 budget, actual FY13 and approved FY14 budget of the Board and the secretariat (Detailed)

| All amounts in US\$ | | Approved FY13 | Actual FY13 | Approved FY14 |
|--|--|------------------|------------------|------------------|
| PERSONNEL COMPONENT | | | | |
| Full-time staff (including benefits): | | | | |
| 01 | Senior Program Manager (GH) | 219,599 | 220,398 | 243,185 |
| 02 | Program Manager (GF) ----> (GG) | 153,569 | 147,447 | 169,441 |
| 03 | Program Manager (GF) | 145,696 | 140,464 | 156,569 |
| 04 | Operations Officer (Accreditation) (GF) | 153,569 | 83,726 | 153,696 |
| 05 | Program Assistant (GC) | 74,807 | 75,889 | 85,680 |
| 06 | Junior Professional Associate (JPA) | 81,284 | 92,736 | 77,807 |
| sub-total AFB staff | | 828,524 | 760,660 | 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 | 176,413 |
| GEF Evaluation Office cross-support: | | | | |
| 01 | Evaluation report | 3,000 | 0 | 3,000 |
| 02 | EO staff cost | 8,000 | 0 | 8,000 |
| 03 | Travel to AFB meetings | 6,000 | 592 | 6,000 |
| sub-total GEF EO cross-support | | 17,000 | 592 | 17,000 |
| Consultants & others | | | | |
| 01 | AFB Secretariat Support (Legal support etc.) | 25,000 | 33,318 | 25,000 |
| 02 | Design and Operation of dedicated Web site | 51,500 | 7,468 | 35,000 |
| 03 | Communications Strategy & KM (ETC consultant) | 89,700 | 80,697 | 89,700 |
| 04 | Result Based Management (RBM) | 25,000 | 7,500 | 10,000 |
| 05 | Accreditation Panel (fees & conting.) | 255,000 | 217,048 | 272,000 |
| 06 | Investigative consultant | 255,000 | 0 | 0 |
| sub-total Consultants | | 701,200 | 346,031 | 431,700 |
| SUB-TOTAL PERSONNEL COMPONENT | | 1,769,747 | 1,226,223 | 1,511,491 |
| TRAVEL COMPONENT | | | | |
| 01 | AF Secretariat staff | 234,000 | 199,006 | 330,000 |
| 02 | Awareness Raising | 43,400 | 28,868 | 43,400 |
| 03 | Board - 24 eligible members | 300,000 | 226,820 | 400,000 |
| 04 | Accreditation Panel/Staff (travel) | 160,000 | 79,455 | 160,000 |
| SUB-TOTAL TRAVEL COMPONENT | | 737,400 | 534,149 | 933,400 |
| GENERAL OPERATIONS COMPONENT | | | | |
| 01 | Office Space, Equipment and Supplies | 275,953 | 135,276 | 200,000 |
| 02 | Support to Chair (communications) | 23,870 | 6,785 | 23,870 |
| 03 | Publications and Outreach | 51,500 | 11,239 | 40,000 |
| SUB-TOTAL GENERAL OPERATIONS COMPONENT | | 351,323 | 153,301 | 263,870 |
| MEETINGS COMPONENT | | | | |
| 01 | Logistics, interpretation, report writing etc. | 350,000 | 204,057 | 480,000 |
| 02 | Translation | 150,000 | 86,476 | 150,000 |
| SUB-TOTAL MEETINGS COMPONENT | | 500,000 | 290,533 | 630,000 |
| GRAND TOTAL ALL COMPONENTS | | 3,358,470 | 2,204,206 | 3,338,761 |

Table 3: Approved FY13 budget, actual FY13 and approved FY14 budget of the trustee (Detailed)

| Trustee Costs: FY13 Actual and FY14 Approved | | | | |
|---|----------------------|--------------------|------------------------|----------------------|
| (US\$) | | | | |
| Trustee Services | FY13 Approved | FY13 Actual | Difference | FY14 Approved |
| | (1) | (2) | (3) = (2) - (1) | |
| CER Monetization | 520,000 | 223,651 | (296,349) | 455,000 |
| Financial and Program Management | 173,000 | 160,547 | (12,453) | 200,000 |
| Investment Management | 70,000 | 88,324 | 18,324 | 70,000 |
| Accounting and Reporting | 56,000 | 44,997 | (11,003) | 56,000 |
| Legal Services | 15,000 | 9,579 | (5,421) | 20,000 |
| External Audit | 60,000 | 42,000 | (18,000) | 60,000 |
| Sub Total | 894,000 | 569,098 | (324,902) | 861,000 |
| Special Initiative: FIF IT Systems | 150,000 | 150,000 | - | - |
| TOTAL | 1,044,000 | 719,098 | (324,902) | 861,000 |

Table 3.a.

| <u>CER Monetization - FY13 Actual</u> | | | | |
|---|---------------------------|----------------------------|----------------------|---------------------|
| | <u>Staff Weeks</u> | <u>Gross Labour</u> | <u>Travel</u> | <u>Total</u> |
| Senior Traders | 17.89 | 136,134 | 4,971 | 141,106 |
| Back Office | 7.72 | 32,522 | - | 32,522 |
| Exchange Trading Costs | - | - | - | 50,024 |
| TOTAL | 25.61 | 168,656 | 4,971 | 223,651 |
| <u>CER Monetization - FY14 Estimated</u> | | | | |
| | <u>Staff Weeks</u> | <u>Gross Labour</u> | <u>Travel</u> | <u>Total</u> |
| Senior Traders | 37.00 | 278,000 | 15,000 | 293,000 |
| Back Office | 19.00 | 77,000 | - | 77,000 |
| Exchange Trading Costs | - | - | - | 85,000 |
| TOTAL | 56.00 | 355,000 | 15,000 | 455,000 |

Table 3.b.

| <u>Financial and Program Management - FY13 Actual</u> | | | | |
|---|--------------------|---------------------|---------------|----------------|
| | <u>Staff Weeks</u> | <u>Gross Labour</u> | <u>Travel</u> | <u>Total</u> |
| Senior Financial Officers | 9.30 | 60,530 | 35,700 | 96,229 |
| Finance Officers/Analysts | 7.05 | 38,385 | - | 38,385 |
| Administrative Support | 6.38 | 25,932 | - | 25,932 |
| TOTAL | 22.73 | 124,847 | 35,700 | 160,547 |
| <u>Financial and Program Management - FY14 Estimated</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 | 11.00 | 55,000 | - | 55,000 |
| Administrative Support | 6.00 | 15,000 | - | 15,000 |
| TOTAL | 28.50 | 175,000 | 25,000 | 200,000 |

Table 3.c.

| <u>Accounting and Reporting - FY13 Actual</u> | | | | |
|---|--------------------|---------------------|---------------|---------------|
| | <u>Staff Weeks</u> | <u>Gross Labour</u> | <u>Travel</u> | <u>Total</u> |
| Senior Accountants | 8.31 | 44,997 | - | 44,997 |
| TOTAL | 8.31 | 44,997 | - | 44,997 |
| <u>Accounting and Reporting - FY14 Estimated</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 - FY13 Actual</u> | | | | |
|---|--------------------|---------------------|---------------|---------------|
| | <u>Staff Weeks</u> | <u>Gross Labour</u> | <u>Travel</u> | <u>Total</u> |
| Senior Counsel | 1.62 | 9,579 | - | 9,579 |
| TOTAL | 1.62 | 9,579 | - | 9,579 |
| <u>Legal Services - FY14 Estimated</u> | | | | |
| | <u>Staff Weeks</u> | <u>Gross Labour</u> | <u>Travel</u> | <u>Total</u> |
| Senior Counsel | 3.00 | 20,000 | - | 20,000 |
| TOTAL | 3.00 | 20,000 | - | 20,000 |