



ADAPTATION FUND

AFB/EFC.6/Inf.1/Rev.1
September 13, 2011

Ethics and Finance Committee
Sixth Meeting
Bonn, Germany, September 14, 2011

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

Table1: Approved FY11 budget, actual AFY11 and approved FY12 budget of the Board and the secretariat, and of the Trustee

All amounts in US\$		Approved FY11	Actual FY11		Approved FY12
BOARD AND SECRETARIAT					
01 Personnel		1,334,445	1,225,219		1,552,027
02 Travel		1,127,900	740,766		1,057,810
03 General operations		166,686	165,130		297,264
04 Meetings		500,000	390,185		515,000
Sub-total Board and secretariat		3,129,031	2,521,301		3,422,101
TRUSTEE					
01 CER Monetization		678,000	673,467		678,000
02 Financial and Program Management		160,000	152,186		140,000
03 Investment Management		70,000	70,252		70,000
04 Accounting and Reporting		55,000	55,220		55,000
05 Legal Services		55,000	44,243		55,000
06 External Audit		42,479	42,479		90,000
Sub-total Trustee		1,060,479	1,037,847		1,088,000
GRAND TOTAL ALL COMPONENTS		4,189,510	3,559,148		4,510,101

Table2: Approved FY11 budget, actual AFY11 and approved FY12 budget of the Board and the secretariat (Detailed)¹

All amounts in US\$		Approved FY11	Actual FY11	Approved FY12
PERSONNEL COMPONENT				
Full-time staff:				
01	Program Manager (GG)	233,668	267,511	209,873
02	Program Manager (GF)	0	182,032	146,151
03	Program Manager (GF)	150,045	113,142	142,146
04	Program Manager (GF)	75,015	-	158,672
05	Program Assistant (GC)	0	-	67,125
06	Short-term Temporary (STT)	24,807	25,105	28,428
07	Junior Professional Associate (JPA)	66,795	48,312	70,248
sub-total AFB staff		550,330	636,101	822,643
GEF staff cross-support:				
01	Head of the AFB Secretariat (GJ) - 15%			
02	Accounting support (GF) - 14%			
03	AF database, KM strategy (GF) - 10%			
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%			
09	Review of projects (3@GF) - 8%			
10	Review of projects (3@GG) - 8%			
11	Head of Operations and Business Strategy (GH) - 2%			
sub-total GEF staff		248,477	198,978	277,627
Consultants				
01	AFB Secretariat Support	24,463	18,798	25,197
02	Design and Operation of dedicated Web site	50,000	38,891	51,500
03	Communications Strategy	115,000	115,200	70,000
04	M&E Guideline Development	80,000	62,191	82,400
05	Accreditation Panel (fees & conting.)	216,175	155,060	222,660
06	Performance Study	50,000	-	0
sub-total Consultants		535,638	390,140	451,757
SUB-TOTAL PERSONNEL COMPONENT		1,334,445	1,225,219	1,552,027
TRAVEL COMPONENT				
01	AF Secretariat staff	157,500	137,432	200,000
02	Awareness Raising	43,400	43,929	43,400
03	Board - 24 eligible members	576,000	469,310	593,280
04	Committee meetings	135,000	-	0
05	2 Experts to attend 3 committee meetings	45,000	-	45,000
06	Accreditation Panel/Staff (travel)	171,000	90,095	176,130
SUB-TOTAL TRAVEL COMPONENT		1,127,900	740,766	1,057,810
GENERAL OPERATIONS COMPONENT				
01	Office Space, Equipment and Supplies	93,511	128,018	221,894
02	Support to Chair (communications)	23,175	19,354	23,870
03	Publications and Outreach	50,000	17,758	51,500
SUB-TOTAL GENERAL OPERATIONS COMPONENT		166,686	165,130	297,264
MEETINGS COMPONENT				
01	Logistics, translation, interpretation, etc.	500,000	390,185	515,000
GRAND TOTAL ALL COMPONENTS		3,129,031	2,521,301	3,422,101

¹ During the reconciliation exercise, it became apparent to the Secretariat that \$118,241 of costs and expenses that should have been allocated to the Adaptation Fund Secretariat budget was instead charged to the GEF Secretariat budget. The Secretariat is taking steps to correct the required accounting entries and the Adaptation Fund underrun will therefore be adjusted accordingly.