



ADAPTATION FUND

AFB/EFC.19/12/Rev.2  
3 October 2016

---

Ethics and Finance Committee  
Nineteenth Meeting  
Bonn, Germany, 4-5 October 2016

Agenda item 10.c)

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

**Table1: Approved FY16 budget, actual FY16 and approved FY17 budget of the Board and the secretariat, and of the Trustee**

All amounts in US\$		<b>Approved FY16</b>	<b>Actual FY16</b>		<b>Approved FY17</b>
<b>BOARD AND SECRETARIAT</b>					
1 Personnel		1,704,295	1,469,932		1,825,247
2 Travel		434,000	340,945		548,000
3 General operations		345,870	211,607		306,090
4 Meetings		340,000	140,882		363,000
<b>Sub-total secretariat administrative services (a)</b>		<b>2,824,165</b>	<b>2,163,366</b>		<b>3,042,337</b>
5 Overall evaluation (b)		200,000	5,801		400,000
6 Accreditation (c)		460,000	264,313		464,000
<b>Sub-total secretariat (a), (b) and (c)</b>		<b>3,484,165</b>	<b>2,433,479</b>		<b>3,906,337</b>
7 Readiness Programme (d)		565,000	276,311		616,500
<b>Sub-total secretariat (a) + (b) + (c) + (d)</b>		<b>4,049,165</b>	<b>2,709,790</b>		<b>4,522,837</b>
<b>TRUSTEE</b>					
1 CER Monetization		203,000	203,000		203,000
2 Financial and Program Management		225,000	225,000		225,000
3 Investment Management		115,000	110,000		115,000
4 Accounting and Reporting		56,000	56,000		56,000
5 Legal Services		20,000	20,000		20,000
6 External Audit		50,000	50,000		50,000
<b>Sub-total trustee</b>		<b>669,000</b>	<b>664,000</b>		<b>669,000</b>
<b>GRAND TOTAL ALL COMPONENTS</b>		<b>4,718,165</b>	<b>3,373,790</b>		<b>5,191,837</b>

**Table 2: Approved FY16 budget, actual FY16 and approved FY17 budget of the Board and the secretariat (Detailed)**

All amounts in US\$		<u>Approved FY16</u>	<u>Actual Year End FY16</u>	<u>Approved FY17</u>
<b>PERSONNEL COMPONENT</b>				
<b>Full-time staff (including benefits):</b>				
01	Senior Program Manager (GH)			
02	Senior Climate Change Specialist (GG)			
03	Senior Climate Change Specialist (GG)			
04	Operations Officer (Accreditation) (GF)			
05	Operations Associate (GD)*			
06	Program Officer (GF)			
07	Operations Analyst - Accreditation (ETC → GE)			
08	Operations Analyst - Project Review and Monitoring (JPA → GE)			
09	Senior Programme Assistant - interim position (GD)			
<b>sub-total AFB staff</b>		<b>1,239,428</b>	<b>1,093,196</b>	<b>1,366,546</b>
<b>GEF staff cross-support (including benefits):</b>				
01	Head of the AFB Secretariat (GJ) - 10%			
02	HR support (GD) - 5%			
03	Review of projects (1@GF) - 6%			
04	Review of projects (5@GG) - 6%			
05	Advisor (GH) - 2%			
<b>sub-total GEF staff</b>		<b>141,867</b>	<b>108,859</b>	<b>148,961</b>
03	Travel to AFB meetings			
<b>Consultants &amp; others</b>				
01	AFB Secretariat Support (Legal support etc.)	35,000	66,441	49,350
02	Design and Operation of dedicated Web sites	35,000	40,133	36,750
03	Communications Strategy & Knowledge Management	127,000	94,746	145,000
	Results Based Management (RBM)	60,000	46,752	0
05	Environment and social safeguards + gender	35,000	19,804	46,140
06	Accounting support	23,000		24,000
07	IT support	8,000		8,500
<b>sub-total Consultants</b>		<b>323,000</b>	<b>267,876</b>	<b>309,740</b>
<b>SUB-TOTAL PERSONNEL COMPONENT</b>		<b>1,704,295</b>	<b>1,469,932</b>	<b>1,825,247</b>
<b>TRAVEL COMPONENT</b>				
04	Result Based Management (RBM)	0	0	68,000
01	AF Secretariat staff	194,000	183,411	230,000
02	Awareness Raising	60,000	45,020	60,000
03	Board - 24 eligible members	180,000	112,513	190,000
<b>SUB-TOTAL TRAVEL COMPONENT</b>		<b>434,000</b>	<b>340,945</b>	<b>548,000</b>
<b>GENERAL OPERATIONS COMPONENT</b>				
01	Office Space, Equipment and Supplies	250,000	133,123	155,500
02	Support to Chair (communications)	23,870		24,990
03	Publications, Outreach and KM	70,000	76,136	123,500
04	Staff relocation	2,000	2,348	2,100
<b>SUB-TOTAL GENERAL OPERATIONS COMPONENT</b>		<b>345,870</b>	<b>211,607</b>	<b>306,090</b>
<b>MEETINGS COMPONENT</b>				
01	Logistics, interpretation, report writing etc.	240,000	54,288	252,000
02	Translation	100,000	86,594	105,000
02	AFB meeting room rentals	0	0	6,000
<b>SUB-TOTAL MEETINGS COMPONENT</b>		<b>340,000</b>	<b>140,882</b>	<b>363,000</b>
<b>TOTAL ALL COMPONENTS</b>		<b>2,824,165</b>	<b>2,163,366</b>	<b>3,042,337</b>

**Table 3: Approved FY16 budget, actual FY16 and approved FY17 budget for the accreditation services (Detailed)**

All amounts in US\$		Approved FY16	Actual Year End FY16	Proposed FY17
01	Accreditation Panel (fees & conting.)	300,000	189,890	300,000
02	Accreditation Panel/Staff (travel)	160,000	69,623	164,000
03	Accreditation System		4,800	
<b>TOTAL ACCREDITATION</b>		<b>460,000</b>	<b>264,313</b>	<b>464,000</b>

**Table 4: Approved FY16 budget, actual FY16 and approved FY17 budget for the overall evaluation of the Fund (Detailed)**

All amounts in US\$		Approved FY16	Actual Year End FY16	Approved FY17
01	Overall evaluation	200,000	5,801	400,000
<b>TOTAL OVERALL EVALUATION</b>		<b>200,000</b>	<b>5,801</b>	<b>400,000</b>

**Table 5: Approved FY16, actual FY16 and approved FY17 budget for the Readiness Programme (Detailed)**

All amounts in US\$		Approved Phase II (FY16)	Actual Year End FY16	Approved FY17
<b>PERSONNEL COMPONENT (Consultants &amp; others)</b>		-	-	-
01	Secretariat support	40,000	31,868	40,000
02	Web site	15,000	11,400	15,000
03	Knowledge exchange (Communications Strategy)	15,000	16,025	15,000
05	Environmental & Social Safeguard (Fees) and gender	55,000	12,333	60,000
06	Accreditation (Fees)	35,000	7,650	36,000
<b>SUB-TOTAL PERSONNEL COMPONENT</b>		<b>160,000</b>	<b>79,276</b>	<b>166,000</b>
<b>TRAVEL COMPONENT</b>				
01	AF Secretariat staff	85,000	58,333	82,000
02	Meeting participants	265,000	124,274	272,500
03	Board members	3,000		3,000
<b>SUB-TOTAL TRAVEL COMPONENT</b>		<b>353,000</b>	<b>182,606</b>	<b>357,500</b>
<b>GENERAL OPERATIONS COMPONENT</b>				
01	Office Space, Equipment and Supplies	2,000	1,417	7,000
02	Publications, Outreach and KM	20,000	5,468	50,000
<b>SUB-TOTAL GENERAL OPERATIONS COMPONENT</b>		<b>22,000</b>	<b>6,885</b>	<b>57,000</b>
<b>MEETINGS COMPONENT</b>				
01	Logistics	30,000	7,543	36,000
<b>SUB-TOTAL MEETINGS COMPONENT</b>		<b>30,000</b>	<b>7,543</b>	<b>36,000</b>
<b>TOTAL ALL COMPONENTS</b>		<b>565,000</b>	<b>276,311</b>	<b>616,500</b>

**Table 6: Approved FY16 budget, actual FY16 and approved FY17 budget of the trustee (Detailed)**

<b>Trustee Costs: FY16 approved and Revised</b>			
<b>Trustee Services</b>	<b>FY16 Approved</b>	<b>FY16 Revised</b>	<b>FY17 Approved</b>
Monetization	203,000	203,000	203,000
Financial and Program Management	225,000	225,000	225,000
Investment Management	115,000	110,000	115,000
Accounting and Reporting	56,000	56,000	56,000
Legal Services	20,000	20,000	20,000
External Audit	50,000	50,000	50,000
<b>TOTAL</b>	<b>669,000</b>	<b>664,000</b>	<b>669,000</b>