



ADAPTATION FUND

AFB/EFC.21/9
2 October 2017

Adaptation Fund Board
Ethics and Finance Committee
Twenty-first Meeting
Bonn, Germany, 10-11 October 2017

Agenda item 6 d)

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

Table1: Approved FY17 budget, actual FY17 and approved FY18 budget of the Board and the secretariat, and of the Trustee

All amounts in US\$		Approved FY17	Actual FY17	Approved FY18
BOARD AND SECRETARIAT				
1	Personnel	1,893,247	1,654,132	2,581,250
2	Travel	480,000	366,677	402,000
3	General operations	306,090	261,614	375,000
4	Meetings	363,000	240,276	254,800
Sub-total secretariat administrative services (a)		3,042,337	2,522,699	3,613,050
5	Overall evaluation (b)	400,000	98,439	300,000
6	Accreditation (c)	464,000	256,895	473,780
Sub-total secretariat (a), (b) and (c)		3,906,337	2,878,033	4,386,830
7	Readiness Programme (d)	616,500	563,336	604,585
Sub-total secretariat (a) + (b) + (c) + (d)		4,522,837	3,441,369	4,991,415
TRUSTEE				
1	CER Monetization	203,000	203,000	180,000
2	Financial and Program Management	225,000	219,189	225,000
3	Investment Management	115,000	129,440	115,000
4	Accounting and Reporting	56,000	56,000	48,000
5	Legal Services	20,000	20,000	20,000
6	External Audit	50,000	46,066	-
Sub-total trustee		669,000	673,695	588,000
GRAND TOTAL ALL COMPONENTS		5,191,837	4,115,064	5,579,415

Table 2: Approved FY17 budget, actual FY17 and approved FY18 budget of the Board and the secretariat (Detailed)

All amounts in US\$		Approved FY17	Actual FY17	Approved FY18
PERSONNEL COMPONENT				
Full-time staff (including benefits):				
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 (GE)			
08	Program Analyst - Project Review and Monitoring (GE)			
09	Senior Program Assistant (GD - Interim position)			
10	Communications (GE or GF)			
11	Knowledge Management (GF)			
sub-total AFB staff		1,366,546	1,096,458	1,951,805
GEF staff cross-support (including benefits):				
01	Head of the AFB Secretariat (GJ) - 10%			
02	HR support (GE) - 5%			
03	Review of projects (1@GF) - 6%			
04	Review of projects (5@GG) - 6%			
05	Advisor (GH) - 2%			
sub-total GEF staff		148,961	109,805	154,850
Consultants & Others				
01	AFB Secretariat Support (Legal support etc.)	49,350	201,063	81,690
02	Design and Operation of dedicated Web sites	36,750	37,466	15,500
03	Communications Strategy	145,000	137,522	72,275
04	Environment and social safeguards & Gender	46,140	28,392	61,440
05	Accounting support	24,000	19,053	22,000
06	IT support	8,500	-	8,500
07	Knowledge Management/Result Based Management	68,000	24,373	126,400
08	Project review	-	-	86,790
sub-total Consultants		377,740	447,869	474,595
SUB-TOTAL PERSONNEL COMPONENT		1,893,247	1,654,132	2,581,250
TRAVEL COMPONENT				
01	AF Secretariat staff	230,000	212,026	220,000
02	Awareness Raising	60,000	47,434	62,000
03	Board - Non-Annexed eligible members	190,000	107,217	120,000
SUB-TOTAL TRAVEL COMPONENT		480,000	366,677	402,000
GENERAL OPERATIONS COMPONENT				
01	Office Space, Equipment and Supplies	155,500	161,976	163,000
02	Support to Chair (communications)	24,990	5,721	20,000
03	Publications and Outreach	123,500	88,917	192,000
04	Staff relocation	2,100	5,000	-
SUB-TOTAL GENERAL OPERATIONS COMPONENT		306,090	261,614	375,000
MEETINGS COMPONENT				
01	Logistics, interpretation, report writing etc.	252,000	176,175	169,800
02	Translation	105,000	64,101	85,000
03	AFB meeting room rentals	6,000	-	-
SUB-TOTAL MEETINGS COMPONENT		363,000	240,276	254,800
TOTAL ALL COMPONENTS		3,042,337	2,522,699	3,613,050

Table 3: Approved FY17 budget, actual FY17 and approved FY18 budget for the accreditation services (Detailed)

All amounts in US\$		<u>Approved</u>	<u>Actual</u>	<u>Approved</u>
		<u>FY17</u>	<u>FY17</u>	<u>FY18</u>
01	Accreditation Panel (fees & conting.)	300,000	204,357	303,780
02	Accreditation Panel/Staff (travel)	164,000	52,538	127,000
03	Accreditation System	-	-	43,000
TOTAL ACCREDITATION		464,000	256,895	473,780

Table 4: Approved FY17 budget, actual FY17 and approved FY18 budget for the overall evaluation of the Fund (Detailed)

All amounts in US\$		<u>Approved</u>	<u>Actual</u>	<u>Approved</u>
		<u>FY17</u>	<u>FY17</u>	<u>FY18</u>
01	Overall evaluation	400,000	98,439	300,000
TOTAL OVERALL EVALUATION		400,000	98,439	300,000

Table 5: Approved FY17, actual FY17 and approved FY18 budget for the Readiness Programme (Detailed)

All amounts in US\$		<u>Approved</u>	<u>Actual</u>	<u>Approved</u>
		<u>FY17</u>	<u>FY17</u>	<u>FY18</u>
PERSONNEL COMPONENT (Consultants & others)				
01	Secretariat Support	40,000	23,887	22,000
02	Web sites	15,000	4,585	15,000
03	Communications strategy (Knowledge exchange)	15,000	18,260	9,000
04	Environment and social safeguards & Gender	60,000	23,564	62,420
05	Accreditation	36,000	47,124	38,665
SUB-TOTAL PERSONNEL COMPONENT		166,000	117,420	147,085
TRAVEL COMPONENT				
01	AF Secretariat staff	82,000	68,478	107,000
02	Meeting participants	272,500	293,743	301,500
03	Board members	3,000	-	3,000
SUB-TOTAL TRAVEL COMPONENT		357,500	362,221	411,500
GENERAL OPERATIONS COMPONENT				
01	Office Space, Equipment and Supplies	7,000	5,681	7,500
02	Publications, Outreach	50,000	47,500	18,500
SUB-TOTAL GENERAL OPERATIONS COMPONENT		57,000	53,181	26,000
MEETINGS COMPONENT				
01	Logistics	36,000	30,514	20,000
SUB-TOTAL MEETINGS COMPONENT		36,000	30,514	20,000
TOTAL ALL COMPONENTS		616,500	563,336	604,585

Table 6: Approved FY17 budget, actual FY17 and approved FY18 budget of the trustee (Detailed)

Trustee Costs: FY17 approved, revised and FY18 approved				
Trustee Services	FY17 Approved	FY17 Revised	Variance	FY18 Approved
Monetization	203,000	203,000	-	180,000
Financial and Program Management	225,000	219,189	(5,811)	225,000
Investment Management	115,000	129,440	14,440	115,000
Accounting and Reporting	56,000	56,000	-	48,000
Legal Services	20,000	20,000	-	20,000
External Audit	50,000	46,066	(3,934)	-
TOTAL	669,000	673,695	4,695	588,000