



ADAPTATION FUND

AFB/EFC.23/6
24 September 2018

Adaptation Fund Board
Ethics and Finance Committee
Twenty-third Meeting
Bonn, Germany, 9-10 October 2018

Agenda item 7 b)

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

Table1: Approved FY18 budget, actual FY18 and approved FY19 budget of the Board and the secretariat, and of the Trustee

| All amounts in US\$ | | Approved FY18 | Actual FY18 | Approved FY19 |
|--|----------------------------------|------------------|------------------|------------------|
| BOARD AND SECRETARIAT | | | | |
| 1 | Personnel | 2,691,250 | 2,457,045 | 2,924,519 |
| 2 | Travel | 402,000 | 426,807 | 422,000 |
| 3 | General operations | 375,000 | 333,937 | 333,284 |
| 4 | Meetings | 254,800 | 187,954 | 250,800 |
| Sub-total secretariat administrative services (a) | | 3,723,050 | 3,405,743 | 3,930,603 |
| 5 | Overall evaluation (b) | 300,000 | 212,538 | 0 |
| 6 | Accreditation (c) | 473,780 | 412,307 | 546,040 |
| 7 | Readiness Programme (d) | 604,585 | 523,463 | 624,550 |
| Sub-total secretariat (a) + (b) + (c) + (d) | | 5,101,415 | 4,554,051 | 5,101,193 |
| EVALUATION FUNCTION | | | | |
| 1 | Personnel | | | 301,272 |
| 2 | Travel | | | 76,000 |
| 3 | General operations | | | - |
| 4 | Meetings | | | 5,000 |
| Sub-total evaluation function | | | | 382,272 |
| TRUSTEE | | | | |
| 1 | CER Monetization | 180,000 | 180,000 | 180,000 |
| 2 | Financial and Program Management | 225,000 | 224,700 | 225,000 |
| 3 | Investment Management | 115,000 | 131,000 | 131,250 |
| 4 | Accounting and Reporting | 48,000 | 30,000 | 30,000 |
| 5 | Legal Services | 20,000 | 15,000 | 20,000 |
| 6 | External Audit | - | | |
| Sub-total trustee | | 588,000 | 580,700 | 586,250 |
| GRAND TOTAL ALL COMPONENTS | | 5,689,415 | 5,134,751 | 6,069,715 |

Table 2: Approved FY18 budget, actual FY18 and approved FY19 budget of the Board and the secretariat (Detailed)

| All amounts in US\$ | | FY18 | FY18 | FY19 | FY19 | | |
|--|--|------------------|------------------|------------------|------------------|----------------|---------------|
| | | Approved | Actual | Approved | BAU | MTS (new) | MTS (BAU) |
| 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) ---> (GE) | | | | | | |
| 06 | Program Officer (Readiness) (GF) | | | | | | |
| 07 | Operations Analyst - Accreditation (GE) | | | | | | |
| 08 | Program Analyst (Project Review/Monitoring) (GE) | | | | | | |
| 09 | Senior Programme Assistant (GD - Interim position) | | | | | | |
| 10 | Communications Officer (GF) | | | | | | |
| 11 | Knowledge Management Officer (GF) | | | | | | |
| | sub-total AFB staff | 1,951,805 | 1,875,326 | 2,141,905 | 2,141,905 | - | - |
| GEF staff cross-support (including benefits): | | | | | | | |
| 01 | Head of the AFB Secretariat (GJ) - 10% | | | | | | |
| 02 | HR support (GE) - 5% | | | | | | |
| 03 | Project co-review (2@GE) - 6% | | | | | | |
| 04 | Project co-review (1@GF) - 6% | | | | | | |
| 05 | Project co-review (4@GG) - 6% | | | | | | |
| 06 | Advisor (GH) - 2% | | | | | | |
| 07 | Resource Management (GF) - 5% | | | | | | |
| | sub-total GEF staff | 154,850 | 107,720 | 192,339 | 192,339 | - | - |
| Consultants & Others | | | | | | | |
| 01 | AFB Secretariat Support (Legal support etc.) | 81,690 | 57,235 | 37,300 | 22,300 | 15,000 | |
| 02 | Design and Operation of dedicated Web sites | 125,500 | 125,813 | 76,000 | 76,000 | | 40,000 |
| 03 | Communications Strategy | 72,275 | 64,376 | 61,800 | 61,800 | | |
| 04 | Environment and social safeguards & Gender | 61,440 | 55,556 | 74,440 | 74,440 | | |
| 05 | Resource management support | 22,000 | - | - | | | |
| 06 | IT support | 8,500 | - | - | | | |
| 07 | Knowledge Management/Result Based Management | 126,400 | 127,687 | 251,400 | 86,400 | 165,000 | |
| 08 | Project review | 86,790 | 43,332 | 89,335 | 49,335 | 40,000 | |
| | sub-total Consultants | 584,595 | 473,999 | 590,275 | 370,275 | 220,000 | 40,000 |
| SUB-TOTAL PERSONNEL COMPONENT | | 2,691,250 | 2,457,045 | 2,924,519 | 2,704,519 | 220,000 | 40,000 |
| TRAVEL COMPONENT | | | | | | | |
| 01 | AF Secretariat staff | 220,000 | 233,681 | 220,000 | 220,000 | | |
| 02 | Awareness Raising | 62,000 | 67,528 | 62,000 | 62,000 | | |
| 03 | Board - Non-Annexed eligible members | 120,000 | 125,598 | 140,000 | 140,000 | | |
| SUB-TOTAL TRAVEL COMPONENT | | 402,000 | 426,807 | 422,000 | 422,000 | - | - |
| GENERAL OPERATIONS COMPONENT | | | | | | | |
| 01 | Office Space, Equipment and Supplies | 163,000 | 152,531 | 179,534 | 179,534 | | |
| 02 | Support to Chair (communications) | 20,000 | - | 20,000 | 20,000 | | |
| 03 | Publications and Outreach | 192,000 | 181,406 | 73,750 | 70,750 | 3,000 | |
| 04 | IT services from the World Bank | - | - | 60,000 | 60,000 | | |
| SUB-TOTAL GENERAL OPERATIONS COMPONENT | | 375,000 | 333,937 | 333,284 | 330,284 | 3,000 | - |
| MEETINGS COMPONENT | | | | | | | |
| 01 | Logistics, interpretation, report writing etc. | 169,800 | 157,158 | 175,800 | 175,800 | | |
| 02 | Translation | 85,000 | 30,796 | 75,000 | 75,000 | | |
| SUB-TOTAL MEETINGS COMPONENT | | 254,800 | 187,954 | 250,800 | 250,800 | - | - |
| TOTAL ALL COMPONENTS | | 3,723,050 | 3,405,743 | 3,930,603 | 3,707,603 | 223,000 | 40,000 |

Table 3: Approved FY18 budget, actual FY18 and approved FY19 budget for the accreditation services (Detailed)

| All amounts in US\$ | | <u>FY18</u> | <u>FY18</u> | <u>FY19</u> | <u>FY19</u> | | |
|----------------------------|---------------------------------------|-----------------|----------------|-----------------|----------------|------------------|------------------|
| | | <u>Approved</u> | <u>Actual</u> | <u>Approved</u> | <u>BAU</u> | <u>MTS (new)</u> | <u>MTS (BAU)</u> |
| 01 | Accreditation Panel (fees & conting.) | 303,780 | 287,679 | 366,640 | 366,640 | | |
| 02 | Accreditation Panel/Staff (travel) | 127,000 | 93,304 | 122,900 | 122,900 | | |
| 03 | Accreditation System | 43,000 | 31,324 | 56,500 | 26,500 | 30,000 | |
| TOTAL ACCREDITATION | | 473,780 | 412,307 | 546,040 | 516,040 | 30,000 | - |

Table 4: Approved FY18 budget, actual FY18 and approved FY19 budget for the overall evaluation of the Fund (Detailed)

| All amounts in US\$ | | <u>FY18</u> | <u>FY18</u> | <u>FY19</u> | <u>FY19</u> | | |
|---------------------------------|--------------------|-----------------|----------------|-----------------|-------------|------------------|------------------|
| | | <u>Approved</u> | <u>Actual</u> | <u>Approved</u> | <u>BAU</u> | <u>MTS (new)</u> | <u>MTS (BAU)</u> |
| 01 | Overall evaluation | 300,000 | 212,538 | - | | - | - |
| TOTAL OVERALL EVALUATION | | 300,000 | 212,538 | - | - | - | - |

Table 5: Approved FY18 budget, actual FY18 and approved FY19 budget for the Readiness Programme (Detailed)

| All amounts in US\$ | | <u>FY18</u> | <u>FY18</u> | <u>FY19</u> | <u>FY19</u> | | |
|---|--|-----------------|----------------|-----------------|----------------|------------------|------------------|
| | | <u>Approved</u> | <u>Actual</u> | <u>Approved</u> | <u>BAU</u> | <u>MTS (new)</u> | <u>MTS (BAU)</u> |
| PERSONNEL COMPONENT (Consultants & others) | | | | | | | |
| 01 | Secretariat Support | 22,000 | 25,334 | 25,800 | 10,800 | 15,000 | |
| 02 | Web sites | 15,000 | 29,328 | 16,000 | 16,000 | | |
| 03 | Communications strategy (Knowledge exchange) | 9,000 | 6,480 | 9,000 | 9,000 | | |
| 04 | Environment and social safeguards & Gender | 62,420 | 50,552 | 31,830 | 31,830 | | |
| 05 | Accreditation | 38,665 | 35,101 | 35,920 | 35,920 | | |
| SUB-TOTAL PERSONNEL COMPONENT | | 147,085 | 146,795 | 118,550 | 103,550 | 15,000 | - |
| TRAVEL COMPONENT | | | | | | | |
| 01 | AF Secretariat staff | 107,000 | 138,248 | 60,000 | 50,000 | 10,000 | 35,000 |
| 02 | Meeting participants | 301,500 | 192,009 | 363,500 | 323,500 | 40,000 | 215,000 |
| 03 | Board members | 3,000 | - | 3,000 | 3,000 | | |
| SUB-TOTAL TRAVEL COMPONENT | | 411,500 | 330,257 | 426,500 | 376,500 | 50,000 | 250,000 |
| GENERAL OPERATIONS COMPONENT | | | | | | | |
| 01 | Office Space, Equipment and Supplies | 7,500 | 7,500 | - | - | - | |
| 02 | Publications, Outreach | 18,500 | 12,773 | 28,500 | 28,500 | | |
| SUB-TOTAL GENERAL OPERATIONS COMPONENT | | 26,000 | 20,273 | 28,500 | 28,500 | - | - |
| MEETINGS COMPONENT | | | | | | | |
| 01 | Logistics | 20,000 | 26,138 | 51,000 | 49,000 | 2,000 | 10,000 |
| SUB-TOTAL MEETINGS COMPONENT | | 20,000 | 26,138 | 51,000 | 49,000 | 2,000 | 10,000 |
| TOTAL ALL COMPONENTS | | 604,585 | 523,463 | 624,550 | 557,550 | 67,000 | 260,000 |

Table 6: Approved FY18 budget, actual FY18 and approved FY19 budget of the trustee

| Trustee Costs: FY18 (USD) | | | | |
|----------------------------------|--------------------------|------------------------|-------------------|--------------------------|
| Trustee Services | FY18 Approved | FY18 Actual | Difference | FY19 Approved |
| Monetization | 180,000 | 180,000 | 0 | 180,000 |
| Financial and Program Management | 225,000 | 224,700 | (300) | 225,000 |
| Investment Management | 115,000 | 131,000 | 16,000 | 131,250 |
| Accounting and Reporting | 48,000 | 30,000 | (18,000) | 30,000 |
| Legal Services | 20,000 | 15,000 | (5,000) | 20,000 |
| TOTAL | 588,000 | 580,700 | (7,300) | 586,250 |

Description: Investment Management costs were slightly higher due to higher average cash balances in the AF Trust Fund than originally anticipated at the beginning of the year. Accounting and Reporting costs were lower due in part to the AF Board decision to suspend the preparation of separate financial statements, relying instead on regular Trustee reporting and the Bank's Single Audit.