

Proposed 2019 GEO Trust Fund Budget

This Document is submitted to the GEO-XV Plenary for decision. It has been developed using the implementation mechanisms and associated requirements, as proposed, in the GEO Strategic Plan 2016-2025: Implementing GEOSS, and in consultation with the Budget Working Group.

Proposed 2019 GEO Trust Fund Budget

INTRODUCTION

This document contains the presentation of the proposed 2019 GEO Trust Fund Budget.

PRESENTATION OF THE 2019 GEO TRUST FUND

The GEO Trust Fund supports the operations of the GEO Secretariat, the only body within the GEO governance structure that brings a daily all-encompassing view across the breadth of GEO activities. The Secretariat plays an essential role in to only the coordination and facilitation of the GEO Foundational Tasks but it also engages with diverse stakeholders, advocates the importance of Earth observations, negotiates in-kind contributions to the Work Programme and facilitates cooperation amongst organizations throughout the GEO community.

The basis of the 2019 Trust Fund Budget continues to be in accordance with the Implementation Mechanisms described in the Strategic Plan (GEO Strategic Plan 2016-2025: Implementing GEOSS). The budget has been devised to cover funding by cash and/or with in-kind secondments to cover the essential tasks of the Secretariat. The sum total of this effort comprises the Sustainable Minimum Budget, which is comprised of the following functions:

- a) Secretariat management, external relations and outreach, work programme coordination, reporting, operations and support; and
- b) Coordination of Engagement priorities.

The Secretariat has also been asked to manage earmarked funds for the following areas:

- a) Digital Earth Africa;
- b) GEOGLAM Coordinator;
- c) Junior Professional Office (China); and
- d) Asia/Oceania support.

Expenditures of the Secretariat, as provided in the resourcing tables of the Work Programme, in the traditional format of previous years.

1 Secretariat Operations Budget (All Figures in Swiss Francs)

1.1 Expected Income and Trust Fund Balance For 2019

Trust Fund Balance	2019
Trust Fund Balance	2,000,000
Working Capital Fund*	500,000
Total Balance of Trust Fund	2,500,000

Expected cash contributions	3,700,000
In-kind contributions	1,550,000
Total 2019 Income (Cash and In-kind)	5,250,000

1.2 Planned Expenditures 2019

Item	2019
1.2.1 Salaries and Employee Benefits	2,600,000
Staff Costs and Employee Benefits	2,500,000
Special Service Agreements and other Staff Costs	100,000
1.2.2 Travel	400,000
Staff Travel	320,000
Other (individual developing country participants to GEO meetings)	80,000
1.2.3 Support to GEO Events and Meetings (LoA)	100,000
1.2.4 Supplies, Consumables and other Running Costs	255,000
Information and Telecommunications	80,000
Common Services Utilities	25,000
Rental of WMO Offices	100,000
IT software and equipment	50,000
1.2.5 Other Expenditures	345,000
Support costs	262,000
Pamphlets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	5,000
TOTAL CASH EXPENDITURES	3,700,000
1.2.6 In-kind Expenditures	1,550,000
Seconded staff	1,434,000
Rental of office space	116,000
TOTAL BUDGET 2019	5,250,000

1.3 Contributions 2015-2020

Member Government Cash Contributions to Trust Fund (2015-2018).

Member	2015	2016	2017	2018	2019	2020
				Pledged or Received	Pledges	Pledges
Argentina		23,436	13,088	10,000		
Armenia				995		
Australia	35,167	54,320	61,737	127,210		
Australia	346,575					
Cambodia				1,170		
Canada	72,750	84,695	85,998	77,000		
China	194,000	206,371	295,510	252,940		
Denmark	15,000	15,000	15,000	15,000		
European Commission	864,314	875,808	865,146	1,153,934	1,170,000	1,170,000
France			10,764			
Germany	107,529	109,476	113,701	228,000		
Japan	306,517	282,190	317,464	227,464		
Korea	70,507	72,637	77,059	72,000		
Mexico	7,720	7,720	7,992	8,000		
New Zealand				14,200		
Norway	235,501			37,500		
South Africa	159,024	192,009	218,818	162,755		
Sweden	90,000	95,000	110,000	110,000		
Switzerland	328,468	350,659	50,000	57,200		
United States	1,065,852	716,216	509,080	1,165,000		
Vietnam				3,100		
IEEE			5,030			
UCAR			1,000			
Total	3,898,924	3,085,537	2,757,387	3,723,468		

1.4 Expected Income Earmarked Funding

Expected Income for 2019	Total
GEOGLAM Coordinator (Germany)	294,256
JPO (China)	211,359
Asia Oceania GEOSS (China)	50,000
Asia Oceania GEOSS (Japan)	90,000
Total Cash	645,615

Deleted: 70,000

Deleted: 625

Expected Earmarked Expenditure for 2019	Total
GEOGLAM Coordinator (Germany)	294,256
JPO (China)	211,359
Asia Oceania GEOSS (China)	50,000
Asia Oceania GEOSS (Japan)	90,000
Total Cash	645,615

Deleted: 70,000

Deleted: 625,

2 Explanatory Tables

2.1 Resources

Trust Fund Balance (TF)

Expected 2018	2,000,000
----------------------	------------------

Working Capital Fund (WCF)

Expected 2018	500,000
Expected 2018 Balance (TF & WCF)	2,500,000

Expected 2019 Contributions	3,700,000
------------------------------------	------------------

In-kind Contributions

In-kind Contributions 2019	1,550,000
-----------------------------------	------------------

Total Resources

Total Resources 2019	5,250,000
-----------------------------	------------------

2.2 Planned Expenditures for 2019

2.2.1 Salaries and Employee Benefits

2019 Budget

Salaries and Employee Benefits	2,600,000
Staff Costs and Employee benefits	2,500,000
Special Service Agreements and other Staff Costs	100,000

A table containing the Staff resources is found in Annex 1.

2018 Budget

Salaries and Employee Benefits	2,100,000
Staff Costs and Employee benefits	2,000,000
Special Service Agreements and other Staff Costs	100,000

Indicative Budget for Staffing the Secretariat for 2020-2022

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Salaries and Employee Benefits	2,900,000	2,950,000	3,000,000
Staff costs	2,800,000	2,800,000	2,850,000
Special Services Agreements	100,000	150,000	150,000

2.2.2 *Travel*

2019 Budget

Travel	400,000
Secretariat Support for GEO Meetings (Plenary)	120,000
Staff mission travel	200,000
Other (individual developing country participants to GEO meetings)	80,000

The higher value for Secretariat support for GEO Meetings (Plenary) due to the Plenary and Ministerial announced to take place in Canberra Australia.

Staff travel budgeted using CHF 5,000 per long haul and CHF3,000 per short haul trips. Average one long haul and 2 short haul per Secretariat Staff member.

2018 Budget

Travel	342,000
Secretariat Support for GEO Meetings (Plenary)	100,000
Staff mission travel	170,000
Other (individual developing country participants to GEO meetings)	72,000

Indicative Budget for Travel for 2020-2022

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Travel	540,000	600,000	600,000
Secretariat Support for GEO Meetings (Plenary)	150,000	150,000	150,000
Staff mission travel	240,000	280,000	280,000

Other (individual developing country participants to GEO meetings)	<i>150,000</i>	<i>170,000</i>	<i>170,000</i>
--	----------------	----------------	----------------

2.2.3 Support to GEO-Related Events and Meetings, Letters of Agreement (LoA)

2019 Budget

Support to GEO-related events and meetings (LoA)	100,000
---	----------------

2018 Budget

Support to GEO-related events and meetings (LoA)	110,000
---	----------------

Indicative Budget for Letters of Agreement for 2020-2022

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Support to GEO-related events and meetings (LoA)	200,000	250,000	250,000

Letters of agreement cover sponsorship of events and in the main sponsorship of the participation of from developing countries. It is envisaged to increase the Secretariat's activities in this area should funding permit in future years. NB. Dedicated funding will be budgeted and expended in a separate category.

2.2.4 *Supplies, Consumables and Other Running Costs*

2019 Budget

Supplies, consumables and other running costs	255,000	
Information and Telecommunications		80,000
Common Services Utilities		25,000
Rental of WMO Offices		100,000
IT Software and equipment		50,000

2018 Budget

Supplies, consumables and other running costs	255,000	
Internet, intranet, etc.		80,000
Technical services/equipment/rental for special events		25,000
Supplies and other running costs		100,000
IT Software and equipment		50,000

Indicative Budget for Supplies, Consumables and other Running Costs for 2020-2022

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Supplies, consumables and other running costs	275,000	300,000	300,000
Information and Telecommunications	100,000	125,000	125,000
Common Services Utilities	25,000	25,000	25,000
Rental of WMO Offices	100,000	100,000	100,000
IT Software and equipment	50,000	50,000	50,000

2.2.5 Other Expenditures

2019 Budget

Other Expenditures	345,000
Support costs (including 7% support costs to WMO)	262,000
Non-technical Services subject to public procurement	- -
Booklets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	5,000

2018 Budget

Other Expenditures	393,000
Support costs (including 7% support costs to WMO)	310,000
Non-technical Services subject to public procurement	- -
Booklets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	5,000

Indicative Budget for Other Expenditures for 2020-2022

	<u>2020</u>	<u>2021</u>	<u>2022</u>
Other Expenditure	483,000	503,000	523,000
	0	0	0
Support costs (7% support costs to WMO)	400,000	420,000	440,000
	0	0	0
Non-technical Services subject to public procurement	-	-	-
Pamphlets, publications, other printing	60,000	60,000	60,000
External audit	5,000	5,000	5,000
Staff training	10,000	10,000	10,000
Bank charges	3,000	3,000	3,000
Incidentals	5,000	5,000	5,000

2.2.6 *In-Kind Expenditures*

2019 Budget

In-kind expenditures	1,550,000
Seconded staff	1,434,000
Office space	116,000

2018 Budget

In-kind expenditures	1,613,875
Seconded staff	1,497,875
Office space	116,000

Indicative Budget for In-kind Expenditures for 2020-2022

	2020	2021	2022
In-kind expenditures	1,916,000	1,916,000	1,916,000
Seconded staff	1,800,000	1,800,000	1,800,000
Rental of office space	116,000	116,000	116,000

Indicative Budget for the years 2020, 2021 and 2022

	2020	2021	2022
Salaries and Employee Benefits	2,900,000	2,950,000	3,000,000
Staff costs	2,800,000	2,800,000	2,850,000
Special Services Agreements	100,000	150,000	150,000
Travel	540,000	600,000	600,000
Secretariat Support for GEO Meetings (Plenary)	150,000	150,000	150,000
Staff mission travel	240,000	280,000	280,000
Other (individual developing country participants to GEO meetings)	150,000	170,000	170,000
Support to GEO-related events and meetings (LoA)	200,000	250,000	250,000
Supplies, consumables and other running costs	275,000	300,000	300,000
Information and Telecommunications	100,000	125,000	125,000
Common Services Utilities	25,000	25,000	25,000
Rental of WMO Offices	100,000	100,000	100,000
IT Software and equipment	50,000	50,000	50,000
Other Expenditure	383,000	403,000	403,000
Support costs (7% support costs to WMO)	300,000	320,000	320,000
Pamphlets, publications, other printing	60,000	60,000	60,000
External audit	5,000	5,000	5,000
Staff training	10,000	10,000	10,000
Bank charges	3,000	3,000	3,000
Incidentals	5,000	5,000	5,000
In-kind expenditures	1,916,000	1,916,000	1,916,000
Seconded staff	1,800,000	1,800,000	1,800,000
Rental of office space	116,000	116,000	116,000
Total	6,214,000	6,419,000	6,469,000

ANNEX 1
TABLE OF GEO SECRETARIAT STAFF RESOURCE
REQUIREMENTS FOR 2019

	Title	Full-time –Part Time
	Secretariat Staff Positions (Regular Budget)	
	Secretariat Management	
1	Director	FT
2	Senior Administrative Manager	FT
3	External Relations Manager	FT
4	Communications Manager	FT
5	Work Programme Coordinator	FT
6	Senior Scientific Officer	FT
7	IT Officer	FT
8	Work Programme Liaison Officer	FT
9	In-situ Observing Systems Coordinator	FT
10	Capacity Building Coordinator	20% (Secondee)
11	Senior Administrative Support	FT
13	Administrative Support	FT
14	Administrative Support	FT
	Coordination of Engagement Priorities	
15	Expert Coordinator --SDGs	FT (Possible secondee)
16	Expert Coordinator -- Climate	FT (Possible secondee)
17	Expert Coordinator – Disaster Risk Reduction	FT (Secondee)
	Secretariat Staff Positions (Extra-Budgetary)	
	Flagships and Initiatives	
	Programme Coordinator – GEOGLAM	

	Regional Coordinator – Asia Oceania	
	JPO China (Agriculture)	

ANNEX 2

REPORT OF THE BUDGET WORKING GROUP 2018

The Budget Working Group (BWG) positively noted the projected rise in income in 2018 compared to the previous year, noting in particular that a number of countries had increased their donations or started to donate for the first time. This is also thanks to the active role of some BWG members and of the Secretariat.

The BWG recommended that should the predicted rise in income allow, it should be used, in the first instance, to replenish the Working Capital Reserve to its previous level of CHF500,000.

The BWG took note of the projected staff requirements of the GEO Secretariat described in Annex 1 and recommends ExCom that temporary positions arriving to an end may need to be the subject of further consideration and prioritisation as it is unlikely that the 2019 Trust Fund Budget could cover all of them.

The BWG took note of the proposed Travel Budget for 2019 recognising the importance of the engagement role of the GEO Secretariat staff. The BWG recommended a moderation however in the projections for future years. The BWG made a particular recommendation though that the funds for developing country participation should be safeguarded in proportion to the overall budget, also through Letters of Agreement for the organisation of events.

The subject of the Indicative Scale - on what it is based and how it is applied - should be further discussed with the Executive Committee. Moreover, the projected growth of the GEO TF budget in the years up to 2022 should be carefully considered.

Consideration should be given to increase for the years to come the in-kind contributions, which have been kept prudentially at the same level in the budget forecast.

The BWG thanks the GEO Secretariat for the work done.