

Proposed 2018 GEO Trust Fund Budget

This Document is submitted to the GEO-XIV 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 2018 GEO Trust Fund Budget

INTRODUCTION

This document contains the presentation of the proposed 2018 GEO Trust Fund Budget and includes the Report of the Budget Working Group for 2017 Activities (Annex 2).

PRESENTATION OF THE 2018 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 2018 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, and monitoring and evaluation;
- b) Coordination of Foundational tasks;
- c) Secretariat operations and support; and
- d) Coordination of Engagement priorities.

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

- a) GEOGLAM Coordinator;
- b) Junior Professional Office (China); and
- c) Data Sharing and 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 2018

Expected Income for 2018	Total
Expected cash contributions	3,200,000
Trust Fund Balance	2,000,000
Working Capital Fund	200,000
Total Cash	5,400,000
In-kind contributions	1,613,875
Total resources	7,013,875

1.2 Planned Expenditures 2018

Item	
1.2.1 Salaries and Employee Benefits	2,100,000
Staff Costs and Employee Benefits	2,000,000
Special Service Agreements and other Staff Costs	100,000
1.2.2 Travel	342,000
Staff Travel	270,000
Other (individual developing country participants to GEO meetings)	72,000
1.2.3 Support to GEO Events and Meetings (LoA)	110,000
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	393,000
Support costs	310,000
Pamphlets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	5,000
TOTAL CASH EXPENDITURES	3,200,000
1.2.6 In-kind Expenditures	1,613,875
Seconded staff	1,497,875
Rental of office space	116,000
TOTAL CORE BUDGET	4,813,875

1.3 Contributions 2014-2020

Member Government Cash Contributions to Trust Fund (2014-2017).

Member	2014	2015	2016	2017	2018	2019	2020
				Pledged or Received			
Argentina			23,436	13,000			
Australia	40,074	35,167	54,320	63,514			
Australia (GFOI related 2014)	74,377	346,575					
Canada	84,097	72,750	84,695	71,000			
China	179,600	194,000	206,371	300,000			
Denmark		15,000	15,000	15,000			
European Commission	1,200,743	864,314	875,808	865,146			
France				10,764			
Germany	243,190	107,529	109,476	106,000			
Japan	341,884	306,517	282,190	317,464			
Korea	73,394	70,507	72,637	72,000			
Mexico		7,720	7,720	8,000			
Norway (GFOI related 2014)		235,501					
South Africa	139,929	159,024	192,009	221,000			
Sweden	90,000	90,000	95,000	110,000			
Switzerland	149,000	328,468	350,659	230,000			
United States	663,500	1,065,852	716,216	400,000			
Total	3,279,788	3,898,924	3,085,537	2,807,141			
GFOI							
Australia	36,279						
Norway	103,521						
Total GFOI	139,800						

1.4 Expected Income Earmarked Funding

Expected Income for 2018	Total
GEOGLAM Coordinator (Germany)	294,256
JPO (China)	211,359
Data Sharing and Asia Oceania GEOSS (China)	100,000
Total Cash	605,615

Expected Earmarked Expenditure for 2018	Total
GEOGLAM Coordinator (Germany)	294,256
JPO (China)	211,359
Data Sharing and Asia Oceania GEOSS (China)	100,000
Total Cash	605,615

2 EXPLANATORY TABLES

2.1 Resources

Trust Fund Balance (TF)

Expected 2017	2,000,000
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Working Capital Fund (WCF)

Expected 2017	200,000
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Total Cash

Expected 2017 Balance (TF & WCF)	2,200,000
Expected 2018 Contributions	3,200,000
Total Cash 2018	5,400,000

In-kind Contributions

In-kind Contributions 2018	1,613,875
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Total Resources

Total Resources 2017	7,013,875
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2.2 Planned Expenditures for 2018

2.2.1 Salaries and Employee Benefits

2018 Budget

Salaries and Employee Benefits	2,100,000
Staff Costs and Employee benefits	<i>2,000,000</i>
Special Service Agreements and other Staff Costs	<i>100,000</i>

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

Based on the expenditure for 2017, all currently resourced positions will be covered by the provision for 2018.

2017 Budget

Salaries and Employee Benefits	2,100,000
Staff Costs and Employee benefits	<i>2,000,000</i>
Special Service Agreements and other Staff Costs	<i>100,000</i>

Indicative Budget for Staffing the Secretariat for 2019-2021

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Salaries and Employee Benefits	2,454,00	2,704,000	2,904,000
Staff costs	2,354,000	2,554,000	2,754,000
Special Services Agreements	100,000	150,000	150,000

2.2.2 *Travel*

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

2017 Budget

Travel	500,000
Secretariat Support for GEO Meetings (Plenary)	100,000
Staff mission travel	270,000
Other (individual developing country participants to GEO meetings)	130,000

Indicative Budget for Travel for 2019-2021

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Travel	630,000	660,000	660,000
Secretariat Support for GEO Meetings (Plenary)	150,000	150,000	150,000
Staff mission travel	300,000	320,000	320,000
Other (individual developing country participants to GEO meetings)	180,000	190,000	190,000

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

2018 Budget

Support to GEO-related events and meetings (LoA)	110,000
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2017 Budget

Support to GEO-related events and meetings (LoA)	200,000
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Indicative Budget for Letters of Agreement for 2019-2021

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Support to GEO-related events and meetings (LoA)	300,000	350,000	350,000

2.2.4 *Supplies, Consumables and Other Running Costs*

2018 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

2017 Budget

Supplies, consumables and other running costs	255,000	
Internet, intranet, etc.		120,000
Technical services/equipment/rental for special events		55,000
Supplies and other running costs		30,000
IT Software and equipment		50,000

Indicative Budget for Supplies, Consumables and other Running Costs for 2019-2021

	<u>2019</u>	<u>2020</u>	<u>2021</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*

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

2017 Budget

Other Expenditures	434,000
Support costs (including 7% support costs to WMO)	351,000
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 2019-2021

	<u>2019</u>	<u>2020</u>	<u>2021</u>
Other Expenditure	483,000	503,000	523,000
Support costs (7% support costs to WMO)	400,000	420,000	440,000
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*

2018 Budget

	<u>Secretariat</u>
In-kind expenditures	1,613,875
Seconded staff	1,497,875
Office space	116,000

2017 Budget

	<u>Secretariat</u>
In-kind expenditures	1,046,000
Seconded staff	948,000
Office space	98,000

Indicative Budget for In-kind Expenditures for 2019-2021

	2019	2020	2021
In-kind expenditures	1,916,000	1,916,000	1,916,000
Seconded staff	<i>1,800,000</i>	<i>1,800,000</i>	<i>1,800,000</i>
Rental of office space	<i>116,000</i>	<i>116,000</i>	<i>116,000</i>

ANNEX 1

TABLE OF GEO SECRETARIAT STAFF RESOURCE REQUIREMENTS FOR 2018

Title	Status
Secretariat Staff Positions (Regular Budget)	
Secretariat Management	
Director	Resourced
Senior Administrative Officer	Resourced
Senior External Relations Manager	Resourced
Communications Manager	Resourced
Work Programme Coordinator	Resourced
Monitoring and Evaluation	Resourced
IT Officer	Resourced
Senior Administrative Support	Resourced
Administrative Support	Resourced
Administrative Support	Resourced
Coordination of Foundational Tasks	
Data Sharing and Management Coordinator	Resourced (Partly funded by earmarked funds)
GCI Operations Support	Resourced
Observing Systems Coordinator	Vacant
User Needs and Capacity Building Coordinator	Vacant
Coordination of Engagement Priorities	
Expert Coordinator --SDGs	Vacant
Expert Coordinator -- Climate	Resourced
Expert Coordinator – Disaster Risk Reduction	Resourced (Secondee)
Secretariat Staff Positions (Extra-Budgetary)	
Flagships and Initiatives	
Programme Coordinator – GEOGLAM	Resourced (Funded by earmarked funds)
Regional Coordinator – Asia Oceania	Resourced (Partly funded by earmarked funds)
JPO China (Agriculture and Partnership Agreements)	Resourced (Funded by earmarked funds)

ANNEX 2

REPORT OF THE BUDGET WORKING GROUP 2017

The GEO Budget Working Group (BWG) has reviewed the documents prepared by the GEO Secretariat for the closure of the 2016 accounts, informing Plenary about the state of expenses as of 31 August 2017, and about the GEO Trust Fund budget forecast of 2018.

GEO-XIV-7.2: 2016 Financial Statements and Audit Report

The BWG recommends the Plenary to approve the 2016 accounts and the related auditors' report, and commends the Secretariat for its good financial management that allowed to carry on the GEO activities - in the first year of the new 10 year Strategic Plan - within a budget situation constrained by shortage of resources in relation to the tasks originally expected.

The BWG highlights that the apparent difference between the budgeted and the spent amounts of several budget items – in particular of part D and E of the expenses presented in Table of Statement V - is mainly due to the technical change of budget itemisation for some headings, and to the changes introduced in the budget following the renewal of the agreement with the WMO.

GEO-XIV-7-Inf-01: Interim Report on Income and Expenditure as of 31 August 2017

The 2017 budget is characterised by a relevant shortage of income with respect to the pledges. In particular, the US contribution pledged at the last Plenary was significantly reduced following congressional enactment of the US FY2017 Budget. With a substantial reduction in some expense categories, such as travel, the deficit expected by the end of the year can be covered by the Working Capital Fund, but the decrease of this buffer fund generates concerns for the future that makes the need for widening and broadening of the contribution base to the GEO Trust Fund more urgent.

GEO-XIV-5-5: Proposed 2018 Budget – GEO Trust Fund

The BWG agreed to ask the Secretariat to develop the 2018 Budget forecast proposal on a more prudent basis of expected contributions that takes into account the current difficulties, but shows the need to widen and broaden the contribution base to the GEO Trust Fund in order to ensure smooth operation of the Secretariat beyond survival, and to improve its future sustainability. The BWG recommends to assess the effectiveness of the actions undertaken so far to request increased contributions by Members, and to discuss further initiatives.

Minority view

Andrea Tilche, BWG member, expressed concerns because the budget for allowing the up-to-three month overlap of the recruitment of the new GEO Secretariat Director – as foreseen in the Vacancy Notice 1995/2017 approved by the Executive Committee seems missing from the 2018 budget forecast.