

Proposed 2016 Budget

This Document is submitted to the GEO-XII 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.

Proposed 2016 Budget

INTRODUCTION

This document contains the presentation of the 2016 Secretariat Operations Budget and includes the Report of the Budget Working Group for 2015 Activities (Annex 2).

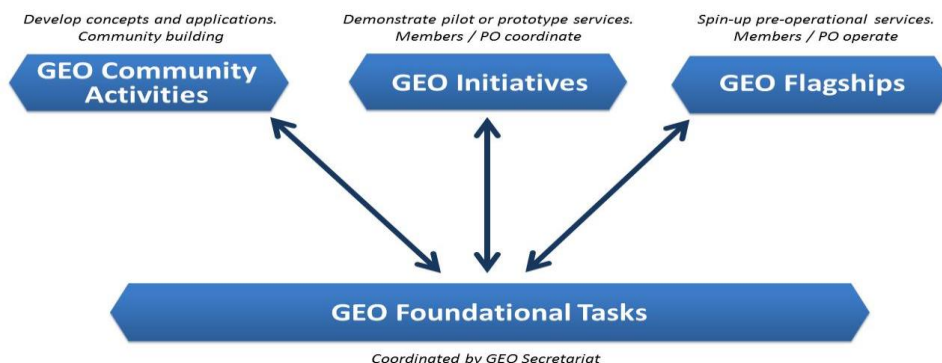
PRESENTATION OF THE 2016 SECRETARIAT OPERATIONS BUDGET

This Budget has been developed in accordance with the described Implementation Mechanisms provided in the Strategic Plan (GEO Strategic Plan 2016-2025: Implementing GEOSS). These are: GEO Community Activities, GEO Initiatives and GEO Flagships, supported and coordinated by the GEO Foundational Tasks, (see figure I). The Foundational Tasks are coordinated by the GEO Secretariat and are described in full in the 2016 Work Programme.

The Foundational Tasks are performed as a joint effort between the Secretariat and the GEO Community. For the Secretariat activities, it is expected that the totality of the GEO Trust Fund resources (cash contributions and time of in-kind seconded Experts) will be dedicated to their execution. Exception is made to the earmarked resources (cash or in-kind) provided to the Secretariat for the support of Special Initiatives and/or Flagships.

The Work Programme provides a complete analysis of the Foundational Tasks and resources required to support their implementation. Therefore the presentation of the 2016 Budget represents the planned expenditures of the Secretariat, as provided in the resourcing tables of the Work Programme, in the traditional format of previous years.

Figure I. GEO’s Implementing Mechanisms (extracted from the Strategic Plan):



1 SECRETARIAT OPERATIONS BUDGET (ALL FIGURES IN SWISS FRANCS)**1.1 Expected Income and Trust Fund Balance For 2016**

Expected Income for 2016	Total
Expected cash contributions	3,500,000
Trust Fund Balance	2,000,000
Working Capital Fund	800,000
Total Cash	6,400,000
In-kind contributions	2,598,000
Total resources	8,998,000

1.2 Planned Expenditures 2016

Item	
1.2.1 Salaries and Employee Benefits	2,948,000
Staff costs and Employee benefits	2,648,000
Special Services Agreements and other Staff Costs	300,000
1.2.2 Travel	627,000
Staff travel	487,000
Other (individual developing country participants to GEO meetings)	140,000
1.2.3 Support to GEO events and meetings (LoA)	349,000
1.2.4 Supplies, Consumables and other Running Costs	330,000
Internet, intranet, etc.	195,000
Services/equipment/rental for special events	55,000
Supplies and other running costs	30,000
IT software and equipment	50,000
1.2.5 Other Expenditures	388,000
Support costs	304,000
Non-technical Services subject to public procurement	- -
Pamphlets, publications, other printing	60,000
External audit	5,000
Staff training	10,000
Bank charges	3,000
Incidentals	6,000
1.2.6 In-kind expenditures	2,598,000
Seconded staff	2,500,000
Rental of office space	98,000
TOTAL EXPENDITURES	7,240,000

1.3 Contributions 2012-2018

Member Government Cash Contributions to Trust Fund 2012-2015 and pledged cash contributions through 2018 in CHF.

Member	2012	2013	2014	2015 Pledged or Received	Pledged		
					2016	2017	2018
Argentina	12,698	13,384					
Australia	126,050	92,100	40,074	35,167			
Australia (GFOI Shortfall)			74,377	346,575			
Canada	79,173	78,750	84,097	72,750	75,000	75,000	75,000
China	152,720	189,000	179,600	194,000			
Denmark				15,000			
European Commission	721,447	732,850	1,200,743	864,314			
France	30,024						
Germany	120,075	122,000	243,190	107,529			
Italy	102,721						
Japan	404,040	404,040	341,884	306,517			
Korea	64,301	70,767	73,394	70,507			
Mexico				7,720			
Norway (GFOI Shortfall)				235,501			
South Africa	239,000	207,540	139,929	159,024			
Sweden	87,000	90,000	90,000	90,000			
Switzerland	100,000	200,000	149,000	328,468			
United States	683,200	1,006,781	663,500	1,065,852			
Total	2,922,449	3,207,212	3,279,913	3,898,924			
GFOI							
Australia		85,270	36,279				
Norway	294,973	258,073	103,521				
Total GFOI	294,973	343,343	139,800				

2 EXPLANATORY TABLES

2.1 Resources

Trust Fund Balance (TF)

Expected 2015	2,000,000
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Working Capital Fund (WCF)

Expected 2015	800,000
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Total Cash

Expected 2015 Balance (TF & WCF)	2,800,000
Expected 2016 Contributions	3,500,000
Total Cash 2016	6,300,000

In-kind Contributions

In-kind Contributions 2015	2,598,000
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Total Resources

Total Resources 2016	8,898,000
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2.2 Planned expenditures for 2016

2.2.1 Salaries and Employee Benefits

2016 Budget

Salaries and Employee Benefits	2,948,000
Staff Costs and Employee benefits	2,648,000
Special Services Agreements and other Staff Costs	300,000

Reserve for Special Services Agreements	160,000
Stipends for Secondees	140,000
Total	300,000

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

This annex lists the required human resources in both the Secretarial staff (Management and Administration) and Seconded Expert (Scientific and Technical Expert) categories. The projected staffing expenditures are estimated on a) the costs pertaining to maintaining the currently resourced positions and b) a provisional costing of the planned fulfilling of vacant positions throughout the calendar year.

The staffing table represents a fully resourced nominal scenario in accordance with the analysis of the 2016 Work Programme. The resourcing of vacant positions in the Secretariat staff categories will depend upon availability of adequate and sustained funding, considerations of priority areas for the Secretariat and availability of seconded experts. The Secretariat will continue to make calls to the GEO community for the provision of Seconded Experts to the Secretariat primarily to support the Societal Benefit Areas and community development activities.

2015 Budget

	<u>Secretariat</u>
Salaries and Employee Benefits	2,580,025
Staff costs	1,540,000
Employee benefits	540,025
Junior Professional Officer *	200,000
Special Services Agreements and other Staff Costs	300,000

* This position is included in the in-kind category in 2016.

2.2.2 Travel

2016 Budget

Travel	627,000	
Support for GEO meetings (Plenary, Programme Board)		<i>160,000</i>
Staff mission travel		<i>327,000</i>
Other (individual developing country participants to GEO meetings)		<i>140,000</i>

2015 Budget

Travel	630,000	
Support for GEO meetings (Plenary, Boards, Working Groups)		<i>150,000</i>
Staff mission travel		<i>300,000</i>
Other (individual developing country participants to GEO meetings)		<i>180,000</i>

2.2.3 Support to GEO-Related Events and Meetings, Letters of Agreement (LoA)
2016 Budget

Support to GEO-related events and meetings (LoA)	340,000
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2015 Budget

Support to GEO-related events and meetings (LoA)	300,000
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Supplies, Consumables and Other Running Costs
2016 Budget

	<u>Secretariat</u>
Supplies, consumables and other running costs	330,000
Internet, intranet, etc.	<i>195,000</i>
Technical services/equipment/rental for special events	<i>55,000</i>
Supplies and other running costs	<i>30,000</i>
IT Software and equipment	<i>50,000</i>

2015 Budget

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

2.2.4 Other Expenditures
2016 Budget

Other Expenditures	388,000	
Support costs (including 7% support costs to WMO)		305,000
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

2015 Budget

Other Expenditures	494,000	
Support costs (including 7% support costs to WMO)		411,000
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

2.2.5 *In-Kind Expenditures*

2016 Budget

	<u>Secretariat</u>
In-kind expenditures	2,598,000
Seconded staff	2,300,00
Junior Professional Officer (Germany)	200,00
Office space	98,000

Value associated with In-kind Secondees *	2,500,000
WMO Office Space	98,000
Total	2,598,000

* This represents the nominal value associated with in-kind resources for secondees. The projected value of these resources is based upon an average number of ten secondments to the Secretariat expected in 2016.

2015 Budget

	<u>Secretariat</u>
In-kind expenditures	2,020,300
Seconded staff	1,922,300
Junior Professional Officer	200,000
Office space	98,000

ANNEX 1
TABLE OF GEO SECRETARIAT STAFF RESOURCE REQUIREMENTS FOR 2016

Title	Principle Foundational Task	Current status
Secretariat Staff Positions		
Director	SO	Resourced
Senior Administrative Officer	SO	Resourced
Work Plan Coordination	SO	Resourced until Aug 2016
Monitoring and Evaluation	SO	Resourced (Secondee) until May 2016
Senior External Relations Manager	SO & CD	Resourced until May 2016
Communications Manager	SO & CD	Resourced until Nov 2015
External Relations Manager	SO & CD	Vacant
Capacity Building/Members Support	CD	Vacant
SBA Process/Knowledge Coordination	GD & CD	Resourced (until month-year)
GEOSS Development and GCI Coordination	GD	Resourced (Secondee) until Jun 2016
GCI Operations Support	GD	Resourced
GCI Development Support	GD	Resourced (Secondee) until Dec 2016
Senior Administrative Support	SO	Resourced
IT Officer	SO	Resourced
Administrative Support	SO, CD & GD	Resourced
Administrative Support	SO, CD & GD	Resourced
Administrative Support	SO, CD & GD	Vacant
Seconded Scientific & Technical Experts		
Climate Coordination	SO, CD & GD	Resourced (Secondee) until Oct 2016
SBA Expert Biodiversity & EcoSystems	CD	Resourced (Secondee) until Feb 2017
SBA Expert Disasters	CD	Vacant
SBA Expert Energy and Minerals	CD	Vacant
SBA Expert Health	CD	Vacant
SBA Expert Infrastructure & Transportation	CD	Vacant
SBA Expert Urban Development	CD	Vacant
SBA Expert Water	CD	Resourced (Secondee) until Dec 2016
SBA Food Security	CD	
GEO GLAM Coordinator	Special Initiative	Resourced (Secondee) until Sep 2016
AfriGEOSS Coordinator	Special Initiative	Resourced (Secondee) until Jan 2016
AmeriGEOSS	Special Initiative	

TABLE OF GEO SECRETARIAT STAFF RESOURCE REQUIREMENTS FOR 2016

<u>Title</u>	<u>Principle Foundational Task</u>	<u>Current status</u>
<u>Secretariat Staff Positions</u>		
<u>Director</u>	<u>SO</u>	<u>Resourced</u>
<u>Senior Administrative Manager</u>	<u>SO</u>	<u>Resourced</u>
<u>External Relations Oversight and Management</u>	<u>SO & CD</u>	<u>Resourced until May 2016</u>
<u>Communications</u>	<u>SO & CD</u>	<u>Resourced until Nov 2015</u>
<u>Work Programme Coordination</u>	<u>SO</u>	<u>Resourced</u>
<u>User Needs and Knowledge Development</u>	<u>GD & CD</u>	<u>Resourced Until July 2016</u>
<u>GEOSS Oversight</u>	<u>GD</u>	<u>Resourced (Secondee) until Jun 2016</u>
<u>GCI Development Support</u>	<u>GD</u>	<u>Resourced</u>
<u>Data Sharing Support</u>	<u>GD</u>	<u>Resourced (Secondee) until Nov 2015</u>
<u>Monitoring and Evaluation</u>	<u>SO</u>	<u>Resourced (Secondee) until May 2016</u>
<u>Senior Administrative Support</u>	<u>SO</u>	<u>Resourced</u>
<u>IT Officer</u>	<u>SO</u>	<u>Resourced</u>
<u>Administrative Support</u>	<u>SO, CD & GD</u>	<u>Resourced</u>
<u>Administrative Support</u>	<u>SO, CD & GD</u>	<u>Resourced</u>
<u>Capacity Building Coordination</u>	<u>CD</u>	<u>Vacant</u>
<u>Resource Mobilization</u>	<u>SO & CD</u>	<u>Vacant</u>
<u>Administrative Support</u>	<u>SO, CD & GD</u>	<u>Vacant</u>
<u>Seconded Scientific & Technical Experts</u>		
<u>Climate Coordination</u>	<u>SO, CD & GD</u>	<u>Resourced (Secondee) until Oct 2016</u>
<u>SBA Expert Biodiversity & EcoSystems</u>	<u>CD</u>	<u>Resourced (Secondee) until Feb 2017</u>
<u>SBA Expert Disasters</u>	<u>CD</u>	<u>Vacant</u>
<u>SBA Expert Energy and Minerals</u>	<u>CD</u>	<u>Vacant</u>
<u>SBA Expert Health</u>	<u>CD</u>	<u>Vacant</u>
<u>SBA Expert Infrastructure & Transportation</u>	<u>CD</u>	<u>Vacant</u>
<u>SBA Expert Urban Development</u>	<u>CD</u>	<u>Vacant</u>
<u>SBA Expert Water</u>	<u>CD</u>	<u>Resourced (Secondee) until Dec 2016</u>
<u>SBA Food Security</u>	<u>CD</u>	<u>Anticipated to be covered by GEOGLAM Coordinator</u>
<u>GEOGLAM Coordinator</u>	<u>Special Initiative</u>	<u>Resourced (Secondee) until Sep 2016</u>
<u>Sustainable Development Goals</u>	<u>Special Initiative</u>	<u>Vacant</u>
<u>AfriGEOSS Coordinator</u>	<u>Special Initiative</u>	<u>Resourced (Secondee) until Jan 2016</u>
<u>AmeriGEOSS</u>	<u>Special Initiative</u>	<u>Vacant</u>

ANNEX 2

REPORT OF THE GEO BUDGET WORKING GROUP 2015 ACTIVITIES

The GEO Budget Working Group (BWG) has continued to work by teleconference in the course of 2015. Three members of the Budget working Group have participated at each of the meetings (Stuart Minchin (Australia), Andrea Tilche (European Commission) and John Matuszak (United States) . The GEO Secretariat was represented by Senior Administrative Manager Patricia Geddes.

The BWG has reported to the Executive Committee at the July 2015 meeting and continued in its advisory role. It has concentrated on the documents relating to the GEO Trust Fund which are being submitted to the Executive Committee and Plenary, namely: the 'Presentation of the Proposed 2016 Budget', the 'Interim report on Income and Expenditure at 30 September 2015 and Projections 2016' and the 'GEO 2016 Transitional Work Programme'.

The BWG has analysed the proposed GEO Trust Fund budget for 2016. The budgetary level proposed by the GEO Secretariat and its presentation is being aligned with the proposed new implementation plan¹ for GEO (subject to acceptance by Plenary in November 2016). The BWG noted, however, that this budget is still subject to an ongoing consideration concerning prioritisation on the core functions to be undertaken by the GEO Secretariat and paid by the Trust Fund. This prioritisation exercise was initiated by the Executive Committee and is expected to be the subject of further discussion at its meeting in November. The difference in the new presentation compared with the 2015 budget lies in the description of core functions being undertaken by the staff of the GEO Secretariat and in the proposed significant increase in the number of secondees.

The BWG has noted that the in-kind contributions by GEO Members and other contributors, which will emerge as the new plan is implemented, may affect the budget distribution.

While noting the introduction of a 'Staffing Table' in the 'Proposed 2016 Budget', the BWG has agreed that a Staffing Plan should be prepared by the GEO Secretariat included in the documents presented to 35th session of the Executive Committee. This staffing plan would provide a full explanation of the strategy being proposed by the GEO Secretariat in terms of types of tasks and categories of staff planned for the GEO Secretariat over the coming year. It would bring together information from the various documents and thus provide clarity for donors. This is particularly important in relation to the proposal to increase the number of secondees.

In relation to this particular proposal, the BWG would underline that for many members, an actual secondment may not be possible. The Group believes that virtual secondments have to be considered. While it would be practical to have all staff in Geneva, the Group thinks that given the level of response to a recent call for secondees combined with the economic constraints faced by governments and participating organisations, an alternative strategy may be explored.

The BWG takes note that the travel budget reduction for developing countries is largely compensated for by an increase by the same amount in the budget spent on 'Letters of Agreement', which targets developing country participation in GEO-related events. However, considering the underspending on

¹ "GEO Strategic Plan 2016-2025: Implementing GEOSS "

the travel budget for developing countries in the current financial year 2015, the BWG suggests that more information on the available travel funding possibilities for developing countries is disseminated to GEO Members."

The Budget Working Group recommends Executive Committee to consider the 2016 Budget positively. Further revisions to the budget may occur as a result of considerations of the effects of implementing the recommendations made above.

With regards to the State of Expenditure at September 2015, the BWG was not able to discuss the final figures as they were unavailable. However, the BWG has discussed the provisional data with the GEO Secretariat. Some underspending has occurred – mainly linked to some vacant staff positions – and some extra income due to the receipt in 2015 of GFOI funds related to expenses recorded in the 2014 budget.

The positive budget that is expected by the end of the year will be used to increase the Working Capital Fund. However, this expectation is dependent on the full payment of unreceived pledges. The BWG recommends Executive Committee to issue a reminder to GEO Members to complete the payment of their 2015 contributions as soon as possible.