

2024 GEO Secretariat Budget

The final document will be presented to the 19th Plenary for approval.

The 2024 budget has been developed in consultation with the Budget Working Group using the implementation mechanisms of the GEO Strategic Plan 2016-2025: Implementing GEOSS and based on the requirements of the GEO Secretariat Concept of Operations Document 2023-2025, adopted by the Executive Committee in March 2023.

DRAFT 2024 GEO Trust Fund Budget

INTRODUCTION

This document contains the proposed 2024 GEO Trust Fund Budget.

PRESENTATION OF THE 2024 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 not only the coordination and facilitation of the GEO Foundational Tasks, but it also engages with diverse stakeholders and advocates for recognition of the importance and value of Earth observations, communicates about the successes and activities of the GEO Work Programme, negotiates in-kind contributions to the GEO Work Programme, and facilitates cooperation amongst organizations throughout the GEO community. The foundation of the 2024 Trust Fund Budget continues to be the Implementation Mechanisms described in the Strategic Plan (GEO Strategic Plan 2016-2025: Implementing GEOSS).

The 2024 GEO Trust Fund budget has been built according to direction received from the GEO Executive Committee in July 2023. The Secretariat, working with the Budget Working Group, was directed to build a core budget that reflects expected contributions and include a “menu” of additional activities that could be funded with additional contributions. The cost of Secretariat positions that were included in the approved GEO Secretariat Concept of Operations 2023-2025 and cannot be supported at current contribution levels have also been captured.

This new presentation structure seeks to improve transparency and understanding of the activities of the GEO Secretariat and its support of the GEO Community, including the GEO Work Programme.

1 SECRETARIAT OPERATIONS BUDGET (ALL FIGURES IN SWISS FRANCS)

1.1 Projected Trust Fund Balance at 31 December 2023

Trust Fund Balance at 31 December 2022 (excluding required reserves to cover long and short-term employee-related liabilities)	3,400,000
Working Capital Fund (per the 2023 GEO Trust Fund Budget)	(2,000,000)
Total Available Trust Fund Balance for 2023	1,400,000
Estimated + Actual Contributions as of 30 Sept 2023	4,601,000
Estimated Total 2023 Trust Fund Cash Resources	6,001,000
Approved Expenditures - 2023 GEO Trust Fund Budget	(6,217,800)
Gain/Loss in Working Capital Fund Balance	(216,800)
Estimated 31 Dec 2023 Trust Fund Balance (including Working Capital Fund)	1,783,200

1.2 Projected Trust Fund Resources, including Expected Income and in-kind support, for 2024

Estimated 31 Dec 2023 Trust Fund Balance (100% Working Capital Fund)*	1,783,200
Estimated 2024 contributions	4,601,000
Total 2024 Cash Resources	4,601,000
In-kind resources	430,000
<i>Office Space (WMO)</i>	175,000
<i>DRR Secondee (Japan)</i>	255,000
Total 2024 Resources. (Cash and In-kind)	5,031,000

1.3 Cash Contributions to the GEO Trust Fund 2020-2024 (CHF)

Member	2020	2021	2022	2023 <i>Expected Received</i>	2024 (Projected based on 2023)
Australia	117,497	128,826	69,220	128,401	128,401
Cambodia	1,000	1,000	1,000	1000	1000
Canada	75,552	69,799	72,492	73,162	73,162
China	245,658	255,815	263,940	263,940	263,940
European Commission	1,055,677	1,294,173	1,245,093	1,176,342	1,176,342
Germany	215,640	215,695	197,104	191,837	191,837
Japan	224,000	178,341	187,503	259,100	259,100
Korea	67,915	71,060	65,709	58,075	58,075
Madagascar		1,050			
Mexico	11,484	10,932	11,472	10,848	10,848
New Zealand	15,000	14,200			
Norway		33,400			
South Africa	166,589	115,118	107,009	107,009	107,009
Sweden	110,000	110,000	110,000	110,000	110,000
Switzerland	65,000	66,000	63,500	73,100	73,100
United Kingdom			140,651	126,693	126,693
United States	1,019,560	1,229,035	1,585,005	2,021,921	2,021,921
Total	3,448,807	3,794,433	4,130,594	4,601,428	4,601,428

1.4 Planned Expenditures General Trust Fund 2024

This section is provided to Plenary for approval and represents activities that will be resourced under the current estimated contribution level found in Section 1.3 with GEO Trust Fund Resources.

1.4.1 Core Secretariat Operations (Administration, Finance, Operating Expenses)

Staff Costs (6 Fixed Term Staff)	1,090,000
Operational Expenses and Running Costs (estimates based on 2023)	366,000
<i>WMO Enterprise Information and Telecommunications</i>	75,000
<i>IT (licenses, subscriptions, and hardware)</i>	40,000
<i>Rent and Utilities</i>	100,000
<i>Bank Charges and Audit costs</i>	10,000
<i>Publications and Printing</i>	36,000
<i>Training</i>	100,000
<i>Incidentals</i>	5,000
WMO Support Costs (7% PSC on direct costs)	300,000
Subtotal	1,756,000

1.4.2 GEO Work Programme Support

Staff Costs (5 Fixed Term Staff and 3 interns)*	1,050,000
Development of specific functionalities of the GEO Knowledge Hub to enhance the operationalization of the available applications and providing user engagement support.	40,000

1.4.3 Communications and Partnerships

Staff Costs (2 Fixed Term Staff and 1 intern)	450,000
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1.4.4 Member Services

Staff Costs (2 Fixed Term Staff and 1 intern)	450,000
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1.4.5 Secretariat Activities

Secretariat Staff Mission Travel	400,000
Invitational Travel to GEO Meetings for Developing Country participants	200,000
Support for GEO Meetings and GEO Participation in Events	90,000

1.4.6 Post-2025 Implementation Plan Development

Development of post-2025 implementation plan with operating model, consultation with GEO community, led by project coordinator	200,000
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1.4.7 Total Planned Expenditures – Funded through expected contributions

Core Secretariat Operations	1,756,000
GEO Work Programme	1,090,000
Communications and Partnerships	450,000
Member Services	450,000
Secretariat Activities	690,000
Post-2025 Implementation Plan Development	200,000
TOTAL	4,636,000

* For details on associated staff see the staffing table in Annex 1

2 UNFUNDED REQUIREMENTS AND ACTIVITIES – SECRETARIAT TRUST FUND 2024

This section is provided to Plenary as information and represents activities that cannot be resourced under the current estimated contribution level found in Section 1.3. Donors may wish to consider additional contributions towards these activities as in-kind or cash contributions. All figures are in CHF.

2.1 2023-2025 GEO Secretariat Concept of Operations Staffing Requirements

These figures represent salaries and benefits according to standard costs provided by WMO. These are recurring annual costs and require sustained increases to the GEO Trust Fund to support.

2.1.1 Member Services

Member Services Officers (2)	375,000
Regional GEO Coordinator	120,000

2.1.2 Communications and Partnerships

Resource Mobilization Officer	120,000
Digital Content and Social Media Officer	180,000
Partnerships Officers (2)	365,000

2.1.3 Work Programme

Work Programme Analyst	120,000
Data and Knowledge Team Lead	190,000
In Situ Specialist	180,000

2.2 2024 GEO Activities

These figures represent the anticipated cost of these deliverables through temporary staff, consultancies, Letters of Agreement or other financial agreements with implementing partners.

2.2.1 Post-2025 Implementation Plan Development

Development of a financial/costing analysis for the implementation plan	300,000
Post-2025 strategy responsive impact evaluation of the GEO Work Programme to determine priorities, opportunities and synergies.	250,000
Post-2025 GWP M&E Toolkit development	40,000

2.2.2 *Communications and Partnerships*

2.2.2.1 *Communications Resources*

GEO Website development (external and internal facing) and maintenance services	150,000
Video production (5-7 high quality videos)	100,000
Preparation and production for 2025 GEO Plenary/Summit and GEO global positioning through advocacy at major international policy events (e.g. COP29, COP16)	125,000
Concept creation and graphic design services for GEO Community events	50,000
Additional publication and printing services for GEO Community events	50,000
Communication capacity development through 4 regional integrated resource mobilization, communication and WP trainings	150,000

2.2.2.2 *Resource Mobilization*

Development and implementation of a targeted Resource Mobilization campaign for the GEO Trust Fund	250,000
Due Diligence Policy Development	100,000

2.2.3 *Member Services*

Local or national implementation of GWP activities in partnership with UNDRR and WMO in an EW4All priority country.	250,000
Rapid Country EO Readiness/ Maturity Assessment Support (2 countries) NOTE: This effort is demand-driven. Countries may be expected to co-finance national activities.	150,000
National Coordination mechanism workshop to support countries that are starting a national GEO coordination mechanism (2 countries).	70,000
Country EO Strategic and Action Plan Support (2 countries) NOTE: This effort is demand-driven. Countries may be expected to co-finance national activities.	80,000
National GEO Conference - Support and Participation (2 countries)	60,000

2.2.4 *Post-2025 Incubators¹*

Ecosystem Atlas	780,000
Global Heat Resilience Service	780,000
Future Flagship Case development	90,000

¹ Details on the funding for the Ecosystem Atlas and Global Heat Resilience Service are documented in GEO-19-4-Info-4.1 and GEO-19-5-Info-5.1 respectively

3 EXTRABUDGETARY FUNDING 2023

Flagships and Initiatives	2023 Received (CHF)	2024 Estimates
GEOGLAM - Germany	284,899	284,899
GEOGLAM – United Kingdom	137,561	137,561
GEOGLAM - Canada	207,080	207,080
GEO LDN - Germany	634,737	0

4 CORE FUNDING ASSUMPTIONS

4.1 Salaries and Employee Benefits

A table containing Secretariat Staff resources as outlined in the 2023-2025 ConOps is found in Annex 1. All projected salary and benefit expenses are based off 2023 Standard Budget Costs. 2024 actuals may be higher.

4.2 WMO Indirect costs

WMO support costs of 7% are charged against all direct costs, including staff costs.

5 INDICATIVE BUDGET FOR THE YEARS 2025, 2026 AND 2027

The indicative budget has been developed in line with the core funded budget approach. It anticipates an average 2% inflation rate annually for most items, in line with inflation rate expectations used by WMO for the same period.

5.1 Core Secretariat Operations (Administration, Finance, Operating Expenses)

	2025	2026	2027
Staff Costs (6 Fixed Term Staff)	1,112,000	1,134,000	1,157,000
Operational Expenses and Running Costs	377,000	384,000	390,500
<i>WMO Enterprise Information and Telecommunications Support</i>	82,000	84,000	86,000
<i>Rent and Utilities</i>	102,000	104,000	106,000
<i>IT (licenses, subscriptions, and hardware)</i>	41,000	42,000	43,000
<i>Bank Charges and Audit costs</i>	10,000	11,000	11,500
<i>Publications and Printing</i>	37,000	38,000	39,000
<i>Training</i>	100,000	100,000	100,000
<i>Incidentals</i>	5,000	5,000	5,000
WMO Support Costs (7% on direct costs)	300,000	310,000	320,000
Subtotal	2,166,000	2,212,000	2,258,000

5.2 GEO Work Programme Support

	2025	2026	2027
Staff Costs (5 Fixed Term Staff and 3 interns)*	1,071,000	1,092,000	1,114,000
Development of specific functionalities of the GEO Knowledge Hub to enhance the operationalization of the available applications and providing user engagement support.	41,000	42,000	43,000

5.3 Communications and Partnerships

	2025	2026	2027
Staff Costs (2 Fixed Term Staff and 1 intern)	460,000	470,000	480,000

5.4 Member Services

	2025	2026	2027

Staff Costs (2 Fixed Term Staff and 1 intern)	450,000	470,000	480,000
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5.5 Secretariat Activities

	2025	2026	2027
Secretariat Staff Mission Travel	425,000	450000	475000
Invitational Travel to GEO Meetings for Developing Country participants	200,000	225000	250000
Support for GEO Meetings and GEO Participation in Events	100,000	125000	150000

5.6 Total Funded Planned Expenditures - projected

	2025	2026	2027
Core Secretariat Operations	2,166,000	2,212,000	2,258,000
GEO Work Programme	1,112,000	1,134,000	1,157,000
Communications and Partnerships	450,000	470,000	480,000
Member Services	450,000	470,000	480,000
Secretariat Activities	725,000	800,000	875,000
TOTAL	4,546,000	4,702,000	4,859,500

ANNEX 1

GEO SECRETARIAT STAFF TABLE FOR 2024-2025

Secretariat Staff Positions		Status on 30 Sept 2023
Director	Yana Gevorgyan	Staff – Core Funding
GEO Work Programme		
Chief Work Programme Coordinator	Madeeha Bajwa	Staff – Core Funding
Work Programme Coordinator - Climate & Biodiversity	Sara Venturini	Staff – Core Funding
Work Programme Coordinator - DRR/MultiHazard Risks	Rui Kotani	Existing Secondment
Work Programme Coordinator - Urban	Martyn Clark	Staff
Work Programme Coordinator - Water		Vacant - Unfunded
GEO Work Programme Officer	Wenbo Chu	Staff - Core Funding
GEO Work Programme Analyst		Vacant - Unfunded
Data and Knowledge Team Lead		Vacant - Unfunded
GEOSS Coordinator	Paola De Salvo	Staff – Core Funding
In Situ Specialist		Vacant - Unfunded
Impact Plan Development Officer	Joost Teuben	Existing Secondment 20%
Member Services		
Chief Member Services	TBD	Under Recruitment – Core Funding
Member Services - Capacity Development Coordinator	Ernest Acheampong	Staff – Core Funding
Member Services Officer		Vacant - Unfunded
Member Services Officer		Vacant - Unfunded
Regional GEO Coordinator		Vacant - Unfunded
Communications and Partnerships		
Chief, Partnerships and Communications	Nicoleta Panta	Staff - Core Funding
Strategic Communications Officer	Samuel Nuttall	Staff – Core Funding

Resource Mobilization Officer		Vacant - Unfunded
Digital Content/Social Media Officer		Vacant - Unfunded
Partnerships Officer (GEO POs and Associates)		Vacant - Unfunded
Partnerships Officer (Youth, Indigenous, External)		Vacant - Unfunded
Administration and Finance		
Chief of Staff	Erika Alex	Staff – Core Funding
IT Officer	Hendrik Baeyens	Staff – Core Funding
Administrative Support	Chloe Tiberghien	Staff – Core Funding
Financial Associate	Samuel Amos	Staff – Core Funding
Executive Assistant		Vacant – Core Funding
Financial Associate ² (Extrabudgetary)		Vacant - Unfunded

Secretariat Staff Positions (Extra-Budgetary)		Status on 30 Sept 2023
Flagships and Initiatives		
Programme Coordinator – GEOGLAM	TBD	Selected – Start Date 01 Nov 2023
Programme Analyst – GEOGLAM	Esther Makabe	Staff

² Would be funded through GEO administrative fees applied to extrabudgetary activities