



« 4 per 1000 Initiative: Soils for food security and climate »



Document Consortium 3-8

3rd Meeting of the Consortium

Thursday 16th November 2017

14:30 to 17:30

Stadhalle BAD GODESBERG - Germany

Financial and human resources: situation end of 2017 and needs for 2018

1) Situation on November 15th, 2017

In **2016**, € 87,000 was spent on a total amount of € 100,000 to organize the Marrakech meetings and to allow the Executive Secretary to function for a few months.

That same year, pending the designation of an official host, ADECIA (a French public body) had been chosen to administratively support the Executive Secretariat of the Initiative which does not have a legal status. A budget of k€ 100 was allocated by the French Ministry of Agriculture to ADECIA to allow the start of activities.

Thus, with the exception of the in-kind contribution of the CGIAR System Office which provided free of charge office space to the Executive Secretariat from 1st September to 31st December 2016 (valued at € 6,750), all the human and financial resources of the Initiative came from the French Ministry of Agriculture (a provision and k€ 100), for a total of € 106,750 over the year.

In Marrakech, at the end of 2016, an annual budget of € 836,000 for 2017, the first full year for the Initiative's budget and its implementation, was proposed and adopted by the Consortium of the Initiative.

| 2017 ANNUAL BUDGET (adopted in Marrakesh) | | |
|---|--|------------------|
| Item | Contents | Budget |
| Functioning of the Executive Secretariat | Offices (rental, charges and insurance) | 22 000 € |
| | Office equipment | 16 900 € |
| | Computers | 15 000 € |
| | Operational costs | 8 400 € |
| | Travelling expenses | 66 000 € |
| | Staff | 50 000 € |
| | TOTAL SE operational costs | 178 300 € |
| Organization of meetings of the Initiative's bodies both logistically and operationally | Forum of Partner | 80 000 € |
| | Consortium of Members | 120 000 € |
| | Scientific and Technical Committee (14 people - 3 meetings a year over 3 days and 4 nights) | 113 600 € |
| | TOTAL Meetings | 313 600 € |
| Actions and communication tools | Development, design, and production of communication media | 75 000 € |
| | Web sites | 225 000 € |
| | TOTAL Communication & Web sites | 300 000 € |
| Other expenses | Miscellaneous | 5 100 € |
| 2017 TOTAL ANNUAL BUDGET | | 797 000 € |
| Management fees applied by hosting OI (5% to be confirmed) | | 39 850 € |
| 2017 TOTAL ANNUAL BUDGET (Management fees included) | | 836 850 € |

The level of resources has, however, only reached part of this figure. Despite this particular situation, the Initiative continued its operational implementation. In order to tailor expenditures to resources, priority choices have been made, but most of the roadmap has been achieved.

In **2017**, in addition to the balance of the remaining k€ 13 in 2016, the French Ministry of Agriculture and the Research Institute for Development (Ird) contributed respectively with k€ 113 and k€ 100 to the budget, that means a total available budget of € 226,000. At the same time, the French Ministry of Agriculture and the CGIAR System Office continued their support in-kind (see details in the table below), joined by CIRAD, and later in the year by the Spanish Ministry of Agriculture, the German Federal Ministry of Food and Agriculture, as well as INRA, Agreenium and Agropolis International.

| Expenditures | Contribution in kind |
|--|--|
| Executive Secretariat Team | French Ministry of Agriculture (1 Secondment) Spanish Ministry of Agriculture (1 Secondment from 1st September) CIRAD (Support for 50% of a full time, valued at € 23,000) |
| Offices and office equipment for the Executive Secretariat | CGIAR System Organization (10 100 €) INRA – Paris (6 000 €) |
| STC meeting in Rome | FAO (meeting facilities) |
| STC meeting in Montpellier | CGIAR System Organization (meeting facilities) |
| Meeting of the Consortium in Montpellier | Cirad, Agropolis international and Agreenium (contribution to the organization € 1,500) |
| STC, Consortium and Forum meetings in Bonn | German Federal Ministry of Food and Agriculture (35 000 €), CIRAD, and Agreenium |
| Total | Valuation In-kind contributions: 75 600 € |

To the total of € 226,000 as financial resources available in 2017, the value of in-kind contributions of € 75,600, should be added that means a total of € 301,600 over the year.

In order to implement the 2017 roadmap adopted by the Consortium in November 2016, € 188,000 was spent during 2017, as shown in the following table.

| Expenditures | Amount |
|--|------------------|
| Executive Secretariat Team | PM |
| Offices and office equipment for the Executive Secretariat | 7 200 € |
| Travel Expenses for the Executive Secretariat | 18 000 € |
| Development and implementation of the Web sites | 65 000 € |
| Communication | 7 000 € |
| STC meeting in Rome | 25 000 € |
| STC meeting in Montpellier | 27 700 € |
| Meeting of the Consortium in Montpellier | 15 800 € |
| STC, Consortium and Forum meeting in Bonn | 19 000 € |
| Miscellaneous and management fees (ADECIA 2017) | 3 300 € |
| Total | 188 000 € |

As of October 31st, 2017, the available balance is estimated at € 38,000, to which various travel expenses will have to be deducted, notably until the end of the year. It is anticipated a total expenditure of the available budget 2017 over the whole year, or € 226,000.

2) Initiative budget for one year

The amount of resources available in 2016, and especially in 2017, was understandable and bearable in the start-up year. However, it strongly handicapped the work related to the website and the collaborative platform, not to mention the operation of the Executive Secretariat that would have badly needed an assistant.

A budget of around € 650,000, excluding the cost of the secondment of staff, would make it possible in a normal year to fully implement the activities planned in the annual roadmap, and to have human resources that match the ambitions.

Thus, considering the experience of 2017, the size of the budget presented for approval to the Consortium, has been reduced by 22%, because some investments related in particular to the website have already been made in 2017.

This annual budget, presented on the following page, is divided in three parts:

- The operating costs of the Executive Secretariat: to be as close as possible to reality, the actual costs per person (composing the Executive Secretariat) of accommodation by the CGIAR System Organization have been calculated and adjusted to the administrative situation of these people, seconded or hired. These costs will be proportional to the size of the Executive Secretariat, but will include computer and communication facilities. All other costs will be paid directly from the Initiative budget, managed by CGIAR System Organization on behalf of the Executive Secretariat of the "4 for 1000" Initiative. The overall annual running cost of the Executive Secretariat may vary from € 20,200 to € 149,000, excluding travel expenses.
- The cost of the organization of the statutory meetings of the Initiative: according to the possibilities offered by members and partners of the Initiative to host and organize a statutory meeting, this part of the budget could decrease drastically. Hosting such a meeting is a great opportunity for a member or partner to support the Initiative without contributing directly to its budget.
- The costs of communication tools and the website: this part of the budget is not compressible and what the Initiative will achieve depends on the available budget.

Some members or partners are already working on in-kind contributions to the Initiative to facilitate the organization of some future statutory meetings, or a side event at international meetings.

There are many ways for members and partners to contribute through a financial contribution, one or more staffing, hosting a meeting, organizing a workshop, etc. The Executive Secretariat can help identify the most useful way to contribute. For members and partners, this is an excellent opportunity to support and strengthen the Initiative and contribute to the achievement of its objectives.

ANNUAL BUDGET

| <i>Items</i> | <i>Contents</i> | <i>Détails</i> | <i>Coût / unité</i> | <i>Nb</i> | <i>Coût</i> | |
|---|---|--|---|-----------|------------------|------------------|
| Operating costs of the Executive Secretariat | Workspaces, networks and equipment | Annual costs /pers. Secd. | 20 200 € | 4 | 80 800 € | |
| | | Annual costs /pers. Hired. | 23 500 € | 1 | 23 500 € | |
| | | sub-total | | | 104 300 € | |
| | Travel expenses | Executive Secretary | 30 000 € | 1 | 30 000 € | |
| | | Other staff | 12 000 € | 3 | 36 000 € | |
| | | Chair & Vice-Chair | 24 000 € | 2 | 48 000 € | |
| | | sub-total | | | 114 000 € | |
| | Staff hired | Polyvalent Assistant | 45 000 € | 1 | 45 000 € | |
| | | Sub-total | | | 45 000 € | |
| | | TOTAL Operation of the Executive Secrétariat | | | | 263 300 € |
| Organization of statutory meetings: logistical and operational expenses | Forum of Partners | 1 day 400 persons | 60 000 € | 1 | 60 000 € | |
| | Consortium of Members | 1 day 150 persons | 40 000 € | 1 | 40 000 € | |
| | Scientific and Technical Committee (16 people - 3 meetings a year over 3 days and 4 nights) | Rooms renting | 3 000 € | 3 | 9 000 € | |
| | | Catering | 2 000 € | 3 | 6 000 € | |
| | | Per diem STC Members | 10 000 € | 3 | 30 000 € | |
| | | Tickets | 20 000 € | 3 | 60 000 € | |
| | TOTAL Meetings | | | | 205 000 € | |
| Communication: actions and tools | Development, design, development and production of communication media | Various supports of communication (book, kakemonos, posters, leaflets, brochures, reports) | 30 000 € | 1 | 30 000 € | |
| | | | 70 000 € | 1 | 70 000 € | |
| | Website including the collaborative platform and the digital resource center | Development of the architecture, and of the operational organization of the web site Operation of the collaborative platform and the Digital resources center | 80 000 € | 1 | 80 000 € | |
| | | | TOTAL Communication & web site | | | 180 000 € |
| Miscellaneous | | | | | 1 700 € | |
| TOTAL ANNUAL BUDGET | | | | | 650 000 € | |