

Document Consortium 4-8

4th Meeting of the Consortium

Thursday December 13th, 2018

16:30 to 18:30

University of Silesia – Katowice - Poland

Financial and human resources: situation end of 2018 and needs for 2019

1) Situation on November 30th, 2018

In Bonn, at the end of 2017, an annual budget of € 650,000 for 2018 has been proposed and adopted by the Initiative Consortium.

The level of resources has, however, only reached part of this figure. Despite this particular situation, the Initiative continued its operational implementation.

ANNUAL BUDGET					
item	Contents	Details	Cost / unit	Nb	Cost
Costs of functioning of the Executive Secretariat	Offices, networks and equipments	Costs year/pers. Secondment	20 200 €	4	80 800 €
		Costs year/pers. hired	23 500 €	1	23 500 €
		sub-total			104 300 €
	Travels	Executive Secretary	30 000 €	1	30 000 €
		Other members	12 000 €	3	36 000 €
		Chair and Vice-Chair	24 000 €	2	48 000 €
		sub-total			114 000 €
	Staff and consultants hired	polyvalent Assistant	45 000 €	1	45 000 €
		Sub-total			45 000 €
		TOTAL functioning of the Executive Secretariat			263 300 €
Organization of meetings of the Initiative's bodies both logistically and operationally	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 persons - 3 meetings per year on 3 days and 4 nights)	Room renting	3 000 €	3	9 000 €
		Catering	2 000 €	3	6 000 €
		Per diem STC members	10 000 €	3	30 000 €
		Travels	20 000 €	3	60 000 €
		TOTAL Meetings			205 000 €
Actions and communication tools	Development, design, and production of communication media	Divers supports of communication (book, kakémonos, posters, prospectus, leaflets, reports)	30 000 €	1	30 000 €
	website including the collaborative platform and the digital resources Center	Development of the architecture, and of the fonctionnal organization of the collaborative platform and the Digital resources center	70 000 €	1	70 000 €
		Support for communication	80 000 €	1	80 000 €
		TOTAL Communication & web site			180 000 €
Miscellaneous					1 700 €
TOTAL ANNUAL BUDGET					650 000 €

In order to adapt expenditure to resources, priority choices have been made, but most of the actions of the roadmap have been initiated or carried out.

a) Expenses in 2018

In 2018, the **total available main budget was € 378,448**: € 70,448 remaining from 2017, € 158,000 from the French Ministry of Agriculture and € 150,000 from Ird, a French research institute.

To this was added the budget for the organization of the Symposium "4 per 1000" in Africa, which was supported by:

- Germany's GIZ for € 50,620 (management delegated to the Executive Secretariat)
- The French Development Agency for € 20,000 (management delegated to the Executive Sec.)
- International Regeneration for US \$ 20,000 or € 17,400
- The French Ministry of Agriculture via ADECIA for € 10,000 (management by the Executive Sec)
- NEPAD for US \$ 10,000 or € 8,700

A total allocation of **€ 106,720**, to which was added a contribution of € 20,000 from the Initiative's budget, ie a total budget of € 126,720.

In order to implement the **2018 roadmap adopted by the Consortium in November 2017**, € 222 622 were spent during 2018, as shown in the following table.

Expenditures	Amount
Executive Secretariat team (4 FTEs between Montpellier, Paris and Bonn)	PM
Offices and office equipment for the Executive Secretariat	21 883 €
Staff (20% of an assistant)	10 083 €
Travel expenses for the Executive Secretariat and the Presidency	26 479 €
Resource Mobilization Consultants	28 750 €
Communication and website	3 888 €
Communication and web consultants	58 660 €
CST meetings in Madrid and Katowice	51 195 €
Consortium and Forum Meeting in Katowice	21 684 €
Total	222 622 €

In addition, thanks to the additional contributions mentioned above, the 1st Africa Symposium "4 per 1000" could be organized in Johannesburg, spending the following budget of **86 728 €** to which was added the equivalent of **26 100 €** spent on directly by NEPAD and Regeneration International.

Expenditures	Amount
Consultant Organization Symposium Africa «4 for 1000»	5 040 €
Logistics and Organization Africa Symposium	81 688 €
Total	86 728 €

At December 31, 2018, taking into account expenses committed but not paid, and ongoing charges for the month of December, the **available balance** on the 2018 budget is estimated at **less than € 150,000**, out of a **total budget (Symposium Africa included) € 459,067** (this figure does not take into account expenses paid directly by NEPAD and Regeneration International estimated at € 26,100, but only those delegated to management by the Executive Secretariat (€ 80,620)).

b) Financial and human resources support for the Initiative

In 2018, in addition to the remaining € 70,448 from 2017, the French Ministry of Agriculture and the Research Institute for Development (Ird) contributed € 158,000 and € 150,000 respectively to the budget.

At the same time, the French Ministry of Agriculture, the Spanish Ministry of Agriculture and INIA, CIRAD, INRA and the Occitanie Region (via Agropolis International and the CGIAR System Organization) continued their support in kind (see details in the table below), joined at the beginning of the year by the German Federal Ministry of Food and Agriculture via the German Federal Office of Agriculture and Food, as well as the University of Silesia.

Expenditures	Contribution in kind
Executive Secretariat Team	French Ministry of Agriculture (1 Secondment) Spanish Ministry of Agriculture and INIA (1 Secondment) Cirad (50% of FTE, evaluated to € 23,000) German Federal Office of agriculture and food (1,5 Secondments) and working and travel environment
Offices and office equipment for the Executive Secretariat	Occitanie Region for the offices in Montpellier (via Agropolis International and CGIAR System Organization) (€ 10,000) INRA – offices in Paris (€ 6,000)
STC meeting in Madrid (Spain)	Spanish Ministry of Agriculture (meeting facilities)
Meetings of the STC, the Consortium and the Forum in Katowice (Poland)	University of Silesia (meeting facilities: amphitheater, meeting rooms and Library (€ 10,000), French Embassy in Warsaw and Agreenium
Total	Valuation In-kind contributions: 3,5 Secondm. + € 49,000

In 2018, to the amount of € 378,448 of available financial resources, it is necessary to add the valuation of the contributions in kind for € 49,000, as well as € 106,720 for the organization of the regional meeting Johannesburg, that means a **total over the year of € 534,168** (of which only € 459,067 were managed by the Executive Secretariat).

2) Initiative budget for one year

The amount of resources available in 2018 which remains below the level of the budget validated by the Consortium, has significantly slowed down the implementation of the work related to the collaborative platform, the communication and the functioning of the Executive Secretariat which absolutely needs an assistant.

However, thanks to voluntary contributions from partners, it was possible to organize the first regional meeting in Africa.

Thus, considering the experience of 2018, the size of the budget presented for approval to the Consortium, has been adjusted with an increase of 25%, because some tasks have to be conducted with the help of hired staffs and consultants.

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

- The operating costs of the Executive Secretariat: 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 € 40,000 to € 267,400, excluding travel expenses estimated to € 100,000.
- 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 total cost for those statutory meetings is evaluated at € 205,000 considering that each STC meeting costs approximately € 35,000 and that, presently, we ignore the place of the COP25, where the 3rd "4 per 1000" Initiative Day should be organized next year.

Moreover, two regional meetings could be organized in 2019 with a cost of € 120,000 each, according to the availability of additional resources or/and proposition by partners or members to host such a meeting.

- The costs of communication tools and actions: the possible actions will be developed according to the available resources, knowing that the maintenance of the website, and the collaborative platform will be compulsory and that all actions started in 2018 (newsletters for instance) will be continued. In absence of a seconded staff, the Initiative will continue to use consultants. The budget for communication will be up to € 230,000.

We would like to encourage contributions to the functioning of the Executive Secretariat. 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.

As summarized in the next table, a budget of around € 805,000, excluding the provision of staff, would make it possible, on an average year, to fully implement the activities planned in the annual roadmap, and to have human resources that match the ambitions.

It would be necessary to add resources to organize regional meetings around k€ 120 per meeting.

ANNUAL BUDGET

Items	Contents	Détails	Coût / unité	Nb	Coût
Operating costs of the Executive Secretariat	Workspaces, networks and equipment	Annual costs /pers. Secd.	20 200 €	2	40 400 €
		Annual costs /pers. Hired.	23 500 €	2	47 000 €
		sub-total			87 400 €
	Travel expenses	Executive Secretary	30 000 €	1	30 000 €
		Other staff	10 000 €	3	30 000 €
		Chair & Vice-Chair	20 000 €	2	40 000 €
		sub-total			100 000 €
	Staff hired	Polyvalent Assistant	60 000 €	1	60 000 €
		Ressource Mob.	120 000 €	1	120 000 €
		Sub-total			180 000 €
TOTAL Operation of the Executive Secrétariat			367 400 €		
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 €
	Regional Meetings	3 days for 150 persons	120 000 €	2	240 000 €
	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			445 000 €	
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 €
	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	100 000 €	1	100 000 €
		Support and follow up in communication	100 000 €	1	100 000 €
		TOTAL Communication & web site			230 000 €
Miscellaneous					2 600 €
TOTAL ANNUAL BUDGET					1 045 000 €
Including Core budget					805 000 €
Including expected external contributions (regional meetings)					240 000 €

It is proposed to the Consortium to approve the level of the budget included in the table above.

It is also proposed to the Consortium to encourage members and partners to contribute to the functioning of the Executive Secretariat on a regular basis, whatever the level of this contribution could be. In particular contribution to the “resources mobilization” position could have huge result in terms of perenity of the Initiative resources.