

5th Meeting of the Consortium

Thursday 11 December 2019

15:30 to 18:30

Ministry of Agriculture, Fishery and Food – Madrid (Spain)

Financial and human resources: situation end of 2019 and needs for 2020

1) Situation on 30 November 2019

In Katowice, at the end of 2018, an annual budget of 1,045 k€ for 2019 has been proposed and adopted by the Initiative Consortium, including 240 k€ for the organization of regional meetings.

One more time, 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 match expenses to resources, priority choices have been made, but most of the actions of the road map have been initiated or achieved.

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 €	2	40 400 €
		Costs year/pers. hired	23 500 €	2	47 000 €
		sub-total			87 400 €
	Travels	Executive Secretary	30 000 €	1	30 000 €
		Other members	10 000 €	3	30 000 €
		Chair and Vice-Chair	20 000 €	2	40 000 €
		sub-total			100 000 €
	Staff and consultants hired	Polyvalent Assistant	60 000 €	1	60 000 €
		Resource Mobilization Senior Officer	120 000 €	1	120 000 €
		Sub-total			180 000 €
TOTAL functioning of the Executive Secretariat			367 400 €		
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 €
	Regional meetings	3 days for 150 persons	120 000 €	2	240 000 €
	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			445 000 €	
Actions and communication tools	Development, design, and production of communication media	Different supports of communication (book, kakemonos, 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 functional organization of the collaborative platform and the Digital resources center	100 000 €	1	100 000 €
		Support for communication	1000 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 complementary contributions (regional meetings)					240 000 €

a) Expenses in 2019

In 2019, the **total available main budget was € 427,042**: € 174,061 remaining from 2018 and € 252,981 of contribution during the year including € 221,781 from the French Ministry of Agriculture, and € 20,200 from the Spanish Ministry of Agriculture, € 10,000 from Danone and € 1 000 from IT2 Institut Technique Tropical. May these contributors and in particular the new ones (Danone and IT2) be particularly and warmly thanked for their contribution in 2019.

To this was added the budget for the organization of the Symposium « Agriculture is the Solution! for climate change » in in Asia, which was supported by AFD Agence française de Développement for € 20,000 (management delegated to the Executive Secretary).

In order to implement the 2019 roadmap adopted by the Consortium in December 2018, € 238,345 were spent during 2019, 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	29,073 €
Staff (20% of an assistant)	18,406 €
Resource Mobilization Officer	46,116 €
Travel expenses for the Executive Secretariat and the Presidency	26,371 €
Communication and website	5,058 €
Communication and web consultants	45,200 €
CST meetings in Montpellier and Madrid	51,421 €
Consortium and Forum Meeting in Madrid	16 700 €
Total	238 345 €

In addition, thanks to the additional contribution of AFD, mentioned above, the 1st Symposium "4 per 1000" in Asia could be organized in Shiga, Japan, in cooperation with the Japanese Ministry of Agriculture, spending the following budget of **10,893 €**.

At 31 December 2019, taking into account expenses committed but not paid, and ongoing charges for the month of December, the **available balance** on the 2019 budget is estimated at **about € 198,000**, out of a **total budget (Symposium Asia included) € 427,042**.

b) Financial and human resources support for the Initiative

In 2019, in addition to the remaining € 174,061 from 2018, the French Ministry of Agriculture, the Spanish Ministry of Agriculture, Danone, Institut Technique Tropical (IT2) have contributed for € 221,781; € 20,200; € 10,000; € 1,000 respectively to the budget.

At the same time, the French Ministry of Agriculture, the Spanish Ministry of Agriculture and INIA, the German Federal Ministry of Food and Agriculture via the German Federal Office of Agriculture and Food, 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):

Expenditures	Contribution in kind
Executive Secretariat Team	French Ministry of Agriculture (1 Secondment) Spanish Ministry of Agriculture and INIA (1 Secondment) Cirad (60% of FTE, evaluated to € 27,000) 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 Montpellier (France)	CGIAR System Organization
Meetings of the STC, the Consortium and the Forum in Madrid (Spain)	Spanish Ministry of Agriculture (meeting rooms) and Agreenium
Total	Valuation In-kind contributions: 3,5 Secondments + € 43,000

In 2019, to the amount of € 427,042 of available financial resources, it is necessary to add the valuation of the contributions in kind for € 43,000, as well as € 20,000 for the organization of the regional symposium in Shiga, Japan, that means a **total over the year of € 490,042**.

2) Initiative budget for one year

The amount of resources available in 2019, 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, like in 2018, thanks to voluntary contributions from our partner AFD, it was possible to organize the first regional meeting in Asia.

Thus, considering the experience of 2019, the size of the budget presented for approval to the Consortium, has been adjusted by keeping a complementary share for the organization of regional meetings (3 initially planned for 2020), and in pursuing 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: an amendment to the agreement between the Executive Secretariat of the "4 per 1000" Initiative and the CGIAR System Organization will change the calculation of the management fees charged by the CGIAR System Organization from a lump sum per agent to a percentage (6%) of the finding contributions actually received by the Executive Secretariat. This change should occur on 1 January 2020. Operating costs will therefore be proportional to the actual budget allocated to the Executive Secretariat and will include IT and communication. All other costs will be directly covered by the Initiative's budget. The total annual operating cost of the Executive Secretariat may thus vary (at least, it is estimated at €15,000) depending on the contributions to the Executive Secretariat, excluding the travel expenses of the Executive Secretariat and Presidency, estimated at € 91,000.
- 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 vary considerably (In this regard, warm thanks are due to the team of the FAO Regional Office for Latin America and the Caribbean, and in particular Dr. Julio Berdegue, FAO Regional Representative for Latin America and the Caribbean, and his team: Ms Eve Crowley, Mr Medhi Drissi, Ms Claudia Recabarren and Ms Marcela Arriagada, as well as the support of Mr Emilio Ruz of INIA Chile, who had all contributed to the organization of the 2019 day of the "4 per 1000" Initiative at FAO headquarters in Santiago, as well as the CST meeting at INIA Chile's national headquarters in Santiago, before the entire COP 25 and its side events were relocated to Madrid, Spain).

The organization of such a meeting is an excellent opportunity for a member or partner to support the Initiative without contributing directly to its budget. The total cost of these statutory meetings is estimated at €205,000, with each CST meeting costing approximately €35,000. The fact that COP 26, where the 5th Initiative Day "4 per 1000" is expected to be held next year, is being held in Glasgow, Scotland, should not affect the overall cost of this event.

In addition, a minimum of two regional meetings could be organized in 2020 at a cost of 120,000 euros each, depending on the availability of additional resources and/or the proposal of partners or members to organize 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 2019 (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.

As summarized in the next table, a budget of around € 721,000, 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 2020

Items	Contents	Détails	Coût / unité	Nb	Coût
Operating costs of the Executive Secretariat	Workspaces, networks and equipment	Managing fees (6%) of received contributions	To be confirmed	1	6 000 €
		Operational Expenses	9 000 €	1	9 000 €
		sub-total			15 000 €
	Travel expenses	Executive Secretary	30 000 €	1	30 000 €
		Other staff	7 000 €	3	21 000 €
		Chair & Vice-Chair	20 000 €	2	40 000 €
		sub-total			91 000 €
	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			286 000 €
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	50 000 €	1	50 000 €
	Support and follow up in communication	150 000 €	1	150 000 €	
TOTAL Communication & web site			230 000 €		
Miscellaneous					0 €
TOTAL ANNUAL BUDGET					961 000 €
Including Core budget					721 000 €
Including expected external contributions (regional meetings)					240 000 €

We would like to encourage contributions to the functioning of the Executive Secretariat. Members and partners have many ways to contribute through a financial contribution, one or more people, the organization of a meeting, the organization of a workshop, etc. The Executive Secretariat can help to 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.

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

It is also proposed that the Consortium encourages members and partners to contribute to the functioning of the Executive Secretariat, regardless of the level of this contribution. In particular, the contribution to "resource mobilization" could have a significant impact on the sustainability of the Initiative's resources.