

Document Consortium 7-7

7th Meeting of the Consortium

Wednesday 10 November 2021

15:30 to 18:00 CET

Royal Concert Hall (Glasgow) and on-line event via Zoom

Financial and human resources: situation end of 2021 and needs for 2022

1) Situation on 30th September 2021

At the end of 2020 online, an annual budget of 955 k€ for 2021 was proposed and adopted by the Initiative Consortium, including 240 k€ for the organization of regional meetings.

Once again, however, the level of resources has only reached part of this figure. Despite this particular situation, the Initiative has continued its operational implementation. In order to adapt expenses to resources, priority choices were made, but most of the actions in the roadmap were initiated or completed.

ANNUAL BUDGET 2021

Items	Contents	Details	Cost / unit	Nb	Cost
Operating costs of the Executive Secretariat	Workspaces, networks and equipment	Annual Costs	34 000 €	1	34 000€
		IT Costs / pers	6 000 €	2	12 000€
		Operational Expenses	9 000 €	1	9 000 €
		sub-total			
	Travel expenses	Executive Secretary	30 000 €	1	30 000 €
		Other staff	7 000 €	3	21 000 €
		Pres. & Vice-Pres.	20 000 €	2	40 000 €
		sub-total			
	Staff hired	Polyvalent Assistant	40 000 €	1	40 000 €
		Ressource Mob.	94 000 €	1	94 000 €
sub-total				134 000 €	
TOTAL Operation of the Executive Secrétariat				280 000 €	
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 €
		Maintenance, operation and daily updating of the site and social networks Operation of the collaborative platform and the digital resource center	100 000 €	1	100 000 €
	Website including the collaborative platform, social networks and the digital resource center	Support and follow up in communication (consultants)	100 000 €	1	100 000 €
		TOTAL Communication & web site			
TOTAL ANNUAL BUDGET					955 000 €
Including Core budget					715 000 €
Including expected external contributions (regional meetings)					240 000 €

a) Expenditures 2021

In 2021, **the main budget available was €446,783** : the balance of €176,783 in 2020 and €270,000 in contributions over the year from the French Ministry of Agriculture, the Spanish Ministry of agriculture and Ird (French research Institute). May these contributors be particularly and warmly thanked for their contributions in 2021.

In order to implement the 2021 roadmap adopted by the Consortium in December 2020, €276,168 was spent in 2021, as shown in the following table.

Expenditures	Amount
Executive Secretariat team (5 FTEs between Montpellier, Paris and Bonn)	PM
Offices and office equipment for the Executive Secretariat	35 433 €
Resource Mobilization Officer	66 503 €
Travel expenses for the Executive Secretariat and the Presidency	18 219 €
Communication and web consultants and sites	105 370 €
CST and Consortium and Forum Meetings Glasgow	50 643 €
Overheads	31 148 €
Total without Overheads	276 168 €
Total including Overheads	307 316 €

As of December 31, 2021, taking into account expenses committed but not paid and current expenses for the month of December, **the available balance of the 2021 budget is estimated at approximately €139,000 out of a total budget of €446 783.**

a) Financial and human resources support to the Initiative

In 2021, in addition to the €176,783 remaining from 2020, the French Ministry of Agriculture, the Spanish Ministry of Agriculture and Ird contributed respectively for €200,000, €20,200 and €50,000 to the budget.

At the same time, the French Ministry of Agriculture, the Spanish Ministry of Agriculture, the German Federal Ministry of Food and Agriculture through the German Federal Office for Agriculture and Food, CIRAD, INRAE and the Occitanie region (via Agropolis International), continued their in-kind support (see details in the table below).

Note that at the end of 2020, the Executive Secretariat changed its hosting entity from the CGIAR system Organization to the CIAT Alliance - Bioversity International. Since 2016, the CGIAR SO had been providing furniture and all computer and telephone equipment free of charge to the Executive Secretariat team based in Montpellier within the Agropolis International building. At the end of the year 2020, the CGIAR SO has graciously offered all this furniture and equipment to the Executive Secretariat which can be estimated at a value of more than 10 k€. The Executive Secretariat would like to warmly thank the Management of the CGIAR SO for this generous gesture that is greatly appreciated.

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 (2,5 Secondments) and working and travel environment
Offices and office equipment for the Executive Secretariat	Occitanie Region for the offices in Montpellier (via Agropolis International) (€ 10,000) INRAE – offices in Paris (€ 6,000)
Total	Valuation In-kind contributions: 4,5 Secondments + € 43,000

In 2021, to the €446,783 of financial resources available, should be added the evaluation of contributions in kind at €43,000, to which we can add the generous donation of furniture and computer equipment valued at €10,000, **for a total of €499,783.**

2) One-year initiative budget

In spite of the particular context related to the CoVid 19 pandemic, which has reduced international travels and associated costs, the level of resources available in 2021, which remains below the level of the budget validated by the Consortium, has not allowed a complete development of the work related to the collaborative platform, communication and operation of the Executive Secretariat, which has still not found a response to its needs for an assistant.

As a result, the size of the budget submitted to the Consortium for approval for 2022 has been adjusted by retaining an additional share for the organization of regional meetings (2 initially planned for 2022), and by continuing certain tasks to be carried out with the assistance of staff and consultants.

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

- Operating costs of the Executive Secretariat: The change of entity hosting the Executive Secretariat in Montpellier with the signing of a new Memorandum of Understanding with the CIAT-Bioversity International Alliance modified significantly the calculation of the management fees charged by the new host. Annual hosting fees are levied as well as a lump sum per computer workstation (hardware and service included) provided to the Executive Secretariat. The amount for 2022 is estimated at 47 k€. In addition, as it is the case with all the entities hosted by the Alliance CIAT-Bioversity International, management fees (from 5 to 15%) will apply on expenses (except hosting fees and IT services). The total amount for 2022 is estimated to 74 000 €. Only management fees will apply on amounts received in the framework of grants.
- The cost of organizing the statutory meetings of the Initiative: depending on the possibilities offered by the Members and Partners of the Initiative to host and organize a statutory meeting, this part of the budget may vary considerably.

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 €150,000, bearing in mind that each STC meeting costs approximately €35,000. The fact that the location where COP27, during which the 6th "4 per 1000" Initiative Day is expected to be held next year, is not yet known, should not change the overall cost of this event.

In addition, a minimum of two regional meetings could be organized in 2022 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: possible actions will be developed according to the available resources, bearing in mind that the maintenance of the website and the collaborative platform are mandatory and that all actions initiated and continued in 2021 (newsletters, social networks, etc.) are to be continued. In the absence of staff made available, the Initiative will continue to use consultants. The communication budget should remain quite stable at €250,000.

As summarized in the following table, a budget of approximately €730,000, excluding staffing, would allow, on an annual average, to fully implement the usual activities of the Executive Secretariat foreseen in the annual roadmap and to have human resources commensurate with the ambitions.

Additional resources should be added to organize regional meetings at around €120,000 per meeting.

ANNUAL BUDGET 2022

<i>Items</i>	<i>Contents</i>	<i>Details</i>	<i>Cost / unit</i>	<i>Nb</i>	<i>Cost</i>	
Operating costs of the Executive Secretariat	Workspaces, networks and equipment	Annual Costs	35 000 €	1	35 000€	
		IT Costs / pers	6 000 €	2	12 000€	
		Operational Expenses	9 000 €	1	9 000 €	
		Overheads (est.)	74 000 €	1	74 000 €	
		sub-total				130 000 €
	Travel expenses	Executive Secretary	25 000 €	1	25 000 €	
		Other staff	7 000 €	3	21 000 €	
		Pres. & Vice-Pres.	8 000 €	3	24 000 €	
		sub-total				70 000 €
	Staff hired	Polyvalent Assistant	36 000 €	1	36 000 €	
		Ressource Mob.	94 000 €	1	94 000 €	
		sub-total				130 000 €
		TOTAL Operation of the Executive Secrétariat				330 000 €
Organization of statutory meetings: logistical and operational expenses	Forum of Partners	1 day 400 persons	50 000 €	1	50 000 €	
	Consortium of Members	1 day 150 persons	30 000 €	1	30 000 €	
	<i>Regional Meetings</i>	<i>3 days for 150 persons</i>	<i>120 000 €</i>	<i>2</i>	<i>240 000 €</i>	
	Scientific and Technical Committee (16 people - 2 meetings a year over 3 days and 4 nights)	Rooms renting	3 000 €	2	6 000 €	
		Catering	2 000 €	2	4 000 €	
		Per diem STC Members	10 000 €	2	20 000 €	
		Tickets	20 000 €	2	40 000 €	
	TOTAL Meetings				390 000 €	
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 €	
		Maintenance, operation and daily updating of the site and social networks Operation of the collaborative platform and the digital resource center	110 000 €	1	110 000 €	
	Website including the collaborative platform, social networks and the digital resource center	Support and follow up in communication (consultants)	110 000 €	1	110 000 €	
		TOTAL Communication & web site				250 000 €
TOTAL ANNUAL BUDGET					970 000 €	
<i>Including Core budget</i>					730 000 €	
<i>Including expected external contributions (regional meetings)</i>					240 000 €	

We would like to encourage contributions to the functioning of the Executive Secretariat. There are many ways in which Members and Partners can contribute through a financial contribution, one or more persons, the organization of a meeting, the organization of 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.

It is proposed that the Consortium approve the budget amount indicated in the table above.

It is also proposed that the Consortium encourage Members and Partners to contribute to the functioning of the Executive Secretariat, regardless of the level of that contribution. In particular, the contribution to "resource mobilization" could have a considerable effect on the sustainability of the Initiative's resources.