

## Climate Risk and Early Warning Systems (CREWS) Administrative Budget for the Trustee and the Secretariat 2019 Fiscal Year

1. This paper presents, for the CREWS Steering Committee approval, the proposed Trustee and Secretariat Administrative Budgets for the period July 1, 2018 to June 30, 2019 (FY19). The Administrative Budget provides an overview of the estimated administrative expenses incurred and projected by the Trustee and Secretariat from July 1, 2017 to June 30, 2018 (FY18) vis-à-vis the Steering Committee approved revised Administrative budget at the 3rd Meeting of the Steering Committee, 29 June 2017.
2. Table 1 below presents an overview of the FY18 approved, FY18 revised estimates and FY19 proposed Administrative Budgets.

**Table 1: Trustee and Secretariat Total Budgets (USD)**

	Approved FY18 Budget (1 July 2017 to 30 June, 2018)	Estimate FY18 Expenditure (1 July 2017 to 30 June, 2018)	Estimate FY19 Budget (1 July 2018 to 30 June 2019)
Trustee	119,500	112,600	126,000
Secretariat	694,000	724,500	774,600
<b>Total Budget</b>	<b>798,000</b>	<b>837,100</b>	<b>899,600</b>

Note: Estimated amounts are rounded to nearest USD 100; totals may not add due to rounding

### A. Trustee

**Table 2: FY19 Trustee estimated costs and expenses (USD)**

Trustee Service	Approved FY18	Revised Estimate FY18	Estimated FY18	y/y change
<b>1. Financial and programme management</b>	74,000	72,600	76,000	3%
<b>2. Investment management</b>	3,500	3,000	15,000	329%
<b>3. Accounting and reporting</b>	27,000	27,500	30,000	11%
<b>4. Legal Services</b>	15,000	9,500	5,000	-67%
<b>Total Costs</b>	119,500	112,600	126,000	5%

3. These items cover: processes and procedures relating to all aspects of financial transactions; management and processing of contributions, including negotiation and execution with contributors, all banking, foreign exchange, payment requests and acknowledgements; executing cash transfers to recipients; regular financial reporting and activities related to preparation of financial statements and external audit. It also includes responding to day-to-day enquiries from Secretariat, Contributors and other CREWS constituencies and stakeholders, and ad hoc advisory

services to the Secretariat on specific issues, as requested.

4. Calculated at 3.5 basis points (0.035%) of the estimated average annual undisbursed balance in the CREWS Trust Fund. For the purpose of the budget estimate only the trustee has assumed average balance of US\$ 20 million for FY2017. The actual fee will depend on the actual average balances in the CREWS trust fund, which may be higher or lower than this estimate.
5. This item includes maintenance of appropriate records and accounts to identify contributions and other receipts as well as CREWS trust fund liabilities.
6. These items include preparing and negotiating contribution agreements/arrangements with contributors and other agreements and arrangements as required, including with the Fund and review of Fund governance documents as they impact the role of the Interim Trustee.

## B. Secretariat

**Table 3: FY19 Secretariat estimated costs and expenses (USD)**

<b>Coordination Unit Services</b>	<b>Approved FY18 Budget</b>	<b>Estimate FY18 Expenses</b>	<b>Estimate FY19 Budget</b>	<b>y/y change</b>
1. Support to the Steering Committee meetings, produce CREWS Annual Report	25,000	29,700	25,000	0%
2. Advocacy and fundraising, provide public information on activities funded by the CREWS, develop the CREWS webpage	15,000	37,800	15,000	0%
3. Staff				
- One Professional Staff seconded by UNISDR, Head of Secretariat, 12 months	222,400	248,600	248,600	10%
- One Professional Staff seconded by World Bank/IBRD(GFDRR), Programme Officer, 12 months	170,000	202,500 (8 months)	255,000	33%
- One Assistant, hired by WMO, 12 months	142,000	83,000 (6 months)	166,000	14%
4. CREWS metrics and norms for measuring effectiveness and access to early warning systems and support to national and regional monitoring	40,000	59,100	0	-100%
5. Travel	45,000	43,800	45,000	0%
6. Joint office management hosting costs, IT charges and equipment	20,000	20,000	20,000	0%
<b>Total costs</b>	<b>694,000</b>	<b>724,500</b>	<b>774,600*</b>	<b>11%</b>

\*The total is allocated as below:

- USD 271,000 to WMO as host of the Secretariat
- USD 248,600 to UNISDR for support to the Secretariat
- USD 255,000 to IBRD for support to the Secretariat

### **C. Proposed Decision**

7. The CREWS Steering Committee is requested to approve an estimated budget of USD 126,000 to cover estimated costs and expenses for trustee services to be provided by IBRD as trustee; and USD 774,600 to cover estimated costs and expenses for Secretariat services, to be provided by WMO and Implementing Partners (IBRD, UNISDR) through secondments, and authorizes the trustee to commit and transfer the following amounts to each entity:
  - i. IBRD as trustee USD 126,000
  - ii. WMO as host of the Secretariat USD 271,000
  - iii. IBRD (for support to the Secretariat) USD 255,000
  - iv. UNISDR (for support to the Secretariat) USD 248,600

### **D. Next Steps**

8. Upon Steering Committee approval of the FY19 Trustee and Secretariat budgets, the Trustee will transfer the amounts approved from available resources in the CREWS Trust Fund to each entity in accordance with the approved decision.