

## 6<sup>th</sup> Meeting of the Consortium

Wednesday 10 December 2020

13:00 to 15:00

Online with Zoom

### Financial and human resources: situation end of 2019 and needs for 2021

#### 1) Situation on 30th November 2020

At the end of 2019 in Madrid, an annual budget of 961 k€ for 2020 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 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 €
		<b>sub-total</b>			
	Travel expenses	Executive Secretary	30 000 €	1	30 000 €
		Other staff	7 000 €	3	21 000 €
		Chair & Vice-Chair	20 000 €	2	40 000 €
		<b>sub-total</b>			
	Staff hired	Polyvalent Assistant	60 000 €	1	60 000 €
		Ressource Mob.	120 000 €	1	120 000 €
		<b>Sub-total</b>			
<b>TOTAL Operation of the Executive Secrétariat</b>				<b>286 000 €</b>	
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 €
	<b>TOTAL Meetings</b>				<b>445 000 €</b>
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	50 000 €	1	50 000 €
		Operation of the collaborative platform and the Digital resources center			
		Support and follow up in communication	150 000 €	1	150 000 €
<b>TOTAL Communication &amp; web site</b>				<b>230 000 €</b>	
Miscellaneous					0 €
<b>TOTAL ANNUAL BUDGET</b>					<b>961 000 €</b>
<i>Including Core budget</i>					<b>721 000 €</b>
<i>Including expected external contributions (regional meetings)</i>					<b>240 000 €</b>

**a) Expenditures 2020**

In 2020, **the main budget available was €388,761**: the balance of €288,761 in 2019 and €100,000 in contributions over the year from the French Ministry of Agriculture. May this contributor be particularly and warmly thanked for his contribution in 2020.

In addition, the budget for the contribution to the organization of the 1st North American "4 per 1000" Initiative Regional Conference co-organized in partnership with Regeneration Canada, financed by the "Agriculture" Service of the French Embassy in Washington via FranceAgriMer for €6,700 (or CAN\$10,029 paid directly to Regeneration Canada) has to be considered.

**In order to implement the 2020 roadmap adopted by the Consortium in December 2019, €217,075 was spent in 2020, as shown in the following table.**

<b>Expenditures</b>	<b>Amount</b>
Executive Secretariat team (5 FTEs between Montpellier, Paris and Bonn)	PM
Offices and office equipment for the Executive Secretariat	23 000 €
Staff (20% of an assistant)	6 565 €
Resource Mobilization Officer	65 036 €
Travel expenses for the Executive Secretariat and the Presidency	10 220 €
Communication and web consultants	100 447 €
Meetings online	7 038 €
North America Regional Meeting	4 769 €
<b>Total</b>	<b>217 075 €</b>

Moreover, thanks to the additional contribution of the French Embassy in Washington mentioned above, the 1st North American Regional Conference of the "4 per 1000" Initiative could be organized online in cooperation with Regeneration Canada, with the following budget of **11 469 €** having been spent on this occasion.

As of December 31, 2020, taking into account expenses committed but not paid and current expenses for the month of December, **the available balance of the 2020 budget is estimated at approximately €171,000 out of a total budget (including the North American Regional Conference) of €395,461.**

**a) Financial and human resources support to the Initiative**

In 2020, in addition to the €288,761 remaining from 2019, the French Ministry of Agriculture contributed €100,000 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 and the CGIAR System Organization), continued their in-kind support (see details in the table below).

<b>Expenditures</b>	<b>Contribution in kind</b>
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 and CGIAR System Organization) (€ 10,000) INRAE – offices in Paris (€ 6,000)
<b>Total</b>	<b>Valuation In-kind contributions: 4,5 Secondments + € 43,000</b>

In 2020, to the €388,761 of financial resources available, should be added the evaluation of contributions in kind at €43,000, as well as €6,700 for the contribution to the organization of the North American Regional Conference, **for a total of €438,461.**

## 2) One-year initiative budget

In spite of the particular context related to the CoVid 19 pandemic, which has considerably reduced international travels and associated costs, the amount of resources available in 2020, 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.

However, as in 2019, thanks to the voluntary contribution of a partner, the French Embassy in Washington, it was possible to organize the first regional meeting in North America.

As a result, the size of the budget submitted to the Consortium for approval for 2021 has been adjusted by retaining an additional share for the organization of regional meetings (2 initially planned for 2021), 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 (at the request of the CGIAR System Organization, the agreement signed in June 2017 will be terminated on December 31, 2020) with the signing of a new Memorandum of Understanding with the CIAT-Bioversity International Alliance should significantly modify the calculation of the management fees charged by the new host. An annual flat-rate hosting fee will be levied as well as a lump sum per computer workstation (hardware and service included) provided to the Executive Secretariat. The amount for 2021 is estimated at 46 k€ which corresponds more or less to the amount paid to the CGIAR SO under the agreement valid until December 31, 2020. It should be noted that there will be no management fees taken from the budget both on the amounts received and on the expenses. All other costs will be borne directly by the Initiative's budget.
- 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 €205,000, bearing in mind that each STC meeting costs approximately €35,000. The fact that COP26, where the 5th "4 per 1000" Initiative Day is expected to be held next year, in Glasgow, Scotland, should not change the overall cost of this event.

In addition, a minimum of two regional meetings could be organized in 2021 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 2020 (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 stable at €230,000.

As summarized in the following table, a budget of approximately €715,000, excluding staffing, would allow, on an annual average, to fully implement the activities 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 2021

<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	34 000 €	1	34 000€
		IT Costs / pers	6 000 €	2	12 000€
		Operational Expenses	9 000 €	1	9 000 €
		<b>sub-total</b>			<b>55 000 €</b>
	Travel expenses	Executive Secretary	30 000 €	1	30 000 €
		Other staff	7 000 €	3	21 000 €
		Pres. & Vice-Pres.	20 000 €	2	40 000 €
		<b>sub-total</b>			<b>91 000 €</b>
	Staff hired	Polyvalent Assistant	40 000 €	1	40 000 €
		Ressource Mob.	94 000 €	1	94 000 €
<b>sub-total</b>			<b>134 000 €</b>		
<b>TOTAL Operation of the Executive Secrétariat</b>				<b>280 000 €</b>	
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 €
	<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 - 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 €
	<b>TOTAL Meetings</b>				<b>445 000 €</b>
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 €
		<b>TOTAL Communication &amp; web site</b>			<b>230 000 €</b>
<b>TOTAL ANNUAL BUDGET</b>					<b>955 000 €</b>
<i>Including Core budget</i>					<b>715 000 €</b>
<i>Including expected external contributions (regional meetings)</i>					<b>240 000 €</b>

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.

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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.