



Global Environment Facility

GEF/C.27/8
September 30, 2005

GEF Council
November 8-10, 2005

Agenda Item 12 (a)

ADMINISTRATIVE COSTS OF COUNCIL MEMBER SUPPORT PROGRAM

Recommended Council Decision

The Council, having reviewed GEF/C.27/8, *Administrative Costs of Council Member Support Program*, approves the Council Member Support Program and agrees that \$64,000 should be included as an addendum to the GEF Secretariat corporate budget for FY06 to cover the costs of the program during this fiscal year.

INTRODUCTION

1. In June 2005, the Council approved the elements for a new four-year phase of the program of assistance to strengthen national focal points and Council Members (GEF/C.25/9, Elements for Strengthening National Focal Points and Enhancing Constituency Coordination in GEF Recipient Countries). In approving the program, the Council requested the GEF Secretariat and the Implementing Agencies to collaborate in preparing a proposal to operationalize and finance the program for approval by the Council at its meeting in November 2005.
2. The Council further requested that, in preparing the proposal, a clear separation should be made between administrative costs and capacity building costs with a view to incorporating administrative costs in the corporate budget.
3. This paper provides the rationale for the separation of support to Council Members as administrative costs to be financed through the corporate budget and support to focal points as program costs to be financed through a project for a capacity building support program (see Work Program, GEF/C.27/6). The Council is requested to approve the separated administrative costs to be included in the GEF corporate budget and mainstreamed as a recurring cost within the Secretariat's corporate budget.

BACKGROUND

4. The GEF Council first approved support to focal points and Council Members in May 1999. At this time, the total costs of administering this program were included in the GEF corporate budget as a special initiative. This program provided funding for services that would be delivered through the country office of an agreed Implementing Agency to help the GEF national focal points and Council Members in recipient countries carry out their roles and responsibilities more effectively and raise awareness of the goals and opportunities offered by the GEF.
5. The program provided \$2,000 for constituency coordination activities which covered the costs of communication between Council Members and participants in the constituency and costs involved in organizing and hosting one constituency meeting per year.
6. An evaluation of the program conducted in May 2004, (GEF/C.23/Inf.12, Evaluation Report of the GEF Council Member and Focal Point Support Program) recommended that the program continue with some redesign. In responding to this and to other recommendations, the GEF Secretariat proposed a new enhanced focal point and Council Member support program which was outlined in GEF/C.25/9, Elements for Strengthening National Focal Points and Enhancing Constituency Coordination in GEF Recipient Countries.

Council Member Support Program – Constituency Coordination

7. The program outlined in GEF/C.25/9, *Elements for Strengthening National Focal Points and Enhancing Constituency Coordination in GEF Recipient Countries*, proposed providing up to \$4000 per year to Council Members for “constituency co-ordination”.

8. The activities covered by this budget facilitate communication with constituency members and the organization and hosting of two constituency meetings per year. The funds cover the cost of communications (telephone, fax etc.) with constituency members, and direct costs associated with the meeting (reproduction of documents, translation, meeting room, service staff, equipment etc.).

9. These activities are an integral part of the governance structure of the GEF and linked to the need for constituency co-ordination by Council Members. GEF Council Members are to represent their constituency members on the Council and are therefore expected to consult with their constituencies both before and after these meetings to seek their views on items to be discussed at the Council and to inform them of the outcome of the meetings. This activity can be considered administrative in nature. The costs associated with the Council Member Support Program are presented below.

Proposed Costs of Council Member Support Program¹

Activity	4-Year Total	2006	2007	2008	2009
Convening of constituency meetings and communication with constituents (\$4,000 per year for 16 multicountry recipient constituencies)	256,000	64,000	64,000	64,000	64,000
Total	256,000	64,000	64,000	64,000	64,000

Focal Point Support Program - Country Capacity Building Activities

10. The focal point and Council Member Support program outlined in GEF/C.25/9, *Elements for Strengthening National Focal Points and Enhancing Constituency Coordination in GEF Recipient Countries*, proposed funding to **focal points** to enhance country efforts to (a) increase awareness of the GEF strategic priorities, policies and programs; (b) create institutional memory of GEF policies and programs in the appropriate government ministry; (c) increase coordination among national agencies with a view to ensuring greater country ownership and a cohesive approach across the government to global environmental issues and GEF support; (d) develop a database to keep track of GEF portfolios in the country; (e) promote mainstreaming of global environmental issues into the national sustainable development strategies; and (f) strengthen stakeholder involvement in global environmental programs.

¹ Please see Annex 1 for list of eligible constituencies

11. All support provided to focal points under the proposed program outlined above is intended to build country capacity which can provide long term benefit to countries and contribute to the sustainability of GEF efforts. The types of activities to be funded under this program will facilitate capacity building of national focal points and other stakeholders to develop, implement, coordinate and monitor GEF activities.

12. While certain costs within the proposed capacity building program for focal points may be administrative in nature, these administrative activities cannot be considered in isolation. They are integral to meeting the objective of strengthening the capacity of the national focal point and should be included within the overall capacity building program. They are also essential to the delivery of capacity building program and to fostering an environment at the national level that is conducive to achieving sustainable results.

Separation of Administrative Costs

13. The capacity building costs have been separated from the administrative costs involved in implementing GEF/C.25/9, *Elements for Strengthening National Focal Points and Enhancing Constituency Coordination in GEF Recipient Countries*. A project to implement a country support program for focal points (“*GEF Country Support Program for Focal Points*”) is included in the work program before the Council for review and approval (GEF/C.27/9).

Conclusion

14. Costs associated with building long term capacity in recipient countries should be funded through project support. Costs associated with constituency coordination by Council Members are administrative in nature and should be funded as part of the GEF Secretariat’s corporate budget.

15. These administrative costs have been separated from the proposed program to operationalize the *Elements for Strengthening National Focal Points and Enhancing Constituency Coordination in GEF Recipient Countries*, and it is requested that they be incorporated into the corporate budget.

16. Any increase to the corporate budget as a result of mainstreaming these administrative costs previously financed through a special initiative into the Secretariat’s budget should henceforth be a recurring cost within the annual corporate budget.

List of Eligible Constituencies

Constituency	No. Recipient Countries
1 Afghanistan, Jordan, Lebanon, Pakistan , Syria, Yemen	6
2 Albania, Bulgaria , Croatia, Georgia, Moldova, FYR Macedonia, Poland, Romania, Ukraine	9
3 Algeria, Egypt, Morocco , Tunisia	4
4 Antigua & Barbuda, Bahamas, Barbados, Belize, Cuba, Dominica, Dominican Republic, Grenada, Guyana , Haiti, Jamaica, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Suriname, Trinidad and Tobago	16
5 Argentina, Bolivia , Chile, Paraguay, Peru, Uruguay	6
6 Armenia, Belarus, Russian Federation	3
7 Bangladesh, Bhutan, India , Maldives, Nepal, Sri Lanka	6
8 Benin , Cote d'Ivoire, Ghana, Guinea, Nigeria, Sierra Leone, Togo	7
9 Botswana, Lesotho , Malawi, Mozambique, Namibia, South Africa, Swaziland, Zambia, Zimbabwe	9
10 Brazil, Colombia, Ecuador	3
11 Burkina Faso, Cape Verde , Chad, The Gambia, Guinea-Bissau, Mali, Mauritania, Niger, Senegal	9
12 Burundi, Cameroon , Central African Republic, Congo, DR of Congo	5
13 Cambodia, DPR of Korea, Lao (PDR), Malaysia, Mongolia , Myanmar, Thailand, Vietnam	8
14 Comoros, Djibouti , Eritrea, Ethiopia, Kenya, Madagascar, Mauritius, Rwanda, Seychelles, Sudan, Tanzania, Uganda	12
15 Cook Islands, Fiji, Indonesia , Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Papua New Guinea, Philippines, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu	15
16 Costa Rica, El Salvador, Guatemala, Honduras, Mexico , Nicaragua, Panama, Venezuela	8