

Fund for responding to loss and damage

FLD/B.1/7

25 April 2024

First meeting of the Board

30 April to 2 May 2024

Abu Dhabi, United Arab Emirates

Provisional agenda item 9

Administrative budget and report of the interim secretariat

Expected actions by the Board

The Board will be invited to approve the administrative budget proposed for 1 January to 31 December 2024, in the amounts set out in the table in document FLD/B.1/7. These amounts may be adjusted on the basis of revised costs and expenditures to be incurred that will be further communicated to the Board.

I. Background

1. The Conference of the Parties (COP) at its twenty-eighth session and the Conference of the Parties serving as the meeting of the Parties to the Paris Agreement (CMA) at its fifth session decided to establish an interim secretariat for the Fund referred to in paragraphs 2–3 of decisions 2/CP.27 and 2/CMA.4 to provide support, including administrative support, to the Board of the Fund during the transitional period until the establishment of the independent secretariat.¹ In this regard, the COP and the CMA requested the secretariats of the UNFCCC and the Green Climate Fund (GCF) and invited the United Nations Development Programme (UNDP) to jointly form this secretariat.
2. The COP and the CMA further invited the World Bank to serve as the Interim Trustee for the Fund.²
3. Arrangements for the interim secretariat are presented in this document.

II. Budget and activities of the interim secretariat and the Board

4. Activities during the initial start-up phase include the groundwork in terms of the arrangements necessary for the full operation phase. The interim secretariat has been working since January 2024 on the preparations for the first meeting of the Board, driven by the objective of supporting the Board in making fast progress in operationalizing the Fund.
 - (a) Deliverables in the initial start-up phase
 5. In preparation for the first Board meeting, the interim secretariat prepared the following documents that address both substantive and administrative matters:
 - (a) Workplan of the Board;
 - (b) Interim travel policy;
 - (c) Administrative budget of the interim secretariat;
 - (d) Process for selection of the host country of the Board;
 - (e) Additional rules of procedure of the Board;
 - (f) Matters relating to the operationalization of the Fund as a World Bank-hosted financial intermediary fund;
 - (g) Arrangements for observer participation in the Board meetings;
 - (h) Process for selecting the Executive Director of the Fund.
 6. In addition, the interim secretariat has undertaken the following activities to advance work on its mandate:
 - (a) Informal consultations with nominated Board members on the preparations for the first meeting of the Board, including agenda, background papers and work required to operationalize the Fund;
 - (b) Regular coordination with the World Bank with respect to matters relating to the operationalization of the Fund as a World Bank-hosted financial intermediary fund. In this context the interim secretariat organized informal briefings between the Board of the Fund and the World Bank secretariat;
 - (c) Organized two information sessions with observers representing the nine UNFCCC observer constituencies and relevant United Nations and intergovernmental organizations;

¹ Para. 26 of decisions 1/CP.28 and 5/CMA.5.

² Paras. 15 and 19 of decisions 1/CP.28 and 5/CMA.5.

(d) Commenced coordination with the Office of the United Nations Secretary-General on arrangements for convening the first annual high-level dialogue on complementarity and coordination.

7. Furthermore, the interim secretariat has been making the logistical and administrative arrangements for convening and conducting the first and preparations for the second Board meetings. This includes the design and content development of a web page for the interim secretariat.³ The web page provides updated information about the Fund for the general public and has been used to disseminate formal documentation to governments, experts and other stakeholders.

(b) Staffing arrangements required for the initial start-up phase

8. The interim secretariat needs to be staffed with experts having adequate and relevant expertise to respond to Board requests in an expedited manner and to help the Board to implement its workplan. Initial staffing arrangements for the interim secretariat were made by the UNFCCC and GCF secretariats and UNDP, which assigned staff on a full or part-time basis. The assigned staff focused on the preparations for the Board meetings using substantive, administrative and logistical support through their respective agencies.

Expected future deliverables

9. The interim secretariat will support the second and third meetings of the Board by preparing documents for the agenda items reflective of the workplan of the Board to be agreed at its first meeting and distribution of work at its second and third meetings as well as in between meetings.

10. The interim secretariat will also provide logistical support to the second and the third meeting and liaise with the host countries of the meetings on the appropriate arrangements to be made. It will also provide support to the Board in between its meetings, as necessary.

11. The table in the annex provides detailed information on the estimated budget covering 1 January to 31 December 2024 reflecting activities of the interim secretariat and the Board.

³ See <https://unfccc.int/loss-and-damage-fund-joint-interim-secretariat>.

Annex

Proposed administrative budget of the interim secretariat for the period 1 January–31 December 2024⁴

<i>Human resources</i>	<i>Budget (USD)</i>
UNFCCC secretariat support (full and part-time) staff assigned	
Senior Director; Director; Manager; Policy Specialist; Programme Officer; Administrative Officer; Programme Assistant	585 211
Senior Programme Officer; Programme Officer; Associate Programme Officer	511 944
<i>Subtotal (UNFCCC secretariat support staff assigned)</i>	<i>1 097 155</i>
GCF secretariat support (full and part-time) staff assigned	
Director/Team Lead	47 759
Governance Affairs Lead	27 310
Governance Manager	120 000
Legal Specialist	53 121
Senior Specialists (legal, policy, governance, operational, technical, strategy)	300 000
Specialists (finance, legal, governance, operational, technical, strategy)	327 586
Operations Officer	25 425
Team Assistant	14 620
<i>Subtotal (GCF secretariat support staff assigned)</i>	<i>915 821</i>
UNDP support (full and part-time) staff assigned	
Programme Specialist; Technical Support; Senior Adviser, Global Technical Specialist	425 133
Technical Specialists (Recovery Specialist; Recovery Practice Coordinator; Recovery Policy Adviser; Finance and Legal Principal Adviser; Finance Programming and Policy Specialist; Finance Programming and Policy Analysis; SDG Finance Technical Specialist)	342 975
Operations Global Programme Specialist; Operations Portfolio Specialist; Operations and Project Specialist	162 000
Communications Specialist; Global Knowledge Management and Learning Specialist; Visual Communication Specialist; Climate Policy Analyst	178 200
<i>Subtotal (UNDP support staff assigned)</i>	<i>1 108 308</i>
Consultants	
<i>Subtotal (Consultants)</i>	<i>210 840</i>
Subtotal (Human resources)	3 368 124
Travel and DSA	
Interim secretariat staff and assigned support staff	429 352
Eligible Board members + alternates + advisers – 3 meetings	484 994

⁴ Each organization applies its own policies and procedures in respect to travel, human resources and general services and logistical related activities and associated costs.

<i>Human resources</i>	<i>Budget (USD)</i>
Intersessional committees, panel meetings and other related meetings	115 474
Subtotal (travel and DSA)	1 029 820
Logistics and other operating costs	
Logistics for Board meetings and other related meetings	162 168
Other operating costs (office space, equipment, supplies, communications, information technology)	290 389
Subtotal (logistics and other operating costs)	452 557
TOTAL	4 814 501

Abbreviations: DSA = daily subsistence allowance, GCF = Green Climate Fund, UNDP = United Nations Development Programme.