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15 April 2019  
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Second Project Steering Committee Meeting of the GEF Adriatic Project  
“Implementation of Ecosystem Approach in the Adriatic Sea  
through Marine Spatial Planning” GEF ID 9545

15 May 2019, Podgorica, Montenegro

**Agenda item 2: Progress and Financial Report**

**Draft Interim Expenditure Report**

For environmental and economic reasons, this document is printed in a limited number. Delegates are kindly requested to bring their copies to meetings and not to request additional copies.

## **Introduction on the Draft Interim Expenditure Report**

The Interim Expenditure Report was prepared purposely for the Second Project Steering Committee Meeting to inform its members about the status of implementation of the Project funds as per 30 March 2019.

The Draft Interim Expenditure Report is hereby submitted for the consideration and approval of the members of the Project Steering Committee (as approved by the first PSC meeting on 30 May 2018 - UNEP/MAP WG.449/7).

The monitoring and reporting of the expenditures of the GEF Adriatic Project is a process executed on a half-yearly basis by the PMU and UNEP/MAP. In application of this principle, the Expenditure reports were collected and registered in Umoja for the period October-December 2017, January-June 2018 and July-December 2018.

The Interim Expenditure Report presented at the Second PSC Meeting of the GEF Adriatic adds to the above mention period, the expenditure being until the 31 March 2019 (Q1 2019).

The current document provides an analysis of the level of expenditure for each budget category of the GEF Project Budget (as approved by the first PSC meeting on 30 May 2018 - UNEP/MAP WG.449/6).

Moreover, the current document provides an overview of the expenditures reported by UN Environment MAP, PAP/RAC and SPA/RAC.

**Interim Expenditure GEF Adriatic Project of 31 March 2019.**

The GEF Adriatic Project has an overall budget of USD 1,817,900.

Expenditures per reporting period

- The expenditure reported for the period October - December 2017 was already approved by the first Project Steering Committee meeting and was USD 31,595, i.e. 2% of the overall available budget.
- The expenditure reported for the period January - December 2018 was USD 234,660 i.e. 13% of the overall available budget.
- The expenditure reported for the period January - March 2019 was USD 68,877 i.e. 4% of the overall available budget.

Globally USD 335,132 was used which corresponds to the 19% of the overall Project budget.

Expenditures per budget categories period

- USD 59,427, i.e. 18% of the total expenditure was used for the staff and personnel category. The funds were used for the Project PMU and its travel.
- USD 275,705 i.e. 82% of the total expenditure was used for sub-contracts with PAP/RAC and SPA/RAC to support the work of the regional center on IZCM, MSP and MPA in support of MSP.

**INTERIM EXPENDITURE REPORT as of 31 March 2019**

Project No: GEF ID 9545

Project Name: Implementation of Ecosystem Approach in the Adriatic Sea through Marine Spatial Planning

Project Short Name: GEF Adriatic

Implementing Agency: UN Environment

Executing Agency: UN Environment Mediterranean Action Plan (MAP)

UNEP Budget Line	Budget Approved PSC1 COMPONENT 1	Budget Approved PSC1 COMPONENT 2	Budget Approved PSC1 COMPONENT 3	Budget Approved PSC1 Project Management Costs (PMC)	Budget Approved PSC1 TOTAL	Expenditures 2017	Expenditures 2018	Expenditures Q1 2019	Total Expenditures	Unspent Budget
<b>10 PERSONNEL COMPONENT</b>										
1100 Project personnel										
1101 Project Manager	-	-	-	150,000	150,000	-	48,825	-	48,825	101,175
<b>1199 Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>48,825</b>	<b>-</b>	<b>48,825</b>	<b>101,175</b>
1200 Consultants										
1205 Development internet based platform and web page for EcAp and MSP	-	-	7,700	-	7,700	-	-	-	-	7,700
1209 Gender Specialist	-	-	12,000	-	12,000	-	6,000	-	6,000	6,000
<b>1299 Sub-total</b>	<b>-</b>	<b>-</b>	<b>19,700</b>	<b>-</b>	<b>19,700</b>	<b>-</b>	<b>6,000</b>	<b>-</b>	<b>6,000</b>	<b>13,700</b>
1300 Administrative Support										
1301 Administrative Assistant, HR	7,760	7,760	3,880	-	19,400	-	-	-	-	19,400
<b>1399 Sub-total</b>	<b>7,760</b>	<b>7,760</b>	<b>3,880</b>	<b>-</b>	<b>19,400</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>19,400</b>
1600 Travel on official business										
1601 Staff travel	-	-	-	10,189	10,189	2,930	1,672	-	4,602	5,587
<b>1699 Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>10,189</b>	<b>10,189</b>	<b>2,930</b>	<b>1,672</b>	<b>-</b>	<b>4,602</b>	<b>5,587</b>
<b>1999 Component total</b>	<b>7,760</b>	<b>7,760</b>	<b>23,580</b>	<b>160,189</b>	<b>199,289</b>	<b>2,930</b>	<b>56,497</b>	<b>-</b>	<b>59,427</b>	<b>139,862</b>
<b>20 SUB-CONTRACT COMPONENT</b>										
2200 Sub-contracts (PCA for supporting organizations)										
2201 Support to the ICZM implementation (PAP/RAC)	317,000	470,000	99,071	-	886,071	13,537	137,725	65,831	217,093	668,978
2202 Support to the MSP implementation (PAP/RAC)	40,000	354,000	-	-	394,000	1,901	-	-	1,901	392,099
2203 MPA activities in support of MSP (SPA/RAC)	275,000	-	-	-	275,000	13,227	40,438	3,046	56,711	218,289
<b>2299 Sub-total</b>	<b>632,000</b>	<b>824,000</b>	<b>99,071</b>	<b>-</b>	<b>1,555,071</b>	<b>28,665</b>	<b>178,163</b>	<b>68,877</b>	<b>275,705</b>	<b>1,279,366</b>
<b>2999 Component total</b>	<b>632,000</b>	<b>824,000</b>	<b>99,071</b>	<b>-</b>	<b>1,555,071</b>	<b>28,665</b>	<b>178,163</b>	<b>68,877</b>	<b>275,705</b>	<b>1,279,366</b>
<b>40 EQUIPMENT AND PREMISES COMPONENT</b>										
4100 Expendable equipment										
4101 Office supplies	-	-	-	1,940	1,940	-	-	-	-	1,940
<b>4199 Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,940</b>	<b>1,940</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,940</b>
<b>4999 Component total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,940</b>	<b>1,940</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,940</b>
<b>50 MISCELLANEOUS COMPONENT</b>										
5200 Reporting costs										
5202 Preparation of reports and printing	-	-	13,600	-	13,600	-	-	-	-	13,600
5203 IW LEARN activities	-	-	15,000	-	15,000	-	-	-	-	15,000
<b>5299 Sub-total</b>	<b>-</b>	<b>-</b>	<b>28,600</b>	<b>-</b>	<b>28,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28,600</b>
5300 Sundry										
5301 Communications costs (phone and internet)	-	-	-	3,000	3,000	-	-	-	-	3,000
<b>5399 Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,000</b>
5500 Evaluation										
5501 Terminal External Evaluation	-	-	30,000	-	30,000	-	-	-	-	30,000
<b>5599 Sub-total</b>	<b>-</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>30,000</b>
<b>5999 Component total</b>	<b>-</b>	<b>-</b>	<b>58,600</b>	<b>3,000</b>	<b>61,600</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>61,600</b>
<b>99 GRAND TOTAL</b>	<b>639,760</b>	<b>831,760</b>	<b>181,251</b>	<b>165,129</b>	<b>1,817,900</b>	<b>31,595</b>	<b>234,660</b>	<b>68,877</b>	<b>335,132</b>	<b>1,482,768</b>

**Interim Expenditure UN Environment/MAP as of 31 March 2019.**

UN Environment/MAP has an overall budget of USD 262,829 to execute the Project management and coordination and to cover its terminal evaluation.

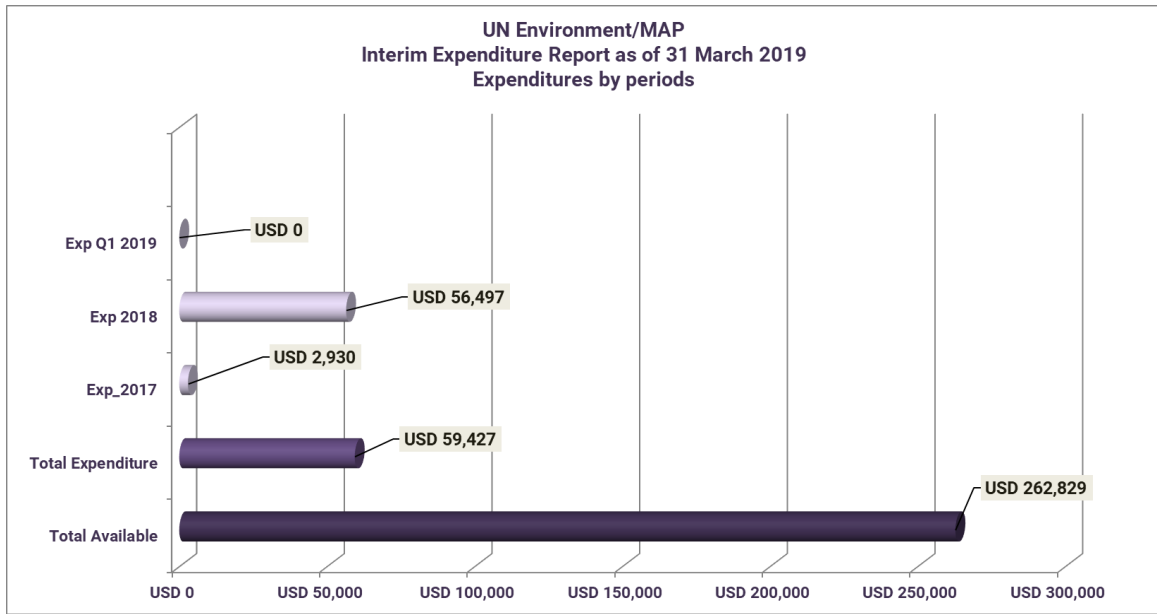
Expenditures per reporting period

- The expenditure reported by UN Environment/MAP for the period October - December 2017 was USD 2,930 i.e. 1% of the overall available budget.
- The expenditure reported by UN Environment/MAP for the period January - December 2018 was USD 56,497 i.e. 21% of the overall available budget.
- The expenditure reported by UN Environment/MAP for the period January - March 2019 was USD 0.

Globally UN Environment/MAP used USD 59,427 which corresponds to 23% of the overall available budget.

Expenditures per budget categories period

- The entire expenditure, i.e. USD 59,427 was used under the staff and personnel category to cover the cost for one part time Project manager, and part time administrative assistant and travels.



### **Interim Expenditure PAP/RAC as of 31 March 2019.**

PAP/RAC has an overall budget of USD 1,280,071 to execute activities under the GEF Adriatic Project's components: 1) Consolidating common knowledge to utilize Ecosystem Approach (EcAp) as applied by UNEP/MAP and Blue Growth in the Adriatic sub-region; 2) Integrating Marine Spatial Planning into the planning process and capacity building for improved sub-regional environmental marine management; and 3) Knowledge management, Stakeholder involvement and Communication strategy

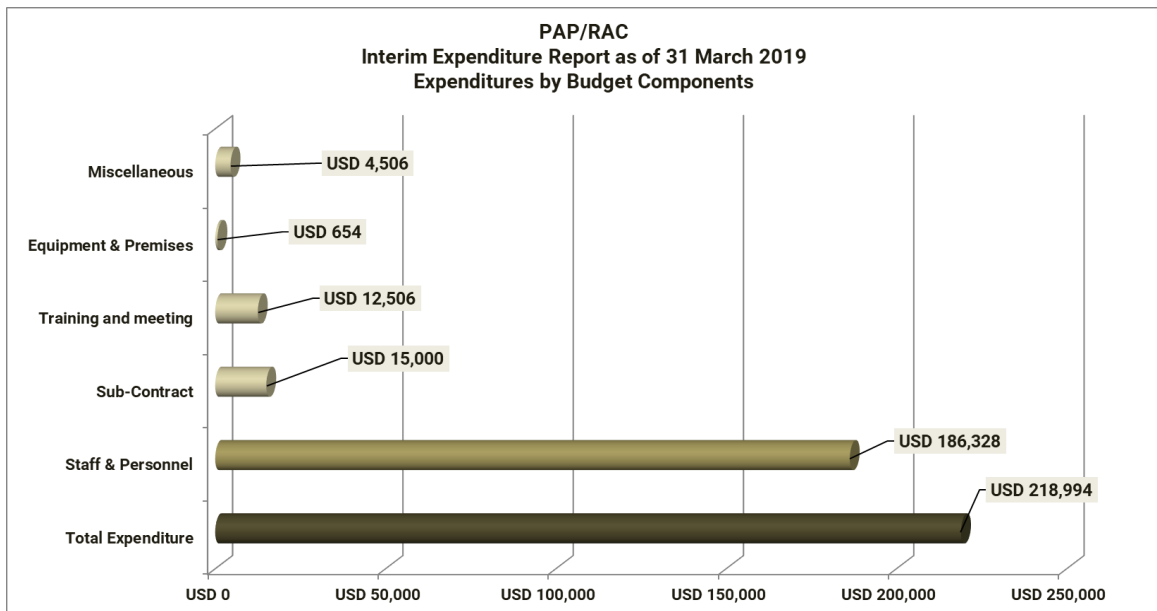
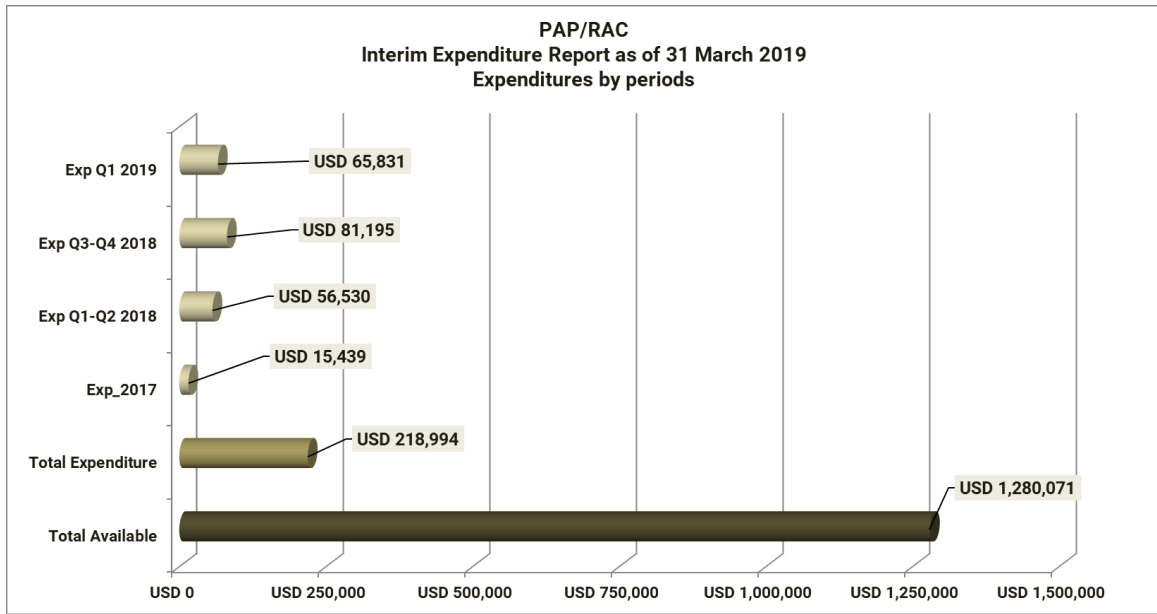
#### Expenditures per reporting period

- The expenditure reported by PAP/RAC for the period October - December 2017 was USD 15,439, i.e. 1% of the overall available budget.
- The expenditure reported by PAP/RAC for the period January - June 2018 was USD 56,530 i.e. 4% of the overall available budget.
- The expenditure reported by PAP/RAC for the period July - December 2018 was USD 81,195 i.e. 7% of the overall available budget.
- The expenditure reported by PAP/RAC for the period January - March 2019 was USD 65,831 i.e. 5% of the overall available budget.

Globally PAP/RAC used USD 218,994 which corresponds to the 17% of the overall available budget.

#### Expenditures per budget categories period

- USD 186,328, i.e. 84% of the total expenditure was used for staff and personnel category. The funds were used for scientific, technical and administrative staff of PAP/RAC that contributed to the Project execution. Moreover PAP/RAC supported the two National coordinators for Albania and Montenegro and engaged with regional/national experts to develop: 1) National monitoring programmes (including trainings); 2) support the preparation of the inception report. Also, PAP/RAC covered the travel expenses of national and international experts and PAP staff, mainly for the participation on trainings and meetings.
- USD 15,000 i.e. 7% of the total expenditure was used for sub-contracts with national and external institutions on monitoring.
- USD 12,506 i.e. 6% of the total expenditure was used for the training and meeting component organization of national/sub regional training workshops on the monitoring programme and for the organization of the inception meeting in May 2018.
- USD 654 i.e. 1% of the total expenditure was used to support office costs, supplies, computer and other equipment.
- USD 4,506 i.e. 2% of the total expenditure was used to cover communication costs (phone and internet, data storage, etc.)







**Interim Expenditure SPA/RAC as of 31 March 2019.**

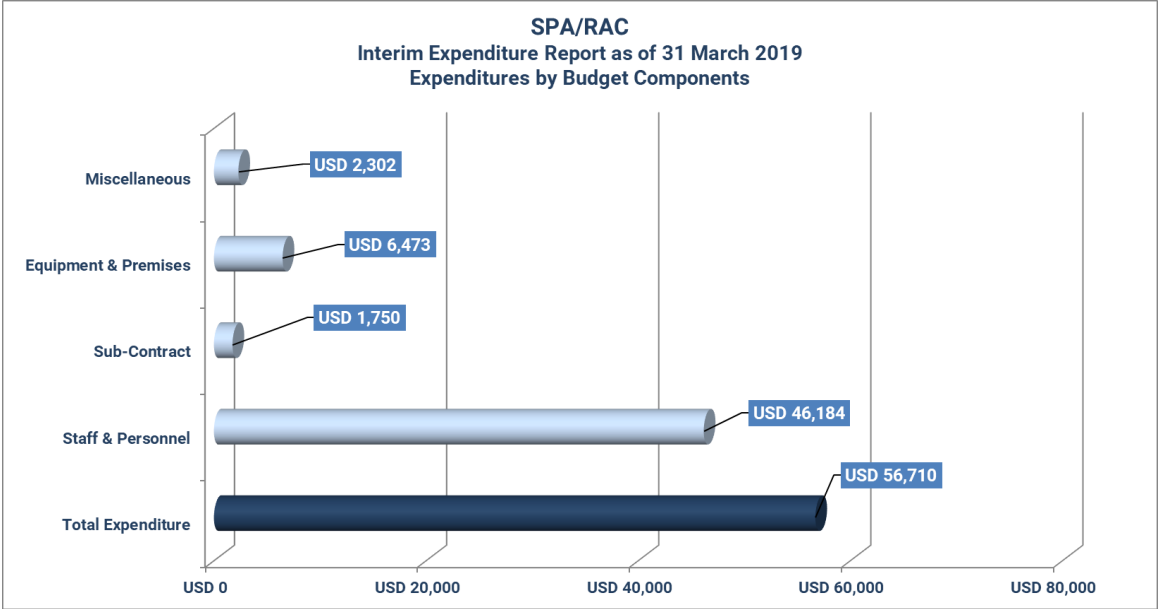
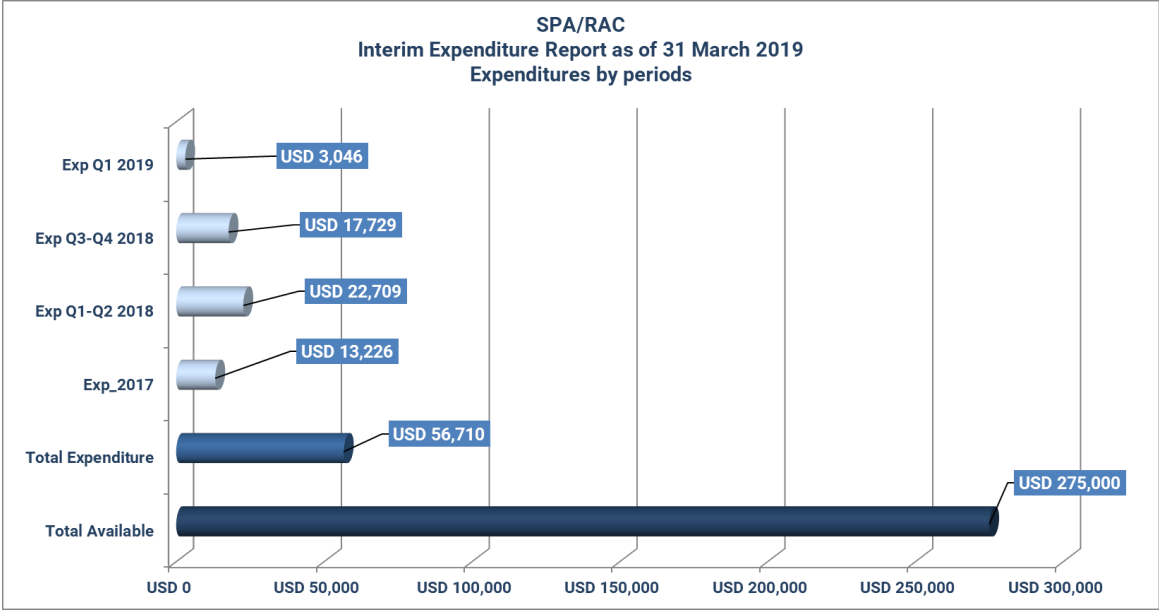
SPA/RAC has an overall budget of USD 275,000 to execute activities under the GEF Adriatic Project's component 1: Consolidating common knowledge to utilize Ecosystem Approach (EcAp) as applied by UNEP/MAP and Blue Growth in the Adriatic sub-region.

- The expenditure reported by SPA/RAC for the period October - December 2017 was USD 13,227, i.e. 5% of the overall available budget.
- The expenditure reported by SPA/RAC for the period January - June 2018 was USD 22,709 i.e. 8% of the overall available budget.
- The expenditure reported by SPA/RAC for the period July - December 2018 was USD 17,729 i.e. 6% of the overall available budget.
- The expenditure reported by SPA/RAC for the period January - March 2019 was USD 3,046 i.e. 1% of the overall available budget.

Globally SPA/RAC used USD 56,710 which corresponds to 21% of the overall available budget.

Expenditures per budget categories period

- USD 46,185, i.e. 82% of the total expenditure was used for staff and personnel. These are scientific, technical and administrative staff of SPA/RAC that contributed to the Project execution and regional/national experts which delivered technical assistance on monitoring programme (including trainings) and contributed to the GES assessment by proposing measures to achieve sub-regional GES.
- USD 1,750, i.e. 3% of the total expenditure was used for sub-contracts with external institutions to support a national monitoring programme for field survey.
- USD 6,473 i.e. 11% of the total expenditure was used to support office costs, supplies, computer and other equipment.
- USD 2,302 i.e. 4% of the total expenditure was used to cover communication costs (phone and internet, data storage, etc.)



INTERIM EXPENDITURE REPORT as of 31 March 2019 (SPA/RAC)							
USD							
COMPONENT 1: Consolidating common knowledge to utilize Ecosystem Approach (EcAp) as applied by UNEP/MAP and Blue Growth in the Adriatic sub-region							
UNEP Budget Line	Expenditure 2017	Exp Q1-Q2 2018	Exp Q3-Q4 2018	Exp Q1 2019	Cumulative Expenditure	Total Budget	Unspent Balance
<b>10 PERSONNEL COMPONENT</b>							
1100 Project personnel							
1101 Scientific/Technical staff allowance share	3,937	4,444	3,660		12,040	24,000	11,960
1102 Project Assistance	4,189	12,111	518	2,941	19,759	24,000	4,241
<b>1199 Sub-total</b>	<b>8,126</b>	<b>16,554</b>	<b>4,178</b>	<b>2,941</b>	<b>31,799</b>	<b>48,000</b>	<b>16,201</b>
1200 Consultants							
1201 Technical assistance on monitoring programme	-	-	4,750	-	4,750	15,000	10,250
1202 Contribution to GES assesment with proposal of measures to achieve sub-regional GES	-	-	-	-	-	30,000	30,000
<b>1299 Sub-total</b>	<b>-</b>	<b>-</b>	<b>4,750</b>	<b>-</b>	<b>4,750</b>	<b>45,000</b>	<b>40,250</b>
1300 Administrative Support							
1301 Administrative/financial support in relation to project management	-	-	-	-	-	6,000	6,000
<b>1399 Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,000</b>	<b>6,000</b>
1600 Travel on official business							
1601 Travel for project management, biodiv. Conferences and meetings, linkages with work of other regional, int. bodies	2,103	3,954	3,578	-	9,635	27,000	17,365
<b>1699 Sub-total</b>	<b>2,103</b>	<b>3,954</b>	<b>3,578</b>	<b>-</b>	<b>9,635</b>	<b>27,000</b>	<b>17,365</b>
<b>1999 Component total</b>	<b>10,229</b>	<b>20,509</b>	<b>12,506</b>	<b>2,941</b>	<b>46,184</b>	<b>126,000</b>	<b>79,816</b>
<b>20 SUB-CONTRACT COMPONENT</b>							
2300 Sub-contracts (for commercial purposes)							
2301 Sub-contracts with national and external institutions for field and desk data to feed MNE data base on marine and coastal areas and biologically important marine areas	-	-	-	-	-	53,250	53,250
2302 Sub-contracts with national and external institutions for field and desk data to feed AL data base on marine and coastal areas and biologically important marine areas	-	-	-	-	-	73,250	73,250
2303 Sub-contracts with external institutions to support national monitoring program for field survey	-	-	1,750	-	1,750	3,500	1,750
<b>2399 Sub-total</b>	<b>-</b>	<b>-</b>	<b>1,750</b>	<b>-</b>	<b>1,750</b>	<b>130,000</b>	<b>128,250</b>
<b>2999 Component total</b>	<b>-</b>	<b>-</b>	<b>1,750</b>	<b>-</b>	<b>1,750</b>	<b>130,000</b>	<b>128,250</b>
<b>40 EQUIPMENT AND PREMISES COMPONENT</b>							
4100 Expendable equipment							
4101 Office costs support and supplies	1,750	1,500	1,703	105	5,058	7,000	1,942
<b>4199 Sub-total</b>	<b>1,750</b>	<b>1,500</b>	<b>1,703</b>	<b>105</b>	<b>5,058</b>	<b>7,000</b>	<b>1,942</b>
4200 Non-expendable equipment							
4201 Computer and other equipments	1,139	-	276	-	1,415	3,500	2,085
<b>4299 Sub-total</b>	<b>1,139</b>	<b>-</b>	<b>276</b>	<b>-</b>	<b>1,415</b>	<b>3,500</b>	<b>2,085</b>
<b>4999 Component total</b>	<b>2,889</b>	<b>1,500</b>	<b>1,979</b>	<b>105</b>	<b>6,473</b>	<b>10,500</b>	<b>4,027</b>
<b>50 MISCELLANEOUS COMPONENT</b>							
5200 Reporting costs							
5201 Communication material on project deliverables	-	-	-	-	-	3,500	3,500
5202 Tech.Supp./Evaluation	-	-	1,131	-	1,131	3,000	1,869
<b>5299 Sub-total</b>	<b>-</b>	<b>-</b>	<b>1,131</b>	<b>-</b>	<b>1,131</b>	<b>6,500</b>	<b>5,369</b>
5300 Sundry							
5301 Communication costs (phone and internet,data storage, etc.)	108	700	363	-	1,171	2,000	829
<b>5399 Sub-total</b>	<b>108</b>	<b>700</b>	<b>363</b>	<b>-</b>	<b>1,171</b>	<b>2,000</b>	<b>829</b>
<b>5999 Component total</b>	<b>108</b>	<b>700</b>	<b>1,494</b>	<b>-</b>	<b>2,302</b>	<b>8,500</b>	<b>6,198</b>
<b>99 GRAND TOTAL</b>	<b>13,226</b>	<b>22,709</b>	<b>17,729</b>	<b>3,046</b>	<b>56,710</b>	<b>275,000</b>	<b>218,290</b>