

GEBCO FINANCIAL REPORT

Submitted by GEBCO Secretary

SUMMARY

Executive Summary: This document provides information on the current state of the GEBCO accounts administrated by the IHO Secretariat. It provides details of IHO administrative processes to meet the auditor's and Finance Committee's stipulations, and highlights the travel reimbursement guidelines for GGC approved attendance at meetings and seminar/conferences. It also provides details of the income and expenditure for the period 2016-2019.

Action to be taken: see paragraph 9

Related documents: IHO Resolution 1/2014, IHO CL05/2014 dated 8 January 2014 (IHO Funds), IHO CL33/2014 dated 15 April 2014 (IHO Funds)

1. The IHO –IOC GEBCO Project has 4 funds which receive varying sums from a number of different origins at varying intervals. All the funds are administered by the IHO Secretariat on behalf of the GEBCO Project.
2. The accounts are
 - a. GEBCO Fund – annual contributions from Monaco government and IHO members states as well as annual income from BODC GDA sales plus remains of GEBCO centenary and Southampton University interest payments;
 - b. NF Special Projects Fund – remains of Nippon Foundation (NF) one-off allocation to support alumni activities;
 - c. NF/UNH Fund – annual allocation to run the Ocean mapping programme course; and
 - d. Seabed2030 Fund – annual allocation from NF to support the administration, operation, personnel and logistics of the NF-GEBCO Seabed2030 Project.
3. Spending rules were discussed and agreed at GGC32 in Kuala Lumpur for the GEBCO/IHO Fund, the GEBCO Operations Fund and NF Special Projects Fund. The NF Projects Fund rules are in line with the NF stipulations. The NF/UHN funds has its own particular rules, which were agreed separately directly with the NF. Spending rules and the associated administrative processes for the Seabed2030 Project funds have been formulated between the Nippon Foundation, the IHO Secretariat and the Seabed2030 Project Establishment Team to meet the stipulated audit requirements of both organizations.
4. The general guiding principles for IHO Funds were agreed by IHO member states as Resolution 1/2014 and detailed in IHO CLs 05/2014 and 33/2014, the section relevant to the GEBCO Project is at Annex A. These are supplemented by the individual fund spending rules agreed at GGC32.
5. In accordance with the various GEBCO spending rules and as agreed between the chair, vice-chair and secretary GGC and the IHO Secretariat Manager Finance and Administration (MFA) to meet the auditor's and Finance Committee's stipulations, the procedure, except travel, will be for the

GGC to discuss and approve all planned expenditure, which must be recorded in the GGC meeting report; thereafter individual subordinate body chairs should submit invoices, up to the agreed limit, to the secretary for counter signature before passing to MFA for payment. Unplanned in year expenditure must be signed off by the chair or vice-chair GGC before submitting to the secretary for counter signature.

6. All travel expenditure, whether approved by the GGC or unplanned, must be pre-approved using the agreed pre-travel form and supported by receipts on completion of the mission. Payments will be made in accordance with the agreed travel reimbursement guidelines in Annex B.

7. The IHO Secretariat has produced income and expenditure figures for the GEBCO Fund to assist the GGC in their task of approving funding bids from the subordinate bodies, which will be reported to IRCC11, see Annex C.

8. The current balances of the funds administered by the IHO Secretariat are:

- a. GEBCO Fund – 94 525.30€
- b. NF Special Projects Fund – 42 012.59€
- c. Seabed2030 Fund – 1 115 187.74€
- d. UNH Programme – \$149 000.00

The balance for the NF Special Project Fund has been reduced to support the initial activity for the Xprize project NF event in Tokyo; it is anticipated that this fund will be reimbursed. The IHO Member States have allocated 30,000€ from the IHO Operational Programme to support SCUFN projects.

The 30,000€ allocated for SCUFN projects is included in the above total. The IOC annual contribution of 10,000€ funds has been allocated directly for SCOPE activities.

\$149 000 remains untransferred from the annual allocation from the NF support to the UNH Ocean Mapping Programme.

9. The GGC is invited to:

- a. **Note** the contents of this report ;
- b. **Confirm** the continuation of the procedures in paragraphs 5 and 6; and
- c. **Take** any other **Action** deemed appropriate.

Annexes:

- A. Extract from IHO Resolution 1/2014.
- B. IHO-IOC GEBCO Travel Reimbursement Guidelines.
- C. GEBCO Funds Income and Expenditure for periods 2016-2019.

4. IHO Funds

4.1. GEBCO Fund

4.1.1. Description

- 4.1.1.1. The GEBCO Fund opened in 2002, using the proceeds from the celebration of the centenary of the GEBCO Project. Its purpose is to support the expenses of outside experts, within the framework of their participation in the GEBCO project.
- 4.1.1.2. Since 2007, the annual subsidy received from the Principality of Monaco has been added to the fund. Receipts of sales of the publication "*The History of GEBCO*" are also allocated to this fund.
- 4.1.1.3. Since 2009, the GEBCO Fund has received an additional allocation from the IHO annual budget, as agreed in the budget by Member States.
- 4.1.1.4. Other organizations may provide financial support the GEBCO Project from time to time. Donated funds will be included in the GEBCO Fund but may be maintained and managed separately, according to any terms and conditions mutually agreed between the IHO and the donor organisation at the time of the donation.

4.1.2. Expenditure that can be covered by the GEBCO Fund:

- 4.1.2.1. Travel expenses and per diem in connexion with GEBCO activities;
- 4.1.2.2. Contract support for maintenance and development of the GEBCO website;
- 4.1.2.3. Contract support for maintenance, updating and development of the GEBCO gazetteer and other GEBCO products;
- 4.1.2.4. Administrative support for the management of the GEBCO Fund
- 4.1.2.5. Costs associated with GEBCO promotional items.

4.1.3. Expenditure Approval Requirements

- 4.1.3.1. Expenditures are normally planned by the IHB, based on proposals from the IHO-IOC GEBCO Guiding Committee, together with the five-year budget ("five-year" to be replaced with "three-year" when the Protocol of Amendments to the Convention come into force) and reviewed with each annual budget. Their execution is monitored according to the IHO Financial Regulations (see articles 9 and 12).
- 4.1.3.2. A specific procedure is being drafted by the GEBCO Guiding Committee.

IHO-IOC GEBCO Travel Reimbursement Guidelines

1. GEBCO travellers should complete the Pre-Travel Authorization Form at Annex A before they travel; if the IHO Work Programme number is not known, this should be left blank for the IHO Secretariat to complete. The completed form should be forwarded to the GGC Chair or the GGC vice-Chair for approval against the GGC Work Programme and Budget, scanned completed forms with electronic signatures are acceptable; on receipt at the IHB, after checking against the Work Plan and Budget, the GGC secretary will provide the second signature. Claimants must add their bank details to enable reimbursements to be made in a timely fashion on completion of the mission and submission of their Post-Travel Claim Form, Annex B.

2. The Post-Travel Claim Form at Annex B should be sent by email in MS Word or PDF format after completion of the travel. Reimbursement will be made by bank transfer directly to a specified bank in the currency of the claim or other currency specified.

RECEIPTS

3. Copies of receipts for transportation, lodging, and meals are required and should be sent with the Post-Travel Claim Form. Scanned receipts are acceptable and can be sent in PDF format.

TRANSPORTATION EXPENSES

4. Travel is reimbursed at the following rates:

- **Rail:** Second class travel - Sleeper is allowed for overnight trips.
- **Air:** Economy class fare using the most economical fare and route possible.
- **Road:** IHO mileage rate per kilometre.

LODGING

5. Lodging expenses should be kept as reasonable as possible; mid-priced hotels should be used if there is a choice. Meeting and conference hotels should be selected as appropriate.

MEALS

6. Actual expenses will be reimbursed on receipt of relevant bills and receipts.


7. Completed Travel Authorization and Travel Claim forms along with any with receipts should be sent for processing and payment, preferably by email, to:

David Wyatt - GGC Secretary
IHB
4B quai Antoine 1^{er}
BP445
MC98011 MONACO Cedex
Principauté de Monaco

Email: adso@iho.int

Annexes:

- A. Pre-Travel Authorization Form
- B. Post-Travel Claim Form

| | | |
|--|--|--|
|  <p data-bbox="462 210 568 273">International Hydrographic Organization</p> | <p align="center">PRE-TRAVEL AUTHORIZATION FORM <i>(to be completed for authorization <u>before</u> travel)</i></p> | |
| <p>TO BE COMPLETED BY PERSON TRAVELLING</p> | | |
| Name: | | |
| Mission: | | |
| IHO Work Programme number(s): | | |
| Destination(s): | | |
| Meeting dates: | | |
| Date of departure from home: | | |
| Route to be travelled: | | |
| Date of departure from meeting: | | |
| <p>Justification to deviate from normal provisions</p> | | |
| <p>Is a longer than normal route being proposed? If yes, indicate the normal route against which the maximum travel expenses should be compared and calculated</p> | | |
| Estimated Cost of travel expenses: | | |
| Traveller's Signature: | | |
| | Date | |

| GGC FIRST APPROVAL (Chair or Vice-Chair) | |
|---|-------|
| Signature: | Date: |
| GGC SECOND APPROVAL (GGC Secretary) | |
| Signature: | Date: |

| CLAIMANT'S BANK DETAILS | |
|--------------------------------|--|
| Bank Name: | |
| Address: | |
| Account name: | |
| Account number: | |
| Swift Code: | |
| IBAN Code: | |



POST TRAVEL CLAIM FORM (to be completed after travel)

Name:

Mission:

Costs to be charged against IHO Work Programme(s):

1. Travel Details:

| | | | | | Amount claimed | | |
|--------------------------------------|-------|--------------------------|-------|----------------|-------------------|-------------|---------------------|
| Time and date of scheduled departure | Place | Time and date of arrival | Place | Mode of travel | Currency | Amount paid | Equivalent in Euros |
| | | | | | | | |
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| | | | | | | | |
| | | | | | | | |
| | | | | | TOTAL (a): | | |

2. Calculation of Reimbursements

| Incidental expenses (transportation, lodging, meals) | Currency | Amount paid | Equivalent in Euros |
|--|--------------------------|-------------|---------------------|
| | | | |
| | | | |
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| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| <i>Traveller's signature :</i> | TOTAL (b): | | |
| | TOTAL (a) + (b): | | |
| | Advance received: | | |
| | Grand Total: | | |

Date :

GGC Secretary's signature:

INCOME-EXPENDITURE PERIOD 2016-2019

| EXPENDITURE | 2016 | 2017 | 2018 | 2019 |
|---|------------------|------------------|------------------|------------------|
| SCUFN | | | | |
| Travel expenses | | | 2657.15 | |
| Contract M Huet GEBCO Gazetteer | 15,800.00 | 6,800.00 | 13,530.00 | 16,140.00 |
| Ms.Angelica Perdiem SCUFN29 | 1,610.68 | | | |
| Mr.Peralta Perdiem SCUFN29 | 1,610.74 | | | |
| NIWA/Vanessa Lucier SCRUM | | | | 1,589.09 |
| Other expenditure: | | | | |
| Alex Bastos meeting Seabed 2030 | | | | 1,551.42 |
| Reception GEBCO Alumni | | | | 1,056.69 |
| Eunice Nerkie meeting Seabed 2030 | | | | 796.08 |
| GEBCO website - BODC | 10,000.00 | | | |
| Paul Johnson meeting ATLANTIC | | | | 1,152.93 |
| Colin Devey meeting Seabed 2030 | | | | 527.27 |
| GEBCO 2019 Symposium | | | | 20,000.00 |
| David Clark Consulting - Secretary | 8,000.00 | | | |
| Artic-Antarctic Workshop | 10,000.00 | | | |
| Reimbursement Travel Mr.Zinglersen | 780.00 | | | |
| Mr.Dorschel Registration SCAR | 602.99 | | | |
| Reimbursement Expenses NSHC Ms.Weatherall | 241.10 | | | |
| TOTAL | 48,645.51 | 6,800.00 | 16,187.15 | 42,813.48 |
| INCOME | 2016 | 2017 | 2018 | 2019 |
| Subvention from Monaco | 8,300.00 | 8,300.00 | 8,300.00 | 8,300 |
| IHO budget allocation | 8,200.00 | 8,200.00 | 38,200.00 | 38,200.00 |
| GEBCO Digital Atlas | 1,242.00 | 1,900.00 | 295 | |
| TOTAL | 17,742.00 | 18,400.00 | 46,795.00 | 46,500.00 |

Balance as of 31 October 2019

94,525.30