



## **Eleventh Steering Committee 19-21 May 2025**

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## **SOFF Secretariat Budget July 2025 – June 2026**

Decision 11.7

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Systematic Observations  
Financing Facility

**Weather  
and climate  
data for  
resilience**



## Decision 11.7: Adoption of the SOFF Secretariat Budget July 2025 – June 2026

The Steering Committee

**Appreciates** that the SOFF Secretariat has been managing the approved Secretariat budget July 2022 – June 2025 in a prudent manner, with estimated savings by June 2025 amounting to USD 312,497.

**Approves** the SOFF Secretariat Budget July 2025 - June 2026 amounting to USD 2,324,084 which shall be partially funded from the estimated savings from the budget for the period July 2022 by June 2025.

### Requests

- The UN Multi-Partner Trust Fund Office to disburse the amount of USD 2,011,587 to the World Meteorological Organization.
- The SOFF Secretariat to keep managing the Secretariat budget in a prudent manner.

### Purpose of this Document

This document presents the proposed SOFF Secretariat budget for the period from July 2025 to June 2026. It contains the structure of the SOSFF Secretariat, and the resources required for the Secretariat to support the delivery of the work programme for the extended First Implementation Period (Decision 11.3)

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# **SOFF Secretariat Budget July 2025 – June 2026**

## **1. Context**

With [Decision 1.7](#) the Steering Committee approved the SOFF Secretariat workplan and budget in the amount of USD 5,088,920. An updated SOFF Secretariat budget was approved by the Steering Committee with [Decision 6.9](#), with reallocations among budget lines but without a budget increase, despite increased SOFF ambition reflected in the updated SOFF 2022 – 2025 work programme ([Decision 6.6](#)) and corresponding increased workload for the SOFF Secretariat.

## **2. Governance and Structure of the SOFF Secretariat**

The SOFF Secretariat was established by WMO in January 2022 as part of the SOFF Start-up phase. Since 1 July 2022, the costs of the SOFF Secretariat have been covered by SOFF UN Multi-Partner Trust Fund (UNMPTF) resources. The SOFF Secretariat is hosted by the World Meteorological Organization (WMO) and administratively reports to the WMO Assistant Secretary-General (Annex 1).

The SOFF Secretariat Terms of Reference as described in the SOFF Operational Manual are stated in Annex 2.

## **3. SOFF Secretariat budget execution July 2022 - June 2025**

The SOFF Secretariat is comprised of a small team of committed staff, supported by the SOFF Global Facilitators and consultants. Annex 3 provides an overview about the current Secretariat staffing and Annex 4 the organigram of the SOFF Secretariat.

As stated in Decision 11.3, the total SOFF overhead costs for the period July 2022 to June 2025 correspond to 12% and include the costs of the SOFF Secretariat. The Secretariat has been prudently managing its budget. By June 2025 a balance amounting to USD 312,497 is projected. The savings are largely due to limited outsourcing of work to consultants. In addition to consultants, the budget category “contractual services” also covers the costs of the SOFF Global Facilitators as well as the costs of the independent external review that was considered by the Steering Committee in March 2024 ([Decision 7.2](#)).

**Table 1:** SOFF Secretariat Budget execution July 2022 – June 2025 in USD<sup>1</sup>.

| Budget Class  | Initial approval<br>Decision 1.7 | Updated<br>Decision 6.9 | Interim expenditures<br>as reported<br>by WMO | Projected total<br>expenditures | Projected<br>balance |
|---|----------------------------------|-------------------------|---|---------------------------------|----------------------|
|   |                                  |                         | March 2025                                    | June 2025                       | June 2025            |
| Staff and other personnel costs                     | 4,001,000                        | 4,125,466               | 3,564,197                                     | 3,993,297                       | 132,169              |
| Equipment, Vehicles and Furniture                   | 30,000                           | 13,867                  | 4,670   | 4,670                           | 9,197                |
| Contractual Services                                | 575,000                          | 371,470                 | 227,020                                       | 313,262                         | 58,208               |
| Travel  | 150,000                          | 245,197                 | 186,370                                       | 211,964                         | 33,233               |
| General Operating and Other Direct Costs            |                                  | -                       | 704   | 704                             | -704                 |
| <b>Total Programme Costs</b>                        | <b>4,756,000</b>                 | <b>4,756,000</b>        | <b>3,982,961</b>                              | <b>4,523,897</b>                | <b>232,103</b>       |
| Indirect Support Costs (7%)                         | 332,920                          | 332,920                 | 278,807                                       | 316,673                         | 16,247               |
| <b>TOTAL AMOUNT (USD)</b>                           | <b>5,088,920</b>                 | <b>5,088,920</b>        | <b>4,261,768</b>                              | <b>4,840,569</b>                | <b>248,350</b>       |
| Interest, bank charges and exchange rate difference |                                  |                         | 64,147  |                                 |                      |
| <b>Balance</b>                                      |                                  |                         |   |                                 | <b>312,497</b>       |

<sup>1</sup> Projected expenditures by June 2025 are estimates and may be subject to slight variations due to fluctuations in exchange rates and actual expenditures incurred.

## 4. SOFF Secretariat budget July 2025 – June 2026

As stated in Decision 11.4, the resource mobilization landscape is drastically changing, requiring SOFF to engage and start building trust with many “non-traditional” donors. The document proposes to strengthen SOFF Secretariat capacity for resource mobilization as the staff currently charged with supporting resource mobilization (Partnerships Officer, P3), is severely stretched with other obligations (Annex 3). In addition to strengthen SOFF Secretariat capacity for resource mobilization, there is also a need to strengthen capacity to manage an increasing number of partnerships, further position SOFF in the UNFCCC process, and represent SOFF with partners at senior level.

It is therefore recommended that the Steering Committee consider establishing an additional position, Head of Partnerships (P5), which would also serve as Deputy Director of the SOFF Secretariat. This role would be responsible to deliver on the proposed Resource Mobilization actions through 2027, as outlined in Decision 11.4, oversee all SOFF partnerships and advocacy efforts, and manage the SOFF Secretariat partnerships team.

The Secretariat is mindful that strengthening its capacity at a time of significant resource constraints is challenging. Therefore, it is proposed to limit the position to a two-year fixed term position, subject to review by the Steering Committee in 2027 in light of resource mobilization and partnership success and resources available.

Given the expected savings in the Secretariat budget July 2022 to June 2025, the required resources to cover the SOFF Secretariat budget July 2025 to June 2026 amount to USD 2,011,587. Table 2 provides the budget breakdown and overview.

**Table 2:** SOFF Secretariat Budget July 2025 – June 2026 in USD<sup>2</sup>.

| Budget Class   | USD              |
|--|------------------|
| Staff and other personnel costs  | 1,957,041        |
| Equipment, Vehicles and Furniture  | 5,000            |
| Contractual Services   | 150,000          |
| Travel   | 60,000           |
| <b>Total Programme Costs</b>   | <b>2,172,041</b> |
| Indirect Support Costs (7%)  | 152,043          |
| <b>Total Budget</b>  | <b>2,324,084</b> |
| Projected balance June 2025  | 312,497          |
| <b>Required resources for July 2025 – June 2026<br/>reflecting projected balance</b> | <b>2,011,587</b> |

<sup>2</sup> Projected values presented in this document are estimates and may be subject to slight variations due to fluctuations in exchange rates and actual expenditures incurred.

## **Annex 1: WMO hosting the SOFF Secretariat**

**The WMO Secretariat provides administrative support to the SOFF Secretariat in the following areas:**

- Administrative support through standardized procedures and streamlined arrangements to ensure effective and smooth operations of the SOFF Secretariat.
- Facilities and IT, including the provision of office space and IT equipment for all personnel and associated connectivity costs, and general supplies to support the functioning of the SOFF Secretariat.
- Human resources to ensure adequate staffing and benefits and entitlement administration for the SOFF Secretariat.
- Legal and procurement support to handle contractual processes of the SOFF Secretariat.
- Financial management to process payments and contracts.

### **Financial and Human Resources Authority**

Staff members of the SOFF Secretariat are appointed by the Secretary-General of WMO and are subject to her authority. Their basic rights and obligations are governed by the Staff Regulations and Rules of WMO.

The Director of the SOFF Secretariat has the authority, upon receipt of funding by WMO from the UNMPTF, to implement the approved SOFF budget, in accordance with the Financial Regulations of WMO and the associated delegation granted by the Secretary-General and Assistant Secretary-General of WMO.

## **Annex 2: Terms of Reference of the SOFF Secretariat<sup>3</sup>**

### **Service SOFF governing bodies**

- Liaise with SOFF Steering Committee co-chairs and members, organize meetings and prepare all relevant documentation.
- Liaise with SOFF Advisory Board co-chairs and members, organize meetings and prepare all relevant documentation.
- Support the SOFF co-creators – WMO, UNEP, UNDP – in the implementation of their different roles.

### **Coordinate SOFF operations and programming**

- Coordinate the preparation of the SOFF Operational Manual and SOFF Operational Guidance Handbook and as needed, their updates.
- Coordinate and support the operational work between beneficiary countries, SOFF Implementing Entities (IEs), SOFF peer advisors and WMO TA.
- Coordinate the preparation of the SOFF work programme.
- Facilitate the preparation of funding requests and review them for completeness
- Keep portfolio overview.
- Facilitate the provision of SOFF peer advisory services.
- Liaise with the WMO TA to ensure streamlined delivery of the WMO TA functions.

### **Finance**

- Liaise with the UNMPTF Office as SOFF Trustee to ensure the Steering Committee is informed about the SOFF UNMPTF administration and fiduciary oversight.
- Support the Trustee activities, including the disbursement of funds to and legal arrangements with SOFF IEs, peer advisors, and countries.
- Collaborate with the Trustee to ensure that the Trustee has all the information necessary to carry out its responsibilities, including notification to the Trustee of allocations approved by the Steering Committee.

### **Monitor, report and learn**

**In collaboration and coordination with the SOFF Advisory Board, IEs, SOFF peer advisors and WMO TA:**

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<sup>3</sup> As described in the SOFF Operational Manual



- Develop and monitor the SOFF results framework based on progress reports from the IEs, peer advisors and WMO for submission to and review by the Steering Committee.
- Coordinate the development and monitor the implementation of the gender action plan.
- Hold consultations with SOFF stakeholders to capture lessons learned, good practices and innovative solutions, including those related to the private sector and civil society engagement in SOFF implementation.
- Coordinate preparation of SOFF annual reports to be publicly disseminated, in collaboration with the WMO Technical Authority and the Trustee.
- Commission evaluations as decided by the Steering Committee.

### **Manage communications and knowledge sharing**

- Develop a SOFF communication strategy and monitor its implementation.
- Liaise with relevant stakeholders, including SOFF Advisory Board Members, SOFF IEs, funders, civil society and private sector organizations, to promote knowledge and information sharing and identify opportunities to strengthen SOFF visibility and reach.
- Keep track of all relevant documentation and manage SOFF public communication, including SOFF website.

### **Mobilize partnerships and resources**

- Manage SOFF relationships with beneficiary countries, potential multilateral and bilateral funders and other relevant stakeholders, including preparation of meetings, briefings, and the mobilization of political support for SOFF.

## Annex 3: Current SOFF Secretariat Staffing

**Director of the SOFF Secretariat (D1)** manages and provides strategic direction to the SOFF Secretariat activities; oversees SOFF programming, operations, monitoring, reporting and learning; manages SOFF relationships with stakeholders; leads SOFF communications and outreach; represents SOFF; and provides leadership on fundraising.

### Coordination

- **Associate Coordination Officer (P2)** supports organization of all SOFF meetings and events; coordinates all SOFF administrative activities and legal arrangements between SOFF, the Implementing Entities, peer advisors, WMO and the UNMPTF; liaises with UNMPTF on the disbursement of funds, their administrative aspects and reporting.

### Operations

- **Programme Management Officer (P4)** under the guidance of the Director, manages the SOFF operations team; coordinates all SOFF operational arrangements and processes; oversees the implementation of the SOFF Readiness, Investment and Compliance activities; keeps portfolio overview; ensures close interface between SOFF Secretariat and WMO Technical Authority (WMO TA).
- **Programme Officer (P3)** reports to the Programme Management Officer. Coordinates SOFF programming and portfolio management with a focus on budget and legal matters. The Programme Management Officer leads on Monitoring, Evaluation and Learning including capturing lessons learnt and to preparing the SOFF monitoring and evaluation framework, monitors SOFF results framework and the implementation of the Gender Action Plan; facilitates consultations with private sector and civil society.
- **Scientific Officer (P3)** reports to the Programme Management Officer. Coordinates the scientific and technical aspects of SOFF; engages with the SOFF peer advisors and WMO TA on all Global Basic Observing Network (GBON)-related aspects and the delivery of peer advisory services; oversees the implementation of the Readiness Phase to ensure that SOFF activities are fully consistent and aligned with GBON requirements. The Scientific Officer oversees WMO TA and SOFF co-lead technical events/webinars and the SOFF Moodle learning platform.
- **Associate Programme Officer (P2)** reports to the Programme Management Officer. Assists the SOFF operations team by leading on Investment phase SOFF operations, with a focus on providing direct support to the operational partners. The Associate Programme Officer oversees the review and feedback process of Investment funding proposals and acts as focal point to SOFF Implementing

Entities. Oversees the implementation of the Investment Phase; tracks and reviews Implementing Entities' progress reports.

- **Assistant Programme Officer (P1)** reports to the Programme Management Officer and supports the SOFF operations team in monitoring the implementation of the Readiness and Investment phase activities to ensure timely and quality delivery of the outputs. The Assistant Programme Officer leads on SOFF Regional Workshops and related activities, engagement with European Centre for Medium-Range Weather Forecasts (ECMWF) and assists in the preparation of SOFF operations communication materials and presentations.
- **Data Analyst (P1)** shared on 50/50 basis by the SOFF Secretariat and the WMO Planning, Monitoring and Foresight Office. Monitors, maintains and continuously improves the SOFF master database; analyses SOFF and GBON data, assist in data analysis and visualization; develops the SOFF internal and external dashboard and is responsible for developing the SOFF Compliance Tool.

### Partnerships

- **Partnerships Officer (P3)** supports the Steering Committee and Advisory Board activities; coordinates the development and monitors the implementation of the SOFF resource mobilization and outreach strategy; coordinates SOFF activities with other initiatives and funds, including the multilateral climate funds represented and the SOFF governance structure and the UN Early Warnings for All initiative.
- **Associate Advocacy and Communication Officer (P2)** supports SOFF positioning and advocacy, including within the international climate finance architecture and UNFCCC processes; leads on communication, event management and liaises with SOFF stakeholders.

### SOFF Global Facilitators

SOFF benefits from the support of three SOFF Global Facilitators, namely Johannes Linn, Laura Tuck, and Khadeeja Naseem, renowned international experts, who are providing critical support for SOFF advocacy, fundraising, and operations, leveraging their extensive experience and network.

### Consultants

Consultants and service providers with specific expertise in relevant areas are contracted to support SOFF Secretariat functions, including the production of the annual SOFF Action Reports.

### Internships

The SOFF Secretariat offers time-bound internship opportunities.

## Annex 4: SOFF Secretariat Organigram

