

Report on Activities of the Secretariat – April 2014 to October 2014

Summary

1. The 87th Session of the Executive was held in Brussels in April 2014, and the Report has been finalized, circulated for comment and published online. The recommendations and conclusions are given in **Appendix 1**. The follow-up actions are given in **Table 1**.
2. The focus of activities in the period has been the implementation of the Work plans for the 12 Components of the EC funded program that had been approved at the 86th Session. A 13th Component (**1.2**) was agreed by the Chairpersons at their July meeting, to be funded from MS contributions, on Modelling and Contingency Planning. Each of the Components is managed by a Component Manager, as given in **Table 2**. These Managers have in several cases handed over responsibilities to new entrants (Short Term Professionals) and so far this has worked well. Each Manager has a budget and a clear workplan to manage.
3. **EC program implementation:**
 - a. Activities on all 13 Components are underway, and are reported in the Component Managers six-month Reports (**Appendix 2**);
 - b. One component (Emergency Fund) has been called upon to support the emergency missions and diagnostic kit supplies to Tunisia, Algeria and Morocco following the FMD incursion, but with minimal impact on its budget allocation.
4. **Under Pillar 1**, the three main components (Training Program, THRACE surveillance, Balkans Emergency Preparedness) are all well underway. One workshop (surveillance in FMD emergency response) under the latter was postponed to October because of the flooding in Serbia/Bosnia in May 2014, and the simulation exercise is now planned for late January 2015. The EuFMD Fund for Applied Research (EuFMD-FAR), Component 1.5, has now been used to commission 5 projects, totaling 185,000€ (original allocation of 250,000€ for the 2 year period).
5. **In support of Pillar 2**, workshops and training have been held in Turkey and Georgia (Component 2.1), and progress made to establish an epidemiology and monitoring unit to assist GDFA to monitor the implementation of the Turkish national strategic plan. A first Russian language real-time course was held in Turkey for six Russian speaking countries in June. The Secretary visited the Russian Federation in July for discussions on co-operation in training, surveillance and progressive control in the region. Further workshops were held in Palestine, Israel and Egypt under Component 2.2, and support was given to GF-TADS Roadmap in Amman (March 2014). The REMESA program (Component 2.3) provided emergency support (mission to Tunisia, desk top exercises in Algeria and Morocco) plus a highly successful online training in French of 75 Government vets from the three Maghreb countries.
6. **In support of Pillar 3**, EuFMD experts have assisted the GF-TADS Working Group through to develop training for FMD experts (Component 3.2) in application of the PCP and national control plans; in the assessment of plans and surveys for global uptake and action to manage FMD (Component 3.1); and in support to Regional Roadmap meetings (Amman and Astana). A Letter of Agreement with Pirbright for their services in 2014-15 was signed in April 2014. Surveillance support was provided under this to West Africa (Senegal, Nigeria) and East Africa (Kenya) as per agreement. In June, EuFMD experts trained 20 FAO staff on the PCP and have been asked to extend this to Africa/Mid-East FAO staff in October.
7. **Monthly Global Surveillance Reports** have been produced, managed by Teresa Scicluna, STP. In 2014 each edition has had a different **Guest Editor** who is an international FMD expert from the Special Committee or from an FAO or OIE reference center, and circulation continues to grow, reaching over 90 names in our distribution list.

EuFMD Program Report

8. The four year “Phase 2” (2009-13) of the EC agreement with FAO on support to EuFMD finished on 30th September 2013. To achieve Final Closure of this Phase, a Narrative Report covering four years was written by the Secretary in line with the FAO/EC template and after this has been cleared by FAO it will be submitted to the donor (6550 US\$ are charged by FAO for checking the Report, alone). The in-house financial closures have been achieved. Now at last Phase I and Phase II will be closed together which will then enable a call for funds for Phase III to occur.
9. The Phase 3 agreement, covering 24 months in 2013-15, has been signed by EC and FAO and has been operational from 1st October 2014.
10. The management responsibilities for the new program are shown in the **Table 2**. Managers have been funded by the MS through the Administrative Fund with the exception of those which are EC funded (two consultants and one STP (Grigori Grigoryan)) and the Training Officer (by Australia). The Short Term Professionals (STPs) assist with management in areas of their competence.

Administrative Report

11. The staff of the Secretariat is given below (as of October 2014).

Technical team:

Executive Secretary	Keith Sumption
Deputy	Fabrizio Rosso
Communications and Training support	Nadia Rumich
Training Development Officer	Jenny Maud
Short Term Professionals	Mark Hovari (Hungary)
	Teresa Scicluna (Malta)
(arrival mid October)	[Isabel Gutierrez Boada (Spain)
	[Gunel Ismailova (Azerbaijan)
Consultants (Component Managers)	M. Mcclaws, C. Bartels, K. V. Maanen, E. Calduch

Administrative team :

Program Co-ordinator	Cecile Carraz
Finance assistant	Silvia Clementelli
Team members	I.D'Alessandro; E.Tomat, I.V Woudenberg

12. Caroline Dubé, P3 Animal Health Officer/Deputy to the Secretary, joined 3rd June, resigned 15th July with final working date 15 August 2014. To fill the gaps, as agreed with the Chairpersons, Fabrizio Rosso (Malta) would be invited to re-join the EuFMD (this occurred mid-Sept) as Deputy - and one or more consultants to cover the Modelling/Contingency Planning workplan actions (Elsa Calduch, Spain from mid-September).
13. **Short Term professionals** (STPs): Grigor Grigoryan, Armenia, finished at the end of August and Iulia Turiac (Romania) finished end of May.
14. **New STPs:** Mark Hovari (Hungary) joined on the 1st July (until December 2014); Isabel Gutierrez Boada (Spain) should start mid-October as should Gunel Ismailova (Azerbaijan).
15. **Pipeline STPs:** Katie Hickey (UK/New Zealand) January to June 2015.
16. **Administrative support:** only two CVs were sent for the Senior Clerk (G5) vacancy announcement, and neither suit the TOR. Currently, we have a Program Co-ordinator (Ms Carraz), a finance assistant (Ms Clementelli), and three team members (Ms D'Alessandro, Ms Tomat and Ms Woudenberg) working on all the administrative and logistic issues of the EuFMD. The Finance Assistant is covering the G5 role, so there is no strong reason in terms of current performance gaps to recruit an FAO Clerk.

Financial position

17. The Secretariat manages three Trust Funds, for the Administration of the Secretariat (MTF/INT/011/MUL, contributions from the Member States), EC Program (MTF/INT/003/EEC) and an Emergencies and Training Fund into which additional contributions have been received for provision of training (MTF/INT/004/MUL).
 18. Position of the **Administrative Fund (MTF/INT/011/MUL)**: the opening cash balance was 453,275 USD and at the time of this report, 545,843 USD has been received in contributions, against an expenditure of 630,451 USD, which reduced the current cash balance to US\$368,667. This is in line with expectations on the reduction in cash balance in 2014 and 2015, and the need to raise MS contributions at the General Session in 2015. Note that despite savings in salaries line (recruiting a P3 after Eoin Ryan) the need to cover the work of the position through consultancies has not resulted in overall savings. **(Table 3)**.
 19. Outstanding Contributions: USD 151,271, of which the most significant is that of Bulgaria (51,144 USD).
 20. Given the above, there is a need for careful attention in 2015 to the expenditure, but the filling of at least one STP position in 2015 (2 positions were maintained in 2013-14) is affordable.
1. Position of the **Emergencies and Training Fund (MTF/INT/004/MUL)**. This fund has received funds from DAFF, Australia as part of the agreement of US\$404,218 to cover courses in 2014-15. The new agreement has received 328,010 US\$ in 2014, had expenditure of 255,658 US\$ in this year, and has a balance of 118,013 USD from which to cover the remaining two courses in 2014. A further tranche of funds are expected in January to cover the 2015 courses. The Fund has been used to pay for a Full Time Training Development Officer in 2014 (Jenny Maud) who manages Component 1.1, a considerable gain to the EuFMD and a savings to EC Fund.
 2. Position of the **EC Program Fund (MTF/INT/003/EEC)**. The Phase II agreement with the EC was operationally closed at the end of September 2013, and final payments organised and closed, so that the financial closure could be made on 13th February 2014. The final (unofficial) balance is US\$ **1,233,598**.

MTF/INT/003/EEC (PHASE II 2009-13, TFEU97AA09638 entity 608868)

EC Project Phase II	US\$	Note
Total Cash received	10,592,358 (including interest earned 5,813)	
Total expenditures	9,358,759	
Final Balance	+ 1,233,598	

3. Regarding Phase III, this Phase was operational from October 2013 and the first financial contribution was the balance from Phase II (predicted to be Eur 731,379 = USD 1,006,377). After financial closure of Phase II, the good news is that the final balance in fact should be circa 200,000 USD higher (US\$1,233,598).
4. Total expenditure in Phase III, at 8th October 2014, is US\$ 2,394, 810 (circa 1,884m€) , and thus over 100% of the agreed pre-financing, so a call for Funds is due. FAO will send this to EC shortly, the delay had related to the slow speed of closure of Phase I and II (requiring additional reporting by the Secretariat to prepare a Final 4 year Narrative Report to EC).

EC Project Phase III		Note
Total scheduled	4,000,000 €	
Total Cash received	USD 1,006,377	Equivalent to €731,379 in Agreement
Total expenditures	US\$ 2,394,810	Over 200% of official prefinancing
Cash Balance	- US\$1,388m (Negative)	Reduce by circa 200k to this when the Final Balance Phase II is accepted by EC and counted into the first instalment.
Overall Phase III budget		
Maximum EC financing	4,000,000€	
Expenditure to 8 th October 2014	1,884,713€	46% of total, after >50% of programme delivery
Current Balance	2,181,786€	

31. Management of expenditures - Phase III

At the 86th Session, the limits on spending per component and budget line were agreed and every component, and subcomponent (outcome) has been assigned a budget. The Component Managers thus know their spending limits for each of the outcomes they are expected to work towards. The system has made for clarity in the daily work and planning, and is controlled through the Financial Oversight of the Finance Assistant (Silvia Clementelli) and Budget Holder (Keith Sumption).

The Programme Coordinator (Cecile Carraz) develops the three- month forward work scheduling plan together with the Finance Officer and Component Managers, and these have been transmitted to the Chairpersons when updated. The spending per Component is reviewed in team meetings once a month.

32. The Expenditure by Component

As mapping expenditure to components is not-automatic, there is no way to track spending per component in real-time. **Table 4** gives the result of the most up to date mapping of spending per component. Only those components which have a high proportion of longer term commitments (into 2015, such as research studies contracted under Component 1.5) have “overspent” their expected 50% benchmark.

33. Need for budget revision

There is a need to present to the EC a revised Budget Table indicating the revisions to ceilings for Components agreed at the 87th Executive and Mini-Executive Session in July in Brussels, namely

- Increase of 50,000€ to THRACE to enable purchase of diagnostic equipment for the 3 countries
- Increase of 16500€ for Support to OIE/FAO under Component 3.1 (PCP)
- Reduction in the budget line Emergencies (1.6) by the above amount

The 88th Executive will also receive a request to agree the Component workplan for modelling/contingency planning of 61,500 € (1.2). This amount could be drawn from Components 2.2 and 3.1 and Emergency fund on equal basis (20,000€ from each).

Planned Governing Body (EuFMD Committees and Working Groups) meetings, 2014

1. Open Session of the Technical Committees, Dubrovnik 29-31st October 2014. Preceded by the Closed Sessions of the Special Committee for Research and Programme Development, Dubrovnik on 28th, and Standing Technical Committee/Grant Review Board.

Table 1**Findings and Recommendations of the 87th Session of the Executive Committee of the EuFMD**

Item	Conclusion #	Follow-Up
Risk Situation	2. STC Guidance On Understanding FMD Control In China	Keynote paper for Open Session
4. Pillar 1	4. Refresher training/assessment	On track
	5. MS to be told that CVET list experts should do refresher training	Check with SANCO. EuFMD could contact CVET experts directly To be done?
	6. Economics course linked to modelling	Done, Course held
	7. Management at end of epidemics to be part of sim-ex Balkans	Planned
	8. Cost recovery for additional training places	Paper for the 88 th Session
	9. Additional funds for surveillance for other TADS- Thrace	50,000€ request was agreed to be added to the Budget for 1.3
	10. Evaluate THRACE programme with expert input on surveillance model	Annual report from year 1 to be reviewed by Angus Cameron
Item 5, Pillar 2	15. Turkey	Additional consultancy agreed to give full time input into the Epi and Monitoring Unit, GDFC.
	16. Need for revitalised links to Iran	No significant action except webinars
	18. Technical meeting, Cyprus	None, need to discuss priority topics with GFTADS partners
	19. Develop Low cost biosafe transport	EuFMD-FAR proposal funded.
STC	22. Topics for the Open Session	All included except the paper on situation (Eradication achieved?) of serotype C
Admin	27. Need to review the categories and level of MS contributions	To be done
Other	To write to MS on interests for vaccine bank and diagnostic bank coordination	To be done. STP candidate lined up for actions on this area from January 2015