



Empowered lives.
Resilient nations.

20 November 2014

Dear Mr. Mena,

February - October 2014 Cost Recovery

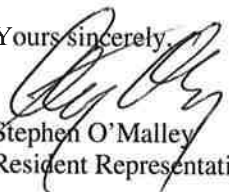
I am pleased to write to you regarding the agreement between the UNISDR Regional Office for the Americas and the United Nations Development Programme (UNDP) to host the UNISDR Regional Liaison Officer of the project "Strengthened Disaster Risk Reduction in the Caribbean through greater fostering of the Hyogo Framework for Action priorities at the Local, National and Regional Levels," implemented under the 2013-2014 DIPECHO Action Plan for the Caribbean.

Following the agreement, please find below the amount due for March – June 2014 for operational expenses relation to the UNISDR regional liaison officer position and provided by UNDP totaling USD 628.12 (e.g. overseas calls, printing and copying etc.):

The payment can be realized through the UNDP Regional Centre in Panama to the UNDP Barbados and the OECS office by the following COA:

Project ID	Op Unit	PC Business Unit	Impl Agent	Fund	Donor	Dept	Activity	Account
00082163	BRB	BRB10	00191	11300	00012	48201	DEVELOPMENTEFF	As required

Yours sincerely,


Stephen O'Malley
Resident Representative

Mr Ricardo Mena
Head of Regional Office
UNISDR The Americas
142 Arnaldo Cano Ave.
City of Knowledge
Ancon Panama



No. 2014-040

Date: 10 Nov 2014

INVOICE

Client

Name Disaster Risk Reduction
 Project 88792 - UNISDR - Eastern Caribbean Disaster Recovery Project
 Attn: Clarke, Marlon
 Period: February to October 2014

Description	TOTAL
Exchange Mailboxes	
Shared Mailboxes	
Licenses	
Managed Services	
Overseas Calls	196.65
Mobile Calls	
Print & Copy	431.47
ICT Support	
SubTotal USD	\$ 628.12
TOTAL USD	\$ 628.12

Comments

Office Use Only