



COPY

COMMONWEALTH OF DOMINICA

MINISTRY OF PLANNING AND ECONOMIC DEVELOPMENT

Tel: (767) 266 3148/4289
Fax: (767) 448 0054
E-mail: minsecplanning@dominica.gov.dm
Website: www.dominica.gov.dm

5th Floor, Financial Center Building
Kennedy Avenue
Roseau
Commonwealth of Dominica

22nd May 2019

Chisa Mikami
Resident Representative, a.i.
UNDP – Barbados and the Eastern Caribbean
UN House
Marine Gardens
Hastings, Christ Church
BARBADOS

Fax No. (246) 429 2448

ATTN: Danielle Evanson
Programme Manager – Climate Change & Disaster Risk Resilience

Dear Ms. Mikami

Project ID 91618 – Supporting Sustainable Ecosystem

Please find attached one (1) signed Fund Authorization and Certificate of Expenditure (FACE) form in the sum of three hundred and six dollars (EC\$306.00). This amount is required to meet direct payment to Italia Restaurant for snacks provided for the sixth project steering committee meeting as per receipt # 0732 of May 3rd 2019.

Yours sincerely,

.....
ANDERSON PARILLON
ECONOMIST/UNDP FOCAL POINT

cc: *Permanent Secretary/Environment, Climate Resilience, Disaster Management & Urban Renewal*
Attachment



Funding Authorization and Certificate of Expenditures

UN Agency: **UNDP**

UNDP

Date: **Jan-17**

Country: **The Commonwealth of Dominica**
 Programme Code & Title: **Energy and Environment**
 Project Code & Title: **91618 Supporting Sustainable Ecosystems**
 Responsible Officer(s): **Ms. Carren Prevost**
 Implementing Partner: **Ministry of Environment, Climate Resilience, Disaster Management and Urban Renewal**

Type of Request:
 Direct Cash Transfer (DCT)
 Reimbursement
 Direct Payment

Currency: **XCD**

REPORTING

REQUESTS / AUTHORIZATIONS

Activity Description from AWP with Duration	Coding for UNDP, UNFPA and WFP	Reporting				Requests / Authorizations		
		Authorized Amount XCD	Actual Project Expenditure XCD	Expenditures accepted by Agency XCD	Balance XCD	New Request Period & Amount XCD	Authorized Amount XCD	Outstanding Authorized Amount XCD
		A	B	C	D = A - C	E	F	G = D + F
Component 2 - Snacks for 6th PSC Meeting (Italia Restaurant)	75700					306.00		
Total		0.00	0.00			306.00		

CERTIFICATION

The undersigned authorized officer of the above-mentioned implementing institution hereby certifies that:

- The funding request shown above represents estimated expenditures as per AWP and itemized cost estimates attached.
- The actual expenditures for the period stated herein has been disbursed in accordance with the AWP and request with itemized cost estimates. The detailed accounting documents for these expenditures can be made available for examination, when required, for the period of five years from the date of the provision of funds.
- The advance and expenditure requested above were approved for processing.

Date Submitted: **22/5/2019**

Name & signature:

ANDERSON PRILLON

NOTES: **Shaded areas to be completed by the UN Agency and non-shaded areas to be completed by the counterpart.**

FOR AGENCY USE ONLY:

FOR ALL AGENCIES

Approved by: _____

Signature _____

Name: _____

Title: _____

Date: _____

FOR UNICEF USE ONLY

Account Charges _____

Cash Transfer Reference: _____

CFO ref. no. / Your ref. no. _____

GL codes:

Training 0

Travel 0

Meetings & Conferences 0

Other Cash Transfers 0

Total 0

FOR UNFPA USE ONLY

New Funding Release

Activity 1 0

Activity 2 0

Total 0



Catering Request for Snacks

Title: SSE Sixth (6) Project Steering Committee Meeting

Contact Person: Ms. Shari-Anne Gregoire (No. 285-6040)

Bill to:

UNDP-Supporting Sustainable Ecosystems (SSE) Project

Venue:

UNDP Project Office, 2nd Floor, 16 Kennedy Avenue, Pan-American Building, Roseau (Upstairs Lee Unit)

Date:

Friday May 3, 2019

Time:

Please bring snacks by 9:45 am

Number of people:

18

Type of snacks (Dietary Restrictions):

Regular snack with meat or meat products: 10

Vegetarian (no meat **but** includes fish or fish products): 5

Vegan (no meat, no milk, no cheese, fruits welcome): 3

21



Italia Restaurant

10 Kennedy Ave, Roseau, Commonwealth of Dominica
Tel: 1(767) 440 4837 • Cell: 1(767) 276 7427



Date: 3rd May 2019

No.: 0732

To: UNDP

ECOSYSTEMS Project (SSE)

Quantity	Description	Price	Amount
1.	To snacks provided on Fri 3 May 2019		
2.			
3.			
4.			
5.			
6.	18 Snacks	\$ 17.00	\$306.00
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
		TOTAL	\$ 306.00

Received By: Shari Anne Gregory
for SSE Project

Signature






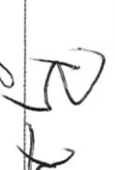

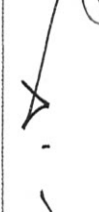


REGISTRATION SHEET

SIXTH PROJECT STEERING COMMITTEE MEETING

SUPPORTING SUSTAINABLE ECOSYSTEMS (SSE) BY STRENGTHENING THE EFFECTIVENESS OF DOMINICA'S PROTECTED AREAS SYSTEMS

PLEASE ENTER YOUR NAME, CONTACT INFORMATION, AND SIGN THE REGISTRATION SHEET

Organization	Name of Participant	Phone #(s)	Email Address(es)	Sign Here
1 ETA	REYNOLD MURRAY	1 784 529 2420	reynold.murray@gmail.com	
2 UNDP PO	Allen Franklin		allen.franklin@undp.org	
3 UNDP	JASON MACORNIERE	252-6042	JASON.MACORNIERE@UNDP.ORG	
4 Forestry, Wildlife & Parks Division	Jaqueline Andre	245-7663	andre.j@dominica.gov.dm	
5 Camps & Sites Division	MARCO LESTRADE	275 6627	lestrade.m@dominica.gov.dm	
6 Kivimou Sebikie	Rivini Spont	276 1702	sebastian@sebil.edu	
7 Forest Key	Roland Raza	286302	roland.raza@dominica.gov.dm	
8 Landscape & Ecosystems Planning	LUCIA SALVENDY	266 3741	lucia.salvendy@dominica.gov.dm	
9 MINISTRY OF PLANNING & DEVELOPMENT	ANDRÉS PARRILLONA	266 3513	parrillona@dominica.gov.dm	







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	Organization	Name of Participant	Phone #(s)	Email Address(es)	Sign Here
10	Ministry of Environment	Green Grant			
11	Chisa Milner	UNDP			
12	Kimisha Thomas	UNDP	2776401	KimishaThomas@undp.org	
13	SHARI ANNE STEGAIN	UNDP	285-6040	Shari-anne.stegain@undp.org	
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