

 <p>United Nations Development Programme Pacific Office</p>	<p>BACK TO OFFICE REPORT (BTOR)</p> <p>Submitted by: Navin Bhan Title: Associate Project Manager Date Submitted: August 12, 2019 TA Serial Number:</p>
<p>1. Practice Area: RESPAC Project, Pacific Office</p> <p>2. Service Line(s): Climate Early Warning, Disaster Preparedness and Recovery and Innovative Financial Instruments for Disaster Financing</p>	
<p>3. Mission Period (incl. of travel days):</p> <p>From: 31 July 2019 To: 11 August 2019</p>	
<p>4. Type of Service/Mission</p> <p><input type="checkbox"/> Advocacy <input type="checkbox"/> Analysis <input type="checkbox"/> Policy Advice <input type="checkbox"/> Programme / Technical Backstopping <input type="checkbox"/> Resource Person <input checked="" type="checkbox"/> Regional Technical Consultations <input checked="" type="checkbox"/> Training / Capacity Development <input type="checkbox"/> Others (specify):</p>	<p>5. Client(s)</p> <p>Secretariat of the Pacific Regional Environment Programme (SPREP) Pacific Meteorological Council National Meteorology and Hydrology Services UNDP Samoa Office</p>
<p>6. Purpose of Mission:</p> <p>i) To attend and contribute to the Pre-PMC meetings focusing on the Hydrology (PHS), Education, Training and Research (PIETR), and Infrastructure (PICI).</p> <p>ii) To present to the 5th Meeting of the Pacific Met Council (PMC -5) on the findings of the Feasibility Study on the Regional Training Center</p> <p>iii) Discussion with UNDP Samoa on the RESPAC/ICLEWS workplan for Niue, Tokelau and Cook Islands.</p>	<p>7. Documents, Materials, Resources from Mission</p> <p>1. Workplans for the PHS, PICI and PIETR panel.</p> <p>2. PMC – 5 Meeting outcome documents (refer https://www.pacificmet.net/pmc/meetings/pmc-5)</p> <p>3. RESPAC Country Level Workplan for Niue, Tokelau and Cook Islands as well as ICLEWS workplan for Cook Islands.</p>
<p>8. Mission Member(s) (include consultants if any)</p> <p>Joy Papao – SIWSAP Project Manager Andrea Waqa-Montu – Communications Associate</p>	<p>9. Cost (for RCC staff only)</p> <p>Air ticket = USD1,100 + USD1,000 (return trip) DSA and Terminals = USD3,300</p>

10. Brief Summary of the Mission:

10A. Findings

1. **Pre-PMC Panel Meetings (1 – 6 August)**

The Pacific Met Council is comprised of 5 panels, each dealing with a topic related to the Meteorological sphere; i) Marine (**PIMOS**) ii) Climate Services (**PICS**) iii) Infrastructure (**PICI**) iv) Education, Training and Research (**PIETR**), v) Aviation – (**PIAWS**), vi) Hydrology (**PHS**).

UNDP through the RESPAC and ICLEWS projects are financially supporting the PIETR and the PHS panels respectively.

At the outset, most of the panels were created in 2013 however apart from the PICS panel, most have encountered difficulties due to funding and coordination issues. UNDP through RESPAC stepped in to fund the PICS panel in 2016 allowing the Panel to organize the Climate Outlook Forum for the subsequent 3 years. The PIETR panel also received some RESPAC funding in 2018 as well as 2019. Through the India CLEWS project, the Hydrology Panel was able to meet in 2018 and again in 2019.

In terms of meeting agenda, most of the Pre-PMC meetings had a similar theme which was to review the TOR, progress of the panel in terms of what has been planned and achieved and subsequent workplans. A quick summary of the panels that UNDP were actively participating in are as follows:

1.1 Pacific Island Education, Training and Research Panel (PIETR) Panel

The panel is chaired by Mr. Arona Ngari of the Cook Islands National Met Service and co-chaired by the University of Hawaii-Pacific Island Training Desk. Members include USP, UNDP, RMI National Weather Service and Fiji Meteorological Services. Major achievements of the panel include:

- Completion of a Feasibility Study for the Pacific Based Regional Training Center (RTC) which was funded by UNDP through the RESPAC Project.
- Completion of a Pacific Climate Change Science and Services Research Roadmap with support of Australia's Commonwealth Scientific and Industrial Research Organization (CSIRO)

As explained in the summary of the PMC-5 outcome statement, the PMC members in the main plenary acknowledged the support of UNDP and the Russian Government in particular for the funding of the RTC Feasibility Report. The outcome statement also endorsed the way forward and other key partners such as SPREP, PMC, USP and Fiji Met Desk to work on the establishment of the RTC by 2020.

1.2 Pacific Island Communications and Infrastructure Panel (PICI) Panel

The PICI Panel is chaired by Mr. Ausitelia Titimaea who is the Deputy CEO and the Director of the Samoa Meteorological services. Other members of the panel include UNDP, NIWA, USA-NOAA, Tokelau and Cook Islands. Of all the 6 panels under the PMC, this panel has been one of the least active and bulk of the discussions in the pre-panel meetings concentrated on the terms of reference. As per the TOR, the main role of the PICI Panel is to provide technical advice and coordinating the implementation of activities recommended by the PMC or as directed by PMC and related to: (a) infrastructure supporting communications and dissemination of national and regional hydro-meteorological and oceanographic/tsunami (seismic and sea level) observations, forecasts, and warnings, (b) identifying priorities and coordinating work related to planning and implementation of communications facilities, equipment.

The PICI panel's paper to the PMC is attached together with the TOR which should serve as additional guidance on what this panel is trying to achieve within its approved mandate.

1.3 The Pacific Hydrological Services Panel (PHS)

The PHS panel is chaired by Samoa and the co-chair position is currently vacant. The panel essentially looks after hydrology needs in the region. UNDP and the ICLEWs project are providing USD30,000 to this panel, bulk of which is being used to fund a regional gaps and needs analysis report which is being currently undertaken by consulting firm from Australia. The UNDP SIWSAP Project Manager attended the Pre PMC meeting for this panel and her report will cover the meeting in detail.

2. PMC Meeting – August 7 – 9, 2019

- The PMC 5 proper was conducted from August 7 – 9th at the TATTI conference center in Apia. A total of 200 delegates from 22 Member countries of SREP, Regional and Multilateral Partners and Private Sector were in attendance. The first day of the meeting was devoted to country presentations and most countries did not invest much time and effort in their presentations. Most disappointing was the presentations from the more developing countries like Australia, New Zealand and the USA.

The second day of the PMC was devoted to the 6 Panel Presentations and this was a good opportunity to see how each panel was working within their assigned area. The APM made the presentation on the Regional Training Center and this was well received. The representative of the Caribbean Meteorological and Hydrological Services offered the support of his institute in the establishment of the RTC.

The 3rd Day of the PMC was devoted to the final outcome document and this will be finalized and uploaded in the PMC website soon.

3. Discussion with UNDP Samoa

- The UNDP Samoa Multi-Country Office looks after Cook Islands, Niue, Tokelau and Samoa. As RESPAC and ICLEWs are implemented by the Fiji based Pacific Office as Regional Projects, there are seldom interactions with the country office. At the request of the Senior Management, the APM organized a courtesy call with the Assistant Resident Representative, Ms. Yvette Kerslake to brief on the regional initiatives implemented at the country level funded under the RESPAC and ICLEWS projects. The relevant workplans under RESPAC for Cook Islands, Niue and Tokelau and the ICLEWS workplan for Cook Islands are now attached as Annex 1.
- The APM and ARR endeavored to share information particularly with joint in country missions.

10B. Results Achieved (concrete outputs)

- The successful organization and conclusion of the Pre-PMC and the PMC-5 meeting was a good result for all parties involved especially SPREP and the Government of Samoa. The facilities at the TATTI conference center was excellent and with the inauguration of the Pacific Climate Change Center at the SPREP Campus, there will be significant opportunity to conduct regional meetings.
- The Panel meetings were organized as scheduled however the effectiveness of the panel and their work is still debatable. Lack of resources to fund the six panels' work is a concern and this needs to be addressed in order to ensure that future collaboration is focused on the effective outcomes and stronger partnerships between stakeholders.
- UNDP and RESPAC's contribution for funding of activities under the PIETR has well recognized and the PMC decision to support the recommendations of the feasibility study paves the way for UNDP to engage further with partners and turn the idea of the RTC into a reality.
- Stronger collaboration and partnership with the UNDP Samoa Office for regional projects given the positive demeanor and collegial approach expressed by the ARR in the meeting with the APM.

10C. Expected Outcome(s) and Impact

Collaboration between UNDP Country Offices despite of the implementation arrangements is critical in the region due to impact and consequences on UNDP branding. RESPAC has tried in the past to work through UNDP Samoa and PNG Offices with limited results and territorial issues as previously experienced can be overcome through joint approach. UNDP Pacific Office in Fiji and the Samoa Multi country office need to collaborate and work on similar objectives given linkage with SPREP. The mission in this regard was both positive and gratifying as most issues can be resolved at the project level

11. Key counterpart (s) and persons you met in each location and their contact details:

Name: Salesa Nihamei and Azarel Maiai
Contact Information: SPREP Pacific Met Desk Partnership

Name: Arona Ngari
Contact Information: Chair – PIETR Panel

Name: Ausitalia Titimaea
Contact Information: Chair – PICI Panel

Name: Malaki Iakopo
Contact Information: Chair - PHS

Name: Yvette Kerslake
Contact Information: Assistant Resident Representative – UNDP Samoa

Name: Awnesh Singh and Misa Funaki
Contact Information: USP and Fiji Met

12. Follow-up Action Matrix

12.1 PMC and PMC Panels

Actions to be taken	By Whom	Expected Completion Date
Advance for the PHS Panel	Navin	29 August
LOA with USP, SPREP and FMS on the Regional Training Center	Navin	30 August
First advance to USP for the PIETR Panel	Navin	15 September
Identify funding for PICI Panel	Navin	30 September

12.2 Country Workplan – Tokelau (RESPAC)

AWS Procurement for Nukunonu and Atafu	Navin	30 September
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Collaboration with UNDP Samoa and Samoa Met for technical backstopping	Navin	30 September
Letter to Chair of the Council of the Leaders	Yvette	15 September
12.3 Country Workplan – Cook Islands (RESPAC)		
Advance of funds to CIMS for the RESPAC Activities	Navin	22 August 2018
12.4 Country Workplan Cook Islands (RESPAC & ICLEWS)		
Signing of the LOA between UNDP and Infrastructure Cook Islands	Navin/Yvette	30 August 2018
13. Distribution List (BTOR sent to): Internal Clients: - RESD Group Email, MET Directors		

Annex 1: Summary of ICI- Cook Islands Workplan under ICLEWS

	In NZD
Priority Area 1: Completion of ground water surveillance in Mangaia and Atiu	
Activity 1.1: Schedule travel to Mangaia and Atiu for ground water surveillance	\$15,000
Activity 1.2: Conduct study and evaluate report	\$ 1,500
Activity 1.3 Conduct preliminary drilling at selected sites	\$5,000
	\$21,500
Priority Area 2: Procurement and Installation of Ground Water Resistivity Machine	
Activity 2.1: Procurement of ABEN Terrameter LS 2 Machine	\$70,000
Activity 2.2 Conduct training on LS2 by Mala Systems Australia	\$10,000
	\$80,000
	\$101,500

Country	Sub Activity	Description	Budget		
			in NZD	Exchange Rate	in USD
KPA	Priority Area 1: Upgrade of Office and Auxillary Systems				
CKI	Activity CKI 1.1: Procurement of Office Furniture				
CKI	1.1.1	Seek quotes for the upgrade of office furniture in CIMS Office	\$10,000.00	1.471	\$6,798.10
CKI	1.1.2	Prepare funding request through FACE Form			
CKI	1.1.3	Receive funding and carry out procurement			
CKI	Activity CKI 1.2: Procurement of Office Equipment				
CKI	1.2.1	Prepare list of critical Office Equipment to be replaced in CIMS Office	\$10,000.00	1.471	\$6,798.10
CKI	1.2.2	Seek quotes for the purchase of equipment			
CKI	1.2.3	Prepare funding request through FACE Form			
CKI	1.2.4	Receive funding and carry out procurement			
CKI	Activity CKI 1.3 - Finalize ageeement with IT and Bluesky for dedicated IP Address for Tideda				
CKI	1.3.1	Discussion with Cook Islands IT and Bluesky for dedicated IP Address for TIDEDA			
CKI	1.3.2	Finalize Agreement for dedicated IP address for TIDEDA Server	\$5,000.00	1.471	\$3,399.05
CKI	1.3.3	Complete Data to Clide ingestion			
CKI	1.3.4	Prepare Status Report per Station			
KPA	Priority Area 2: Procurement and Installation of AWSs				
CKI	Activity 2.1: Procurement of AWS for 2 remaining site under the Pa-Enuwa Initiative				
CKI	2.1.1	Seek confirmation from UNDP on the funding for the 2 new AWS			\$70,000.00
CKI	2.1.2	Undertake assessment of sites including transportation options			
CKI	2.1.3	Booking of shipping services	\$8,000.00	1.471	\$5,438.48
CKI	2.1.4	Identification of resource person to undertake the installation			
CKI	2.1.5	Settle outstanding invoice for the AWS launch in Manihiki	\$13,000.00	1.471	\$8,837.53
CKI	Activity 2.2: Installation of AWS in Nassau and Suwarrow				
CKI	2.2.1	Receive equipment and arrange customs clearance			
CKI	2.2.2	Purchase of Materials and supplies for the boat trip	\$5,000.00	1.471	\$3,399.05
CKI	2.2.3	Payment of DSA and Perdiem for the team	\$10,000.00	1.471	\$6,798.10
CKI	2.2.4	Complete installation and submission of Report			

KPA	Priority Area 3: Capacity Building and Training of Sectoral Counterparts in CLiDE			
CKI	Activity 3.1 - Training for Sectoral Stakeholders on CLiDes Products			
	Prepare Concept Note for discussion with			
CKI	3.1.1	UNDP RESPAC Team		
		Circulate invitation letter and confirm		
CKI	3.1.2	participants		
CKI	3.1.3	Finalize venue and other logistics	\$20,000.00	1.471 \$7,500.00
CKI	3.1.4	Conduct Workshop		
CKI	3.1.5	Finalize report and follow up actions		
KPA	Priority Area 4: Improved exchanges with sectoral counterparts			
KPA	Priority Area 5: Regional Priorities			

Country	Sub Activity	Description	Budget		
			in NZD	Exchange Rate	in USD
KPA	Priority Area 1: Upgrade of Office and Auxillary Systems				
KPA	Priority Area 2: Procurement and Installation of AWSs				
NIU	Activity 2.1: Procurement of AWOS Sensors for Niue International Airport				
NIU		Finalize direct contract for NZ Met Service to install Ceilometer and Present Weather			\$64,58
NIU	2.1.1	Sensor	\$95,000.00	1.471	1.92
NIU	2.1.2	Supervise Installation and real time display			
NIU	Activity 2.2 - Contract NZ Met Services to complete AWOS to Clide Ingestion				
NIU		Discussion with NZ Met Service and Niue Met			
NIU	2.2.1	for AWOS to Clide Ingestion			
NIU	2.2.2	Prepare variation to quotation to reflect additional charges	\$5,000.00	1.413	\$3,538.57
NIU	2.2.3	Complete Data to Clide ingestion			
NIU	2.2.4	Prepare Status Report per Station			
KPA	Priority Area 3: Capacity Building and Training of Sectoral Counterparts in CLiDE				
KPA	Priority Area 4: Improved exchanges with sectoral counterparts				
NIU	Activity 4.1 - Training for Sectoral Stakeholders on CLiDes Products				
NIU	4.1.1	Prepare Concept Note for discussion with UNDP RESPAC Team			
NIU	4.1.2	Circulate invitation letter and confirm participants			
NIU	4.1.3	Finalize venue and other logistics	\$5,000.00	1.413	\$3,538.57
NIU	4.1.4	Conduct Workshop			
NIU	4.1.5	Finalize report and follow up actions			
KPA	Priority Area 5: Regional Priorities				

Country	Sub Activity	Description	in NZD	Exchange Rate	in USD
KPA	Priority Area 1: Upgrade of Office and Auxillary Systems				
KPA	Priority Area 2: Procurement and Installation of AWSs				
TOK	Activity2.1: Procurement of AWS for Nukunonu and Atafu				
TOK	2.1.1	Seek confirmation from UNDP on the funding for the AWS in 2 Atolls		\$	70,000.00
TOK	2.1.2	Undertake assessment of sites including transportation options	Seek joint funding from Samoa Country Office		
TOK	2.1.3	Transportation of Materials for fenced enclosure	Seek joint funding from Samoa Country Office		
TOK	2.1.4	Identification of resource person to undertake the installation	Seek joint funding from Samoa Country Office		
TOK	2.1.5	Complete installation and reporting	Seek joint funding from Samoa Country Office		
KPA	Priority Area 3: Capacity Building and Training of Sectoral Counterparts in CLiDE				
KPA	Priority Area 4: Improved exchanges with sectoral counterparts				
KPA	Priority Area 5: Regional Priorities				