



Ref. 286/15/IGSD

26 December 2015

**Thailand's Domestic Preparation for Post-2020 Contributions (INDCs)**

Dear Mrs. Bhuridej,

This is with reference to the meeting between the Office of Natural Resources and Environmental Policy and Planning (ONEP) and the United Nations Development Programme (UNDP) on 1 October 2015, regarding the no-cost extension of the duration of the above-mentioned project from 31 December 2015 to 30 April 2016. The purpose of the extension is to conduct some immediate follow-up actions to the Intended Nationally Determined Contributions (INDCs) as submitted to the United Nations Framework Convention on Climate Change (UNFCCC).

I thus would like to advise you that the approximate budget balance of this project at the end of 2015 is USD. 18,000. The additional activities to be carried out during the extension period, based on the discussion with your office, will include:

- (1) Organise 2 consultations workshops on INDCs follow-ups and on establishing a working committee on INDCs' implementation (USD 2,000)
- (2) Develop an initial draft of the INDC's road map (USD 10,000)
- (3) Hire a technical coordinator to facilitate the process (USD 6,000)

Addendum to the Letter of Agreement signed between ONEP and UNDP on 29 July 2014, reflecting these additional activities is attached herewith. Please kindly confirm, in writing, the receipt of this letter so that we could proceed with the project extension and the budget revision soonest.

I would like to take this opportunity to thank ONEP for the close collaboration in the implementation of this project. I look forward to further strengthening our partnership in the extended phase and beyond.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Luc Stevens', is written over a horizontal line.

Luc Stevens  
Resident Representative

Mrs. Raweewan Bhuridej  
Secretary-General  
Office of Natural Resources and Environmental Policy and Planning  
60/1 Soi Pibunwattana 7, Rama VI Road  
Samsennai, Phayathai, Bangkok 10400

cc: Mr. Prasert Sirinapaporn, Director, Office of Climate Change Management

Encl. Addendum to the Letter of Agreement

**Addendum 1**  
**DESCRIPTION OF COUNTRY OFFICE SUPPORT SERVICES**  
**for Thailand's Domestic Preparation for Post-2020 Contributions**  
**during 1 January to 30 April 2016**

1. Reference is made to the meeting between the Office of Natural Resources and Environmental Policy and Planning (ONEP) and the United Nations Development Programme (UNDP) on 1 October 2015, regarding the no-cost extension of the duration of the above-mentioned project from 31 December 2015 to 30 April 2016
2. In accordance with the provision of the letter of agreement (LOA) signed on 29 July 2014, its attachment, the Project Document and the above agreement on 1 October 2015, UNDP country office shall provide support services for the project during the period of project extension.
3. The additional services to provide are:

<b>Activities, Expected Outputs and Support Services</b>	<b>Timeframe</b>	<b>Estimated Budget for the Deliverables/Outputs</b>
1. Organization of two consultation workshops on INDCs follow-ups and on establishing a working committee on INDC implementation.	1 January to 30 April 2016	2,000
2. Develop an initial draft of Thailand's INDC roadmap.	1 January to 30 April 2016	10,000
3. Engagement of a technical coordinator to facilitate the process.	1 January to 30 April 2016	6,000
	<b>Total</b>	<b>18,000</b>

4. The Inclusive Green Growth and Sustainable Development (IGSD) Unit of UNDP Thailand, together with the Management Support Services of UNDP Bangkok Regional Hub (BRH) will be responsible to provide support services as referred under the above-mentioned support services to be provided. The reimbursement of support services by UNDP Thailand, in relation to activity implementation and/or deliver the outputs, which are beyond the UNDP roles of general project oversight and monitoring as well as reporting to donor, will be considered as the project direct cost. The cost of these support services will be analyzed based on the actual time spent of UNDP Thailand staff and charged to the CATSPA project accordingly.

The support services cost provided by UNDP BRH will be recorded to the project budget as per transactions, based on established UNDP policies.