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|   | <b>United Nations Development Programme<br/>Regional Center in Asia Pacific</b> | <b>BACK TO OFFICE REPORT (BTOR)</b><br>Submitted by: Alam Resture<br>Title: Project Manager<br>Date Submitted: 31 July 2020<br>TA Serial Number:                     |  |
| 1. Practice Area: Resilience & Sustainable Development - Coastal Adaptation<br>2. Service Line(s):  |   |  |  |
| 3. Mission Period (incl. of travel days):<br><br>From: 24 July 2020 To: 30 July 2020  |   |  |  |
| 4. Type of Service/Mission<br><br><input checked="" type="checkbox"/> Advocacy<br><input type="checkbox"/> Analysis<br><input type="checkbox"/> Policy Advice<br><input type="checkbox"/> Programme / Technical Backstopping<br><input checked="" type="checkbox"/> Resource Person<br><input type="checkbox"/> Regional Technical Consultations<br><input type="checkbox"/> Training / Capacity Development<br><input type="checkbox"/> Others (specify):  |   | 5. Client(s)<br>Nanumea Kaupule<br>Island leaders - Kaiga Aliko<br>Land owners<br>Women<br>Youth<br>Nanumaga Pule kaupule  |  |
| 6. Purpose of Mission:<br>1. Public discussion in regards to the Community's request to redirect TCAP funds to the Protect Nanumea Land Reclamation Project<br>2. Get confirmation from the Nanumaga kaupule of the cost of sand for their BTB  |   | 7. Documents, Materials, Resources from Mission<br>Minutes of the mission<br>Photos of areas of interest to the project<br>Confirmation letter from Nanumaga kaupule |  |
| 8. Mission Member(s) (include consultants if any)<br>1. Alan Resture - Project Manager<br>2. Puanita Ewekia - Comms Officer<br>3. Pine-Andy Tonga - Administrative Assistant<br>4. Launiu Pelosi - Nanumea Community Board Member   |   | 9. Cost (for RCC staff only)   |  |
| 10. Brief Summary of the Mission:<br>10A. Findings<br>1. The purpose of the mission was to deliver to the community UNDP's response to their letter to the Tuvalu Prime Minister, requesting the Government of Tuvalu to redirect TCAP funds to their Protect Nanumea project, as they no longer want the TCAP BTB design.<br>2. The Letter from Resident Representative was translated and read to the community before the floor was opened for discussions<br>3. The majority of the leaders and elders who participated in the "sautalaga" admitted that they want TCAP to continue its work on the island to protect Nanumea now, while the government looks for funding for their land reclamation project.<br>4. Island leaders confirmed that while Nanumaga wanted their sand to be paid, they maintained that if they agree to continue with the TCAP design, they will not ask for payment for their sand.<br>5. The Falekaupule Assembly convened on Friday 31 <sup>st</sup> July and a confirmation of what Nanumea wants will be relayed in writing to the Prime Minister and copied to TCAP and UNDP.<br>6. Nanumaga kaupule confirmed that the cost of the sand is \$10.00 per cubic metre<br><br>10B. Results Achieved (concrete outputs)<br>1. General consensus to approve BTB design with request to extend Cee Bee wall to the preschool.<br>2. Confirmation that their sand will be given for free<br>2. Confirmed costs for the sand on Nanumaga at \$10/cubic metre |   |  |  |

| <p><b>10C. Expected Outcome(s) and Impact</b></p> <p>1. A confirmation letter from Nanumea Island leaders confirming that the community still wants BTB and CB designs for their island</p> <p>2. A confirmation letter from the Pule Kaupule of Nanumaga stating the cost of sand for their BTB</p>  |              |                             |                     |         |                          |                         |      |                            |                             |         |                             |   |              |                        |
|---|--------------|-----------------------------|---------------------|---------|--------------------------|-------------------------|------|----------------------------|-----------------------------|---------|-----------------------------|---|--------------|------------------------|
| <p><b>11. Key counterpart (s) and persons you met in each location and their contact details:</b></p> <p><b>Name:</b></p> <p>Fakalupe Tekamata - Nanumea Pule Fenua</p> <p>Tofiga Paitela - Nanumea Pule Kaupule &lt;sotiata.t@gmail.com&gt;</p> <p>Vaipuna Esela - Nanumea Kaupule Secretary &lt;klopati85@gmail.com&gt;</p> <p>Lapana Ene - Nanumaga Pule Kaupule &lt;lapanahohene622@gmail.com&gt;</p> <p>Taukimua Tipeni - Nanumaga Planner &lt;taukimua87@gmail.com&gt;</p> <p><b>Contact Information:</b></p> <p>Alan Resture - Project Manager</p>   |              |                             |                     |         |                          |                         |      |                            |                             |         |                             |   |              |                        |
| <p><b>12. Follow-up Action Matrix</b></p> <table border="1"> <thead> <tr> <th>Actions to be taken</th> <th>By Whom</th> <th>Expected Completion Date</th> </tr> </thead> <tbody> <tr> <td>Minutes for the mission</td> <td>Pine</td> <td>31<sup>st</sup> July 2020</td> </tr> <tr> <td>News updated on the mission</td> <td>Puanita</td> <td>7<sup>th</sup> August 2020</td> </tr> <tr> <td>Follow up on the confirmation letter from Nanumea Pule Fenua and Pule Kaupule</td> <td>Alan Resture</td> <td>5<sup>th</sup> August</td> </tr> </tbody> </table> |              |                             | Actions to be taken | By Whom | Expected Completion Date | Minutes for the mission | Pine | 31 <sup>st</sup> July 2020 | News updated on the mission | Puanita | 7 <sup>th</sup> August 2020 | Follow up on the confirmation letter from Nanumea Pule Fenua and Pule Kaupule | Alan Resture | 5 <sup>th</sup> August |
| Actions to be taken   | By Whom      | Expected Completion Date    |                     |         |                          |                         |      |                            |                             |         |                             |   |              |                        |
| Minutes for the mission   | Pine         | 31 <sup>st</sup> July 2020  |                     |         |                          |                         |      |                            |                             |         |                             |   |              |                        |
| News updated on the mission   | Puanita      | 7 <sup>th</sup> August 2020 |                     |         |                          |                         |      |                            |                             |         |                             |   |              |                        |
| Follow up on the confirmation letter from Nanumea Pule Fenua and Pule Kaupule   | Alan Resture | 5 <sup>th</sup> August      |                     |         |                          |                         |      |                            |                             |         |                             |   |              |                        |
| <p><b>13. Distribution List (BTOR sent to):</b></p> <p>Team Leader RSD</p> <p>Deputy Leader RSD</p> <p>Regional Technical Advisor</p> <p>Deputy Project Manager</p> <p>TCAP PMU</p> <p>Director of Climate Change</p>   |              |                             |                     |         |                          |                         |      |                            |                             |         |                             |   |              |                        |

## ***Instructions for Completing the BTOR Template***

The purpose of the BTOR is to provide brief information (with appropriate links to detailed analytical report, contacts, lessons learned, actions to be taken, impacts, achievement, etc.) on the missions undertaken by staff at the RCC/RCB. This intends to serve the need of management, input to knowledge development, facilitate compilation for reporting and serve clients and target audiences.

The BTOR should be no more than 2 pages. All relevant and supporting documents should be linked or attached.

1. **MYFF Practice Area:** Indicate Practice Area, as given in the MYFF.
2. **MYFF Service Line(s):** Indicate the corresponding MYFF service-line(s). If applicable, indicate cross-practice.
3. **Mission Period:** Indicate date of departure and return, inclusive of travel days.
4. **Type of Service/Mission:** Check one or more boxes as applicable and provide details of the mission under (6) Purpose of Mission
5. **Clients:** Indicate clients who requested and/or benefited from the service(s), if applicable (COs, external partners, governments, RCC, RCB, BDP, RBAP, etc).
6. **Purpose of Mission:** Provide brief bullet-points on purpose of mission (extract from TOR if available). If previous mission has been undertaken, indicate when, for what purpose and any outputs that may have been produced.
7. **Documents, Materials, Resources from Mission:** List and attach any key documents, materials, or resources received/prepared for the mission.
8. **Mission Member(s):** List all members of the mission, including consultant(s), if any, and their roles or responsibilities during the mission and for any expected outputs.
9. **Cost(s):** Indicate cost per person per day, including travel time, FOR RCC STAFF ONLY. Also indicate total cost, if more than one RCC/RCB staff member, e.g. \$400/person/day x 2 days x 2 staff = \$1600.
10. **Brief summary of the mission:** Indicate main findings, key results achieved (concrete outputs/deliverables), expected outcomes/impact in terms of programme development, partnerships, policy changes, etc.
11. **Key counterpart and persons met:** Provides links to or attach detailed mission report, including persons met with contact details, meetings attended, lessons learned, actions taken and follow-up, reference to previous missions, etc.
12. **Follow-up Action Matrix:** Indicate main actions to be taken by different stakeholders (e.g. COs, RCC, RBAP, etc) with expected completion dates for each.
13. **Distribution List:** Indicate recipient(s) of BTOR.