

 <p>United Nations Development Programme Regional Center in Asia Pacific</p>	<p>BACK TO OFFICE REPORT (BTOR)</p> <p>Submitted by: Pine Andy-Tonga Title: Finance & Admin Assistance Date Submitted: 13 July 2020 TA Serial Number:</p>
<p>1. Practice Area: Resilience & Sustainable Development - Coastal Adaptation 2. Service Line(s):</p>	
<p>3. Mission Period (incl. of travel days):</p> <p>From: 8th July 2020 To: 12th July 2020</p>	
<p>4. Type of Service/Mission</p> <p><input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Analysis <input type="checkbox"/> Policy Advice <input type="checkbox"/> Programme / Technical Backstopping <input checked="" type="checkbox"/> Resource Person <input checked="" type="checkbox"/> Regional Technical Consultations <input type="checkbox"/> Training / Capacity Development <input type="checkbox"/> Others (specify):</p>	<p>5. Client(s)</p> <p>Nanumaga Kaupule Island leaders - Kaiga Alik Land owners Disabilities Youth - Talafai Women's Fisherman</p>
<p>6. Purpose of Mission:</p> <p>1. Public consultations with different groups including People with Disabilities, womens, youth, Island chiefs & leaders, kaupule members, and fisherman on the draft ESIA and issues pertaining to the construction of berm top barriers on Nanumaga island.</p> <p>2. Takings pictures of the islands for updating TCAP news on Nanumaga island.</p>	<p>7. Documents, Materials, Resources from Mission</p> <p>Presentations for Nanumaga ESIA. Minutes of the mission</p>
<p>8. Mission Member(s) (include consultants if any)</p> <p>1. Alan Resture 2. Puanita Ewekia 3. Pine-Andy Tonga</p>	<p>9. Cost (for RCC staff only)</p>
<p>10. Brief Summary of the Mission:</p> <p>10A. Findings</p> <p>1. Most of the key stakeholders including People with Disabilities, Fishermen's group, Women and Youth agreed for the sand not to be paid. Soil from the Pulaka bank at the southern end of the island is also available as an option for use.</p> <p>2. Pule Kaupule Mr Lapana Ene has to send a letter to confirm the price of the sand that use for BTB after the Falekaupule meeting on the 15th July 2020.</p> <p>3. Pule Kaupule raised his concern that TCAP visited Nanumaga in 2017 with the concept design of the BTB with the hope of returning to confirm which intervention does the community. TCAP never returned until May 2020, when they returned to the island with the final design that its going to be BTB. Thus he requested if concrete walls could be used insteda of sand and geobags.</p> <p>4. No possibility of relocating the community church for Nanumaga. Most of the groups agreed to the relocation of the church, but reported that no one is willing to donate his/her land for free at a new location to build the church.</p>	

5. The people of Nanumaga would like to pose a challenge to TCAP engineers to design a protection measure in front of the church, whether it be sheet piling or concrete wall. But they want something in front of the church to protect their church once it is completed.

10B. Results Achieved (concrete outputs)

1. Approval of ESIA draft report with minor editions.
2. Confirmation that they want BTB design not the wave breakers and land reclamation, which could be a project later on.
3. Taken some pictures of the TC Tino Deposit on the island.

10C. Expected Outcome(s) and Impact

1. Revised ESIA report, incorporating comments from different groups

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

Name:

Lapana Ene - Pule Kaupule <lapanahohene622@gmail.com

Taukimua Tipeni - Planner <taukimua87@gmail.com

Contact Information:

Kevin Petrini

Winifereti Nainoca

Floyd Robinson

12. Follow-up Action Matrix

Actions to be taken	By Whom	Expected Completion Date
Minutes for the mission	Pine	20 th July 2020
News updated on the mission	Puanita	20 th July 2020

13. Distribution List (BTOR sent to):

Team Leader RSD

Deputy Leader RSD

Deputy Project Manager

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.