

 <p>United Nations Development Programme Regional Center in Asia Pacific</p>	<p>BACK TO OFFICE REPORT (BTOR)</p> <p>Submitted by: Alan Resture Title: Project Manager Date Submitted: 5 June 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: 19 March 2020 To: 27 March 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 checked="" type="checkbox"/> Training / Capacity Development <input type="checkbox"/> Others (specify):</p>	<p>5. Client(s)</p> <p>Nanumea Kaupule Nanumea Falekaupule Kaumaile Primary school</p>
<p>6. Purpose of Mission:</p> <p>1. Discuss the concept design and get approval for the use of:</p> <p>(i) TC Pam deposits from Hahake</p> <p>2. Training of Kaupule staff</p> <p>3. Distribute IC materials to primary schools</p> <p>4. Capture of pictures from drones on the current status of the island especially on the deposit sand on hahake.</p>	<p>7. Documents, Materials, Resources from Mission</p> <p>Report of the joint mission TCAP/DLG Presentation for the BTB Design Presentation for Kaupule trainings Minutes of Nanumea consultations</p>
<p>8. Mission Member(s) (include consultants if any)</p> <p>1. Alan Resture 2. Puanita Ewekia 3. Pine-Andy Tonga 4. Feue Tipu 5. Jone Feresi 6. Mike Ravono 7. Maryanne V 8. Brian Ionatana 9. Sepoe Tumua 10. Aselu O'brein 11. Ane Talia 12. Manuela 13. Ielemia Maheu</p>	<p>9. Cost (for RCC staff only)</p>
<p>10. Brief Summary of the Mission:</p> <p>10A. Findings</p> <p>1. Nanumea community support the BTB design for their island and also provide a consent letter on the use of the sand deposit from TC Pam from Hahake.</p>	

2. Conducted training for Kaupule staff on the Filing system, planning and budgeting, reporting management system and meeting management system by the Department of Local government staff.
3. Land & survey teams managed to capture pictures of the current status of the island and especially the TC sand deposit at Hahake.
4. TCAP distributed IC materials to the Primary schools and also to the locals for visibility of the project on Nanumea island.

10B. Results Achieved (concrete outputs)

1. Approval of BTB design for Nanumea
2. Provision of consent letter on the use of sand from hahake.

10C. Expected Outcome(s) and Impact

1. Approval of use of TC Pam sand deposit for BTB works
2. Enhanced capacity of aupule staff on filing system, planning and budgeting, reporting and meeting management system
3. Updated pictures of the TC Pam sand deposit at Hahake

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

Name:

Tofiga Patiale- Pule Kaupule o Nanumea, <patiale.tofiga@gmail.com>;

Vaipuna Esela - Assistance Sectary for Nanumea Kaupule, <klopati85@gmail.com>;

Contact Information:

Kevin Petrini

Winifereti Nainoca

12. Follow-up Action Matrix

Actions to be taken	By Whom	Expected Completion Date

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.