
 United Nations Development Programme Regional Center in Asia Pacific 	BACK TO OFFICE REPORT (BTOR) Submitted by: Jone Feresi Title: Dep Proj Manager - TCAP Date Submitted: Sept 14 th , 2017 TA Serial Number:
1. Practice Area: Resilience & Sustainable Development - Coastal Adaptation 2. Service Line(s):	
3. Mission Period (incl. of travel days): From: Aug 29 th , 2017 To: Sept 5 th , 2017	
4. Type of Service/Mission <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 type="checkbox"/> Regional Technical Consultations <input checked="" type="checkbox"/> Training / Capacity Development <input type="checkbox"/> Others (specify): TCAP Launching & Inception Workshop	5. Client(s) - Tuvalu Govt - Cabinet Members, Ministries & Depts involved with TCAP - NGOs, - Island Community Representatives - Kaupules
6. Purpose of Mission: - Launch of the TCAP project. - To facilitate TCAP Inception Workshop - GEF UNDP Tuvalu Projects Camera Handling Training	7. Documents, Materials, Resources from Mission Powerpoint presentation of the GCF Tuvalu Coastal Adaptation Project (TCAP) All presentations were made available via USB to all participants.
8. Mission Member(s) (include consultants if any) Osnat Lubrani, Kevin Petrini, Yusuke Taishi, Winifereti Nainoca, Vasiti Navuku, Merana Kitione, Timaima Qeranatabua, Mike Ravono, Jone Feresi	9. Cost (for RCC staff only)
10. Brief Summary of the Mission: 10A. Findings TCAP Inception Workshop objective was to (a) orientate project stakeholders on the project implementation schedule; (b) introduce the TCAP team members and affirm their roles and responsibilities, including reporting and communication lines and conflict resolution mechanisms; (c) review and finalize the M&E plan; (d) review financial reporting procedures and mandatory requirements, (e) plan and schedule Project Board meetings; and (f) finalize the first year annual work plan 10B. Results Achieved (concrete outputs) - Completion of the TCAP Inception workshop; - Completion of the TCAP PMU Team induction ; - Completion of GEF UNDP Tuvalu projects camera handling training; - The first Project Board Meeting is scheduled for either the 1 st or 5 th week of November. There shall be 2 Board meets per year; - Met with the Ministry of Education on scholarship tenureship for Undergraduate and Masters programmes as part of the Capacity Building requirements under TCAP. Secondly, on the need to carry out a HACT assessment under the Capacity Development and Financial Management objectives; - Met with the Ministry of Finance to endorse the creation of separate project codes for each of the line Ministries under TCAP; - Annual Work Plan finalized and to be forwarded by RTS Yusuke Taishi before the end of September, 2017 - Inception Report to be submitted by December 7 th with the initial draft by September 27 th ; - Procurement Plan to be finalised upon receipt of the detailed 2017-2018 AWP from Yusuke; - Site visitations to Nanumea and Nanumaga to be firmed up upon consultations with other Government	

departments especially on logistical arrangement for economical usage of the vessel Talamoana

10C. Expected Outcome(s) and Impact

- First Project Board meeting need to happen this year and not to be deferred as it has great implications on the approving of AWP's for the project implementation phases over the next 6 years;
- Engagement of an International Consultant by Q1 of year 2018;
- Engagement of CTA to be finalised as soon as practicable;
- HACT Assessment to be carried out within the month of September. The outcome of the assessment will determine the payment modality for the capacity building component - either through GoT via Ministry of Education or Direct Payment from UNDP;
- Training of PMU Team on communications/social media when team meets in Suva in October;

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

Name:

Hon Enele Sopoaga - Prime Minister

Hon Maatia Toafa - Minister of Finance & Economic Development

Mr. Vavau Fatuuga - Acting Permanent Secretary of Finance & Economic Development

Mr Talavai Iona - Permanent Secretary for Education, Youth & Sports

Ms Sunema Maheu - Head of Treasury Department

Pepetua Latasi - Director of Climate Change

Soseala Tinilau- Director of Environment

Mr Malofou Sopoaga - PWD Vaiaku, Funafuti

Mr Tekita Neemia - PWD Funafuti

Mr Temetiu Maliga - Director, Department of Regional Development

Nanumea Ulu Fenua – Mr. Tailolo Petio

Nanumea Pule Kaupule – Mr. Tofiga Paitela

Nanumea Kaupule Planner – Mr. Vaipuna Esela

Nanumaga Sui Tupu – Mr. Reete T Maluai

Nanumaga Pule Kaupule – Mr. Pai Teatu

Nanumaga Kaupule Planner – Mr. Alvin Tumua

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12. Follow-up Action Matrix

Actions to be taken	By Whom	Expected Completion Date
Finalize Detailed AWP for 2017 & 2018	Yusuke Taishi	2 nd Oct 2015
Facilitation for HACT Assessment by EY	Mike Ravono	15 th Sept, 2017t
Inception Report (Initial Draft)	Jone Feresi	27 th Sept, 2017

13. Distribution List (BTOR sent to):

UNDP RR - Osnat Lubrani
UNDP CD - Bhakodir Burkahnov
RSD T/Leader;
RSD Dep T/L;
RTS Yusuke Taishi
RSD Group Email