



Empowered lives.  
Resilient nations.

8 December 2014

Dear Mr. Mena,

**July - November 2014 Cost Recovery**

I am pleased to write to you regarding the agreement between the UNISDR Regional Office for the Americas and the United Nations Development Programme (UNDP) to host the UNISDR Regional Liaison Officer of the project “Strengthened Disaster Risk Reduction in the Caribbean through greater fostering of the Hyogo Framework for Action priorities at the local, national and regional levels” implemented under the 2013-2014 DIPECHO Action Plan for the Caribbean.

Following the agreement, please find below the amount due for July - November 2014 for operational expenses relation to the UNISDR regional liaison officer position and provided by UNDP totaling USD 1,673.66 (e.g. office space, logistical support, communications, etc.):

DISTRIBUTION OF COMMON COSTS FOR UN HOUSE ESTIMATES - for the period Jul - Nov 2014 (Updated Nov 2014)						
UNISDR			US\$			
Item #	Service	Vendor	Currency	UNDP	UNISDR	Total
				95.0%	5.0%	
<b>SUMMARY</b>						
	<b>Total</b>			<b>\$31,799.56</b>	<b>\$1,673.66</b>	<b>\$33,473.22</b>

Mr. Ricardo Mena  
Head of Regional Office  
UNISDR  
#142 Arnaldo Cano Avenue  
City of Knowledge  
Ancon  
PANAMA



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The payment can be realized through the UNDP Regional Centre in Panama to the UNDP Barbados and the OECS by COA:

Project ID	Op Unit	PC Business Unit	Impl Agent	Fund	Donor	Dept	Activity	Account
00082163	BRB	BRB10	00191	11300	00012	48201	DEVELOPMENTEFF	As required

Yours sincerely,

  
Stephen O'Malley  
Resident Representative