

Nathalie Thomas

From: Mizushi Satoh
Sent: Monday, January 16, 2017 9:24 AM
To: estwicka@gov.ms
Cc: Chisa Mikami; Danielle Evanson; Nathalie Thomas; Dwayne Nurse
Subject: RE: Emailing: SEECOAST, RAYMOND WILLIAMS, MS OSBORNE LTD, A&F SERVICENTRE, JUNIOR ALLEN, CERTIFICATE OF EXPENDITURES, PROJECT PROGRESS REPORT, SHAMROCK INDUSTRIES LTD

Importance: High

Dear Angela,

I am writing to you to inform you about the status of payment of 2016 TRAC resources for the Environmental Remediation and Protection in Montserrat project. UNDP was unable to process the reimbursement request of the FACE form submitted on 21 December 2016 within the 2016 budget cycle.

You may recall that we had a phone conversation on 22 December 2016 to follow up on the request, in which we mutually understood:

- That you had submitted a request for reimbursement, not advances, making the first two concerns that I raised in my follow-up email about the vendors and invoices irrelevant; and,
- That UNDP Barbados and the OECS will endeavor to process the requested payments within the 2016 budget cycle.

It was noted in our office, however, that the concern about the pro forma invoices remained unaddressed. Therefore, we were unable to process the payments within the 2016 budget cycle.

We are currently waiting for the news on the allocation of TRAC resources for this year. Once we hear from our headquarters and know about timing and amount of the allocation, we will be in touch with you again for further discussion on this matter.

I would appreciate your understanding of the situation and look forward to continuously working with you.

Kind regards,
Mizushi

From: Mizushi Satoh
Sent: 21 December 2016 15:59
To: 'Angela Estwick' <Estwicka@gov.ms>; Kei-Retta Farrell <FarrellKR@gov.ms>
Cc: Kei-Retta Farrell <FarrellKR@gov.ms>; Chisa Mikami <chisa.mikami@undp.org>; Danielle Evanson <danielle.evanson@undp.org>; Nathalie Thomas <nathalie.thomas@undp.org>; Dwayne Nurse <dwayne.nurse@undp.org>
Subject: RE: Emailing: SEECOAST, RAYMOND WILLIAMS, MS OSBORNE LTD, A&F SERVICENTRE, JUNIOR ALLEN, CERTIFICATE OF EXPENDITURES, PROJECT PROGRESS REPORT, SHAMROCK INDUSTRIES LTD

Dear Angela,

I had the FACE forms and invoices checked internally and noted the following three issues:

- None of the vendors are registered in our system, so each of them will have to complete the attached vendor form and send it to us
- All invoices should be addressed/billed to **UNDP Barbados and the OECS**, not Ministry of Finance, Premier office, Brades, Montserrat
- All invoices should be final invoices not pro forma where applicable.

Please make sure that these issues are addressed soonest so that we can process the payments.
Thank you.

Best regards,
Mizushi

From: Angela Estwick [<mailto:EstwickA@gov.ms>]

Sent: 21 December 2016 14:20

To: Mizushi Satoh <mizushi.satoh@undp.org>

Cc: Kei-Retta Farrell <FarrellKR@gov.ms>

Subject: FW: Emailing: SEECOAST, RAYMOND WILLIAMS, MS OSBORNE LTD, A&F SERVICENTRE, JUNIOR ALLEN, CERTIFICATE OF EXPENDITURES, PROJECT PROGRESS REPORT, SHAMROCK INDUSTRIES LTD

Dear Mizushi,

Please find attached the FACE forms with the attachments for the expenditures in the FACE form. The office is closed so if there are any issues, please call me on 1-664-493-1208 or KeiRetta on 1-664-496-1850.

Regards,
Angela

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