



Empowered lives.  
Resilient nations.

20 November 2015

Dear Ms. Lubrani,

**Subject: Project Preparation Grant, Reimaanlok: Looking to the Future: Strengthening natural resource management in atoll communities in the Republic of Marshall Islands employing integrated approaches (RMI R2R) -PIMS No.5685- ATLAS BU: FJI10 - Proposal No.: 00091802 - Project No.: 00096833**

I am pleased to delegate to you as the UNDP Resident Representative the authority to sign the Initiation Plan for the above-mentioned Project Preparation Grant (PPG) / Programme Cooperation Budget (PCB) on behalf of UNDP, and to commence development of the main project. The Initiation Plan, which amounts to a total of US\$150,000, has received its final approval in accordance with the established GEF procedures (CEO approval letter attached for ease of reference).

I am also pleased to provide a summary of the next steps in the process and to outline, for your easy reference, the mandatory GEF-specific project financial and results management requirements. In addition, a number of Advisory Notes have been prepared to support the implementation of Initiation Plans and UNDP supported GEF funded projects. These can be found in the UNDP-GEF Programming Manual at <http://intra.undp.org/gef>.

***Next steps and mandatory GEF-specific requirements:***

1. ***Issuance of Authorized Spending Limit (ASL):*** To facilitate a quick start to the PPG/PCB, once the Initiation Plan is signed, please kindly ensure that the Atlas-generated *Annual Work Plan (AWP)* based on the *Total Budget and Annual Work Plan* in the attached document, along with a copy of the signed cover page, is sent to Mr. Jose Padilla, Regional Technical Advisor (RTA) in Bangkok.

Any proposed budget revisions should be forwarded to the UNDP RTA together with a clear explanation of the changes proposed as any significant changes require review and approval. In addition, please note that UNDPGEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project would have to be absorbed by other Country Office resources.

2. ***GEF-specific project management requirements:***

- Any changes with respect to the objectives of the initiation plan will have to be discussed with and approved by the RTA, as they will have to be reported to the GEF.

Ms. Osnat Lubrani  
Resident Representative  
UNDP Fiji

- The final project document and annexes must be ready by December 2016 as outlined in the Initiation Plan. The RTA will advise you of the expected timeline for submission of the final project document for the purpose of internal UNDP clearance prior to submission to the GEF Secretariat.
- All efforts should be made to completely commit the GEF PPG resources by the time the project document is submitted to the GEF for CEO endorsement. A report on the use of the PPG resources is included in Annex C of the GEF CEO Endorsement template.
- If the PPG activities and resources have not been fully completed/committed by CEO endorsement, the same reporting table must be submitted with the first project implementation report (APR/PIR) due one year after project document signature.
- This preparatory phase must be operationally completed in Atlas once the main project is endorsed by the GEF CEO. Financial closure should follow within 12 months, but preferably within the same calendar year.
- In order to accord proper acknowledgement to the GEF for providing funding, full compliance is needed with the GEF's Communication and Visibility Guidelines (the "GEF Guidelines"). The GEF Guidelines can be accessed at: [http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08\\_Branding\\_the\\_GEF%20final\\_0.pdf](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf). Full compliance is also required with UNDP's branding guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>.

In concluding, I would like to assure you of UNDP-GEF's and my personal commitment to a successful implementation of the Initiation Plan. The RTA is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me.

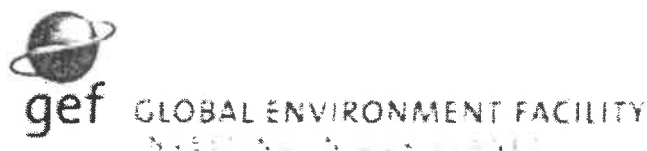
Yours sincerely,

Adriana Dinu  
UNDP-GEF Executive Coordinator

cc: Mr. Haoliang Xu, Assistant Administrator and Bureau Director, RBAP  
Mr. Nicholas Rosellini, Deputy Director, RBAP  
Mr. Gordon Johnson, UNDP-GEF Regional Team Leader  
Mr. Jose Padilla, UNDP-GEF Regional Technical Advisor, Bangkok, Thailand  
Ms. Naoko Takasu, Country Programme Specialist – Fiji

Annexes

Annex 1 CEO approval letter for PIF



**Naoko Ishii**  
 Vice President and CEO

New York, 4 October 2011

Mr. [Name],  
 [Address]  
 United Nations Development Programme  
 1180 Avenue of the Americas  
 New York, New York 10020  
 Tel: +1 212 860 3000  
 Fax: +1 212 860 3001  
 New York, NY 10020

Dear Mr. [Name],

I am pleased to inform you that the Board of Directors of the United Nations Development Programme has approved the proposed PIF for the [Project Name]. This approval is subject to the conditions set out in the attached PIF approval letter and the PIF approval letter.

Project Name	[Project Name]
Country	[Country]
Project Type	[Project Type]
Project Description	[Project Description]
Project Budget	[Project Budget]
Project Start Date	[Project Start Date]
Project End Date	[Project End Date]
Project Lead	[Project Lead]
Project Sponsor	[Project Sponsor]
Project Status	[Project Status]
Project Approval	[Project Approval]
Project Review	[Project Review]
Project Audit	[Project Audit]
Project Evaluation	[Project Evaluation]
Project Reporting	[Project Reporting]
Project Monitoring	[Project Monitoring]
Project Implementation	[Project Implementation]
Project Completion	[Project Completion]
Project Closure	[Project Closure]

Agency	Trust Fund	40% Fees to be committed at Council Approval	Fees to be committed at CEO Endorsement	Total (US\$)
USAID	1001	\$1,140,408	\$2,280,816	\$3,421,224

This 40% fee schedule and 100% approval is subject to the comments made by the CLE Secretariat in the attached project review document. It is also based on the understanding that the project is in compliance with USAID's and the Government's policies and procedures. Please ensure that your final project budget and work plan are fully reviewed, as submitted such that CEO endorsement is provided with 100% consent of Council approval of the work program.

Sincerely,



Kwame Oduro

Chief Executive Officer and Chairperson

Attachment: CLE Staff Project Review Document  
 Copy to: Country Operational Level (COP) of the Agency/AF/Trust