

 <p><b>United Nations Development Programme</b> Pacific Office in Fiji</p>	<p><b>BACK TO OFFICE REPORT (BTOR)</b> <b>Mission to RMI for EDCR Project</b> Submitted by: Yoko Ebisawa Date Submitted: 12 February 2020</p>
<p>1. Practice Area: 2. Service Line(s):</p>	
<p>3. Mission Period (incl. of travel \days): From: 2 February – 12 February 2020</p>	
<p>4. Type of Mission</p> <p><input type="checkbox"/> Oversight/Monitoring <input type="checkbox"/> Event Related <input type="checkbox"/> Resource Person <input type="checkbox"/> Training/Knowledge sharing <input checked="" type="checkbox"/> Others (specify): Board Meeting</p>	<p>5. Clients</p> <ul style="list-style-type: none"> <li>- Office of Chief Secretary</li> <li>- NDMO</li> <li>- Embassy of Japan</li> <li>- National Weather Service Office</li> <li>- Ministry of Public Works, Infrastructure</li> <li>- University of Hawai'i</li> </ul>
<p>6. Purpose of Mission:</p> <ul style="list-style-type: none"> <li>-Lead the 3<sup>rd</sup> Project Board meetings</li> <li>- Discuss on the pending issues with major counterparts</li> <li>- Discussion on the civil work components for FSM with Kulendra</li> </ul>	<p>7. Documents, Materials, Resources from Mission</p> <ul style="list-style-type: none"> <li>- Presentation</li> <li>- Annual Progress Report</li> <li>- Financial Statement</li> </ul>
<p>8. Mission Member(s) (include consultants if any) Yoko Ebisawa</p>	<p>9. Cost (for RCC staff only) Air ticket = DSA and Terminals =</p>
<p>10. Brief Summary of the Mission:</p> <p>10A. Findings</p> <ol style="list-style-type: none"> <li>1. 3<sup>rd</sup> Project Board Meeting Main points of the discussion were as follows: <ul style="list-style-type: none"> <li>- The board meeting supported that the necessity of the project extension until December 2021. The shortest best scenario to complete the construction work would be September 2021.</li> <li>- The current plan for Ebeye EOC would be implemented without any changes to minimize the possibility of further delays.</li> <li>- The duration for Design and Construction activities would be shortened to the maximum extent possible.</li> <li>- The MoWIU would be engaged instead of a private organization for the supervision of the design firm and the construction firm(s) by concluding the Letter of Agreement (LOA).</li> </ul> </li> <li>2. Embassy of Japan <ul style="list-style-type: none"> <li>- Before the board meeting, Kulendra and I provided a brief to Ambassador, Ms. Hitomi Obata, Counselor, and Ms. Mariko Senda, First Secretary. They understood the necessity of the project extension and requested to communicate through the UNDP HQ and Ministry of Foreign Affairs in Tokyo.</li> </ul> </li> <li>3. Office of the Chief Secretary – Kino Kabua <ul style="list-style-type: none"> <li>- Before the Project Board meeting, Kulendra and I provided a brief on the main discussions for the meeting including the project timeframe and EOC construction in Ebeye. I also updated that the budget does not allow to procure 3 wave rider buoys but reduce to two. For the management structure, I informed that the Deputy Project Manager is no longer working for the project.</li> </ul> </li> <li>4. NDMO – Timmy Langrine <ul style="list-style-type: none"> <li>- Before the Project Board meeting, Kulendra and I discussed on the equipment to be required for the EOC Majuro.</li> <li>- Timmy mentioned that this week they are having a technical workshop for emergency communication organized with the WFP. He will share the list of essential equipment once they finalized it after the workshop.</li> </ul> </li> </ol>	

5. National Weather Service Office (NWSO) – Reginald White

- For the wave rider buoys, Kulendra and I discussed on the draft LOA which the University of Hawai'i drafted and made some minor comments.
- I explained that we are awaiting for the guidance of indirect cost from the UNDP management which requested by the University of Hawai'i. The LOA will be finalized once this is sorted out.
- Reginald mentioned that they have ongoing plan to access to GCF (implemented by the UNEP) to expand the wave rider buoys network.
- For the procurement of chatty beetles, I explained that I would liaise with University Corporation for Atmospheric Research (UCAR) (Tara Torres) who is introduced by the University of Hawai'i.
- Reginald explained that chatty beetles are programmed by UCAR. However, the University of Hawaii is a focal point for this region, we still need to work through the University of Hawaii.
- I mentioned that once I received the draft, we will discuss on the detailed budget and finalize the LOA.

6. Ministry of Work - Melvin Dacillo, PMU Manager, Ministry of Works, Infrastructure & Utilities (MoWIU)

- Before the board meeting, Kulendra and I discussed with our counterpart and agreed to try to minimize the time for design work from six to four months by simplifying the review procedures.
- For the construction, Melvin also suggested to include the procurement specialist as a required team when we develop a tender document and include to request a delivery plan. He said the challenge in RMI is related to the materials to be imported. As the materials are not available here, they need to have a good procurement specialist who could import the necessary materials from various sources and import at the same time.

7. University of Hawai'i – Ginger Porter

- Using the time for transit at Honolulu, I was able to have a meeting with Ginger Porter who is a counterpart to implement the activities of procuring chatty beetles for RMI and FSM.
- We confirmed that the LOA between the UNDP and UCAR is not required and the LOA will be only concluded with NWSO. UNDP will transfer the funds directly to the UCAR if there is agreement available between the NWSO (NOAA) and UCAR. Ginger will communicate this with a person in charge from UCAR (Tara) who will be in Honolulu this week.
- We also confirmed that there no training activities by UH are required for RMI, but a counterpart from FSM requested training. Ginger will adjust the budget accordingly.
- I also shared that Reginald (NWSO RMI) requested around 30K budget to hire a technician and install and service equipment to be procured.
- I requested her to draft two LOAs (one for RMI and another for FSM), to include indirect cost of 8%. Ginger will confirm to whom the letter should be addressed. The expected cost would be within the budget, 75,000 for RMI and 19,000 for FSM.

10B. Results Achieved (concrete outputs)

8. The Project Board meeting was successfully conducted, and important decisions were made.

10C. Expected Outcome(s) and Impact

9. N/A

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

Name:

Office of the Chief Secretary: Kino Kabua, Deputy Chief Secretary

NDMO: Timmy Langrine, Director

NWSO: Reginald White, Director

Ministry of Finance, Banking &amp; Postal Service Ebeye: Sef Korok

Embassy of Japan: Hon. Norio Saito, Ambassador, Hitomi Obata, Counselor, Mariko Senda, First Secretary

MoWIU: Melvin Dacillo, PMU Manager

Contact Information:

## 11. Follow-up Action Matrix

<b>Actions to be taken</b>	<b>By Whom</b>	<b>Expected Completion Date</b>
Draft Project board meetings minutes	Akmaljon	February 2020
Request for project extension	Kulendra Verma/Yoko Ebisawa	February 2020
Follow up on the letter of indirect cost	Yoko Ebisawa	February 2020
LOA agreement with NSW (Wave rider)	Yoko Ebisawa	February 2020
LOA agreement with NSW (Chatty Beetles)	Yoko Ebisawa	February 2020
LOA agreement with MoWIU	Kulendra Verma	March 2020
Evaluation/contract negotiation for A&E Design	Kulendra Verma, Akmaljon	February 2020
Next project board meeting	Kulendra Verma/Yoko Ebisawa	May 2020

## 12. Distribution List (BTOR sent to):

Levan, Karin, Nasa, Mere, RSD