

Laura W.Y. Lee

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**From:** Panida Charotok <panida.charotok@cites.org>  
**Sent:** Friday, 14 January, 2022 7:00 PM  
**To:** Seok Ling Tan  
**Cc:** Pek Chuan Gan; Genevieve Pamela Roman; ikram@ketsa.gov.my; Sofie Hermann Flensburg  
**Subject:** RE: Follow-up: USFWS SEA Project: UNDP Malaysia expenditure report for signature

Dear Ange,

Thank you so much for the report. I had a quick read and really appreciated how COVID-19 effected the project badly, so thank you for having pulled this through.

For the return of the project balance, would you have an update on this?

Happy weekend.

Best,  
Panida

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**From:** Seok Ling Tan <seok.ling.tan@undp.org>  
**Sent:** 14 January 2022 16:50  
**To:** Panida Charotok <panida.charotok@cites.org>  
**Cc:** Pek Chuan Gan <pek.chuan.gan@undp.org>; Genevieve Roman [UNDP] <genevieve.roman@undp.org>; ikram@ketsa.gov.my; Sofie Hermann Flensburg <sofie.flensburg@cites.org>  
**Subject:** RE: Follow-up: USFWS SEA Project: UNDP Malaysia expenditure report for signature

Dear Panida,

As a follow up to the email below, please find the following documents for your reference:

- a) Final Report
- b) Signed Combined Delivery Report
- c) Expenditure Report
- d)  [DOs for CITES procurement](#)

Thank you and have a good weekend.

Regards,  
Ange

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**From:** Seok Ling Tan  
**Sent:** Wednesday, 12 January, 2022 10:15 AM  
**To:** Panida Charotok <panida.charotok@cites.org>  
**Cc:** Pek Chuan Gan <pek.chuan.gan@undp.org>; Genevieve Pamela Roman <genevieve.roman@undp.org>; ikram@ketsa.gov.my; Sofie Hermann Flensburg <sofie.flensburg@cites.org>  
**Subject:** RE: Follow-up: USFWS SEA Project: UNDP Malaysia expenditure report for signature

Dear Panida,

Happy New Year to you too.

Apologies for the delay in transferring the funds back to CITES, there has been some technical challenges compounded by the year end festive break.

Will share the narrative report by end of this week as highlighted below as well.

Thank you and have a good day.

Regards,  
Ange

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**From:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Sent:** Tuesday, 11 January, 2022 7:24 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Pamela Roman <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>; [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Sofie Hermann Flensburg <[sofie.flensburg@cites.org](mailto:sofie.flensburg@cites.org)>  
**Subject:** Follow-up: USFWS SEA Project: UNDP Malaysia expenditure report for signature

Dear Ange,

Happy New Year ...

I would like to follow up on the narrative report, please. Would you be able to send it to us by the end of this week? We have a donor's report deadline coming up in a couple of weeks. Basically we only need to report what was completed and what was not (mainly due to COVID-19), as well as what the plan is for the remaining activities. We will also need this information to firm up the proposal for the new funding which has been under consideration by the donor since we last spoke.

Thank you!

Best,  
Panida

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**From:** Panida Charotok  
**Sent:** 10 December 2021 20:07  
**To:** Seok Ling Tan [UNDP] <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Roman [UNDP] <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>; Sofie Hermann Flensburg <[sofie.flensburg@cites.org](mailto:sofie.flensburg@cites.org)>  
**Subject:** RE: USFWS SEA Project: UNDP Malaysia expenditure report for signature

Dear Ange,

Please find attached the format for the narrative report. We would need the report against the agreed workplan – concisely outlining what was achieved and what was not (due to either COVID or the shortened project period, for example).

The NIAP implementation progress report is done separately, and Malaysia/KetSA already submitted that to our NIAP officer on 1 December.

Best regards,  
Panida

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**From:** Sofie Hermann Flensburg <[sofie.flensburg@cites.org](mailto:sofie.flensburg@cites.org)>  
**Sent:** 10 December 2021 11:41  
**To:** Seok Ling Tan [UNDP] <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Roman [UNDP] <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Subject:** FW: USFWS SEA Project: UNDP Malaysia expenditure report for signature

Dear Ange,

Panida has forwarded me your request as the new OiC for Outreach and Projects (replacing Haruko while she is on temporary assignment).

We concur with the attached expenditure report and list of equipment as well as UNDP's support services as previously confirmed (see attached email).

We look forward to receiving the confirmation of the return of the unspent funds as well as the narrative report.

Panida will send you a template for the latter. Grateful if you were able to send both by 7 January 2022.

Kind regards,

Sofie

**Ms. Sofie H. FLENSBORG**

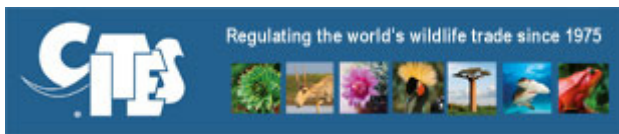
OiC

Outreach and Project Services/CITES Secretariat

E: [sofie.flensburg@cites.org](mailto:sofie.flensburg@cites.org) / [sofie.flensburg@un.org](mailto:sofie.flensburg@un.org)

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**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>

**Sent:** 19 November 2021 07:44

**To:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>

**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Roman [UNDP] <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>

**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Panida,

As communicated in email below, please find attached Expenditure Report 2021 (CITES NIAP) for your review and concurrence. If agreeable, kindly revert with signed report for our further processing.

Thank you very much.

Regards,

Ange

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**From:** Seok Ling Tan

**Sent:** Sunday, 14 November, 2021 10:35 PM

**To:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>

**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Pamela Roman <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>

**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Panida,

Thank you and hope you are well too.

Kindly be informed that the return of unspent funds is currently being processed by UNDP's Global Shared Service Centre (GSSU) and is initiated once the project is financially closed within the system (complete upload of relevant and required documents).

We will share the expenditure report in the next few days for your concurrence and acknowledgement (as part of the required documents).

Thank you very much.

Regards,  
Ange

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**From:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Sent:** Thursday, 11 November, 2021 9:05 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Pamela Roman <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

I hope you are keeping well. Would you be able to please give an update on the balance return? Thank you.

Best regards,  
Panida

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**From:** Panida Charotok  
**Sent:** 25 October 2021 10:50  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Roman [UNDP] <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

Thank you for your message. Please find attached the invoice.

Please let me know if this is OK.

Best regards,  
Panida

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**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** 21 October 2021 15:51  
**To:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Roman [UNDP] <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA  
**Importance:** High

Dear Haruko and Panida,

Hope this email finds you well.

The exact balance fund to be returned to CITES is **USD55,573.58** (after deducting UNDP support services).

Appreciate if CITES could prepare and provide to us an invoice with the said amount to facilitate return of funds (please share with us bank details as well).

Thank you and please let me know if additional information is required.

Regards,  
Ange

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**From:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Sent:** Monday, 27 September, 2021 3:39 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Pamela Roman <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

**We concur with the amount, and would be grateful if you could proceed.**

Please let us know if you need a memo or something more formal.

Thank you and kind regards  
H

---

**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** Monday, 27 September, 2021 4:30 AM  
**To:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Roman [UNDP] <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>; Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Panida,

Yes, an invoice is required (with confirmed amount and bank details).

Prior to tabulating the confirmed unspent funds, we would like to obtain your concurrence on the charge of UNDP Support Services with total amount of **USD7,081.46**.

Thank you very much.

Regards,  
Ange

---

**From:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Sent:** Friday, 24 September, 2021 5:45 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Pamela Roman <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>; Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

Thank you for sharing the ISS calculation.

On the unspent funds return, does UNDP need an invoice from us for the amount? Please let me know and I can coordinate.

While the expenditure report will not be ready until October, would you know the approximate of how much the returned funds would be?

Thank you.

Best regards,  
Panida

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**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** 24 September 2021 15:00  
**To:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Genevieve Roman [UNDP] <[genevieve.roman@undp.org](mailto:genevieve.roman@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA  
**Importance:** High

Dear Haruko and Panida,

We are pleased to share the UNDP Support Services calculation (attachment #1) for your perusal. The calculation is based on actual number of transactions and staff time involved in the whole procurement process.

Also sharing the copy of original UNDP Support Services, shared via email (dated 7 October 2020, attachment #2) as reference.

We would like to seek your concurrence on the chargeable UNDP Support Services amounting to **USD7,081.46** and **bank details** where the unspent funds will be returned to.

Thank you very much.

Regards,  
Ange

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**From:** Seok Ling Tan  
**Sent:** Monday, 20 September, 2021 9:09 AM  
**To:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Haruko,

Hope you had a good weekend. Thank you for the confirmation and will update with more information soon.

Thank you.

Regards,  
Ange

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**From:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Sent:** Saturday, 18 September, 2021 12:54 AM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

Thank you very much for the news – we can also confirm that your suggested process to deduct the UNDP's support services cost from the unspent funds would be good for us. We're grateful for trying to make the transaction cost lower for all of us!

Kind regards  
Haruko

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**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** Friday, 17 September, 2021 4:37 AM  
**To:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>; Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Cc:** Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Panida and Haruko,

We are pleased to inform that all equipment have been delivered on 15 September 2021 to Ikram and UNDP is completing the payment processing before we move to official financial closure.

As highlighted in the previous discussion, account closure requires approximately 30 days and we expect to deliver the expenditure report in October 2021.

May I follow up with you if there is any update on our discussion point for UNDP Support Services (deducting from the unspent amount)? We have initiated the calculation process for the support services and will update soon.

Thank you and have a nice day.

Regards,  
Ange

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**From:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Sent:** Tuesday, 7 September, 2021 6:15 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

Thank you for the update, and looking forward to speaking to you tomorrow.

Best regards,  
Panida

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**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** 07 September 2021 09:59  
**To:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Panida,

Thank you for your email and we hope all is well on your end too.

Most of the IT equipment have been delivered except for three items. We are obtaining the expected delivery date from vendor and will provide update soon.

Thank you.

Regards,  
Ange

---

**From:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Sent:** Monday, 6 September, 2021 8:45 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Cc:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>; Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

It's been a while. I hope you are keeping well.

At the last call, there was a mention of a couple of items of which deliveries were expected in late August/early September. Would you have an update on this as well as the project closure? Thank you.

Best regards,  
Panida

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**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** 21 July 2021 15:42  
**To:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Haruko,

Noted and many thanks for your update.

Thank you.

Regards,  
Ange

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**From:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Sent:** Wednesday, 21 July, 2021 3:28 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

Apologies for the late response. I sent an email reminder as soon as I received your email on 16 July, informing them that we will proceed with the PO if we don't hear from them (similar to your email). I did not hear back from them, so please proceed with the PO, noting that you will be closing the rest of the project activities, with the view to complete the financial closure as soon as the expenditure for these two POs have been disbursed (and well before 30 September).



Thank you and kind regards  
Haruko

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**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** Friday, 16 July, 2021 7:29 AM  
**To:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA  
**Importance:** High

Dear Haruko,

May I know if there is any official update from US-FWS or Department of Narcotics and Law Enforcement?

As mentioned in the last call, two items' expected delivery date is late Aug/early September. These have been awarded to vendors with confirmed PO.

Please be informed the IT equipment's PO is pending to be raised by our procurement unit with expected delivery date in early September 2021. To avoid further delay on the delivery date, if agreeable, we will raise the PO and award the vendor if there is no news from the funder by Monday, 19 July 2021.

Your cooperation and understanding in this matter is highly appreciated.

Thank you.

Regards,  
Ange

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**From:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>  
**Sent:** Thursday, 8 July, 2021 3:57 PM  
**To:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Ange,

Apologies for the delay. I received an email from US-FWS and while they think it would be OK for us to go ahead with the PO with the delivery date of end Aug (and therefore financial closure around 30 Sept), they are trying to get a more explicit instruction from the Department of Narcotics and Law Enforcement. They promised to get back to me today or tomorrow, so I'm sorry to make you wait for a couple of more days.

Kind regards  
Haruko

---

**From:** Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>  
**Sent:** Wednesday, 7 July, 2021 3:57 PM  
**To:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>; Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>  
**Cc:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>  
**Subject:** RE: Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

Dear Haruko,

Referring to our discussion on 5 July 2021, we are pleased to update that the delivery time for IT equipment (pending PO creation) will be at least 4 – 6 week with estimated delivery by 22 August 2021.

May we know if there is any update from CITES/US-FWS with regards to the wrap up of national activities/procurement either by end of July or August 2021?

Thank you.

Regards,  
Ange

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**From:** Haruko Okusu <[haruko.okusu@un.org](mailto:haruko.okusu@un.org)>

**Sent:** Tuesday, 29 June, 2021 12:10 AM

**To:** [ikram@ketsa.gov.my](mailto:ikram@ketsa.gov.my); Abdul Rahman bin Abdul Aziz <[abdulrahman@ketsa.gov.my](mailto:abdulrahman@ketsa.gov.my)>; Malaysia - Ms. Norsham Abdul Latip 1 [KETSА GOV] <[norsham@ketsa.gov.my](mailto:norsham@ketsa.gov.my)>; Farrah Shameen binti Mohamad Ashray <[farrah.ashray@ketsa.gov.my](mailto:farrah.ashray@ketsa.gov.my)>; Seok Ling Tan <[seok.ling.tan@undp.org](mailto:seok.ling.tan@undp.org)>; Pek Chuan Gan <[pek.chuan.gan@undp.org](mailto:pek.chuan.gan@undp.org)>

**Cc:** Panida Charotok <[panida.charotok@cites.org](mailto:panida.charotok@cites.org)>

**Subject:** Important update: CITES SUPPORT TO THE IMPLEMENTATION OF NIAP IN MALAYSIA

**Importance:** High

Dear colleagues,

I hope this email finds you well, and the new COVID-related restrictions are starting to soften up slowly but surely...

I have an important information for your attention and action regarding the US-FWS funded project that we are currently implementing in Malaysia. As you know, we have been communicating to you that your activities must be completed under this project by 30 September 2021, and we have been holding regular meetings to consult your progress based on that date. Last week the US-FWS informed us that there as an error in their project schedule, and we must now **complete the national activities by the 31 July 2021 (instead of 30 September), and return any unspent funds.**

The good news is that hopefully at the end of this year or early next year, US-FWS will have new funds available that would allow us to restart the activities, and hopefully by then you will be able to undertake face-to-face activities without the time pressure. We will also have opportunities to plan additional follow-up activities at that time.

This means we would like you to focus on completing the work you are undertaking in one month, and send the financial report and narrative report by **1 August 2021**. We would perhaps like to have conference call with you to see where you are at with the planned work, and agree on the best way to conclude the project quickly.

Panida will contact you shortly to make an appointment for to have a call through MS-Teams or Zoom , so it would be appreciated if you could kindly indicate your availability in the next week or so.

I apologise for the confusion and inconvenience caused – we are also a bit shocked by this news, too, and will do our best to find a way that would be possible to close the project early!

Thank you and kind regards  
Haruko

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**Haruko OKUSU (Ms.)**  
Chief, Outreach and Projects Unit  
CITES Secretariat

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