
 UNITED NATIONS DEVELOPMENT PROGRAMME PHILIPPINE COUNTRY OFFICE		ONE PAGE MISSION REPORT SUMMARY Date: July 13 2022	
Name: JUAN CARLOS B. ROMO	Team: Institutions and Partnerships	Tel No.: +63 995 513 7503	Travel Authorization #:
Approved Mission Itinerary: Cotabato City – Manila – Cotabato City		List of Annexes: Approved Travel Authority	
From: Cotabato City Manila	To: Manila Cotabato City	Date: July 05 2022 July 07 2022	Key Counterpart(s) in each location Pauline Nicolas Project Clerk pauline.nicolas@undp.org
Type of Mission: <input type="checkbox"/> Project Monitoring <input type="checkbox"/> Regional/Global Meeting <input type="checkbox"/> Advocacy and Outreach <input type="checkbox"/> Resource Person <input type="checkbox"/> Training <input checked="" type="checkbox"/> Others: CO Delivery Lab		Purpose/Objective of Mission: Participated in CO's Delivery Lab Part 2	
Brief Summary of Mission Findings: <ol style="list-style-type: none"> 1) This is the first time I have attended the Delivery Lab in CO. In the first part of the activity, Mr. Edwine Carrie shared the results of the previous Delivery Lab last March 2022. He also pointed out that Delivery Lab 2 should focus more on problem-solving, providing solutions to the problem, and addressing issues and concerns that hinder the project's delivery target. 2) The participants were divided into four (4) groups. We were assigned a case study to discuss and agree on the essential elements of a project, such as a project structure and roles, working with local partners, NGOs, procurement planning, DPC and GMS allocation, and other operational costs such as assets, rent, vehicles and etc. This activity is beneficial for me to improve better planning, realistic budgeting and forecasting, procurement, and other tools needed to achieve the overall goal and targets of the project. 3) Mr. Edwine Carrie also discussed the simplification process and a few changes in the Travel Authority Request form. The HR and Finance will not be part of the TA signing process. The traveler must certify that he/she completed the required mandatory courses with no pending financial obligations. The new TA process will take effect starting August 1, 2022. 			
Next steps: <ul style="list-style-type: none"> • Full documentation reports of the Delivery Lab 1 & 2 must be shared with all staff and action points from the Country Office (CO) must be identified. • Conduct regular catch-up meetings with the project/program team to provide updates, discuss issues/concerns, and provide solutions to the problems. • Explore other monitoring tools (Program, HR, Finance, Procurement, etc) to effectively and efficiently plan, track and deliver targets well timed. 			Distribution: (Copies to) PMO / I&P team

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