

	UNITED NATIONS DEVELOPMENT PROGRAMME SUVA, FIJI	Global Fund Project Field Monitoring Report
Project Title: <i>Western Pacific Multi-Country Global Fund Programme</i>		Project ID: Award ID:
Member(s) of the Team Participated in the Visit: <i>Luiseini Bentley, Programme Admin Support</i>		
Monitoring Visit Start Date: 7 Sep 2016 Monitoring Visit End Date: 16 Sep 2016	Place(s) Visited: <i>Port Vila, Vanuatu</i>	
Approved Mission Itinerary: <i>Suva/Nadi/Port Vila – 7 Sep 2016</i> <i>Port Vila/Nadi – 16 Sep 2016</i> <i>Nadi/Suva – 17 Sep 2016</i>	Counterparts Discussed-with/Met :(In each location) <i>Russel Tamata – GF Programme Analyst</i> <i>Nettie Vuti – GF Programme Associate</i>	
Objectives of the Mission : <ul style="list-style-type: none"> • <i>Set up the filing system of the PR in Vanuatu</i> • <i>Provide office administration support and training to the new program Associate PMU office in Vila</i> • <i>Familiarization of UNDP office procedures with the new program associate</i> • <i>Produce a BTOR at the end of the assignment and submit</i> 		
Planned Activities/Interventions during the mission: <ul style="list-style-type: none"> • <i>Assist the program Associate on how to set up the filing system of the PR in Vanuatu</i> • <i>On spot training on how to manage the PR office keeping to tract on the daily routines and priorities</i> • <i>On spot training on the UNDP administration procedures with the program Associate</i> • <i>Assist in the preparation of the Area council secretaries meeting in Vila.</i> 		
Description of Mission Conduct/ Main Findings (vis-à-vis the objectives /activities above): <p>Thursday, 8 Sep 2016, UNDP Office</p> <p><i>Met with UNDP staff – Donald, Trish, Smith, Pioni</i> <i>Worked from UNDP as internet connection was consistent and guaranteed. Spent the day working with finalizing the itineraries with Oneworld Travel in Suva for the participants for the Area Counsel Secretaries Induction Workshop. We had intended to have 25 participants, however due to unavailability of flights for some of the participants, the number was reduced to 17. Itineraries finalized and sent to Mike to process e-tickets.</i></p> <p>Friday, 9 Sep 2016, GF Office, MoH</p> <p><i>Completed the following:</i></p> <ul style="list-style-type: none"> • <i>security briefing with Russel – which is mandatory for all visiting UN missions.</i> • <i>Liaised with Mike and Tima in UNDP Suva for the issuing of the air tickets based on the final listing as per the attached.</i> • <i>Worked with Nettie to develop the Filing System for the programme. Set up a g-mail drive for the filing systems so that its accessible to Russel and the GF Team in Suva. Uploaded office templates. Attached is the draft filing structure which will be updated by Nettie on a regular basis.</i> <p>Monday, 12 Sep 2016, GF Office, MoH</p> <p><i>Worked with Nettie on the Admin Office support processes, and training as per the following:</i></p> <ol style="list-style-type: none"> a) <i>Procurement e.g. stationery –</i> <ul style="list-style-type: none"> • <i>For LTA vendors – a quotation from the vendor is still required</i> 		

- For non LTA vendors – 3 quotations are required
 - Quotations to be submitted to Suva office for req/PO for all PMU Office related expenses
 - Supplies are only delivered once PO is sent to the vendor
- b) Travel requirements
- An approved TOR/Meeting programme should be shared
 - F10 / FMR – to be completed at the end of the mission within 2 weeks of return to the duty station
 - Explained that travel involves many processes and therefore requests for travel should be submitted at least 2 weeks in advance.
- c) SCOD & PROMPT – required internet access which was very erratic
- d) Familiarisation of UNDP office procedures - shared the POPP link (with Russel too)
- e) Contacts – showed her how to use the Outlook Contact facility to create a contact list for Vanuatu

Assisted Russel with the finalizing of the programme for the Area Counsel Secretaries Induction Workshop.

Tuesday, 13 Sep 2016, GF Office, MoH

Assisted Nettie with office stationery/requirements – visited Sharper Image (Stationary and office furniture suppliers) to obtain quote for a (2 door with shelves) cupboard to act as printer-stand and also store stationery/printer paper. Also suggested to order additional printer toner on standby.

Started work on the monthly leave reports for Russel and Nettie.

Went off early as I wasn't feeling well.

Wednesday, 14 Sep 2016, Police College/UNDP

1st day of the Area Secretaries Induction Workshop at the Police Conference Centre. The workshop was fully attended by the 17 participants from the 4 Provinces. It was opened by Mr. Jean-Jacque Rory, OIC Public Health, Donald, UNDP and Mr. Edward Kaltamat, Director DLA. The workshop was well organized by Russel, Nettie and Antoinette and it was conducted in Bislama.

Completed the monthly leave reports to date for sign off by Russel (Nov 2015-Aug 2016) and Nettie (Jun-Aug 2016).

Nettie and I left after lunch to go and work from the UNDP office, to complete the sharing of online processes.

Showed her the SCOD/PROMPT process and shared the link and user guidelines with her.

Followed up with Mariana on Nettie's ATLAS access.

Thursday, 15 Sep 2016, Police College

2nd day of the Area Secretaries Induction Workshop and it was again attended by the 17 participants. The workshop was closed by Mr. Edward Kaltamat, Director DLA, Mr. Jean-Jacque Rory, OIC Public Health and Donald, UNDP.

Spent the day working remotely on outstanding work related to the Reg TB Drug Management Workshop to be held from 18-20 Oct 2016 in Novotel Nadi - Invitation for RMI, Workshop Checklist, and emails.

Friday, 16 Sep 2016, UNDP/GF Office MoH

Assisted Nettie with the supporting documents (including transport receipts) for the advance for the Workshop.

Passed on the skype speaker for the GF Office.

Debriefed with Russel.

Specific Project Performance/Implementation Issues (including key challenges) :

Some of the challenges of the new office include:

- the internet connectivity was not very good and most times not accessible – Monday & Tuesday was very bad
- transport – to UNDP/errands, staff either walk or pay out of their pocket

- surge protector/power back up not available – there were no power outages, albeit power outages are for short periods only.
- only 1 power outlet located closest to the 2 desks and printer – extension cords used to extend the power, plus there is “static power shocks” through the laptops
- work space for visiting staff
- no kitchenette facilities
- rodent infestation
- office cleaning services

In addition, to the above, the other challenge/issue I found was the accounting of the road transport disbursement/receipt collection (refer Recommendations below for proposed process improvement).

Recommendations/Follow-up Points and by whom:

Recommendations:

- The current internet contract is with TVL. Russel advised that 4G is now available and he would look at the possibility of applying for an upgrade but at the same time to retain the 3G modem for travel to the rural/outer islands where 4G is not available. Other options would be to obtain quotes from all the internet providers and seek UNDP IT advice/recommendations on the best provider to go with or check with UNDP Vanuatu’s current provider and see if we can use the same one.
- For future requests for travel for SR activities that instead of booking directly through Air Vanuatu they complete the attached template and send it to Suva for final itineraries through the UNDP travel agents.
- Currently the new office has only 2 desks available – would be good to set up a 3rd table for visiting staff.
- Training for Nettie in Suva on the finance processes/ATLAS.
- Banner - during the workshop the only banners were the UNDP ones, would be good to include a GF banner.
- Telephone – currently only 1 mobile phone is available for office use; recommended a landline and/or an additional mobile hand-set.
- In view of the difficulty of the collection of road/sea transport receipts from meeting participants, consideration be given for dispensation of the necessity to produce receipts. Instead a disbursement spreadsheet for sign off by participants to be used. Rates to be based on local standard transportation costs as approved prior to workshops.

Follow ups:

- Nettie’s access to ATLAS
- Stationery quote from Sharper Image for processing to include toner/extension cord
- Renovation quotes for office
- Filing system updated
- Toiletries/cleaning supplies/garbage bags – 3 quotations to be attained
- F10 for North Efate mission – Russel & Nettie
- Courier Netties screen, docking station, keyboard, mouse
- GF/UNDP guidelines/policy – to be uploaded to the filing system
- UN Holiday listing – to be uploaded to the filing system
- Continue admin supporting to Nettie as when the need arises
- Share my Outlook contacts with Nettie and Russel

Attachments/Annexes to this Report:

1. Final confirmed itineraries list of participants for the Area Counsel Secretaries Meeting
2. Filing System Structure – draft
3. SR Workshop/Meeting Travel Template
4. Final Programme for the Area Counsel Secretaries Meeting
5. Monthly Leave Reports for Russel (Nov 2015-Aug 2016) and Nettie (Jun-Aug 2016)
6. Renovation quotes x 3

Reported by: Luiseini Bentley

Signature:



Endorsement by Supervisor /Head of the Unit

I have read this report (and its Appendices) and support its outcomes and conclusions including the action plan

Signature.....



Date.....

**Area Council Secretaries Induction
14-15 September 2016
Police College, Port Vila
Travel Summary**

	Name	Duty Station	Via	Dep Duty Station	Arr Vila	Dep Vila	Arr Duty Station	Itinerary	Airfares FJ\$
1	Lulu Leyman	Lamap	Luganville	12-Sep-16	12-Sep-16	19-Sep-16	19-Sep-16	Confirmed	\$ 598.00
2	Saul Bala	Luganville		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
3	Sullivan Hendry	Luganville		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
4	James Peter	Luganville		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
5	Packet Remy	Luganville		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
6	Vuti Tokasi	Luganville		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
7	Morris T Lungei	Longana	Luganville	12-Sep-16	12-Sep-16	17-Sep-16	17-Sep-16	Confirmed	\$ 767.00
8	Stanley Ngwele	Longana	Luganville	12-Sep-16	12-Sep-16	17-Sep-16	17-Sep-16	Confirmed	\$ 767.00
9	Saute Hendry	Tanna Is		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 678.00
10	Noar Noel	Tanna Is		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 678.00
11	Yalu Noel	Tanna Is		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 678.00
12	Japhet Rassai	Tanna Is		13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 678.00
13	Palmer Stefan	Sola	Luganville	11-Sep-16	12-Sep-16	17-Sep-16	17-Sep-16	Confirmed - Travel cancelled as agreed Russel /Maisoon of 8 Sep 2016. Separate Induction will be carried out for them.	\$ 987.00
14	Manron Edwin	Norsup	Luganville	13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
15	Malres B Laurant	Norsup	Luganville	13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
16	Kelep Tasso	Norsup	Luganville	13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00
17	Marsden Rongo	Sara	Luganville	11-Sep-16	11-Sep-16	18-Sep-16	18-Sep-16	Confirmed	\$ 789.00
18	Alester Kensen	South West Bay (requesting routing through Norsup)	Luganville	13-Sep-16	13-Sep-16	16-Sep-16	16-Sep-16	Confirmed	\$ 698.00

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	Name	Duty Station	Via	Dep Duty Station	Arr Vila	Dep Vila	Arr Duty Station	Itinerary	Airfares FJ\$
19	Aris Apo --	Mota Lava	Luganville					Cannot get seats - Travel cancelled as agreed Russel /Maison of 8 Sep 2016. Separate Induction will be carried out for them.	
20	Nanu Bani	Maewo (request routing through Longana)	Luganville	12-Sep-16	12-Sep-16	17-Sep-16	17-Sep-16	Longana/Luganville/Vila waitlisted - 12Sep - Booking cancelled as advised by Russel due to waitlisted sector and Air Van closing off the bookings for Longana. Also participant would have to travel by boat from Maewo to Longana to connect by air.	\$ 878.00
21	Tensly Vuti	Maewo (request routing through Longana)	Luganville	12-Sep-16	12-Sep-16	17-Sep-16	17-Sep-16	Longana/Luganville/Vila waitlisted - 12Sep - Booking cancelled as advised by Russel due to waitlisted sector and Air Van closing off the bookings for Longana. Also participant would have to travel by boat from Maewo to Longana to connect by air.	\$ 878.00

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Travel Summary									
	Name	Duty Station	Via	Dep Duty Station	Arr Vila	Dep Vila	Arr Duty Station	Itinerary	Airfares FI\$
22	Ralph Dinh	Sola	Luganville					Cannot get seats - Travel cancelled as agreed Russel /Maison of 8 Sep 2016. Separate Induction will be carried out for them.	
23	Stephen Bet	Sola	Luganville	12-Sep-16	12-Sep-16	24-Sep-16	24-Sep-16	Confirmed - Travel cancelled as agreed Russel /Maison of 8 Sep 2016. Separate Induction will be carried out for them.	\$ 987.00
24	Philip Norman	Gaua Is	Torres Is/Luganville/Vila/Luganville					Cannot get seats - Travel cancelled as agreed Russel /Maison of 8 Sep 2016. Separate Induction will be carried out for them.	
25	Barry Wombur	Gaua Is	Torres Is/Luganville/Vila/Luganville					Cannot get seats - Travel cancelled as agreed Russel /Maison of 8 Sep 2016. Separate Induction will be carried out for them.	

UNDP GF File Structure 2016 - Vanuatu Office

Draft

Folder	Sub Folder Level 1	Sub Folder Level 2	Sub Folder Level 3
Management	Human Resources	Leave Reports 2016	
Management	Human Resources	PMU Functions & Roles	
Management	Human Resources	PMU Organogram	
Management	Human Resources	Vanuatu Job Descriptions	
Operations	Administration	Correspondence	
Operations	Administration	GF Office Finance	Invoices 2016
Operations	Administration	GF Office Finance	LTAs
Operations	Administration	GF Office Finance	Payments 2016
Operations	Administration	GF Office Finance	PO 2016
Operations	Administration	GF Office Finance	Quotations 2016
Operations	Administration	GF Office Finance	Vendors
Operations	Administration	Templates	
Operations	Administration	Travel	GF Team
Operations	Administration	Travel	MoH
		UNDP-GF Processes,	
Operations	Administration	Procurement, ATLAS	2016 UN Holiday
Programme	SR Agreement	HIV/AIDs Signed - 2016	
Programme	SR Agreement	Malaria Signed - 2016	
Programme	SR Programme Finance	HIV/AIDs	
Programme	SR Programme Finance	Malaria	
Programme	SR Workplanning	HIV/AIDs	
Programme	SR Workplanning	Malaria	
Programme	M&E	Mission Reports - BTOR	2016
Programme	M&E	Mission TORs	2016

**Area Council Secretaries Induction
14-15 September 2016
Police College, Port Vila
Programme**

DAY 1	
8.00am	Registration
8.30am	Opening (Director Public Health, MoH / Director DLA)
9.00am	Introduction of Participants
10.00am	Morning Tea
10.30am	Overview of the Malaria Program in Vanuatu (Guy Emile – MoH)
11.00am	Overview of the new PR and the GF Program (UNDP)
12 noon – 1pm	Lunch
1.15pm	Aim and Objectives of this induction workshop (UNDP)
2.15pm	The old and the new way to support the LLIN Operation in Vanuatu (MoH)
3.00pm	Afternoon Tea
3.30pm	Reviewing LLIN planning Area counsel Secretaries (MoH)
DAY 2	
8.00am	Reviewing and Updating of the LLIN Planning (MoH)
10.00am	Morning Tea
10.30am	Reviewing and Updating of the LLIN Planning (MoH) – Continuation
12noon – 1.00pm	Lunch
1.15pm	Role of Area Secretaries in the LLIN Operation (MoH/UNDP)
2.15pm	Induction of the Area Secretaries on their roles to oversee the LLIN operation in the community (DLA)
3.00pm	Afternoon Tea
3.30pm	Closing toktok and vote of thanks (MoH)