

 <p>United Nations Development Programme Regional Center in Asia Pacific</p>	<p>BACK TO OFFICE REPORT (BTOR)</p> <p>Submitted by: Alan Resture Title: Project Manager Date Submitted: 09 October 2020 TA Serial Number:</p>
<p>1. Practice Area: Resilience & Sustainable Development - Coastal Adaptation 2. Service Line(s):</p>	
<p>3. Mission Period (incl. of travel days):</p> <p>From: 26 August 2020 To: 6 October 2020</p>	
<p>4. Type of Service/Mission</p> <p><input checked="" type="checkbox"/> Advocacy <input type="checkbox"/> Analysis <input type="checkbox"/> Policy Advice <input type="checkbox"/> Programme / Technical Backstopping <input checked="" type="checkbox"/> Resource Person <input type="checkbox"/> Regional Technical Consultations <input type="checkbox"/> Training / Capacity Development <input type="checkbox"/> Others (specify):</p>	<p>5. Client(s)</p> <p>Nanumaga Kaupule Nanumaga community Nanumea Kaupule & Tokofitu (chiefs) Nanualofa (People with disability) Nanumea fishermen's group Men's group Island leaders & kaupule Land owners Women Youth Government & Kaupule employees</p>
<p>6. Purpose of Mission:</p> <p>Nanumaga</p> <ol style="list-style-type: none"> Consult with Kaupule that TCAP will look into alternatives to protect the foreshore along the church and TCS building on the condition that the sand will be given to the project free of charge. Interview different groups on gender action plan Consult with the Nanumaga community on the Gender Strategy and Action Plan Take drone imagery <p>Nanumea</p> <ol style="list-style-type: none"> Share with community the ESIA report and get feedback from different stakeholders on Nanumea Share Gender Strategy and Action Plan with community Take drone imagery Document traditional knowledge Document plants along the foreshore Inventory of locally available labour 	<p>7. Documents, Materials, Resources from Mission</p> <p>Minutes of the mission Photos of areas of interest to the project Confirmation letter from Nanumaga kaupule Consultations reports</p>
<p>8. Mission Member(s) (include consultants if any)</p> <ol style="list-style-type: none"> Alan Resture - Project Manager Puanita Ewekia - Communications Officer Pine-Andy Tonga - Administrative Assistant 	<p>9. Cost (for RCC staff only)</p>

<p>10. Brief Summary of the Mission:</p> <p>10A. Findings</p> <ol style="list-style-type: none"> 1. The team visited Nanumaga from 1st - 4th September. On Nanumaga the team met with the Kaupule members and informed them that the coastal engineer and CTA will look at options for the foreshore along the church and the TCS store on the condition that TCAP uses the sand for free. The Nanumaga community has agreed to do so. 2. Two drone pilots from the Department of Lands accompanied the TCAP team to take aerial imagery of the project sites on Nanumaga and Nanumea 3. Interviews were conducted on both Nanumaga and Nanumea regarding the Gender Strategy and Action Plan 4. A consultation with the community took place on Thursday evening in regards to validating the Gender Strategy and Action plan and went well. 5. The team arrived at Nanumea on Friday noon 4th September 2020. Because the community was involved with the review of their ISP, the courtesy meeting with the island leaders was arranged for Monday 7th September 2020. 6. Due to the engagement of the community with their ISP from 7th - 10th September, the team used that week for interviews of different stakeholders on the Gender Strategy and Action Plan. 7. Consultations with different stakeholders on the validation of ESIA report took place from 11th - 24th September. 8. At the conclusion of the ESIA consultation, the community continued with the Gender Strategy and Action Plan consultation. Their feedbacks were collected and will be forwarded to TCAP consultants for comments. <p>10B. Results Achieved (concrete outputs)</p> <ol style="list-style-type: none"> 1. Both island communities approved the ESIA report with some additional comments 2. Both island communities approved the Gender Strategy and Action Plan 3. Aerial imagery of both N & N project sites 4. Documented local flora on Nanumea's southern coastline 5. Documented traditional knowledge pertaining to the use of big trees along the project site on Nanumea 6. Written consent that the sand for Nanumaga is now free on the condition that TCAP will protect the foreshore in front of the church and TCS building <p>10C. Expected Outcome(s) and Impact</p> <ol style="list-style-type: none"> 1. A confirmation letter from Nanumea Island leaders confirming that the community still wants BTB and CB designs for their island 2. A confirmation letter from the Pule Kaupule of Nanumaga that the sand for their BTB is now free on the condition that their church and TCS building is protected by TCAP 3. Newsletter 	
<p>11. Key counterpart (s) and persons you met in each location and their contact details:</p> <p>Name:</p> <p>Fakalupe Tekamata - Nanumea Pule Fenua</p> <p>Tofiga Paitela - Nanumea Pule Kaupule <sotiata.t@gmail.com></p> <p>Vaipuna Esela - Nanumea Kaupule Secretary <klopati85@gmail.com></p> <p>Lapana Ene - Nanumaga Pule Kaupule <lapanahohene622@gmail.com></p>	

Taukimua Tipeni - Nanumaga Planner <taukimua87@gmail.com>
 Vaepa Omeli - Nanumaga treasurer <tery.omeli@gmail.com>
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Contact Information:

Alan Resture - Project Manager

12. Follow-up Action Matrix

Actions to be taken	By Whom	Expected Completion Date
Minutes for the mission	Pine	16 th October 2020
News update on the mission	Puanita	16 th October 2020
Follow up on the confirmation letter from Nanumaga Pule Fenua and Pule Kaupule	Alan Resture	16 th October 2020

13. Distribution List (BTOR sent to):

Team Leader RSD
 Deputy Leader RSD
 Regional Technical Advisor
 Deputy Project Manager
 TCAP PMU
 Director of Climate Change
 SPC ESIA team

Instructions for Completing the BTOR Template

The purpose of the BTOR is to provide brief information (with appropriate links to detailed analytical report, contacts, lessons learned, actions to be taken, impacts, achievement, etc.) on the missions undertaken by staff at the RCC/RCB. This intends to serve the need of management, input to knowledge development, facilitate compilation for reporting and serve clients and target audiences.

The BTOR should be no more than 2 pages. All relevant and supporting documents should be linked or attached.

1. **MYFF Practice Area:** Indicate Practice Area, as given in the MYFF.
2. **MYFF Service Line(s):** Indicate the corresponding MYFF service-line(s). If applicable, indicate cross-practice.
3. **Mission Period:** Indicate date of departure and return, inclusive of travel days.
4. **Type of Service/Mission:** Check one or more boxes as applicable and provide details of the mission under (6) Purpose of Mission
5. **Clients:** Indicate clients who requested and/or benefited from the service(s), if applicable (COs, external partners, governments, RCC, RCB, BDP, RBAP, etc).
6. **Purpose of Mission:** Provide brief bullet-points on purpose of mission (extract from TOR if available). If previous mission has been undertaken, indicate when, for what purpose and any outputs that may have been produced.
7. **Documents, Materials, Resources from Mission:** List and attach any key documents, materials, or resources received/prepared for the mission.
8. **Mission Member(s):** List all members of the mission, including consultant(s), if any, and their roles or responsibilities during the mission and for any expected outputs.
9. **Cost(s):** Indicate cost per person per day, including travel time, FOR RCC STAFF ONLY. Also indicate total cost, if more than one RCC/RCB staff member, e.g. \$400/person/day x 2 days x 2 staff = \$1600.
10. **Brief summary of the mission:** Indicate main findings, key results achieved (concrete outputs/deliverables), expected outcomes/impact in terms of programme development, partnerships, policy changes, etc.
11. **Key counterpart and persons met:** Provides links to or attach detailed mission report, including persons met with contact details, meetings attended, lessons learned, actions taken and follow-up, reference to previous missions, etc.
12. **Follow-up Action Matrix:** Indicate main actions to be taken by different stakeholders (e.g. COs, RCC, RBAP, etc) with expected completion dates for each.
13. **Distribution List:** Indicate recipient(s) of BTOR.