



BACK TO OFFICE REPORT (BTOR)

Submitted by: Jone Feresi
 Title: Dep Project Manager - TCAP
 Date Submitted: Dec 05th, 2017
 TA Serial Number:

1. Practice Area: Resilience & Sustainable Development – Coastal Adaptation 2. Service Line(s):	
3. Mission Period (incl. of travel days): From: Nov 16 th , 2017 To: Nov 30th, 2017	
4. Type of Service/Mission <input type="checkbox"/> Advocacy <input type="checkbox"/> Analysis <input type="checkbox"/> Policy Advice <input type="checkbox"/> Programme / Technical Backstopping <input type="checkbox"/> Resource Person <input type="checkbox"/> Regional Technical Consultations <input checked="" type="checkbox"/> Training / Capacity Development <input type="checkbox"/> Others (specify): TCAP Island Consultation Visits to Nanumaga & Nanumea and 1 st Project Board Meeting	5. Client(s) <ul style="list-style-type: none"> • Nanumaga Island Kaupule; • Nanumaga Community; • Nanumea Island Kaupule; • Nanumea Island Community; • Project Board Members (comprising Hon Prime Minister, Directors of 10 Government departments and 3 island leaders;
6. Purpose of Mission: <ul style="list-style-type: none"> • Island Consultation visits by the TCAP team to Nanumaga & Nanumea islands; • Holding of the 1st Project Board Meeting in Funafuti; 	7. Documents, Materials, Resources from Mission <ul style="list-style-type: none"> • Powerpoint presentation on the GCF Tuvalu Coastal Adaptation Project (Tuvaluan & English versions); • Coastal Processes powerpoint presentation; • Project Activity Updates presentation; • Financial Report for 2017; • Annual Work Plan (AWP) for 2018; • Minutes of Project Board Meeting;
8. Mission Member(s) (include consultants if any) <ul style="list-style-type: none"> • Bakhodir Burkhanov (Country Director): 28-30/11; • Winifereti Nainoca (Dep Team Leader RSD): 18-30/11 • Arthur Webb (Chief Technical Advisor): 16-30/11; • Moeo Finaunga (Project Manager): 20-25/11; • Jone Feresi (Dep Project Manager): 16-30/11; • Timaima Oeranatabua (Procurement Associate): 16-30/11; • Mike Ravono (Finance Associate): 16-30/11; • Vaipuna Semisi (NAPA II Project Coordinator): 20-25/11; • Pine Andy Tonga (Admin/Finance Assistant): 20-25/11; 	9. Cost (for RCC staff only)
10. Brief Summary of the Mission: 10A. Findings One of the requirements under the TCAP Project’s milestones is to carry out an Initial Island Consultation Mission – the purpose of which is, apart from introducing the TCAP team members, to introduce the TCAP project goals and objectives (including outputs, timelines and expectations), and most importantly to ensure that the island communities have a sense of ownership of the project at this early stage with a satisfaction that they have been appropriately informed and consulted prior to the implementation phase.	

The second objective of the mission is to facilitate and participate in the first Project Board meeting. This PB meeting is co-chaired by the Honorable Prime Minister of Tuvalu and the UNDP Pacific Office Country Director. The TCAP Project Board comprises a total of 11 Board members plus 3 island leaders representatives from Nanumea, Nanumaga and Funafuti.

10B. Results Achieved (concrete outputs)

- a) The two outer island consultation visits to Nanumea and Nanumaga were very positive after the introductory presentations from TCAP as well as the presentation and discussions on Coastal Processes (by the CTA). It was apparent that there was a general consensus on the recommended approach that shall be taken by TCAP. We have the beginnings of a sound platform to build on as we start to engage in work in these environments;
- b) Successful completion of the first Project Board Meeting. This meeting was chaired by the Honorable Prime Minister of Tuvalu. A total of 9 Board members (out of 11) attended plus 3 island community representatives;
- c) Endorsement (by the Board) of the 2017 Financial Report;
- d) Approval (by the Board) of the 2018 Annual Work Plan;

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

Name:

Hon Enele Sopoaga – Prime Minister of Tuvalu;
 Mrs Pepetua Latasi – Director of Climate Change;
 Mr Malofou Sopoaga – Director PWD;
 Mrs Amalinda Tala – Director Central Procurement Unit (CPU);
 Mr Tasii Pitoi – Director of Marine;
 Nanumaga Kaupule members x7;
 Nanumea Kaupule members x6;
 Vaipuna – Nanumea Island Planning Officer;

12. Follow-up Action Matrix

Actions to be taken	By Whom	Expected Completion Date
Project Board Meeting Minutes	Jone Feresi	15 th Dec, 2017
Project Board TOR	Moeo Finaunga	28 th Dec, 2017
Assurance Plan for Ministry of Education, Youth & Sports including training	Mike Ravono	30 th Jan, 2018
Island Community Consultation Minutes	Moeo Finaunga	15 th Dec, 2017
Mission Report	Moeo Finaunga/Jone Feresi	28 th Dec, 2017

13. Distribution List (BTOR sent to):

RSD Team - Group Email

Annex 1 – Agenda for Project Board Meeting



TUVALU COASTAL ADAPTATION PROJECT (TCAP) 1ST PROJECT BOARD MEETING

November 29, 2017, Wednesday, 09.00am – 1.00pm

Venue: Government Building Ground Floor Conference Room, Funafuti

PROPOSED AGENDA

09:00 am

- 1) Welcome & Prayer
- 2) Introductions & Apologies
- 3) Adoption of Agenda
- 4) **Introduction to TCAP**- Moeo Finauga

10:00 am

Morning Tea

10.30am

5) Update of Activities :

- Item 1: Recruitment & Office Set-Up -Winifereti Nainoca
- Item 2: Inception workshop & Launch- Jone Feresi
- Item3: HACT Assessment & Assurance Plan- Mike Ravono
- Item 4: Briefing from Outer Island Consultations (Technical Aspect) - Arthur Webb
- Item 5: Funafuti Consultations – Moeo Finauga
- Item 6: TCAP Logo Competition – Pine Andy

11.30 pm

6) Financial Report – Mike Ravono

12.00 pm

7) Annual Work Plan 2018 – Moeo

1.00pm

8) Any Other Businesses (AOBs)

9) Closing remarks