**United Nations Development Programme**  
**UNDP Sub-Office, Honiara**  
**Solomon Islands**

**BACK TO OFFICE REPORT (BTOR)**  
**Submitted by:** Mary Elizabeth Ramosaea  
**Title:** Project Assistant  
**Date Submitted:**  
**TA Serial Number:**

1. **Practice Area:** Climate Change Impact on Food Security and Agriculture  
2. **Service Line(s):** Community awareness and Database Collection to adapt to environmental changes and Impacts on Food Security and Agriculture

3. **Mission Period (incl. of travel days):**  
   - **From:** 23rd January 2012  
   - **To:** 26th January 2012

4. **Type of Service/Mission**
   - [ ] Advocacy  
   - [ ] Analysis  
   - [x] Policy Advice  
   - [ ] Programme / Technical Backstopping  
   - [x] Resource Person  
   - [ ] Regional Technical Consultations  
   - [ ] Training / Capacity Development  
   - [ ] Others (specify): Base-line Data Assessment Survey

5. **Client(s):**  
   - Malaita - Langa Langa Lagoon, Community Awareness and Questionnaire Survey

6. **Purpose of Mission:**  
   - To conduct an initial project site visit in the targeted climatic regions collecting baseline data, conducting meetings, and observing food processing and preservation methods in preparation of the activities under the three (3) project components that the School of Natural Resources will be implementing

7. **Documents, Materials, Resources from Mission**
   - 1. Presentation on AF Project and Mission Feedback  
   - 2. Questionnaire by School of Natural Resources (SNR)

8. **Mission Member(s) (include consultants if any):**  
   - Mary Ramosaea, Project Assistant (23rd - 26th Jan)  
   - Joshua Leeroy (SNR - 23 - 31 Jan)  
   - Kemuel Satu (SNR 23 - 31)  
   - Henry Gwao (SNR 23-31)

9. **Brief Summary of the Mission:**  
   - **9A. Findings**
     1. Adaptation Fund Project Assistant and SNR team consisted of four people participated in a base-line data assessment in Malaita province covering the Langalanga Lagoon and Lau region  
     2. Courtesy Call at the Provincial Headquarter of Malaita Province. The team had a brief discussion of approximately 45 minutes with the Deputy Premier and a provincial executive rep Mr Daniel Fa'alima who was present, the Premier of Malaita and his PS were still in Honiara during the mission and could not make it as expected  
     3. Followed by confirming our contact points into the communities and sorting out transportation and executing other administrative work as the team prepared to do the questionnaire survey. Since SNR has not been contacting their entry points before carrying out the survey, the team had to hire a boat and liaise with an entry-point (person) to go into the villages to make announcements and notify villagers that the team will be coming to do the survey  
     4. The Team were divided into two groups, Leeroy and Henry Gwao from SNR agreed to conduct their awareness and survey in the far end of the Lagoon region covering Lalana and other small artificial Islands, whilst Kemuel Satu and Myself were covering the Lilisiana, Ambu and Kibeli folu artificial areas in the Lagoon. The team has conducted the work in the morning part and the afternoon part from 24th - 25th taking into consideration communities varying schedules.  
     5. The team did a household survey covering at least forty households in the three areas, we had two awareness talks in Lilisiana area, two awareness talks in the Ambu area: one for the common people and another one just for the Village Committee and they also invite those village committee from lilisiana to and join them as we talk about what the Adaptation Fund Project addresses and some of their queries with regards to climate Changes Impacts on Food Security and Agriculture.  
     6. On 26th I have to return to Honiara Office by Boat and the other members of the team hired another OBM and travel to Lau Lagoon to do further base-line data assessment using the Survey questionnaires
9B. Results Achieved (concrete outputs)
1. The roundtable enabled UNDP and project team to have a contact to all provincial leaders. Especially it was good to gather all provinces and city mayor and have common understanding of setting up provincial climate change committee under AF project.
2. It was observed that the priority environment issue is different among province and the level of initiative to address these issues varies.
2. Reconfirmed the necessity and importance of staffing environment officers in each provinces which AF would contribute.

9C. Expected Outcome(s) and Impact
1. Gain knowledge of local context of the Climate Change Impact on Food Security and Agriculture challenges for the AF SWoCK Project and SICHE School of Natural resources to develop a curriculum that will intergrate the issue of climate change Impact.
2. Strengthening the relationship among the project team and relevant provincial government of Malaita, Village Committees of the piloted communities and the people in general

10. Key counterpart(s) and persons you met in each location and their contact details:
Name:
Deputy Premier of Malaita Province
Provincial Minister for Planning - Daniel Fa'alima
Ambu Village Committee
Kibelli Folu Village Pastor - Peter

Contact Information:
Willie Koti - Ambu Village Committee Rep

11. Follow-up Action Matrix

<table>
<thead>
<tr>
<th>Actions to be taken</th>
<th>By Whom</th>
<th>Expected Completion Date</th>
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<tbody>
<tr>
<td>Proinicial trips to further Baseline Data Assesment for targeted communities</td>
<td>AF project team and partners namely, Climate Change Division, Ministry of Agriculture and Livestock (CCD, MAL)</td>
<td>February - March</td>
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12. Distribution List (BTOR sent to):
DRR, Programme Team Leader, Operations Manager

13. Attachment
1. SNR TOR
**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.