

Memo

To: MCSF Designated Representatives
Cc: MCSF Design Team
From: Jason Aubuchon, Program Manager
Date: 11/24/2010
Re: Plan to Proceed with MCSF Award Expenditure, Subject to No Objections

Proposed MCSF Award Expenditure: Supporting the 14th MCES: Palau

In accordance with the MCSF Award Expenditure Protocols developed in Palau and approved in late October, 2010, the MCSF Designated Representatives are asked to review the following program activities and associated costs in order to provide approval on a five-day, no objections basis. In the absence of any objections, the Graduate School will proceed with the proposed expenditures.

An updated budget outlining expenditures to-date is included in this memo for reference.

Item (1): MCES Committee Review to Identify Potential Areas of MCSF Support

Attribution: Budget Item 4.A. Facilitate Regional Planning Council Meetings

Explanation: Consultants will conduct a survey of the current MCES Committees and develop a rigorous review of ways in which the MCSF can best support the work of these committees. Initial work will begin on-site as part of the 14th MCES, and subsequent work will be completed remotely. Deliverables will include:

- (1) a survey of MCES Committee activities and accomplishments through December 2010, including electronic documentation that may be suitable for sharing on an MCSF website;
- (2) a needs assessment for each of the MCES Committees, describing the results of questionnaires and/or interviews with lead committee members of each committee for which MCSF may be able to provide a substantive support role; and
- (3) an action plan for consideration by MCSF Principals and Designated Representatives, including labor, input requirements, technical expertise requirements, and funding requirements, in sufficient detail to allow the Principals and/or Designated Representatives to prioritize MCSF Support Commitments to one or more committees.

Budget: \$17,207

Description: Hotel, per diem and labor expenses for Jay Merrill and Larry Goddard.

Item (2): Design Team Support to the 14th Micronesia Chief Executives' Summit, Palau

Attribution: Budget Item 4.A. Facilitate Regional Planning Council Meetings

Explanation: Consistent with the understanding reached at the end of the Palau Inception Meeting, this activity will cover the Design Team Member cost for support to the MCES.

Budget: \$4,920

Description: Airfare, hotel and per diem expenses for David Bell and Conchita Taitano.

Item (3): MCES Meeting Support: GS Administrative Costs

Attribution: Graduate School Administration (For Informational Purposes Only)

Explanation: Additional expenditures from the Graduate School's administrative allocation in support of the 14th MCES.

Budget: \$19,829

Description: Airfare, per diem and lodging for Jason Aubuchon and Kevin O'Keefe. Airfare, per diem, lodging and labor, for administrative support, for Jay Merrill and Larry Goddard.

As the Program Manager for the Graduate School, recipient of the MCSF inception award, I will proceed with the above outlined commitments, subject to no objections from the MCSF Designated Representatives prior to Friday, December 3, 2010.

A handwritten signature in black ink, appearing to read "John D. Adair". The signature is fluid and cursive, with the first name "John" and last name "Adair" clearly distinguishable.

Micronesia Center for a Sustainable Future (MCSF)
Inception Award Budget Tracking for Designated Representatives

1	Inception Activities				
	<i>Tasks</i>	<i>Priority</i>	<i>Budget</i>	<i>Expenditure</i>	<i>11/24 Proposed</i>
	Costs incurred prior to and inclusive of the MCSF Inception Meeting in Palau			22,884	
2	Organizational Development				
	<i>Tasks</i>	<i>Priority</i>	<i>Budget</i>	<i>Expenditure</i>	<i>11/24 Proposed</i>
2.A	Establishing necessary legal protocols for the MCSF	4.3	29,000		
2.B	Establish financial control system for the MCSF	4.4	28,000		
2.C	Develop a facilities and staffing plan for the MCSF	3.7	10,000		
2.D	Identify and pursue grants from sustainable funding sources (Note: originally listed as self-funded/in-kind)	4.0	25,000		
3	Program Delivery				
	<i>Tasks</i>	<i>Priority</i>	<i>Budget</i>	<i>Expenditure</i>	<i>11/24 Proposed</i>
3.A	Develop website and Information Portal for MCSF-Virtual connectivity and knowledge management.	4.0	65,000		
3.B	Expand demographic data set and posters for Palau or RMI (with IREI)	3.5	25,000		
3.C	Support GIS-based historical mapping analysis of land loss and coastal changes from Climate Change on atolls (with IREI)	3.5	13,000		
3.D	Replicate best practice model for career and technical education on Palau, RMI, Pohnpei, Yap with CME	3.7	26,000	10,500	
3.E	Complete Position Paper for priority Regional Health activity (PIHOA)	3.6	21,000		
3.F	PIRRIC website support (Note The designated representatives asked that website support be provided to PIRRIC, even though it had fallen below the 3.5 scoring threshold. It was requested that this not exceed the original budget of \$2,000.)	3.2	2,000		
4	Regional Strategic Framework				
	<i>Tasks</i>	<i>Priority</i>	<i>Budget</i>	<i>Expenditure</i>	<i>11/24 Proposed</i>
4.A	Facilitate Regional Planning Council Meetings	3.9	40,000		22,127
4.B	Compilation of MDG and Parallel Socio-Economic Data set	3.5	24,000		
4.C	Create An Analytical Matrix of Regional Socio-Economic Status	3.5	13,000		
4.D	Develop methodology to expand Socio-Economic Impact Assessments of the build-up to all jurisdictions	3.6	10,000		
4.E	Design and delivery of Regional Strategic Framework to the MCES	3.9	26,000		
5	Totals	<i>Award</i>	<i>Budget</i>	<i>Expenditure</i>	<i>11/24 Proposed</i>
		400,000	357,000	33,384	22,127

6	Graduate School Project Administration				
		<i>Budget</i>	<i>Expenditure</i>	<i>11/24 Proposed</i>	
	13th MCES (Saipan); Inception Meeting (Palau)	94,178	27,370		
	14th MCES (Palau)			19,829	
7	Lower-Ranked Activities for Future Consideration				
	<i>Tasks</i>	<i>Priority</i>	<i>Budget</i>	<i>Expenditure</i>	<i>11/24 Proposed</i>
7.A	Establish program evaluation capacity for the MCSF	3.3			
7.B	Provide training workshop on invasive species for Guam and CNMI (with RISC)	3.4			
7.C	Establish relationships with traditional and non-traditional women's organizations.	2.8			
7.D	Support COHAB Health Bio-diversity Project	3.2			
7.E	MCES Leadership Retreat	2.8			
7.F	Dues to National Association of Regional Planning Councils	2.7			