Memo

To: MCSF Designated Representatives

Cc: MCSF Design Team

From: Jason Aubuchon, Program Manager

Date: 4/5/2011

Re: Plan to Proceed with MCSF Award Expenditure, Subject to No Objections

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Proposed MCSF Award Expenditure: Meeting of Designated Representatives, April 28-29, 2011, Pohnpei, FSM

In accordance with the MCSF Award Budget Expenditure Protocols developed in Palau and approved in late October, 2010, and further endorsed by the Chief Executives in December, 2010, the MCSF Designated Representatives are asked to review the following program activity and associated costs in order to provide approval of expenditures 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 attached for reference.

Item (1): Meeting of MCSF Designated Representatives in Pohnpei, FSM, in Anticipation of 15th Micronesian Chief Executives' Summit

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

Explanation: At the First Meeting of Designated Representatives in Palau, the Designated Representatives agreed to meet in advance of the MCES for preparation and planning purposes. This meeting will focus on the following topics:

1. A significant emphasis on reforming/modifying the format and approach of the MCES, in line with recommendations made by Chief Executives;
2. Addressing the structure and substantive focus areas of the committees formed (or to be formed) for the MCES;
3. Oversight of the MCSF inception award as it has progressed to-date;
4. Next steps for the MCSF going forward, in particular, after June 13th 2011 when the Graduate School's contract is scheduled to end;
5. Specific preparation to the FSM with the upcoming MCES; and
6. Other issues as identified by DRs on behalf of their jurisdictions.

Itineraries for Designated Representatives follow in the table below:

Traveler	Departure Date	Return Date
Representative (Yap)	4/27	4/30
Representative (CNMI)	4/27	4/30
Representative (Palau)	4/27	4/30
Representative (Guam)	4/27	4/30
Representative (Chuuk)	4/27	4/30
Representative (Kosrae)	4/26	4/29
Representative (RMI)	4/26	4/29

Budget: $15,953

Description: Airfare, per diem and lodging for seven Designated Representatives.

Item (2): Participation of Strategic Design Team in MCSF DR Meeting

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

Explanation: Participation of two remaining members of the original Strategic Design Team.

Budget: $3,386

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

Item (3): Ongoing MCSF Project Updates

Attribution: Budget Item 4.E. "Design and Delivery of a Regional Strategic Framework"

Explanation: Larry Goddard will provide updates on two ongoing activities previously approved by the Designated Representatives (1) the Development of a "Standard Operating Procedure" fo r MCES preparation and hosting, and (2) the results of an MCES Committee Review, developed over the past three months.

Budget: $5,118

Description: Partial Airfare, hotel and per diem expenses for Larry Goddard.

Item (4): MCSF DR Meeting Support: GS Administrative Costs

Attribution: Graduate School Administration (For Informational Purposes Only)

Explanation: Additional expenditures from the Graduate School's administrative allocation for support and facilitation of the Meeting of Designated Representatives.

Budget: $13,094

Description: Airfare, per diem and lodging for Jason Aubuchon and Kevin O'Keefe. Labor for Kevin O'Keefe.

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 Wednesday, April 13, 2011.

Micronesia Center for a Sustainable Future (MCSF)
Inception Award Budget Tracking for Designated Representatives
As of April 5, 2011

1	**Inception Activities**						
	Tasks	*Priority*	*Budget*	*Expended*	*Committed*	*Pending*	*Proposed*
	Costs incurred prior to and inclusive of the MCSF Inception Meeting in Palau			22,659			
2	**Organizational Development**						
	Tasks	*Priority*	*Budget*	*Expenditure*	*Committed*	*Pending*	*Proposed*
2.A	Establishing necessary legal protocols	4.3	29,000	3,999			
2.B	Establish financial control system	4.4	28,000				
2.C	Develop a facilities and staffing plan	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			16,829	
3	**Program Delivery**						
	Tasks	*Priority*	*Budget*	*Expenditure*	*Committed*	*Pending*	*Proposed*
3.A	Develop website and Information Portal for MCSF-Virtual connectivity and knowledge management.	4.0	65,000			4,858	
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				
3.G	Regional Invasive Species Workshop		29,000		29,000		
4	**Regional Strategic Framework**						
	Tasks	*Priority*	*Budget*	*Expenditure*	*Committed*	*Pending*	*Proposed*
4.A	Facilitate Regional Planning Council Meetings	3.9	40,000	5,683	1,000		15,953
4.B	Compilation of MDG and Parallel Socio-Economic Data	3.5	24,000				
4.C	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	3.9	26,000		14,600		5,118
5	**Totals**	*Award*	*Budget*	*Expenditure*	*Committed*	*Pending*	*Proposed*
		400,000	**386,000**	**42,841**	**44,600**	**21,687**	**21,071**
	Total if 4/4 Proposal Approved and Expended	**400,000**	**386,000**	**63,912**			
8	**Notes**						
2.D	*Item proposed for funding on 1/28 and pending approval*						
3.A	*Item proposed for funding on 1/28 and pending approval*						

6	**Graduate School Project Administration**					
		Budget	*Expenditure*	*Committed*	*Pending*	*Proposed*
6.A	13th MCES (Saipan); Inception Meeting (Palau)		26,821			
6.B	14th MCES (Palau)		9,020	8,384		
6.C	Support to 3.G (RISC Workshop)		3,376			
6.D	MCSF DR Meeting, April 2011 Pohnpei					13,094
	Totals	**94,178**	**39,217**	**8,384**		**13,094**

7	**Lower-Ranked Activities for Future Consideration**						
	Tasks	*Priority*	*Budget*	*Expenditure*	*Committed*	*Pending*	*Proposed*
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): Note: Approved 1/28, now 3.G.*	*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.F	MCES Leadership Retreat	2.8					
7.G	Dues to National Association of Regional Planning Councils	2.7					