




Asian Development Bank

FAX

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To: Mr. Richard Neves Financial Secretary Ministry of Finance and Economic Management P.O. Box 120, Rarotonga, Cook Islands	Date: 10 February 2013 Fax: (682) 23877
Originator: Mr. David Ling Transport Specialist, PATE  dling@adb.org	
IF NOT RECEIVED CLEARLY, PLEASE CALL (632) 632 4349 or FAX (632) 636 2446	

Dear Mr. Neves:

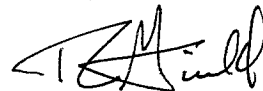
**COO: Renewable Energy Project
 —Mission Clearance Request (10–21 March 2014)**

We seek your clearance on ADB's proposed fact-finding mission for the Renewable Energy Project. The mission will be fielded on 10–21 March 2014, and will comprise: (i) Mr. Shigeru Yamamura, Senior Energy Specialist/ Mission Leader; (ii) Mr. David Ling, Transport Specialist; (iii) Ms. Jean Williams, Senior Environment Specialist; (iv) Mr. Nogendra Sapkota, Safeguards Specialist; and (v) Ms. Aivy Katherine Dizon, Associate Project Analyst. I will join the mission to firm up the project for ADB management and board approval.

The mission's terms of reference and a tentative schedule are included in the attachment.

We would appreciate receiving government's concurrence on the timing of the mission's visit on the proposed dates. We look forward to working with you in person soon.

Yours sincerely,



Robert Guild
 Director
 Transport, Energy and
 Natural Resources Division

Attachment: Mission terms of reference and tentative schedule

- cc: Mr. Roger De Bray, Energy Commissioner, Cook Islands
 Ms. Vanessa Jenner, ADB Liaison Officer, Ministry of Finance and Economic Management, Cook Islands
 Ms. Caroline Currie, Officer-In-Charge, Pacific Subregional Office, ADB
 Ms. S. Beatrice Olsson, Country Coordination Officer, Pacific Subregional Office, ADB
 Mr. Shigeru Yamamura, Senior Energy Specialist, East Asia Department, ADB
 Ms. Aivy Katherine Dizon, Associate Project Analyst, Pacific Department, ADB
 Mr. Nogendra Sapkota, Safeguards Specialist, Pacific Department, ADB
 Ms. Jean Williams, Senior Environment Specialist, Pacific Department, ADB

**Proposed Cook Islands Renewable Energy Project
Fact-finding Mission (10–21 March 2014)**

1. The purpose of the loan fact-finding mission is to confirm the viability of the project in accordance with ADB's policies and procedures, from the outputs of the PPTA.
2. The fact-finding mission will prepare:
 - (i) A memorandum of understanding or aide memoire that outlines the agreement with the government on the rationale, impact, outcome, and outputs of the project; and
 - (ii) A draft project administration manual (PAM) that details the project implementation arrangements, including details on government/project implementation unit focal points, implementation schedule, financial management, procurement, safeguards, poverty and social dimensions, governance, and anticorruption. The PAM should also include project readiness filters covering major pre-project implementation actions (e.g., government approvals, procurement, and resettlement) to ensure a rapid start-up to enable early loan disbursement.

Tentative Schedule:

10 March	Mission arrives in Cook Islands
11 March	Meeting to outline fact-finding mission objectives (am)
11-14 March	Follow-up meetings to be arranged by mission members
15-17 March	Prepare MOU; Field trips (if needed)
18 March	Circulate Draft MOU
19 March	Finalize MOU and follow-up meetings
20 March	Wrap-up Meeting
21 March	Mission departs