

**HAND-OVER NOTE**

**File Number:**

Date of Termination	8 November 2023
Name (Outgoing)	Mohd Kushairi bin Mohd Rajuddin
Job title	Executive Director
Duration of Assignment of the outgoing (include start and end date and reasons):	8 November 2019 – 7 November 2023 (4 years) Reason : End Of Contract
Tasks & Responsibilities: <i>(keep brief when the reference documents attached)</i>	
On going activity/project	<ol style="list-style-type: none"> <li>1. Trust Fund legal aspect and marketing, to coordinate with WCS/CFA in December 2023</li> <li>2. New proposed member countries Brunei and Singapore, to connect and possible revisiting to both embassies in February 2024</li> <li>3. To finalized the agreement signing by end of November 2023 of the USAID PIO Grant amounting USD 2 million for 5 years project starting 2023.</li> <li>4. To finalized the supplementary agreement (e.g ; electricity arrangement) by December 2023 and to follow up with the ratification of the HCA agreement by June 2024</li> <li>5. Diplomatic status process for RS vehicles to be finalized by the Host Country</li> <li>6. Setting up CTCF Secretariat by 2024 preparation should be in line with appointed consultant/CEO</li> <li>7. To include addendum in the present SPPM regarding specific sexual harassment regulation</li> <li>8. Recruitment process for ED and DEDCS is now on process. RS need to send the top 3 candidates for ED and DEDCS to the CSO Chair for further endorsement. CSO should appoint suitable candidate by December 2023</li> <li>9. Continue facilitating the CT6 countries to finalize the NPOA by Q1-Q3 2024 with support from amended fund from US DOI</li> <li>10. Exploring further with partners regarding the way forward in implementing RPOA 2.0</li> <li>11. Facilitate the finalization of PIF and the submission of GEF-8 proposal by Q1 2024</li> </ol>

	<p>12. To finalize the signing of MoU between Allen Coral Atlas and the CTI-CFF Regional Secretariat</p> <p>13. To conduct a workshop regarding Monitoring and Evaluation of all project for activities under the RPOA 2.0 relevant to the working groups</p>
Report to <b>(immediate superior)</b>	Directly report to CSO in the daily implementation and completion of the services and deliverables as previous required.
Reporting Procedure	Daily and monthly basis
<p>Cash and Bank position as of 6 November 2023</p> <p>(noting that the bank balance as of 7 November will be updated upon the bank release the bank statement of 7 November 2023)</p>	<p>Country Contribution Account:</p> <ul style="list-style-type: none"> <li>- Account number: 1030006453399 = IDR 274,839,524.71</li> <li>- Account number: 1030006453407 = USD 332,332.98</li> </ul> <p>Restricted Account :</p> <ul style="list-style-type: none"> <li>- Account number: 1500015231416 = USD 468,940</li> </ul> <p>Cash = IDR 5,750,000</p>
Signature Outgoing	 Mohd Kushairi bin Mohd Rajuddin
Signature receiving hand-over	 Christovel Reinhard Samuel Rotinsulu