



Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Ministry of Foreign Affairs

Project No.: ATT.VTF.G2017.005CRI

30 November 2018

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2017.005CRI
Grantee name	Ministry of Foreign Affairs
Project title	Training and facilitation of the exchange of experiences in the subregion: clarifying regional processes in customs and border control, as well as promoting inter-institutional coordination to better create national and joint policies for the effective implementation of the Arms Trade Treaty (ATT)
Grant Amount	USD \$96,118.00
Final Report submission date	30 November 2018
Period covered under this report (MM/DD/YY – MM/DD/YY)	10 August 2017 – 30 September 2018

1. Project activities and outcomes

a Describe the project outcomes.

The activity that took place in Panama (January 17 and 18) made it possible to identify the challenges of less dynamic economies than the Panamanian one. It also increased the need for more information, such as the recognition of new forms of arms trafficking, like the use of courier services to send parts, components and ammunition. In the same way, contributed to recognize and examine cases of diversion of weapons and to analyze the mitigation measures that were implemented to address the issue. Particularly, the situation occurred between Costa Rica and Panama. It allowed us to focus on the ease with which weapons legally enter a country, the ease with which they can be diverted and the conditions of the context that are used to carry out trafficking activities (such as the existence of a ban on the import of weapons in Panama since 2012). This put in perspective the need to address in detail the storage conditions of places such as police arsenals, of the armed forces, and by the effects of this diversion situation, from private security companies. This was very relevant and illustrative because it allowed us to identify that very often the weapons that are diverted and that are trafficked come from arsenals of official and also legal security forces. The project facilitated the coordination between national authorities and sector groups regarding common issues. Informally, a WhatsApp network was created where representatives of customs and arms control entities exchange information on a regular basis: weapons lost by series or with import marking, for example. This informal mechanism facilitates consultations between the authorities of the participating countries in the training.

The activity that was carried out in the triple border: El Salvador, Honduras and Guatemala (July 23-27), allowed to identify the risks and vulnerabilities in the land border areas and analyze the modalities that are used to traffic weapons or enter them illegally. In this regard, it stressed that sending packages is a way to disguise this type of goods. This activity also allowed us to recognize the lack of knowledge that the officers of the various institutions have in the field, regarding their capacities to detect risks and threats, due to ignorance and lack of training. When integrating frontier personnel in these spaces, it was also highlighted, the diversity of situations that arise in these spaces, for example: the limited available resources, the limited or non-existent access to

technology, the reduced number of personnel and even lack of knowledge. However, it allowed for a compilation of detected modus operandi, routes and strategies that have been observed by people assigned to border control areas.

Based on the two main activities that were carried out, and taking into account that project funds were administered efficiently (scheduling activities outside the high season that had a lower cost of hotel and air tickets; the activity defined in the triple border required the transfer of at least three of the countries by specifically terrestrial means), it facilitated reducing the costs of project implementation. In view of this situation, a formal request was made to rethink the use of the remaining funds from two proposed activities: a final regional meeting and ATT implementation courses for the Costa Rican agencies involved.

The regional meeting to identify the common elements of a regional implementation agenda took place in San José, Costa Rica (September 13 and 14); institutions with responsibilities in the area of arms control and arms transfer were convened. The strengthening of control measures was promoted, as for example related to the marking of firearms, incorporating the import marking that some countries of the region already carry out, as well as the marking of ammunition that responds to a novel measure that is doing the Dominican Republic. In the same way exchanges of information of the administrative and legal mechanisms in control matters were carried out. In addition the use of traffic detection strategies with canine support and research and intelligence units, were presented.

The other activity of relevance in this second stage of implementation was the offering of courses for the implementation of the ATT, which was designed with the objective of raising awareness and promoting knowledge to the different state agencies that have responsibility for the issue of arms control. The course was designed to be held in a minimum of four hours and was offered to the DIS (National Intelligence Directorate), the Weapons and Explosives Unit, the Costa Rican Institute against Drugs (ICD that observes the issue of organized crime); the Judicial Investigation Agency (OIJ - Repressive Police that has an organized crime unit); the Public Security forces, and the General Customs Directorate.

In addition to explaining in detail what the ATT is, the links are reviewed with respect to the protection and monitoring of the guarantee of human rights; it identified the role of the country in relation to arms transfers, in the case of Costa Rica as an importer and transit country; and the responsibilities that the State has regarding the implementation and compliance of the ATT, in the cases of diversion and traffic. These situations were illustrated with examples. A total of 7 workshops were held, which benefited around 150 people. We received the interesting request from the University of Costa Rica to conduct a course for students of Public Administration, Customs and Foreign Trade.

Four courses were offered to Panama, which in the first instance showed great interest in receiving them, given that they had previously made the request for such support. However, once the tentative dates were established, it was impossible to specify the final dates of the training within the framework of the pre-established times - before September 30, 2018. Informally, we obtained information that the Director of the Interinstitutional Directorate of Public Security Affairs (DIASP), the person in charge of arms control in Panama, was being investigated for arms trafficking. At the time we understood why we had not managed to finalize the training dates, and since the remaining time was too short to make a similar offer to El Salvador or Honduras, we chose not to execute that part of the proposal.

b Describe how the project has assisted your implementation of the ATT.

The project has promoted the strengthening of informal mechanisms between Central American authorities on intelligence and arms control transfers and worked to identify best practices and common challenges. Furthermore, the project promoted cooperation between different state and regional institutions and worked to uphold the implementation of the Treaty, specifically in the customs and borders control areas which is a zone particularly necessary for the best application of the Treaty at both a national and regional level.

c List all States that benefitted from the project.

Panama, El Salvador, Guatemala, Dominican Republic, Peru, Honduras, Costa Rica

d Were all the project activities as specified in the Project Schedule (see Annex G) completed?

Yes No

If no, explain why and describe any problems, constraints and difficulties experienced in implementing the project.

Taking into account that the implementation of the project was authorized to carry out activities until September, it is indicated that the largest number of proposed activities were carried out. It is important to recognize that due to the availability of participating institutions, which were also affected by the change in the country's president, the second activity was significantly delayed. However, it managed to materialize and allowed the establishment of a follow-up meeting.

Despite the fact that there was (still is) a national strike, there was the capacity to carry out the TCA courses in Costa Rica. The internal situation at the level of the DIASP in Panama prevented the offered courses from being carried out; however, this situation was out of Arias Foundation's control, because the authority that takes the issue of the implementation of the TCA in that country is the Ministry of Public Security, to which the DIASP belongs.

What recommendations would you make in this regard?

Although the project managers may be clear about the roadmap and all the planned logistics, there are variables that are beyond the control (case of the Panamanian authorities and cost efficiency) that can impact either positive or negative the implementation of the project and it is important that there is some understanding and flexibility by those responsible for the VTF.

e How would you rate the *relevance* of the project (was the project suited to existing priorities and policies of the benefitting State(s))?

Not relevant at all	Not very relevant	Moderately relevant	Relevant	Very relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

At a national level, the workshops helped increase the knowledge of those who work on the field implementing the Arms Trade Treaty. These people usually are not the ones who attend regional activities, so by doing these workshops workers from different institutions were able to understand the rationale behind the series of changes that were taking place as part of implementing the ATT. On a regional level, the priorities of the states were to implement the ATT effectively so by sharing experiences, governments could adjust their policies based on other country's successes.

f How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Not effective at all	Not very effective	Moderately effective	Effective	Very effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

Throughout the meetings states were able to share their experiences and by having them in different countries, representatives could see concrete examples of what was presented. Countries' concerns especially in the issue of marking ammunitions (which was an issue for most Central American countries) were addressed in the last meeting by a representative of the Dominican Republic.

At a national level workshop attendees were very interested in learning more about the ATT and expressed that they had a better understanding of the changes taking place in their respective fields.

g How would you rate the *efficiency* of the project (to what extent were the project results attained on time and within budget)?

Not efficient at all	Not very efficient	Moderately efficient	Efficient	Very efficient
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

As a result of the efficient handling of the budget we were able to add two more activities to project, and in spite of the issues with timing they were able to be completed in time.

h Please describe the impact of the project (i.e. the positive or negative changes or effects that the project results have on the surrounding circumstances).

Central American countries now have a network albeit an informal one through which organizations involved in the implementation of the ATT can exchange information about the formation of their respective national authorities. Each country also has more information about the issues that affect the isthmus as a whole and can implement measures to mitigate their effects in terms of arms transfers.

i How would you rate the *sustainability* of the project (to what extent can the project benefits continue after the project has finished)?

Not sustainable at all	Not very sustainable	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

A network of representatives of Central American organizations involved in the implementation of the ATT was created as the same people would attend the activities. In addition the presentations made by each country in the activities were distributed, which means that each organization can use them as reference to replicate any good practice they were able to identify from other countries.

j How will the Project outcomes be further used or applied in the future? Are there plans for the activities to be continued or for the experience gained to be shared?

We would like to continue the national workshops as many of the entities and the people who attend them are interested in receiving more information and people working on the field can now have a better understanding of the measures implemented as part of the ATT. This also allows for a more thorough implementation of the treaty. Ammunition transfer control is a challenge that would like to be addressed by many of the participating authorities.

2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Costa Rica) in Attachment 2.

3. Certification

Please complete a separate certification for each consultant engaged to undertake the project activities that have been implemented.

For the purposes of this certification:

Grantee means Ministry of Foreign Affairs.

Consultant means Arias Foundation for Peace and Human Progress

I Norman Lizano Ortiz, being a person duly authorised by the Grantee hereby certify that:

1. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
2. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
3. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is (N/A)
4. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. I have attached a receipt from the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee.
6. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
7. I am aware of the Grantee's obligations under their Grant Agreement, including the need to keep the ATT Secretariat informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
8. I am aware that the Grant Agreement empowers the ATT Secretariat to terminate the Grant Agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the Grant Agreement.

Signed.......... Date

Head of Multilateral Affairs, Ministry for Foreign Affairs of Costa Rica



Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the tax invoice issued to you by the Consultant for the provision of services
- Proof the Consultant was paid. This could be a receipt issued to you by the Consultant or a bank statement.

ATT Final Expenditure Report



Name of Grant Recipient: Costa Rica
 Department or Agency: MINISTRY OF FOREIGN AFFAIRS
 Posting Date: 30/11/2018

INSTRUCTIONS
 1) Complete all pink fields only.
 2) Print, sign, scan and email expenditure report to trustfund@thearmstradetraty.org along with the electronic version.
 3) All original receipts should be chronologically numbered according to the reference number in this report. Copies of all receipts should be emailed with the expenditure report. Original receipts must also be sent to the ATT Secretariat.

Project No.	ATT-VTF-G2017.005CRI
Reporting period	07.02.2018-30.09.2018
Local Currency Code	CRC
Grant Received USD (Balance of 1st instalment)	7,184.69
Grant Received USD (2nd instalment)	38,447.20
	45,631.89

<http://www.xe.com/currencytable/?from=CRC&date=2017-10-09>
 Click above first cell for exchange rate site

Vendor Code [Costa Rica]

Accounting Details				General Details				Balance of budget available (Interim Report)	Actual spend to date (post Interim Report)**		Balance of budget available	Balance of funds received
Posting Date	GL Code	Project code	Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date*	USD	Local Amount	Rate	USD	USD	USD
#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!	#VALUE!
	31100	602017		1	Project Coordinator (employee of the Arias Foundation)		6,000.00		0.0017	6,000.00	-	39,631.89
28/02/2018	31100	602017	1091	1-a	Project Coordinator, February 2018	Receipt 1091 Monthly cost for Project Coordinator				1,000.00		
30/03/2018	31100	602017	1092	1-b	Project Coordinator, March 2018	Receipt 1092 Monthly cost for Project Coordinator				1,000.00		
30/04/2018	31100	602017	1094	1-c	Project Coordinator, April 2018	Receipt 1094 Monthly cost for Project Coordinator				1,000.00		
30/05/2018	31100	602017	1099	1-d	Project Coordinator, May 2018	Receipt 1099 Monthly cost for Project Coordinator				1,000.00		
28/06/2018	31100	602017	1100	1-e	Project Coordinator, June 2018	Receipt 1100 Monthly cost for Project Coordinator				1,000.00		
30/07/2018	31100	602017	1101	1-f	Project Coordinator, July 2018	Receipt 1101 Monthly cost for Project Coordinator				1,000.00		
	31100	602017		2	Program Officer (employee of the Arias Foundation)		3,600.00		0.0017	3,600.00	-	36,031.89
28/02/2018	31100	602017	1091	2-a	Program Officer, February 2018	Receipt 1091 Monthly cost for Program Officer				600.00		
30/03/2018	31100	602017	1092	2-b	Program Officer, March 2018	Receipt 1092 Monthly cost for Program Officer				600.00		
30/04/2018	31100	602017	1094	2-c	Program Officer, April 2018	Receipt 1094 Monthly cost for Program Officer				600.00		
30/05/2018	31100	602017	1099	2-d	Program Officer, May 2018	Receipt 1099 Monthly cost for Program Officer				600.00		
28/06/2018	31100	602017	1100	2-e	Program Officer, June 2018	Receipt 1100 Monthly cost for Program Officer				600.00		
30/07/2018	31100	602017	1101	2-f	Program Officer, July 2018	Receipt 1101 Monthly cost for Program Officer				600.00		
	34250	602017		3	Customs officials from all over the region will travel to a selected country to exchange insights from their experiences 4 days: tickets (\$500), food (\$80 per day), ground transportation (\$30), lodging (\$70 per 3 nights)		7,588.92		0.0017	-	7,588.92	36,031.89
	34250	602017		3-a	Additional phase: Project Coordinator [the costs associated with this new line item should be deducted from Ref. No. 3]		2,000.00			2,000.00	-	34,031.89
17/09/2018	34250	602017	1110	3-a	Project Coordinator, August, September 2018	Receipt 1110 Monthly cost for Project Coordinator				2,000.00		
				3-b	Additional phase: Program Officer [the costs associated with this new line item should be deducted from Ref. No. 3]		1,200.00			1,200.00	-	32,831.89
17/09/2018	34250	602017	1110	3-b	Program Officer, August, September 2018	Receipt 1110 Monthly cost for Program Officer				1,200.00		
				3-c	Additional phase: Panama Trainer [the costs associated with this new line item should be deducted from Ref. No. 3]	See line 4 "adjustments and clarification"	2,280.00				2,280.00	
	34250	602017		3-d	Operating Costs-materials		600.00			599.87	0.13	32,232.02
28/08/2018	34250	602017	590	3-d-1	Participant work folders	Trash - recycled canvas folders				88.43		
18/09/2018	34250	602017	175	3-d-2	Workshop materials	Office Depot /				22.44		
27/09/2018	34250	602017	1112	3-d-3	Rental equipment for seven workshops	Arias Foundation, audio equipment, projector, screen				489.00		
	34250	602017		4	Border officials will travel to a border crossing area to share on-site experiences 5 days: (E500), food (E80 per day), transportation (\$50), lodging (\$70 per 4 nights)		12,930.00		0.0017	17,695.05	-4,765.05	14,536.97
19/07/2018	34250	602017	27115	4-a	Lodging in El Salvador participant in Central American tour	Quality Hotel, El Salvador				1,245.38		
18/07/2018	34250	602017	18	4-b	Ground transportation Honduras-Esquipulas, the amount includes bank fees.	Elvin Javier Medina Rios, private transport.				1,560.00		
23/07/2018	34250	602017	24783023	4-c	Airline tickets, San José-El Salvador-San José	Expedia Travel: Xinia Trigueros, Mayra Jimenez				937.64		
19/07/2018	34250	602017	16893	4-d	Lodging and food for workshops participants, Antigua, Guatemala	Hotel el Gran Chorti				4,309.46		
25/07/2018	34250	602017	64920263	4-e	Ground transportation Guatemala City-Esquipulas, the amount includes bank fees.	William Laines, private transport.				646.00		
23/07/2018	34250	602017	582	4-f	Work folders for participants.	Trash S.A. recycled canvas folders.				295.54		
26/07/2018	34250	602017	24957064	4-g	Airline tickets, Panamá-El Salvador	Expedia Travel- Copa Irma Estela Matos, Mirlo Erika Guerra, Cid Anullera				1,257.55		
26/07/2018	34250	602017	24957064	4-g	Airline tickets, El Salvador - Panamá	Expedia Travel-Avianca Irma Estela Mator, mirlo Erika Guerra, Cid Anullera				1,109.10		
26/07/2018	34250	602017	24957064	4-g	Airline tickets, San José-El Salvador-San José	Expedia Travel-Avianda: José Villalobos, Yellin Brenes, Jeffry Ulfreña				1,406.46		
27/07/2018	34250	602017	25018674	4-h	Airline tickets, San José-El Salvador-San José	Expedia Travel-Avianda: Oscar Acosta, Ana Yancy Espinoza, Catalina Venegas, Marcela Zamora				1,510.93		
01/08/2018	34250	602017	5868	4-i	Ground transportation El Salvador-Esquipulas, the amount includes bank fees.	Herman de Jesus Durán Molina, adelanto de servicio.				1,209.00		
01/08/2018	34250	602017	781	4-j	Materials Central American tour	Bookstore and Bazaar Divino Niño				5.99		
01/08/2018	34250	602017	AD-04-2018	4-k	Tour costs Ana Yancy Espinoza	Food, transportation, other travel costs for the Central American tour				183.00		
01/08/2018	34250	602017	AD-05-2018	4-l	Tour costs Catalina Venegas	Food, transportation, other travel costs for the Central American tour				183.00		
01/08/2018	34250	602017	895951	4-m	Ground transportation, Esquipulas-San Salvador	Rayner Espinoza, taxi service.				186.00		
01/08/2018	34250	602017	2207	4-n	Additional food, Central American tour.	Cash given to participants.				1,650.00		
	34250			4-A	Additional phase: Air tickets from El Salvador, Guatemala, Honduras and Panama to Costa Rica [the costs associated with this new line item should be deducted from Ref. No. 4.1]		9,000.00			7,380.17	1,619.83	7,156.80
31/08/2018	34250	602017	27877474	4-A-1	Airline tickets, El Salvador-San José-El Salvador	Expedia Travel-Avianca Francisco Salazar				520.20		
31/08/2018	34250	602017	27877474	4-A-2	Airline tickets, Lima-San José-Lima	Expedia Travel-Copa Nelly Palacios				704.74		
31/08/2018	34250	602017	27877474	4-A-3	Airline tickets, Guatemala-San José-Guatemala	Expedia Travel-Avianca Jorge Del Valle				301.40		
31/08/2018	34250	602017	27877474	4-A-4	Airline tickets, Tegucigalpa-San José-Tegucigalpa	Expedia Travel-Copa Karla Murillo				377.18		
13/09/2018	34250	602017	29053480	4-A-5	Airline tickets, El Salvador-San José-El Salvador	Expedia Travel-Avianca José Anyid Cruz, Silvestre Maldonado				821.59		
13/09/2018	34250	602017	29053480	4-A-6	Airline tickets, Panamá-San José-Panamá	Expedia Travel-Avianca Leoncio Hernández, Cid Anullera				619.14		
13/09/2018	34250	602017	29053480	4-A-7	Airline tickets, Tegucigalpa-San José-Tegucigalpa	Expedia Travel-Copa Leyla Diaz, Ariadna Perdomo				648.86		
18/09/2018	34250	602017	29549122	4-A-8	Airline tickets, Tegucigalpa-San José-Tegucigalpa	Expedia Travel-Copa Blas Eduardo Diaz				405.98		
18/09/2018	34250	602017	92549122	4-A-9	Airline tickets, Guatemala-San José-Guatemala	Expedia Travel-Avianda Sergio Antonlo Carías				455.94		
18/09/2018	34250	602017	92549122	4-A-10	Airline tickets, El Salvador-San José-El Salvador	Expedia Travel-Avianca Ramon Echegoyen				520.20		
20/09/2018	34250	602017	29756304	4-A-11	Airline tickets, Panamá-San José-Panamá	Expedia Travel-Avianca Irma Estela Matos, Antonio Valerio				1,139.68		
20/09/2018	34250	602017	29756388	4-A-12	Materials for workshop participants.	IP Media Holdings, Inc.				865.26		

	34250			4-B	Additional phase: Accommodation		5,400.00			4,820.58	579.42	2,336.22
06/09/2018	34250	602017	3797	4-B-1	Lodging for participants in Costa Rica regional meeting.	Hotel Trypp San José, Sabana				4,820.58		
	34250			4-C	Additional phase: meals [the costs associated with this new line item should be deducted from Ref. No. 4]		4,500.00			4,448.83	51.17	-2,112.61
06/09/2018	34250	602017	3797	4-C-1	Food for participants in Costa Rican regional meeting, including bank fees.	Hotel Trypp San José, Sabana				1,886.10		
07/09/2018	34250	602017	3373	4-C-2	Additional food for participants in Costa Rica regional meeting	Additional food for participants. See line 2. "adjustments and clarification"				45.00		
17/09/2018	34250	602017	595	4-C-3	Work folders for participants.	Trash S.A. recycled canvas folders.				1,028.02		
18/09/2018	34250	602017	10148812	4-C-4	Food for participants visit to the Forensic Complex of the Poder Judicial.	La Casona del Cerdo, San Joaquín de Flores				405.71		
19/09/2018	34250	602017	3206	4-C-5	Printed material for workshops.	Editorial Gava, Ltda -small books, stickers, brochures.				996.00		
27/09/2018	34250	602017	1112	4-C-6	Rental equipment for seven workshops	Arias Foundation, audio equipment, projector, screen. See line 3 "adjustments and clarification"				88.00		
	34250			4-D	Additional phase: per diem [the costs associated with this new line item should be deducted from Ref. No. 4]		1,080.00			1,080.00	-	-3,192.61
07/09/2018	34250	602017	3373	4-D-1	Food for participants in Costa Rica regional meeting	Additional food for participants. See line 2. "adjustments and clarification"				1,080.00		
	34250			4-E	Additional phase: training workshops in Costa Rica [the costs associated with this new line item should be deducted from Ref. No. 4]		3,990.00			3,890.11	99.89	-7,082.72
18/09/2018	34250	602017	283087	4-E-1	Food for course and workshop, implementation of the Arms Trade Treaty, Costa Rica.	Hotelera Nacional				328.02		
27/09/2018	34250	602017	1111	4-E-2	Facilitation of 7 courses and workshops, implementation of the Arms Trade Treaty, Costa Rica.	Facilitation team. See line 4 "adjustments and clarification"				3,500.00		
30/09/2018	34250	602017	269411	4-E-3	Workshop materials.	Office Depot				62.09		
	33220	602017		5	Badges, notes, folders, pens: these materials will be used by the 60 people who will participate in both meetings during the five days (2 days for the customs meeting, 3 days for the border meeting)		347.57		0.0017	375.29	-27.72	-7,458.01
27/09/2018	33220	602017	149413	5-a	Preparation of materials for the workshops.	Distributor Wlade S.A.				104.90		
27/09/2018	33220	602017	42	5-b	Documents for preparation materials.	Juan Menéndez Valdivia				97.39		
27/09/2018	33220	602017	1112	5-c	Rental equipment for seven workshops	Arias Foundation, audio equipment, projector, screen. See line 3 "adjustments and clarification"				173.00		
	32140	602017		6	Projector for the presentations that will take place during the five days of both activities		250.00		0.0017	250.00	-	-7,708.01
30/07/2018	32140	602017	1103	6-a	Audiovisual equipment for workshops.	Arias Foundation, rental projector. See line 3 "adjustments and clarification"				250.00		
	32140	602017		7	Screen to display necessary information for the five days of both activities		160.00		0.0017	160.00	-	-7,868.01
	32140	602017	1103	7-a	Screen.	Arias Foundation, rental screen. See line 3 "adjustments and clarification"				160.00		
	32140	602017		8	Sound equipment for the five days of both activities		200.00		0.0017	200.00	-	-8,068.01
30/07/2018	32140	602017	1103	8-a	Audio Equipment and microphone.	Arias Foundation, rental audio equipment. See line 3 "adjustments and clarification"				200.00		
	33310	602017		9	3,000 brochures		600.00		0.0017	600.00	-	-8,668.01
30/07/2018	33310	602017	1104	9-a	Printing materials sistematization	Arias Foundation- workshop materials See line 3 "adjustments and clarification"				600.00		
	34980	602017		10	Indirect support costs		3,129.00				3,129.00	-8,668.01
28/02/2018	34980	602017	1091	10-a	Indirect support costs, February 2018	Receipt 1091, fixed costs for project						
30/03/2018	34980	602017	1092	10-b	Indirect support costs, March 2018	Receipt 1092, fixed costs for project						
30/04/2018	34980	602017	1094	10-c	Indirect support costs, April 2018	Receipt 1094, fixed costs for project						
30/05/2018	34980	602017	1099	10-d	Indirect support costs, May 2018	Receipt 1099, fixed costs for project						
28/06/2018	34980	602017	1100	10-e	Indirect support costs, June 2018	Receipt 1100, fixed costs for project						
30/07/2018	34980	602017	1101	10-f	Indirect support costs, July 2018	Receipt 1101, fixed costs for project						
							64,855.49	-		54,299.90	10,555.59	

* Description 2 - Receipt or Invoice No. - Date: include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. if the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival city etc.

** Actual spend to date: insert the actual amount spent on the budget item. If the item was paid for in local currency, insert the figure in the column headed 'Local amount', and it will automatically be calculated in USD. If the item was paid for in USD, enter the figure in the column headed 'USD'.

- The receipts paid in local currency using the official exchange rate according to the Central Bank of Costa Rica.
- In order to comply with the itemized budget, we have included doubly referenced receipts.

Signature:

Wio Bortol

Date: november 28, 2018

Head of ATT Secretariat's Signature:

[Handwritten signature]

Date:

19/03/2019.

RECONCILIATION
COSTA RICA-ATT.VTF.G2017.005CRI
2017

Description	Total budget	Actual spend (Interim Report)	Actual spend (Final Report)	Actual spend (Total)	Balance of budget available	Balance of funds received	% of over- or under- spend
	USD	USD	USD	USD	USD	USD	
Personnel costs							
Staff							
Project Coordinator (employee of the Arias Foundation)	12,000	6,000	6,000	12,000	-	64,894.40	100%
Program Officer (employee of the Arias Foundation)	7,200	3,600	3,600	7,200	-	57,694.40	100%
Additional phase:Project Coordinator [the costs associated with this new line item	2,000		2,000	2,000	-	55,694.40	100%
Additional phase:Program Officer [the costs associated with this new line item sho	1,200		1,200	1,200	-	54,494.40	100%
Travel costs							
Customs officials from all over the region will travel to a selected country to excha	31,800	18,131	17,695	35,826	- 4,026	18,668.27	113%
Border officials will travel to a border crossing area to share on-site experiences 5	7,450	-		-	-	18,668.27	100%
Additional phase:Panama Trainer [the costs associated with this new line item sho	2,280			-	2,280	18,668.27	0%
Additional phase:Air tickets from El Salvador, Guatemala, Honduras and Panama to	9,000		7,380	7,380	1,620	11,288.10	82%
Additional phase:Accommodation	5,400		4,821	4,821	579	6,467.52	89%
Additional phase:meals [the costs associated with this new line item should be de	4,500		4,449	4,449	51	2,018.69	99%
Additional phase:per diem [the costs associated with this new line item should be	1,080		1,080	1,080	-	938.69	100%
Additional phase:training workshops in Costa Rica [the costs associated with this r	3,990		3,890	3,890	100 -	2,951.42	97%
Equipment costs							
Operating Costs-materials			600	600	- 600 -	3,551.29	100%
Badges, notes, folders, pens: these materials wil be used by the 60 people who wi	720	372	375	748	- 28 -	4,299.01	104%
Projector for the presentations that will take place during the five days of both ac	250		250	250	- -	4,549.01	100%
Screen to display necessary information for the five days of both activities	160		160	160	- -	4,709.01	100%
Sound equipment for the five days of both activities	200		200	200	- -	4,909.01	100%
Operating Costs							
3,000 brochures	600		600	600	- -	5,509.01	100%
Total Direct Costs	89,830	28,104	54,300	82,403	7,427 -	5,509.01	92%
Total Indirect Support Costs (up to 7%)	6,288	1,967	3,801	5,768	520 -	11,277.25	92%
Total Indirect Support Costs (up to 7%)	96,118	30,071	58,101	88,172	7,946 -	11,277.25	92%
Amount nof 1st installment	38,447.20						
Amount of 2nd installment	38,447.20						
Amount of 3rd installment	11,277.25						
Balance owing	-						