

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

**National Commission to Fight the Illicit Proliferation,
Circulation and Trafficking of Small Arms and Light
Weapons (CNLPAL)**

Project No.: ATT.VTF.G2017.007TGO

01 May 2018

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2017.007TGO
Grantee name	National Commission to Fight the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons (CNLPAL)
Project title	ATT appropriation and implementation training project; Advocacy for the adoption and popularization of the preliminary draft law on the arms regime
Grant Amount	USD \$99,675.00
Final Report submission date	01 May 2018
Period covered under this report (MM/DD/YY – MM/DD/YY)	01 September 2017 – 01 March 2018

1. Project activities and outcomes

a Describe the project outcomes.

a-1- Making contact with stakeholders for :

- The preparation of the list of invited guests identified in each region (sending of invitations, management of invitation responses) ;
- the identification of experts / trainers and the negotiation of their consultancy contracts; ;
- the establishment of logistics for workshops in the regions (identification and reservation of workshop locations, transport management of participants and trainers, preparation of training materials for participants, etc.).

a-2- Advocacy actions for the adoption of the draft law on the arms regime in Togo :

- Exchanges with the actors concerned on the feasibility of the adoption of this preliminary draft; ;
- Approach radio / TV managers, public and private presses, and publication sites on the ATT Awareness and Outreach Campaign and the draft law on the arms regime in Togo.

a-3- Launch of activities by a press conference

This press conference to launch the activities took place on Tuesday, October 10, 2017 in order to inform the population and the actors concerned about the start of the project and its different activities.

a-4- ATT training and implementation training workshops in the regions of Togo

For the first phase of implementation, three (03) workshops were conducted:

- Grand Lomé region (1) in Agoè-nyivé, from 11 to 13 October 2017
- Maritime Region (2) in Tsévié from 25 to 27 October 2017 and
- Plateaux-Ouest region (3) in Kpalimé, from November 20 to 22, 2017.

Also for the second phase of the project whose funds were made available to us on **30 January 2018** through the BCEAO, three (03) workshops were also conducted:

- Plateaux-Est region at Atakpamé (04), 21-23 February 2018;

- Savanes Region in Dapaong (06), from 07 to 9 March 2018 and
- Kara Region (07) in Kara from 12 to 14 March 2018.

The Grand Lomé workshop was opened by the Togolese Minister of Security and Civil Protection, **Colonel Damehame YARK**. The other workshops were placed under the authority of Prefects of County towns of regions.

Participants represented the following structures at these workshops:

- **State structures:** Ministry of Security, Ministry of Justice, Ministry of Defense, Ministry of Foreign Affairs, Ministry of Environment and Forest Resources, Ministry of Human Rights, Ministry of territorial Administration, customs, police and gendarmerie.
- **Civil Society Structures:** West Africa Action Network on Small Arms (WAANSA / RASALAO Togo), Women's Reflection and Action Group, Democracy and Development (GF2D Togo), West Africa Network for PeaceBuilding (WANEP Togo), WAO Africa, Martin Luther King Movement (MMLK), Togolese Association of Private Online Bodies (ATOPPEL), National Council of Press Patrons (CONAPP), Messengers Association of the Peace Jar (AMJP), Union of Independent Journalists of Togo (UJIT), Collective of Associations Against Impunity in Togo (CACIT), Tone of Patriotic Youth (TJP), National Concertation of Civil Society (CNSC) during the first phase.

In addition, during the second phase, in addition to the aforementioned state structures, other civil society actors were associated. These include the following associations and NGOs: New Human Rights (NDH), Communication and Integral Development (CDI), Federation of Savannah NGOs (FODES), Civil Society Platform of Savannahs, NGO Network Kara (RESOKA), representatives of the Ogou, Tône and Kozah prefectures, as well as journalists' organizations in the regions concerned.

The following themes were introduced at the workshops :

- The ATT and its scope (conventional weapons, ammunition, parts and components): history, negotiation, adoption and evolution;
- Transfer control;
- International cooperation and international assistance;
- Relations between the ATT and other universal and regional instruments;
- Overview of the draft law on the arms regime in Togo;
- Information Exchange, Data Retention ;
- Violence based on sex;
- Echo of the 3rd Conference of States Parties to the ATT.

During each workshop, the different participants were subjected to a practical exercise and an evaluation questionnaire. Attached :

- Reports of the work of the last three (03) workshops (Atakpamé, Dapaong and Kara);
- the analyzes of the evaluation questionnaires of the said workshops.

a-5- Awareness campaign for the outreach of the ATT and the draft law on the arms regime in Togo

This campaign was made through:

- eight (8) radio broadcasts (Radio Kara, Peace Radio, Radio Kozah FM, Tabala Radio, Radio Courtoisie FM, Radio Lagtaaba FM, Rural Radio Dapaong, Radio Excesior), one (01) television program and one (01) report on GRAND OGOU TV (<https://youtu.be/9-rpANludDU>; https://youtu.be/kvj7Mi_xW-Q);

- insertions in the presses / public and private sites (Togo Presse, telegram 228).

a-6- Advertising / Media Coverage

In order to ensure the visibility of the project, all activities were covered by both private and public media, as well as the installation of banners at the workshops, including the logos of the lessor (ATT VTF), the Republic of Togo and of the CNLPAL. Attached are some copies of publications in public and private press and links to news sites (Togo Presse, www.Telegramme228.com; <https://togobreakingnews.info/index.php/societe/item/2769-appropriation-du-traite-sur-commerce-des-armes-a-atakpame>; <http://lavoixdelanation.info/vulgarisation-traite-commerce-a-atakpame/>; <https://togotimes.info/index.php/societe/intem/637-ogou-l-appropriation-du-traite-sur-le-commerce-des-armes-au-coeur-d-un-atelier-a-atakpame>).

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

The project, which is the subject of this funding, aims to develop the capacities of TCA implementing actors and other civil society actors in order to take ownership of the content of the Treaty and to empower them within the framework of the fulfillment of their respective missions.

The expected results include:

- Increased stakeholder knowledge of the content of the ATT for its implementation;
- Affirmed commitment and involvement of the different actors in their respective roles in the implementation of the Treaty at all levels;
- Effectiveness of the adoption of a new law on the arms regime in Togo in relation to the ATT.

Thus, the evaluation made during the workshops from the practical exercises reveals a great interest of the participants. The ratings collected range from "pretty good" to "very good" (see evaluation sheets).

c List all States that benefitted from the project.

Six (06) regions of TOGO

- Grand Lomé region (1) in Agoè-nyivé, from 11 to 13 October 2017;
 - Maritime Region (2) in Tsévié from 25 to 27 October 2017;
 - Plateaux-Ouest region (3) in Kpalimé, from 20 to 22 November 2017;
 - Plateaux-Est region at Atakpamé (04), 21-23 February 2018;
 - Savanes Region in Dapaong (06), from 07 to 9 March 2018 and
 - Kara Region (07) in Kara from 12 to 14 March 2018.
-

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

Yes No

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

The activities of the second phase of the project have experienced initial date shifts, given the lag in the availability of funds for these activities. On the other hand, as soon as the funds were received, the activities normally took place in the programmed regions, except Sokodé for the central region because of the climate of unrest in this city and the inadequacy of the remaining budget to cover the costs related to this workshop.

Workshops and TV radio programs were conducted in the regions as follows:

- Plateaux-Est Region Workshop in Atakpamé (04), 21-23 February 2018;
- Workshop Savannah Region in Dapaong (05), from 07 to 9 March 2018;
- Workshop Kara Region (06) in Kara from 12 to 14 March 2018;
- Radio broadcast (Peace and Excelsior 23 February 2018) to Atakpamé;
- Radio broadcasts (FM Courtesy, Lagtaaba FM and Rurale Dapaong) on 09 March 2018 in Dapaong and Cinkassé;
- Radio broadcasts (Kara, Kozah FM and Tabala) on 23 March 2018 in Kara;
- One (01) TV show and one (01) report on GRAND OGOU TV on February 08, 2018 in Atakpamé.

Project progress must be indicated against the Project Schedule (see Attachment 1). Please indicate the Status of all activities highlighted in YELLOW in the Project Schedule using the drop-down menu in Column H. Please also include Comments in Column I where you think appropriate (e.g. to explain why certain activities have not been completed on time).

What recommendations would you make in this regard?

Make available as soon as possible the last part of the grant for the completion of the last workshop to be held in Sokodé. Until then, we expect a calming of the political situation in this city as the dialogue is initiated between the political actors. Otherwise, we will choose another city in the region to realize such a workshop.

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 type="checkbox"/>	X

Explain your answer:

The evaluation made during the workshops from the practical exercises reveals a great interest of the participants. The ratings collected range from "pretty good" to "very good" (see evaluation sheets).

The positive assessments made by the participants regarding the choice of themes developed (see evaluation sheets);

The relevance of the exchanges and recommendations from the different workshops (see related reports);

The strong mobilization of the media around the theme;

The enthusiasm that suggests the media (radio and press) facing the theme and political will of the Togolese government has facilitated the effective implementation of various workshops. All this demonstrates the importance and relevance of this project.

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"/>	X	<input type="checkbox"/>

Explain your answer:

- Existence of a new law on the arms regime;
- Strong adherence of the target concerned by the project (210 participants were reinforced during the 6 workshops);
- Increased stakeholders' knowledge of the content of the ATT and its implementation;
- High degree of commitment and involvement of different actors in their respective roles.

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"/>	X	<input type="checkbox"/>

Explain your answer:

Most of the activities were carried out within the deadlines initially set by the project. Expenses incurred have remained in the range of the amounts anticipated or sometimes cost less than the original amounts.

Qualified consultants and various skills in the field of project management and weapons issues were recruited. Also, there was less risk; Among the risks initially identified, it should be noted that there was: late financial assistance and political instability which delayed the dates of certain workshops.

Given these elements of appreciation, we can note the efficiency of the project in its implementation.

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).

- Existence of effective institutions in the implementation of the ATT;
- Existence of a new law on the arms regime;
- Level of knowledge and skills of stakeholders on the content of the ATT and its implementation has increased;
- Knowledge of the concept of the TCA and its content by the population;
- Degree of commitment and involvement of different actors in their respective roles has increased;
- Transfer and sharing of knowledge by the actors at their place of work.

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 sustainable very	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Explain your answer:

- the actions / activities that actors will undertake in their respective institutions regarding the implementation of the ATT;
- putting into practice the knowledge received and improved from the actors on the content of the TCA;
- consolidation of the domestic legal framework regulating the arms regime in Togo and taking into account the Arms Trade Treaty;

- the participation of all actors of the ATT in advocacy for the adoption of the draft law on the arms regime in Togo;
-

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?

The following measures are preconized for the continuity of the actions:

- the inter-connectivity of the services concerned by the weapons issue with a view to sharing information on security matters and combating counterfeiting;
 - the creation of a framework for consultation and exchanges on security issues;
 - the collaboration between the institutions (the National Commission, the defense and security forces, the Ministries concerned, the UNDP, the European Union, the National Commission of Human Rights, the civil society and the other institutions);
 - an advocacy initiated with a view to resolving complaints about the sharing of information, consultation between the services involved in the implementation of the ATT with a view to a synergy of action.
-

2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Togo 1) 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 National Commission to Fight the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons (CNLPAL).

Consultant mean:

Mr Hodenou Kokou AKLAVON (CRESED-TOGO)

Mr Tchamie ADI (AMNESTY INTERNATIONAL-TOGO)

I, **Mr Inoussa BOURAIMA**, 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 **1310.42 USD for two (2) persons (see consultancy contract) instead of 1965.62 USD.**

NB: The amount of the consultants' fees is reduced by the fact that one of the consultants, **Mr Hodenou Kokou AKLAVON**, was unable to respond to the workshops of the Savanes and Kara regions, given certain commitments concerning him.

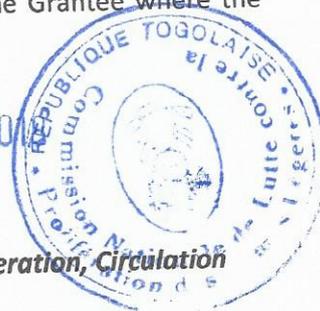
To remedy this absence, the commission had to make use of certain members, in particular **Mr. M'DAKENA Atara** and **Mr. SKPANE Makre** to develop the topics that **Mr. Hodenou Kokou AKLAVON** would have animated during these sessions.

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.....

Mr Inoussa BOURAIMA

Date **24 AVR 20**



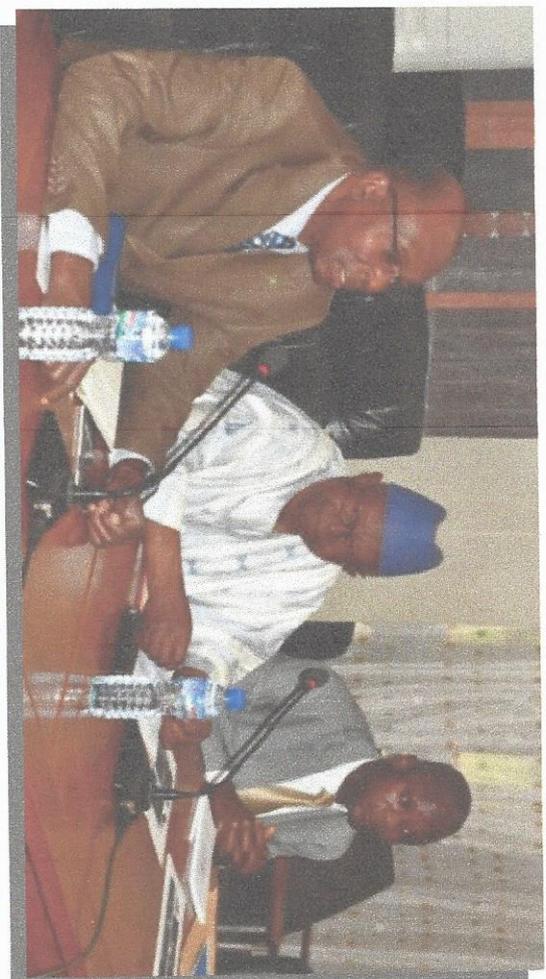
Vice-President of the National Commission for the Fight against the Proliferation, Circulation and Illicit Traffic of Small Arms and Light Weapons (CNLPAL)

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.

THE WORKSHOPS IN IMAGE

Launch of activities by a press conference on October 10, 2017



BT

Workshop of the Grand Lomé (1) in Agoè-nyivé, from 11 to 13 October 2017, with the presence of the Minister of Security and Civil Protection of Togo





Workshop of Maritime Region (2) in Tsévié from 25 to 27 October 2017



BE -



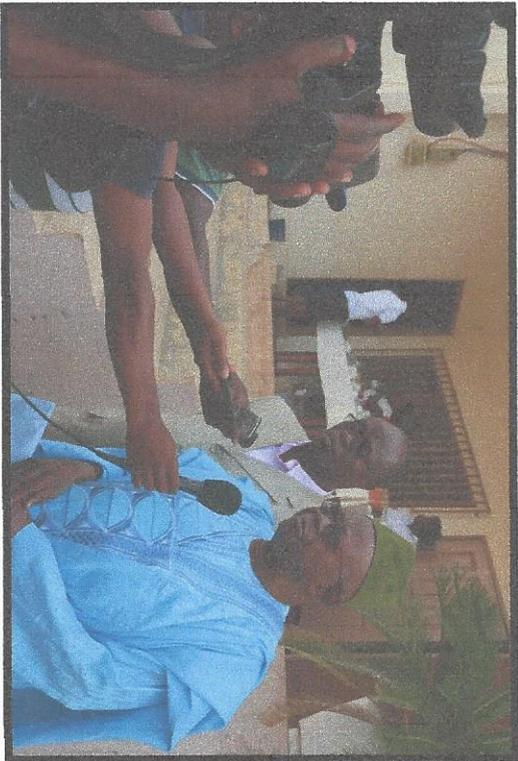
Workshop of Plateaux-Ouest Region (3) in Kpalimé, from 20 to 22 november 2017



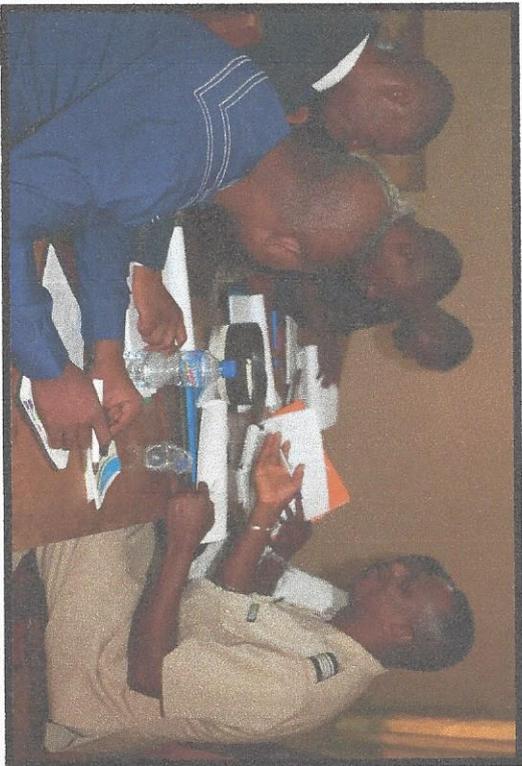
BE



Workshop of Plateaux-Est Region (4) in Atakpamé, from 21 to 23 february 2018



Interview of the Vice President, BOURAIMA Inoussa during a workshop



Participants in a practical exercise

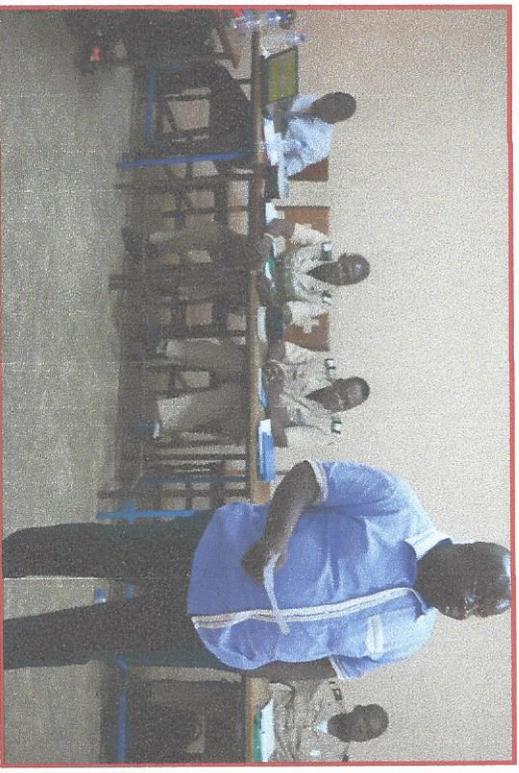
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Workshop of Savanes Region (6) in Dapaong,
from 07 to 09 march 2018



Workshop of Kara Region (7) in Kara,
from 12 to 14 march 2018



Trainers with participants during workshops





ATT Final Expenditure Report

INSTRUCTIONS

- 1) Complete all pink fields only.
- 2) Print, sign, scan and email expenditure report to trustfund@thearmstrade treaty.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.

Name of Grant Recipient: Togo
 Department or Agency: PERMANENT MISSION OF TOGO
 Posting Date: 01/05/2018

Project No.: ATT.VTF.62017.0012760
 Reporting period: 04.09.2017-01.09.2018
 Local Currency Code: XOF
 Grant Received USD (Balance of 1st ins): 7 091,39
 Grant received USD (2nd instalment): 72 175,35
 79 266,74

Vendor Code [Togo2]

<http://www.ae.com/currencytable/?form=XOF&date=20171009>
 Click above first cell for exchange rate site

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	USD	Local Amount	Rate	USD	USD	USD
01/05/2018	34250	602017		1	DSA - AU staff from Addis Ababa (01 participant for 04 days)		688,00	-		0,0018	-	688,00	79 266,74
01/05/2018	34250	602017		2	DSA - AU staff from Geneva Office (02 participants for 05 days - Pre workshop)		-	-		0,0018	-	-	79 266,74
01/05/2018	34250	602017		3	DSA - AU staff from Geneva Office (02 participants for 09 days - During workshop)		516,00	-		0,0018	-	516,00	79 266,74
01/05/2018	34250	602017		4	DSA - AU staff from Geneva Office (01 participant, Head of mission, for 05 days)		-	-		0,0018	-	-	79 266,74
01/05/2018	34250	602017		5	DSA - Participant from Togo Mission Geneva (01 participant for 05 days - Pre workshop)		-	-		0,0018	-	-	79 266,74
01/05/2018	34250	602017		6	DSA - Participant from Togo Mission Geneva (01 participant for 09 days - During workshop)		-	-		0,0018	-	-	79 266,74
01/05/2018	34250	602017		7	DSA - Participant from Togo Mission Geneva (01 participant, Head of mission, for 07 days)		-	-		0,0018	-	-	79 266,74
01/05/2018	34250	602017		8	DSA - Participant from African Missions Geneva (14 participants, 02 per African Mission, for 5 days) [Costs of Niger participation included here]	(DSA - Participants from African Mission Geneva missions (07 participants, 01 participant per mission, for 05 days) see payment voucher DV7 dated 28/12/2018: USD 6,020 (DSA - Participants from Niger (04 participants for 04 days) see payment voucher DV7 dated 28/12/2018: USD 2,752	12 040,00	-		0,0018	8 772,00	3 268,00	70 494,74
01/05/2018	34250	602017		9	DSA - Participant from Benin (05 participants for 04 days)	(DSA - Participants from Benin (04 participants for 05 days & 01 participant for 03 days) see payment voucher DV7 dated 28/12/2018	3 440,00	-		0,0018	3 956,00	-516,00	66 538,74
01/05/2018	34250	602017		10	DSA - Participant from Burkina Faso (05 participants for 04 days)	(DSA - Participants from Burkina Faso (04 participants for 04 days) see payment voucher DV7 dated 28/12/2018	3 440,00	-		0,0018	2 752,00	688,00	63 786,74
01/05/2018	34250	602017		11	DSA - Participant from Côte d'Ivoire (05 participants for 04 days)	(DSA - Participants from Côte d'Ivoire (04 participants for 04 days) see payment voucher DV7 dated 28/12/2018	3 440,00	-		0,0018	2 752,00	688,00	61 094,74
01/05/2018	34250	602017		12	DSA - Participant from Madagascar (05 participants for 06 days)	(DSA - Participants from Madagascar (03 participants for 07 days) see payment voucher DV7 dated 28/12/2018	5 160,00	-		0,0018	3 612,00	1 548,00	57 422,74
01/05/2018	34250	602017		13	DSA - Participant from Central Africa Republic (05 participants for 05 days)	(DSA - Participants from Central Africa Republic (04 participants for 06 days) see payment voucher DV7 dated 28/12/2018	4 300,00	-		0,0018	4 128,00	172,00	53 294,74
01/05/2018	34250	602017		14	DSA - Participant from Mali (05 participants for 04 days)	(DSA - Participants from Mali (04 participants for 04 days) see payment voucher DV7 dated 28/12/2018	3 440,00	-		0,0018	2 752,00	688,00	50 542,74
01/05/2018	34250	602017		15	DSA - Participant from Senegal (05 participants for 04 days)	(DSA - Participants from Senegal (02 participants for 04 days) see payment voucher DV7 dated 28/12/2018	3 440,00	-		0,0018	1 376,00	2 064,00	49 166,74

01/05/2018	34210	602017	34	Participant from Côte d'Ivoire (05 airtickets for 05 participants)	DV7 Allou Konan - Inv# 11ET17-00930	321,70	287 800,00	0,0018	518,04	-196,34	22 698,91
01/05/2018	34210	602017	35	Participant from Madagascar (05 airtickets for 05 participants)		7 784,72		0,0018	-	7 784,72	22 698,91
01/05/2018	34210	602017	36	Participant from Central Africa Republic (05 airtickets for 05 participants)		4 094,40		0,0018	-	4 094,40	22 698,91
01/05/2018	34210	602017	37	Participant from Mali (05 airtickets for 05 participants)		-587,68		0,0018	-	-587,68	22 698,91
01/05/2018	34210	602017	38	Participant from Senegal (05 airtickets for 05 participants)		1 229,56		0,0018	-	1 229,56	22 698,91
01/05/2018	34210	602017	39	Participant from Togo (0 airticket for 10 participants)	Delegation from Togo - Petchezi Esohanam from New York received DSA \$ 1032 for 06 days & refund of air ticket \$ 1097, Kouma Alube coming from Kara, received DSA \$ 688 for 04 days, Melieou Kpatcha from Dapaong, received DSA \$ 688 for 04 days, Tchassanti Bassirou from Kara, received DSA \$ 688, see DV7.	-		0,0018	3 505,00	-3 505,00	19 193,91
01/05/2018	34210	602017	40	Resource Persons (05 airtickets for 05 participants)	DV7 Veb - Inv# 11ET17-00930	5 092,80	504 000,00	0,0018	907,20	4 185,60	18 286,71
01/05/2018	32150	602017	41	Conference equipment (communication, video)	Telephone CFA 82,000; video - Inv# 003/2017 for CFA 400,000 & transport for journalists CFA 105,000. See DV7	1 416,80	587 000,00	0,0018	1 056,60	360,20	17 230,11
01/05/2018	32150	602017	42	Venue hire for the conference for 03 days	DV7 Hotel Concorde #HCL06122017001 (40% outstanding) Note: in practice CFA 6,093,200 was paid in cash to the Hotel Concorde (with respect to Ref. No. 42, 43 and 44) because the bank transfer from UBS was unsuccessful, and the remaining CFA 1,573,800 was paid to Hotel Concorde via bank transfer to HERMOS.	2 312,40	1 188 000,00	0,0018	2 138,40	174,00	15 091,71
01/05/2018	34240	602017	43	Food and beverages during the conference for 80 participants for 03 days	DV7 + DV9 Inv#HCL06122017001 + receipt 11/01/2018 (40% outstanding)	2 478,84	1 570 800,00	0,0018	2 827,44	-348,60	12 264,27
01/05/2018	34910	602017	44	Cocktail (venue hire, food & beverages 80 participants)	DV7 Hotel Concorde #HCL06122017001 (40% outstanding)	766,40	308 000,00	0,0018	554,40	214,00	11 709,87
01/05/2018	35230	602017	45	Photocopying machine, printer, desktop computer hire, purchase of toner & ink and A4 paper	DV7 Hermos Inv# 004-122017 + receipt of 23/01/2018; the last payment to HERMOS includes the balance to be paid to Hotel Concorde since UBS has no agreement with the bank of Hotel Concorde and could easily pay to the account of HERMOS. We then took the opportunity to pay Hotel Concorde through HERMOS.	92,80	585 856,00	0,0018	1 054,54	-961,74	10 655,33
01/05/2018	34220	602017	46	Transport (cars hire for local transport for 80 participants for 04 days)	Expenditure under this: hiring of vehicles Invoice # 0082 for CFA 1.310,000; transport for Lome based participants from Togo for CFA 300,000 & transport for Protocol Officers CFA 250,000. see DV7	4 800,00	1 860 000,00	0,0018	3 348,00	1 452,00	7 307,33
01/05/2018	34980	602017	47	Indirect support costs	Loss on exchange: USD 5,647,75; Bank charges: USD 468,84	11 804,00		0,0018	6 116,59	5 687,41	1 190,74
01/05/2018						115 954,04	7 482 451,00		78 075,00	37 278,04	

* Description 2 - Receipt or Invoice No. - Date: include information on 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 since the interim Report. 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'.



Signature:

[Handwritten signature]

Head of ATT Secretariat's Signature:

Date: 03/10/18

Date: 03/10/2018

1		Total budget (estimated) USD	Actual spend USD
Ref. N°	Description		
	Direct Costs (Paid)		
	Staff		
1	DSA - AU staff from Addis Ababa (01 participant for 04 days)	688.00	0.00
2	DSA - AU staff from Geneva Office (02 participants for 05 days - Pre workshop)	1,720.00	1,720.00
3	DSA - AU staff from Geneva Office (02 participants for 09 days - During workshop)	3,096.00	2,580.00
4	DSA - AU staff from Geneva Office (01 participant, Head of mission, for 05 days)	860.00	860.00
5	DSA - Participant from Togo Mission Geneva (01 participant for 05 days - Pre workshop)	860.00	860.00
6	DSA - Participant from Togo Mission Geneva (01 participant for 09 days - During workshop)	1,548.00	1,548.00
7	DSA - Participant from Togo Mission Geneva (01 participant, Head of mission, for 07 days)	1,204.00	1,204.00
8A	DSA - Participant from African Missions Geneva (14 participants, 02 per African Mission, for 5 days)	12,040.00	6,020.00
8B	DSA - Participant from Niger (04 participants for 04 days)	0.00	2,752.00
9	DSA - Participant from Benin (05 participants for 04 days)	3,440.00	3,956.00
10	DSA - Participant from Burkina Faso (05 participants for 04 days)	3,440.00	2,752.00
11	DSA - Participant from Côte d'Ivoire (05 participants for 04 days)	3,440.00	2,752.00
12	DSA - Participant from Madagascar (05 participants for 06 days)	5,160.00	3,612.00
13	DSA - Participant from Central Africa Republic (05 participants for 05 days)	4,300.00	4,128.00
14	DSA - Participant from Mali (05 participants for 04 days)	3,440.00	2,752.00
15	DSA - Participant from Senegal (05 participants for 04 days)	3,440.00	1,376.00
16	Terminal Allowance (24 USD for the 02 trips for 58 participants traveling)	1,392.00	1,034.00
	Consultants		
17	DSA - Resource Person (01 ATT Secretariat for 03 days)	516.00	516.00
18	DSA - Resource Persons (03 Resource persons from GSCP/ECOWAS/other for 05 days)	2,580.00	516.00
19	DSA - Resource Person (01 Facilitator for 05 days)	860.00	1,548.00
20	Honorarium - Resource Persons (03 GSCP/ECOWAS/other for 10 days)	15,000.00	7,700.00
21	Honorarium - Resource Persons (01 facilitator for 07 days)	3,500.00	3,500.00
22	Salary - Support staff Geneva (01 person from Geneva for 20 days)	6,000.00	6,000.00
23	Salary - Support staff Togo (01 person from Lome for 20 days)	2,000.00	2,000.00
24	Ushers (04 persons from Lome for 10 days)	2,000.00	2,000.00
25	Terminal Allowance (24 USD for the 02 trips for 05 participants traveling)	120.00	264.00
	Travel costs		
26	AU staff Addis Ababa (01 airticket for 01 participant)	1,100.00	0.00
27	AU staff from Geneva Office (04 airtickets for 02 participants)	4,800.00	5,248.97
28	AU staff from Geneva Office (01 airticket for 01 participant, Head of Mission)	1,200.00	1,179.18
29	Participant from Togo Mission Geneva (02 airtickets for 01 participant)	2,400.00	2,275.55
30	Participant from Togo Mission Geneva (01 airticket for 01 participant, Head of Mission)	1,200.00	1,195.20
31A	Participant from African Missions Geneva (01 airticket for 14 participants)	16,800.00	12,971.63
31B	Participant from Niger (04 airticket for 04 participants)	0.00	3,004.56
32	Participant from Benin (05 airtickets for 05 participants)	1,500.00	2,846.70
33	Participant from Burkina Faso (05 airtickets for 05 participants)	1,750.00	3,026.70
34	Participant from Côte d'Ivoire (05 airtickets for 05 participants)	1,750.00	1,946.34
35	Participant from Madagascar (05 airtickets for 05 participants)	12,500.00	4,715.28
36	Participant from Central Africa Republic (05 airtickets for 05 participants)	7,500.00	3,405.60
37	Participant from Mali (05 airtickets for 05 participants)	2,900.00	3,487.68
38	Participant from Senegal (05 airtickets for 05 participants)	2,950.00	1,720.44
39	Participant from Togo (0 airticket for 10 participants)	0.00	3,505.00
40	Resource Persons (05 airtickets for 05 participants)	6,000.00	1,814.40
	Equipment costs		
41	Conference equipment (communication, video)	2,000.00	1,639.80
	Operating costs		
42	Venue hire for the conference for 80 participants for 03 days	5,520.00	5,346.00
43	Food and beverages during the conference for 80 participants for 03 days	6,720.00	7,068.60
44	Cocktail (venue hire, food & beverages 80 participants)	1,600.00	1,386.00
45	Photocopying machin, printer, dektop computer hire, purchase of toner & inch and A4 paper	1,000.00	1,961.74
46	Transport (cars hire for local transport for 80 participants for 04 days)	4,800.00	3,348.00
	Direct Costs (Outstanding)		
20	Fees for Marc Finaud (USD 1,185.69 of USD 2,000 paid)		814.31
48	Reimbursement to GCSP for Marc Finaud flight (CHF 711: USD 732.65)		732.65
	TOTAL DIRECT COSTS	168,634.00	138,590.33
	Indirect support costs		
49	Indirect support costs	11,804.38	9,701.32
	TOTAL INDIRECT SUPPORT COSTS (7% of Total Direct Costs)	11,804.38	9,701.32
	TOTAL BUDGET	180,438.38	148,291.65
	Total Adjustment (Estimated Budget - Actual Spend)		30,043.67
	Amount of 1st installment (received)		72,175.35
	Amount of 2nd installment (received)		72,175.35
	Balance owing		3,940.95
	Amount of 3rd installment (estimated)		36,087.68
	Amount of 3rd installment (actual)		3,940.95

VTF TO TRANSFER USD 3,940.95 TO GRANTEE