

## Arms Trade Treaty Voluntary Trust Fund

### FINAL REPORT

#### Permanent Mission of Togo in Geneva

Project No.: ATT.VTF.G2017.012TGO

01 May 2018

#### Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2017.012TGO
Grantee name	Permanent Mission of Togo in Geneva
Project title	Strengthening the capacities of African States in the implementation of the ATT
Grant Amount	USD \$180'438.38
Final Report submission date	01 May 2018
Period covered under this report (MM/DD/YY – MM/DD/YY)	04 September 2017 – 01 May 2018

Project activities and outcomes

Describe the project outcomes.

- Workshop organized and held
- Seventy officials trained
- Better understanding of the ATT and of processes at its Secretariat
- Better synergy between the Geneva-based Missions and African capitals
- Opportunities and challenges in implementing ATT identified
- Experience shared among countries
- Documents, presentations and report circulated

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

- Better knowledge and understanding of the ATT provisions
- Better synergy between the Geneva-based Missions and African capitals
- Opportunities and challenges in implementing ATT identified
- Reporting skills developed
- Experience shared among countries

List all States that benefitted from the project.

Madagascar, Central African Republic, Benin, Cote d'Ivoire, Togo, Mali, Senegal, Niger and Burkina Faso.

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.

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?

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

Explain your answer:

According to an assessment made after the workshop, all the participants were of the view that the workshop was very useful. They have been able to deepen their knowledge and their understanding of the ATT provisions. They have identified the opportunities and challenges in implementing ATT developed their reporting skills.

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

Explain your answer:

As scheduled, the workshop was held. After the workshop, a survey was conducted and the participants were invited to respond. All the participants were of the view that the workshop was very effective. Their expectations were met.

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

Explain your answer:

The results were achieved and all the budget was not consumed.

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).

According to an assessment made after the workshop, all the participants were of the view that the workshop will enable a better implementation of the ATT provisions. The participants mentioned that back home they will report, share the workshop outcomes for better implement of the Treaty.

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:

From the results of the assessment made after the workshop, all the participants revealed that back home, they will implement the lessons learnt and they will share the workshop outcomes with their other colleagues in charge of the implementation of the ATT. They also highlighted the fact that their new reporting skills will enable them to better report. Many participants also indicated that back home, they will work for the appointment of a focal point for the ATT issues.

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?

From the assessment made after the workshop, all the participants were of the view that the workshop will enable a better implementation of the ATT provisions. The participants mentioned that back home they will report, push for a nomination of a focal point for ATT issues and share the workshop outcomes for better implement of the Treaty.

**1. Final expenditure report**

[Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report \(Togo 2\) in Attachment 2.](#)



## ATT Final Expenditure Report

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

**INSTRUCTIONS**  
 1) Complete all pink fields only.  
 2) Print, sign, scan and email expenditure report to [trustfund@thearmstradetreaty.org](mailto:trustfund@thearmstradetreaty.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.G2017.0012TGO
Reporting period	04.09.2017-01.03.2018
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

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

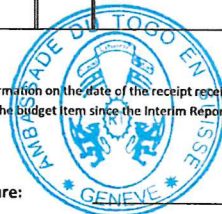
Vendor Code [Togo2]

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
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 (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	61 034,74
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 Essohanam 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, Meleou 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 80 participants for 03 days	DV7 Hotel Concorde #HCL06122017001 (40% outstanding) <i>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.</i>	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)	768,40	308 000,00	0,0018	554,40	214,00	11 709,87
01/05/2018	33230	602017	45	Photocopying machin, printer, dektop computer hire, purchase of toner & inch 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 easely 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						115 354,04	7 482 451,00		78 076,00	37 278,04	

\* 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 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 co

Signature:



*Johny*

Date:

03/10/18

Head of ATT Secretariat's Signature:

*[Signature]*

Date:

03/10/2018

1		Total budget (estimated) USD	Actual spend USD
Ref. N°	Description		
	<b>Direct Costs (Paid)</b>		
	<b>Staff</b>		
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
	<b>Consultants</b>		
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
	<b>Travel costs</b>		
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
	<b>Equipment costs</b>		
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
	<b>Direct Costs (Outstanding)</b>		
20	Fees for Marc Finaud (USD 1,185.69 of USD 2,000 paid)		814.31
48	Reimbursement to GSCP for Marc Finaud flight (CHF 711: USD 732.65)		732.65
	<b>TOTAL DIRECT COSTS</b>	<b>168,634.00</b>	<b>138,590.33</b>
	<b>Indirect support costs</b>		
49	Indirect support costs	11,804.38	9,701.32
	<b>TOTAL INDIRECT SUPPORT COSTS (7% of Total Direct Costs)</b>	<b>11,804.38</b>	<b>9,701.32</b>
	<b>TOTAL BUDGET</b>	<b>180,438.38</b>	<b>148,291.65</b>
	<b>Total Adjustment (Estimated Budget - Actual Spend)</b>		30,043.67
	<b>Amount of 1st installment (received)</b>		72,175.35
	<b>Amount of 2nd installment (received)</b>		72,175.35
	<b>Balance owing</b>		3,940.95
	Amount of 3rd installment (estimated)		36,087.68
	<b>Amount of 3rd installment (actual)</b>		<b>3,940.95</b>

VTF TO TRANSFER USD 3,940.95 TO GRANTEE