



NOTE TO FILE:  
CLOSURE OF INACTIVE PROJECTS

Date: 07<sup>th</sup> August 2018

UNDP project management policies, systems and tools establish that projects must be operationally and financial closed at the end of the project. The operational closure should take place within 6 months after the end of the project. The operational closure should take place within 6 months after the end of project recorded in atlas. The financial closure of a project should be done within six months after operational closure of the project in Atlas or twelve months after the end date of the project as recorded in atlas. However, due to some lapses in compliance with these policies, a number of projects still appear in Atlas as "open" that is, not close or properly closed, as required.

Projects closure Guideline indicated that key documents such as CDRs, Terminal Evaluation Reports, Project Delivery Reports, Audit Reports and Final Financial reports should be in place and uploaded prior to financially closing a project. However, these documents are not available. In 2012, we hired an individual contractor to sort out the archives and look for the documents relevant to the respective projects. However, this did not yield any positive result.

This note would serve as supporting documentation to enable us properly close the below listed projects with no cost sharing resource balances.

S/n	Business Unit	Output ID	Effective Date	Output Type	Business Unit	Project Number (Award)	Project Description	Project Status (Award)	Start Date	End Date	Project Number (Award)	Resource Balance
1	GMB10	00071886	12/20/2017	DEV	GMB10	58013	Support to Establishment of a NVSC in The Gambia	Closed	8/4/2009	8/21/2010	58013	0
2	GMB10	00072491	4/16/2018	DEV	GMB10	58370	Support Capacity Development of National Assembly	Closing	9/1/2009	12/31/2012	58370	0
3	GMB10	00082967	4/16/2018	DEV	GMB10	66971	Capacities of Inst for Eco Mgt & Governance Enhanced	Closing	1/1/2012	4/30/2018	66971	0
4	GMB10	00058255	6/25/2018	DEV	GMB10	48225	Adaptation to climate change Responding to coastline cha	Closed	12/27/2007	12/31/2013	48225	0
5	GMB10	00081711	12/11/2017	DEV	GMB10	66191	Enhancing Resilience of Vulnerable Coastal Areas & Commun	Closed	1/1/2012	12/31/2013	66191	0
6	GMB10	00070760	12/12/2017	DEV	GMB10	57319	MDGs- Based Poverty Reduction and Growth Strategy Implem	Closing	1/1/2009	12/31/2011	57319	0

  
Ade Mamonyane Lekoetje  
UNDP Resident Representative