

This list has to be initiated and processed by the Project Manager*

SECTION 1: PROJECT INFORMATION

1. Project Title: MODERNIZATION OF THE MINISTRY	2. Atlas Project Number: 38252	3. Award No: 35589
--	--------------------------------	--------------------

SECTION 2: OPERATION CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
4. Prepare Final Project Review report	Project Manager*	Atlas Report: Quarterly Review Report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A standard format should be used; prepared in the form of a case study . Review the following links; Final Project Review Report Deliverable Description
5. Conduct final review	Project Board Programme Officer	Project Attachment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Include in this meeting a final review of project financials, results, progress on capacity development strategies, and lessons learned . Topics during the review include: <ul style="list-style-type: none"> ▪ Activity deliverables quality ▪ Overall project performance ▪ Outstanding activities ▪ Use of remaining budget, if any ▪ Effective date of project closure ▪ Transitioning of responsibilities to national counterparts ▪ Hand-over of assets
6. Commission project evaluation	Project Board		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Mandatory only when required by partnership protocols (e.g. GEF) and within the context of UNDAF evaluation. Review the following links: Project Evaluation TOR Project Evaluation Report
7. Initiate project Audit (if applicable)	Project Board		<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEX projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to Office of Audit and Investigations website.
8. Notify operational completion of the project	Project Board		<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board when this state has been reached. When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP. Equipment purchased with UNDP funds remain UNDP property until formally transferred or otherwise disposal off.
9. Operationally close the project (and Award if applicable)	Project Assurance	Project>Project Status C Award Profile> Status C	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/>	Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.

SECTION 3: FINANCIAL CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
10. Transfer project deliverables and documents At the completion of the project, the parties must agree on the disposal of equipment that is still property of UNDP. Equipment purchased with UNDP funds remain UNDP property until formally transferred or otherwise disposal of)	Project Manager/ Programme Officer/ Head of Unit	None	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> ▪ Also complete; <ul style="list-style-type: none"> (a) Completed equipment/asset list (inventory list), (refer equipment/Asset listing) and; (b) Transfer or dispose of assets (refer Transfer of Asset Form: Annex I) ▪ Project deliverables, documents, files, equipment and materials (if not already transferred) should be transferred to the national beneficiaries or national representatives at this time.
11. Ensure that all financial transactions are in Atlas (Based on final report from the Implementing Partner)	Programme Officer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Atlas Transaction Check: <ul style="list-style-type: none"> ▪ No outstanding advances-in either local currency or USD ▪ No open POs ▪ no pending GLJEs ▪ no unapplied deposits ▪ no AR direct journals in budget error or incomplete Status ▪ the CDR for the previous quarter shows zero encumbrances ▪ All Audit Gaps should be closed with supporting documentation



12. Update other ATLAS requirements (Based on final report from the Implementing Partner)	Programme Officer		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Update the following; <ul style="list-style-type: none"> Quality Log Issues Log Risk Log Lessons Learned Log Communication and Monitoring Plan
13. Review and sign final CDR	Project Manager/ Programme Officer/ Head of Unit	ATLAS report	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<ul style="list-style-type: none"> Signed by UNDP, confirming final project financial accounts and expenditures. Project should be financially completed not more than 12 after operational completion or date of discontinuation. For More information refer to the CDRPD1 document.
14. Conduct final project budget revision and sign final Annual Work Plan	Project Manager	Grants>Award> Award Profile/ Project/Project Budget	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Signed by UNDP and Implementing Partner, confirming final project Annual Work Plan according to the actual project activities. No adjustments can be made to a financially completed project.
15. Negotiate with Donor on refund/reallocation of cost-sharing balances at the fund-project-donor level (very last step prior to designating the project as financially complete)	Programme Officer/ Head of Unit	General Ledger>Journal>Create Journal Entries	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the donor requests a refund at any earlier point then you need to the approval of the Chief, Account Division or Treasurer to issuing the refund.
16. Ensure project accounts are closed	Project Assurance	Project>Project Status F	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made. For more information on project closure procedures and policies, see Closing a Project document and Programme and Project Completion , or refer to Closing a Project in the POPP.

SECTION 4: APPROVAL

1. Project Manager:

Name: _____ Signature: _____

Comments: _____ Date: _____

2. Programme Officer:

Name: _____ Signature: _____

Comments: _____ Date: _____

3. Head of Unit:

Name: _____ Signature: _____

Comments: _____ Date: _____

4. Management Support Unit:

Name: _____ Signature: _____

Comments: _____ Date: _____

5. Deputy Regional Director RBLAC:

Name: Susan McDade Signature: _____

Comments: _____ Date: _____

* In absence of project manager; the Programme Officer or the Head of Unit should initiate and process this checklist.

Project Completion Checklist

Unit: RBLAC/H03

Award ID: UNDP1 #35589

Project ID/ Output No: MODERNIZATION OF THE MINISTRY #38252

I confirm that all of the following matters have been considered and resolved:

✓	No outstanding NEX advances – in either local currency or USD
✓	No outstanding PDRs
✓	No open Purchase Orders
✓	No Receipt Accruals
✓	No outstanding commitments
✓	No pending prepayments and other non PO advances
N/A	All pre-financing activities have been recovered and/or reimbursed
✓	No pending GMS or Direct Projects Charging (formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expenses/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done).
✓	No pending GLJEs
✓	No unapplied deposits or other unrecorded revenue
✓	No outstanding Accounts Receivable to be received from donors per signed agreements
✓	No AR direct journals in budget error or incomplete status
✓	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
✓	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
✓	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
N/A	All project petty cash is cleared
N/A	Project bank account is fully reconciled and closed
N/A	All accrued employee benefits are fully accounted
N/A	No other pending liabilities
✓	The CDR for the previous quarter shows zero future expenses (commitments)
N/A	Final LPAC/ steering committee minutes are available
N/A	All audit observations are closed with supporting documentation
✓	The final CDR is signed by UNDP and the implementing partner. Final report submitted by responsible parties.
✓	If a cost sharing project, the unexpended balance has been agreed to the general ledger
N/A	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing.

✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
N/A	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement
N/A	Notified the GSSC to close any associated contract in the contracts module.
N/A	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative

Name: Susan McDade

Title: Deputy Regional Director, RBLAC

Signature _____ Date

This checklist must be signed by the Resident Representative / Head of office or officer designated by the Resident Representative / Head of office.

REGIONAL PROJECT CLOSURE

NOTE TO THE FILE

Project Title: MODERNIZATION OF THE MINISTRY

Project and Output number: 00035589 – Project number: 00038252

a) Project Management Framework

1. Documentation uploaded in Atlas

- Final report
- PRO
- CDR 2004-2006

2. Documentation not uploaded in Atlas

- PRODOC
- General Revisions
- Reemburse to the donor
- PAC
- Annual reports

3. Justification for not unloading documentation

- the project was active from 2004 until 2007, the person involved in the project never upload the relevant information

4. Other relevant information for project closure

- Close the project has no budget movement since 2012.

5. Recommendation produced by Programme Unit

- Close the project has no budget movement since 2012.

b) Project Finance Management framework

6. Financial considerations

6.1. Project overview

Sum of USD Amou		Years	Quarters	year			
		± 2004	± 2005	± 2006	± 2007	± 2012	Grand Total
Fund	Donor (Ageni						
57000	302	-90,972.31	27,207.10	26,937.10	-1,841.41	38,669.52	0.00
Grand Total		-90,972.31	27,207.10	26,937.10	-1,841.41	38,669.52	0.00

6.2. *Other financial topics*

N/A

7. Other relevant information for project closure

8. Recommendation produced by finance unit

- Close the project has no budget movement since 2012.

Elaborated by: Signature _____



Programme and Finance Associate Regional HUB RBLAC

Clearance by: Signature _____

Deputy Regional Director RBLAC

Output Details		Output Dates	Output Status
Business Unit	UNDP1	01/03/2004	Operationally Closed
Project Number	00035589	28/02/2006	Effective Date
Output Number	00038252	Output Manager	5/12/2007
Output Name	MODERNIZATION OF THE MINISTRY	JUSTINIANO-FLORES, Freddy	
	Output Financials (Cash Funds)	Output Financials (Allocation Funds)	
Total Contribution Recognized	\$ 97,000.00	Approved Budget	\$ 0.00
Transfers to/from - Funds/Donor	\$ -38,669.52	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 0.00
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 58,330.48	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 0.00
Open Purchase Orders	\$ 0.00		
Fund Balance	\$ 0.00		

eChecklist Instructions: (This Is Pilot eChecklist)

In order to be able to close the project operationally all items in the below list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). A project is operationally completed when the last UNDP-financed inputs have been provided and related activities have been completed.

Operational Completion:

A project is operationally complete when the last UNDP-financed inputs have been provided and the related activities have been completed. Through the project board, the implementing partner promptly notifies the UNDP country office when this has been done. Should the implementing partner not do so, the UNDP programme manager must determine when the project is operationally complete.

When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP.

<https://intranet.undp.org/global/popp/ppm/pages/Closing-a-Project.aspx>

No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links; Final Project Review Report (POPP) and lessons learned as per the following guidelines: Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: <ul style="list-style-type: none"> • Achievements of last year targets; • Overall project performance and sustainability of results; • Achievement on capacity development; • Outstanding activities; • All Open POs have been fully received; • Lessons learned; • Use of remaining budget, if any; • Effective date of project closure; • Transitioning of responsibilities to national counterparts; • Hand-over of assets.
2	Conduct Final Project Review by Project Board. And update the lessons learned report to include a brief record of decisions and conclusions related to follow-up actions.	<input type="checkbox"/>	<input type="checkbox"/>	
3	Commission project evaluation	<input type="checkbox"/>	<input type="checkbox"/>	If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: Evaluation Resource Centre TOR for

Evaluation Evaluation Report Format

NEX projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to [Office of Audit and Investigations website](#).

4 Initiate project Audit (if applicable)

eChecklist Instructions: (This Is Pilot eChecklist)

In order to be able to close the project financially all items in the list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). This list provides details based on standard queries based on the output ID so it might not reflect some of the exceptions. Therefore, it should be used as a guide for the closure but manual verification as per the POPP is required by the CO to ensure all the exceptions have been considered and resolved.

TASK	YES	NO	NOTES
Financial Closure Checklist			
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Atlas Transaction Check Atlas Balance
No outstanding NEX advances in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances 0.00 Base Currency (USD) \$ 0.00
No other outstanding advances in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances Other 0.00 Base Currency (USD) \$ 0.00
No outstanding Project Delivery Reports (PDRs);	<input type="checkbox"/>	<input type="checkbox"/>	PDR: http://unex.undp.org
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Open Purchase Orders 0.00 Base Currency (USD) \$ 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Receipt Accruals 0.00 Base Currency (USD) \$ 0.00
No Outstanding Commitments;	<input type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting documents if any should be uploaded to Atlas (Attachments Tab)
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prepaid Vouchers 0.00 Base Currency (USD) \$ 0.00
No pending vouchers;	<input type="checkbox"/>	<input type="checkbox"/>	No Pending Vouchers - Please run the query link to verify and check any pending vouchers. Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All pre-financing activities have been recovered and/or reimbursed.	<input type="checkbox"/>	<input type="checkbox"/>	
No pending GMS or Direct Project Charging (Formerly ISS). (If Off-the-top GMS was used, extra-budgetary income taken must be reconciled to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	<input type="checkbox"/>	<input type="checkbox"/>	Charged GMS Rate % 5.00 Base Currency (USD) % 5.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GLJEs Not Posted 0.00 Base Currency (USD) \$ 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unapplied Deposits by Office 0.00 Base Currency (USD) \$ 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contract Pending Events 0.00 Base Currency (USD) \$ 0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contribution Amount Not Collected 0.00 Base Currency (USD) \$ 0.00
No AR direct journals in budget error or incomplete status;	<input type="checkbox"/>	<input type="checkbox"/>	No Pending AR direct journals - Please run the query link to verify and check any pending AR direct journals.
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Assets \$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)
All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement.	<input type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab)

UNDP Project Closure Workbench

All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;

Project Bank Account is fully reconciled and closed.

All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030,

Petty Cash & Cash Advance

Project staff should coordinate with implementing partner to close Project Bank account.

Staff Receivables

\$ 0.00

\$ 0.00

0.00

0.00