

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

SECTION 1: PROJECT INFORMATION

1. Project Title: Equitable Human Develop in LAC	2. Atlas Project Number: 92160	3. Award No: 83924
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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	<input checked="" type="checkbox"/>	<input 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.
		Award Profile> Status C	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

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

Project Closure Checklist
Operation & Financial Closure of a Project



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.

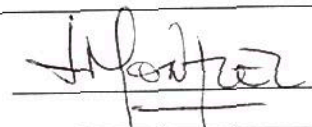
SECTION 4: APPROVAL

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: Lenni Montiel 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 #83924

Project ID/ Output No: Equitable Human Develop in LAC #92160

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 GLIEs
✓	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
N/A	All assets are transferred or otherwise disposed of. Asset transfer letters/ documents are in place
N/A	Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged
N/A	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)
✓	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.
N/A	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.

