

F. Closed.  
 29/5/19

### Project Completion Check List

Country Office: LAO PDR Project/Output No. LDCF2/00084024

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
✓	All pre-financing activities have been recovered and/or reimbursed
✓	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 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
✓	All project petty cash is cleared
✓	Project bank account is fully reconciled and closed
✓	All accrued employee benefits are fully accounted
✓	No other pending liabilities
✓	The CDR for the previous quarter shows zero future expenses (commitments).
✓	Final LPAC/ steering committee minutes are available
✓	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.

✓  
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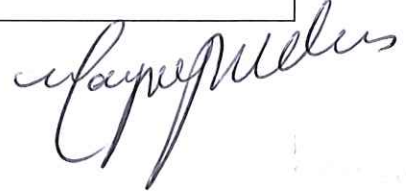
N/A	Consultations with donors on the disposition of unexpended cost sharing balances, where required by the contribution agreement, have taken place and are documented in writing.
NA	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
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.
✓	All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.

Name Ricarda Rieger

Title Resident Representative

Signature 

Date 14.5.2019



The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.





Welcome Viangvilay Simprasith, Your Atlas Finance Last Login Datetime : 08/May/2018

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Project Closure Checklist | Financial Closure Checklist | Status History and Attachments

Output Details	
Business Unit	LAO10
Project Number	00069456
Output Number	00084024
Output Name	Effective Governance Climate R

Output Dates		Output Status
Start Date	01/12/2012	Operationally Closed
End Date	31/12/2017	

Output Manager	Effective Date
	25/7/2018

Output Financials (Cash Funds)	
Total Contribution Recognized	\$ 0.00
Transfers to/from - Funds/Donor	\$ 0.00
Interest Earned	\$ 0.00
Advances Balance	\$ 0.00
Total Expense	\$ 0.00
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Fund Balance	\$ 0.00

Output Financials (Allocation Funds)	
Approved Budget	\$ 5,473,153.93
Advances Balance	\$ 0.27
Total Expense	\$ 4,981,388.58
Undepreciated Assets	\$ 0.00
Open Purchase Orders	\$ 0.00
Balance	\$ 491,765.08

**Checklist Instructions:**

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://popp.undp.org/SitePages/POPPSubject.aspx?SBID=248&Menu=BusinessUnit>

Operational Closure Checklist				
No.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links; <a href="#">Final Project Review Report (POPP)</a> 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"> <li>• Achievements of last year targets;</li> <li>• Overall project performance and sustainability of results;</li> <li>• Achievement on capacity development;</li> <li>• Outstanding activities;</li> <li>• All Open POs have been fully received;</li> <li>• Lessons learned;</li> <li>• Use of remaining budget, if any;</li> <li>• Effective date of project closure;</li> <li>• Transitioning of responsibilities to national counterparts;</li> <li>• Hand-over of assets.</li> </ul>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Commission project evaluation	<input checked="" 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: <a href="#">Evaluation Resource Centre</a> <a href="#">TOR for Evaluation</a> <a href="#">Evaluation Report Format</a>
4	Initiate project Audit (if applicable)	<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 <a href="#">Office of Audit and Investigations</a> website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.	<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, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.
6	Operationally close the Output.	<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.

Management Comments (If any): Find First 1 of 1 Last

Author	Date/Time Stamp

Project Closure Checklist | Financial Closure Checklist | Status History and Attachments

## Margaret Jones Williams

**From:** Souphalack Bounpadith  
**Sent:** Thursday, April 11, 2019 4:08 PM  
**To:** Viengvilay Sinprasith; Sonedalinh Phoumvongxay; Phiphob Luangsivilay; Phimpaphay Thammavongsa; Mayu Sakaguchi; Phetsamone Southalack; Jinha Kim; Sirixai Phanthavongs  
**Cc:** B Murali; Sengmany Sisouphan; Jerome Dubois Mercent; Margaret Jones Williams; Olivier Bauduin  
**Subject:** project closure status (as of 11 April 2019)

Dear Programme colleagues,

I would like to share with you the update status of CO project closure. There are 10 project outputs that have operationally closed, and are awaiting for financially closure. Out of which 2 output projects have been operationally closed more than 12 months. In this case, I alert UXO colleagues to take an urgent action to close them please. I also share with you the list of output projects that already passed the project end dates. I kindly ask NRM& CC colleagues to proceed with operational closure please.

**Table 1: Operationally closed project that are awaiting for financial closure.**

	Business Unit	Region	Department	Output ID	Output Description	Output Status	Effective Date	Start Date	End D.
1	LAO10	RBAP	B0412	91043	Strengthening Legal and Instit	Operationally Closed	20/07/2018	1/7/2014	30/09
2	LAO10	RBAP	B0412	75435	Agro-biodiversity conservation	Operationally Closed	10/4/2019	1/1/2011	31/12
3	LAO10	RBAP	B0412	80607	Support to UXO Lao (2013-2017)	Operationally Closed	15/03/2018	1/1/2012	31/05
4	LAO10	RBAP	B0412	84024	Effective Governance Climate R	✓ Operationally Closed	25/07/2018	1/12/2012	31/12
5	LAO10	RBAP	B0412	93617	Intended Nationally Determined	✓ Operationally Closed	31/12/2018	30/09/2015	30/06
6	LAO10	RBAP	B0412	81322	Strengthening Capacity and Ser	Operationally Closed	19/06/2018	1/2/2012	31/03

7	LAO10	RBAP	B0412	72720	Guard Force Project	Operationally Closed	18/10/2018	1/10/2009	31/12
8	LAO10	RBAP	B0412	85298	NGPAR SCSD-LUX	Operationally Closed	19/06/2018	18/12/2012	31/12
9	LAO10	RBAP	B0412	80296	Support to NRA for UXO 2012-16	Operationally Closed	19/03/2018	1/1/2012	31/05
10	LAO10	RBAP	B0412	82843	GPAR SCSD ROK-UNDP Trust Fund	Operationally Closed	5/7/2018	1/2/2012	31/12
11	LAO10	RBAP	B0412	82984	AA - JP Lao GPAR SCSD	Operationally Closed	5/7/2018	1/2/2012	31/12
12	LAO10	RBAP	B0412	87142	SPLSMP Support to Legal Sector	Operationally Closed	25/09/2018	15/09/2013	31/07

**Table 2: List of on-going output that passed project end dates**

Top of Form	Business Unit	Region	Department	Output ID	Output Description	Output Status	Effective Date	Start Date
Bottom of Form								
1	LAO10	RBAP	B0412	106149	GCF Readiness (DIM)	On Going	23/08/2017	1/10/2017
2	LAO10	RBAP	B0412	83583	PEI-Investment Promotion Dept	On Going	7/8/2012	1/10/2012
3	LAO10	RBAP	B0412	32629	Strength. Coord. Cap. of UNCT	On Going	27/05/2008	1/1/2004
4	LAO10	RBAP	B0412	83585	PEI-NERI	On Going	8/11/2017	1/10/2012
5	LAO10	RBAP	B0412	83584	PEI-ESIA	On Going	8/11/2017	1/10/2012
6	LAO10	RBAP	B0412	111514	Support to Flood response Effo	On Going	1/8/2018	1/8/2018

7	LAO10	RBAP	B0412	86007	Integrated Disaster and Climat	On Going	25/03/2013	1/4/2013
8	LAO10	RBAP	B0412	71079	OCHA Pandemic Preparedness	On Going	26/09/2018	1/5/2009
9	LAO10	RBAP	B0412	103274	Integrated Disaster and Climat	On Going	1/6/2013	1/6/2013
10	LAO10	RBAP	B0412	111515	Support to Flood Response Effo	On Going	1/8/2018	1/8/2018

Any questions, do not hesitate to contact me.

Best,  
Souphalack



**Souphalack Bounpadith**  
**Head of Programme Support Unit**  
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## Sengmany Sisouphan

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**From:** Souphalack Bounpadith  
**Sent:** Friday, May 24, 2019 4:59 PM  
**To:** Margaret Jones Williams  
**Cc:** B Murali; Sonedalin Phoumvongxay; Ricarda Rieger; Sengmany Sisouphan  
**Subject:** RE: NRM & CC Unit Project Closure Documents

Dear Margaret,

I gave it to Sengmany to proceed. Copy Sengmany in case she has an update.

Best,  
Souphalack

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**From:** Margaret Jones Williams  
**Sent:** Friday, May 24, 2019 4:57 PM  
**To:** Souphalack Bounpadith <souphalack.bounpadith@undp.org>  
**Cc:** B Murali <b.murali@undp.org>; Sonedalin Phoumvongxay <sonedalin.phoumvongxay@undp.org>; Ricarda Rieger <ricarda.rieger@undp.org>  
**Subject:** NRM & CC Unit Project Closure Documents

Dear Souphalack,

Could you please let us know the status of the Project Closures that were signed by Res Rep early last week. Apologies as I thought that these had been cleared by PSU before going to Res Rep, and thanks for reviewing them now. Please do let us know if all is in order with the check list and the documents uploaded online. In NRM & CC Unit we do not have a copy of the signed Checklists and would like to have these scanned for our files. The projects were ABP, LDCF2 and INDC.

Regards.

Margaret



**Margaret Jones Williams**  
Head, Natural Resources Management and Climate Change  
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