

**Application for an allocation from Federal Foreign Office funds
- Division S03 -
for the support of crises prevention, stabilization and post-conflict reconstruction
projects implemented by international and non-governmental organizations**

NB:

This application cannot be used to establish any obligation to grant an allocation

Brief overview of the application

Project title:	Support to deployment of election security
Applicant organisation:	UNDP Liberia
Legal status/official registration:	UN Organisation
Implementing organization: (if different from the applicant organization)	Liberia National Police
Planned measures (what is to be done in concrete terms):	1. Contributions to daily living allowances for police officers to be deployed on election day and provide secure transfer of election materia 2. Visibility material promoting election best practice policing 3.
Number of direct beneficiaries:	1
Number of indirect beneficiaries:	National
Project country and location:	Liberia
Duration:	3 months ending 30 November, 2017
Total expenditure (in euro), broken down into calendar years if applicable:	USD 6,350,244.00 Below are in USD and need to be converted according to UN official rates
Amount requested (in €):	USD199,754.00
Third party funding (in €):	USD1,140,646.00
Own resources (in €):	USD5,202,739.00 GoL contribution
Is the total expenditure covered	yes <input type="checkbox"/> no <input checked="" type="checkbox"/>
Is this an application for initial or follow-up funding	Initial
Has the organization been granted funding by the Federal Foreign Office or another federal ministry for any previous project(s)	yes <input checked="" type="checkbox"/> , by no <input type="checkbox"/>
Has the project already started	yes <input type="checkbox"/> no <input checked="" type="checkbox"/> project start: 1 September 2017

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**Application for an allocation from Federal Foreign Office funds
- Division S03 -
for the support of crises prevention, stabilization and post-conflict reconstruction
implemented by non-government organizations**

Project title: Support to deployment of security personnel 19.0000	
Project country and location: Liberia	
Project duration: 3 months (1 Sept, 2017- Nov 31, 2017)	
Amount requested in €: USD199,754.00	
Annual report and statute of the organization is enclosed	<input checked="" type="checkbox"/>
Annual report and statute of partner organization(s) is enclosed	<input checked="" type="checkbox"/>

If your organization is based in Germany, please email your application to s03-r@diplo.de first. Please submit a duly signed paper version of the application when advised so by division S03. When advised to submit the formal paper version by division S03, please send it by mail to Auswärtiges Amt, Referat S03, Werderscher Markt 1, 11013 Berlin. If your organization is based outside Germany, please submit your application to the German mission abroad responsible for your area.

Applicant organization

Name: UNDP	Project contact person
Address (no post box): P.O Box 10-0274	Name: Beyai
Telephone/mobile: +231-770003776	First name: Pa Lamin
Fax: 000000	Position: Country Director
Email: cleophas.torori@undp.org	Extension No.: 3001
Homepage: www.lr.undp.org	Email: pa.lamin-beyai@undp.org
Legal status/official registration: UN Organisation	
Person(s) entitled to represent the organization: Resident Representative & Country Director	
Bank account details:	UNDP Euro Contributions Account
Banks Name:	Bank of America NA
Bank address:	5 Canada Square London, 5AQ E14
SWIFT address:	BOFAGB22XXX
Sort Code/CHAPS:	165050
Account Number:	6008-62722022
IBAN:	GB59 BOFA 1650 5062 7220 22

Partner organization

Name: Liberia National Police
Address: Police Headquarters, Monrovia, Liberia
Homepage: http://www.lnp.gov.lr
Legal status/official registration: Autonomous Government Entity
Contact person: Inspector General of Police, Gregory Coleman

1. Profile of the applicant organization and, if applicable, the partner organization

(max. 1 page)

1. Please describe your organization, and if applicable, your partner organization(s) (outlining how it is structured, in what fields it operates, what activities it has previously undertaken, and how it is financed).

UNDP partners with people at all levels of society to help build nations that can withstand crisis, and drive and sustain the kind of growth that improves the quality of life for everyone. On the ground in nearly 170 countries and territories, we offer global perspective and local insight to help empower lives and build resilient nations.

UNDP is widely acknowledged to have the required capacity to act as recipient of the German funds for support to the organisation of the Forum. UNDP has been successfully managing a number of complex programmes and projects in the area of justice, security and national reconciliation. Given its crucial role in assisting peacebuilding efforts in Liberia, UNDP is considered a trusted partner by Government as well as key national and international partners.

- a. Since when has your organization been involved in the partner's country? 1997
- b. Have you implemented similar projects there before? Yes
- c. Please describe the structure and the qualification of your and your partner organization's staff.

UNDP has a well set up, resources and competence to ensure an adequate financial management, including internal and external checks and balances. It has a codified set of Financial Regulations and Rules which define the authorities, responsibilities, accountabilities of staff members with respect to financial management, putting particular emphasis on the efficient and economic use of all resources administered by UNDP. These rules apply to all staff who are performing duties in the financial management of UNDP operations, both at Headquarters, in the Country Offices and at other offices worldwide. It is financed by voluntary contributions channeled through Headquarters and those mobilized directly in the field office.

The Liberia National Police provides election security in cooperation with a range of other civilian security and protection officers including border guards and the fire services. With a combined civilian force of approximately 7,000 professional officers it has an Inspector General of Police at its head. The LNP has provided election security in the past for by-elections and was supported provide security by UNMIL in the past general election. This will be the first time the LNP will provide election security nationally without support from UNMIL.

2. How do you intend to ensure that the funding applied for is used and invoiced correctly (accounting)?

In discharging the financial management role, UNDP provides rigorous oversight, both financial and program, including a detailed review of financial reports submitted to ensure that adequate supporting documentation are provided for project expenditure incurred. Implementing partners (IP) expenditure not supported by adequate and sufficient documentation, they are not processed, but immediate follow up is made to ensure that IPs adequately account for all project funds received.

UNDP also conducts regular financial monitoring visits at IPs site to review their records and financial management systems to ensure that weaknesses and deficiencies identified from these financial monitoring are addressed to strengthen their financial management

systems. This also includes identifying areas for which further capacity building support is needed.

1.1. Additional information about your project partner

(max. 1 page)

If you are cooperating with a partner organization, please describe its activities and structure.

a) How is the partner organization funded?

Government budget allocation and donor contributions

b) Since when do you cooperate with your partner organization?

Since its establishment in 2006

c) Which tasks will be implemented by the partner organization?

overall oversight and accountability for the activities linked to the design and holding of the national forum

d) Do you intend to forward the grant (or a part of the grant) that you are requesting from the Federal Foreign Office to a partner organization? If applicable, please specify the mechanism. Forwarding a grant *inter alia* means that a partner organization is independently administrating funds.

No, UNDP will manage it directly and will make direct payments for goods and services associated with the discharge of the activity

2. Project situation

(max. 3 pages)

1. Please outline the current situation in the area where your project is to be carried out. Please specify the conflict that your project will address. Please detail the entry points of your project. How is your project going to contribute to solving the conflict?

With a reduction of the international presence in Liberia with a planned full withdrawal of the United Nations Peacekeeping Mission in 2018 the country needs to continue to strengthen its national institutions and processes to conduct future elections in a credible and sustainable manner. In 2017 Liberia will be conducting its third general elections since the signing of the 2003 Accra comprehensive peace agreement that ended 14 years of conflict. The forthcoming elections mark a key milestone in Liberia's consolidation of its nascent democracy.

General elections scheduled to take place on 10 October 2017 will be a crucial test for state and independent institutions in Liberia. A new president will be elected as the incumbent reaches her term limit as well as 73 seats in the lower house of parliament. The past two general elections since 2003 were organised with significant international support and generally assessed as well conducted and transparent. These will be the first elections, however, that an incumbent president has transferred power in a fully competitive election with universal suffrage in the country's history managed by national agencies.

Whilst the role of the National Elections Commission (NEC) is central to ensuring the elections are inclusive and transparent security remains a key issue with ancillary agencies responsible for providing a secure environment for the organisation and conduct of elections. The risk of widespread election violence is relatively low in the campaign period. There are, however, triggers of violence that continue to exist that could lead to violent incidents in both the campaign period and post election period according to assessments particularly in the period between a first round election and potential run-off second round. The announcement of results is a period highlighted as another potential trigger. Without adequate policing arrangements there is a risk isolated incidents of violence escalate into wider problems.

The timing of the forthcoming election occurs at a time when the United Nations Mission in Liberia (UNMIL) and its significant security support infrastructure is drawing down. In previous elections it has assisted escort ballot boxes and electoral material and provided security at key sites. Since UNMIL completed the handover of security responsibilities in June 2016 to national authorities the Liberian security agencies will have sole responsibility for ensuring security for the October 2017 elections. Providing a secure, but non-threatening environment, for voters and candidates is fundamental to voters being able to vote freely. Security personnel and the manner in which security is managed during the elections will be crucial to the election process. 2017 will be a key year in consolidating the reputation of the NEC and other agencies involved in these elections and by extension deepening trust in the electoral system and democratic consolidation and police have a key role to play. This could be potentially undermined by the current lack of financial resources, poor policing infrastructure and lack of training for police in electoral related policing practices.

Effective deployment of security personnel prior to, during and following election day right down to polling place level is a key challenge. Ensuring police officers are adequately trained in their role during elections, effective planning and operations for deployment as well as communications will require significant efforts by the Liberia National Police. Despite advances in building some capacity in the police service resource constraints represent a major challenge to security agencies. A number of assumptions have informed the output design:

The National Elections Commission budget for the elections is approximately USD43 million. The draft indicative budget for security personnel to be stationed at all voting precincts, security escorts for material and at key sites for safeguarding electoral material is forecast to be approximately USD1.4 million. A further USD half a million is also estimated to be the cost of servicing vehicles and fuel for the deployment of police personnel from a security budget of USD 6 million.

Government has not yet endorsed a wider security budget for elections meaning that there is a real possibility of a shortfall in the budget that will inhibit the ability of the police to provide sufficient security. With this increased risk, police may not be able to provide security for non-sensitive and sensitive electoral material (ballot papers, indelible ink, results sheets), escort the deployment of sensitive materials in counties, respond swiftly to any possible incident of electoral violence or provide a full security presence on election day and during the post election period.

Security provision for electoral material and for voting on polling day is key to maintaining public confidence in the elections. The level of public confidence in the security environment is presently low with opinion surveys concluding 38 percent of the public are dissatisfied or very dissatisfied with the security environment in the run up to the elections. If authorities fail to provide election security this low confidence could fall further having wider negative impacts on state building.

Without some form of support there will be a shortfall in the election budget for security and this will lead to increased risks of election related violence and election fraud. Without security forces to act as a deterrent to fraud or violence, providing visibility supporting public confidence in the security environment and in a position to take reactive actions if incidents occur there is a real risk voters will be discouraged from voting and turning out to vote. Escalation of violence can also be a risk despite the elections being classified as low risk of violence as witnessed in past elections.

Taking into account the funding gap the project supports one output related to security in the project document and works within the wider delivery of the elections by the National Elections Commission with a focus on ensuring security at all key phases of election delivery. The project document is support through a basket fund that currently includes the European Union, UNDP, Canada and Sweden. It consists of nine outputs. Based on an electoral cycle approach these outputs both support build capacity of the National Elections Commission and provide support to the 2017 general elections. Output 5 supports civilian security agencies provide security for the elections through training and living allowances for deployment of civilian security personnel.

The output provides support to living allowances, supervision and communications equipment for the Liberia National Police in order for it to deploy approximately 6,500 police officers and security personnel to provide security for the conduct of elections. It will support the police deploy security personnel across all 2,080 voting precincts prior to, including and immediately following, election day. It supports living allowances for police and security officers to escort the deployment and retrieval of key sensitive and non-sensitive electoral material (including ballot papers, ballot boxes and indelible ink). This will include delivering the material to sites around the country, securing of this material whilst in the field and at warehouses and securing its safe retrieval to headquarters. The output also supports police deploy at polling places across the country to ensure voting, counting and aggregation of results is conducted in a secure environment.

The funding gap represents a total sum of USD1,320,400.00. The Government of Japan has covered a total of USD1,140,646.00. There is however, still a gap of USD199,754.00 that includes USD20,000 for visibility to promote public awareness of the role of policing for elections.

- 2.
3. Is the project connected to measures and projects being implemented by other governmental or non-governmental organizations (in particular German development cooperation institutions, the EU, the UN, the OSCE)? Are these bodies carrying out similar projects in the area, and does that entail a risk of duplication or opportunities for synergies?

Yes

4. Which similar ongoing or past projects of your own or other relevant organizations in the partner country/countries are you aware of?

Partner organisations have provided support to Liberia in implementing national reconciliation and peacebuilding activities over the years aligning their efforts with Liberian priorities and supporting inclusive political processes based on open dialogue. They have continued to advocate for critical reforms providing technical and financial resources to advance inclusive politics, dialogue and reconciliation, equal participation of women and men, boys and girls, youth and people living with disabilities. These have remained at the heart of cooperation agreements between the Government of Liberia and

its international partners.

Liberia has continued to enjoy a much improved sub-regional standing and does not currently face any threats from neighbouring countries. With peace and stability in Côte d'Ivoire, Guinea and Sierra Leone, it is likely that the regional situation will continue to be propitious for the continuation of peace in Liberia. As UNMIL continues to phase out, Liberia is taking advantage of this favourable regional situation to strengthen its place within the sub-regional organisations, including the Mano River Union (MRU) and the Economic Community Organisation of the West African States as well as the African Union.

An example of such fruitful cooperation is the current successful discharge by Liberia of the functions of the Chair of the Authority of Heads of State and Government of Member States of ECOWAS which she hands over to Togo in June. Other areas of sub-regional collaboration could involve further enhancement of the MRU's cross-border strategy for security, while Liberia could look to ECOWAS for providing security guarantees should the situation so require, as recently demonstrated by decisive ECOWAS action in the Gambia. There is no risk of duplication and overlap amongst partner organisations but complementarity.

5.

3. Project planning

(max. 4 pages)

1. **Impact:** Which long term changes will the project contribute to? Which political objectives of the Federal Foreign Office does the project address?

The project expected impact is to further consolidate the democratic development of Liberia by supporting credible and transparent elections leading to a peaceful transfer of power from the incumbent president on the completion of her two terms in office to a new democratically elected administration in 2017.

2. **Outcome/Output:** Please describe in concrete terms the changes that will be achieved by the project in the context of the current situation.

The outcome is to strengthen the capacity of National Elections Commission and core electoral stakeholders to conduct their core activities in an impartial, transparent and sustainable manner and successfully carry out scheduled electoral processes within the electoral cycle 2015-2018.

A secure electoral environment will be support by the deployment of police at key levels of electoral administration including:

In 2,080 voting precincts approximately 6,500 police officers (in teams of two) will be supported for a five-day period with living allowances to provide a secure environment for the National Elections Commission to despatch and retrieve sensitive electoral material, voters to vote in a secure and peaceful environment, and respond to any incidents of criminal activities.

95 police officers will be posted at National Elections Commission's 19 field warehousing facilities for a period of 30 days with living allowances to provide security for sensitive and non sensitive polling material both prior to and immediately following the election day and results process.

60 senior supervising police officers will be deployed with living allowances to oversee police work and electoral security in 2,080 voting precincts for a total of 60 days.

20,000 posters and stickers printed promoting voter awareness of community led election policing.

3. **People/groups targeted:** Please describe the people/groups this project is aimed at. Are there particular reasons for choosing them? Does gender play a role? Does the project contribute to implementing UN resolution 1325 and following resolutions?

Liberia National Police providing security for elections material and voters.

4. **Key actors:** Identify the individuals/groups with whom you primarily cooperate for the purpose of implementing the project and achieving the desired changes. Why did you choose them?

The Liberia Nation Police are the main provider of security and law and order enforcement in Liberia. The combined forces for election security is over 60 personnel strong. There is no other entity in Liberia that is able to provide civilian level security.

5. **Measures and activities:** What concrete steps does the project envisage to achieve the aim?

The project has three main expected activities as follows:

Activity 1: Daily allowances for approximately 6,500 police and security officials (disaggregated by sex) providing election security (first round).

Activity 2: Daily allowances for approximately 6,500 police and security officials (disaggregated by sex) providing election security (second round).

Activity 3: Printing of 10,000 posters and 10,000 stickers promoting community policing for elections to be posted nationwide.

6. **Timetable:** Please identify and list - using a graphic or a table as an annexe to this application - the main activities of the project. See annex
7. **Indicators:** What are the criteria for measuring the success (output and outcome) of the project? Please choose your indicators to be SMART: specific, measurable, accepted, realistic, and timed). How do you intend to capture and measure your indicators, based on which information?

Number of police officers (disaggregated by sex) providing electoral security at field level. Baseline 0: Target: 5,915 police officers. These data will be captured by 1) human resources records of police on deployment 2) payroll records 3) reports from election officials stationed at polling precincts and 4) reports of international and national election observation missions EU, Carter Center, NDI, ECC and LEON.

8. **Risks:** What risks and undesirable side-effects could obstruct the output, outcome and impact of the project? How do you intend to minimize and/or mitigate these risks?

Are there side-effects of the project that might fuel conflict?

In terms of fiduciary risks and improper funds management, UNDP will be responsible for managing donor funds and ensuring procurement is transparent and competitive. UNDP financial accounting systems will provide financial transparency and transparency in procurement of goods and services with regular monitoring and tracking to ensure financial integrity. Procurement will be competitive offering quality controls and value for money. Delivery using the UN global financial tool ATLAS will be measured on a continuous basis. A finance officer will also be assigned to the project to ensure timely and transparent delivery of procurement. A summary risk log is included as annex.

NB: Please focus on the most relevant and measurable objectives of the project. It is mandatory to include a log frame of the project according to the template that is provided.

4. Monitoring, performance review and evaluation

(max. 1 page)

NB: The Federal Foreign Office is monitoring projects that are being supported by grants and reviewing them for their performance. An evaluation is systematically being done. The following information is there for required:

1. How do you guarantee that the project is constantly monitored so that you can swiftly react to changing conditions?

A results-based management system will be employed to ensure inputs remain aligned to outputs and outcomes in accordance with UNDP's programming policies and procedures. A tracking tool will be designed and used to track progress and measure results. UNDP will also monitor and manage risk, taking early steps to identify specific risks that may threaten achievement of intended results. A risk log will be developed and used for for this purpose. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk

The project will be managed through the Direct Implementation Modality (DIM) with UNDP as the Implementing entity. The Liberia Country Office has the requisite capacity and experience for DIM implementation and it will continue to ensure that all necessary measures are applied for quality control, to safeguard UNDP financial responsibilities and accountable use of UNDP and partners' resources and risk management. In this regard, all financial resources for this project, including financial contributions, will be managed according to the rules, procedures and regulations defined in UNDP's programming and operations policy and procedures, and according to UNDP guidelines on direct implementation.

UNDP will undertake all reasonable efforts to ensure that project funds are used for the purpose intended as outlined in the project document. It will also ensure that: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other

project stakeholders are informed of and have access to the Accountability Mechanism.

2. Please detail how you intend to review the project for its performance, efficiency and effectiveness, and if applicable how to facilitate an external evaluation.

UNDP through its Governance and Public Institutions Unit will serve as a senior supplier for project quality assurance through the undertaking of oversight and independent assessments of the project activities, results and reporting. UNDP will also play the oversight and quality assurance role, monitoring and evaluating the project as objectively and independently as possible.

5. Public relations

(max. 1 page)

What are you planning to do to generate publicity and to guarantee the visibility of the project and the funding of the Federal Foreign Office. If you do not foresee such measures (e.g. for reasons of confidentiality and/or to guarantee the safety of the project staff), please specify.

The project will establish a sub committee on media and publicity to ensure that activities of the project are widely circulated through the print and electronic media. In the event the project engages in the printing of banners, t-shirts, or pamphlet, the flag or appropriate logos of the German Government will be included as part of the visibility.

6. Financial plan

NB: Please provide a detailed financial plan. A binding template is provided online by division S03 and can be downloaded from its website.

The financial plan should constitute a detailed list of the revenue and expenditure involved in achieving the intended purpose of the allocation you are applying for. It needs to be laid out in a way that third parties can easily understand. You should also include a binding declaration of the amount of own resources, third-party funding and other grants available for the project. The Federal Foreign Office decides on a case by case basis whether the relevant positions of the financial plan are eligible for an allocation. Please note that the overall funding of the project (including own resources, third-party funding and other grants) must be guaranteed.

All amounts have to be presented in the same currency as in the final report on expenditure of funds. To make it easier for you to plan and subsequently audit your expenditure, you should use one and the same currency in all your calculations (preferably euro). Please indicate the exchange rate (source, date) that you use.

Staffing costs may only be included if they can be directly attributed to the project.

For complex projects, the financial plan needs to include a breakdown of revenue and expenditure by year and by activities. The general budget lines may be further specified by subparagraphs. All lump sums need to be detailed by providing expenditure and/or cost calculations; a separate sheet is included in the financial plan template.

7. Other

Please declare the following:

1. a) Have you enclosed the financial plan? yes no
b) Is the total expenditure covered? yes no
c) Do you request a lump sum for a budget item? yes no

- a) Does the amount of public allocations exceed 50% of your organization's expenditures?
N.B. Public allocations include all subsidies received directly and indirectly from a German public authority, including the federal, regional and local authorities. This also includes subsidies received from the European Union.

yes no

2. a) Total of allocation being applied for euro 200000
b) Total own resources and third party funding euro 200000
c) Total cost of the project euro 200000

3. a) This is an application for initial or follow-up funding
b) If follow-up funding, are the accounts for the previous allocation settled? yes no
Reference number if the most recent item of correspondence received from the Federal Foreign Office: 111111

4. Project start date: 1 Sept, 2017
5. Project end date: 31 Nov, 2017
Has the project already started? yes no
If yes, why: 111111

6. Have you enclosed your annual report and statutes? yes no
If not, why?
111111

7. Do you plan to use Federal Foreign Office funds to finance the project next year as well?
No

8. Have you investigated any other possible way of financing your project?
No

9. Did you already apply or receive any other public grant for this project?
No

10. What are your overheads for administration?
8%

11. Are you entitled to deduct value added tax under Section 15 of Germany's Value Added Tax

Act? Or are you or your organization eligible for any other form of tax concession?

yes no

If yes, please specify.

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12. Will you use the allocation to purchase deliveries, services and/or construction work?

yes no

If yes, please specify.

The project will pay for services related to media coverage and publicity, organization of programs, supplies, communication and logistics.

13. Will you use the allocation to purchase equipment in the course of the project?

yes no

If yes, how will they be used after the project has ended?

Monrovia, 20.10.2017

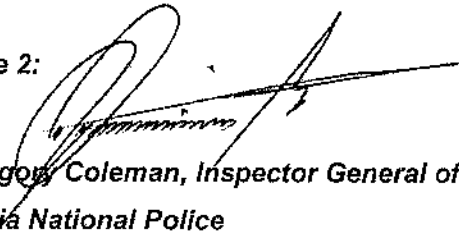
Signature 1:



Cleophas Torori, UNDP Country Director a.i

20/10/17

Signature 2:



CoL. Gregory Coleman, Inspector General of
the Liberia National Police

LogFrame: Projekt-Nr. / Project no.: _____
 PROJEKTTITEL / Project title:

INTERVENTIONSLOGIK Intervention logic	PROJEKTDESCHREIBUNG Project Description	INDIKATOREN Indicators	QUELLEN DER NACHPRÜFBARKEIT Sources of Verification	ANNAHMEN UND RISIKEN Assumptions and Risks
OBERZIEL Overall objective/ Impact	A peaceful transfer of power from the incumbent president on the completion of her two terms in office to a new democratically elected administration in 2017.	BTI index democracy status score 6.5 in 2016. BTI score of 6.8 achieved by 2018.	BTI index	Bitte nicht ausfüllen/leave empty
PROJEKTZIEL Specific objective	Strengthen the capacity of National Elections Commission and core electoral stakeholders to conduct their core activities in an impartial, transparent and sustainable manner and successfully carry out scheduled electoral processes within the electoral cycle 2015-2018	Indicator 1: Election observer reports conclude elections were conducted in line with regional and international standards. Baseline No: Target: Yes. Indicator 2: Percentage of spoilt ballots. Baseline 5%: Target 4%. Indicator 3: Number of women voters as percentage of electorate. Baseline (2011): 50%: Target 50%. Indicator 4: Voter registration is up to date and inclusive. Indicator: Number of individuals	National Elections Commission; International and national election observer reports.	

				(disaggregated by sex) registered on the voter register. Baseline: 1.9 million. Target 2.1 million. Election observer assessments conclude voter register conducted professionally.		
				Number of police officers (disaggregated by sex) providing electoral security at field level. Baseline 0: Target: 6,500 police officers.	LNP records, National Elections Commission field reports, international and national election observer reports.	00000
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	Maßnahmen 3 Activities/ Tasks 3		ausfüllen/leave empty.	ausfüllen/leave empty.	
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