



eChecklist Instructions:

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.

Financial Closure Checklist TASK	YES	NO	NOTES
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Atlas Transaction Check Account Atlas B Transaction Currency
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outstanding Advances 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
No outstanding Project Delivery Reports (PDRs);	<input checked="" 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
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Receipt Accruals 0.00
No Outstanding Commitments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitm should be uploaded to Atlas (Attachments Tab)
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Prepaid Vouchers 0.00
No pending vouchers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Pending Vouchers - Please run the query link to verify and
All pre-financing activities have been recovered and/or reimbursed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Charged GMS Rate % % 8.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GLJEs Not Posted 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unapplied Deposits by Office 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
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
No AR direct journals in budget error or incomplete status;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	No Pending AR direct journals - Please run the query link to v 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab
All Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 16106, 16107, 16108 and 16007) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Petty Cash & Cash Advance 0.00
Project Bank Account is fully reconciled and closed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Project staff should coordinate with Implementing partner to close Project B
All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff Receivables 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Employee Benefits 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Liabilities 0.00
The CDR for the previous quarter shows Zero future expenses (commitments).	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Copy of CDR should be uploaded to Atlas (Attachments Tab)
Final LPAC / Steering committee minutes are available.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Minutes should be uploaded to Atlas (Attachments Tab)
All audit observations are closed with supporting documentation.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents should be uploaded to Atlas (Attachments Tab)
If cost sharing project, the unexpended balance has been agreed to the general ledger. (The Balances excludes Open Purchase Orders reflected in the Output Financials) AND (Excludes Outstanding Contribution Receivable to be collected from donor) if any.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Ledger Cash Balance Fund Donor 30000 11854
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	UNDP Issue refunds to donor as the very last step before designating a pro .If the donor requests a refund at any earlier point then you need to the app Treasurer to issuing the refund. Please refer to Refunds to Donors in the PC
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Pending Refund to Donor \$ 0.00
Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab
Notified the GSSC to close any associated contract in the contracts module.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab
All donor reports, as established in the Cost Sharing agreement, were submitted and acknowledged receipt by the donor representative.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supporting documents if any should be uploaded to Atlas (Attachments Tab
Ensure project accounts are closed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Closure of any project-based financial accounts or funds. Once confirmed, i "Financially Closed". No further financial transactions can be made. For more information on project closure procedures and policies, please ref

Management Comments (if any):

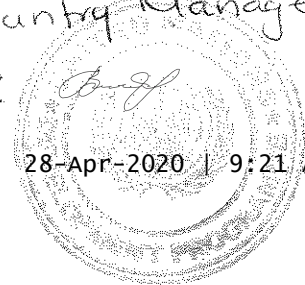
Find First Last

Author: natice.reveli DateTime Stamp: 23/04/2020 12:00AM

Project has ended in 2019 and thus can be closed. Financial closure checklist completed and project closed in April 2020.

Save

Name: Berdi Berdiyev
Title: Country Manager
Signature: *Berdi Berdiyev*
Date: 28-Apr-2020 | 9:21 AM SBT



[Project Closure Checklist](#) | [Financial Closure Checklist](#) | [Status History and Attachments](#)

Output Details		Output Dates		Output Status
Business Unit	FH10	Start Date	25/05/2018	Operationally Closed
Project Number	00107710	End Date	31/12/2020	
Output Number	00107936	Output Manager		Effective Date
Output Name	A2J Initiation Plan			19/3/2020

Output Financials (Cash Fund)		Output Financials (Allocation Fund)	
Total Contribution Recognized	\$ 448,613.57	Approved Budget	\$ 152,738.11
Transfers to/from - Funds/Donor	\$ -23.58	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 151,252.95
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 448,589.99	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 1,485.16
Open Purchase Orders	\$ 0.00		
Fund Balance	\$ 0.00		

eChecklist 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	PROGRESS
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; 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 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: Evaluation Resource Centre TOR for Evaluation Evaluation Report Format
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 Office of Audit and Investigations 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):

Author: barbel.rili DateTime Stamp: 15/03/20 8:33PM

Project has ended in Dec 2019 therefore, should be closed

[Project Closure Checklist](#) | [Financial Closure Checklist](#) | [Status History and Attachments](#)

Business Unit	Project	Effective Date	Effective Sequence	Project Status	Status Description	Added Date/Time	Added By	Last Modified Datetime	Last Maintained By	Start Date	End Date
1 FJI10	00107936	2018-05-25	0	O	On Going	2018-06-04-09.33.51.000000	azusa.kubota	2018-06-04-09.33.51.000000	azusa.kubota	2018-05-25	2020-12-31
2 FJI10	00107936	2020-03-19	0	C	Operationally Closed	2020-03-19-06.59.39.000000	natice.revell	2020-03-19-06.59.39.000000	natice.revell	2018-05-25	2020-12-31



[Project Closure Checklist](#) | [Financial Closure Checklist](#) | [Status History and Attachments](#)

Combined Delivery Report By Project



UNDP UN Development Programme
Report ID: unglcdrp

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Run Time: 16-03-2020 07:03:03

Selection Criteria :

Business Unit : FJI10
Period : Jan-Sep (2019)
Selected Project Id : ALL
Selected Fund Code : 04000,30000
Selected Dept. IDs : B0433
Selected Outputs : 00107936

Project Id : 00107710 Access to Justice Initiation p	Period : Jan-Sep (2019)
Output # : 00107936 A2J Initiation Plan	Impl. Partner : 99999 UNDP
	Location : Fiji

Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
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Dept: 43301 (Solomon Islands - Cty Pggm)

Fund : 04000 (Core Programme, UNU Centre)

61105 - Salaries - NP Staff	0.00	329.18	0.00	329.18
61205 - Salaries - GS Staff	0.00	103.80	0.00	103.80
62110 - Contrib Joint Staff Pension-NP	0.00	62.86	0.00	62.86
62115 - Contrib to Med,SocIns-NP Staff	0.00	12.84	0.00	12.84
62140 - Annual Leave Expense - NO	0.00	37.84	0.00	37.84
62205 - Dependency Allow - GS Staff	0.00	4.15	0.00	4.15
62210 - Contrib to Jt Staff Pens Fd-GS	0.00	19.76	0.00	19.76
62215 - Contrib. to Medical, social In	0.00	3.22	0.00	3.22
62240 - Annual Leave Expense - GS	0.00	4.79	0.00	4.79
63530 - Contribution to EOS Benefits	0.00	16.24	0.00	16.24
63535 - Contribution to Security	0.00	26.63	0.00	26.63
63540 - Contribution to Training	0.00	1.51	0.00	1.51
63545 - Contribution to ICT	0.00	6.49	0.00	6.49
63550 - Contributions to MAIP	0.00	0.22	0.00	0.22
63555 - Contribution to UN JFA	0.00	12.99	0.00	12.99
63560 - Contributions to Appendix D	0.00	1.08	0.00	1.08
64110 - Separations - NP Staff	0.00	6.59	0.00	6.59
64210 - Separations - GS Staff	0.00	2.08	0.00	2.08
64397 - Services to projects -CO staff	0.00	1,781.73	0.00	1,781.73
65115 - Contributions to ASHI Reserve	0.00	43.08	0.00	43.08
65135 - Payroll Mgt Cost Recovery ATLA	0.00	6.72	0.00	6.72
71205 - Intl Consultants-Sht Term-Tech	0.00	18,094.78	0.00	18,094.78
71211 - Intl Consult Security Charge	0.00	738.70	0.00	738.70
71405 - Service Contracts-Individuals	0.00	891.62	0.00	891.62
71410 - MAIP Premium SC	0.00	0.34	0.00	0.34
71415 - Contribution to Security SC	0.00	42.29	0.00	42.29
72165 - Svc Co-Social Svcs, Social Sci	0.00	96,081.15	0.00	96,081.15
72405 - Acquisition of Communic Equip	0.00	88.63	0.00	88.63
72430 - Postage and Pouch	0.00	27.61	0.00	27.61
73125 - Common Services-Premises	0.00	3,621.32	0.00	3,621.32
74110 - Audit Fees	0.00	6,025.23	0.00	6,025.23
74210 - Printing and Publications	0.00	4,982.43	0.00	4,982.43
74225 - Other Media Costs	0.00	387.12	0.00	387.12
74596 - Services to projects -GOE	0.00	261.10	0.00	261.10
75705 - Learning costs	0.00	1,444.35	0.00	1,444.35
76125 - Realized Loss	0.00	44.75	0.00	44.75
76135 - Realized Gain	0.00	- 145.02	0.00	- 145.02
Total for Fund 04000	0.00	135,070.20	0.00	135,070.20

Fund : 30000 (PROGRAMME COST SHARING)

61105 - Salaries - NP Staff	0.00	658.33	0.00	658.33
61205 - Salaries - GS Staff	0.00	207.59	0.00	207.59

Combined Delivery Report By Project



UN Development Programme
Report ID: unglcdrp

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Run Time: 16-03-2020 07:03:03

Project Id : 00107710 Access to Justice Initiation p	Period :	Jan-Sep (2019)		
Output # : 00107936 A2J Initiation Plan	Impl. Partner :	99999 UNDP		
	Location :	Fiji		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
62110 - Contrib Joint Staff Pension-NP	0.00	125.71	0.00	125.71
62115 - Contrib to Med,Soclns-NP Staff	0.00	25.67	0.00	25.67
62140 - Annual Leave Expense - NO	0.00	75.67	0.00	75.67
62205 - Dependency Allow - GS Staff	0.00	8.29	0.00	8.29
62210 - Contrib to Jt Staff Pens Fd-GS	0.00	39.52	0.00	39.52
62215 - Contrib. to Medical, social In	0.00	6.43	0.00	6.43
62240 - Annual Leave Expense - GS	0.00	9.58	0.00	9.58
63530 - Contribution to EOS Benefits	0.00	32.48	0.00	32.48
63535 - Contribution to Security	0.00	53.25	0.00	53.25
63540 - Contribution to Training	0.00	3.02	0.00	3.02
63545 - Contribution to ICT	0.00	12.99	0.00	12.99
63550 - Contributions to MAIP	0.00	0.43	0.00	0.43
63555 - Contribution to UN JFA	0.00	25.98	0.00	25.98
63560 - Contributions to Appendix D	0.00	2.16	0.00	2.16
64110 - Separations - NP Staff	0.00	13.17	0.00	13.17
64210 - Separations - GS Staff	0.00	4.15	0.00	4.15
64397 - Services to projects -CO staff	0.00	9,839.30	0.00	9,839.30
65115 - Contributions to ASHI Reserve	0.00	86.16	0.00	86.16
65135 - Payroll Mgt Cost Recovery ATLA	0.00	13.44	0.00	13.44
71205 - Intl Consultants-Sht Term-Tech	0.00	122,069.02	0.00	122,069.02
71211 - Intl Consult Security Charge	0.00	539.50	0.00	539.50
72165 - Svc Co-Social Svcs, Social Sci	0.00	149,436.20	0.00	149,436.20
73125 - Common Services-Premises	0.00	6,089.21	0.00	6,089.21
74225 - Other Media Costs	0.00	138.49	0.00	138.49
74596 - Services to projects -GOE	0.00	694.94	0.00	694.94
75105 - Facilities & Admin - Implement	0.00	23,401.61	0.00	23,401.61
75705 - Learning costs	0.00	2,309.43	0.00	2,309.43
76135 - Realized Gain	0.00	-4.98	0.00	-4.98
Total for Fund 30000	0.00	315,916.74	0.00	315,916.74
Total for Dept : 43301	0.00	450,986.94	0.00	450,986.94
Total for Output : 00107936	0.00	450,986.94	0.00	450,986.94
Project Total :	0.00	450,986.94	0.00	450,986.94

Signed By :  Date : 18/03/2020

Signed By :  Date : 30/03/2020

Combined Delivery Report By Project

UNDP UN Development Programme
Report ID: unglcdrp

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Run Time: 16-03-2020 07:03:04

Selection Criteria :

Business Unit : FJI10
Period : Jan-Sep (2019)
Selected Project Id : ALL
Selected Fund Code : 04000,30000
Selected Dept. IDs : B0433
Selected Outputs : 00107936

Project Id : ALL	Period :	Jan-Sep (2019)			
Output # : ALL	Impl. Partner :				
	Location :				
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
43301 - Solomon Islands - Cty Pgmm		0.00	450,986.94	0.00	450,986.94

Combined Delivery Report By Project

UN Development Programme

Report ID: unglcdrp

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Run Time: 16-03-2020 07:03:07

Funds Utilization**Selection Criteria :**

Business Unit : FJI10
 Period : Jan-Sep (2019)
 Selected Project Id : ALL
 Selected Fund Code : 04000,30000
 Selected Dept. IDs : B0433
 Selected Outputs : 00107936

Project/Award: 00107710 Access to Justice Initiation p

Period : As at Sep 30, 2019

Output #	00107936	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00

Minutes of Meeting

Local Project Appraisal Committee (LPAC) meeting

Enhancing Access to Justice in the Solomon Islands Project

Date: 04 July 2019
Venue: Ministry of Justice and Legal Affairs, Kalala Haus
Time: 09:00 am – 12:00pm

Background:

The Local Project Appraisal Committee meeting for the Enhancing Access to Justice in the Solomon Islands Project was held on 4 July 2019 in the Ministry of Justice and Legal Affairs Conference Room.

The objective of the meeting was to present to all stakeholders (Government and donor) the final draft Project Document and its desired outcomes. Further the Committee was tasked with appraising, validating and providing their endorsement of the project. The agenda for the meeting can be found at Annex I.

The meeting was conducted as part of the regular Access to Justice Technical Working Group ('TWG'). The TWG is chaired by the Permanent Secretary of the Ministry of Justice and Legal Affairs. The LPAC component of the TWG held concurrently was chaired by Ms Barbel Riti, the assigned representative of UNDP Solomon Islands. The participants of the meeting included the Permanent Secretary of the Ministry of Justice and Legal Affairs, representatives from the Law Reform Commission, Correctional Services Solomon Islands, the Office of the Director of Public Prosecutions, the donor DFAT as well as the project formulator and a representative from UNDP. A complete list of participants can be found at Annex II.

Permanent Secretary (PS) MJLA Ethel Sigimanu welcomed the TWG. Given some new faces a roundtable introduction was undertaken, followed by an opening prayer.

Following this, PS Ethel Sigimanu described the history of the TWG and the progression towards this particular Project from Mapping to Study and finally to the Project Document to be presented and appraised by the Committee. She highlighted the role of the TWG in leading and owning each step of the process. She suggested that the Paralegals Project before the

Committee was proof of the huge progress made as a group. She particularly lauded the fact that this Project is based on concrete evidence collected through the Mapping and Baseline Study exercises.

The desire of the Ministry of Justice and Legal Affairs was to have a tool to move activities concerning Access to Justice forward. PS Ethel suggested that this was just the beginning, with the Paralegals Project being the first of a wider reform agenda. It was in her words a small but tangible step in the right direction, something small but urgent and necessary.

Mr Mark Rowe, the Access to Justice Specialist who formulated the Project Document and oversaw the Study gave a short update on the Study and next steps. He noted that the Report was completed and now in Graphic Design phase and is set to be launched at the end of July. He further signposted that all report data will be available to all Ministries and interested parties. Mr Rowe thanked the Law Reform Commission and PSO for their support in lending Staff time and expertise and for their candid views and data sharing. Mr Rowe also thanked the Ministry for their leadership of the whole process, without which the Study could not have occurred.

Discussion & Recommendations:

UNDP's designated representative for the LPAC process, Ms. Barbel Riti Ziku, briefly explained the Purpose of the LPAC meeting -project appraisal process and noted that it is a mandatory requirement of UNDP for all projects prior to implementation. She emphasized the importance of LPACs as part of a robust quality assurance process and encouraged all participants to voice any views and/or concerns they might have with the Project.

She underlined that this meeting is designed to provide an opportunity for the committee members to review and discuss project outcomes, outputs, activities, budget and workplan and to recommend that the Project be approved, rejected or approved subject to certain amendments. As with all other Projects implemented in Solomon Islands by UNDP, the project will use the Direct Implementation Modality.

Mark Rowe made a presentation on the salient features of the project to the committee. He built upon PS Ethel Sigimanu's description of the background of the Project and presented an overview of the Development Challenge, Project Interventions, Lessons Learned, Strategy, the Theory of Change, RRF, Multi-Year Workplan, Staffing, Budget and Risk Management. The Chair then opened up the floor for

Committee members to comment on the presentation and the hard-copy Project Document that was circulated previously including the Social and Environment Screening Procedure Documents, Quality Assurance documents and Risk Logs.

The following issues were raised by the Committee:

- Mr Andrew Kelesi of the ODPP enquired into the number of paralegals that would be trained under the Project.
 - Mr Rowe clarified that there would be 12 Provincial Paralegals trained in the project and a number TBD (likely around a dozen) under the Community Legal Advocates Pilot.
- Ms Alice McGrath of SIJP inquired as to how the Sector as a whole would benefit and not just the individual target agency, in this case PSO.
 - Mr Rowe highlighted the inclusive nature of the Materials Panel which would aim to increase coordination and achieve economies of scale in messaging throughout the sector.
- Mr Andrew Kelesi further enquired into how ODPP and other agencies could benefit from the paralegals project, noting the desire to not strengthen one Agency at the expense of others
 - Mr Rowe suggested that the aim of the paralegals project is to strengthen sector wide outcomes and increase sector wide efficiency. For example, he suggested that subject to the priorities of the inclusive Materials Panel it would be indeed possible to have PSO paralegals stationed permanently or several days a week in correctional facilities. This, he noted would aim to increase the capacity of the Sector as a whole to work together, reducing remand times, increasing access to advice and information and ultimately saving money for government and those accessing justice sector services. He highlighted that within Solomon Islands and indeed around the world, the most viable model has been to house the paralegals in a particular agency. Mr Rowe suggested that in his view the paralegals would be for the benefit of the sector and in many instances once a model and culture of paralegalism is embedded within a justice system many agencies would seek to employ such models as well noting the cost saving and efficiency increases that paralegalism has been shown to be able to achieve in the region and around the world.
 - PS Ethel Sigimanu agreed with this point and suggested that insofar that it is not already highlighted in the Project Document, she suggested that it should be.

- Mr Philip Kanairara of the Solomon Islands Law Reform Commission asked how the LRC could make the most of paralegals given their extensive outreach work in communities.
 - Mr Rowe mentioned the provision made within the Project Document for Standard Operating Procedures to be formulated and agreed between Ministries on how best to employ the paralegals. He further noted the role of the Materials Advisory Panel in employing the paralegals in a way that improves coordination and service delivery for the whole of the sector. Moreover, he flagged the complaints procedure to be developed as a key part of the process.
 - Mr Kanairara noted that the Commission would welcome the role of paralegals given that they have difficulty in organizing work in the Provinces and currently rely on PSO lawyers and ODPP prosecutors to link them to communities.
 - Mr Rowe also emphasized the need to have unified messaging and not duplicate across the sector
- Ms Alice McGrath and Ms Ethel Sigimanu both noted the importance of increased coordination and a more uniform and efficient approach to messaging.
 - Ms McGrath welcomed the notion of paralegalism and suggested that the Materials Panel could be a good vehicle through which to work on a more sector wide approach to outreach as per the priorities of the SIJP in the years ahead.
- Ms Alice McGrath asked about the approach to be taken in deploying paralegals and any priority tasks to be undertaken
 - Mr Rowe noted that the priority tasks would ultimately be the decision of the Government. He, however noted that a human rights framework with gender equality and social inclusion at its heart. He noted that there is lots of scope for gender equality in provision of services, noting that the services provided by PSO presently are largely in the criminal space which is predominantly male.
 - Mr Rowe also noted that conversations had been held with CSSI and RSIPF who were both broadly supportive of the Project and keen to take part in formulating a model and SOPs that work for Solomon Islands.
- The PAC engaged in a long discussion on whether justice is really being served in many cases.
- PS Ethel Sigimanu suggested that the Project Document should perhaps define what it defines Access to Justice to actually comprise. She suggested looking to JSSF for a definition.
- PS Ethel Sigimanu further noted that regarding Community Legal Advocates that tracking and M&E are key, particularly given that people move around. She suggested that it would be good to acknowledge *ab initio* the movement of CLAs noting that this should be seen as an opportunity and not a loss

- Mr Rowe noted that Human Resourcing Strategy to be developed and the in-depth M&E procedures that will be developed, noting important lessons learned from the WB and RRRT projects in this space.
- PS Ethel Sigimanu lauded the Sustainability Strategy presented noting that the Project Team had listened to the points emphasized by government about sustainability.
- PS Ethel Sigimanu suggested that the Project should hire the local Deputy Project Manager position first and get going quickly.

Endorsement

Ms Barbel Riti, UNDP's appointed representative for the LPAC outlined the process of endorsement and the options before the LPAC.

PS Ethel Sigimanu asked the assembled Committee whether subject to an opportunity to write further written comments, would the Committee endorse the Project Document and give UNDP the go ahead to continue towards signature and implementation?

Ms Alice McGrath suggested that they would not stand in the way and would follow the Ministry's lead. DFAT similarly noted their qualified endorsement subject to further comments provided and the incorporation of the comments from the LPAC proper.

The Ministry of Justice and Legal Affairs suggested that the PAC endorse the project.

The LPAC Members made the decision that the Project Document is of sufficient quality to move to the implementation stage. The SESP, Quality Assurance (QA) and Risk Logs were duly endorsed. The Direct Implementation Modality ('DIM') was also endorsed.

Next Steps:

The Committee agreed on the following next steps:

1. Any written Comments of Committee members should be sent to Mr Mark Rowe by Thursday 11 July 2019.
2. UNDP should circulate a project document based on any comments and the minutes of the meeting to the Committee members the week after

Signed:



Ms Ethel Sigimanu

Permanent Secretary

Ministry of Justice and Legal Affairs

Date: 30/07/19

Signed



Mr Berdi Berdiyev,

UNDP Country Manager a.i

Date 05/08/2019

Annex I:

**Agenda: Local Project Appraisal Committee Meeting
Enhancing Access to Justice in the Solomon Islands Project**

Date: 4 July 2019

Time: 9am – 11:30am

Venue: Ministry of Justice and Legal Affairs, Kalala Haus

Chair:

- 1. Opening Remarks by PS Ethel Sigimany, Permanent Secretary, Ministry of Justice and Legal Affairs**
- 2. A2J Study Updates**
- 3. Introduction to Paralegals Project: Project Methodology, Theory of Change**
- 4. Discussion, Q&A, Project Appraisal Committee Requires for Endorsement**
- 5. Tea & Coffee**

Annex II

**List of Participants: LPAC meeting – Solomon Islands
Enhancing Access to Justice in the Solomon Islands Project**

Date: 4 July 2019

Time: 9am – 11:30am

Venue: Ministry of Justice and Legal Affairs, Kalala Haus

- | | |
|-------------------------|--|
| 1. Ethel Sigimanu | Ministry of Justice and Legal Affairs |
| 2. Florence Dafanisi | Law Reform Commission |
| 3. Philip Kanairara | Law Reform Commission |
| 4. Andrew Kelesi | Office of Director Public Prosecutions |
| 5. Deltina Solomon Mamu | DFAT |
| 6. Alice McGrath | SIJP Head of Program |
| 7. Mark Rowe | UNDP |
| 8. Barbel Riti Ziku | UNDP |

Apologies:

- | | |
|--------------------|------------------|
| 1. Mr Howard Lawry | Public Solicitor |
|--------------------|------------------|

Mr Lawry was unwell and noted he would endeavour to provide written comments ASAP.

Combined Delivery Report By Project



UN Development Programme
Report ID: unglcdrp

Page 1 of 4
Run Time: 16-03-2020 07:03:20

Selection Criteria :

Business Unit : FJ10
Period : Jan-Dec (2019)
Selected Project Id : ALL
Selected Fund Code : 04000,30000
Selected Dept. IDs : B0433
Selected Outputs : 00107936

Project Id : 00107710 Access to Justice Initiation p	Period :	Jan-Dec (2019)
Output # : 00107936 A2J Initiation Plan	Impl. Partner :	99999 UNDP
	Location :	Fiji
	Govt Exp	UNDP Exp
	UN Agencies Exp	Total Exp

Dept: 43301 (Solomon Islands - Cty Pgmm)

Fund : 04000 (Core Programme, UNU Centre)

61105 - Salaries - NP Staff	0.00	329.18	0.00	329.18
61205 - Salaries - GS Staff	0.00	103.80	0.00	103.80
62110 - Contrib Joint Staff Pension-NP	0.00	62.86	0.00	62.86
62115 - Contrib to Med,SocIns-NP Staff	0.00	12.84	0.00	12.84
62140 - Annual Leave Expense - NO	0.00	37.84	0.00	37.84
62205 - Dependency Allow - GS Staff	0.00	4.15	0.00	4.15
62210 - Contrib to Jt Staff Pens Fd-GS	0.00	19.76	0.00	19.76
62215 - Contrib. to Medical, social In	0.00	3.22	0.00	3.22
62240 - Annual Leave Expense - GS	0.00	4.79	0.00	4.79
63530 - Contribution to EOS Benefits	0.00	16.24	0.00	16.24
63535 - Contribution to Security	0.00	26.63	0.00	26.63
63540 - Contribution to Training	0.00	1.51	0.00	1.51
63545 - Contribution to ICT	0.00	6.49	0.00	6.49
63550 - Contributions to MAIP	0.00	0.22	0.00	0.22
63555 - Contribution to UN JFA	0.00	12.99	0.00	12.99
63560 - Contributions to Appendix D	0.00	1.08	0.00	1.08
64110 - Separations - NP Staff	0.00	6.59	0.00	6.59
64210 - Separatations - GS Staff	0.00	2.08	0.00	2.08
64397 - Services to projects -CO staff	0.00	1,977.20	0.00	1,977.20
65115 - Contributions to ASHI Reserve	0.00	43.08	0.00	43.08
65135 - Payroll Mgt Cost Recovery ATLA	0.00	6.72	0.00	6.72
71205 - Intl Consultants-Sht Term-Tech	0.00	18,094.78	0.00	18,094.78
71211 - Intl Consult Security Charge	0.00	738.70	0.00	738.70
71405 - Service Contracts-Individuals	0.00	891.62	0.00	891.62
71410 - MAIP Premium SC	0.00	0.34	0.00	0.34
71415 - Contribution to Security SC	0.00	42.29	0.00	42.29
71635 - Travel - Other	0.00	4.90	0.00	4.90
72165 - Svc Co-Social Svcs, Social Sci	0.00	96,081.15	0.00	96,081.15
72405 - Acquisition of Communic Equip	0.00	88.63	0.00	88.63
72430 - Postage and Pouch	0.00	27.61	0.00	27.61
73125 - Common Services-Premises	0.00	3,621.32	0.00	3,621.32
74110 - Audit Fees	0.00	6,025.23	0.00	6,025.23
74210 - Printing and Publications	0.00	4,982.43	0.00	4,982.43
74225 - Other Media Costs	0.00	387.12	0.00	387.12
74596 - Services to projects -GOE	0.00	963.92	0.00	963.92
75705 - Learning costs	0.00	1,444.35	0.00	1,444.35
76125 - Realized Loss	0.00	44.75	0.00	44.75
76135 - Realized Gain	0.00	-145.02	0.00	-145.02
Total for Fund 04000	0.00	135,973.39	0.00	135,973.39

Fund : 30000 (PROGRAMME COST SHARING)

61105 - Salaries - NP Staff	0.00	658.33	0.00	658.33
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Combined Delivery Report By Project

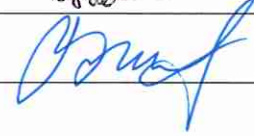


UN Development Programme

Page 2 of 4

Run Time: 16-03-2020 07:03:20

Project Id : 00107710 Access to Justice Initiation p	Period :	Jan-Dec (2019)		
Output # : 00107936 A2J Initiation Plan	Impl. Partner :	99999 UNDP		
	Location :	Fiji		
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
61205 - Salaries - GS Staff	0.00	207.59	0.00	207.59
62110 - Contrib Joint Staff Pension-NP	0.00	125.71	0.00	125.71
62115 - Contrib to Med,Soclns-NP Staff	0.00	25.67	0.00	25.67
62140 - Annual Leave Expense - NO	0.00	75.67	0.00	75.67
62205 - Dependency Allow - GS Staff	0.00	8.29	0.00	8.29
62210 - Contrib to Jt Staff Pens Fd-GS	0.00	39.52	0.00	39.52
62215 - Contrib. to Medical, social In	0.00	6.43	0.00	6.43
62240 - Annual Leave Expense - GS	0.00	9.58	0.00	9.58
63530 - Contribution to EOS Benefits	0.00	32.48	0.00	32.48
63535 - Contribution to Security	0.00	53.25	0.00	53.25
63540 - Contribution to Training	0.00	3.02	0.00	3.02
63545 - Contribution to ICT	0.00	12.99	0.00	12.99
63550 - Contributions to MAIP	0.00	0.43	0.00	0.43
63555 - Contribution to UN JFA	0.00	25.98	0.00	25.98
63560 - Contributions to Appendix D	0.00	2.16	0.00	2.16
64110 - Separations - NP Staff	0.00	13.17	0.00	13.17
64210 - Separatations - GS Staff	0.00	4.15	0.00	4.15
64397 - Services to projects -CO staff	0.00	9,839.30	0.00	9,839.30
65115 - Contributions to ASHI Reserve	0.00	86.16	0.00	86.16
65135 - Payroll Mgt Cost Recovery ATLA	0.00	13.44	0.00	13.44
71205 - Intl Consultants-Sht Term-Tech	0.00	122,069.02	0.00	122,069.02
71211 - Intl Consult Security Charge	0.00	539.50	0.00	539.50
72165 - Svc Co-Social Svcs, Social Sci	0.00	149,436.20	0.00	149,436.20
73125 - Common Services-Premises	0.00	6,089.21	0.00	6,089.21
74225 - Other Media Costs	0.00	138.49	0.00	138.49
74596 - Services to projects -GOE	0.00	694.94	0.00	694.94
75105 - Facilities & Admin - Implement	0.00	23,401.61	0.00	23,401.61
75705 - Learning costs	0.00	2,309.43	0.00	2,309.43
76135 - Realized Gain	0.00	-4.98	0.00	-4.98
Total for Fund 30000	0.00	315,916.74	0.00	315,916.74
Total for Dept : 43301	0.00	451,890.13	0.00	451,890.13
Total for Output : 00107936	0.00	451,890.13	0.00	451,890.13
Project Total :	0.00	451,890.13	0.00	451,890.13

Signed By :  Date : 18/03/2020Signed By :  Date : 30/03/2020

Combined Delivery Report By Project

UNDP UN Development Programme
Report ID: unglcdrp

Page 3 of 4
Run Time: 16-03-2020 07:03:20

Selection Criteria :

Business Unit : FJ110
Period : Jan-Dec (2019)
Selected Project Id : ALL
Selected Fund Code : 04000,30000
Selected Dept. IDs : B0433
Selected Outputs : 00107936

Project Id : ALL	Period : Jan-Dec (2019)			
Output # : ALL	Impl. Partner :			
	Location :			
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
43301 - Solomon Islands - Cty Pgmm	0.00	451,890.13	0.00	451,890.13

Combined Delivery Report By ProjectPage 4 of 4
Run Time: 16-03-2020 07:03:21**Funds Utilization****Selection Criteria :**

Business Unit : FJI10
 Period : Jan-Dec (2019)
 Selected Project Id : ALL
 Selected Fund Code : 04000,30000
 Selected Dept. IDs : B0433
 Selected Outputs : 00107936

Project/Award: 00107710 Access to Justice Initiation p

Period : As at Dec 31, 2019

Output #	00107936	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00

AP DATA ENTRY FORM

United Nations Development Programme

Joint Operation Center

UNDP Solomon SubOffice



Payment request for Non-PO Expense and Goods / Services already received

Vendor name: DFAT Official Administered Payments Account

Please confirm: Vendor already exists in Atlas

New vendor; Vendor Form submitted to Procurement on date / /
(dd / mm / yy)

Invoice number: Grant 72409/20

Payment Description: Return of unspent fund under DFAT

Amount & Currency: 3,776.07USD

Third Party Agreement 72409/20

Currency:
the payment is to be made in:

Fiji Dollar SB Dollar

US Dollar

(Conversion between USD and FJD will be done at current UN exchange rate)

Payment Method:

By Check : SBD Check

By EFT* to Bank Account No. : 110310

Bank Name : Reserve Bank of Australia

If the above bank information is left blank, we will transfer the fund to your bank as registered & exists in ATLAS. If you have more than one bank of the same currency in ATLAS, please indicate the bank you require.

EXPENSE DISTRIBUTION:

Account	Oper Unit	Fund	Dept	Project	Impl Agent	Donor	Amount
21030	SLB	00001	43301	PC Business Unit Project Activity ID	001981	11854	3776.07
				PC Business Unit Project Activity ID			
				PC Business Unit Project Activity ID			
Total Amount							3776.07

For NON ATLAS / other UN Agencies Approval,
please notify (Email Address) _____
(Not required for Dept code 441XX, 436XX, 821XX)

Requesting/Certifying Officer:		Project Manager or Budget Owner / Programme Analyst	
<u>N. D. Daveli</u> Signature (Requestor)	<u>Natice Reneh, PA (CA)</u> Name and Position	<u>[Signature]</u> Signature	<u>Jane Waetara - TL (EG)</u> Name and Position
_____ Signature (Approving Officer)	_____ Name and Position	_____ Signature	_____ Name and Position Date: <u>04/02/2020</u> (dd/mm/yy)

EFT in USD: The payee is responsible for the bank fees charged by the destination bank.
 - Payment made to US Dollars account in Fiji: will incur a bank transfer fees and this will vary with subject to the respective banks
 - Payments made to US Dollars account in the United States: free of charge
 - Payments made to US Dollars account outside the United States: bank fees vary and are subject to the bank's rate at destination.

Cost Recovery: Normal or Urgent JOC or UPL Charges will apply as per the 2012 Price List

SOPs and Checklists at: <https://intranet.undp.org/country/rbap/fi/intra/SitePages/Operations%20Units.aspx?Unit=Finance>

United Nations Development Programme
Interim Financial Report to the Australian DFAT
As of 5 August 2019



Contributions reference no.
Country: Fiji
Project description: Access to Justice Initiation plan
Project: 00107710
Output description: A2J Initiation Plan
Output: 00107936
Output status: On Going
Fund: Programme Cost Sharing

(in United States dollars)

	Prior years (1)	2019 (2)	Cumulative to 2019 (3)
Income/Revenue			
Contributions ^a	348,944.99	99,668.58	448,613.57
Other Revenue ^b	-	-	-
Transfer to/from other funds	-	-	-
Refunds to donors	-	-	-
Total - Income/Revenue	348,944.99	99,668.58	448,613.57
Expenses			
Staff and other personnel costs	18,921.42	11,166.60	30,088.02
Supplies, commodities, materials	-	-	-
Equipment, vehicle and furniture including depreciation	2,254.50	-	2,254.50
Contractual services	93,120.85	256,739.50	349,860.35
Travel	1,741.50	-	1,741.50
Transfers and grants to counterparts	-	-	-
General operating and other direct costs	6,807.77	9,079.89	15,887.66
Subtotal	122,846.04	276,985.99	399,832.03
Programme support costs ^c	9,827.21	19,578.26	29,405.47
Total Expenses	132,673.25	296,564.25	429,237.50
Balance^d	216,271.74	19,376.07	19,376.07

Future Expenses^e

Balance of un-depreciated assets & inventory purchased	-	-	-
Commitments	52,800.00	15,600.00	15,600.00
Subtotal	52,800.00	15,600.00	15,600.00
Receivable^e			
Less: Contributions receivable from donors	-	-	-
Available Resources^f	163,471.74	3,776.07	3,776.07

- a. Contributions represent recognized revenue from donors based on the payment schedule in signed agreements.
b. Other Revenue represents revenue resulting from miscellaneous activities.
c. Programme support (indirect) cost is calculated based on the expenses excluding amounts of foreign exchange gain/loss.
d. Balance in column (2) is inclusive of balance in column (1).
e. Future expenses and Receivable - amounts in column (2) are the balances outstanding as of the report date which are included in the available resources. Amounts in column (1) are shown for information purpose only.
f. Available resources - balance after future expenses, and contributions receivable from donors (i.e. amounts past due) have been accounted for.

This is to certify that the above statement of revenue, expenses and available resources is correct and that the expenses were incurred in connection with the approved projects for which funds have been received.

Name: Jane Waetava
Title: Team Leader - Effective Governance

22/07/2019.
(Date)

From: Solomon, Deltina <Deltina.Solomon@dfat.gov.au>
Sent: Monday, December 9, 2019 5:23 PM
To: Jane Waetara <jane.waetara@undp.org>
Cc: Waleanisia-Spillius, Lanita <Lanita.Waleanisia-Spillius@dfat.gov.au>; Fono, Frank A <Frank.Fono@dfat.gov.au>; Church, Timothy <Timothy.Church@dfat.gov.au>
Subject: RE: UNDP A2J Project Grant 72409/20 expired [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Jane,

Thank you for sending the final narrative and financial report of the UNDP 72409/20 Grant Agreement for the Access to Justice (A2J) Needs and Demand study.

We have review the report and note the following;

- UNDP have a balance of USD\$3,776.07 unspent/unutilized. Please find attached is our 'Return of unspent Administered funds' form to be filled in order to action the process to return the funds. Kindly fill in where relevant and let me know if you have any queries.
- The financial status report is also not signed and grateful if it could be signed by your relevant UNDP delegate or personnel.

We note UNDP is interested to use the unspent fund for the launching of the A2J Study. Unfortunately, this will not be possible as our Grant Agreement already expired and DFAT funds should not be spent after 31st May 2019.

Best regards,
Deltina

From: Jane Waetara <jane.waetara@undp.org>
Sent: Monday, 5 August 2019 5:08 PM
To: Solomon, Deltina <Deltina.Solomon@dfat.gov.au>
Cc: Waleanisia-Spillius, Lanita <Lanita.Waleanisia-Spillius@dfat.gov.au>; Pitisopa, Carol <Carol.Qilakomala@dfat.gov.au>
Subject: RE: UNDP A2J Project Grant expired [SEC=UNCLASSIFIED]

Dear Deltina,

Following on from your email, I'm pleased to submit the revised A2J prodoc (Enhancing Access to Justice through Paralegalism in SI) and the final narrative report as requested. Note that the A2J-IP project report is inclusive of the financial report on A2J expenditure and balance.

Copying your colleagues for support whilst you're on leave.
Should you need further information, do not hesitate to contact me.



Jane Waetara
Team Leader - Effective Governance Unit
United Nations Development Programme



Address: ANZ Haus, UN Joint Presence Office
Ranadi, Honiara, Solomon Islands
Email: jane.waetara@undp.org
Office: (+677) 27446 Ext: 5546 | Mobile: (+677) 7607172

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Resilient nations.*

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From: Solomon, Deltina <Deltina.Solomon@dfat.gov.au>
Sent: Friday, August 2, 2019 9:51 AM
To: Jane Waetara <jane.waetara@undp.org>; Mark Rowe <mark.rowe@undp.org>
Cc: Waleanisia-Spillius, Lanita <Lanita.Waleanisia-Spillius@dfat.gov.au>; Pitisopa, Carol <Carol.Qilakomala@dfat.gov.au>; Webb, Kate <Kate.Webb@dfat.gov.au>
Subject: RE: UNDP A2J Project Grant expired [SEC=UNCLASSIFIED]

UNCLASSIFIED

Hi Jane & Mark,

In addition to my email below, two requirements that we will need to close the A2J Grant are;

1. Final Narrative Report outlining the A2J Grant/Project results.
2. Final financial report of A2J expenditure and balance.

Please let me know if you need further clarification.

Kind regards,
Deltina

From: Solomon, Deltina
Sent: Tuesday, 9 July 2019 12:45 PM
To: 'Jane Waetara' <jane.waetara@undp.org>; 'Mark Rowe' <mark.rowe@undp.org>
Cc: Waleanisia-Spillius, Lanita <Lanita.Waleanisia-Spillius@dfat.gov.au>; Pitisopa, Carol <Carol.Qilakomala@dfat.gov.au>; Webb, Kate <Kate.Webb@dfat.gov.au>
Subject: UNDP A2J Project Grant expired [SEC=UNCLASSIFIED]

UNCLASSIFIED

Dear Jane & Mark,

This email is just a kind reminder that the UNDP A2J grant arrangement completion date was expired on 31st May 2019.

We note that the A2J Study report is now finalize and ready to be launched at the end of this month of July 2019.

Please ensure your pending tasks are completed soon as we were being reminded internally from our side to work on the grant closure process. An update from your side will be much appreciated too.

Thank you,

Deltina Solomon
Program Manager, Justice Program
Australia High Commission, Hibiscus Avenue
PO Box 589
Honiara, Solomon Islands

Phone: +677 21561 Ext.146

Fax: +677 23691

Email: Deltina.Solomon@dfat.gov.sb



Welcome Naticke Reveli, Your Alias Finance Last Login Datetime : 03.Feb.2020 05:08:07 GMT

Home Worklist Add to Favorites Sign out

Favorites Main Menu General Ledger Journals Journal Entry Create/Update Journal Entries

[New Window](#) | [Help](#) | [Personalize Page](#)

Header Lines Totals Errors Approval

Unit: UNDP1 Journal ID: 0008376571 Date: 29/01/2020 *Process: **Process**

[Template List](#) [Search Criteria](#) [Errors Only](#) Line: 10

Select	Line	Unit	Ledger	SpeedType	Account	Oper Unit	Fund	DeptID	PC Bus Unit	Project	Activity	An Type	Source
<input type="checkbox"/>	1	UNDP1	USD		Q 51040	SLB	30000	43301	FJ110	00107936	4	GLR	
<input type="checkbox"/>	2	UNDP1	USD		Q 51040	SLB	30000	43301	FJ110	00117811	PROJECT.MANAGE	GLR	
<input type="checkbox"/>	3	UNDP1	USD		Q 21030	SLB	00001	43301					
<input type="checkbox"/>	4	UNDP1	USD		Q 15100	SLB	30000						
<input type="checkbox"/>	5	UNDP1	USD		Q 15100	SLB	00001						

Totals		Personalize Find View All		First	1 of 1	Last
Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status	Budget Status
UNDP1	5	7,552.14	7,552.14	P		V

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Natice Reveli

From: Govinda Poudyal
Sent: Wednesday, January 29, 2020 3:37 PM
To: Natice Reveli
Cc: Barbel Riti; Keswar Leelah; Jane Waetara
Subject: RE: UNDP A2J Project Grant 72409/20 expired [SEC=UNCLASSIFIED]

Dear Natice,

Please raise GLIE with the following COAs to refund US\$ 3776.07 as requested by DFAT. If you have any problem, please see me.

GL Unit	Oper Unit	DeptID	Imple Agent	Fund	Donor	Account	Business Unit	Project
UNDP1	SLB	43301	001981	30000	11854	51040	FJI10	00107936
UNDP1	SLB	43301	001981	30000	11854	51040	FJI10	00117811
UNDP1	SLB	43301	001981	00001	11854	21030	Not required	Not required

Best regards,
 Govinda

From: Keswar Leelah <keswar.leelah@undp.org>
Sent: Wednesday, 29 January 2020 1:04 PM
To: Natice Reveli <naticereveli@undp.org>; Jane Waetara <jane.waetara@undp.org>
Cc: Govinda Poudyal <govinda.poudyal@undp.org>; Barbel Riti <barbel.riti@undp.org>
Subject: RE: UNDP A2J Project Grant 72409/20 expired [SEC=UNCLASSIFIED]

Dear Natice,

Just a correction of your email for highlighted text below. My email of 8 January which you enclosed gave the authorization already.

Kind regards, Keswar

From: Natice Reveli <naticereveli@undp.org>
Sent: Wednesday, January 29, 2020 10:48 AM
To: Jane Waetara <jane.waetara@undp.org>; Keswar Leelah <keswar.leelah@undp.org>
Cc: Govinda Poudyal <govinda.poudyal@undp.org>; Barbel Riti <barbel.riti@undp.org>
Subject: RE: UNDP A2J Project Grant 72409/20 expired [SEC=UNCLASSIFIED]

Dear Keswar and Jane,

I would like to inform that we have not processed this yet. Attached was the last email correspondence informing that we do not have sufficient fund under TRAC I to undertake this adjustment. Govinda then suggested to seek your (Keswar's) approval for us to undertake adjustment using DFAT funds from the current A2J Project. We are yet to receive your (Keswar's) approval to this request.