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Memorandum

Date: November 6, 2015

To: Asenaca Ravuvu, UNDP Fiji MCO Assistant Resident Representative – Programme
From: Sereima Savu, Programme Associate *SS*
Subject: Tonga Governance Strengthening Programme Project Closure Mission Report

Please find enclosed a Mission Report summary page (1 page) and my report of the Tonga Governance Strengthening Programme project closure mission, with four annexes (8 pages), for your perusal.

I will also send by email digital copies of documents for ease of reading and will also provide a copy of these documents to Mohammed Mozeem, UNDP Fiji MCO Governance Analyst.



Project Name: ...
Reference No: ...

Memorandum

Date: ...


To: ...

M. ...

From: ...

Subject: ...

The ...
I am ...
A copy of ...

	UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP) Fiji Multi-Country Office Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Palau, Solomon Islands, Tonga, Tuvalu, Vanuatu	MISSION REPORT
		Date: 6 November 2015
1. Project: Tonga Governance Strengthening Programme (TGSP)	2. Mission period (incl. of Travel) 16-18 September 2015	
3. Mission Title: Project Closure Preparatory Mission	4. Places visited: Nuku'alofa, Tonga	
5. Mission Objective(s) The objective of this mission was to prepare for the operational and financial closure of the TGSP output. All tasks were preparatory steps toward this and included a staff discussion on the status of the project, checking of inventory and records with a view to completing records, and preparation of records and files for Atlas closure and a final meeting with Government and possibly DFAT on results of the project since inception. The Terms of Reference of the mission are included as Annex I to the enclosed Mission Report.		
6. Mission member(s) 1. Sereima Savu, Programme Associate, UNDP	7. Costs Covered under TGSP Activity 4	
8. Summary of the mission activities and achievements <ol style="list-style-type: none"> 1. Staff meeting: covered status of project, current actions, and focus of mission. Minutes are included as Annex II of the report. 2. Inventory: current inventory was discussed and a note to complete this was made. The final inventory as submitted by George Vete on 24 September 2015 is Annex III of the complete report. 3. 2013: records became focus of mission, before clearing 2014 records. Notes form the basis of the enclosed report and budget revision notes are provided as Annex IV. 4. 2014: budget revision notes and note on records will be submitted under separate Note to File. 5. 2015: final MCO actions were completed in September, operational closure in October after consultancy supported by Pacific Centre and submission of Project Manager's Terminal Report, and final payments will be made in October or November. Final invoices and acquittals were collected or identified for payment. 		
9. Follow-up Action		
9.1 Key Actions Enter or file 2013 Budget Revision Reconstruct 2013 files if needed Complete addendum to 2013 TGSP Annual Programme Report	9.2 By whom and when As decided by ARR Programme	
10. Appendix / Annex to complete Mission Report <ol style="list-style-type: none"> I. Terms of Reference of mission II. Minutes of Staff Meeting (16 September 2015) III. Updated Inventory (24 September 2015) IV. Notes on 2013 Budget Revision 		



UNITED NATIONS
EDUCATION, SCIENCE AND CULTURE ORGANIZATION

Programme of the United Nations
Educational, Scientific and Cultural Organization

GENERAL REPORT

Year 1964-1965

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Report of Mission to Tonga (BTOR)

Nuku'alofa, Tonga
16-18 September 2015

Mission Member(s) Sereima Savu, Programme Associate, UNDP Fiji MCO
Report by Sereima Savu, Programme Associate, UNDP Fiji MCO

1.0 Introduction

The Tonga Governance Strengthening Programme (TGSP) output concluded on 30 September 2015 after approximately 28 months. The project began in May 2013 and was originally scheduled to run from 2013 until 2016.

Notice that the Programme would come to a conclusion was given at a meeting of the TGSP Project Board on Friday, 24 July 2015. All operations ceased on 30 September 2015 with an outstanding activity, a political parties consultancy supported by the Pacific Centre, concluding in October and outstanding payments due in November.

2.0 Objective

The objective of this mission was to prepare for the operational and financial closure of the TGSP output. All tasks were preparatory steps toward this and included a staff discussion on the status of the project, checking of inventory and records with a view to completing records, and preparation of records and files for Atlas closure and a final meeting with Government and possibly DFAT on results of the project since inception.

The Terms of Reference of the mission are included as Annex I.

3.0 Results

Results of the mission are summarised in the table below.

Table of Results

Tasks	Result
Discuss and review current programme accounts: invoices, POs, petty cash, etc; map project closure steps; gather and / or request information as needed	Refer to Annex II: Staff Meeting Minutes
Check inventory and arrange deposit with Tonga CDM (based on lists from Douglas Armour and Gabriela Nones, former UNV)	George Vete was asked to complete serial number collection, particularly of computers and laptops; document preparation and transfer of assets to Government, donor, or beneficiary organisations will follow final decisions by UNDP Fiji MCO management. The updated inventory list is included as Annex III.
Identify 2013 records and discuss output	Scant hard copy records exist of 2013 activities; Project Transaction Detail (PTD) report and Atlas Budget Revision (BR) page were used to draft a Budget Revision; this is included as Annex IV and notes on them are included in the Results section of this report.
Collect 2014 project files and documents; discuss 2014 PTD report	PTD and Atlas BR page were used to draft budget revisions for each activity. A final consolidated revision will be presented under cover of a Note to File.

Debrief with Milika Tuita, Douglas Armour, and George Vete	Update on status of mission tasks and next steps. The latter include identifying 2015 commitments and reasons to justify closing Purchase Orders; identifying pending payments or reimbursements; collect outstanding invoices and make arrangements for final payments.
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4.0 Issues arising

Only scant hard copy records of 2013 actions exist and digital files do not provide much more detail. All records from the TGSP server in Tonga were brought to Suva on an external hard drive by Douglas Armour and transferred to the Suva Office common drive on 27 October 2015. These show that very few records were kept for 2013. Ideally, reconstructed hard copy files for that year should hold the following documents.

- Output 1: BTOR by Brian Lenga, August Media Workshop report, November Stakeholder Meeting report, and conference report by Manase Foukimoana who attended the Australian Parliamentary Educators Conference in December 2013. Only results of the November meeting were included in the 2013 Annual Programme Report (APR) and only the BTOR by Brian Lenga and the report by Manase Foukimoana exist.
- Output 2: BTOR by Gabriela Nones and Haitelenisia Uhila of visit to Ha'apai. Only general results of civic education work were included in the 2013 APR without specific information on results of this visit or follow up work. No BTOR was found among digital files.
- Output 3: Report by Ana Barradas on electoral legislative reform. Some of this work was repeated in 2015 and work under this consultancy and results were not mentioned in the 2013 APR. Ms Barradas' report does exist and the digital copy is saved on the Suva Office common drive.
- Output 4: BTORs by Joint Operations Centre staff Tirnesh Prasad, Tevita Cokanasiga, Penina Tueli, and Radhika Devi. Other BTORs would have been by Asenaca Ravuvu, Nainasa Whippy, and Luisa Katonibau. Copies or samples of advocacy material designed by Hatamara Graphics should also be collected. Reports of work completed through the Service Contract and by the Individual Consultant should also be included. Only work by Junior Gold Construction and production of advocacy material was mentioned in the 2013 APR and no BTORs were among records in Tonga.

Any work on collecting these documents should only be attempted after checking the availability of archived files.

A note on equipment purchased in 2013, based on expense records, is required. That list reads as follows:

- 21 laptop computers,
- 5 desk top computers,
- 6 mobile phones,
- 1 server,
- 1 data projector,
- 1 printer, and
- 1 conference system.

A Budget Revision to ensure that incurred expenses reflected 2013 Annual Work Plan output was drafted and is included as Annex IV. A summary of available funds after the revision is as follows.

2013 Budget Balance

Activity	Account code	Budget (USD)	Balance (USD)
1.3	71600	10,000	278
1.3	75700	5,000	1,923
4	61100	119,072	29,848
4	61200	15,000	8,419
4	61300	100,000	2,592
4	71600	8,000	0
Total		USD 257,072	USD 43,060

Therefore, expenses for 2013 totaled USD 214,012. This figure includes all expenses and equipment and is from the 2013 PTD report.

Most hard copy files are of 2014 and 2015 actions although completeness of records was uncertain at the time of the mission. A revision to the 2014 budget will be submitted separately under a Note to File.

5.0 Conclusion

Three issues arose from this mission, which turned to focus on 2013. These were:

1. the extent of revision required to correct the budget to properly acquit funds according to the PTD;
2. the need to update the asset inventory to account for all purchased equipment to enable the retention or transfer of assets, and a mission by IT staff from Suva to assess the condition of all project equipment and advise on repair or whether to discontinue use; and
3. the need to bring all TGSP files to Suva.

The need remains to tidy the TGSP output properly, both in and out of Atlas, prior to any evaluation, audit, or final meeting with Government and DFAT to close the project.

6.0 Recommendations

Three recommendations are presented here for consideration.

1. Enter 2013 Budget Revision if needed, or simply use it to complete files.
2. Reconstruct 2013 files for project records, particularly if there will be there an evaluation or audit.
3. Complete an addendum to the 2013 Annual Programme Report, to properly reflect project activities, for records and files.



Mission Terms of Reference
Project Closure of 'Tonga Governance Strengthening Programme' output

Introduction

The Tonga Governance Strengthening Programme (TGSP) project will conclude on 30 September 2015 after approximately 28 months. The project began in May 2013 and was originally scheduled for 2013 to 2016. However, the programmatic period was shortened to 2015 because of funding constraints brought about by changes in policy from the Australian Department of Foreign Affairs and Trade.

Notice that the programme would come to a conclusion was made at the meeting of the TGSP Board on Friday, 24 July 2015.

Background

TGSP will conclude with the completion of all 2015 annual work plan activities as approved the Board at its July 24 meeting. One outstanding activity – a political parties consultancy supported by the Pacific Centre – will conclude in October.

All TGSP programme staff have received notice of contract termination and six of eight staff have migrated to beneficiary organizations.

Objectives and Timetable

The objective of this mission is to provide assistance in the operational and financial closure of the programme, building on preparatory work already undertaken by TGSP Manager Douglas Armour and his staff.

Key Tasks	Expected Output
<i>Day 1: Wednesday, 16 September 2015 – Operational Closure</i>	
Discuss and review current programme accounts: invoices, POs, petty cash, etc; map project closure steps; gather and / or request information as needed	Project closure steps mapped until the end of September 2015
Check inventory and arrange deposit with Tonga CDM (based on lists from Douglas Armour and Gabriela – former UNV)	Updating of inventory details (eg. serial numbers) and document preparation for transfer of assets to Government, donor, or beneficiary organisations
Identify 2013 records and discuss output	Identify any necessary completion of 2013 records and results
<i>Day 2: Thursday, 17 September 2015 – Operational and Financial Closure</i>	
Collect 2014 and 2015 project files and documents	Identify reports for editing and finalising; map project steps until the end of September 2015
Discuss 2014 Project Transaction Detail report	Draft budget revision
Discuss 2015 Project Transaction Detail report	Draft budget revision; identify any required reversals

<i>Day 3: Friday, 18 September 2015 – Operational and Financial Closure</i>	
Discuss 2015 requisitions and Purchase Orders	Identify commitments and reasons to justify closing Purchase Orders; identify any pending payment issues or reimbursements; collect any outstanding invoices and make arrangements for final payments
Debrief with Milika Tuita and Douglas Armour and George Vete	Identify and agree on arrangements for TGSP until the end of September 2015 and additional steps for completion of project closure

Arrangements

Expected travel dates are Wednesday, 16 to Friday, 18 September 2015. These can possibly be moved to the following week with the approval of the TGSP Programme Manager and Assistant Resident Representative – Programme and TGSP staff, as this mission focuses solely on project records.

Costs of the current mission will be taken from the TGSP output and will be charged to the following Chart of Accounts.

Location	GL Unit	Oper Unit	Fund	Dept ID	PC Bus Unit	Project	Activity	Impl Agent	Donor
FJI10	UNDP1	FJI	30000	43501	FJI10	00086349	4	001981	11234

It is envisioned that this planned one-person mission be followed by at least another mission concerning TGSP project closure prior to the final Project Board Meeting. This penultimate mission could focus on confirming the transfer of assets; settling outstanding accounts; and completion of 2015 project records, including from emails, staff laptops, and any other storage devices.

TGSP Staff Meeting Minutes

**Conference Room, Level 2 Molisi Building, Nuku'alofa
Wednesday, 16 September 2015**

Present: Douglas Armour, George Vete, Sereima Savu

The meeting opened around 2:30 p.m. with words of welcome and a discussion of pending actions.

- 25 September: Parliament Open Day for which TGSP would incur minor expenses totaling roughly TOP 500;
- October: Preparation for TEC Political Parties work; consultant working with Dyfan Jones, Parliamentary Development Specialist, UNDP Pacific Centre. Extension of Lesieli Nai's contract covers this work;
- Partnership contact: Douglas Armour would draft letter for signature by DRR to TGSP Board members and stakeholders explaining closure of project, mindful of being cautious with DFAT; will be in Suva next week to meet with Akiko Fujii;
- Stakeholders: kept updated for continuity, for example, in preparation of a 2016 Concept Note. Current and potential stakeholders include the Tonga Electoral Commission, Parliament, CSOs, and the Ombudsman's Office;
- Asset inventory: George Vete will complete this focusing on serial numbers of computers and equipment. There are 3 spare computers, 4 laptops with parliamentary Researchers, and 1 laptop with TEC through Lesieli Nai. Discussions have been held with beneficiaries about project furniture and equipment;
- 2013 – 2015 records: server organized by output, external hard drive is back up, and files continually, and currently being, updated. Records available for use and external hard drive will be made available. George Vete maintains hard copy files;
- Overhead expenses: cancellation of existing PO for rent until December after payment of rent up to September; quarterly reimbursement from UNDP PRRP and UN Women due. Payment for July telephone and internet expenses are due.
- Human resources: there were two staff retreats during the year and several informal ones;
- Work Plan actions to note: LNA in 2013 and completion of MPs Handbook pending consultancy; Civic Education Steering Committee Terms of Reference changed the Committee's role to advisory; much work was done on Civic Education Baseline Survey;
- Project management: at least 3 Project Board Meetings have been held since late 2014 with increasingly more information being made available to DFAT; a request was made to know the exact amount of cash available in the project.

The last point raised the issue of the mission. This was explained as follows:

- focus: prepare for project closure looking at completing 2013 and 2014 files and records
- these would complement Douglas Armour's Terminal Report which would be handed in at the end of September 2015
- combined, these would enable final discussions with Government and DFAT, and project closure
- therefore, the focus is on collecting records from files and the project server, tidying Atlas records through any necessary revisions, completing all payments, and finalising reports.

The meeting closed around 4:00 p.m.

Asset ID		Serial Number	Tag Number	Description	Purchase Date	Purchase Order number	Asset Profile	Location of Asset	Qty	Oper Unit	Dept	Imp1 Agency	Donor	Project	Fund Code	Cost(USD)	Comments	
TOSP Project Asset Register																		
Updated 24-Sep-15																		
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-1	HP Laptop with bag	2013	purchased in Swa		Georgia Veta TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	ZXC333185A	TOSP2013-2	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-3	HP Laptop with bag	2013	purchased in Swa		Leslie Ndi TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-4	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-5	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-6	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-7	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-8	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-9	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-10	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-11	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-12	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-13	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-14	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2013-15	HP Laptop with bag	2013	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-1	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-2	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-3	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-4	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-5	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-6	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-7	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-8	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-9	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-10	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-11	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-12	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-13	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-14	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-15	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-16	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-17	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-18	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-19	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-20	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-21	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-22	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	HP Laptop with bag	CT-685JCE818M7K2	TOSP2014-23	HP Laptop with bag	2014	purchased in Swa		Hortense Moko TOSP	1	FH	43501	1981	11234	86349	30000			
	1-shape desk		TOSP2015-1	1-shape desk	2015													
	1 soft board		TOSP2015-2	1 soft board	2015													
	1 4 drawer filing cabinet		TOSP2015-3	1 4 drawer filing cabinet	2015													
	2 new office chairs		TOSP2015-4	2 new office chairs	2015													
	1 flip chart board		TOSP2015-5	1 flip chart board	2015													
	1 2TB Tombo Hard Drive		TOSP2015-6	1 2TB Tombo Hard Drive	2015													
	1 HP Laptop		TOSP2015-7	1 HP Laptop	2015													
	1 heavy duty trailer		TOSP2015-8	1 heavy duty trailer	2015													
	1 Locator Beacon		TOSP2015-9	1 Locator Beacon	2015													
	1 Dig MFI		TOSP2015-10	1 Dig MFI	2015													
	1 UN Flag		TOSP2015-11	1 UN Flag	2015													
	1 electric kettle		TOSP2015-12	1 electric kettle	2015													
	10 mugs		TOSP2015-13	10 mugs	2015													
	1 3TB Western Hard Drive		TOSP2015-14	1 3TB Western Hard Drive	2015													
	15 blue chairs		TOSP2015-15	15 blue chairs	2015													
	2 white tables		TOSP2015-16	2 white tables	2015													
	1 Parliment furniture		TOSP2015-17	1 Parliment furniture	2015													
	1 bookshelf		TOSP2015-18	1 bookshelf	2015													
	1 desk		TOSP2015-19	1 desk	2015													
	1 printer		TOSP2015-20	1 printer	2015													
	1 printer		TOSP2015-21	1 printer	2015													
	1 printer		TOSP2015-22	1 printer	2015													
	1 printer		TOSP2015-23	1 printer	2015													
	1 printer		TOSP2015-24	1 printer	2015													
	1 printer		TOSP2015-25	1 printer	2015													
	1 printer		TOSP2015-26	1 printer	2015													
	1 printer		TOSP2015-27	1 printer	2015													
	1 printer		TOSP2015-28	1 printer	2015													
	1 printer		TOSP2015-29	1 printer	2015													
	1 printer		TOSP2015-30	1 printer	2015													
	1 printer		TOSP2015-31	1 printer	2015													
	1 printer		TOSP2015-32	1 printer	2015													
	1 printer		TOSP2015-33	1 printer	2015													
	1 printer		TOSP2015-34	1 printer	2015													
	1 printer		TOSP2015-35	1 printer	2015													
	1 printer		TOSP2015-36	1 printer	2015													
	1 printer		TOSP2015-37	1 printer	2015													
	1 printer		TOSP2015-38	1 printer	2015													
	1 printer		TOSP2015-39	1 printer	2015													
	1 printer		TOSP2015-40	1 printer	2015													
	1 printer		TOSP2015-41	1 printer	2015													
	1 printer		TOSP2015-42	1 printer	2015													
	1 printer		TOSP2015-43	1 printer	2015													
	1 printer																	

2013 Tonga Governance Strengthening Programme Budget Revision Notes
6-Nov-15

Activity	Account	Act Des	Operating Unit	Fund Code	Department	Responsible Party	Donor	Proposed Budget	Revised	Notes	Approved Budget	Advance	Commitment	Exp/Full Asset Cost	Budget Balance	Explanations
ACT13	71600	Travel	FI	30000	60435	1981	11234	10,000.00	-9,722.72	Budget covers 71600 Act 1, 2, and Act 1.3 and 1. GMS No change; expense would have been reversed	10,000.00	0	0	2,800.00	7,700.00	Brian Leng's travel to Tonga; does not include Manasse's travel to Canberra
ACT13	74500	Misc	FI	30000	60435	1981	11234	0	0		0	0	0	-27.17	-27.17	Bank and cost recovery charges of IDH payment moved to code 75700 Act 1.3
ACT13	75100	Equip	FI	30000	60435	1981	11234	0	234.61	GMS from PTD	0	0	0	-234.61	-234.61	Bank and cost recovery charges of IDH payment moved to code 75700 Act 1.3
ACT13	75700	Workshp	FI	30000	60435	1981	11234	5,000.00	-3,077.00	Budget covers 75700 Act 1.3 and 1.4 and 75700 Act 2 Taken from 61300 Act 4 as personnel was national NP / GS	5,000.00	0	0	1,037.31	1,037.31	1 meeting: International Dateline Hotel (IDH) for catering (Nov) now includes bank and cost recovery charges
ACTIVITY1	74400	Comm & AV equip	FI	30066	60435	1981	11234	0	11,859.00	Taken from 61300 Act 4 as personnel was national NP / GS	0	0	0	11,859.00	11,859.00	Payment to HIU IT for 6 Samsung Galaxy Note and a Conference System
ACTIVITY1	74500	IT equip	FI	30066	60435	1981	11234	0	27,959.00	Taken from 61100 Act 4 as personnel was national NP / GS	0	0	0	27,959.00	27,959.00	Payment to HIU IT for 6 Server Cabinet, and 5 desktop and 12 laptop computers; and PO cost recovery charge
ACTIVITY1	74550	Misc	FI	30003	60435	1981	11234	0	0	No change; expense would have been reversed	0	0	0	0	0	Bank and cost recovery charges for payment to Akata Takapu moved to code 75700 Act 1
ACTIVITY1	75100	GMS	FI	30066	60435	1981	11234	0	2,915.00	GMS from PTD	0	0	0	-2,915.00	-2,915.00	USD 133.83 for Q3 FMA run + USD 2,781.19 for Q4 GMS
ACTIVITY1	75700	Workshp	FI	30066	60435	1981	11234	0	1,912.00	Covered by 75700 Act 1.3	0	0	0	-1,912.00	-1,912.00	Payment to Akata Takapu for catering of Media Workshop (28-30 Aug, paid in Sept); bank and cost recovery charges included
ACTIVITY2	71500	UNV	FI	30000	60435	1981	11234	0	15,080.00	Taken from 61300 Act 4 as UNV was international	0	0	0	15,080.00	15,080.00	USD 1,975 for DSA enroute to Tonga + USD 4,524 settling-in grant (SIG) + USD 452.40 in support costs + USD 8,796.95 in UNV payroll
ACTIVITY2	71600	Travel	FI	30000	60435	1981	11234	0	4,273.00	Covered by 71600 Act 1.3	0	0	0	4,273.00	4,273.00	DSA and cost recovery charges for local travel of 2 people (Gabriella & Halima) to Ha'apai
ACTIVITY2	74300	AV & equip jobs	FI	30000	60435	1981	11234	0	0	Would have been reversed to 75700 code since advert may have been related to Ha'apai travel / website / mktg	0	0	0	0	0	USD 95.24 for advertisement (September) moved to 75700 Act 2 as advertisement may have been related to Ha'apai travel
ACTIVITY2	74500	Misc	FI	30000	60435	1981	11234	0	127.00	Taken from 75700 Act 1.3 as expenses were most likely for workshop / mktg	0	0	0	127.00	127.00	USD 95.24 for advertisement + USD 31.08 for cost recovery charges for advertisement
ACTIVITY2	75100	GMS	FI	30000	60435	1981	11234	0	1,365.00	GMS from PTD	0	0	0	1,365.00	1,365.00	USD 105.09 for Q3 FMA run + USD 1,259.91 for Q4 GMS
ACTIVITY2	75700	Workshp	FI	30066	60435	1981	11234	0	17,446.00	Covered by 61300 Act 4 as consultant was international	0	0	0	17,446.00	17,446.00	Payment for 1 Int. Consultant, Ana Barradas, including cost recovery charge; GMS included in Act 4
ACTIVITY4	61100	NP salary	FI	30000	60435	1981	11234	119,072.00	-89,223.00		119,072.00	0	0	0	119,072.00	
ACTIVITY4	61200	Salary	FI	30000	60435	1981	11234	35,000.00	-6,580.00		15,000.00	0	0	0	15,000.00	
ACTIVITY4	61300	IP salary	FI	30000	60435	1981	11234	100,000.00	-97,407.00		100,000.00	0	0	0	2,276.79	77,893.21
ACTIVITY4	62300	IP	FI	30000	60435	1981	11234	0	9,338.00	Taken from 61300 Act 4 as costs also for IP personnel	0	0	0	9,337.78	9,337.78	
ACTIVITY4	63300	IP non-recurr	FI	30000	60435	1981	11234	0	720.00	Taken from 61300 Act 4 as costs also for IP personnel	0	0	0	175.07	308.34	
ACTIVITY4	63500	Ins & rec	FI	30000	60435	1981	11234	0	2,794.00	Equally taken from 61100, 61300, and 61300 Act 4 (USD 928 each)	0	0	0	2,793.17	2,793.17	
ACTIVITY4	64300	Staff reg	FI	30000	60435	1981	11234	0	0	No change; expense would have been reversed	0	0	0	0	0	
ACTIVITY4	65300	After serv	FI	30000	60435	1981	11234	0	1,903.00	Equally taken from 61100, 61200, and 61300 Act 4 (USD 634; 634; 635)	0	0	0	1,902.90	1,902.90	
ACTIVITY4	74600	Info & comm serv	FI	30000	60435	1981	11234	0	12,593.00	Taken from 61100 Act 4 as personnel was likely national	0	0	0	12,592.01	12,592.01	Service Contract
ACTIVITY4	71600	Travel	FI	30000	60435	1981	11234	8,000.00	27,043.00	Allocation used; remainder taken from 61100 Act 4 as recruitment was likely for NP staff	8,000.00	0	0	15,042.18	-6,771.73	Travel Sava-Tonga-Sava for Timosh P, Tevita C, Na'ama W, Penina T, Luisa K, Ra'hila D, and Asanaka R
ACTIVITY4	72400	Comm & AV equip	FI	30000	60435	1981	11234	0	1,010.00	Taken from 61100 Act 4	0	0	0	1,010.11	1,975.57	USD 662.44 to Digital Tonga and USD 355.67 to Office Equipment for telephone and internet; Ind cost recovery
ACTIVITY4	72500	Supplies	FI	30000	60435	1981	11234	0	3,079.00	Taken from 61200 Act 4	0	0	0	3,078.91	3,078.91	Office Equipment Ltd for office consumables; Ind cost recovery
ACTIVITY4	72800	IT equip	FI	30000	60435	1981	11234	0	11,560.00	Taken from 61100 Act 4	0	0	0	11,609.14	1,665.15	USD 2,241.56 to Office Equipment for data projector and printer + USD 9,257.58 to Dalton for 9 laptops; Ind cost recovery
ACTIVITY4	73200	Print & sup	FI	30000	60435	1981	11234	0	5,407.00	Taken from 61100 Act 4	0	0	0	5,400.67	5,400.67	Junior Gold Construction for repairs at Parliament
ACTIVITY4	74200	AV & equip jobs	FI	30000	60435	1981	11234	0	41.00	Taken from 61100 Act 4	0	0	0	40.89	3,878.00	Ha'amana Graphics paid for design of UNDP advocacy material
ACTIVITY4	74500	Misc	FI	30000	60435	1981	11234	0	35,850.00	Payments to Taimi Media Network were equally taken from 61100 and 61200; IC payments from 61300; and freight from 61100; all account codes are from Act 4	0	0	0	35,469.66	-3,225.70	Two payments to Taimi Media Network (for vacancy advertisement and another item) + USD 31,504.35 for IC (71200) + USD 285.94 for freight (74700)
ACTIVITY4	74600	Printed rep	FI	30000	60435	1981	11234	0	0	No change; expense would have been reversed	0	0	0	0	0	Expense charged to communication equipment
ACTIVITY4	75100	GMS	FI	30000	60435	1981	11234	0	8,524.00		0	0	0	8,524.00	8,524.00	USD 7,302.49 Act 4 GMS + USD 1,221.17 Act 3 GMS

