Project Completion Check List

FIJI PACIFIC OFFICE

Project/Output No. 000 40827

Award No. 00037312

I confirm that all of the following matters have been considered and resolved:

No outstanding NEX advances – in either local currency or USD
No outstanding PDRs
No open Pos
No pending vouchers
No pending GMS or ISS charges (if Off-the-top GMS was used, a pro-rata return of GMS based on the balance of unspent funds must be done)
No pending GLJEs
No unapplied deposits or other unrecorded income
No deposits to be received from donors per signed agreements
No AR direct journals in budget error or incomplete status
No unrecorded staff related expenses, including separation payments, taxes and retroactive payroll adjustments
All assets are transferred or otherwise disposed of
All project petty cash is cleared
No other pending liabilities
The CDR for the previous quarter shows zero encumbrances
All audit gaps are closed with supporting documentation.
The final CDR is signed by UNDP and the Implementing Partner.
If a cost sharing project, the unexpended balance has been agreed to the general ledger.
Consultations with donors on the disposition of unexpended cost sharing balances,
where required by the contribution agreement, have taken place.
All refunds to donors have taken place and the project balance is zero.

Name Bakhodir	Burkhanov		n .
Title Country Direct	or ! Heart of Pairfic	Regional Programme	and Volicy
Signature		Date	14/8/17
	234//////		1 /



Grants

Welcome Melaia Tarogl, Your Atlas Finance Last Login Datetime ; 13:Sep.2017.02:47:54 GMT

Operationally Closed

31/12/2015

17/11/2004

30/12/2015

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Project Closure Clecklist	Financial Gostine Checklist - Status History in di	Attachments	
	Cotont Details		Output Dates
Business Unit	F/110	Start Date	17/
Project Number	00037312	End Date	30/
Output Number	00040827		Output Manager
Output Name	FSM 2nd National Communicatn		MARIO,EMMA
Output	Financials (Cash Funds)		Output Finance

Project Management UNDP Project Closure Workbench

Output himanicians (uash rumas)		Compatinaments (Allocation Fr	mas).
Total Contribution Recognized	\$ 0.00	Approved Budget	\$ 799,485.54
Transfers to/from - Funds/Donor	\$ 0.00	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 419,030.51
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 0.00	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 380,455.03
Open Purchase Orders	\$ 0.00		
Fund Ralance	\$ 0.00		

eChecklist Instructions: (This Is Pilot eChecklist)

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?SBJID=248&Menu=BusinessUnit

Operati	ional Closure Checklist	Si 30		
Ver.	TASK	YES	NO	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.		4	A standard format should be used. Review the following links; <u>Final Project Review Report (POPP and lessons learned</u> as per the <u>following guidelines</u> .
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.		*	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: 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.
3	Commission project evaluation		,	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: <u>Evaluation Resource Centre TOR for Evaluation Evaluation Report Format</u>
ļ	Initiate project Audit (if applicable)		•	NEX projects have to the 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.		1	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.
3	Operationally close the Output.	4		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 | # any) First 1 of 1 Last +emma,mario DateTime Stamp 19/04/17 6:29PM This is a project development facility (PDF-A) phase, for which the main output is the Project Document.

To be FC. Cleared: XAresard

14/09/17.



UNDP Project Closure Workbench

Welcome Melaia Tarogi, Your Atlas Finance Last Login Datetime: 13.Sep.2017 02:47:54 GMT

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Favorites Main Menu Project Management UNDP Project Closure Workbench Grants

Financial Closure Checklist

eChecklist Instructions: (This Is Pilot eChecklist)

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	9	1	Towards -	
TASK	YES	No	NOTES	Atlas Transaction Check
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)				Atlas Balanze
the implementally rathery			Account	Transaction Currency Bas
No outstanding NEX advances-in either local currency or USD (Account 16005)		(2)	Outstanding Advances	0.00
No other outstanding advances-in either local currency or USD (Account 14001, 14056, 14057, 14501, 16006, 16010, 16015, 17008, 17009)	•		Outstanding Advances Other	0.00
No outstanding Project Delivery Reports (PDRs);			PDR: http://unex.undp.org	
No open Purchase Orders (POs);	2		Open Purchase Orders	0.00
No Receipt Accruals;	(4)	ĮÚ.	Receipt Accruals	0.00
No Outstanding Commitments;	Ф		Please ensure commitments outside Atl should be uploaded to Atlas (Atlachmen	as are resolved (Non-PO Commitments) - Sults Tab)
No outstanding prepaid vouchers (Account 16065)	•		Prepaid Vouchers	0.00
No pending vouchers;			No Pending Vouchers - Please ru	n the query link to verify and check a
All pre-financing activities have been recovered and/or reimbursed.		1	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 reconcilied to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);	Ø		Charged GMS Rate %	% 0.00
No pending GLJEs;		U	GLJEs Not Posted	0.00
No unapplied deposits or other unrecorded revenue;	②		Unapplied Deposits by Office	0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	②		Contract Pending Events	0.00
No outstanding Contribution Receivable to be collected from donor (GL Account 14015 Balance including FX Revaluation)	(2)	bil	Contribution Amount Not Collected	0.00
No AR direct journals in budget error or incomplete status;		0	No Pending AR direct journals - F AR direct journals,	Please run the query link to verify and
All assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in place. (GL 18xxx Accounts) (Click Link for ISR Report)	2	B	<u>Assets</u>	\$ 0.00
All un-used inventory items held at the end of the project has been disposed off or transferred to other projects			Supporting documents if any should be u	uploaded to Atlas (Attachments Tab)
Ensure all transactions for sale/transfer/donation/disposal etc. of assets have been processed and GMS charged.	1		Supporting documents if any should be u	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.			Supporting documents if any should be to	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:	•	D	Petty Cash & Cash Advance	0.00
Project Bank Account is fully reconciled and closed.			Project staff should coordinate with Imple	ementing partner to close Project Bank accou
All Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035, 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;	(e)		Staff Receivables	0.00
All accrued employee benefits are fully accounted.			Employee Benefits	0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	4		Pending Liabilities	0.00
The CDR for the previous quarter shows Zero future expenses (commitments).			Copy of CDR should be uploaded to Atla	s (Attachments Tab)
Final LPAC / Steering committee minutes are available.	Ш		Minutes should be uploaded to Atlas (Atl	tachments Tab)
All audit observations are closed with supporting documentation.			Supporting documents if any should be u	uploaded to Atlas (Attachments Tab)
The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.	153		Supporting documents should be upload	ed 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.			G Fund	eneral Ledger Cash Balance Donor
Consultations with Donors on the disposition of unexpended cost-sharing balances, where required by contribution agreement, have taken place and are documented in writing.			UNDP Issue refunds to donor as the very	y last step before designating a project as fina rlier point then you need to the approval of the
All refunds to donors have been transferred to Account 21030 (Pending Refund to Donors) and the project Balance is Zero. (Only in Base Currency)			Pending Refund to Donor	\$ 0.00
Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded			Supporting documents if any should be u	
to the donor if specified in the agreement. Notified the GSSC to close any associated contract in the contracts module.			Supporting documents if any should be u	
All donor reports, as established in the Cost Sharing agreement, were submitted and			Supporting documents if any should be u	
acknowledged receipt by the donor representative. Ensure project accounts are closed.	2		•	counts or funds. Once confirmed, project stat
F - J-201 000000110 - 1 7 11700001	w.		For more information on project closure process and Fire Closure of Development Projects and Projects	procedures and policies, please refer to <u>Closin</u> nancial Closure of Trust Fundsin the POPP.
Management Comments (if any):			Too First	I can be case

İ	Author	emma.mario	DateTime Stamp	19/04/2017 6:30PM	
	This is a	project development facility (PDF-A) phase, for	r which the main output	is the Project Document.	
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-	Save				

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

DP UN Development Programme

Report ID: ungl143p

Page 1 of 2

Run Time: 09-04-2015 05:04:05

Selection Criteria:

Business Unit: FJI10

Jan-Dec (2005) Period: Selected Award Id:

ALL Selected Fund Code: ALL

Selected Dept. IDs:

Selected Projects:

ALL 00040827

Award Id: 00039858 PIMS 3089 CC FSP: National Co Project #: 00040827 FSM 2nd National Communicate

Period : **
Impl. Partner :

Jan-Dec (2005) 01224 National Execution UNDP FIJI MULTI-COUNTRY OFFICE Location: **Govt Disb UNDP** Disb **UN Agencies Encumbrance** Total Exp Dept: 40401 (Fiji - Central) Fund: 62000 (GEF Voluntary Contribution) 71205 - Intl Consultants-Sht Term-Tech 5.000.00 0.00 0.00 0.00 5,000.00 71625 - Daily Subsist Allow-Mtg Partic 7,849.56 0.00 0.00 0.00 7,849.56 74525 - Sundry 2,000.00 0.00 0.00 0.00 2,000.00 Total for Fund 62000 14,849.56 0.00 0.00 0.00 14,849.56 Total for Dept: 40401 14,849.56 0.00 0.00 0.00 14,849.56 Total for Project: 00040827 14,849.56 0.00 0.00 0.00 14,849.56 Award Total: 14,849,56 0.00 0.00 0.00 14,849.56

Signed By :	and Rudit	Date:	30/08/17	
	And I		10/08/17	
Signed By:	1 menuto	Date:	19,00/17	



UN Development Programme Report ID: ungl143p

Page 2 of 2 Run Time: 09-04-2015 05:04:06

Selection Criteria:

(4)

Business Unit: FJI10

Period: Jan-Dec (2005) Selected Award Id: ALL

Selected Fund Code : ALL Selected Dept. IDs : ALL Selected Projects : 0004

00040827

Award Id: 0	10039858 PIMS 3089 CC FSP: N	ational Co	Period :	Jan-Dec (2009	5)	
Project # :	FSM 2nd National Con	municatn .	Impl. Partner : Location :	None UNDP FIJI MU	ILTI-COUNTRY OFFICE	
		Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp

40401 - Fiji - Central

14,849.56

0.00

0.00

0.00

14,849.56



UN Development Programme Report ID: ungl143p

Page 1 of 2

Run Time: 09-04-2015 05:04:35

Selection Criteria:

Business Unit: FJI10
Period: Jan-Dec (2006)
Selected Award Id: ALL
Selected Fund Code: ALL Selected Dept. IDs : 00040827 Selected Projects:

Award Id: 00039858 PIMS 3089 CC FSP: National Co

Period :

Jan-Dec (2006)

roject #: 00040827 FSM 2nd National Communicate		Impl. Partner : Location :	01224 National Execution UNDP FIJI MULTI-COUNTRY OFFICE			
	Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp	
Dept: 40401 (Fiji - Central)						
Fund: 62000 (GEF Voluntary Contribution)						
71205 - Intl Consultants-Sht Term-Tech 71625 - Daily Subsist Allow-Mtg Partic 74525 - Sundry	- 5,000.00 - 7,849.56 - 2,000.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	- 5,000.00 - 7,849.56 - 2,000.00	
Total for Fund 62000	- 14,849.56	0.00	0.00	0.00	- 14,849.56	
Total for Dept : 40401	- 14,849.56	0.00	0.00	0.00	- 14,849.56	
Dept: 41701 (Micronesia - Cty Pgmm)						
Fund: 62000 (GEF Voluntary Contribution)						
71605 - Travel Tickets-International 72105 - Svc Co-Construction & Engineer 74525 - Sundry	6,000.00 5,000.00 4,000.00	0.00 0.00 0.00	0.00 0.00 0.00	0.00 0.00 0.00	6,000.00 5,000.00 4,000.00	
Total for Fund 62000	15,000.00	0.00	0.00	0.00	15,000.00	
Total for Dept : 41701	15,000.00	0.00	0.00	0.00	15,000.00	
Total for Project : 00040827	150.44	0.00	0.00	0.00	150.44	
Award Total :	150.44	0.00	0.00	0.00	150.44	

Signed By :	ad lutte	Date:	30/08/17	
Signed By :	Bleharto	Date:	10/08/17	
organic by .		Date .		



UN Development Programme Report ID: ungl143p

Page 2 of 2 Run Time: 09-04-2015 05:04:35

Selection Criteria:

Business Unit: FJI10
Period: Jan-Dec (2006)
Selected Award Id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Projects: 00040827

Award Id: 0003	9858 PIMS 3089 CC FSP	: National Co	Period :	Jan-Dec (2006)		
Project #:	FSM 2nd National		Impl. Partner: Location:	None	TI-COUNTRY OFFICE	
		Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
	iji - Central licronesia - Cty Pgmm	- 14,849.56 15,000.00	0.00 0.00	0.00 0.00	0.00 0.00	- 14,849.56 15,000.00



UN Development Programme Report ID: unglcdrp

Page 2 of 2 Run Time: 10-08-2017 03:08:07

Funds Utilization

Selection Criteria:

Business Unit: FJH0
Period: Jan-Dec (2007)
Selected Project Id: ALL
Selected Fund Code: ALL
Selected Dept. (be: ALL
Selected Outputs: 00040827

Project/Award: 80039858 PINS 3889 CC FSP: National Co

Period : As at Dec 31, 2007

Print and Table - Tenne Acquiredness and a contract of the con	
Output # 80840827 Impl. Partner :01224 National Execution	UNDP AMOUNT
Outstanding NEX advances	75,000.00
Undepreciated Fixed Assets	0.00
Inventory	0.00
Prepayments	0.00
Commitments	0.00

30/04/11

10/08/17

UN Development Programme Report ID: unglodrp

Page 1 of 2 Run Time: 10-08-2017 03:08:07

Business Unit: FJI10
Period: Jan-Dec (2007)
Selected Project id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Outputs: 00040827

Project id :	Parties and the same of the sa	Jan. Pac (2007)	
Output # :	Impl. Partner		•
	Location :		
Spy, date and A * - supplement	Govt Exp UNDP Exp	UN Agencies Exp Total Exp	

No Data found for the Selection Criteria

D P UN Development Programme
Report ID: ungl143p

Selection Criteria:

Business Unit: FJI10
Period: Jan-Dec (2008)
Selected Award Id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Projects: 00040827 Selected Projects : 00040827

Page 1 of 2 Run Time: 09-04-2015 05:04:36

Award Id:	00039858	PIMS 3089 CC FSP:	National Co
Destant H.	00040007	POSS OF A MINE OF A	

Period : Jan-Dec (2008)

Projec	t#: 00040827 FSM 2nd National Communic		Impl. Partner : Location :	01224 Nationa UNDP FIJI MUI		
		Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Dept:	41701 (Micronesia - Cty Pgmm)					
Fund:	62000 (GEF Voluntary Contribution)					
	71305 - Local ConsultSht Term-Tech	12,249.99	0.00	0.00	0.00	12,249.99
	71310 - Local ConsultShort Term-Supp	2.758.06	0.00	0.00	0.00	2,758.06
	71405 - Service Contracts-Individuals	18,749.97	0.00	0.00	0.00	18,749.97
	71610 - Travel Tickets-Local	24,883,36	0.00	0.00	0.00	24,883.36
	71625 - Daily Subsist Allow-Mtg Partic	6,093.28	0.00	0.00	0.00	6,093.28
	71635 - Travel - Other	565.50	0.00	0.00	0.00	565.50
	72205 - Office Machinery	1,600.00	0.00	0.00	0.00	1,600.00
	72399 - Other Materials and Goods	524.99	0.00	0.00	0.00	524.99
	72420 - Land Telephone Charges	120.88	0.00	0.00	0.00	120.88
	72445 - Common Services-Communications	201.76	0.00	0.00	0.00	201.76
	72505 - Stationery & other Office Supp	30.50	0.00	0.00	0.00	30.50
	72805 - Acquis of Computer Hardware	4,420.00	0.00	0.00	0.00	4,420.00
	73105 - Rent	322.50	0.00	0.00	0.00	322.50
	73107 - Rent - Meeting Rooms	2.133.21	0.00	0.00	0.00	2,133.21
	74510 - Bank Charges	100.00	0.00	0.00	0.00	
	74525 - Sundry	197.58	0.00	0.00	0.00	100.00 197.58
Total fo	r Fund 62000	74,951.58	0.00	0.00	0.00	74,951.58
Total fo	r Dept : 41701	74,951.58	0.00	0.00	0.00	74,951.58
Total fo	r Project : 00040827	74,951.58	0.00	0.00	0.00	74,951.58
Award 1	Fotal :	74,951.58	0.00	0.00	0.00	74,951.58

Signed By :	ad Ruth	30/04/17	
Ogno by .	DON!	1 / 2/	
Signed By:	Okletharjo	Date: 10/08/17	



DIP UN Development Programme

Report ID: ungl143p

Page 2 of 2 Run Time: 09-04-2015 05:04:36

Selection Criteria:

Business Unit: FJI10

Jan-Dec (2008) Period: Selected Award Id : ALL

Selected Fund Code: ALL Selected Dept. IDs: ALL Selected Projects: 00040827

Award Id: 00039858 PIMS 3089 CC FSP: National Co-Project #: FSM 2nd National Communicatin Period : Impl. Partner : Jan-Dec (2008) 4.5 None Location: UNDP FIJI MULTI-COUNTRY OFFICE

> **UNDP** Disb **Govt Disb UN Agencies Encumbrance** Total Exp

41701 - Micronesia - Cty Pgmm

74,951.58

0.00

0.00

0.00

74,951.58



UN Development Programme Report ID: ung!143p

Page 1 of 2 Run Time: 09-04-2015 05:04:07

Selection Criteria:

Business Unit: FJI10
Period: Jan-Dec (2009)
Selected Award Id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Projects: 00040827

Award Id: 00039858 PIMS 3089 CC FSP: National Co Period: Jan-Dec (2009)

Project #: 00040827 FSI	A 2nd National Communic	atn	Impl. Partner : Location :	01224 National UNDP FIJI MUI	Execution TI-COUNTRY OFFICE	
		Govt Disb	UNDP Disb	UN Agencies	Encumbrance	Total Exp
Dept: 41701 (Micronesia	- Cty Pgmm)					
und: 62000 (GEF Volunt	ary Contribution)					
71305 - Local Cons	ultSht Term-Tech	5,000.00	0.00	0.00	0.00	5,000.00
71405 - Service Co	ntracts-Individuals	25,852.26	0.00	0.00	0.00	25,852.26
71605 - Travel Tick	ets-International	14,899.00	0.00	0.00	0.00	14,899.00
71610 - Travel Tick	ets-Local	0.00	0.00	0.00	0.00	0.00
71635 - Travel - Otl	ner	2,870.00	0.00	0.00	0.00	2,870.00
72135 - Svc Co-Co	mmunications Service	5,960.00	0.00	0.00	0.00	5,960.00
72420 - Land Telep	hone Charges	873.63	0.00	0.00	0.00	873.63
	Services-Communications	0.00	0.00	0.00	0.00	0.00
72505 - Stationery	& other Office Supp	482.00	0.00	0.00	0.00	482.00
otal for Fund 62000		55,936.89	0.00	0.00	0.00	55,936.89
Fotal for Dept: 41701		55,936.89	0.00	0.00	0.00	55,936.89
Total for Project:0004082	7	55,936.89	0.00	0.00	0.00	55,936.89
Award Total:		55,936.89	0.00	0,00	0.00	55,936,89

Signed By :	and P. Moto	Dete :	30/08/17	
Signed By :	Delethorpo	Date :	10/08/17	



DP UN Development Programme

Report ID: ungl143p

Page 2 of 2

Run Time: 09-04-2015 05:04:08

Selection Criteria:

Business Unit: FJI10

Jan-Dec (2009) Period: Selected Award Id : ALL

Selected Fund Code: ALL

ALL

Selected Projects: 00040827

Award Id: 00039858 PIMS 3089 CC FSP: National Co Jan-Dec (2009) Period:

Project #: **FSM 2nd National Communicatn** Impl. Partner:

Location: UNDP FIJI MULTI-COUNTRY OFFICE

Govt Disb **UNDP Disb UN Agencies** Total Exp **Encumbrance**

41701 - Micronesia - Cty Pgmm

55,936.89

0.00

0.00

0.00

55,936.89



UN Development Programme

Report ID: ungl143p

Selection Criteria:

Business Unit: FJI10

Period: Selected Award Id:

Jan-Dec (2010)

ALL Selected Fund Code: ALL Selected Dept. IDs: ALL Selected Projects:

00040827

Award Id: 00039858 PIMS 3089 CC FSP: National Co Project #: 00040827 FSM 2nd National Communicate

Period: Impl. Partner: Jan-Dec (2010)

Page 1 of 2

Run Time: 09-04-2015 05:04:36

01224 National Execution

Location: **UNDP FIJI MULTI-COUNTRY OFFICE Govt Disb UNDP Disb UN Agencies** Encumbrance Total Exp Dept: 41701 (Micronesia - Cty Pgmm) Fund: 62000 (GEF Voluntary Contribution) 71305 - Local Consult.-Sht Term-Tech 20.000.00 0.00 0.00 0.00 20,000.00 71405 - Service Contracts-Individuals 23,833.30 0.00 0.00 0.00 23,833.30 71605 - Travel Tickets-International 33,955.29 0.00 0.00 0.00 33,955.29 71635 - Travel - Other 83,218.26 0.00 0.00 0.00 83,218.26 72205 - Office Machinery 710.17 0.00 0.00 0.00 710.17 72420 - Land Telephone Charges 187.01 0.00 0.00 0.00 187.01 72505 - Stationery & other Office Supp 43.90 0.00 0.00 0.00 43.90 72510 - Publications 25.00 0.00 0.00 0.00 25.00 74210 - Printing and Publications 125.00 0.00 0.00 0.00 125.00 74525 - Sundry 150.00 0.00 0.00 0.00 150.00 75705 - Learning costs 4,667.62 0.00 0.00 0.00 4,667.62 Total for Fund 62000 166,915.55 0.00 0.00 0.00 166,915.55 Total for Dept: 41701 166,915.55 0.00 0.00 0.00 166,915.55 Total for Project: 00040827 166,915.55 0.00 0.00 0.00 166,915.55 **Award Total:** 166.915.55 0.00 0.00 0.00 166,915.55

Signed By Signed By:



UN Development Programme

Report ID: ungl143p

Page 2 of 2

Run Time: 09-04-2015 05:04:36

Selection Criteria:

Business Unit: FJI10

Jan-Dec (2010) Period:

Selected Award Id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL Selected Projects: 00040827

> Period : Impl. Partner : Jan-Dec (2010)

Award Id: 00039858 PIMS 3089 CC FSP: National Co Project #: FSM 2nd National Communicate None UNDP FIJI MULTI-COUNTRY OFFICE Location:

UNDP Disb **UN Agencies Govt Disb Encumbrance** Total Exp

41701 - Micronesia - Cty Pgmm

166,915.55

0.00

0.00

0.00

166,915.55

		8 8 8

UN Development Programme

Report ID: ungl143p

Page 1 of 2

Run Time: 09-04-2015 05:04:49

Selection Criteria:

Business Unit: FJI10

Period:

Jan-Dec (2011)

Selected Award Id:

ALL

Selected Fund Code: ALL

Selected Dept. IDs: Selected Projects:

Award Total:

ALL 00040827

Period:

Jan-Dec (2011)

0.00

0.00

56,214,98

Award Id: 00039858 PIMS 3089 CC FSP: National Co Project #: 00040827 FSM 2nd National Communicate **01224 National Execution** Impl. Partner: Location: **UNDP FIJI MULTI-COUNTRY OFFICE Govt Disb UNDP Disb UN Agencies** Total Exp **Encumbrance** Dept: 41701 (Micronesia - Cty Pgmm) Fund: 62000 (GEF Voluntary Contribution) 71305 - Local Consult.-Sht Term-Tech 9.038.89 0.00 0.00 0.00 9,038.89 71310 - Local Consult.-Short Term-Supp 26,000.00 0.00 0.00 0.00 26,000.00 71605 - Travel Tickets-International 8,934.98 0.00 0.00 0.00 8,934.98 72399 - Other Materials and Goods 2,934.00 0.00 0.00 0.00 2,934.00 74110 - Audit Fees 0.00 5,102.11 0.00 0.00 5,102.11 74510 - Bank Charges 25.00 0.00 0.00 0.00 25.00 74525 - Sundry 4,180.00 0.00 0.00 0.00 4,180.00 Total for Fund 62000 51,112.87 5,102.11 0.00 0.00 56,214.98 Total for Dept: 41701 51,112.87 5,102.11 0.00 0.00 56,214.98 Total for Project: 00040827 51,112.87 5,102.11 0.00 0.00 56,214.98

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5,102.11

51,112.87

Signed By: Signed By:



DP UN Development Programme Report ID: ungl143p

Page 2 of 2 Run Time: 09-04-2015 05:04:49

Selection Criteria:

Business Unit: FJI10

Jan-Dec (2011)

Period: Jan-Dec (2 Selected Award Id: ALL Selected Fund Code: ALL

Selected Dept. IDs: Selected Projects:

ALL 00040827

Award Id:	00039858 PIMS 3089 CC FSP: National Co		Period :	Jan-Dec (2011)
Project #:	FSM 2nd National Communicatn	v	Impl. Partner :	None
			Location:	UNDP FIJI MULTI-COUNTRY OFFICE

Govt Disb UNDP Disb **UN Agencies Encumbrance** Total Exp

41701 - Micronesia - Cty Pgmm

51,112.87

5,102.11

0.00

0.00

56,214.98



UN Development Programme Report (D: unglodrp

Page 1 of 4 Run Time: 10-08-2017 03:08:15

Selection Criteria:

Business Unit : FJH9
Pariod : Jam-Dec (2012)
Selected Project id : ALL
Selected Fund Code : ALL
Selected Dept. iDs : ALL
Selected Outputs : 60840827

Project M: 80038858 PMS 3089 CC FSP: Metic	nel Co	Period :	Jan-Dec (2012)	
Output #: 90949827 FSM 2nd Hallonal Comme	micen	impl Periner : Location :	Jan-Dec (2012) 81224 National Execution UNDP FLR MULTI-COUNTRY OFFICE	management and action and handle
- 1995-19-19-19 (Interface and August August August Augus Au	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
Dept: 41701 (Micronesia - Cty Pgmm)				
Fund: 62000 (GEF Voluntary Contribution)				
71405 - Service Contracts-Individuals	33,573.36	0.00	0.00	33,573,36
71805 - Travel Tickets-International	14,404.55	0.00	0.00	14,404.55
71615 - Dally Subsistence Allow-Inti	0.00	975.08	0.00	975.08
71825 - Daily Subsist Allow-Mtg Partic	0.00	518.08	0.00	518.08
72399 - Other Materials and Goods	- 1,100.00	0.00	0.00	-1,100.00
72420 - Land Telephone Charges	- 298.32	0.00	0.00	- 298.32
72505 - Stationery & other Office Supp	2,625,12	0.00	0.00	2,625,12
72510 - Publications	- 102.00	0.00	0.00	- 102.00
74110 - Audit Fees	0.00	3,174.56	0.00	3,174.56
74510 - Bank Charges	250.00	0.00	0.00	250.00
74525 - Sundry	- 29,487.62	0.00	0.00	-29,487.62
75708 - Learning - subcontracts	4,889.15	0.00	0.00	4,889,15
78135 - Realized Gain	0.00	- 35.21	0.00	- 35.21
Total for Fund 82909	24,754.24	4,632.51	0.90	29,386.75
Total for Dept : 41781	24,754.24	4,632.51	0.90	29,386.75
Fotal for Output: 99648827	24,764.24	4,632.51	8.00	29,386.75
Project Total :	24.754.24	4.632.51	4.96	29,386,75

Signed By :	ad kutto	Date:	30/08/17	
Signed By :	Delethings	Date :	10/08/17	-

UN Development Programme Report ID: unglodrp

Page 2 of 4 Run Time: 10-08-2017 03:08:16

Selection Criteria:

Business Unit: FJi19
Period: Jan-Dec (2012)
Selected Project id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Outputs: 80040827

Project id : ALL Output #: ALL	administrative to the sign being the sign at	Period : impl. Partner : Location :	Jan-Dec (2012)	
	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
41701 - Micronesia - Cty Pgmm	24,754.24	4,632.51	0.00	29,386.75

UN Development Programme

Report ID: unglcdrp

Page 1 of 3

Run Time: 13-09-2017 07:09:23

Selection Criteria:

Business Unit: FJI10

Period: Jan-Dec (2013)

Selected Project Id: ALL

Selected Fund Code : ALL ALL

Selected Dept. IDs:

Selected Outputs : 00040827

Project Id: 00039858 PIMS 3089 CC FSP: National Co Output #: 00040827 FSM 2nd National Communicate

Period:

Jan-Dec (2013)
01224 National Execution
UNDP FIJI MULTI-COUNTRY OFFICE Impl. Partner: Location: UNDP Exp **Govt Exp UN Agencies Exp** Total Exp Dept: 41701 (Micronesia - Cty Pgmm) Fund: 62000 (GEF Voluntary Contribution) 71605 - Travel Tickets-International 14,252.57 0.00 0.00 14,252.57 72505 - Stationery & other Office Supp 137.91 0.00 0.00 137.91 74510 - Bank Charges 49.49 0.00 0.00 49.49 Total for Fund 62000 14.439.97 0.00 0.00 14,439.97 Total for Dept: 41701 14,439,97 0.00 0.00 14,439.97 Total for Output: 00040827 14,439.97 0.00 0.00 14,439.97 **Project Total:** 14,439.97 0.00 0.00 14,439.97

Signed By :	ad R. UTTO	Date:	Jol c st. 1
Signed By:	Blehar	Date :	10/08/17



Combined Delivery Report By Project

UN Development Programme Report ID: unglcdrp

Page 1 of 3

Run Time: 13-09-2017 07:09:47

Selection Criteria:

Business Unit: FJI10

Period: Jan-Dec (2014)
Selected Project id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Outputs: 00040827

Project Id: 00039858 PIMS 3089 CC FSP: National Co Output #: 00040827 FSM 2nd National Communicate Period : Impl. Partner : Jan-Dec (2014)

01224 National Execution
UNDP FIJI MULTI-COUNTRY OFFICE Location:

UNDP Exp Govt Exp UN Agencies Exp Total Exp

Dept: 41701 (Micronesia - Cty Pgmm)

Fund: 62000 (GEF Voluntary Contribution)

74210 - Printing and Publications 0.00 4,101.88 0.00 4,101.88 Total for Fund 62000 0.00 4,101.88 0.00 4,101.88 Total for Dept: 41701 0.00 4,101.88 0.00 4,101.88 Total for Output: 00040827 0.00 4,101.88 0.00 4,101.88

Project Total: 0.00 4,101.88 0.00 4,101.88

Signed By:	elethingto	Date:	10/08/17	
Signed By :	and Rusto	Dete :	30/08/17	



Combined Delivery Report By Project

QP UN Development Programme Report ID: unglcdrp

Selection Criteria:

Business Unit: FJI10
Period: Jan-Dec (2015)
Selected Project Id: ALL
Selected Fund Code: ALL
Selected Dept. IDs: ALL
Selected Outputs: 00040827

Page 1 of 3 Run Time: 13-09-2017 07:09:03

Project Id: 00039858 PIMS 3089 CC FSP: National Co	Period :	Jan-Dec (2015)
Output #: 00040827 FSM 2nd National Communicates	Impl. Partner : Location :	01224 National Execution UNDP FIJI MULTI-COUNTRY OFFICE
Cast E	- IMPDE	

	Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
Dept: 41701 (Micronesia - Cty Pgmm)				
Fund: 62000 (GEF Voluntary Contribution)				
72805 - Acquis of Computer Hardware 72815 - Inform Technology Supplies 74210 - Printing and Publications 74225 - Other Media Costs 74599 - UNDP cost recovery chrgs-Bills 76125 - Realized Loss 76135 - Realized Gain	0.00 0.00 0.00 0.00 0.00 0.00 0.00	115.00 2,240.57 -1,077.11 759.00 30.75 16.08 -1.38	0.00 0.00 0.00 0.00 0.00 0.00 0.00	115.00 2,240.57 -1,077.11 759.00 30.75 16.08 -1.38
Total for Fund 62000	0.00	2,082.91	0.00	2,082.91
Total for Dept: 41701	0.00	2,082.91	0.00	2,082.91
Total for Output: 00040827	0.00	2,082.91	0.00	2,082.91
Project Total :	0.00	2,082.91	0.00	2.082.91

Signed By :	ad Rusto	Date:	30/08/17	
Signed By :	Belehorpo	Date:	10/08/17	





Welcome Melaia Tarogi, Your Atlas Finance Last Login Datetime: 13.Sep.2017 05:54:

Favorites | Main Menu | Commitment Control | Review Budget Activities | Budget Details

Commitment Control Budget Details

Business Unit	Ledger Group	Account	Fund	Begill	Project	Donor	Budget Period		
UNDP1	ALT_DP		62000	E0417	00040827	10003	2015		
Display Chart] 0								
Ledger Amoun	ts			100					4-10
Budget:					7,154,28 USE	Ø 4	Attributes	Max Rows:	103
Expense:					6,184.79 USD		Parent / Children		
Encumbrance	≘ :				0.00 USD	() ()	Associated Budgets		
Pre-Encumbr	ance:				0.00 USE	Ø •ij	wasociated coddets		
Associate Re	venue:				0.00 USD				
Available Bodg	et		S THE	PL III	and the same				
Without Tolera	ince:		989.49 🚝	USD I	Percent: (13	.55%)星			
With Tolerance	e:		989.49	USD I	Percent: (13	.65%)层			
Budget Excepti	ions			J 5 1 1	A STATE OF THE PARTY OF THE PAR	4			
Exception Erro	ors: 6 Exc	eption Warnings	0		Budg	get Exceptio	ns.		
A Return to Searc	ts +@ Previous in List	Next in List	[5] Notify	1					



SIGNATURE PAGE

Country: MICRONESIA

.NDAF Outcome(s)/Indicator(s)	Increased National Commitment to meet obligations under global environmental conventions
Expected Outcome(s)/Indicator (s):	Enhanced Government capacity and commitment to meet its obligations under global conventions
Expected Output(s)/Indicator(s):	Environmental considerations integrated into national development policies, strategies, programmes and projects
implementing partner:	Department of Economic Affairs
Other Partners:	UNDP
Programme Period: 2005-2008 Programme Component: Energy and Environment for Sustainable Development Project Title: ENABLING ACTIVITIES FOR I'ME PREPARATION OF MICRONESIA'S SECOND NATIONAL COMMUNICATION TO THE UNFCCC Project IB: Project Duration: 3 years Management Arrangement: NEX	Budget USS 405,000 General Management Support Fee Preparation phase USS 15,000 Toral budget: USS 420,000 Allocated resources: Government (in kind) USS 25,000 Regular Other: O Donor O Donor O Donor In kind contributions Unfunded sudget:
Agreed by (Government) Date:	-06



United Nations Development Programme

Global Environment Facility



20 July 2006

Dear Mr. Dictus,

<u>Subject: Enabling Activity Federated States of Micronesia: Second National Communication to the UNFCCC-PIMS No.2960 - Atlas BU: FJI10 - Proposal ID: 00037312 - Project ID: 00040827</u>

I am pleased to delegate to you the authority to sign the above-mentioned *Enabling Activity* project document on behalf of UNDP and to commence the implementation of the project when signed by the government of the Republic of the Federated States of Micronesia. The project, which amounts to a total of US\$405,000, has received its final approval in accordance with the established GEF procedures. You are also kindly requested to obtain the government signature on the cover page.

Prior to the signature of the project document, the Annual Work Plan (AWP) should be generated through ATLAS BU: FJI10 - Proposal ID: 00037312 - Project ID: 00040827, based on the Total Budget and Annual Work Plan in the attached project document. This will be in a form of a budget revision to the previously prepared Stocktaking exercise. A copy of the project document signed cover page and the AWP extracted from ATLAS should be sent to Mr. Andrea Volentras, Regional Technical Advisor in Samoa and to Mr. Ove Bjerregaard, Chief, Programme Operations Support and Information Unit (POSI) at Headquarters, with a request for issuance of an Authorization of Spending Limit (ASL). Comments on the AWP will be provided within 5 working days by the GEF Regional Technical Advisor as relevant.

Budget revisions should be forwarded to the GEF RCU in the same manner with an explanation of the changes proposed. In this connection, please note that UNDP-GEF is not in a position to increase the project budget above the amount already approved by the GEF Council. Therefore, any over-expenditure on this project will have to be absorbed by TRAC.

l...

Mr. Richard Dictus UNDP Resident Representative UNDP, Suva Fiji

United Nations Development Programme Global Environment Facility



The number of operational and financial transactions and services expected from your office in support of project execution will vary according to the execution modality. The UNDP country office will receive compensation for actual services delivered through the *Implementation Support Services* (ISS) mechanism.

As an Implementing Agency of the GEF, UNDP earns a fee from the GEF upon approval of each main project (Full-Size, Medium-Size or Enabling Activities). The fee, which is paid directly by UNDP/GEF to the XB account of the Country Office, is used to cover the costs incurred by UNDP, both at Headquarters and in the Country Office, in supporting project development and implementation. The total fee that your office will receive over the lifetime of the project will be US\$18,000 payable in annual installments. The first installment will be effected upon receipt of the signed main project document cover page in the GEF RCU. The second and all subsequent annual fee installments will depend on the satisfactory delivery of the services described in Annex 2 and thus will be directly linked to project expenditure and delivery. Note that the amount to be received by your office includes the cost of services generated by the preparatory assistance phase under the GEF Project Development Facility (PDF) window.

As specified in the project document - and except for PDF As - a detailed project management plan will need to be prepared by the Project Manager in order to support a timely implementation of the activities. This management plan will specify the actions, timelines and responsibilities for review at the inception workshop. It will be completed and updated throughout the life of the project as relevant in accordance with the various annual reviews such as steering committees, tri-partite reviews etc... The plan will also include all the support activities to be undertaken by the Country Office as listed in Annex 2. It should also highlight the delivery milestones and identify responsible Country Office staff at the programmatic and operational level.

We take the opportunity to draw your attention to the following mandatory requirements for all GEF-funded projects:

- Any changes contemplated with respect to the project objectives and outcomes will have to be discussed with and approved by the UNDP-GEF Regional Coordination Unit, as they will have to be reported to GEF.
- All GEF-funded projects are subject to a mid-term and a final evaluation conducted according to Terms of Reference circulated to the RCU and approved on a no-objection basis. Projects of short duration and small to moderate in size such as PDF B, Enabling Activities and Medium-Size may forego the mid-term evaluation while PDF A projects are not subject to any evaluation.
- All NEX projects with expenditures of \$100,000 or more are subject to mandatory annual audits, conducted in accordance with the UNDP guidelines issued by OAPR. UNDP-GEF reserves the right to withhold fee payments and to suspend the project if this requirement is not met in a timely fashion.

In case you need clarification on the GEF Project Cycle and requirements, please consult the UNDP-GEF Programming Manual at http://intra.undp.org/gef.

United Nations Development Programme

Global Environment Facility



In concluding, I would like to assure you of the GEF Team's and my personal commitment to a successful implementation of the project. The Regional Coordination Unit in Samoa is at your disposal for advice and technical support. Should you have any concerns or questions, please do not hesitate to contact me with your feedback on the quality of our services and suggestions for improvements.

Yours sincerely.

Frank Pinto

Executive Coordinator

cc: Mr. Hafiz Pasha, Regional Director, RBAP

Warm repards

Mr. Andrea Volentras, GEF Regional Technical Advisor, Samoa

United Nations Development Programme

Global Environment Facility



Annex 1

CEO endorsement/approval (does not apply for PDF A projects except for PDF A>

US\$50,000 when final type is 'Full-Size')

Annex 2

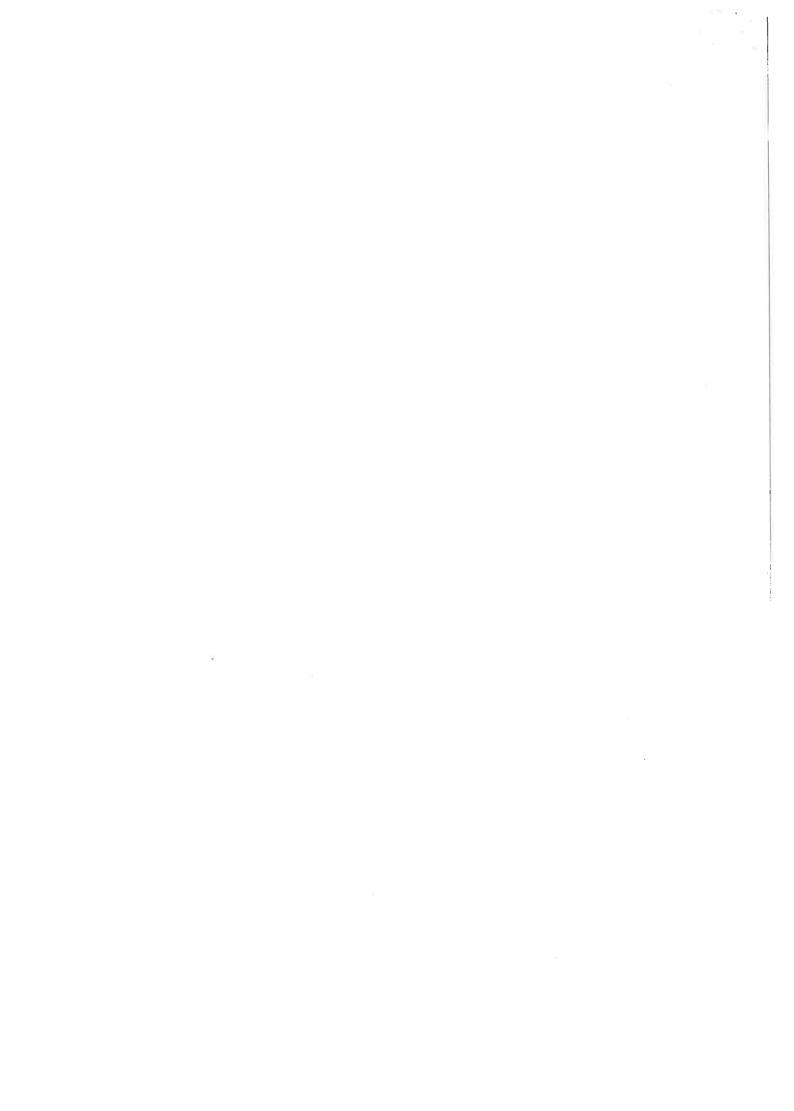
PROJECT IMPLEMENTATION ACTIVITIES

<u>Unless otherwise stated, all activities should comply with the UNDP-GEF and the UNDP Programming Manuals</u>

Stage	Responsibilities of UNDP Country Office
	Review, appraise and provide guidance to proponent on Concept/project idea
	 Defend Concept/project idea eligibility as needed.
Davidanment	Support Project formulation.
Development	 Support Co-financing negotiations.
	 Defend Proposal eligibility as needed.
	Participates in policy negotiations as needed.
	 Support Project Document formulation.
	 Facilitate and participate in Project Document appraisal.
	 Prepare response to GEF Council comments for Project Document
	endorsement by GEF CEO.
Preparation	 Process UNDP signature of project document.
-	Process Government signature of Project Document.
	 Process Executing Agent signature of Project Document as relevant.
	 Finalize agreement with HQs on Project Support Services (tasks and reimbursement).
	Management Oversight
	Project launching.
	Steering committee meetings .
	Monitoring the implementation of the workplan and timetable.
Y	Field visits: engine visit to the avoient site at least appear a year propers and
Implementation	circulate reports no later than two weeks after visit completion.
	Problem identification and trouble shooting
	Project document revision
	Review, editing and response to reports
	Technical backstopping as needed



	Policy negotiations
	 Operational completion activities in agreement with GEF RCU, determining when the project is operationally completed and advising all interested parties accordingly.
	♦ Financial Management & Accountability
	 Financial management (verifying expenditures, advancing funds, issuing combined delivery reports, ensuring no over-expenditure of budget).
Implementation (cont'd)	 Ensuring annual audits of NEX projects are completed and the audited financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) as needed.
	Timely issuance of the initial Annual WorkPlan (AWP) and subsequent Budget Revisions.
	Operational and financial completion of the activities in agreement with GEF RCU, ensuring that projects are financially completed no more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
	 Ensure preparation and completion of Annual Project Reports (APRs) by the due date, two weeks before the tri-partite review (TPR).
	 Organize and attend tri-partite review (TPR) meetings and ensuring that decisions are taken on important issues).
Evaluation	 Ensure preparation and completion of the GEF Project Implementation Review (PIR) reports by the due date.
	Arrange evaluations (mid-term, final, post-final, independent etc), hiring personnel, planning mission) as agreed upon with the GEF RCU and ensuring that GEF-specific requirements with regard to Monitoring & Evaluation are met in accordance with the UNDP-GEF Programming Manual.



FSM SNC Project (2005-20015

Approved GEF Grant = \$420,000

Total Expenses (CDR 2005-2015) = \$419,030.51 🚜

Unspent balance = \$969.49

\$ *