



Welcome Timoci Tuivaga to Atlas Community!

Project Closure Checklist Financial Closure Checklist Status History and Attachments

Output Details		Output Dates		Output Status
Business Unit	FJI10	Start Date	01/07/2018	Operationally Closed
Project Number	00111621	End Date	30/06/2021	
Output Number	00110548	Output Manager	Effective Date	
Output Name	Managing Coastal Aquifers in S		13/4/2021	

Output Financials (Cash Funds)		Output Financials (Allocation Funds)	
Total Contribution Recognized	\$ 0.00	Approved Budget	\$ 257,401.71
Transfers to/from - Funds/Donor	\$ 0.00	Advances Balance	\$ 0.00
Interest Earned	\$ 0.00	Total Expense	\$ 225,677.06
Advances Balance	\$ 0.00	Undepreciated Assets	\$ 0.00
Total Expense	\$ 0.00	Open Purchase Orders	\$ 0.00
Undepreciated Assets	\$ 0.00	Balance	\$ 31,724.65
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	NOTES
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	A standard format should be used. Review the following links: <a href="#">Final Project Review Report (POPP)</a> and <a href="#">lessons learned</a> as per the <a href="#">following guidelines</a> .
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"/>	Using the final Project Review Report, the Lessons Learned Report and other documentation as appropriate, the project board should assess in this meeting the performance and success of the project, and its contribution to related outcomes. Topics during the review include: <ul style="list-style-type: none"> <li>• Achievements of last year targets;</li> <li>• Overall project performance and sustainability of results;</li> <li>• Achievement on capacity development;</li> <li>• Outstanding activities;</li> <li>• All Open POs have been fully received;</li> <li>• Lessons learned;</li> <li>• Use of remaining budget, if any;</li> <li>• Effective date of project closure;</li> <li>• Transitioning of responsibilities to national counterparts;</li> <li>• Hand-over of assets.</li> </ul>
3	Commission project evaluation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: <a href="#">Evaluation Resource Centre TOR for Evaluation Report Format</a>
4	Initiate project Audit (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	NEX projects have to be audited at least once in the life of the project, and each year that it is considered appropriate by the CO (depending on level of delivery, difficulties found during the year, etc.). For more information on project audit, please refer to <a href="#">Office of Audit and Investigations</a> website.
5	Notify the Project Board / Programme Manager on the operational completion of the project.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The project is operationally complete when the last UNDP-financed inputs have been provided and related activities completed. The Project Manager should notify the Project Board, who in turn should notify the Programme manager about the operational completion of the project. Otherwise, programme manager decides when the project is operationally completed.
6	Operationally close the Output.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Based on the Project Board decision to close the project, project status in Atlas will be set to "Operationally Closed". No further financial commitment can be made.


Management Comments (if any):

Find First 1 of 1 Last


Author floyd.robinson DateTime Stamp 13/04/21 1:37AM


Operational closure conditions met and/or some not relevant to Project Preparatory Grant Stage

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

  
04-Oct-2021

  
Floyd Robinson  
03-Oct-2021

  
03-Oct-2021

  
Timoci Tuivaga  
03-Oct-2021



Welcome Timoci Tuivaga to Atlas Community!

**Checklist 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
Atlas Transaction Check			
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)			Account Atlas Balance Base Cur
No outstanding NEX advances-in either local currency or USD (Account 16005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Outstanding Advances</a> 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"/>	<a href="#">Outstanding Advances Other</a> 0.00
No outstanding Project Delivery Reports (PDRs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	PDR: <a href="http://unex.undp.org">http://unex.undp.org</a>
No open Purchase Orders (POs);	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Open Purchase Orders</a> 0.00
No Receipt Accruals;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Receipt Accruals</a> 0.00
No Outstanding Commitments;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Please ensure commitments outside Atlas are resolved (Non-PO Commitments) - Supporting should be uploaded to Atlas (Attachments Tab)
No outstanding prepaid vouchers (Account 16065)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Prepaid Vouchers</a> 0.00
No pending vouchers;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">No Pending Vouchers</a> - Please run the query link to verify and check any per
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"/>	<a href="#">Charged GMS Rate %</a> % 0.00
No pending GLJEs;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">GLJEs Not Posted</a> 0.00
No unapplied deposits or other unrecorded revenue;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Unapplied Deposits by Office</a> 0.00
No outstanding Accounts Receivable to be received from donors per signed agreements;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Contract Pending Events</a> 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"/>	<a href="#">Contribution Amount Not Collected</a> 0.00
No AR direct journals in budget error or incomplete status;	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">No Pending AR direct journals</a> - Please run the query link to verify and check 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"/>	<a href="#">Assets</a> \$ 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"/>	<a href="#">Petty Cash &amp; Cash Advance</a> 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 Bank account.
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"/>	<a href="#">Staff Receivables</a> 0.00
All accrued employee benefits are fully accounted.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Employee Benefits</a> 0.00
No other pending liabilities in USD Only; (GL 2xxxx Accounts - Excluding 21005)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<a href="#">Pending Liabilities</a> 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)
General Ledger Cash Balance			
			Fund Donor Amoi
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"/>	
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 project as financially .If the donor requests a refund at any earlier point then you need to the approval of the Chief Treasurer to issuing the refund. Please refer to <a href="#">Refunds to Donors</a> in the POPP.
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"/>	<a href="#">Pending Refund to Donor</a> \$ 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)

Closure of any project-based financial accounts or funds. Once confirmed, project status in A "Financially Closed" No further financial transactions can be made

Ensure project accounts are closed.

Financially Closed. No further financial transactions can be made.

For more information on project closure procedures and policies, please refer to [Closing a Project](#), [Closure of Development Projects](#) and [Financial Closure of Trust Funds](#) in the POPP.

Management Comments (if any):

Find First 1 of 1 Last

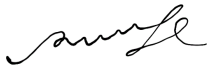
Author DateTime Stamp

+ -


Project Closure documents uploaded


Save

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

  
04-Oct-2021

  
03-Oct-2021

  
03-Oct-2021

  
03-Oct-2021

**Combined Delivery Report by Activity****UNDP UN Development Programme**

Report ID: unglcdrb

Page 1 of 2

Run Time: 03-10-2021 20:10:39

**Selection Criteria :**

**Business Unit :** FJ10  
**Period :** Jan-Dec (2021)  
**Selected Project Id :** ALL  
**Selected Fund Code :** ALL  
**Selected Dept. IDs :** ALL  
**Selected Outputs :** 00110548

Project Id :	Period :	Jan-Dec (2021)			
Output # :	Impl. Partner :	Location :			
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp
No Data found for the Selection Criteria					

**Combined Delivery Report by Activity**UN  
DP UN Development Programme

Report ID: unglcdrb

Page 2 of 2

Run Time: 03-10-2021 20:10:40

**Funds Utilization****Selection Criteria :**

Business Unit : FJ10  
 Period : Jan-Dec (2021)  
 Selected Project Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Outputs : 00110548

Project/Award: 00111621 Managing Coastal Aquifers in S

Period : As Of Dec31,2021

Output #	00110548	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

04-oct-2021

03-oct-2021

**Combined Delivery Report by Activity**

UN Development Programme

Report ID: unglcdrb

Page 1 of 3

Run Time: 03-10-2021 20:10:57

**Selection Criteria :**

Business Unit : FJ10  
 Period : Jan-Dec (2020)  
 Selected Project Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Outputs : 00110548

Project Id : 00111621	Managing Coastal Aquifers in S	Period :	Jan-Dec (2020)
Output # : 00110548	Managing Coastal Aquifers in S	Impl. Partner :	99999 UNDP
		Location :	Fiji
		Govt Exp	UNDP Exp
		UN Agencies Exp	Total Exp

Activity : 1 (Project Preparation Grant)

Fund : 62000 (GEF Voluntary Contribution)

71205 - Intl Consultants-Sht Term-Tech	22,436.17	0.00	0.00	22,436.17
71305 - Local Consult.-Sht Term-Tech	1,320.39	0.00	0.00	1,320.39
71310 - Local Consult.-Short Term-Supp	- 40.96	0.00	0.00	- 40.96
71605 - Travel Tickets-International	2,216.66	0.00	0.00	2,216.66
71610 - Travel Tickets-Local	1,277.84	0.00	0.00	1,277.84
71615 - Daily Subsistence Allow-Intl	- 7,358.50	0.00	0.00	- 7,358.50
71620 - Daily Subsistence Allow-Local	388.01	0.00	0.00	388.01
71625 - Daily Subsist Allow-Mtg Partic	3,174.39	0.00	0.00	3,174.39
71635 - Travel - Other	- 1,296.59	0.00	0.00	- 1,296.59
72505 - Stationery & other Office Supp	210.32	0.00	0.00	210.32
72805 - Acquis of Computer Hardware	78.55	0.00	0.00	78.55
74525 - Sundry	15,773.49	0.00	0.00	15,773.49
75709 - Learning - training of counter	- 15,101.40	0.00	0.00	- 15,101.40

<b>Total for Fund 62000</b>	<b>23,078.37</b>	<b>0.00</b>	<b>0.00</b>	<b>23,078.37</b>
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<b>Total for Activity 1</b>	<b>23,078.37</b>	<b>0.00</b>	<b>0.00</b>	<b>23,078.37</b>
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<b>Total for Output : 00110548</b>	<b>23,078.37</b>	<b>0.00</b>	<b>0.00</b>	<b>23,078.37</b>
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<b>Project Total :</b>	<b>23,078.37</b>	<b>0.00</b>	<b>0.00</b>	<b>23,078.37</b>
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Signed By : Floyd Robinson Date : 03-Oct-2021Signed By : [Signature] Date : 04-Oct-2021

**Combined Delivery Report by Activity**UN  
DP UN Development Programme

Report ID: unglcdrv

Page 2 of 3

Run Time: 03-10-2021 20:10:57

**Selection Criteria :**

Business Unit : FJ10  
 Period : Jan-Dec (2020)  
 Selected Project Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Outputs : 00110548

Project Id : ALL	Period :	Jan-Dec (2020)			
Output # : ALL	Impl. Partner :				
	Location :				
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

40401 - Fiji - Central

23,078.37

0.00

0.00

23,078.37

**Combined Delivery Report by Activity****UN Development Programme**

Report ID: unglcdrb

Page 3 of 3

Run Time: 03-10-2021 20:10:59

**Funds Utilization****Selection Criteria :**

Business Unit : FJ10  
 Period : Jan-Dec (2020)  
 Selected Project Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Outputs : 00110548

**Project/Award: 00111621 Managing Coastal Aquifers in S****Period : As Of Dec31,2020**

<b>Output #</b>	<b>00110548</b>	<b>Impl. Partner :99999 UNDP</b>	<b>UNDP AMOUNT</b>
Outstanding NEX advances			0.00
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			4,322.50





**Combined Delivery Report by Activity**UN  
DP UN Development Programme

Report ID: unglcdrv

Page 2 of 3

Run Time: 03-10-2021 20:10:13

**Selection Criteria :**

Business Unit : FJ10  
 Period : Jan-Dec (2019)  
 Selected Project Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Outputs : 00110548

Project Id : ALL	Period :	Jan-Dec (2019)			
Output # : ALL	Impl. Partner :				
	Location :				
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

40401 - Fiji - Central

142,671.40

8,001.91

0.00

150,673.31

**Combined Delivery Report by Activity****UN Development Programme**

Report ID: unglcdrb

Page 3 of 3

Run Time: 03-10-2021 20:10:15

**Funds Utilization****Selection Criteria :**

**Business Unit :** FJ10  
**Period :** Jan-Dec (2019)  
**Selected Project Id :** ALL  
**Selected Fund Code :** ALL  
**Selected Dept. IDs :** ALL  
**Selected Outputs :** 00110548

**Project/Award: 00111621 Managing Coastal Aquifers in S****Period : As Of Dec31,2019**

<b>Output #</b>	<b>00110548</b>	<b>Impl. Partner :99999 UNDP</b>	<b>UNDP AMOUNT</b>
Outstanding NEX advances			<b>0.00</b>
Undepreciated Fixed Assets			<b>0.00</b>
Unamortized Intangible Assets			<b>0.00</b>
Inventory			<b>0.00</b>
Prepayments			<b>0.00</b>
Commitments			<b>0.00</b>



**Combined Delivery Report by Activity**UN  
DP UN Development Programme

Report ID: unglcdrv

Page 2 of 3

Run Time: 03-10-2021 20:10:19

**Selection Criteria :**

Business Unit : FJ10  
 Period : Jan-Dec (2018)  
 Selected Project Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Outputs : 00110548

Project Id : ALL	Period : Jan-Dec (2018)				
Output # : ALL	Impl. Partner :				
	Location :				
		Govt Exp	UNDP Exp	UN Agencies Exp	Total Exp

40401 - Fiji - Central		37,782.23	14,143.15	0.00	51,925.38
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**Combined Delivery Report by Activity****UN Development Programme**

Report ID: unglcdrb

Page 3 of 3

Run Time: 03-10-2021 20:10:19

**Funds Utilization****Selection Criteria :**

Business Unit : FJ10  
 Period : Jan-Dec (2018)  
 Selected Project Id : ALL  
 Selected Fund Code : ALL  
 Selected Dept. IDs : ALL  
 Selected Outputs : 00110548

Project/Award: 00111621 Managing Coastal Aquifers in S Period : As Of Dec31,2018

Output #	00110548	Impl. Partner :99999 UNDP	UNDP AMOUNT
Outstanding NEX advances			7,749.77
Undepreciated Fixed Assets			0.00
Unamortized Intangible Assets			0.00
Inventory			0.00
Prepayments			0.00
Commitments			0.00

**Certificate Of Completion**

Envelope Id: C842A51415A7458D9E77C20B63058B66

Status: Completed

Subject: Please DocuSign: Operational Closure Checklist.pdf, Financial Closure Checklist.pdf, 2021 CDR.P...

Source Envelope:

Document Pages: 14

Signatures: 16

Envelope Originator:

Certificate Pages: 2

Initials: 0

Timoci Tuivaga

AutoNav: Enabled

One United Nations Plaza

Envelope Stamping: Enabled

New York, NY 10017

Time Zone: (UTC-08:00) Pacific Time (US &amp; Canada)

timoci.tuivaga@undp.org

IP Address: 210.7.29.165

**Record Tracking**

Status: Original

Holder: Timoci Tuivaga

Location: DocuSign

10/3/2021 11:42:54 AM

timoci.tuivaga@undp.org

**Signer Events****Signature****Timestamp**

Timoci Tuivaga

timoci.tuivaga@undp.org

Finance Assistant

United Nations Development Program - Global

Security Level: Email, Account Authentication  
(None)

Sent: 10/3/2021 11:55:39 AM

Viewed: 10/3/2021 11:56:09 AM

Signed: 10/3/2021 11:56:17 AM

Signature Adoption: Pre-selected Style

Using IP Address: 210.7.29.165

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Luisa Katonibau

luisa.katonibau@undp.org

Prog Finance Assoc.

UNDP Headquarters

Security Level: Email, Account Authentication  
(None)

Sent: 10/3/2021 11:56:19 AM

Viewed: 10/3/2021 2:19:11 PM

Signed: 10/3/2021 2:19:53 PM

Signature Adoption: Uploaded Signature Image

Using IP Address: 27.123.137.201

Signed using mobile

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Floyd Robinson

floyd.robinson@undp.org

Analyst

UNDP Headquarters

Security Level: Email, Account Authentication  
(None)

Sent: 10/3/2021 2:19:56 PM

Viewed: 10/3/2021 2:50:07 PM

Signed: 10/3/2021 2:50:36 PM

Signature Adoption: Pre-selected Style

Using IP Address: 45.117.247.251

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

Levan Bouadze

levan.bouadze@undp.org

Resident Representative

UNDP

Security Level: Email, Account Authentication  
(None)

Sent: 10/3/2021 2:50:40 PM

Viewed: 10/4/2021 12:30:17 PM

Signed: 10/4/2021 12:30:30 PM

Signature Adoption: Drawn on Device

Using IP Address: 210.7.11.101

**Electronic Record and Signature Disclosure:**

Not Offered via DocuSign

**In Person Signer Events****Signature****Timestamp****Editor Delivery Events****Status****Timestamp**

<b>Agent Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Intermediary Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Certified Delivery Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Carbon Copy Events</b>	<b>Status</b>	<b>Timestamp</b>
<b>Witness Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Notary Events</b>	<b>Signature</b>	<b>Timestamp</b>
<b>Envelope Summary Events</b>	<b>Status</b>	<b>Timestamps</b>
Envelope Sent	Hashed/Encrypted	10/3/2021 11:55:39 AM
Certified Delivered	Security Checked	10/4/2021 12:30:17 PM
Signing Complete	Security Checked	10/4/2021 12:30:30 PM
Completed	Security Checked	10/4/2021 12:30:30 PM
<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>