Status History and Attachments

· Č	Dutput Details	Output Dates		Output Status	
Business Unit	UNDP1	Start Date 01/01/2000		On Going	
Project Number	00038709	End Date	31/12/2025	Oll going	
Output Number	00043084	Output Manager		Effective Date	
Output Name	Programme Effectiveness - Deve	eness - Deve GARCIA RAMOS PATINO, Maria Elena			
Output F	Financials (Cash Funds)	O	utput Financials (Allocation	Funds)	
Total Contribution Recognized \$ 0.00		Approved Budget		\$ 1,877,420.80	
Transfers to/from - Funds/	PORT TO STATE OF THE STATE OF T	Advances Balance		\$ 0.00	
Interest Earned	\$ 0.00	Total Expense	\$ 1,873,787.68		
Advances Balance	\$ 0.00	Undepreciated Assets		\$ 0.00	
Total Expense	\$ 0.00	Open Purchase Orders		\$ 0.00	
Undepreciated Assets \$ 0.00		Balance		\$ 3,633.12	
Open Purchase Orders	\$ 0.00				
Fund Balance	\$ 0.00				

eChecklist Instructions: (This Is Pilot eChecklist)

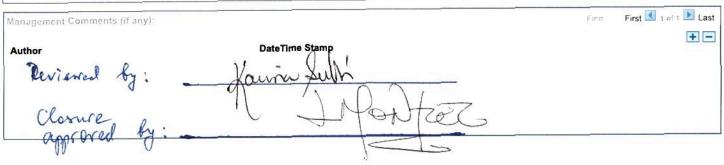
In order to be able to close the project operationally all items in the below list need to be checked as (YES). If any of the items is not applicable for the project then it can be checked as (YES). A project is operationally completed when the last UNDP-financed inputs have been provided and related 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.gra/SitePages/POPPSubject.gsgx/SBIID=248&Menu=BusinessUnit

Opera	Operational Closure Checklist									
No.	TASK	YES	NO	NOTES						
1	Prepare Final Project Review Report and as Annex, a lessons-learned report.	V		A standard format should be used. Review the following links; Final Project Review Report (POPP) and lessons learned as per the following guidelines.						
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	\checkmark		If required by partnership arrangements or if so decided by UNDP, commission project evaluation, prepare a management response to evaluation and discuss and share findings and recommendations for learning. Review the following links: Evaluation Resource Centre TOR for Evaluation Report Format						
4	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.	√		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.	V		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.						



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.

mandial Cligatic Chicklest ASK	YES	NY	WOTES		
<u> </u>			A A	has Transaction Check	
Ensure that all financial transactions are in Atlas General Ledger (Based on final report from the Implementing Partner)				Actas Barance Transaction Currency — Bas	e Currency (USD)
o outstanding NEX advances-in either local currency or USD (Account 16005)	-		Outstanding Advances	0.00	\$ 0.00
to other outstanding advances-in either local currency or USD (Account 14001, 14056, 4057, 14501, 16006, 16010, 16015, 17008, 17009)	•		Outstanding Advances Other	0.00	\$ 0.00
o outstanding Project Delivery Reports (PDRs);			PDR: http://unex.undp.org		
o open Purchase Orders (POs);	•		Open Purchase Orders	0.00	\$ 0.00
No Receipt Accruals; No Outstanding Commitments:			Receipt Accruals	0.00	\$ 0.00
			Please ensure commitments outside Atias are resolved (Non-PO Commitments) - Supporting doc should be uploaded to Atias (Attachments Tab)		
No outstanding prepaid vouchers (Account 16065)			Prepaid Vouchers	0.00	\$ 0.00
			No Pending Vouchers - Please run t	he query link to verify and check ar	ny pending vouchers.
No pending vouchers; All pre-financing activities have been recovered another reimbursed.			Supporting documents if any should be uplo	aded 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 reconcilled to actual expense/delivery. A pro-rata return of GMS based on the balance of unspent funds must be done);			Charged GMS Rate %	% 0.00	% 0.0
lo pending GLJEs;	-		GUEs Not Posted	0.00	\$ 0.0
lo unapplied deposits or other unrecorded revenue;			Unapplied Deposits by Office	0.00	\$ 0.0
to outstanding Accounts Receivable to be received from donors per signed agreements;			Contract Pending Events	0.00	\$ 0.0
io outstanding Contribution Receivable to be collected from donor (GL Account 14015 salance including FX Revaluation)	,		Contribution Amount Not Collected	0.00	\$ 0.0
io AR direct journals in budget error or incomplete status;			No Pending AR direct journals - Ple AR direct journals.	ase run the query link to verify and	I check any pending
Il assets are transferred or otherwise disposed of; Asset Transfer letters/documents are in lace. (GL 18xxx Accounts) (Click Link for ISR Report)	•		Assets	\$ 0.00	\$ 0.0
Il un-used inventory items held at the end of the project has been disposed off or transferre	d		Supporting documents if any should be uple	paded to Atlas (Attachments Tab)	
o other projects insure all transactions for sale/transfer/donation/disposal etc. of assets have been process∈ ind GMS charged.	ed		Supporting documents if any should be upl	paded to Atlas (Attachments Tab)	
All items held as inventory should be distributed or transferred to recipient or returned to lonor as specified in the donor agreement.			Supporting documents if any should be upl	paded to Atlas (Attachments Tab)	
Il Project Petty Cash (11015 (old), 16105(new)) and Project Cash Advance Accounts (Acc. 6106, 16107, 16108 and 16007) are cleared;			Petty Cash & Cash Advance	0.00	\$ 0.0
roject Bank Account is fully reconciled and closed.			Project staff should coordinate with Implem	enting partner to close Project Bank accou	
Ul Staff Receivables in USD Only (Acc. 14005, 14020, 14022, 14023, 14025, 14030, 14035 14040, 14042, 14045, 14046, 14050, 14055, 14085) are cleared;			Staff Receivables	0.00	\$ 0.0 \$ 0.0
All accrued employee benefits are fully accounted.	•		Employee Benefits	0.00	\$ 0.0
No other pending liabilities in USD Only; (GL 2xxx Accounts - Excluding 21005)	•		Pending Liabilities		\$ 0.0
The CDR for the previous quarter shows Zero future expenses (commitments).			Copy of CDR should be uploaded to Atlas Minutes should be uploaded to Atlas (Attac		
inal LPAC / Steering committee minutes are available.			Supporting documents if any should be up		
All audit observations are closed with supporting documentation. The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by			Supporting documents should be uploaded to Atlas (Attachments Tap)		
responsible parties.					
f 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 (Exclude	e es		Tund	neral "dager Dash Balaise Donar	Amount USD
Outstanding Contribution Receivable to be collected from donor) if any. Consultations with Donors on the disposition of unexpended cost-sharing balances, where			UNDP Issue refunds to donor as the very I If the donor requests a refund at any earli Treasurer to issuing the refund. Please ref	er point then you need to the approval of the	nancially complete in ATL ne Chief, Account Division
required by contribution agreement, have taken place and are documented in writing. 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	\$ 0.
Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded	i _		Supporting documents if any should be up	loaded to Atlas (Attachments Tab)	
to the donor if specified in the agreement.			Supporting documents if any should be up	loaded to Atlas (Attachments Tab)	
Notified the GSSC to close any associated contract in the contracts module. All donor reports, as established in the Cost Sharing agreement, were submitted and			Supporting documents if any should be up		
acknowledged receipt by the donor representative.				ounts or funds. Once confirmed, project st	atus in Atlas will be set to
Ensure project accounts are closed.			For more information on project closure pi Closure of Development Projects and Fina	ocedures and policies, please refer to <u>Closencial Closure of Trust Funds</u> in the POPP.	sing a Project and Finance
Management Comments (P. arry)			First 1	tar Last	
				+ -	

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