Project Completion Check List

Unit: UNDP1
Award ID: 95721
Project ID/ Output No: 99770 PRESANCA II FINLAND

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 Purchase Orders
✓	No Receipt Accruals
✓	No outstanding commitments
✓	No pending prepayments and other non PO advances
✓	All pre-financing activities have been recovered and/or reimbursed
✓	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 expenses/delivery. 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 revenue
✓	No outstanding Accounts Receivable to be received from donors per signed agreements
✓	No AR direct journal in budget error or incomplete status
✓	All assets are transferred or otherwise disposed of. Asset transfer letters/documents are in place.
✓	Ensure all transactions for sale/transfer/donation/disposal, etc., of assets have been processed and GMS charged
✓	All items held as inventory should be distributed or transferred to recipient or returned to donor as specified in the donor agreement
✓	All project petty cash is cleared
✓	Project bank account is fully reconciled and closed
✓	All accrued employee benefits are fully accounted
✓	No other pending liabilities
✓	The CDR for the previous quarter shows zero future expenses (commitments).
✓	Final LPAC/steering committee minutes are available

✓	All audit observations are closed with supporting documentation.
✓	The final CDR is signed by UNDP and the Implementing Partner. Final report submitted by responsible parties.
✓	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 and are documented in writing.
✓	All refunds to donors have been transferred to Account 21030 (Pending Refunds to Donors) and the project balance is zero.
✓	Notified Treasury Contributions Unit if the donor agreement requires interest to be refunded to the donor if specified in the agreement.
✓	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 acknowledged receipt by the donor representative.

Name: Richard Barathe

Title: Director, Regional Hub RBLAC

Signature: _____   **Date:**   30 August 2017

The check list must be signed by the Resident Representative/Head of Office or a senior official designated by the Resident Representative/Head of Office.

Project Closure Checklist
Operation & Financial Closure of a Project

This list has to be initiated and processed by the Project Manager*

SECTION 1: PROJECT INFORMATION

1. Project Title: PRESANCA II-Finland	2. Atlas Project Number: UNDP1 99770	3. Award No: 95721

SECTION 2: OPERATION CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
4. Prepare Final Project Review report	Project Manager*	Atlas Report: Quarterly Review Report	☒	☐	A standard format should be used; prepared in the form of a **case study**. Review the following links; Final Project Review Report Deliverable Description
5. Conduct final review	Project Board Programme Officer	Project Attachment	☒	☐	Include in this meeting a final review of project financials, results, progress on capacity development strategies, and lessons learned. Topics during the review include: - Activity deliverables quality - Overall project performance - Outstanding activities - Use of remaining budget, if any - Effective date of project closure - Transitioning of responsibilities to national counterparts - Hand-over of assets
6. Commission project evaluation	Project Board		☒	☐	Mandatory only when required by partnership protocols (e.g. GEF) and within the context of UNDAF evaluation. Review the following links: Project Evaluation TOR Project Evaluation Report
7. Initiate project Audit (if applicable)	Project Board		☒	☐	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.
8. Notify operational completion of the project	Project Board		☒	☐	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 when this state has been reached. When a project is operationally complete, the parties must agree on the disposal of any equipment that is still the property of UNDP. Equipment purchased with UNDP funds remain UNDP property until formally transferred or otherwise disposal off.
9. Operationally close the project (and Award if applicable)	Project Assurance	Project>Project Status C	☒	☐	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.
		Award Profile> Status C	☒	☐	

SECTION 3: FINANCIAL CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
10. Transfer project deliverables and documents At the completion of the project, the parties must agree on the disposal of equipment that is still property of UNDP. Equipment purchased with UNDP funds remain UNDP property until formally transferred or otherwise disposal of)	Project Manager/ Programme Officer/ Head of Unit	None	☒	☐	- Also complete; (a) Completed equipment/asset list (inventory list), (refer equipment/Asset listing) and: (b) Transfer or dispose of assets (refer Transfer of Asset Form: Annex I) - Project deliverables, documents, files, equipment and materials (if not already transferred) should be transferred to the national beneficiaries or national representatives at this time.
11. Ensure that all financial transactions are in Atlas (Based on final report from the Implementing Partner)	Programme Officer		☒	☐	Atlas Transaction Check: - No outstanding advances-in either local currency or USD - No open POs - no pending GLJEs - no unapplied deposits - no AR direct journals in budget error or incomplete Status - the CDR for the previous quarter shows zero encumbrances - All Audit Gaps should be closed with supporting documentation

Project Closure Checklist
Operation & Financial Closure of a Project

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City of Knowledge Building 128, Panama City Panama

					Update the following;
12. Update other ATLAS requirements (Based on final report from the Implementing Partner)	Programme Officer		☒	☐	Update the following; • Quality Log • Issues Log • Risk Log • Lessons Learned Log • Communication and Monitoring Plan
13. Review and sign final CDR	Project Manager/ Programme Officer/ Head of Unit	ATLAS report	☒	☐	• Signed by UNDP, confirming final project financial accounts and expenditures. • Project should be financially completed not more than 12 after operational completion or date of discontinuation. • For More information refer to the CDRPD1 document.
14. Conduct final project budget revision and sign final Annual Work Plan	Project Manager	Grants>Award> Award Profile/ Project/Project Budget	☒	☐	Signed by UNDP and Implementing Partner, confirming final project Annual Work Plan according to the actual project activities. No adjustments can be made to a financially completed project.
15. Negotiate with Donor on refund/reallocation of cost-sharing balances at the fund-project-donor level (very last step prior to designating the project as financially complete)	Programme Officer/ Head of Unit	General Ledger>Journal>Create Journal Entries	☒	☐	UNDP Issue refunds to donor as the very last step before designating a project as financially complete in ATLAS .If the donor requests a refund at any earlier point then you need the approval of the Chief, Account Division or Treasurer to issuing the refund.
16. Ensure project accounts are closed	Project Assurance	Project>Project Status F	☒	☐	Closure of any project-based financial accounts or funds. Once confirmed, project status in Atlas will be set to "Financially Closed". No further financial transactions can be made. For more information on project closure procedures and policies, see Closing a Project document and Programme and Project Completion, or refer to Closing a Project in the POPP.

SECTION 4: APPROVAL

1. Project Manager:

Name:

Comments:

Signature:

Date:

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2. Programme Officer:

Name: Maribel Landau

Comments:

Signature:

Date: 30 August 2017

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3. Head of Unit:

Name:

Comments:

Signature:

Date:

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4. Management Support Unit:

Name: Alfonso Fernandez

Comments:

Signature:

Date: 30 August 2017

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5. Director, Regional Hub RBLAC:

Name: Richard Barathe

Comments:

Signature:

Date: 30 August 2017

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* In absence of project manager; the Programme Officer or the Head of Unit should initiate and process this checklist.

Project Closure Checklist
Operation & Financial Closure of a Project

This list has to be initiated and processed by the Project Manager*

SECTION 1: PROJECT INFORMATION

1. Project Title: PRESANCA II-Finland	2. Atlas Project Number: NIC10 80159	3. Award No: 95721

SECTION 2: OPERATION CLOSURE

TASK	RESPONSIBLE PERSON	ATLAS ACTION POINT	YES	NO	NOTES
4. Prepare Final Project Review report	Project Manager*	Atlas Report: Quarterly Review Report	☐	☐	A standard format should be used; prepared in the form of a **case study**. Review the following links; Final Project Review Report Deliverable Description
5. Conduct final review	Project Board Programme Officer	Project Attachment	☐	☐	Include in this meeting a final review of project financials, results, progress on capacity development strategies, and lessons learned. Topics during the review include: - Activity deliverables quality - Overall project performance - Outstanding activities - Use of remaining budget, if any - Effective date of project closure - Transitioning of responsibilities to national counterparts - Hand-over of assets
6. Commission project evaluation	Project Board		☐	☐	Mandatory only when required by partnership protocols (e.g. GEF) and within the context of UNDAF evaluation. Review the following links: Project Evaluation TOR Project Evaluation Report
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SECTION 3: FINANCIAL CLOSURE

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Project Closure Checklist
˙ Operation & Financial Closure of a Project

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City of Knowledge Building 128, Panama City Panama

12. Update other ATLAS requirements (Based on final report from the Implementing Partner)	Programme Officer		☐	☐	Update the following; ▪ Quality Log ▪ Issues Log ▪ Risk Log ▪ Lessons Learned Log ▪ Communication and Monitoring Plan
13. Review and sign final CDR	Project Manager/ Programme Officer/ Head of Unit	ATLAS report	☒	☐	▪ Signed by UNDP, confirming final project financial accounts and expenditures. ▪ Project should be financially completed not more than 12 after operational completion or date of discontinuation. ▪ For More information refer to the CDRPD1 document.
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SECTION 4: APPROVAL

1. Project Manager:

Name:

Comments:

Signature: _____

Date:

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2. Programme Officer:

Name:

Comments:

Signature: _____

Date: 30 August 2017

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3. Head of Unit:

Name:

Comments:

Signature: _____

Date:

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4. Management Support Unit:

Name: Karina Servellon

Comments:

Signature: *[signature]*

Date: 30 August 2017

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5. Deputy Director, RBLAC:

Name: Lenni Montiel

Comments:

Signature: *[signature]*

Date: 30 August 2017

˙ In absence of project manager; the Programme Officer or the Head of Unit should initiate and process this checklist.