

Project Completion Check List for the Africa Adaptation Programme

Project implementation for the Africa Adaptation Programme ended in December 2012. Per the Advisory Note for AAP National Project Closure (sent in July 2012), exceptional operational closure was granted by the Programme Board to extend through February 28, 2013. The following project completion actions are critical for UNDP to ensure responsible programme closure and to meet the agreement with the donor. This list has been modified for AAP national projects specifically. Please confirm completion of all actions below.

Country Office: SAO TOME AND PRINCIPE **Project No.** 00072597

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

✓	National Project Evaluation Report (written by external evaluator(s)) completed and submitted to EEG (Jen.Stephens@undp.org)
✓	Project Review Report with Lessons Learned Report (written by the Project Manager) completed and submitted to EEG (Jen.Stephens@undp.org)
✓	All assets are transferred or otherwise disposed of and transfer /disposal documentation submitted to EEG for programme closure files (Jen.Stephens@undp.org).
✓	No outstanding NEX advances – in either local currency or USD
✓	No outstanding PDRs
✓	No open Purchase Orders
✓	No pending vouchers
✓	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
✓	No other pending liabilities (including any inter-agency issues for project closure ¹ , etc.)
✓	The CDR for the previous quarter shows zero encumbrances
✓	All audit gaps are closed with supporting documentation. Audit report submitted to EEG for programme closure files (Jen.Stephens@undp.org)
✓	The final CDR is signed by UNDP and the Implementing Partner and submitted to EEG (Jen.Stephens@undp.org) CDRs for 2012 annual and CDR and Q1/Q2 2013 showing final operational closure expenditures logged should be signed / submitted.
✓	Project status in Atlas set to “Financially Closed.”

Name Jose Xavier Salema

Title Resident Representative

Signature _____



Date 09 August 2013

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.

¹ Only applicable to Nigeria, Kenya, Ethiopia, Malawi