



**TRANSFER OF TITLE OF ASSETS FROM  
THE UNITED NATIONS DEVELOPMENT PROGRAMME  
TO THE GOVERNMENT OF TIMOR-LESTE**

**THIS AGREEMENT** made this 26 day June 2014, by and between the United Nations Development Programme (hereinafter referred to as "UNDP"), for the transfer to the Ministry of Social Solidarity Timor-Leste (hereinafter referred to as the "Government"), for the transfer and acceptance of full title and ownership of assets as specified in attached supply and equipment list, hereto as Annex I at a total cost of **USD \$22,159.30**

The assets transferred represent assistance of UNDP to Department Peace Building Social Cohesion of Timor-Leste to facilitate Peace Building Programme, 00073199 (hereinafter referred to as "Project"). The transfer of title is limited to the use of such assets solely for the stated purposes of the Project in the manner and place as set out in the Project Document, hereto as Annex II, and subject to further limitations contained therein.

The transfer of such assets must be affected in compliance with UNDP Financial Rules and Regulations, the Procurement Manual and the Asset Management Guidelines.

**IN WITNESS WHEREOF**, UNDP and the Government, through their duly authorized representatives, have signed this Agreement:

**ACCEPTED:**

FOR THE GOVERNMENT:

By:

  
Name: Amândio Amaral (res) 2

Title:

DNACS

Date:

2-7-14

**ACCEPTED:**

FOR UNDP:

By:

  
Name: Noura Hamladji

Title: Country Director a.i.

Date:

27/06/2014

UNDP COUNTRY OFFICE TLS10 PRE-2012 PROJECT ASSETS PHYSICAL VERIFICATION AS OF 31 DECEMBER 2013 (Below \$1000)

BUSINESS UNIT	OPERATING UNIT	ASSET	ASSET TYPE	PROFILE ID (Electrical, Vehicles etc)	CATEGORY	LIFE	TAG NUMBER	SERIAL ID	DESCRIPTION	LOCATION (project)	CUSTOMER NAME	ACQUISITION DATE	Quantity (should always be 1)	Acquisition Cost	Currency (Should Always be USD)	PROJECT ID	Activity
TL510	DPBSC PROJECT	Motorbike Honda Mega Pro 160cc	EQUIPMENT	ELECTRICAL			000000000977	AU083702P2	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Belo, Emeralds	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000978	AU083702NR	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Bracon District	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000979	AU083702NM	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Adao, Jorge	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000980	AU083702Q0	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Broken	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000981	AU083702Y2	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Marico	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000982	AU083702P0	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Dhl Oeste Office	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000983	AU083702P0	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Broken	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000984	AU083702P0	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Broken	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000985	AU083702NW	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Dhl Oeste Office	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000000986	AU083702P0	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Maa, Domingos	10/23/2008	1	855,890	USD	00061851	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000001563	SGH9370K4J	DESKTOP COMPUTER HP d62390 MT	TL5-DPBSC	Madeira, Delfina	10/27/2009	1	903,000	USD	00073199	
TL510	DPBSC PROJECT	DESKTOP COMPUTER HP d62390	EQUIPMENT	ELECTRICAL			000000001564	SGH9370K3W	DESKTOP COMPUTER HP d62390 MT	TL5-DPBSC	Broken	10/27/2009	1	903,000	USD	00073199	

8,364.90

UNDP COUNTRY OFFICE TLS10 PRE-2012 PROJECT ASSETS PHYSICAL VERIFICATION AS OF 31 DECEMBER 2013 (Asset above 1000)

No	SERIAL ID	DESCRIPTION	LOCATION (project)	CUSTOMER NAME	ACQUISITION DATE	Acquisition Cost	Currency (Should Always be USD)	FUND CODE	Implementing Agent	Donor	PROJECT ID	DEPTID (expenditure)	Activity
1	KC11E1161520	Motorbike Honda Mega Pro 160cc	TL5-DPBSC	Treia Leonisa	7/30/2008	1900,000	USD	26921	001981	00012	00073199	40203	ActivityY1
2	AUD09507LY	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Treia Leonisa	8/11/2009	1244,800	USD	30000	001981	00055	00073199	40203	ActivityY1
3	AUD09507LP	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Dhl Oeste	8/11/2009	1244,800	USD	26921	001981	00012	00073199	40203	ActivityY1
4	AUD09507NQ	DESKTOP COMPUTER HP d62390	TL5-DPBSC	Dhl Oeste	8/11/2009	1244,800	USD	30000	001981	00055	00073199	40203	ActivityY1
5	ENGINE KC11E1228280	MOTORBIKE MEGA PRO 160CC	TL5-DPBSC	Guamao, Florindo	5/27/2009	1785,000	USD	26921	001981	00012	00073199	40203	ActivityY1
6	KC11E1226446	MOTORBIKE MEGA PRO 160CC	TL5-DPBSC	Guamao, Arnaldo	5/27/2009	1785,000	USD	30000	001981	00055	00073199	40203	ActivityY1
7	KC11E1183656	MOTORBIKE MEGA PRO 160CC	TL5-DPBSC	Macedo, Serafim	5/27/2009	1785,000	USD	30000	001981	00055	00073199	40203	ActivityY1
8	KC11E1277981	MOTORBIKE MEGA PRO 160CC	TL5-DPBSC	Rego, Helder	5/27/2009	1785,000	USD	26921	001981	00012	00073199	40203	ActivityY1
9	CNU02910R4	LAPTOP COMPUTER HP 4410s	TL5-DPBSC	Belo, Agustinho	11/27/2009	1020,000	USD	26921	001981	00012	00073199	40203	ActivityY1

Total 13,784.40

UNDP COUNTRY OFFICE TLS10 PRE-2012 PROJECT ASSETS PHYSICAL VERIFICATION AS OF 31 DECEMBER 2013

No	SERIAL ID	DESCRIPTION	LOCATION (physical)	CUSTOMER NAME	ACQUISITION DATE	Acquisition Cost	Currency (Should Always be USD)	FUND CODE	Implementing Agent	Donor PROJECT ID (ref)	DEPTID (expenditure)	Activity
1	KC11E1161520	Motorbike Honda Mega Pro1600cc	TLS-DPBSC	Tecia Leonisa	7/30/2008	1800.000	USD	26921	001981	00012 00073199	40203	Activity01
2	WLT TA 104028	FORD RANGER	TLS-DPBSC	Da Cruz Natallino	1/27/2009	12916.000	USD	30000	001981	00055 00073199	40203	Activity01
3	ENGINE WLT TA 109280	FORD RANGER	TLS-DPBSC	Ximenes, Paulino	1/27/2009	12916.000	USD	30000	001981	00055 00073199	40203	Activity01
4	ENGINE WLT TA 109283	FORD RANGER	TLS-DPBSC	Ram, Nuno	1/27/2009	12916.000	USD	30000	001981	00055 00073199	40203	Activity01
5	AUD92507LY	DESKTOP COMPUTER HP dx 2810MT	TLS-DPBSC	Gomes, Georgete	8/11/2009	1244.800	USD	30000	001981	00055 00073199	40203	Activity01
6	AUD92507LP	DESKTOP COMPUTER HP dx 2810MT	TLS-DPBSC	Gomes, Georgete	8/11/2009	1244.800	USD	26921	001981	00012 00073199	40203	Activity01
7	AUD92507NO	DESKTOP COMPUTER HP dx 2810MT	TLS-DPBSC	Gomes, Georgete	8/11/2009	1102.000	USD	30000	001981	00055 00073199	40203	Activity01
8	SGH915028J	LAPTOP HP 6730b	TLS-DPBSC	Gomes, Georgete	5/27/2009	1785.000	USD	26921	001981	00012 00073199	40203	Activity01
9	ENGINE KC11E1226280	MOTORBIKE MEGA PRO 1600C	TLS-DPBSC	Gomes, Georgete	5/27/2009	1785.000	USD	30000	001981	00055 00073199	40203	Activity01
10	KC11E1226846	MOTORBIKE MEGA PRO 1600C	TLS-DPBSC	Gomes, Georgete	5/27/2009	1785.000	USD	30000	001981	00055 00073199	40203	Activity01
11	KC11E1183656	MOTORBIKE MEGA PRO 1600C	TLS-DPBSC	Gomes, Georgete	5/27/2009	1785.000	USD	30000	001981	00055 00073199	40203	Activity01
12	KC11E1227981	MOTORBIKE MEGA PRO 1600C	TLS-DPBSC	Gomes, Georgete	5/27/2009	1785.000	USD	26921	001981	00012 00073199	40203	Activity01
13	300015010501700	SATELLITE PHONE 9555 IRIDIUM	TLS-DPBSC	Noronha Alvaro	6/17/2009	1479.000	USD	30000	001981	00055 00073199	40203	Activity01
14	300015010501710	SATELLITE PHONE 9555 IRIDIUM	TLS-DPBSC	Noronha Alvaro	6/17/2009	1479.000	USD	30000	001981	00055 00073199	40203	Activity01
15	CNU929TOR4	LAPTOP COMPUTER HP 4410s	TLS-DPBSC	Gomes, Georgete	11/27/2009	1020.000	USD	26921	001981	00012 00073199	40203	Activity01
Total						56602.400						

Prepared by (Asset Focal Point) Georgete da Cruz Gomes 9/12/2013  
 Submitted by (Project Manager) Jesse Carlos Brito 9/12/2013  
 Cleared by (Team Leader) ALVARO DA SILVA 9/12/2013  
 Approved by (Operation Manager) Jessika 24/10/2013

RE: DPBSC Asset  
DELETE REPLY REPLY ALL FORWARD  
CONTINUE EDITING DISCARD  
mark as unread

jose belo  
Thu 6/26/2014 5:33 PM  
To:

---

...

Cc:

---

---

---

...

Dear Gete,

Thank you for update. Great news.

Jose

---

**José Marcelino Cabral Belo**  
Assistant Country Director (programme)  
Head of Sustainable Development and Resilience Unit

UNDP Timor Leste  
UN House, Caicoli Street (Obrigado Barracks)  
PO Box: 008, Dili, Timor-Leste

Mobile: +670.77231013  
Landline: +670.3311220 or +47 24135378, ext: 2097;  
via Brindisi: +390.831233555 x2097, via NY: +1.2129630099 x2097  
Fax: +670.3313534,  
E-mail: [jose.belo@undp.org](mailto:jose.belo@undp.org),  
Skype: jose.belo10, Website: [www.tl.undp.org](http://www.tl.undp.org)

**From:** Georgete da Cruz Gomes  
**Sent:** Thursday, June 26, 2014 4:50 PM  
**To:** jose belo  
**Cc:** jose.guterres; Justino da Costa; tidina.belo@yahoo.com  
**Subject:** RE: DPBSC Asset

Dear Maun

I confirmed with the MSS Logistic Officer and she confirmed that the asset attached under dialog project (Asset transfer and asset disposed in 2008) has received by MSS.

Regards,  
Gete

---

**From:** jose belo  
**Sent:** Thursday, May 29, 2014 8:38 AM  
**To:** Georgete da Cruz Gomes  
**Cc:** jose.guterres; Justino da Costa; Livio Soares  
**Subject:** RE: DPBSC Asset

Dear Gete,

Thank you for this. Please double check some of assets transferred to MSS with their logistical officer. Once you get clear information then you take from there.

Please let me know if you need any further help.

Best,

---

**José Marcelino Cabral Belo**  
Assistant Country Director (programme)  
Head of Sustainable Development and Resilience Unit

UNDP Timor Leste  
UN House, Caicoli Street (Obrigado Barracks)  
PO Box: 008, Dili, Timor-Leste

Mobile: +670.77231013  
Landline: +670.3311220 or +47 24135378, ext: 2097;  
via Brindisi: +390.831233555 x2097, via NY: +1.2129630099 x2097  
Fax: +670.3313534,  
E-mail: [jose.belo@undp.org](mailto:jose.belo@undp.org),  
Skype: jose.belo10, Website: [www.tl.undp.org](http://www.tl.undp.org)

**From:** Georgete da Cruz Gomes  
**Sent:** Wednesday, May 28, 2014 3:55 PM  
**To:** jose belo  
**Cc:** jose.guterres; Justino da Costa; Livio Soares  
**Subject:** DPBSC Asset

Dear Maun

Based on procurement e-mail below, we would like to seek your advice regarding the asset (in highlighted attached) under DPBSC 00073319 project that right now using by the Department staff since 2009 to be transferred to MSS/ DPBSC Department and for the asset purchased recently in 2013 can be transferred to the new project (TL-Resilience Social Cohesion Project 00090026)

Regards,  
Gete

---

**From:** Livio Soares  
**Sent:** Tuesday, May 27, 2014 10:00 AM  
**To:** Georgete da Cruz Gomes; Nelio Mesquita da Costa Rego; Teresa Maria Pires; francisco lobo; Florentino Soares Rodrigues; Francisca da Costa; Marciano Soares Cristovao; Rozentina Jap Dos Santos; Ermezinda Soares Freitas; cornelio barros  
**Cc:** Ermira Basha; Matias Fatima Gomes; Justino da Costa; jose.guterres; Victoria Kianpour; auxiliadora dos santos; joao pereira; Cedric Javary; abdul ghafur; Nasrin Khan; Liboria Savio; Gil da Costa; Aijan Isamadyrova; pablo barrera  
**Subject:** FW: Email to be sent to CO's

Dear Colleagues,

As per below highlighted information from HQ, please identify your Pre-2012 project assets and confirm whether or not you are using them. If not, please let me know so we can proceed the disposal prior to June 2014.

I thank you in advance for your cooperation and look forward to hear from you.

Best regards,

Livio

**From:** Hong Liu  
**Sent:** Saturday, May 24, 2014 5:26 AM  
**To:** Hong Liu  
**Subject:** FW: Email to be sent to CO's

Dear Colleagues,

I hope this email finds you well.

Now that you have completed the 2013 Year-End Certification our focus turns to preparing for the 2014 Mid-Year Certification.

In order to make this process as smooth and painless as possible I would like to request you to review the current ISR (Which can be run to April 2014) and make any changes or corrections necessary. Should you want a detail by detail account of your additions, disposals and adjustments to date please run the transaction detail reports. Details on how to run these reports can be found under the following link ([https://intranet.undp.org/unit/bom/ofrm/administrativeservices/Webinar\\_on\\_on-line\\_physical\\_verification\\_and\\_IPSAS\\_Reports\\_October\\_2013.pptx](https://intranet.undp.org/unit/bom/ofrm/administrativeservices/Webinar_on_on-line_physical_verification_and_IPSAS_Reports_October_2013.pptx)).

We would also like to complete the below listed actions by COB, 31<sup>st</sup> May 2014:

- ❖ Review the Dashboard for any red indicators and make any changes necessary to ensure a GREEN and smooth mid-year certification. The link to the dashboard is (<http://92.241.80.168/AMDTTest/Logon.asp>) and log in details are: User Name: George Peradze. Password: dinamo. (Please note: Assets recorded against closed projects are to be transferred or disposed as appropriate)
- ❖ Review your Year-End 2013 Certification Letters and correct any outstanding Add-Ons and Exclusions and upload to DMS
- ❖ **Review the Pre-2012 Project Assets and confirm whether or not you are using them. If not, please, dispose prior to June 2014**
- ❖ Ensure all physical assets are tagged and both tags and locations are updated in ATLAS
- ❖ We encourage all offices to use the online reconciliation tool that will speed up your reconciliation process. Appoint a Verification Coordinator security profile in Atlas through your Argus focal point in the country . It is only this profile that will be able to download the uploaded ISR schedules from Atlas. If you missed the webinars on how to use the ONLINE PHYSICAL VERIFICATION TOOL Please refresh yourself with the presentation. (The link for the certification webinar can be found at: [https://intranet.undp.org/unit/bom/ofrm/administrativeservices/Webinar\\_on\\_online\\_physical\\_verification\\_and\\_IPSAS\\_Reports\\_October\\_2013.pptx](https://intranet.undp.org/unit/bom/ofrm/administrativeservices/Webinar_on_online_physical_verification_and_IPSAS_Reports_October_2013.pptx))
- ❖ Review expensed intangibles and Leasehold Improvements recorded in expense accounts and forward to GSSC if thresholds are met (\$5000 for externally purchased software, \$50,000 for Leasehold Improvement-improvements made to leased premises and donated right to use premises and \$50,000 for internally developed software)
- ❖ Upload to DMS any leases signed in 2014 (new or existing)

If you have any questions or queries on the above or problems accessing the links please let me know.

Regards,

Eric Hongchen Liu

PP&E verification and Certification consultant

**From:** Ermira Basha  
**Sent:** Tuesday, June 24, 2014 9:27 PM  
**To:** Mulugeta TAREKEGN; Livio Soares; Francisco de Assis Pinto  
**Cc:** Matias Fatima Gomes; Noura Hamladji  
**Subject:** RE: Invitation to Teleconference Or Skype on Pre-2012 Project Assets-TLS10

Dear Mulugeta,

Greetings from Dili and my apologies for slight delay in providing you with information required with regard to the CO preparation for registering pre-2012 assets in ATLAS Asset Module, with deadline of November 2014.

As discussed and agreed over the Skype conversation, please below the schedule of Mid-Year Physical Verification of Assets as well as of pre-2012 assets activities aiming at cleaning up of the records of the latter category from ineligible assets and gathering full information needed for accounting in the system of eligible assets as of 1 January 2015.

1. Conduct physical verification during the 2014 Mid-year exercise and continue until all pre-2012 assets are verified.  
1 July to 11 July 2014.
2. Physical Verification of pre-2012 assets to confirm actual condition of work and right to use of in order to dispose the obsolete assets and those in use by counterpart.  
14 July to 18 July 2014.
3. Identify assets status of closed projects for disposal through transfer to new projects or to counterpart, as applicable.  
14 July to 20 July 2014.
4. Identify valid COA for eligible pre-2012 assets;  
21 July to 25 July 2014.
5. Locate original supporting document for each asset acquired (PO/Voucher) in order to identify historical cost.  
29 July to 31 July.

Should you need further information, please let us know.

Best regards,  
Ermira

---

**From:** Mulugeta TAREKEGN  
**Sent:** Tuesday, June 17, 2014 12:47 AM  
**To:** Ermira Basha; Livio Soares; Francisco de Assis Pinto  
**Cc:** Matias Fatima Gomes; Noura Hamladji  
**Subject:** RE: Invitation to Teleconference Or Skype on Pre-2012 Project Assets-TLS10



the below is still early, I propose 10:00pm, June 17 New York time which will be 11:00am June 18 in Timor.

Location	Local time	Time zone
New York (U.S.A. - New York)	Tuesday, June 17, 2014 at 10:00:00 PM	EDT
Dili (Timor-Leste)	Wednesday, June 18, 2014 at 11:00:00 AM	TLT

Kindly confirm and provide your Skype Ids.

Thanks,  
Mulugeta

---

**From:** Mulugeta TAREKEGN  
**Sent:** Friday, June 13, 2014 2:47 PM  
**To:** Ermira Basha; Livio Soares; Francisco de Assis Pinto  
**Cc:** Matias Fatima Gomes; Noura Hamladji  
**Subject:** RE: Invitation to Teleconference Or Skype on Pre-2012 Project Assets-TLS10

Dear Ermira,

Thanks for the email. I understand the inconvenience due to time difference.  
I am proposing the following time for a brief discussion, kindly confirm if it is good for you.

Location	Local time	Time zone
New York (U.S.A. - New York)	Tuesday, June 17, 2014 at 6:00:00 PM	EDT
Dili (Timor-Leste)	Wednesday, June 18, 2014 at 7:00:00 AM	TLT

With regard to the issues, it is a discussion on the preparation to capitalize Pre-2012 project assets and bring them into ATLAS as part of opening Balance for 2015.  
We will discuss on preparation focus areas with the view to achieve a plan to upload those assets into AM by Nov 2014.  
If you have done some preparations on the Country Office level, it is very much appreciated! we can discuss on your progress and the challenges you might have faced.

Thanks,  
Mulugeta

---

**From:** Ermira Basha  
**Sent:** Wednesday, June 04, 2014 11:23 PM  
**To:** Mulugeta TAREKEGN; Livio Soares; Francisco de Assis Pinto

Matias Fatima Gomes; Noura Hamladji  
RE: Invitation to Teleconference Or Skype on Pre-2012 Project Assets-TLS10

Mulugeta,

Considering 12-hour difference between New York and Dili time, 8:00am New York is 9:00 pm Dili time, hence the timing is not suitable for us. Hence my request to you to try to accommodate the teleconference at 8:00 am or at least 7:00 am Dili time.

However, I would kindly ask you whether there is any specific concern to share with us in advance in order to get prepared. The reason for that is because regardless large number of assets with many of them under Common Premises, twice a year our CO has been timely certified for assets under UNDP ownership.

Thank you and best regards,  
Ermira

---

**From:** Mulugeta TAREKEGN  
**Sent:** Thursday, June 05, 2014 11:32 AM  
**To:** Ermira Basha; Livio Soares; Francisco de Assis Pinto  
**Cc:** Matias Fatima Gomes  
**Subject:** RE: Invitation to Teleconference Or Skype on Pre-2012 Project Assets-TLS10

Dear Ermira,

Thanks for your email. Kindly let us know if June 17, 8:00am New York time is convenient to you.

Regards,  
Mulugeta

---

**From:** Ermira Basha  
**Sent:** Tuesday, June 03, 2014 6:48 PM  
**To:** Mulugeta TAREKEGN; Livio Soares; Francisco de Assis Pinto  
**Cc:** Matias Fatima Gomes  
**Subject:** RE: Invitation to Teleconference Or Skype on Pre-2012 Project Assets-TLS10

Dear Mulugeta,

Thank you for all the efforts and HQ assistance towards the COs, including UNDP Timor-Leste, to ensure full compliance with requirements of the upcoming exercises.

Since Francisco will be separated from the organization within this month to join another entity, please note that Matias, Head of Procurement Unit, will replace Francisco and participate in the teleconference meeting.

As to the timing, due to the time difference between New York and Dili, the time scheduled at 10:00 am New York time is not convenient for us. Grateful if we can organize it on the same date at 8:00 am Dili time.

Looking forward to hearing from you,

Best regards,  
Ermira

Mulugeta TAREKEGN  
Wednesday, June 04, 2014 3:46 AM  
to Ermira Basha; Livio Soares; Francisco de Assis Pinto  
Subject: Invitation to Teleconference Or Skype on Pre-2012 Project Assets-TLS10  
Priority: High

all,

As you are well informed, UNDP is planning to capitalize Pre-2012 project assets and bring them into ATLAS as part of the opening Balance of 2015.

Preparations are currently underway specially with respect to assuring the accuracy and completeness of data.

This includes cleanup of physical and financial information of assets such as descriptions, serial ID, profile, quantity, cost, COA etc.

The exercise also involves validation of historical information such as acquisition date and historical cost.

With the objective of discussing these issues and coordinating efforts between the Country Office and the HQ team, we would like to invite the following CO staff to a teleconference or Skype meeting on Thursday June 5/2014, 10:00AM New York time.

1. Ermira Basha
2. Livio Soares
3. Francisco de Assis Pinto

Therefore, kindly confirm the time and if your preference is teleconferencing or Skype provide your phone numbers or Skype ID accordingly.

Thanks for the usual cooperation and best regards,

Mulugeta TAREKEGN  
Asset Management Associate  
Administrative Services Division/OFA/BOM  
United Nations Development Program  
304 E. 45th Street New York NY Tel: (212) 906 6776