

**Arms Trade Treaty Voluntary Trust Fund**

**FINAL REPORT**

**National Commission to Fight the Illicit Proliferation,  
Circulation and Trafficking of Small Arms and Light  
Weapons (CNLPAL)**

**Project No.: ATT.VTF.G2017.007TGO**

01 May 2018

## Arms Trade Treaty Voluntary Trust Fund - Final Report

<b>Project number</b>	ATT.VTF.G2017.007TGO
<b>Grantee name</b>	National Commission to Fight the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons (CNLPAL)
<b>Project title</b>	ATT appropriation and implementation training project; Advocacy for the adoption and popularization of the preliminary draft law on the arms regime
<b>Grant Amount</b>	USD \$99,675.00
<b>Final Report submission date</b>	01 May 2018
<b>Period covered under this report (MM/DD/YY – MM/DD/YY)</b>	01 September 2017 – 01 March 2018

### 1. Project activities and outcomes

#### a Describe the project outcomes.

##### a-1- Making contact with stakeholders for :

- The preparation of the list of invited guests identified in each region (sending of invitations, management of invitation responses) ;
- the identification of experts / trainers and the negotiation of their consultancy contracts; ;
- the establishment of logistics for workshops in the regions (identification and reservation of workshop locations, transport management of participants and trainers, preparation of training materials for participants, etc.).

##### a-2- Advocacy actions for the adoption of the draft law on the arms regime in Togo :

- Exchanges with the actors concerned on the feasibility of the adoption of this preliminary draft; ;
- Approach radio / TV managers, public and private presses, and publication sites on the ATT Awareness and Outreach Campaign and the draft law on the arms regime in Togo.

##### a-3- Launch of activities by a press conference

This press conference to launch the activities took place on Tuesday, October 10, 2017 in order to inform the population and the actors concerned about the start of the project and its different activities.

##### a-4- ATT training and implementation training workshops in the regions of Togo

For the first phase of implementation, three (03) workshops were conducted:

- Grand Lomé region (1) in Agoè-nyivé, from 11 to 13 October 2017
- Maritime Region (2) in Tsévié from 25 to 27 October 2017 and
- Plateaux-Ouest region (3) in Kpalimé, from November 20 to 22, 2017.

Also for the second phase of the project whose funds were made available to us on **30 January 2018** through the BCEAO, three (03) workshops were also conducted:

- Plateaux-Est region at Atakpamé (04), 21-23 February 2018;

- Savanes Region in Dapaong (06), from 07 to 9 March 2018 and
- Kara Region (07) in Kara from 12 to 14 March 2018.

The Grand Lomé workshop was opened by the Togolese Minister of Security and Civil Protection, **Colonel Damehame YARK**. The other workshops were placed under the authority of Prefects of County towns of regions.

Participants represented the following structures at these workshops:

- **State structures:** Ministry of Security, Ministry of Justice, Ministry of Defense, Ministry of Foreign Affairs, Ministry of Environment and Forest Resources, Ministry of Human Rights, Ministry of territorial Administration, customs, police and gendarmerie.
- **Civil Society Structures:** West Africa Action Network on Small Arms (WAANSA / RASALAO Togo), Women's Reflection and Action Group, Democracy and Development (GF2D Togo), West Africa Network for PeaceBuilding (WANEP Togo), WAO Africa, Martin Luther King Movement (MMLK), Togolese Association of Private Online Bodies (ATOPPEL), National Council of Press Patrons (CONAPP), Messengers Association of the Peace Jar (AMJP), Union of Independent Journalists of Togo (UJIT), Collective of Associations Against Impunity in Togo (CACIT), Tone of Patriotic Youth (TJP), National Concertation of Civil Society (CNSC) during the first phase.

**In addition, during the second phase**, in addition to the aforementioned state structures, other civil society actors were associated. These include the following associations and NGOs: New Human Rights (NDH), Communication and Integral Development (CDI), Federation of Savannah NGOs (FODES), Civil Society Platform of Savannahs, NGO Network Kara (RESOKA), representatives of the Ogou, Tône and Kozah prefectures, as well as journalists' organizations in the regions concerned.

The following themes were introduced at the workshops :

- The ATT and its scope (conventional weapons, ammunition, parts and components): history, negotiation, adoption and evolution;
- Transfer control;
- International cooperation and international assistance;
- Relations between the ATT and other universal and regional instruments;
- Overview of the draft law on the arms regime in Togo;
- Information Exchange, Data Retention ;
- Violence based on sex;
- Echo of the 3rd Conference of States Parties to the ATT.

During each workshop, the different participants were subjected to a practical exercise and an evaluation questionnaire. Attached :

- Reports of the work of the last three (03) workshops (Atakpamé, Dapaong and Kara);
- the analyzes of the evaluation questionnaires of the said workshops.

#### **a-5- Awareness campaign for the outreach of the ATT and the draft law on the arms regime in Togo**

This campaign was made through:

- eight (8) radio broadcasts (Radio Kara, Peace Radio, Radio Kozah FM, Tabala Radio, Radio Courtoisie FM, Radio Lagtaaba FM, Rural Radio Dapaong, Radio Excesior), one (01) television program and one (01) report on GRAND OGOU TV (<https://youtu.be/9-rpANludDU>; [https://youtu.be/kvj7Mi\\_xW-Q](https://youtu.be/kvj7Mi_xW-Q));

- insertions in the presses / public and private sites (Togo Presse, telegram 228).

#### **a-6- Advertising / Media Coverage**

In order to ensure the visibility of the project, all activities were covered by both private and public media, as well as the installation of banners at the workshops, including the logos of the lessor (ATT VTF), the Republic of Togo and of the CNLPAL. Attached are some copies of publications in public and private press and links to news sites (Togo Presse, [www.Telegramme228.com](http://www.Telegramme228.com); <https://togobreakingnews.info/index.php/societe/item/2769-appropriation-du-traite-sur-commerce-des-armes-a-atakpame>; <http://lavoixdelanation.info/vulgarisation-traite-commerce-a-atakpame/>; <https://togotimes.info/index.php/societe/intem/637-ogou-l-appropriation-du-traite-sur-le-commerce-des-armes-au-coeur-d-un-atelier-a-atakpame>).

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#### **b Describe how the project has assisted your implementation of the ATT.**

The project, which is the subject of this funding, aims to develop the capacities of TCA implementing actors and other civil society actors in order to take ownership of the content of the Treaty and to empower them within the framework of the fulfillment of their respective missions.

The expected results include:

- Increased stakeholder knowledge of the content of the ATT for its implementation;
- Affirmed commitment and involvement of the different actors in their respective roles in the implementation of the Treaty at all levels;
- Effectiveness of the adoption of a new law on the arms regime in Togo in relation to the ATT.

Thus, the evaluation made during the workshops from the practical exercises reveals a great interest of the participants. The ratings collected range from "pretty good" to "very good" (see evaluation sheets).

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#### **c List all States that benefitted from the project.**

##### **Six (06) regions of TOGO**

- Grand Lomé region (1) in Agoè-nyivé, from 11 to 13 October 2017;
  - Maritime Region (2) in Tsévié from 25 to 27 October 2017;
  - Plateaux-Ouest region (3) in Kpalimé, from 20 to 22 November 2017;
  - Plateaux-Est region at Atakpamé (04), 21-23 February 2018;
  - Savanes Region in Dapaong (06), from 07 to 9 March 2018 and
  - Kara Region (07) in Kara from 12 to 14 March 2018.
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#### **d Were all the project activities as specified in the Project Schedule (see Annex H) completed?**

Yes  No

**If no, explain why and describe any problems, constraints and difficulties experienced in implementing the project.**

The activities of the second phase of the project have experienced initial date shifts, given the lag in the availability of funds for these activities. On the other hand, as soon as the funds were received, the activities normally took place in the programmed regions, except Sokodé for the central region because of the climate of unrest in this city and the inadequacy of the remaining budget to cover the costs related to this workshop.

Workshops and TV radio programs were conducted in the regions as follows:

- Plateaux-Est Region Workshop in Atakpamé (04), 21-23 February 2018;
- Workshop Savannah Region in Dapaong (05), from 07 to 9 March 2018;
- Workshop Kara Region (06) in Kara from 12 to 14 March 2018;
- Radio broadcast (Peace and Excelsior 23 February 2018) to Atakpamé;
- Radio broadcasts (FM Courtesy, Lagtaaba FM and Rurale Dapaong) on 09 March 2018 in Dapaong and Cinkassé;
- Radio broadcasts (Kara, Kozah FM and Tabala) on 23 March 2018 in Kara;
- One (01) TV show and one (01) report on GRAND OGOU TV on February 08, 2018 in Atakpamé.

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Project progress must be indicated against the Project Schedule (see Attachment 1). Please indicate the Status of all activities highlighted in YELLOW in the Project Schedule using the drop-down menu in Column H. Please also include Comments in Column I where you think appropriate (e.g. to explain why certain activities have not been completed on time).

**What recommendations would you make in this regard?**

Make available as soon as possible the last part of the grant for the completion of the last workshop to be held in Sokodé. Until then, we expect a calming of the political situation in this city as the dialogue is initiated between the political actors. Otherwise, we will choose another city in the region to realize such a workshop.

e How would you rate the *relevance* of the project (was the project suited to existing priorities and policies of the benefitting State(s))?

Not relevant at all	Not very relevant	Moderately relevant	Relevant	Very relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

**Explain your answer:**

The evaluation made during the workshops from the practical exercises reveals a great interest of the participants. The ratings collected range from "pretty good" to "very good" (see evaluation sheets).

The positive assessments made by the participants regarding the choice of themes developed (see evaluation sheets);

The relevance of the exchanges and recommendations from the different workshops (see related reports);

The strong mobilization of the media around the theme;

The enthusiasm that suggests the media (radio and press) facing the theme and political will of the Togolese government has facilitated the effective implementation of various workshops. All this demonstrates the importance and relevance of this project.

f How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Not effective at all	Not very effective	Moderately effective	Effective	Very effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**Explain your answer:**

- Existence of a new law on the arms regime;
- Strong adherence of the target concerned by the project (210 participants were reinforced during the 6 workshops);
- Increased stakeholders' knowledge of the content of the ATT and its implementation;
- High degree of commitment and involvement of different actors in their respective roles.

g How would you rate the *efficiency* of the project (to what extent were the project results attained on time and within budget)?

Not efficient at all	Not very efficient	Moderately efficient	Efficient	Very efficient
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**Explain your answer:**

Most of the activities were carried out within the deadlines initially set by the project. Expenses incurred have remained in the range of the amounts anticipated or sometimes cost less than the original amounts.

Qualified consultants and various skills in the field of project management and weapons issues were recruited. Also, there was less risk; Among the risks initially identified, it should be noted that there was: late financial assistance and political instability which delayed the dates of certain workshops.

Given these elements of appreciation, we can note the efficiency of the project in its implementation.

h Please describe the impact of the project (i.e. the positive or negative changes or effects that the project results have on the surrounding circumstances).

- Existence of effective institutions in the implementation of the ATT;
- Existence of a new law on the arms regime;
- Level of knowledge and skills of stakeholders on the content of the ATT and its implementation has increased;
- Knowledge of the concept of the TCA and its content by the population;
- Degree of commitment and involvement of different actors in their respective roles has increased;
- Transfer and sharing of knowledge by the actors at their place of work.

i How would you rate the *sustainability* of the project (to what extent can the project benefits continue after the project has finished)?

Not sustainable at all	Not sustainable very	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

**Explain your answer:**

- the actions / activities that actors will undertake in their respective institutions regarding the implementation of the ATT;
- putting into practice the knowledge received and improved from the actors on the content of the TCA;
- consolidation of the domestic legal framework regulating the arms regime in Togo and taking into account the Arms Trade Treaty;

- the participation of all actors of the ATT in advocacy for the adoption of the draft law on the arms regime in Togo;
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**j How will the Project outcomes be further used or applied in the future? Are there plans for the activities to be continued or for the experience gained to be shared?**

The following measures are preconized for the continuity of the actions:

- the inter-connectivity of the services concerned by the weapons issue with a view to sharing information on security matters and combating counterfeiting;
  - the creation of a framework for consultation and exchanges on security issues;
  - the collaboration between the institutions (the National Commission, the defense and security forces, the Ministries concerned, the UNDP, the European Union, the National Commission of Human Rights, the civil society and the other institutions);
  - an advocacy initiated with a view to resolving complaints about the sharing of information, consultation between the services involved in the implementation of the ATT with a view to a synergy of action.
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## 2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Togo 1) in Attachment 2.

3. Certification

Please complete a separate certification for each consultant engaged to undertake the project activities that have been implemented.

For the purposes of this certification:

Grantee means National Commission to Fight the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons (CNLPAL).

Consultant mean:

**Mr Hodenou Kokou AKLAVON (CRESED-TOGO)**

**Mr Tchamie ADI (AMNESTY INTERNATIONAL-TOGO)**

I, **Mr Inoussa BOURAIMA**, being a person duly authorised by the Grantee hereby certify that:

1. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
2. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
3. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is **1310.42 USD for two (2) persons (see consultancy contract) instead of 1965.62 USD.**

***NB:*** The amount of the consultants' fees is reduced by the fact that one of the consultants, **Mr Hodenou Kokou AKLAVON**, was unable to respond to the workshops of the Savanes and Kara regions, given certain commitments concerning him.

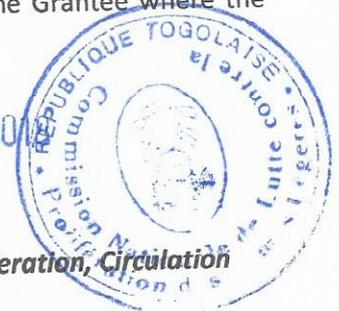
To remedy this absence, the commission had to make use of certain members, in particular **Mr. M'DAKENA Atara** and **Mr. SKPANE Makre** to develop the topics that **Mr. Hodenou Kokou AKLAVON** would have animated during these sessions.

4. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. I have attached a receipt from the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee.
6. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
7. I am aware of the Grantee's obligations under their Grant Agreement, including the need to keep the ATT Secretariat informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
8. I am aware that the Grant Agreement empowers the ATT Secretariat to terminate the Grant Agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the Grant Agreement.

Signed.....

**Mr Inoussa BOURAIMA**

Date **24 AVR 2017**



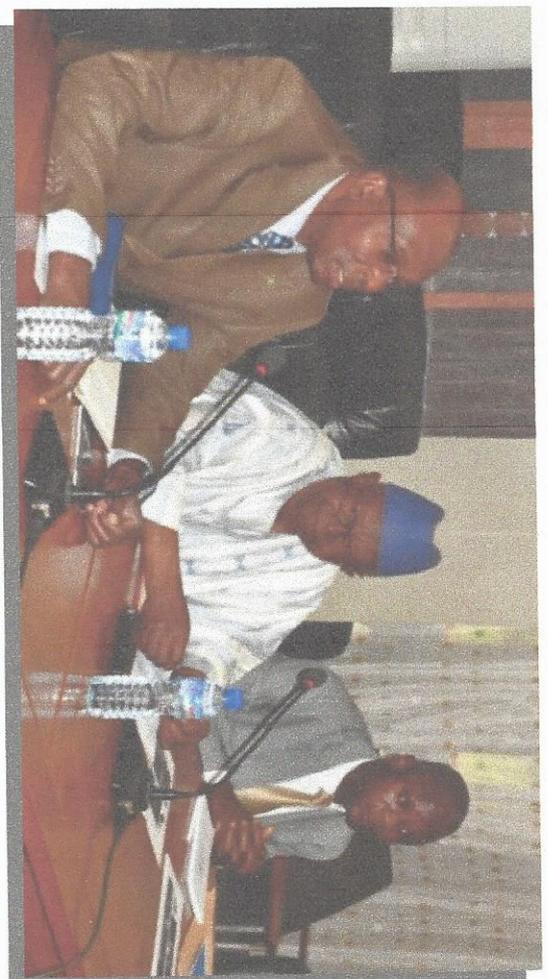
***Vice-President of the National Commission for the Fight against the Proliferation, Circulation and Illicit Traffic of Small Arms and Light Weapons (CNLPAL)***

Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the tax invoice issued to you by the Consultant for the provision of services
- Proof the Consultant was paid. This could be a receipt issued to you by the Consultant or a bank statement.

**THE WORKSHOPS IN IMAGE**

**Launch of activities by a press conference on October 10, 2017**



**Workshop of the Grand Lomé (1) in Agoè-nyivé, from 11 to 13 October 2017, with the presence of the Minister of Security and Civil Protection of Togo**



BT



**Workshop of Maritime Region (2) in Tsévié from 25 to 27 October 2017**



BE -



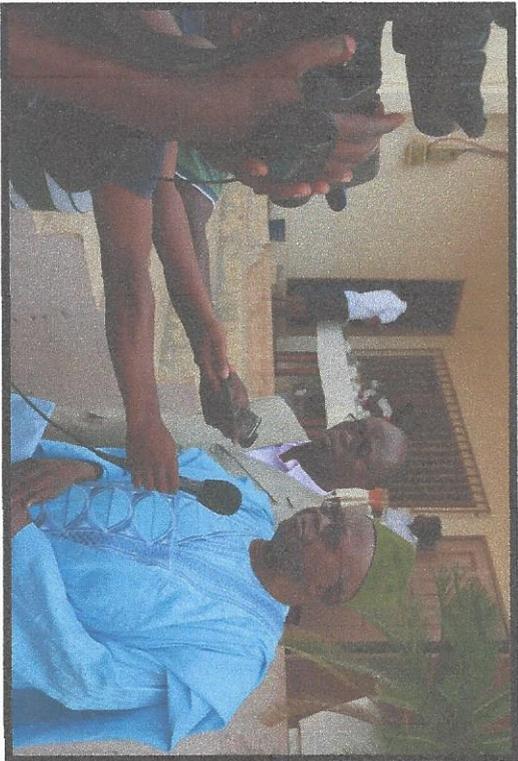
**Workshop of Plateaux-Ouest Region (3) in Kpalimé, from 20 to 22 november 2017**



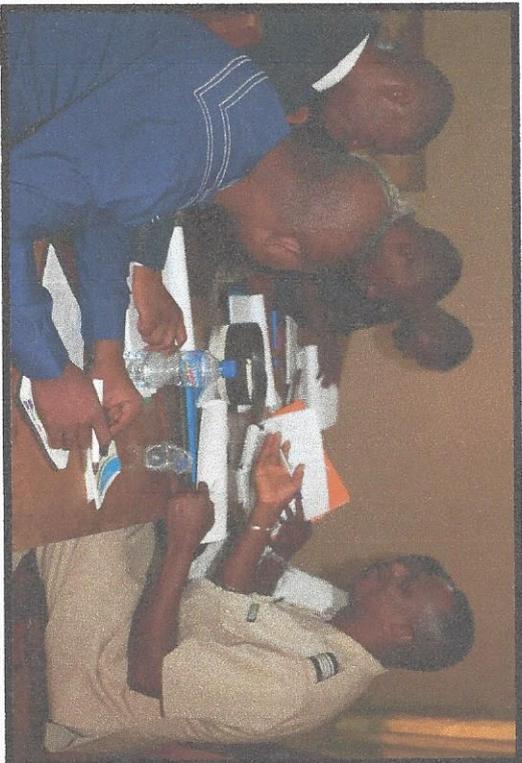
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**Workshop of Plateaux-Est Region (4) in Atakpamé, from 21 to 23 february 2018**

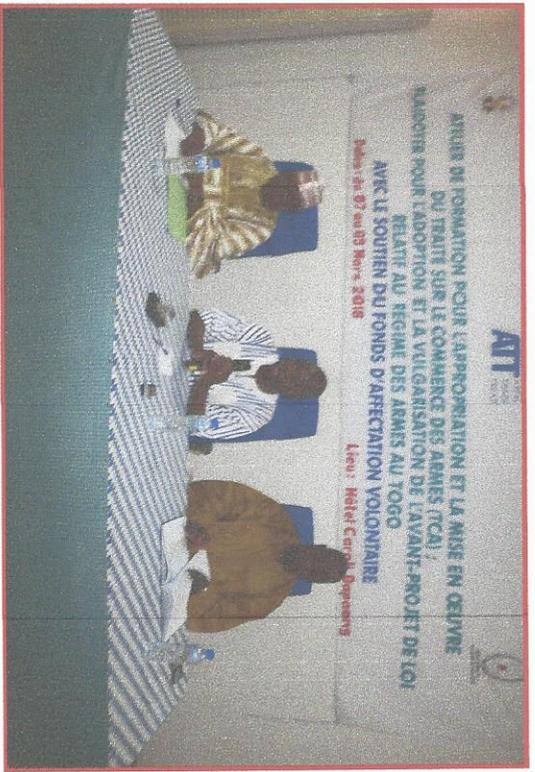


**Interview of the Vice President, BOURAIMA Inoussa during a workshop**



**Participants in a practical exercise**

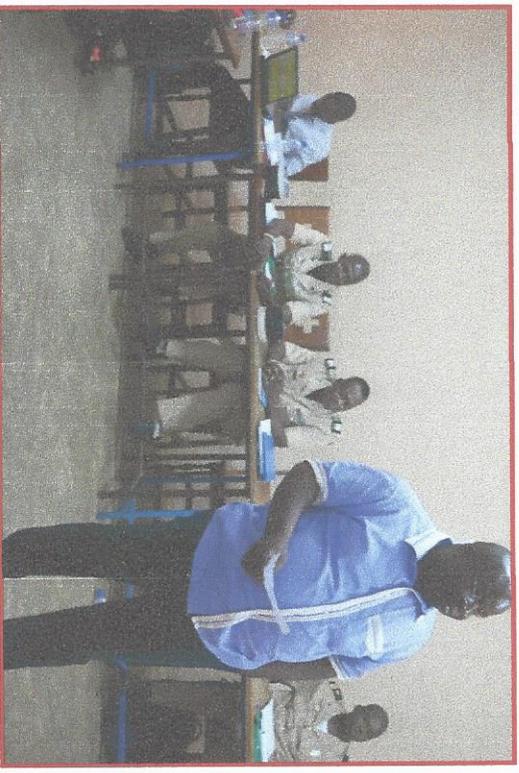
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**Workshop of Savanes Region (6) in Dapaong,**  
**from 07 to 09 march 2018**



**Workshop of Kara Region (7) in Kara,**  
**from 12 to 14 march 2018**



**Trainers with participants during workshops**





# ATT Final Expenditure Report

Togo  
NATIONAL COMMISSION TO F  
01/05/2018

Name of Grant Recipient  
Department or Agency  
Posting Date

**INSTRUCTIONS**  
1) Complete all pink fields only.  
2) Print, sign, scan and email expenditure report to [trustfund@theafricantradetreaty.org](mailto:trustfund@theafricantradetreaty.org) along with the electronic version.  
3) All original receipts should be chronologically numbered according to the reference number in this report. Copies of all receipts should be emailed with the expenditure report. Original receipts must also be sent to the ATT Secretariat.

Project No. **ATT-VTF-G2017-007160**  
Reporting period **01/09/2017-01/03/2017**  
Local Currency Code **XOF**  
Grant Received USD (Balance of 1st inst) **1 418,40**  
Grant Received USD (2nd instalment) **39 870,00**  
**41 288,40**

<http://www.ae.com/securemain.htm?from=XOF&date=2017-10-09>  
Click above first cell for exchange rate site

Vendor Code [Togo1]

Accounting Details		General Details		Balance of budget available (Interim Report)		Actual spend to date (post Interim Report) *		Balance of budget available		Balance of funds received	
Posting Date	GL Code	Project code	Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date*	Local Amount	Rate	USD	USD	USD
01/05/2018	31200	602017	Consultant fees	1	Consultant Fees (1 Consultant * 6 months * 850 usd / month)	Fiche d'imputation des formateurs (Plateaux Est) du 23/02/2018 de 354 000 F CFA	728 000,00	0,0018	1 310,40	1 824,00	39 978,00
01/05/2018	34270	602017	Car rental	2	Car rental for 35 participants (2 days (go / back) * 7 * 500 usd workshops)	Fiche d'imputation des formateurs (Dapaong) du 09/03/2018 de 182 000F CFA	1 485 000,00	0,0018	2 673,00	1 994,20	37 305,00
01/05/2018	34270	602017	Fuel and lubricants	3	Fuel and lubricants for pilotage (2,000 liters * 1,052 usd) of the 7 workshops	Fiche d'imputation des formateurs (Kara) du 14/03/2018 de 182 000 F CFA	-	0,0018	-	-146,00	37 305,00
01/05/2018	34250	602017	Conference room	4	Conference room and sound system (200 usd * 7 workshops)	Facture N°005/LOC/2018 du 26/02/2018 de 513 000 F CFA	900 000,00	0,0018	1 620,00	-1 840,00	35 685,00
01/05/2018	34250	602017	Conference supplies	5	Conference supplies (400 usd * 7 workshops)	Facture N°005/LOC/2018 du 12/02/2018 de 135 000 F CFA	589 375,00	0,0018	1 050,88	685,22	34 624,12
01/05/2018	34240	602017	Perdiem	6	Perdiem (35 participants * 20 usd / day * 3 days * 7 workshops)	Facture N°0000012 du 19/02/2018 de 454 375 F CFA	3 150 000,00	0,0018	5 670,00	3 792,00	28 954,12
01/05/2018	34230	602017	Accommodation	7	Accommodation + breakfast (35 participants * 30 usd / day * 3 days * 7 workshops)	Fiche d'émargement des participants (Plateaux Est) du 23/02/2018 de 1 050 000F CFA	1 746,10				20 449,12
01/05/2018	34240	602017	Coffee Break	8	Coffee Break (35 participants * 6 usd / day * 6 coffee breaks * 7 workshops)	Fiche d'émargement des participants (Dapaong) du 09/03/2018 de 1 050 000 F CFA	1 850 000,00	0,0018	3 402,00	2 016,00	17 047,12

01/05/2018	34240	602017	Lunch	9	Lunch (35 participants * 28 usd / day * 3 lunches * 7 workshops)	Facture N° 000579 du 23/02/2018 de 1 470 000 F CFA Facture N°016/HCD/2018 du 09/03/2018 de 1 470 000 F CFA Facture N°003 du 14/03/2018 de 1 470 000 F CFA	12 642,00	4 410 000,00	0,0018	7 938,00	4 704,00	9 109,12
01/05/2018	33320	602017	Public and private media	10	Public and private media	Facture N°04 du 23/02/2018 de 30 000 F CFA Facture N°00520180222 du 22/02/2018 de 70 000 F CFA Facture N°0015/FEV/2018 du 23/02/2018 de 50 000 F CFA Facture N°0013/FEV/18 du 23/02/2018 de 75 000 F CFA Fiche d'équipement des journalistes (Dapaong) du 09/03/2018 de 35 000 F CFA Facture N°008/03/2018 du 09/03/2018 de 50 000 F CFA Facture sans numéro de la TVT KARA du 14/03/2018 de 100 000 F CFA Facture N°003/2018/RK/fm du 14/03/2018 de 80 000 F CFA Facture N°029/18 du 14/03/2018 de 80 000 F CFA Facture N°07/2018/RAD/K. du 13/03/2018 de 135 000 F CFA	1 829,00	705 000,00	0,0018	1 269,00	560,00	7 840,12
01/05/2018	33320	602017	Bandérole	11	Bandéroles (2 banderoles / atelier * 100 usd / banderole * 7 workshops)	Facture N°00115 du 16/02/2018 de 100 000 F CFA Facture N°00117 du 02/03/2018 de 100 000 F CFA Facture N°00118 du 06/03/2018 de 100 000 F CFA	860,00	300 000,00	0,0018	540,00	320,00	7 900,12
01/05/2018	33320	602017	Radio and television broadcast	12	Radio and television broadcast (4 broadcasts * 400 usd / broadcast)	Facture N°00720180222 du 22/02/2018 de 100 000 F CFA Facture N°043 du 26/02/2018 de 50 000 F CFA Facture N°07/2018/RAD/K. du 13/03/2018 de 100 000 F CFA Facture N°028/18 du 14/03/2018 de 75 000 F CFA Facture N°004/2018/RK/fm du 14/03/2018 de 75 000 F CFA Facture N°0014/DAP du 09/03/2018 de 50 000 F CFA Facture N°10/03/2018 du 09/03/2018 de 50 000 F CFA Facture N°16/18 du 09/03/2018 de 50 000 F CFA	1 133,80	550 000,00	0,0018	990,00	143,80	6 310,12
01/05/2018	33320	602017	Press conference	13	Press conference	Néant	120,40	-	0,0018	-	120,40	6 310,12
01/05/2018	33320	602017	Documentation	14	Documentation (training tools for 7 workshops for 35 participants)	Facture N°2018/16/02/104 du 16/02/2018 de 515 000 F CFA	1 415,00	515 000,00	0,0018	927,00	488,00	5 383,12
01/05/2018	34960	602017	Indirect support costs	15	Indirect support costs	Facture N°020/RD/2018 du 05/02/2018 de 322 500 F CFA Facture N°032/RD/2018 du 19/02/2018 de 170 000 F CFA Facture payée N° Client: 35 du 06/04/2018 de 260 000 F CFA	5 616,50	752 500,00	0,0018	1 354,50	4 262,00	4 028,62
							51 223,40	20 699 875,00		37 259,78	23 963,62	

\* Description 2 - Receipt or Invoice No. - Date: include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. if the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival city etc.  
\*\*Actual spend to date: insert the actual amount spent on the budget item since the Interim Report. If the item was paid for in local currency, insert the figure in the column headed 'local amount', and it will automatically be calculated in USD. If the item was paid for in USD, enter the figure in the column



Signature: BOURAIMA Inoussa, Vice-Président CNLRPAL

Date: 11 MAI 2018

Head of ATT Secretariat's Signature: *[Handwritten Signature]*

Date: 06 JUNE 2018

General Details		Total budget	Actual spend	Balance of budget available	Balance of funds received	% of over- or under-spend
Ref.	Description	USD	USD	USD	USD	
	<b>Personnel costs</b>					
1	Consultant Fees (1 Consultant * 6 months * 850 usd / month)	5'100.00	3'276.00	1'824.00	76'464.00	35.8%
2	Car rental for 35 partipants (2 days (go / back) * 7 * 500 usd workshops)	7'000.00	5'005.80	1'994.20	71'458.20	28.5%
3	Fuel and lubricants for pilotage (2,000 liters * 1,052 usd) of the 7 workshops	2'104.00	2'250.00	-146.00	69'208.20	-6.9%
4	Conference room and sound system (200 usd * 7 workshops)	1'400.00	3'240.00	-1'840.00	65'968.20	-131.4%
5	Conference supplies (400 usd * 7 workshops)	2'800.00	2'114.78	685.22	63'853.42	24.5%
6	Perdiem (35 participants * 20 usd / day * 3 days * 7 workshops)	14'700.00	10'908.00	3'792.00	52'945.42	25.8%
7	Accommodation + breakfast (35 participants * 30 usd / day * 3 days * 7 workshops)	22'050.00	17'010.00	5'040.00	35'935.42	22.9%
8	Coffee Break (35 participants * 6 usd / day * 6 coffee breaks * 7 workshops)	8'820.00	6'804.00	2'016.00	29'131.42	22.9%
9	Lunch (35 participants * 28 usd / day * 3 lunches * 7 workshops)	20'580.00	15'876.00	4'704.00	13'255.42	22.9%
10	Public and private media	2'450.00	1'890.00	560.00	11'365.42	22.9%
11	Bandéroles (2 banderoles / atelier * 100 usd / banderole * 7 workshops)	1'400.00	1'080.00	320.00	10'285.42	22.9%
12	Radio and television broadcast (4 broadcasts * 400 usd / broadcast)	1'600.00	1'456.20	143.80	8'829.22	9.0%
13	Press conference	700.00	579.60	120.40	8'249.62	17.2%
14	Documentation (training tools for 7 workshops for 35 participants)	2'450.00	1'962.00	488.00	6'287.62	19.9%
	<b>TOTAL (ESTIMATED) DIRECT COSTS</b>	<b>93'154.00</b>		<b>19'701.62</b>		
	<b>TOTAL (ACTUAL) DIRECT COSTS</b>		<b>73'452.38</b>			
	<b>Indirect support costs</b>					
15	Indirect support costs	6'520.78				
	<b>TOTAL INDIRECT SUPPORT COSTS (based on estimated Direct Costs)</b>	<b>6'520.78</b>				
	<b>TOTAL INDIRECT SUPPORT COSTS (based on actual Direct Costs)</b>		<b>5'141.67</b>			
	<b>TOTAL BUDGET (GRANT AGREEMENT)</b>	<b>99'674.78</b>				
	<b>TOTAL BUDGET (ADJUSTED)</b>		<b>78'594.05</b>			
	<b>Total Adjustment (under-spend)</b>		<b>19'701.62</b>			
	<b>Amount nof 1st installment</b>	<b>39'870.00</b>				
	<b>Amount of 2nd installment</b>	<b>39'870.00</b>				
	Amount of 3rd installment	19'935.00				
	<b>Balance owing</b>			<b>1'145.95</b>		



**Arms Trade Treaty Voluntary Trust Fund**

**SUPPLEMENTARY FINAL REPORT**

**National Commission to Fight the Illicit Proliferation,  
Circulation and Trafficking of Small Arms and Light  
Weapons (CNLPAL)**

**Project No.: ATT.VTF.G2017.007TGO**

31 August 2018



## Arms Trade Treaty Voluntary Trust Fund–Supplementary Final Report

Project number	ATT.VTF.G2017.007TGO
Grantee name	National Commission to Fight the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons (CNLPAL)
Project title	ATT appropriation and implementation training project; Advocacy for the adoption and popularization of the preliminary draft law on the arms regime
Grant Amount	USD \$99,675.00
Supplementary Final Report submission date	31 August 2018
Period covered under this report (MM/DD/YY – MM/DD/YY)	02 March 2018 – 31 August 2018

### 1. Project activities and outcomes

#### a Describe the project outcomes.

##### **a-1- Making contact with stakeholders for :**

- the preparation of the list of invited guests identified in each region (sending of invitations, management of invitation responses) ;
- the identification of experts / trainers and the negotiation of their consultancy contracts; ;
- the establishment of logistics for workshops in the regions (identification and reservation of workshop locations, transport management of participants and trainers, preparation of training materials for participants, etc.).

##### **a-2- Advocacy actions for the adoption of the draft law on the arms regime in Togo :**

- Exchanges with the actors concerned on the feasibility of the adoption of this preliminary draft; ;
- Approach radio / TV managers, public and private presses, and publication sites on the ATT Awareness and Outreach Campaign and the draft law on the arms regime in Togo.

##### **a-3- Launch of activities by a press conference**

This press conference to launch the activities took place on Tuesday, October 10, 2017 in order to inform the population and the actors concerned about the start of the project and its different activities.

##### **a-4- ATT training and implementation training workshops in the regions of Togo**

For this last phase whose funds were made available to us, in early July 2018 through the BCEAO, the workshop of the Central region (5) took place in Sokode from 10 to 12 July 2018.

Participants represented the following structures at the workshop :

- **State structures:** Ministry of Justice, Ministry of Defense, customs, police and

BT

- gendarmérie, representatives of Tchaoudjo prefecture and city hall of Sokode.
- **Civil Society Structures** : West Africa Action Network on Small Arms (WAANSA / RASALAO Togo), NGO Network of Central Region, as well as journalists' organizations in the central region.

As with previous workshops, the following themes were introduced at the workshops :

- The ATT and its scope (conventional weapons, ammunition, parts and components): history, negotiation, adoption and evolution;
- Transfer control;
- International cooperation and international assistance;
- Relations between the ATT and other universal and regional instruments;
- Overview of the draft law on the arms regime in Togo;
- Information Exchange, Data Retention ;
- Violence based on sex;
- Echo of the 3rd Conference of States Parties to the ATT.

The different participants were also subjected to a practical exercise and an evaluation questionnaire.

Attached :

- The report of the workshop of the Central Region (5) in Sokode ;
- The analysis of the evaluation questionnaire of the said workshop.

#### **a-5- Awareness campaign for the outreach of the ATT and the draft law on the arms regime in Togo**

Considering the security climate that prevailed there six (06) months, this campaign was also made in this region 5 on the following radios and presses :

- Radio Tchaoudjo FM, Central FM, Radio Venus FM et la Radio Catholique SainteThérese)
- Public and private Presses / sites (Togo Presse, telegram 228).

#### **a-6- Advertising / Media Coverage**

To ensure visibility of the project, the Central Region workshop was also covered by both private and public media, as well as the installation of banners at the workshops, including the logos of the lessor (ATT VTF ), the Togolese Republic and the CNLPAL.

#### **b Describe how the project has assisted your implementation of the ATT.**

The project, which is the subject of this funding, aims to develop the capacities of TCA implementing actors and other civil society actors in order to take ownership of the content of the Treaty and to empower them within the framework of the fulfillment of their respective missions.

The expected results include:

- Increased stakeholder knowledge of the content of the ATT for its implementation;
- Affirmed commitment and involvement of the different actors in their respective roles in the implementation of the Treaty at all levels;
- Effectiveness of the adoption of a new law on the arms regime in Togo in relation to the ATT.

Thus, the evaluation made during the workshops from the practical exercises reveals a great interest of the participants. The ratings collected range from "pretty good" to "very good" (see

evaluation sheets).

c How would you rate the *relevance* of the project (was the project suited to existing priorities and policies of the benefitting State(s))?

Not relevant at all	Not very relevant	Moderately relevant	Relevant	Very relevant
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X

Explain your answer:

The evaluation made during the workshops from the practical exercises reveals a great interest of the participants. The ratings collected range from "pretty good" to "very good" (see evaluation sheets).

The positive assessments made by the participants regarding the choice of themes developed (see evaluation sheets);

The relevance of the exchanges and recommendations from the different workshops (see related reports);

The strong mobilization of the media around the theme;

The enthusiasm that suggests the media (radio and press) facing the theme and political will of the Togolese government has facilitated the effective implementation of various workshops. All this demonstrates the importance and relevance of this project.

d How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Not effective at all	Not very effective	Moderately effective	Effective	Very effective
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

Explain your answer:

Existence of a new law on the arms regime;

- Strong adherence of the target concerned by the project (**245**) participants were reinforced during the 6 workshops);

- Increased stakeholders' knowledge of the content of the ATT and its implementation;

- High degree of commitment and involvement of different actors in their respective roles.

e How would you rate the *efficiency* of the project (to what extent were the project results attained on time and within budget)?

Not efficient at all	Not very efficient	Moderately efficient	Efficient	Very efficient
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	X	<input type="checkbox"/>

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Explain your answer:

Most of the activities were carried out within the deadlines initially set by the project. Expenses incurred have remained in the range of the amounts anticipated or sometimes cost less than the original amounts.

Qualified consultants and various skills in the field of project management and weapons issues were recruited. Also, there was less risk; Among the risks initially identified, it should be noted that there was: late financial assistance and political instability observed in Region 5 which delayed the dates of some workshops.

Given these elements of appreciation, we can note the efficiency of the project in its implementation.

f Please describe the impact of the project (i.e. the positive or negative changes or effects that the project results have on the surrounding circumstances).

- Existence of effective institutions in the implementation of the ATT;
- Existence of a new law on the arms regime;
- Level of knowledge and skills of stakeholders on the content of the ATT and its implementation has increased;
- Knowledge of the concept of the TCA and its content by the population;
- Degree of commitment and involvement of different actors in their respective roles has increased;
- Transfer and sharing of knowledge by the actors at their place of work.

g Describe any problems, constraints and difficulties experienced in implementing this part of the project.

No element.

2. Final expenditure report

Please complete the Supplementary Final Expenditure Report.

### 3. Certification

Please complete a separate certification for each consultant engaged to undertake the project activities that have been implemented.

For the purposes of this certification:

Grantee means National Commission to Fight the Illicit Proliferation, Circulation and Trafficking of Small Arms and Light Weapons (CNLPAL).

Consultant mean :

**Mr Tchamie ADI (AMNESTY INTERNATIONAL-TOGO)**

I, **Mr Inoussa BOURAIMA**, being a person duly authorised by the Grantee hereby certify that:

1. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
2. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
3. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is **655.20 USD (see consultancy contract)**.

**NB :** As in the regions Savane and Kara, Mr Hodenou Kokou AKLAVON, could not answer the workshop of the central region (Sokode) given certain commitments concerning him. To fill this gap, the commission entrusted its communications to Mr ADI Tchamie.

4. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
5. I have attached a receipt from the Consultant confirming that the amount referred to in 3 above has been paid in full by the Grantee.
6. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
7. I am aware of the Grantee's obligations under their Grant Agreement, including the need to keep the ATT Secretariat informed of any circumstances that may impact on the objectives, completion and/or outcomes of the agreed project.
8. I am aware that the Grant Agreement empowers the ATT Secretariat to terminate the Grant Agreement and to request repayment of funds paid to the Grantee where the Grantee is in breach of the Grant Agreement.

Signed.....



Date

29 AOUT 2018

**Monsieur Inoussa BOURAIMA**

Vice-Président de la Commission Nationale de lutte contre la Prolifération, la Circulation et le Trafic illicites des armes légères et de petit calibre (CNLPAL).



Please submit this report and signed declaration to ATT Secretariat along with;

- A copy of the tax invoice issued to you by the Consultant for the provision of services
- Proof the Consultant was paid. This could be a receipt issued to you by the Consultant or a bank statement.



**Workshop of Central Region (5) in Sokodé,  
from 10 to 12 July 2018**



RS



# ATT Supplementary Final Expenditure Report

Name of Grant Recipient: Togo  
 Department or Agency: NATIONAL COMMISSION TO FIGHT CORRUPTION  
 Posting Date: 31/08/2018

### INSTRUCTIONS

- 1) Complete all pink fields only.
- 2) Print, sign, scan and email expenditure report to [trustfund@theafricatrade treaty.org](mailto:trustfund@theafricatrade treaty.org) along with the electronic version.
- 3) All original receipts should be chronologically numbered according to the reference number in this report. Copies of all receipts should be emailed with the expenditure

Project No.: ATT-VTF-G2017-0071 GO  
 Reporting period: 02.03.2018-31.07.2018  
 Local Currency Code: XOF  
 Grant Received USD (incl. instalment): 15 000,00

Vendor Code [Togo1]

<http://www.xo.com/currencytables/?from=XOF&to=USD&date=2017-10-09>  
 Click above first cell for exchange rate site

Accounting Details			General Details			Total budget		Actual spend		Balance of budget available		Balance of funds received	
Posting Date	GL Code	Project code	Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date *	USD	Local Amount	Rate	USD	USD	USD	USD
31/08/2018	31200	602017	Consultant fees	1	Consultant Fees (1 Consultant * 1 week * 850 usd / month)	Fiche d'imputation des formateurs (Centrale) du 10/07/2018 de 182 000 F CFA	215,00	364 000,00	0,0018	655,20		-440,20	14 344,80
31/08/2018	34270	602017	Car rental	2	Car rental for 35 participants (2 days (go / back) * 1 * 500 usd workshop)	Facture N°024/LOC/2018 du 16/07/2018 de 486 000 F CFA	1 000,00	486 000,00	0,0018	874,80		125,20	13 470,00
31/08/2018	34270	602017	Fuel and lubricants	3	Fuel and lubricants for pilotage ((2,000 liters / 7) * 1.052 usd) of the 1 workshop	Facture N° FC.10095528 du 04/07/2018 de 300 000 F CFA	300,00	300 000,00	0,0018	540,00		-240,00	12 930,00
31/08/2018	34250	602017	Conference room	4	Conférence room and sound system (200 usd * 1 workshop)	Facture sans numéro du 12/07/2018 de 300 000 F CFA	200,00	300 000,00	0,0018	540,00		-340,00	12 390,00
31/08/2018	34250	602017	Conference supplies	5	Conference supplies (400 usd * 1 workshop)	Facture N°000486 du 04/07/2018 de 198 000 F CFA	400,00	198 000,00	0,0018	356,40		43,60	12 033,60
31/08/2018	34240	602017	Perdiem	6	Perdiem (35 participants * 20 usd / day * 3 days * 1 workshop)	Fiche d'épargne des participants (Centrale) du 12/07/2017 de 1 050 000 F CFA	2 100,00	1 050 000,00	0,0018	1 890,00		210,00	10 143,60
31/08/2018	34230	602017	Accommodation	7	Accommodation + breakfast (35 participants * 30 usd / day * 3 days * 1 workshop)	Facture sans numéro du 12/07/2018 de 1 575 000 F CFA	3 150,00	1 575 000,00	0,0018	2 835,00		315,00	7 308,60
31/08/2018	34240	602017	Coffee Break	8	Coffee Break (35 participants * 6 usd / day * 6 coffee breaks * 1 workshop)	Facture sans numéro du 12/07/2018 de 630 000 F CFA	1 260,00	630 000,00	0,0018	1 134,00		126,00	6 174,60
31/08/2018	34240	602017	Lunch	9	Lunch (35 participants * 28 usd / day * 3 lunches * 1 workshop)	Facture sans numéro du 12/07/2018 de 1 470 000 F CFA	2 940,00	1 470 000,00	0,0018	2 646,00		294,00	3 528,60
31/08/2018	33320	602017	Public and private media	10	Public and private media	Facture N°39 du 10/07/2018 de 75 000 F CFA Facture N°102 du 10/07/2018 de 100 000 F CFA Fiche d'épargne des journalistes (Centrale) du 10/07/2018 de 50 000 F CFA	350,00	225 000,00	0,0018	405,00		-55,00	3 123,60
31/08/2018	33320	602017	Bandérole	11	Bandéroles (2 banderoles / atelier * 100 usd / banderole * 1 workshop)	Facture N°00148 du 06/07/2018 de 100 000 F CFA	200,00	100 000,00	0,0018	180,00		20,00	2 943,60
31/08/2018	33320	602017	Documentation	14	Documentation (training tools for 1 workshop for 35 participants)	Facture N°: 2018/28/06/166 du 28/06/2018 de 272 000 F CFA	350,00	272 000,00	0,0018	489,60		-139,60	2 454,00

31/08/2018	34980	602017	Indirect support costs	15	Indirect support costs	Facture N° 074/RD/2018 du 22/06/2018 de 312 500 F CFA Facture N°085/RD/2018 du 09/07/2018 de 150 000 F CFA Facture payée N° Client: 35 du 27/07/2018 de 270 000 F CFA Facture N°178 du 12/07/2018 de 45 000 F CFA Facture N°0088/RV/18 du 12/07/2018 de 45 000 F CFA Facture N°118 du 12/07/2018 de 50 000 F CFA Facture N°48 du 12/07/2018 de 45 000 F CFA	872,00	917 500,00	0,0018	1 651,50	-779,50	802,50
							13 337,00	7 887 500,00		34 197,50	-860,50	

\* Description 2 - Receipt or Invoice No. - Date: include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. If the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival city etc.  
 \*\*Actual spend to date: insert the actual amount spent on the budget item since the Final Report. If the item was paid for in local currency, insert the figure in the column headed 'local amount', and it will automatically be calculated in USD. If the item was paid for in USD, enter the figure in the column headed



Signature: BOURAÏMA Inoussa, Vice-Président CNLPAL  
 Date: 28/08/2018

19/09/18

Signature: [Handwritten Signature]  
 Date: \_\_\_\_\_

Head of ATT Secretariat's Signature:

General Details		Total budget	Actual spend	Supplementary spend	Balance of budget available	Balance of funds received	% of over- or under-spend
Ref.	Description	USD	USD	USD	USD	USD	
<b>Personnel costs</b>							
1	Consultant Fees (1 Consultant * 6 months * 850 usd / month)	5'100.00	3'276.00	655.20	1'168.80	76'464.00	22.9%
2	Car rental for 35 partipants (2 days (go / back) * 7 * 500 usd workshops)	7'000.00	5'005.80	874.80	1'119.40	71'458.20	16.0%
3	Fuel and lubricants for pilotage (2,000 liters * 1,052 usd) of the 7 workshops	2'104.00	2'250.00	540.00	-686.00	69'208.20	-32.6%
4	Conference room and sound system (200 usd * 7 workshops)	1'400.00	3'240.00	540.00	-2'380.00	65'968.20	-170.0%
5	Conference supplies (400 usd * 7 workshops)	2'800.00	2'114.78	356.40	328.82	63'853.42	11.7%
6	Perdiem (35 participants * 20 usd / day * 3 days * 7 workshops)	14'700.00	10'908.00	1'890.00	1'902.00	52'945.42	12.9%
7	Accommodation + breakfast (35 participants * 30 usd / day * 3 days * 7 workshops)	22'050.00	17'010.00	2'835.00	2'205.00	35'935.42	10.0%
8	Coffee Break (35 participants * 6 usd / day * 6 coffee breaks * 7 workshops)	8'820.00	6'804.00	1'134.00	882.00	29'131.42	10.0%
9	Lunch (35 participants * 28 usd / day * 3 lunches * 7 workshops)	20'580.00	15'876.00	2'646.00	2'058.00	13'255.42	10.0%
10	Public and private media	2'450.00	1'890.00	405.00	155.00	11'365.42	6.3%
11	Bandéroles (2 banderoles / atelier * 100 usd / banderole * 7 workshops)	1'400.00	1'080.00	180.00	140.00	10'285.42	10.0%
12	Radio and television broadcast (4 broadcasts * 400 usd / broadcast)	1'600.00	1'456.20	0.00	143.80	8'829.22	9.0%
13	Press conference	700.00	579.60	0.00	120.40	8'249.62	17.2%
14	Documentation (training tools for 7 workshops for 35 participants)	2'450.00	1'962.00	489.60	-1.60	6'287.62	-0.1%
<b>TOTAL (ESTIMATED) DIRECT COSTS</b>		<b>93'154.00</b>			<b>7'155.62</b>		
<b>TOTAL (ACTUAL) DIRECT COSTS</b>			<b>73'452.38</b>	<b>12'546.00</b>			
				<b>85'998.38</b>			
<b>Indirect support costs</b>							
15	Indirect support costs	6'520.78					
<b>TOTAL INDIRECT SUPPORT COSTS (based on estimated Direct Costs)</b>		<b>6'520.78</b>					
<b>TOTAL INDIRECT SUPPORT COSTS (based on actual Direct Costs)</b>			<b>5'141.67</b>	<b>6'019.89</b>			
<b>TOTAL BUDGET (GRANT AGREEMENT)</b>		<b>99'674.78</b>					
<b>TOTAL BUDGET (ADJUSTED)</b>			<b>78'594.05</b>	<b>92'018.27</b>			
<b>Total Adjustment (under-spend)</b>			19'701.62	<b>7'155.62</b>			
<b>Amount of 1st installment</b>		<b>39'870.00</b>		<b>39'870.00</b>			
<b>Amount of 2nd installment</b>		<b>39'870.00</b>		<b>39'870.00</b>			
[Amount of anticipated 3rd installment]		[19935]		[19935]			
<b>Balance owing</b>			<b>1'145.95</b>				

Amount reimbursed to ATT Secretariat  
Amount of 3rd (Supplementary) installment

-1'145.95

15'000.00

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**93'594.05**

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**1'575.78**

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