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
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 Agoe-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:


- **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 (WANEPE 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 (UIJT), 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:

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; https://togobreakingnews.info/index.php/societe/item/2769-appropriation-du-traite-sur-commerce-des-armes-a-atakpame; http://lavoixdelatanon.info/vulgarisation-traite-commerce-a-atakpame/; https://togo-times.info/index.php/societe/inem/637-ogou-l-appropriation-du-traite-sur-le-commerce-des-armes-au-coeur-d-un-atelier-a-atakpame).

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 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.

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.

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.

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

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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.

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

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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)?

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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 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)?

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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;

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.

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: [Signature]

Date: 24 AVR 2020

Mr Inoussa BOURAIMA

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.
Civil Protection of Togo presence of the Minister of Security and Hygiene from 11th to 13th of October 2017, with the Workshop of the Grand Lomé (1) in Agos-

Conference on October 10, 2017 launch of activities by a press

The Workshops in Image
Participants in a practical exercise

Interview of the Vice President, Bouba Nang

21 to 23 February 2018

Workshop of Plateaux-Est Region (4) in Akpakame, from
Trainers with participants during workshops

Workshop of Kéara Region (7) in Kéara.

From 12 to 14 March 2018

Workshop of Gasanes Region (6) in Dapanga.

From 07 to 09 March 2018
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* Description - 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 airline, include the airline that issued the ticket, the departure city and arrival city etc.

**Actual spend date:** Insert the actual amount spent on the budget item since the interim report. If the item was paid for in local currency, convert 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 'USD'.
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<td>Fuel and lubricants for pilotage (2,000 liters * 1,052 usd) of the 7 workshops</td>
<td>2'104.00</td>
<td>2'250.00</td>
<td>-146.00</td>
<td>69'208.20</td>
<td>-6.9%</td>
</tr>
<tr>
<td>4</td>
<td>Conference room and sound system (200 usd * 7 workshops)</td>
<td>1'400.00</td>
<td>3'240.00</td>
<td>-1'840.00</td>
<td>65'968.20</td>
<td>-131.4%</td>
</tr>
<tr>
<td>5</td>
<td>Conference supplies (400 usd * 7 workshops)</td>
<td>2'800.00</td>
<td>2'114.78</td>
<td>685.22</td>
<td>63'853.42</td>
<td>24.5%</td>
</tr>
<tr>
<td>6</td>
<td>Perdiem (35 participants * 20 usd / day * 3 days * 7 workshops)</td>
<td>14'700.00</td>
<td>10'090.00</td>
<td>3'792.00</td>
<td>52'945.42</td>
<td>25.8%</td>
</tr>
<tr>
<td>7</td>
<td>Accommodation + breakfast (35 participants * 30 usd / day * 3 days * 7 workshops)</td>
<td>22'050.00</td>
<td>17'010.00</td>
<td>5'040.00</td>
<td>35'935.42</td>
<td>22.9%</td>
</tr>
<tr>
<td>8</td>
<td>Coffee Break (35 participants * 6 usd / day * 6 coffee breaks * 7 workshops)</td>
<td>8'820.00</td>
<td>6'804.00</td>
<td>2'016.00</td>
<td>29'131.42</td>
<td>22.9%</td>
</tr>
<tr>
<td>9</td>
<td>Lunch (35 participants * 28 usd / day * 3 lunches * 7 workshops)</td>
<td>20'580.00</td>
<td>15'876.00</td>
<td>4'704.00</td>
<td>13'255.42</td>
<td>22.9%</td>
</tr>
<tr>
<td>10</td>
<td>Public and private media</td>
<td>2'450.00</td>
<td>1'890.00</td>
<td>560.00</td>
<td>11'365.42</td>
<td>22.9%</td>
</tr>
<tr>
<td>11</td>
<td>Bandéroles (2 banderoles / atelier * 100 usd / banderole * 7 workshops)</td>
<td>1'400.00</td>
<td>1'080.00</td>
<td>320.00</td>
<td>10'285.42</td>
<td>22.9%</td>
</tr>
<tr>
<td>12</td>
<td>Radio and television broadcast (4 broadcasts * 400 usd / broadcast)</td>
<td>1'600.00</td>
<td>1'456.20</td>
<td>143.80</td>
<td>8'829.22</td>
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<tr>
<td>13</td>
<td>Press conference</td>
<td>700.00</td>
<td>579.60</td>
<td>120.40</td>
<td>8'249.62</td>
<td>17.2%</td>
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<tr>
<td>14</td>
<td>Documentation (training tools for 7 workshops for 35 participants)</td>
<td>2'450.00</td>
<td>1'962.00</td>
<td>488.00</td>
<td>6'287.62</td>
<td>19.9%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL (ESTIMATED) DIRECT COSTS</strong></td>
<td><strong>93'154.00</strong></td>
<td><strong>19'701.62</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL (ACTUAL) DIRECT COSTS</strong></td>
<td><strong>73'452.38</strong></td>
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</table>

### Indirect support costs

| 15   | Indirect support costs                                                      | 6'520.78     |              |                            |                            |                          |
|      | **TOTAL INDIRECT SUPPORT COSTS (based on estimated Direct Costs)**           | **6'520.78** |              |                            |                            |                          |
|      | **TOTAL INDIRECT SUPPORT COSTS (based on actual Direct Costs)**              |              |              |                            | **5'141.67**               |                          |
|      | **TOTAL BUDGET (GRANT AGREEMENT)**                                          | **99'674.78**|              |                            |                            |                          |
|      | **TOTAL BUDGET (ADJUSTED)**                                                 | **78'594.05**|              |                            |                            |                          |
|      | Total Adjustment (under-spend)                                              |              |              |                            | **19'701.62**              |                          |

|      | Amount of 1st installment                                                    | 39'870.00    |              |                            |                            |                          |
|      | Amount of 2nd installment                                                    | 39'870.00    |              |                            |                            |                          |
|      | Amount of 3rd installment                                                    | 19'935.00    |              |                            |                            |                          |

|      | Balance owing                                                               | 1'145.95     |              |                            |                            |                          |
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

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

## 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 (scheduling 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, which 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 (S) 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...
gendermerie, 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 SainteThérèse
- 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))?

<table>
<thead>
<tr>
<th>Not relevant at all</th>
<th>Not very relevant</th>
<th>Moderately relevant</th>
<th>Relevant</th>
<th>Very relevant</th>
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<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>X</td>
</tr>
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</table>

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)?

<table>
<thead>
<tr>
<th>Not effective at all</th>
<th>Not very effective</th>
<th>Moderately effective</th>
<th>Effective</th>
<th>Very effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

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)?

<table>
<thead>
<tr>
<th>Not efficient at all</th>
<th>Not very efficient</th>
<th>Moderately efficient</th>
<th>Efficient</th>
<th>Very efficient</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>
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.

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.

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 (Sakode) 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: 

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
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<th>Description 2 - Receipt or Invoice No.</th>
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<th>Local Amount</th>
<th>Rate</th>
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<td>3120</td>
<td>602017</td>
<td>1</td>
<td>Consultant fees (1 Consultant * 1 week * 850 usd / month)</td>
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<td>215,00</td>
<td>364 000,00</td>
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<td>-440,20</td>
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<tr>
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<tr>
<td>31/08/2018</td>
<td>34240</td>
<td>602017</td>
<td>8</td>
<td>Coffee Break (35 participants * 6 usd / day * 6 coffee breaks * 1 workshop)</td>
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<td>405,00</td>
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<td>3 123,60</td>
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<td>31/08/2018</td>
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<td>11</td>
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<td>09/07/2018</td>
<td>602017</td>
<td>Indirect support costs</td>
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**Facture**

- N° 074/MA/2018 du 22/05/2018 de 512 500 F CFA
- N° 085/MA/2018 du 09/07/2018 de 150 000 F CFA
- N° 112 du 12/07/2018 de 50 000 F CFA
- N° 118 du 12/07/2018 de 50 000 F CFA
- N° 119 du 12/07/2018 de 45 000 F CFA
- N° 008/RV/18 du 12/07/2018 de 45 000 F CFA

**Total**

872,00 917,500,00 0,00 1,651,50 882,50

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**Signature:**

BOURAIMA Inoussa, Vice-Président CNLPA

**Date:** 28/08/2018

**Head of ATT Secretariat’s Signature:**

**Date:** 19/09/18
<table>
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<tr>
<th>Ref.</th>
<th>Description</th>
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<th>Actual Spend (USD)</th>
<th>Supplementary Spend (USD)</th>
<th>Balance of Budget Available (USD)</th>
<th>Balance of Funds Received (USD)</th>
<th>% of over- or under-spend</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Consultant Fees (1 Consultant * 6 months * 850 usd / month)</td>
<td>5'100.00</td>
<td>3'276.00</td>
<td>655.20</td>
<td>1'168.80</td>
<td>76'464.00</td>
<td>22.9%</td>
</tr>
<tr>
<td>2</td>
<td>Car rental for 35 participants (2 days (go / back) * 7 * 500 usd workshops)</td>
<td>7'000.00</td>
<td>5'005.80</td>
<td>874.80</td>
<td>1'119.40</td>
<td>71'458.20</td>
<td>16.0%</td>
</tr>
<tr>
<td>3</td>
<td>Fuel and lubricants for pilotage (2,000 liters * 1,052 usd) of the 7 workshops</td>
<td>2'104.00</td>
<td>2'250.00</td>
<td>540.00</td>
<td>-686.00</td>
<td>69'208.20</td>
<td>-32.6%</td>
</tr>
<tr>
<td>4</td>
<td>Conference room and sound system (200 usd * 7 workshops)</td>
<td>1'400.00</td>
<td>3'240.00</td>
<td>540.00</td>
<td>-2'380.00</td>
<td>65'968.20</td>
<td>-170.0%</td>
</tr>
<tr>
<td>5</td>
<td>Conference supplies (400 usd * 7 workshops)</td>
<td>2'800.00</td>
<td>2'114.78</td>
<td>356.40</td>
<td>128.82</td>
<td>65'793.42</td>
<td>11.7%</td>
</tr>
<tr>
<td>6</td>
<td>Perdiem (35 participants * 20 usd / day * 3 days * 7 workshops)</td>
<td>14'700.00</td>
<td>10'908.00</td>
<td>1'890.00</td>
<td>1902.00</td>
<td>52'945.42</td>
<td>12.9%</td>
</tr>
<tr>
<td>7</td>
<td>Accommodation + breakfast (35 participants * 30 usd / day * 3 days * 7 workshops)</td>
<td>22'050.00</td>
<td>17'010.00</td>
<td>2'835.00</td>
<td>2'205.00</td>
<td>35'935.42</td>
<td>10.0%</td>
</tr>
<tr>
<td>8</td>
<td>Coffee Break (35 participants * 6 usd / day * 6 coffee breaks * 7 workshops)</td>
<td>8'820.00</td>
<td>6'804.00</td>
<td>1'134.00</td>
<td>882.00</td>
<td>29'131.42</td>
<td>10.0%</td>
</tr>
<tr>
<td>9</td>
<td>Lunch (35 participants * 28 usd / day * 3 lunches * 7 workshops)</td>
<td>20'580.00</td>
<td>15'876.00</td>
<td>2'646.00</td>
<td>2'058.00</td>
<td>13'255.42</td>
<td>10.0%</td>
</tr>
<tr>
<td>10</td>
<td>Public and private media</td>
<td>2'450.00</td>
<td>1'890.00</td>
<td>405.00</td>
<td>155.00</td>
<td>11'365.42</td>
<td>6.3%</td>
</tr>
<tr>
<td>11</td>
<td>Bandéroles (2 banderoles / atelier * 100 usd / banderole * 7 workshops)</td>
<td>1'400.00</td>
<td>1'080.00</td>
<td>180.00</td>
<td>140.00</td>
<td>10'285.42</td>
<td>10.0%</td>
</tr>
<tr>
<td>12</td>
<td>Radio and television broadcast (4 broadcasts * 400 usd / broadcast)</td>
<td>1'600.00</td>
<td>1'456.20</td>
<td>0.00</td>
<td>143.80</td>
<td>8'829.22</td>
<td>9.0%</td>
</tr>
<tr>
<td>13</td>
<td>Press conference</td>
<td>700.00</td>
<td>579.60</td>
<td>0.00</td>
<td>120.40</td>
<td>8'249.62</td>
<td>17.2%</td>
</tr>
<tr>
<td>14</td>
<td>Documentation (training tools for 7 workshops for 35 participants)</td>
<td>2'450.00</td>
<td>1'962.00</td>
<td>489.60</td>
<td>-1.60</td>
<td>6'287.62</td>
<td>-0.1%</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL (ESTIMATED) DIRECT COSTS</strong></td>
<td><strong>93'154.00</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL (ACTUAL) DIRECT COSTS</strong></td>
<td>73'452.38</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>% of over- or under-spend</strong></td>
<td>12'546.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>85'998.38</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Indirect support costs**

15 | Indirect support costs                                                      | 6'520.78           |                    |                           |                                 |                                |                          |

**TOTAL INDIRECT SUPPORT COSTS (based on estimated Direct Costs)**

5'141.67 | 6'019.89

**TOTAL INDIRECT SUPPORT COSTS (based on actual Direct Costs)**

99'674.78 | 92'018.27

**TOTAL BUDGET (GRANT AGREEMENT)**

78'594.05 | 92'018.27

**TOTAL BUDGET (ADJUSTED)**

19'701.62 | 7'155.62

**Total Adjustment (under-spend)**

Amount of 1st installment | 39'870.00 | 39'870.00
Amount of 2nd installment | 39'870.00 | 39'870.00

[Amount of anticipated 3rd installment] | [19935] | [19935]

**Balance owing**

1'145.95
<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount reimbursed to ATT Secretariat</td>
<td>-1'145.95</td>
</tr>
<tr>
<td>Amount of 3rd (Supplementary) installment</td>
<td>15'000.00</td>
</tr>
<tr>
<td></td>
<td><strong>93'594.05</strong></td>
</tr>
<tr>
<td></td>
<td><strong>1'575.78</strong></td>
</tr>
</tbody>
</table>