

# Arms Trade Treaty Voluntary Trust Fund

## FINAL REPORT

Togo

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

Project No.: ATT.VTF.G2023.008TGO

30 August 2024

## Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2023.008TGO
Grantee name	Togo
Project title	Capacity building of Arms Trade Treaty (ATT) enforcement agency personnel on reporting obligations
Grant Amount	USD 59 412 Montant convenu
Final Report submission date	30 August 2024
Period covered under this report (MM/DD/YY – MM/DD/YY)	27 November 2023 – 30 August 2024

### 1. Project activities and outcomes

#### a Describe the project outcomes.

1- Le projet de renforcement des capacités des personnels des agences d'exécution sur les obligations de rapportage de l'article 13 du TCA a été réalisé à travers un atelier qui a eu lieu du 28 au 30 mai 2024 à l'Hôtel El Shaddai d'Adéticopé (préfecture d'Agoè-nyivé). Deux (2) experts internationaux provenant du Bénin et du Burkina-Faso et un (01) expert national ont été recrutés dans le cadre de l'exécution dudit projet.

Les experts internationaux étaient chargés de préparer et de développer les communications inscrites à l'agenda et l'expert national avait pour mission de faire le suivi et l'évaluation de la conduite du projet.

2- L'atelier a pour objectif le renforcement des capacités des personnels des agences d'exécution en vue de leur permettre de remplir leurs obligations en matière de rapportage conformément à l'article 13 du TCA.

Spécifiquement, il s'agit de :

- permettre aux participants d'assimiler les procédures et pratiques en matière d'établissement de rapports au titre du TCA ;
- ancrer l'effectivité de l'établissement du rapport annuel et de maintenir la fréquence d'envoi au Secrétariat du TCA en termes de reddition des comptes vis-à-vis des autres Etats parties ;
- améliorer la chaîne de coordination, de communication et de coopération interagence en matière d'établissement de rapports ;
- éviter le détournement des armes, objet de transfert.

3-Les participants sont issus des structures suivantes : Douanes, Forces Armées, Police Nationale, ministères chargés de la Justice, des Affaires Etrangères, du Commerce, des Transports, de l'Economie maritime et des Ressources Forestières, ainsi que la Commission nationale sur les armes légères.

4-L'activité s'est déroulée sous un format de communications et d'exercices pratiques tirés des expériences du Bénin et du Burkina-Faso. Trois (03) interventions ont marqué la cérémonie d'ouverture des travaux. Le mot de bienvenue du Secrétaire Général de la préfecture d'Agoè-Nyivé, Monsieur Kazandou Essohana, l'allocution du 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), Monsieur Bouraïma Inoussa et le discours d'ouverture du Ministre de la Sécurité et de la Protection Civile, l'Ambassadeur Calixte B. Madjoulba.

5-Durant les trois (03) jours des travaux, cinq (05) communications ont été présentées sur les thèmes suivants :

- Présentation des objectifs de l'activité ;
- Aperçu général du Traité sur le Commerce des Armes (TCA) et rapportage ;
- Exigences et pratiques du rapportage (rapport initial et rapport annuel) ;
- Mise en place d'un mécanisme national de rapportage ;
- Conservation des données.

A l'issue de ces communications, les participants ont été soumis à un exercice pratique à travers des travaux de groupe sur le modèle de rapport proposé par la 7ème conférence des Etats parties. Les résultats des travaux de groupe ont été restitués en séance plénière.

6- Des recommandations ont été formulées et portent, notamment sur :

- l'instauration d'un cadre de concertation entre les différentes agences d'exécution en vue de la collecte des données relatives au rapportage ;
- la sensibilisation des personnels des différentes unités impliquées dans le processus de rapportage en termes d'échange d'informations ;
- l'initiation d'un séminaire gouvernemental au sujet de l'obligation de rapportage consacrée par le TCA et les autres textes pertinents relatifs aux armes classiques.

7- L'activité a fait l'objet d'évaluation par l'expert national en suivi-évaluation.

Une première phase d'évaluation du projet a été menée à travers la distribution d'une fiche d'évaluation de l'atelier aux participants en vue de recueillir leurs impressions.

La seconde phase d'évaluation s'est faite à travers des entretiens individuels menés auprès des participants quelques semaines après la fin de l'atelier afin de se rendre compte des retombées du projet.

Cette évaluation a permis d'analyser les connaissances et compétences acquises par les participants suite à l'atelier et de cerner l'impact.

8- La visibilité du projet a été assurée par une couverture médiatique (radio, télé, média en ligne, presse écrite), la confection des blocs-notes et de banderoles comportant les logos du bailleur (ATT - VTF).

Voici ci-dessous quelques publications de presses écrites (Togo Presse ; Le Libéral ; Agence Togolaise de Presse) et des liens des médias en ligne et en annexe :

[https://www.youtube.com/live/49i\\_XR01JLQ?si=51rKf2Z9sau1Dhcu](https://www.youtube.com/live/49i_XR01JLQ?si=51rKf2Z9sau1Dhcu)

<https://lomeactu.com/traite-sur-le-commerce-des-armes-le-togo-renforce-les-competences-des-corps-habilles/>

<https://togopresse.tg/lutte-contre-les-armes-legeres-et-de-petits-calibres/>

<https://24heureinfo.com/societe/calixte-madjoulba-ouvre-une-rencontre-consacree-au-traite-sur-le-commerce-des-armes-a-lome/>

<https://atop.tg/mise-en-oeuvre-du-traite-sur-le-commerce-des-armes-des-personnels-des-agences-dexecution-renforcent-leurs-capacites/>

<https://www.togofirst.com/fr/securite/2905-14125-togo-session-de-formation-pour-les-acteurs-de-la-lutte-contre-les-armes-legeres-et-de-petits-calibres>

<https://oeildafrique.tg/traite-sur-le-commerce-des-armes/>



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

Décrivez comment le projet vous a aidé à mettre en œuvre le TCA.

1- La mise en œuvre du présent projet a contribué à la domestication du TCA au Togo sur la base des lignes d'intervention consignées, notamment l'amélioration du cadre juridique, le renforcement des capacités, la formation sur des questions spécifiques telles que la gestion des stocks, **le rapportage**, la liste nationale de contrôle, l'évaluation des risques (prise en compte du genre) et le transit/transbordement, etc.

2- L'activité réalisée a permis, d'une part d'améliorer la connaissance de certains participants vis-à-vis du Traité sur le Commerce des Armes (TCA) et, d'autre part de faire découvrir ce traité à d'autres participants grâce à la documentation mise à leur disposition et aux thèmes développés à leur endroit.

c List all States that benefitted from the project.

Le Togo seul.

d Were all the project activities as specified in the Project Schedule (see Annex G) completed?

Yes  No

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

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. Please also include comments 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?

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

Comment évalueriez-vous la pertinence du projet (le projet était-il adapté aux priorités et politiques existantes du ou des États bénéficiaires)?

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

Explain your answer:

Le projet a permis d'actualiser les connaissances pour certains acteurs de mise en œuvre et de renforcer les compétences pour d'autres en matière d'établissement de rapports annuels. Ainsi, la pertinence a été ressentie lors des échanges et discussions. Les réponses fournies par les participants à l'issue de la phase d'évaluation illustrent bien l'état d'esprit. La majorité des enquêtés (participants) ont affirmé que le contenu de la formation correspondait à leurs besoins, attentes et préoccupations. Ils se sont, à cet effet, engagés à se servir des connaissances acquises pour un meilleur accomplissement de leurs missions. Le projet a également permis d'échanger sur les défis et les bonnes pratiques rencontrés dans le contexte national ainsi que les expériences d'autres États parties, notamment le Bénin et le Burkina Faso.

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

Comment évalueriez-vous l'efficacité du projet (dans quelle mesure le projet a-t-il atteint ses objectifs déclarés)?

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

Explain your answer:

Sur la base des éléments indiquant la pertinence du projet, on peut en déduire que les différentes communications inscrites à l'agenda, ainsi que les techniques d'enseignement ont favorisé l'apprentissage au cours des trois (3) jours de l'atelier. Les exercices pratiques ont permis d'améliorer les compétences et les niveaux de connaissances des participants.

Ainsi :

- 95% des participants ont démontré une connaissance claire des obligations spécifiques du Togo en matière de rapportage, des catégories d'informations à collecter et des délais impartis ;
- 85% des participants ont compris les procédures et les outils mis à disposition par le Secrétariat du TCA pour faciliter la préparation des rapports.
- Les évaluations individuelles révèlent que 100% des participants ont acquis une compréhension claire des concepts clés liés aux obligations de rapportage de l'article 13 du TCA.
- Les participants ont démontré leur capacité à interpréter correctement les dispositions pertinentes de l'article 13 du TCA et à identifier les obligations spécifiques du Togo en matière

de rapportage.

- Une forte mobilisation des médias autour de l'événement a été notée ;
- Une appréciation positive du choix des thèmes développés par les experts a été exprimée.

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

Comment évalueriez-vous l'efficacité du projet (dans quelle mesure les résultats du projet ont-ils été atteints dans les délais et dans les limites du budget)?

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

Explain your answer:

Le délai d'exécution du projet a été repoussé compte tenu du calendrier politique électoral auquel le Togo faisait face. En effet, le pays a organisé un double scrutin comprenant les élections législatives et régionales au mois d'avril 2024. Ce fait politique majeur a conduit à un report de l'activité un mois plus tard, notamment les 28, 29 et 30 mai 2024.

S'agissant des dépenses engagées, elles sont globalement restées dans la fourchette des montants prévus dans le budget approuvé.

Au vu de ces éléments d'appréciation, on peut relever le caractère efficient du projet dans sa mise en œuvre.

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).

Veuillez décrire l'impact du projet (c'est-à-dire les changements ou effets positifs ou négatifs que les résultats du projet ont sur les circonstances environnantes).

L'atelier de renforcement des capacités sur les obligations de rapportage du TCA a permis non seulement de doter les participants de compétences individuelles solides, mais également de poser les jalons d'un système national de rapportage plus performant. En effet, 95% des participants ont exprimé leur satisfaction quant à la qualité de la formation et à sa pertinence pour leur travail quotidien. Ainsi, l'atelier de renforcement des capacités a permis de :

- **améliorer la compréhension des exigences de rapportage de l'article 13**, notamment les types de données requises et les formats de rapport.
- **promouvoir une meilleure coordination et collaboration entre les différentes entités nationales** impliquées dans le processus de rapportage.
- **renforcer la volonté politique** à travers la sensibilisation sur l'importance du rapportage sur le TCA.

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

Comment évalueriez-vous la durabilité du projet (dans quelle mesure les avantages du projet peuvent-ils continuer une fois le projet terminé)?

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

Explain your answer:

L'esprit de collaboration renforcée entre les différentes agences impliquées dans le processus de rapportage, créé grâce au projet, favorisera à long terme une meilleure coordination et une efficacité optimisée du système national de rapportage du TCA au Togo.

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?

Comment les résultats du projet seront-ils davantage utilisés ou appliqués à l'avenir ? Existe-t-il des plans pour la poursuite des activités ou pour le partage de l'expérience acquise

Plusieurs recommandations ont été formulées lors des trois (3) jours de l'atelier pour pérenniser les acquis et envisager de nouvelles perspectives :

- instaurer un cadre de concertation entre les différentes agences d'exécution ;
- poursuivre la sensibilisation du personnel des différentes unités impliquées dans le processus de rapportage ;
- susciter un séminaire gouvernemental sur la thématique concernant l'obligation de rapportage en lien avec le TCA et les autres textes concernant les armes classiques.

## 2. Final expenditure report

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



### 3. Certification

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

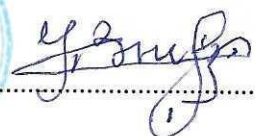
For the purposes of this certification:

Grantee means National Commission to Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **Mr PAROU Geoffroy , Expert Formateur du Burkina Faso**  
**Mr CHAHOUNKA Mètohokan Gabin Abel, Expert Formateur du Bénin**

I **Mr BOURAIMA Inoussa** 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 **7 000 \$**
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 **26 JUL 2024**

**Mr BOURAIMA Inoussa**  
***Vice-Président de la Commission Nationale de Lutte contre la Prolifération, la Circulation et le Traffic 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.

#### 4. 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 Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **Mr DAO Alaza Wiyao, Expert Suivi-évaluation**

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

9. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
10. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
11. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is **3 000 \$**
12. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
13. 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.
14. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
15. 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.
16. 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 .....



*[Handwritten signature]*

..... Date

*26 JUL 2024*

**Mr BOURAIMA Inoussa**

***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.



# ANNEXES

## Cérémonie d'ouverture – Photos groupées des participants - Formation



## Travaux en groupe - Remise des attestations aux participants



*BE*



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## FINAL REPORT

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Project No.: ATT.VTF.G2023.008TGO

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Grant Amount	USD 59 412 Montant convenu
Final Report submission date	30 August 2024
Period covered under this report (MM/DD/YY – MM/DD/YY)	27 November 2023 – 30 August 2024

### 1. Project activities and outcomes

#### a Describe the project outcomes.

- 1- The project to strengthen the capacities of the staff of the implementing agencies on the reporting obligations of Article 13 of the ATT was carried out through a workshop that took place from 28 to 30 May 2024 at the El Shaddai Hotel in Adéticopé (Agoè-nyivé prefecture). Two (2) international experts from Benin and Burkina Faso and one (01) national expert have been recruited as part of the implementation of this project. The international experts were responsible for preparing and developing the papers on the agenda and the national expert was responsible for monitoring and evaluating the conduct of the project.
- 2- The objective of the workshop is to strengthen the capacities of the staff of the implementing agencies to enable them to fulfil their reporting obligations in accordance with Article 13 of the ATT. Specifically, these are:
  - Enable participants to assimilate ATT reporting procedures and practices;
  - anchor the effectiveness of the preparation of the annual report and maintain the frequency of sending to the Secretariat of the ATT in terms of accountability to other States Parties ;
  - Improving the chain of coordination, communication and inter-agency cooperation on reporting;
  - to prevent the diversion of weapons, which are the object of transfer.
- 3- The participants come from the following structures: Customs, Armed Forces, National Police, Ministries of Justice, Foreign Affairs, Trade, Transport, Maritime Economy and Forest Resources, as well as the National Commission on Small Arms.

The activity took place in a format of presentations and practical exercises drawn from the experiences of Benin and Burkina Faso. Three (03) interventions marked the opening ceremony of the work. The welcome word of the Secretary General of the prefecture of Agoè-Nyivé, Mr. Kazandou Essohana, the speech of the Vice-President of the National Commission for the Fight against the Proliferation, Illicit Circulation and Trafficking of Small Arms and Light Weapons (CNLPAL), Mr. Bouraïma Inoussa and the opening speech of the Minister of Security and Civil Protection, Ambassador Calixte B. Madjoulba.

- 4- During the three (03) days of the work, five (05) papers were presented on the following themes:
- Presentation of the objectives of the activity;
  - Overview of the Arms Trade Treaty (ATT) and reporting;
  - Reporting requirements and practices (initial and annual reports);
  - Establishment of a national reporting mechanism;
  - Data Retention.

At the end of these papers, the participants were subjected to a practical exercise through group work on the report model proposed by the 7th Conference of States Parties. The results of the group's work were presented to the plenary session.

6- Recommendations were made and include:

- the establishment of a framework for consultation between the various implementing agencies with a view to collecting data relating to reporting;
- raising awareness among the staff of the various units involved in the reporting process in terms of information exchange;
- the initiation of a government seminar on the reporting obligation enshrined in the ATT and other relevant texts relating to conventional arms.

7- The activity was evaluated by the national expert in monitoring and evaluation.

A first phase of evaluation of the project was carried out through the distribution of an evaluation sheet of the workshop to the participants in order to collect their impressions. The second phase of evaluation was carried out through individual interviews conducted with the participants a few weeks after the end of the workshop in order to assess the impact of the project. This evaluation made it possible to analyse the knowledge and skills acquired by the participants following the workshop as a result.

8- The visibility of the project was ensured by media coverage (radio, television, online media, written press), the making of notepads and banners bearing the logos of the donor (ATT - VTF).

Below are some publications from the written press (Togo Presse; The Liberal; Togolese Press Agency) and links to online media and in the appendix:

[https://www.youtube.com/live/49i\\_XR01JLQ?si=51rKf2Z9sau1Dhcu](https://www.youtube.com/live/49i_XR01JLQ?si=51rKf2Z9sau1Dhcu)

<https://lomeactu.com/traite-sur-le-commerce-des-armes-le-togo-renforce-les-competences-des-corps-habilles/>

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<https://24heureinfo.com/societe/calixte-madjoulba-ouvre-une-rencontre-consacree-au-traite-sur-le-commerce-des-armes-a-lome/>

<https://atop.tg/mise-en-oeuvre-du-traite-sur-le-commerce-des-armes-des-personnels-des-agences-dexecution-renforcent-leurs-capacites/>

<https://www.togofirst.com/fr/securite/2905-14125-togo-session-de-formation-pour-les-acteurs-de-la-lutte-contre-les-armes-legeres-et-de-petits-calibres>

<https://loeildafrique.tg/traite-sur-le-commerce-des-armes/>



[https://youtu.be/5tB2d6ABY7U?si=hRVZImAexdD\\_wPtK](https://youtu.be/5tB2d6ABY7U?si=hRVZImAexdD_wPtK)

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

Décrivez comment le projet vous a aidé à mettre en œuvre le TCA.

- 1- The implementation of this project has contributed to the domestication of the ATT in Togo on the basis of the recorded lines of intervention, including the improvement of the legal framework, capacity building, training on specific issues such as stock management, reporting, the national control list, risk assessment (gender mainstreaming) and transit/transshipment, etc.
- 2- The activity carried out made it possible, on the one hand, to improve the knowledge of some participants with regard to the Arms Trade Treaty (ATT) and, on the other hand, to introduce this treaty to other participants thanks to the documentation made available to them and the themes developed for them.

c List all States that benefitted from the project.

Togo alone.

d Were all the project activities as specified in the Project Schedule (see Annex G) completed?

Yes  No

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

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. Please also include comments 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?

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

Comment évalueriez-vous la pertinence du projet (le projet était-il adapté aux priorités et politiques existantes du ou des États bénéficiaires)?

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

Explain your answer:

The project updated knowledge for some implementers and strengthened annual reporting skills for others. Thus, the relevance was felt during the exchanges and discussions. The responses provided by the participants at the end of the evaluation phase are a good illustration of the state of mind.

The majority of respondents (participants) stated that the content of the training was in line with their needs, expectations and concerns. To this end, they have committed themselves to using the knowledge acquired for a better accomplishment of their missions. The project also provided an opportunity to exchange on challenges and good practices encountered in the national context as well as the experiences of other States Parties, including Benin and Burkina Faso.

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

Comment évalueriez-vous l'efficacité du projet (dans quelle mesure le projet a-t-il atteint ses objectifs déclarés)?

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

Explain your answer:

Based on the elements indicating the relevance of the project, it can be deduced that the various papers on the agenda, as well as the teaching techniques, promoted learning during the three (3) days of the workshop. The practical exercises improved the skills and knowledge levels of the participants.

Thus:

- 95% of participants demonstrated a clear knowledge of Togo's specific reporting obligations, the categories of information to be collected and the deadlines set;
- 85% of participants understood the procedures and tools made available by the ATT Secretariat to facilitate the preparation of reports.
- Individual evaluations reveal that 100% of participants have gained a clear understanding of key concepts related to reporting obligations of Article 13 of the ATT



- Participants demonstrated their ability to correctly interpret the relevant provisions of Article 13 of the ATT and to identify Togo's specific reporting obligations.
- A strong mobilization of the media around the event was noted;
- A positive assessment of the choice of themes developed by the experts was expressed.

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

Comment évalueriez-vous l'efficacité du projet (dans quelle mesure les résultats du projet ont-ils été atteints dans les délais et dans les limites du budget)?

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

Explain your answer:

The deadline for the implementation of the project was postponed in view of the electoral political calendar that Togo was facing. Indeed, the country has organized a double election including legislative and regional elections in April 2024. This major political event led to a postponement of activity a month later, notably on 28, 29 and 30 May 2024.

Expenditures incurred remained broadly within the approved budget.

In view of these factors, it can be noted that the project is efficient 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).

Veuillez décrire l'impact du projet (c'est-à-dire les changements ou effets positifs ou négatifs que les résultats du projet ont sur les circonstances environnantes).

The capacity building workshop on ATT reporting obligations not only provided participants with strong individual skills, but also laid the groundwork for a more effective national reporting system. Indeed, 95% of the participants expressed their satisfaction with the quality of the training and its relevance to their daily work. Thus, the capacity-building workshop made it possible to:

- **improve understanding of the reporting requirements of section 13, including the types of data required and reporting formats.**
- **Promote better coordination and collaboration between the different national entities involved in the reporting process.**
- **Strengthen political will through awareness-raising on the importance of reporting on the ATT.**

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

Comment évalueriez-vous la durabilité du projet (dans quelle mesure les avantages du projet peuvent-ils continuer une fois le projet terminé)?

Not sustainable at all	Not very sustainable	Moderately sustainable	Sustainable	Very sustainable



<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
--------------------------	--------------------------	--------------------------	-------------------------------------	--------------------------

Explain your answer:

-The spirit of strengthened collaboration between the different agencies involved in the reporting process, created through the project, will promote in the long term a better coordination and optimized efficiency of the national ATT reporting system in Togo.

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?

Comment les résultats du projet seront-ils davantage utilisés ou appliqués à l'avenir ? Existe-t-il des plans pour la poursuite des activités ou pour le partage de l'expérience acquise

Several recommendations were made during the three (3) days of the workshop to sustain the achievements and consider new perspectives:

- Establish a framework for consultation between the different implementing agencies;
- continue to raise awareness among the staff of the various units involved in the reporting process;
- Initiate a government seminar on the subject of reporting obligations in relation to the ATT and other texts concerning conventional weapons.

## 2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Togo) 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 Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **Mr PAROU Geoffroy , Expert Formateur du Burkina Faso**  
**Mr CHAHOUNKA Mètohokan Gabin Abel, Expert Formateur du Bénin**

I **Mr BOURAIMA Inoussa** 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 **7 000 \$**
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 .....



*[Handwritten signature]*

..... Date

26 JUL 2024

**Mr BOURAIMA Inoussa**

***Vice-Président de la Commission Nationale de Lutte contre la Prolifération, la Circulation et le Traffic 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.



4. Certification

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

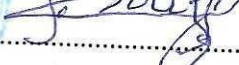
For the purposes of this certification:

Grantee means National Commission to Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **Mr DAO Alaza Wiyao, Expert Suivi-évaluation**

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

9. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
10. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
11. The amount paid by the Grantee to the Consultant for the provision of services to help implement the Grant project to date is **3 000 \$**
12. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
13. 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.
14. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
15. 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.
16. 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 **26 JUL 2024**

**Mr BOURAIMA Inoussa**

***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.



# ANNEXES

## Opening Ceremony - Group photo of participants - Training



## Group work - Presentation of certificates to participants



BB





Name of Grant Recipient	Togo
Department or Agency	CNLPAL
Posting Date	
Project code	622023

**INSTRUCTIONS**  
 1) Complete all pink fields only.  
 2) Print, sign, scan and email expenditure report to trustfund@thearmistadetreaty.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

Project No.	ATT.VTF.G2023.008TGO
Reporting period	27/11/2023 -30/08/2024
Local Currency Code	XOF
Grant Received USD (1st instalment)	32916
Grant Received USD (2nd instalment)	25547

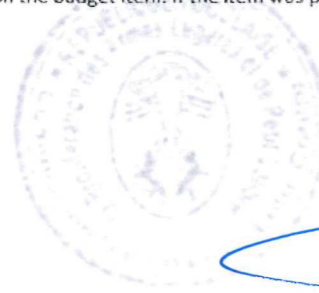
<https://www.oanda.com/currency/converter/>  
 Click above first cell for exchange rate site

General Details				Total Budget		Actual spend to date**		Balance of budget available	Balance of funds received
Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date	USD	Local Amount	Rate	USD	USD	USD
Personnel costs	1	International consultants	Facture N°2024-009/CGAM du 28 mai 2024 de Mr CHAHOUNKA Mètohokan Gabin Abel de 4 216 000 F CFA Facture sans numéro du 28 mai 2024 de Mr PAROU Geoffroy de 4 216 000 F CFA	14 000,00	8 432 000,00	0,0017	13 997,12	2,88	44 465,88
	2	National expert	Facture N°0012/2024 du 14 juin 2024 de 1 807 000 F CFA	3 000,00	1 807 000,00	0,0017	2 999,62	0,38	41 466,26
Travel costs	3	Car rental for 35 participants	Facture N°080/RDA/2024 du 30 mai 2024 de 1200 000 F CFA	2 000,00	1 200 000,00	0,0017	1 992,00	8,00	39 474,26
	4	Car rental for coordination team	Facture N°081/RDA/2024 du 30 mai 2024 de 1 800 000 F CFA	3 000,00	1 800 000,00	0,0017	2 988,00	12,00	36 486,26
	5	Round trip flights for consultants	Ticket N°0322101289366 du 21 mai 2024 de Mr PAROU Geoffroy de 638 200 F CFA Ticket N°0322101289368 du 21 mai 2024 de Mr CHAHOUNKA Mètohokan Gabin Abel de 501 000 F CFA	2 000,00	1 139 200,00	0,0017	1 891,07	108,93	34 595,19
	6	Car rental for after evaluations	Facture N°082/RDA/2024 du 30 mai 2024 de 1 080 000 F CFA	1 800,00	1 080 000,00	0,0017	1 792,80	7,20	32 802,39
	7	Fuels	Facture No HQ-FT0124TIC356 du 23/01/2024 de 542 500 F CFA Facture Ticket N°HQ-FT0524TIC215 du 14 mai 2024 de 620 000 F CFA Facture sans numéro de Station d'essence CAP AGOE GBONVE du 27 mai 2024 de 237 925	2 325,00	1 400 425,00	0,0017	2 324,71	0,29	30 477,68
Operating	8	Venue rental	Facture N°0030/05/HM/TH/DH/24 du 30 mai 2024 de 900 000 F CFA	1 500,00	900 000,00	0,0017	1 494,00	6,00	28 983,68
	9	Conference supplies	Facture No 10041/SBS/DG/2024 du 27/02/2024 de 175 000 F CFA Facture N°000565 du 24 mai 2024 de 427 000 F CFA	1 000,00	602 000,00	0,0017	999,32	0,68	27 984,36
	10	Coffee break	Facture N°0030/05/HM/TH/DH/24 du 30 mai 2024 de 1 512 000 F CFA	2 520,00	1 512 000,00	0,0017	2 509,92	10,08	25 474,44
	11	Lunch	Facture N°0030/05/HM/TH/DH/24 du 30 mai 2024 de 1 890 000 F CFA	3 150,00	1 890 000,00	0,0017	3 137,40	12,60	22 337,04
	12	Per diem	Fiche de paiement des per diem des participants du 30 mai 2024 de 900 000 F CFA Fiche de paiement des per diem des participants du 30 mai 2024 de 900 000 F CFA Fiche de paiement des per diem des participants du 30 mai 2024 de 300 000 F CFA	4 200,00	2 100 000,00	0,0017	3 486,00	714,00	18 851,04
	13	Certificates	Facture N°10150/SBS/DG/2024 du 29 mai 2024 de 630 000 F CFA	1 050,00	630 000,00	0,0017	1 045,80	4,20	17 805,24
	14	Accommodation	Facture N°0030/05/HM/TH/DH/24 du 30 mai 2024 de 5 040 000 F CFA	8 400,00	5 040 000,00	0,0017	8 366,40	33,60	9 438,84
	15	Media coverage	Facture N°01 du 28 mai 2024 de 750 000 F CFA Facture N/Réf: 292/OAM/05/24 du 28 mai 2024 de 250 000 F CFA Facture N/Réf: 293/OAM/05/24 du 28 mai 2024 de 250 000 F CFA Facture N/Réf: 0050/DA/GMAT/5/2024 du 27 mai 2024 de 256 000 F CFA	2 500,00	1 506 000,00	0,0017	2 499,96	0,04	6 938,88
	16	Banner	Facture N°10133/SBS/DG/2024 du 15 mai 2024 de 180 000 F CFA	300,00	180 000,00	0,0017	298,80	1,20	6 640,08
	17	Printing	Facture N°: 092/20240615 du 24 mai 2024 de 421 200 F CFA	700,00	421 200,00	0,0017	699,19	0,81	5 940,89
	18	Drafting reports	Facture N°017-CEGEC/DS-2024 du 03 juin 2024 de 1 204 000 F CFA	2 000,00	1 204 000,00	0,0017	1 998,64	1,36	3 942,25
	19	Mask	Facture N°0100/2024 du 18 mai 2024 de 15 000 F CFA	30,00	15 000,00	0,0017	24,90	5,10	3 917,35
	20	Hydro alcohol gel	Facture N°0100/2024 du 18 mai 2024 de 25 000 F CFA	50,00	25 000,00	0,0017	41,50	8,50	3 875,85
						0,0017	-	-	3 875,85
				55 525,00	32 883 825,00		54 587,15	937,85	3 875,85

\* 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. 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 'USD'.

Signature and Date:



*[Handwritten signature]*

Mr BOURAÏMA Inoussa, Vice-Président CNLPAL TOGO, 26/07/2024

Head of ATT Secretariat

*[Handwritten signature]*  
 S. A. S. M. O. L. A.  
 17/10/2024

*[Handwritten initials]*



**RECONCILIATION**  
**TOGO-ATT.VTF.G2023.008TGO**  
**2023**

Description	Total budget USD	Actual spend (Interim Report) USD	Actual spend (Final Report) USD	Actual spend (Total) USD	Balance of budget available USD	Balance of funds received USD	% of over- or under-spend
<b>Personnel costs</b>							
International consultants	14 000,00	-	13 997,12	13 997,12	2,88	44 465,88	100%
National expert	3 000,00	-	2 999,62	2 999,62	0,38	41 466,26	100%
<b>Travel costs</b>							
Car rental for 35 participants	2 000,00	-	1 992,00	1 992,00	8,00	39 474,26	100%
Car rental for coordination team	3 000,00	-	2 988,00	2 988,00	12,00	36 486,26	100%
Round trip flights for consultants	2 000,00	-	1 891,07	1 891,07	108,93	34 595,19	95%
Car rental for after evaluations	1 800,00	-	1 792,80	1 792,80	7,20	32 802,39	100%
Fuels	2 325,00	900,55	1 424,16	2 324,71	0,29	30 477,68	100%
<b>Operating costs</b>							
Venue rental	1 500,00	-	1 494,00	1 494,00	6,00	28 983,68	100%
Conference supplies	1 000,00	290,50	708,82	999,32	0,68	27 984,36	100%
Coffee break	2 520,00	-	2 509,92	2 509,92	10,08	25 474,44	100%
Lunch	3 150,00	-	3 137,40	3 137,40	12,60	22 337,04	100%
Per diem	4 200,00	-	3 486,00	3 486,00	714,00	18 851,04	83%
Certificates	1 050,00	-	1 045,80	1 045,80	4,20	17 805,24	100%
Accommodation	8 400,00	-	8 366,40	8 366,40	33,60	9 438,84	100%
Media coverage	2 500,00	-	2 499,96	2 499,96	0,04	6 938,88	100%
Banner	300,00	-	298,80	298,80	1,20	6 640,08	100%
Printing	700,00	-	699,19	699,19	0,81	5 940,89	100%
Drafting reports	2 000,00	-	1 998,64	1 998,64	1,36	3 942,25	100%
Mask	30,00	-	24,90	24,90	5,10	3 917,35	83%
Hydro alcohol gel	50,00	-	41,50	41,50	8,50	3 875,85	83%
<b>Total Direct Costs</b>	<b>55 525,00</b>	<b>1 191,05</b>	<b>53 396,10</b>	<b>54 587,15</b>			
<b>Total Indirect Support Costs - 7%</b>	<b>3 886,75</b>	<b>83,37</b>	<b>3 737,73</b>	<b>3 821,10</b>			
<b>Total</b>	<b>59 411,75</b>	<b>1 274,42</b>	<b>57 133,83</b>	<b>58 408,25</b>			
Amount of 1st installment	32 916						
Amount of 2nd installment	25 547						
Amount of 3rd installment							
Balance owing to VTF	54,75						



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S. A. S. LAYLA  
 17/10/2024  
 HEAD: ATT SECRETARIAT

M. BOURAIMA Inoussa, Vice-President  
 CNLRAL TOGO  
 14/10/2024