

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

**Ghana National Commission on
Small Arms and Light Weapons**

Project No.: ATT.VTF.G2018.002GHA

29 April 2019

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2018.002GHA
Grantee name	Ghana National Commission on Small Arms and Light Weapons
Project title	Adoption of an Institutional Legal Frame Work for the Implementation of the Arms Trade Treaty in Ghana
Grant Amount	USD 99,958
Final Report submission date	1st July 2019
Period covered under this report (MM/DD/YY – MM/DD/YY)	01 August 2018- 27 February 2019

1. Project activities and outcomes

a Describe the project outcomes.

An Act of Parliament clearly outlining the Institutional arrangement for the implementation of the ATT would soon be adopted by Ghana which would pave way for the smooth implementation of the ATT in Ghana.

Ghana has been capacitated to implement the provisions of the ATT effectively and meet her reporting obligations to the Secretariat.

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

The Institutional Legal Frame work in Ghana for the implementation of the ATT would be adopted soon. This would give legal backing to the National Institution to coordinate the implementation of the ATT in Ghana. For instance various obligations under the ATT such as reporting, payment of assessed contribution, record keeping, the review of the National Control List would be effectively undertaken.

c List all States that benefitted from the project.

The project was only implemented in Ghana

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 using the drop-down menu in Column G. Please also include Comments in Column H 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))?

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:

Ghana has taken the legal steps in accordance with the Constitution of Ghana to adopt a National Institution to implement the ATT

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

Explain your answer:

With the adoption of the Institutional Legal frame work for the implementation of the ATT, Ghana would be in the position to implement the provisions of the ATT effectively.

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

Explain your answer:

Despite the unexpected rise in transportation cost, the project team adopted various innovations to ensure that the project expenditures were within what had been budgeted for. The project results ie the proposed Bill was finalized within the estimated time and expenditure.

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).

In line with the Constitution of Ghana, a National Institution with the requisite legal backing would be responsible for the implementation of the ATT in Ghana.

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 very sustainable	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Explain your answer:

The National Institution would have budgetary support for its activities, projects and operations.

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?

We hope to share our experience with Countries within the sub region who intend to adopt similar institution. We also hope to adopt an operational law with penal regime for the implementation of the ATT.

2. Final expenditure report

[Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report \(Ghana\) 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 Ghana National Commission on Small Arms and Light Weapons.

Consultant means [Insert name of Consultant]

I [Insert name of authorised person making the declaration] 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 [Insert total \$ funding amount in United States dollars]
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 22nd July, 2019

Programme Officer/ATT Schedule Officer

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.

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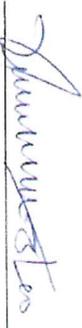
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Accounting Details				General Details				Total Budget	Actual spend to date**	Balance of budget available	Balance of funds received	
Posting Date	GL Code	Project code	Budget line	Ref. N°	Description 1	Description 2 (Receipt or Invoice No., Date*)	USD	Local Amount	Rate	USD	USD	USD
29/04/2019	34320	602017		1	PRIDE 1 Transport (12) for 20 participants	Attendance sheet No P1001 and sign sheet No P1002	800.00		0.2019	800		92303
29/04/2019	34320	602017		2	PRIDE 2 Transport (12) for 20 participants	Attendance sheet No P1001 and sign sheet No P1002	800.00		0.2019	800		91364
29/04/2019	34320	602017		3	PRIDE 3 Transport (12) for 20 participants	Attendance sheet No P1001 and sign sheet No P1002	800.00		0.2019	800		90364
29/04/2019	34320	602017		4	PRIDE 4 Transport (12) for 20 participants	Attendance sheet No P1001 and sign sheet No P1002	1,200.00		0.2019	1,200		89364
29/04/2019	34320	602017		5	PRIDE 5 Transport (12) for 20 participants	Attendance sheet No P1001 and sign sheet No P1002	2,000.00		0.2019	2,000		87364
29/04/2019	34350	602017		6	PRIDE 1 Workshop venue cost includes accommodation, break fast two coffee breaks, cost of hiring conference venue, use of projector & screen, notepads, pens, flip chart & markers, bottles of water, buffet lunch and dinner (i.e. 20 participants x 3 day workshop)	Attendance sheet No P1001 and sign sheet No P1002 Invoice No E101/19/2019/112/12/146 dated 14/08/2019 Ghana Revenue Authority Receipt No 15/1473980	14,100.00		0.2019	14,100		73364
29/04/2019	34350	602017		7	PRIDE 2 Workshop venue cost includes accommodation, break fast two coffee breaks, cost of hiring conference venue, use of projector & screen, notepads, pens, flip chart & markers, bottles of water, buffet lunch and dinner (i.e. 20 participants x 3 day workshop)	Attendance sheet No P1001 and sign sheet No P1002 Invoice No E101/19/2019/112/12/144 dated 14/08/2019 Ghana Revenue Authority Receipt No 15/1473585	9,400.00		0.2019	9,400		63964
29/04/2019	34350	602017		8	PRIDE 3 Workshop venue cost includes accommodation, break fast two coffee breaks, cost of hiring conference venue, use of projector & screen, notepads, pens, flip chart & markers, bottles of water, buffet lunch and dinner (i.e. 20 participants x 3 day workshop)	Attendance sheet No P1001 and sign sheet No P1002 Invoice No E101/19/2019/112/12/152 dated 31/11/2018 Ghana Revenue Authority Receipt No 15/1433117	9,400.00		0.2019	9,400		54564
29/04/2019	34350	602017		9	PRIDE 4 Workshop venue cost includes accommodation, break fast two coffee breaks, cost of hiring conference venue, use of projector & screen, notepads, pens, flip chart & markers, bottles of water, buffet lunch and dinner (i.e. 30 participants x 2 day workshop)	City Escape Hotel Invoice Dated 7 March 2019, Lex Emporium NIB Cheque No 000045, Ghana Revenue Authority Receipt No 15/00023322	14,100.00		0.2019	14,100		40364
29/04/2019	34350	602017		10	PRIDE 5 Workshop venue cost includes accommodation, break fast two coffee breaks, cost of hiring conference venue, use of projector & screen, notepads, pens, flip chart & markers, bottles of water, buffet lunch and dinner (i.e. 50 participants x 3 day workshop)	Velia Sereve Hotel Invoice No. VSH/CONF/MAKSA/17/18, Lex Emporium NIB Cheque No. 000045, Ghana Revenue Authority Receipt No 15/11000070	35,250.00		0.2019	35,250		5111
29/04/2019	33330	602017		11	PRIDE 1 Printing and stationary includes the cost of printing of materials to be distributed to participants	Receipt No. 0000241 dated 10/8/2018	500.00		0.2019	500		4611
29/04/2019	33330	602017		12	PRIDE 2 Printing and stationary includes the cost of printing of materials to be distributed to participants	Receipt No. 0000340 dated 4/9/2018	500.00		0.2019	500		4111
29/04/2019	33330	602017		13	PRIDE 3 Printing and stationary includes the cost of printing of materials to be distributed to participants	Receipt No. 0010956 dated 31/10/2018	500.00		0.2019	500		3611
29/04/2019	33330	602017		14	PRIDE 4 Printing and stationary includes the cost of printing of materials to be distributed to participants	Lex Emporium NIB Cheque No. 000046, Ghana Revenue Authority Receipt No. 15/11735207	750.00		0.2019	750		2861
29/04/2019	33330	602017		15	PRIDE 5 Printing and stationary includes the cost of printing of materials to be distributed to participants	Lex Emporium NIB Cheque No. 000049, Ghana Revenue Authority Receipt No. 15/11735223	1,000.00		0.2019	1,000		1861
29/04/2019	44980	602017		18	Bank charges	Lex Emporium invoice No. FO/08/2019, National Investment Bank letter dated 3 April, 2019	5,558.00			6,540		7001
					Indirect Costs %		96,758.00			99,862		-7001

* 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 refers to an invoice include the invoice 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 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 in USD, enter the figure in the column headed 'USD'.

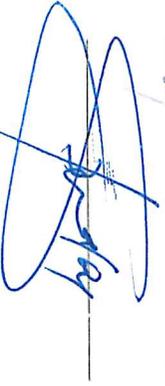
Signature:



Date:

22/07/2019

Head of ATT Secretariat's Signature:



Date:

12 August, 2019

RECONCILIATION
GHANA-ATT.VTF.G2018.002GHA
2018

Description	Total budget	Actual spend (Interim Report)	Actual spend (Final Report)	Actual spend (Total)	Balance of budget available	Balance of funds received	% of over- or under-spend
	USD	USD	USD	USD	USD	USD	
Personnel costs							
Travel costs							
Phase 1 : Transport (T&T) for 20 participants	800	800		800	-	92,161	100%
Phase 2 : Transport (T&T) for 20 participants	800	800		800	-	91,361	100%
Phase 3 : Transport (T&T) for 20 participants	800	800		800	-	90,561	100%
Phase 4 : Transport (T&T) for 30 participants	1,200		1,200	1,200	-	89,361	100%
Phase 5 : Transport (T&T) for 50 participants	2,000		2,000	2,000	-	87,361	100%
Equipment costs				-	-		
Operating Costs							
Phase 1 : venue cost	14,100	14,100		14,100	-	73,261	100%
Phase 2 : venue cost	9,400	9,400		9,400	-	63,861	100%
Phase 3 : venue cost	9,400	9,400		9,400	-	54,461	100%
Phase 4 : venue cost	14,100		14100	14,100	-	40,361	100%
Phase 5 : venue cost	35,250		35250	35,250	-	5,111	100%
Phase 1 : Printing and stationary	500	500		500	-	4,611	100%
Phase 2 : Printing and stationary	500	500		500	-	4,111	100%
Phase 3 : Printing and stationary	500	500		500	-	3,611	100%
Phase 4 : Printing and stationary	750		750	750	-	2,861	100%
Phase 5 : Printing and stationary	1,000		1,000	1,000	-	1,861	100%
Bank charges			2,323	2,323	-	462	
Total Direct Costs	91,100	36,800	56,623	93,423	- 2,323	- 462	103%
Total Indirect Support Costs - 7%	6,377	2,576	3,964	6,540	- 163	- 7,001	103%
Total Indirect Support Costs - 7%	97,477	39,376	60,586	99,962	- 2,485	- 7,001	103%
Amount nof 1st installment	49,979						
Amount of 2nd installment	42,982						
Amount of 3rd installment	7,001						
Balance owing	-						