

**Arms Trade Treaty Voluntary Trust Fund**

**FINAL REPORT**

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

**Project No.: ATT.VTF.G2018.003GHA**

30 January 2019

## Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2018.003GHA
Grantee name	Ghana National Commission on Small Arms and Light Weapons
Project title	National Sensitization and Capacity Building Workshop for Members of Parliament
Grant Amount	USD\$ 45,636.00
Final Report submission date	30 January 2019
Period covered under this report (MM/DD/YY – MM/DD/YY)	01 August 2018-30 November 2018

### 1. Project activities and outcomes

#### a Describe the project outcomes.

The project has provided the necessary capacity for Members of the Defence and Interior Committee of the Parliament of Ghana on the obligations of Ghana under the ATT for the effective implementation of the ATT in Ghana

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

Capacity of Parliament of Ghana enhanced on the obligations of Ghana under the ATT for effective supervision of the Executive on the implementation of the ATT in Ghana

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

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:

Selected Members of Parliament well sensitized on the obligations of Ghana under the ATT. The capacity of selected Members of Parliament on the ATT has been improved. This is enhancing Ghana's implementation of the ATT especially with regards to Legal Reforms.

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:

Ghana Parliament has called on all relevant agencies to work on the speedy adoption of a comprehensive single arms and ammunition Bill and present it for passage by Parliament.

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

Explain your answer:

Even though the project outcome was achieved within the stipulated budget, certain adjustments had to be made in terms of 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).

The review of Ghana's legislation on conventional arms would commence soon

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:

There is a continuous interest from Parliament on the implementation of the ATT in Ghana especially on legal reforms that needs to be done.

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?

Input and recommendations received from Members of Parliament would be incorporated into the new arms and ammunition Bill. This would prevent possible delays in the adoption of the new legislation.

## 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 26/02/2019

Programme 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.

3. Certification

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

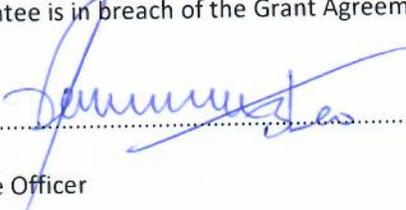
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**RECONCILIATION**  
**GHANA (2)-ATT.VTF.G2018.003GHA**  
**2018**

Description	Total budget	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	
<b>Staff</b>						
Fees for 5 Local Experts for 3-workshop Days	4,500.00	4,500	4,500	-	34,291.00	100%
<b>Travel costs</b>						
Transport (T&T) for 50 participants (i.e. 45-participants plus 5 Experts)	2,000.00	2,000	2,000	-	32,291.00	100%
<b>Operating Costs</b>						
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. 45 participants and 5 Experts x 3-day workshop)	35,250.00	35250	35,250	0 -	2,959.00	100%
Cost of printing of materials to be distributed to participants for the workshop as well as fees for materials to be sent by courier.	900.00	901	901	-1 -	3,860.00	100%
<b>Total Direct Costs</b>	<b>42,650.00</b>	<b>42,651</b>	<b>42,651</b>	<b>1 -</b>	<b>3,860.00</b>	<b>100%</b>
<b>Total Indirect Support Costs (up to 7%)</b>	<b>2,985.50</b>	<b>2,986</b>	<b>2,986</b>	<b>0 -</b>	<b>6,845.57</b>	<b>100%</b>
<b>Total Indirect Support Costs (up to 7%)</b>	<b>45,636</b>	<b>45,637</b>	<b>45,637</b>	<b>1 -</b>	<b>6,846</b>	<b>100%</b>
Amount of 1st installment	38,791					
Amount of 2nd installment	6,845					
Balance owing	-					



Name of Grant Recipient: Ghana  
 Department or Agency: GHANA NATIONAL COMMISS  
 Posting Date: 30/01/2019

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

Project No.	ATT/VTF/G2018.003/GHA
Reporting Period	01/08/2018 to 30/11/2018
Local Currency Code	GHS
Grant Received USD (Balance of 1st In)	38,791
Grant Received USD (2nd instalment)	-
	38,791.00

## ATT Final Expenditure Report

Vendor Code [Ghana]

Accounting Details			General Details			Balance of budget available		Actual spend to date (post Interim Report)**		Balance of budget available		Balance of funds received	
Posting Date	GL Code	Project code	Budget line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date *	USD	Local Amount	Rate	USD	USD	USD	USD
30/01/2019	31200	602017		1	Fees for 5 Local Experts for 3- workshop Days	Contract Nos: GNC/VTF/001, GNC/VTF/002, GNC/VTF/003, GNC/VTF/004, GNC/VTF/005 Attendance Sheet No. VTF001 AND Sign Sheet No. VTF002	4,500.00			4,500.00	-		34,291.00
30/01/2019	34220	602017		2	Transport (181) for 50 participants (i.e. 45-participants plus 5 Experts)	Invoice dated 18th October, 2018 and Ghana Revenue Authority Receipt No. 15/11000055. Sign Sheet No. VTF 002	2,000.00			2,000.00	-		32,291.00
30/01/2019	34250	602017		3	Workshop venue cost includes accommodation, break fast, two coffee breaks, cost of firing conference venue, use of projector & screen, notepads, pens, flip chart & markers, bottles of water, buffet lunch and Dinner (i.e. 45 participants and 5 Experts x 3-day workshop)		35,250.00			35,250.00	-		-2,959.00
30/01/2019	34250	602017		4	Cost of printing of materials to be distributed to participants for the workshop as well as fees for materials to be sent by courier.	Ghana Revenue Authority receipt No. 15/8557532	900.00			901.00	-1.00		-3,860.00
30/01/2019	34980	602017		26			42,650.00			42,651.00	-1.00		

\* 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.  
 10-Dec-17

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Head of ATT Secretariat's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

14 May 2019.

<http://www.armsconferencedatabases/From-GHS&date=2017-10-09>  
 Click above first cell for exchange rate site