



**Arms Trade Treaty Voluntary Trust Fund**

**FINAL REPORT**

**Ministry of Foreign Affairs of Guatemala**

**ATT.VTF.G2017.013GTM**

**(Revision of the Report Presented on  
December 14, 2018)**

**26 April 2019**

## Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2017.013GTM
Grantee name	Ministry of Foreign Affairs
Project title	Implementation of the Arms Trade Treaty in the Republic of Guatemala
Grant Amount	USD\$ 96,325.68
Final Report submission date	14 December 2018
Period covered under this report (15/10/17 – 14/10/18)	15.10.2017 to 14.10.2018

### 1. Project activities and outcomes

#### a Describe the project outcomes.

There was a total of five activities in the implementation of the project, all of which were directed to public servants working on national institutions considered as possible members of a National Authority of Control (NAC).

In that regard, the first workshop's objective was to introduce the idea of the NAC. The second and third workshops were related to the national control list. The fourth activity was a practical course on the use of X-rays to prevent the illicit traffic of arms, ammunitions, parts and components in customs areas. The fifth activity consisted of the final recommendations.

The outcomes of the project are tangible in three different documents of the highest value for the effective implementation of the Arms Trade Treaty in Guatemala. The first document is an analysis of the current legal framework regarding conventional arms in Guatemala, which include international treaties and protocols as well as internal laws on the regulation of arms and ammunitions. The second document engages the gaps in the current legal framework and the necessary modifications that are required to comply with the content of the Arms Trade Treaty. The third document is a law proposal to harmonize the national legislation with the ATT.

In addition to the above, the project has helped determine all the challenges that Guatemala faces in order to achieve the desired implementation of the Arms Trade Treaty.

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

The project was key to reveal the internal challenges Guatemala has to face to complete the implementation of the Arms Trade Treaty. At the same time, the project unveiled that the obstacles are very complex, especially because the modifications needed in order to comply with the Treaty are vast. However, at the completion of the project, a path to reach that objective was traced with the redaction of the three documents mentioned above. In other words, the project assisted to create a roadmap to establish a National Authority of Control and it presented the gaps in the current legal framework that are required to comply with the content of the Arms

Trade Treaty, which has, as a main obstacle, the inexistence of an institution that gathers all the functions and power to operate the national control list.

c List all States that benefitted from the project.

Guatemala

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.

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:

The implementation of any treaty usually demands modifications of preestablished laws and regulations. In the case of the Arms Trade Treaty, this was no exception. In that regard, the project is invaluable to reach the desired standards established in the ATT, especially through the redaction of a roadmap to make all the necessary modifications to comply with the treaty. Furthermore, the project set a place where public institutions were able to sit and discuss the establishment of the National Authority, the development of a National Control List, and all the subsequent obligations that emerged from the ratification of the Treaty.

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 redaction of the law proposal to harmonize the national legislation with the requirements put forward by the Arms Trade Treaty, the project gave Guatemala the means necessary to fulfil the compromises acquired with the ratification of the treaty. Nonetheless, this proposal still has to go through an evaluation process in national institutions before being presented in Congress to be discussed and proved. After this process is done, the establishment of a National Authority and the development of a National Control List will be easier to achieve.

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

Explain your answer:

All the activities were made, but there were a few changes in the modality and dates. The preparation of agendas and the selection of the expositors were difficult to define with UNLIREC.

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).

After the finalization of the project, there is still work to be done. However, as it was mentioned before, the project has come to help the process of the implementation of the ATT be smoother. Currently, the talks of the reforms are going to be held at the highest level in order facilitate decision making and accelerate the modifications needed to establish the NAC.

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

Explain your answer:

After the presentation of the first final report on December 14<sup>th</sup>, 2018, we have continued to follow up on the ATT matters. The institutions are still working internally to advance in the implementation of the ATT; there is a better understanding of what needs to be done and the roadmap to implement the Treaty is already in set.

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?

All the discussions made during the workshops and all the lessons learned will be applied in the meetings regarding the creation of the National Authority and the National Control List.

## 2. Final expenditure report

The final expenditure report has been already submitted in a separate document.

## 3. Certification

For the purposes of this certification:

Grantee means Ministry of Foreign Affairs.

Consultant means The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC).

I, Mónica Bolaños Pérez 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 US\$ 77'060.54. The payment has been done in two instalments (US\$ 38'530.27 each) paid directly by the VTF to the consultant.
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 ..... Mónica Bolaños Pérez (04/26/2019)

(Ambassador/General Director of Economic and Multilateral Relations)  
Embajadora/Directora General de Relaciones Internacionales Multilaterales y Económicas



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.



ATT  
THE  
TRUST

Ministry of Foreign Affairs of Guatemala  
MINISTERIO DE ASUNTOS EXTERIORES DE GUATEMALA

ATT FINAL Expenditure Report

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Project No.	ATT/AT/2017/2025/EM
Reporting period	15-10-2017 - 15-10-2018
Local Currency Code	GTQ
Project Name	Guatemala - UNHCR Emergency Response
Local Currency Code	GTQ
Local Currency Code	27,650.54

Accounting Details	Accounting Details		Activity	Description	Budget	Expenditure		Expenditure		Balance of Budget	Balance of funds received
	01 Code	Project Code				Local Amount	Rate	Local Amount	Rate		
07/07/2000	€ 31,200.00	€ 602,017.20	1	ACTIVITY 1: UNHCR Experts (development of work)	3,000.00	3,000.00	1.0000	3,000.00	1.00	-	74,060.54
07/07/2000	€ 31,200.00	€ 602,017.20	2	ACTIVITY 1: UNHCR Experts (delivery of work)	2,000.00	2,000.00	1.0000	2,000.00	1.00	-	72,060.54
07/07/2000	€ 34,210.00	€ 602,017.20	3	ACTIVITY 1: Expert travel - UNHCR operations (UNHCR experts missions @ 5 days) - At Toluca	2,600.00	1,655.54	1.0000	1,655.54	1.00	944.46	70,065.00
07/07/2000	€ 34,240.00	€ 602,017.20	4	ACTIVITY 1: Expert travel - UNHCR operations (UNHCR experts missions @ 5 days) USA1	1,850.00	1,397.20	1.0000	1,397.20	1.00	-376.00	69,688.80
07/07/2000	€ 34,250.00	€ 602,017.20	5	ACTIVITY 1: Expert travel - UNHCR operations (UNHCR experts missions @ 5 days) UNHCR Guatemala	304.00	376.00	1.0000	376.00	1.00	-72.00	69,007.80
07/07/2000	€ 34,240.00	€ 602,017.20	6	ACTIVITY 1: Hospitality/food (Meals and coffee breaks ( 2 days x 50 participants x 30\$ per day)	1,400.00	1,489.00	1.0000	1,489.00	1.00	312.00	67,519.80
07/07/2000	€ 34,250.00	€ 602,017.20	7	ACTIVITY 1: 2 day workshop for 30 participants: Room rental and audiovisual equipment (covered by national workshop)	-	-	-	-	1.00	-	67,519.80
07/07/2000	€ 33,960.00	€ 602,017.20	8	ACTIVITY 1: 2 day workshop for 30 participants: Materials, printing and miscellaneous	1,500.00	1,708.25	1.0000	1,708.25	1.00	64.77	65,746.78
07/07/2000	€ 33,150.00	€ 602,017.20	9	ACTIVITY 1: 2 day workshop for 30 participants: Communications	500.00	450.00	1.0000	450.00	1.00	50.00	65,296.78
07/07/2000	€ 31,200.00	€ 602,017.20	10	ACTIVITY 2: UNHCR Experts (development of work)	6,000.00	6,000.00	0.1187	6,000.00	1.00	-40.00	59,256.78
07/07/2000	€ 31,200.00	€ 602,017.20	11	ACTIVITY 2: UNHCR Experts (delivery of work)	2,000.00	1,968.88	0.1187	1,968.88	1.00	36.12	57,277.90
07/07/2000	€ 34,210.00	€ 602,017.20	12	ACTIVITY 2: UNHCR Experts (Delivery of work) (UNHCR Experts missions @ 5 days) - At Toluca	5,200.00	3,079.09	0.1187	3,079.09	1.00	3,320.91	53,959.81

0/01/1500	€ 34,240.00	€ 602,017.20		13	ACTIVITY 2: Experts travel - UN/INTEC Instructors (4 UN/INTEC Experts missions @ 4 days) - ODS4 (5 days)	ACTIVITY 2: Experts travel - UN/INTEC Instructors (4 UN/INTEC Experts missions @ 4 days) - ODS4 (5 days)	3,200.00	0.1362	4,531.00	1.00	4,531.00	-831.00	48,662.81
0/01/1500	€ 34,240.00	€ 602,017.20		14	ACTIVITY 2: Experts travel - UN/INTEC Instructors (4 UN/INTEC Experts missions @ 4 days) - Terminal Expenses	* Jimmy Arroyo * Terminal expenses \$188 * Quetzalville Kiosk/terminal expenses \$188 * Walter Murcia 100% of 5 DSA in Guatemala City: \$ 965.00 * Angela Hoyos 100% of 8 DSA in Guatemala City: \$1,576	604.00	0.1362	753.00	1.00	753.00	-144.00	48,120.81
0/01/1500	€ 34,240.00	€ 602,017.20		15	ACTIVITY 2: Hospitality/food (meals and coffee breaks 14 days x 30 participants x 300 per day)	ACTIVITY 2: Hospitality/food (meals and coffee breaks 14 days x 30 participants x 300 per day)	1,500.00	0.1362	1,632.73	1.00	1,632.73	1,967.27	46,478.08
0/01/1500	€ 34,240.00	€ 602,017.20		16	Room rental and individual equipment (rental of room / consultant)	Room rental and individual equipment (rental of room / consultant)	2,000.00	0.1362	2,779.24	1.00	2,779.24	433.00	42,702.50
0/01/1500	€ 34,240.00	€ 602,017.20		17	ACTIVITY 2: 2 day workshop for 30 participants - materials, printing and miscellaneous	ACTIVITY 2: 2 day workshop for 30 participants - materials, printing and miscellaneous	500.00	0.1362	500.00	1.00	500.00	-	42,202.50
0/01/1500	€ 34,240.00	€ 602,017.20		18	ACTIVITY 2: 2 day workshop for 30 participants - communications	ACTIVITY 2: 2 day workshop for 30 participants - communications	3,000.00	0.1362	3,030.00	1.00	3,030.00	-30.00	39,172.50
0/01/1500	€ 34,240.00	€ 602,017.20		19	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$50	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$50	600.00	0.1362	606.00	1.00	606.00	-6.00	38,566.50
0/01/1500	€ 34,240.00	€ 602,017.20		20	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$5	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$5	1,500.00	0.1362	1,010.00	1.00	1,010.00	590.00	37,556.50
0/01/1500	€ 34,240.00	€ 602,017.20		21	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	3,300.00	0.1362	690.35	1.00	690.35	609.05	36,864.95
0/01/1500	€ 34,240.00	€ 602,017.20		22	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	740.00	0.1362	1,007.00	1.00	1,007.00	-267.00	35,857.95
0/01/1500	€ 34,240.00	€ 602,017.20		23	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	182.00	0.1362	188.00	1.00	188.00	-6.00	35,669.95
0/01/1500	€ 34,240.00	€ 602,017.20		24	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	2,400.00	0.1362	2,358.80	1.00	2,358.80	-136.80	33,333.15
0/01/1500	€ 34,240.00	€ 602,017.20		25	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	18,000.00	0.1362	18,508.93	1.00	18,508.93	-508.93	14,824.22
0/01/1500	€ 34,240.00	€ 602,017.20		26	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	3,000.00	0.1362	3,000.00	1.00	3,000.00	-	11,824.22
0/01/1500	€ 34,240.00	€ 602,017.20		27	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	1,600.00	0.1362	1,600.00	1.00	1,600.00	-	10,224.22
0/01/1500	€ 34,240.00	€ 602,017.20		28	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	664.51	0.1362	664.51	1.00	664.51	9,559.71	
0/01/1500	€ 34,240.00	€ 602,017.20		29	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	695.60	0.1362	695.60	1.00	695.60	44.40	8,864.11
0/01/1500	€ 34,240.00	€ 602,017.20		30	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	188.00	0.1362	188.00	1.00	188.00	-36.00	8,676.11
0/01/1500	€ 34,240.00	€ 602,017.20		31	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	1,369.35	0.1362	1,369.35	1.00	1,369.35	-169.35	7,506.76
0/01/1500	€ 34,240.00	€ 602,017.20		32	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	427.19	0.1362	427.19	1.00	427.19	-137.19	6,885.57
0/01/1500	€ 34,240.00	€ 602,017.20		33	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10	ACTIVITY 2: 2 day workshop for 30 participants - common staff costs for consultant fee \$10		0.1362		1.00			



07/1900	€ 31,100.00	€ 602,017.00	34	ACTIVITY 6: 2 day workshop for 20 participants - Guatemala	Guatemala - Communications and Internet (\$250)	250.00	0.1362	250.00	1.00	250.00		6,635.57
07/1900	€ 31,200.00	€ 602,017.00	35	ACTIVITY 7: UNHCR EXPERTS (development of activity)	Consultant fee for Mr. Angela Lopez: \$3,000. 1% Common staff costs for consultant fee \$30	3,000.00	0.1362	3,030.00	1.00	3,030.00	-30.00	3,405.57
07/1900	€ 31,200.00	€ 602,017.00	36	ACTIVITY 7: UNHCR EXPERTS (delivery of activity)	Consultant fee for Mr. Angela Lopez: \$1,400 + Rodolfo Gamba \$1,000 + 1% Common staff costs for consultant fee \$28	2,400.00	0.1362	2,424.00	1.00	2,424.00	-24.00	981.57
07/1900	€ 34,210.00	€ 602,017.00	37	ACTIVITY 7: UNHCR EXPERTS (U UNHCR expert 2 mission @ 3 days) - 1st phase 2	2x UNHCR Auditor Rodolfo Gamba in Guatemala: 2x 21,000.18 (\$1,079.44)	2,800.00	0.1362	2,102.09	1.00	2,102.09	497.91	-1,120.52
07/1900	€ 34,260.00	€ 602,017.00	38	ACTIVITY 7: UNHCR EXPERTS (U UNHCR expert 2 mission @ 3 days) - 2nd phase 2	2x UNHCR Auditor Rodolfo Gamba in Guatemala: 15-16 days Guatemala 2 daily Subsistence Allowance in Guatemala City from 22 to 24 August 2018. (\$445) Rodolfo Gamba: 2 daily Subsistence Allowance in Guatemala City from 16 to 21 September 2018. (\$385)	2,200.00	0.1362	1,401.00	1.00	1,401.00	819.00	-2,521.52
07/1900	€ 34,220.00	€ 602,017.00	39	ACTIVITY 7: UNHCR EXPERTS (U UNHCR expert 2 mission @ 3 days) - 2nd phase 2	2 Terminal expenses (\$170)	628.00	0.1362	376.00	1.00	376.00	232.00	-2,897.52
07/1900	€ 34,260.00	€ 602,017.00	40	ACTIVITY 7: Hospitality / Food (meal and coffee break) 3 days 20 participants x 30\$ per day	RTU CASTELLU - Cleaning Guatemala day 17, 18 and 20 (\$1,700.00)	3,600.00	0.1362	1,708.03	1.00	1,708.03	1,891.97	-4,606.55
07/1900	€ 33,360.00	€ 602,017.00	41	ACTIVITY 7: 2 workshop for 20 participants - Guatemala	UNDP Cost recovery (\$121,154) + 1% CoCda printing of material (\$400)	400.00	0.1362	521.54	1.00	521.54	-121.54	-5,127.09
07/1900	€ 33,110.00	€ 602,017.00	42	ACTIVITY 7: 2 workshop for 20 participants - Guatemala	Caro - Communication and Internet (\$250)	250.00	0.1362	250.00	1.00	250.00		-5,377.09
07/1900	€ 602,017.00	€ 602,017.00	43	Indirect support costs		6,502.00	0.1362	5,770.63	1.00	5,770.63	531.37	-11,647.72
						56,376.00		12,074.99		12,074.99		11,147.72
										76,183.27	6,167.74	

Signature:

Using stamp for  
Marta Teresa Dávila Escobar - UNHCR



Date:

14 December 2018

Head of AIT Secretariat's Signature:

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25/06/2019

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**RECONCILIATION**

STATE ATT.VTF.G2017.013GTM

**2017**

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>Activity 1</b>							
Personnel	5'000	5000		5'000	-	72'061	100%
Travel Costs	6'554	4'917 -	376	4'541	2'013	67'520	69%
Operational Costs	2'000	2'158	65	2'223	-223	65'297	111%
<b>Activity 2</b>							
Personnel	8'000		8'024	8'024	-24	57'273	100%
Travel Costs	13'108		10'795	10'795	2'313	46'478	82%
Operational Costs	4'000		4'276	4'276	-276	42'202	107%
<b>Activity 3</b>							
Personnel	3'000		3'030	3'030	-30	39'172	101%
<b>Activity 4</b>							
Personnel	2'200		1'616	1'616	584	37'556	73%
Travel Costs	4'592		4'423	4'423	169	33'133	96%
<b>Activity 5</b>				-			
Personnel	18'000		18'509	18'509	-509	14'624	103%
<b>Activity 6</b>							
Personnel	4'600		4'600	4'600	-	10'024	100%
Travel Costs	3'392		2'911	2'911	481	7'113	86%
Operational Costs	550		677	677	-127	6'436	123%
<b>Activity 7</b>							
Personnel	5'400		5'454	5'454	-54	982	101%
Travel Costs	9'028		5'587	5'587	3'441 -	4'606	62%
Operational Costs	650		772	772	-122 -	5'377	119%
<b>Total Direct Costs</b>	<b>90'074</b>	<b>12'075</b>	<b>70'363</b>	<b>82'438</b>	<b>7'636</b>		<b>92%</b>
<b>Total Indirect Support Costs (up to 7%)</b>	<b>6'305</b>	<b>845</b>	<b>4'925</b>	<b>5'771</b>			
<b>Total Indirect Support Costs (up to 7%)</b>	<b>96'379</b>	<b>12'920</b>	<b>75'288</b>	<b>88'208</b>	<b>8'171 -</b>	<b>11'147.72</b>	<b>92%</b>

Amount of 1st installment

38'530

Amount of 2nd installment

38'530

Amount of 3rd installment

-11'147.72

Balance owing

-