



Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Antigua and Barbuda

Project No.: ATT.VTF.G2019.002ATG

6 December 2019

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2019.002ATG
Grantee name	Antigua and Barbuda
Project title	Implementing the United Nations Arms Trade Treaty – the CARICOM Way Forward
Grant Amount	USD\$ 97'064
Final Report submission date	29.11.2019
Period covered under this report (MM/DD/YY – MM/DD/YY)	09.07.2019 to 01.10.2019

1. Project activities and outcomes

a Describe the project outcomes.

Subsequent to the convening of this workshop the following countries submitted initial reports to the ATT Secretariat: Antigua and Barbuda; Belize and Suriname. Efforts continue to facilitate transparency adherence beyond the life of the project.

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

The project was able to re-introduce national focal points to the ATT process and to provide updated information on the needs and gaps regarding reporting and implementation.

c List all States that benefitted from the project.

Antigua and Barbuda, Dominica, the Bahamas, St. Kitts and Nevis, St. Lucia, Belize, Suriname, St. Vincent and the Grenadines, Grenada

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))?

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 was successful in allowing focal points and experts to focus in on reporting and examining the situation in their respective countries. The region was behind on submitting reports and this was an excellent re-entry point to engage with the region with available experts and resource persons.

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 type="checkbox"/>

Explain your answer:

The project was successful in allowing focal points and experts to engage with the ATT resources and requirements with the assistance of regional experts with extensive regional experience with the ATT. The meeting was able to carry over to CSP5 where a statement was delivered and further commitments were made to continue to deepen regional engagement with this important process.

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 type="checkbox"/>

Explain your answer:

The project was completed within budget and within the timeline proposed. We were able to increase reporting as 30% of meeting participants were able to submit reports. We are still lobbying with States that participated in the workshop to encourage submission by the end of 2019.

- 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 workshop has significantly increased awareness in the ATT and the reporting requirements among current national focal points.

- 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:

Hands-on and facilitated discussions of the reporting requirements ensures that participants are able to complete reports in the near future.

- 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?

Lobbying has been ongoing to encourage more Member States to submit reports. This lobbying is being done by the CARICOM partners and CDRAV. E

2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Antigua and Barbuda) in Attachment .

For the purposes of this certification:

Grantee means Permanent Mission of Antigua and Barbuda to the United Nations

Consultant means Eden Charles

I Asha Challenger 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 \$1,500.
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 Dec 6, 2019

Project Lead

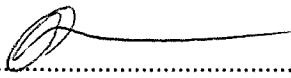
For the purposes of this certification:

Grantee means Permanent Mission of Antigua and Barbuda to the United Nations

Consultant means Gerald Thompson

I Asha Challenger 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.
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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.
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Project Lead

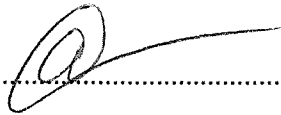
For the purposes of this certification:

Grantee means Permanent Mission of Antigua and Barbuda to the United Nations

Consultant means Adaphia Trancoso Ribero

I Asha Challenger being a person duly authorised by the Grantee hereby certify that:

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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 \$500.
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.
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Signed.....Date Dec 6, 2019

Project Lead

For the purposes of this certification:

Grantee means Permanent Mission of Antigua and Barbuda to the United Nations

Consultant means Judy Joseph

I Asha Challenger being a person duly authorised by the Grantee hereby certify that:

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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 \$250.
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.
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Signed.....Date Dec 6, 2019

Project Lead

ATT Final Expenditure Report



Name of Grant Recipient: ANTIGUA AND BARBUDA
 Department or Agency: Permanent Mission of Antigua
 Posting Date:

INSTRUCTIONS
 1) Complete all pink fields only.
 2) Print, sign, scan and email expenditure report to trustfund@thearmstradetreaty.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.G2019.002ATG
Reporting period	09.07.2019 to 01.10.2019
Local Currency Code	
Grant Received USD (1st instalment)	82,504.40

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

Accounting Details				General Details		Total budget	Actual spend to date**			Balance of budget available	Balance of funds received
Posting Date	Project code	Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date*	USD	Local Amount	Rate	USD	USD	USD
			1	Implementing Agency - CDRAV	1	5,400.00	5,400.00		5,400.00	-	77,104.40
			2	Speakers and Presenters - Honorarium payable each presenter @ \$500/day	2a, 2b	7,500.00	3,000.00		3,000.00	4,500.00	74,104.40
			3	Conference Reporting - 2 scribes @125/day	3	750.00	500.00		500.00	250.00	73,604.40
			4	Barbados to Antigua	4	460.00	-		-	460.00	73,604.40
			5	Dominica to Antigua	4	300.00	520.00		520.00	-220.00	73,084.40
			6	Grenada to Antigua	4	520.00	800.00		800.00	-280.00	72,284.40
			7	Bahamas to Antigua	4	960.00	2,240.66		2,240.66	-1,280.66	70,043.74
			8	Guyana to Antigua Member State Delegate and CARICOM Secretariat	4	1,480.00	1,078.40		1,078.40	401.60	68,965.34
			9	St.Kitts to Antigua	4	300.00	493.60		493.60	-193.60	68,471.74
			10	St. Lucia to Antigua	4	390.00	774.20		774.20	-384.20	67,697.54
			11	St. Vincent to Antigua	4	410.00	629.30		629.30	-219.30	67,068.24
			12	Trinidad to Antigua - Member State delgate and CDRAV Coordinators and representatives	4	2,700.00	6,195.00		6,195.00	-3,495.00	60,873.24
			13	New York to Antigua - Permanent Mission Staff, PSIDS, AG, Presenters	5	5,600.00	1,760.00		1,760.00	3,840.00	59,113.24
			14	Suriname to Antigua	4, 6	2,100.00	2,422.60		2,422.60	-322.60	56,690.64
			15	Belize to Antigua	4	880.00	1,413.76		1,413.76	-533.76	55,276.88
			16	Jamaica to Antigua		1,040.00			-	1,040.00	55,276.88
			17	Haiti to Antigua		990.00			-	990.00	55,276.88
			18	Geneva to Antigua		1,250.00			-	1,250.00	55,276.88
			19	Per Diem/Terminal Fees /bank charges	7	5,000.00	1,201.37		1,201.37	3,798.63	54,075.51
			20	Travel Insurance *please see notes below		5,000.00				5,000.00	54,075.51
			21	Meeting room	8	2,814.00	2,250.00		2,250.00	564.00	51,825.51

22	Chairs	8	210.00	162.00	162.00	48.00	51,663.51
23	TV Monitors	8	600.00		-	600.00	51,663.51
24	amplifier/sound system	8	450.00	750.00	750.00	-300.00	50,913.51
25	wifi - conference room	8	1,500.00	300.00	300.00	1,200.00	50,613.51
26	wifi- in room	8	810.00	634.37	634.37	175.63	49,979.14
27	wireless mic	8	300.00	600.00	600.00	-300.00	49,379.14
28	table mics	8	450.00	720.00	720.00	-270.00	48,659.14
29	Stationary (notepads, pens, flipchart, markers)		45.00	-	-	45.00	48,659.14
30	Power strips	8	100.00	210.00	210.00	-110.00	48,449.14
31	Microphone tech	8	450.00	450.00	450.00	-	47,999.14
32	AM Break (30+ 10 off sit guests *3 days)	8	1,560.00	1,458.00	1,458.00	102.00	46,541.14
33						-	46,541.14
34	lunch for off site guests (10 off site guests x3 days)	8	2,100.00	4,820.00	4,820.00	-2,720.00	41,721.14
35	Welcome reception	9	900.00	1,030.00	1,030.00	-130.00	40,691.14
36	banner		250.00		-	250.00	40,691.14
						-	40,691.14
38	25 participants/presenters x 4 nights	8	27,100.00	13,860.00	13,860.00	13,240.00	26,831.14
39	5 organizers (A&B, CDRAV) X 5 nights	8	6,775.00	2,200.00	2,200.00	4,575.00	24,631.14
	hotel service tax	8		2,872.94	2,872.94	-2,872.94	21,758.20
						-	21,758.20
			89,444.00	60,746.20	60,746.20	28,697.80	

* 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
**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 'U

Signature: Asha Challenger

Date: 6 December 2019



Date: 06/07/2021



HEAD: ATT Sec

15/07/2021

EXPENDITURE RECONCILIATION TABLE
ANTIGUA AND BARBUDA -ATT.VTF.G2019.002ATG
2019

Description	Total budget	Actual spend	Actual spend	Balance of	Balance of	% of over- or
	(Final Report)	(Total)		budget	funds received	under-spend
	USD	USD	USD	available	USD	
	USD	USD	USD	USD	USD	
Personnel costs						
Staff	13,650	8,900	8,900			65%
Implementing Agency - CDRAV consultants	5,400	5400	5,400	-	77,104	100%
Speakers and Presenters - Honorarium payable ea	7,500	3000	3,000	4,500	74,104	40%
Conference Reporting - 2 scribes @125/day	750	500	500	250	73,604	67%
Travel costs	29,380	19,529	19,529			66%
Barbados to Antigua	460	-	-	460	73,604	0%
Dominica to Antigua	300	520	520	- 220	73,084	173%
Grenada to Antigua	520	800	800	- 280	72,284	154%
Bahamas to Antigua	960	2,241	2,241	- 1,281	70,043	233%
Guyana to Antigua Member State Delegate and CARICOM Secretariat	1,480	1,078	1,078	402	68,965	73%
St.Kitts to Antigua	300	494	494	- 194	68,471	165%
St. Lucia to Antigua	390	774	774	- 384	67,697	199%
St. Vincent to Antigua	410	629	629	- 219	67,068	153%
Trinidad to Antigua - Member State delgate and CDRAV Coordinators and representatives	2,700	6,195	6,195	- 3,495	60,873	229%
New York to Antigua - Permanent Mission Staff, PSIDS, AG, Presenters	5,600	1,760	1,760	3,840	59,113	31%
Suriname to Antigua	2,100	2,423	2,423	- 323	56,690	115%
Belize to Antigua	880	1,414	1,414	- 534	55,276	161%
Jamaica to Antigua	1,040	-	-	1,040	55,276	0%
Haiti to Antigua	990	-	-	990	55,276	0%
Geneva to Antigua	1,250	-	-	1,250	55,276	0%
Per Diem/Terminal Fees	5,000	1,201	1,201	3,799	54,075	24%
Travel Insurance	5,000	-	-	5,000	54,075	0%
Equipment costs	7,729	6,076	6,076			79%
Meeting room	2,814	2,250	2,250	564	51,825	80%
Chairs	210	162	162	48	51,663	77%
TV Monitors	600	-	-	600	51,663	0%
amplifier/sound system	450	750	750	- 300	50,913	167%
wifi - conference room	1,500	300	300	1,200	50,613	20%
wifi- in room	810	634	634	176	49,979	78%
wireless mic	300	600	600	- 300	48,659	200%
table mics	450	720	720	- 270	48,659	160%
Stationary	45	-	-	45	48,659	0%
Power strips	100	210	210	- 110	48,449	210%
Microphone tech	450	450	450	-	47,999	100%
Operating Costs	39,955	26,241	26,241			66%
AM Break (30+ 10 off sit guests *3 days)	1,560	1458	1,458	102	46,541	93%
PM Break (30 + 10 off site guests x 2 days)	520	-	-	520	46,541	0%
lunch for off site guests (10 off site guests x3 days)	2,100	4820	4,820	- 2,720	41,721	230%
Welcome reception	900	1030	1,030	- 130	40,691	114%
banner	250	-	-	250	40,691	0%
workshop material/printing (30)	750	-	-	750	40,691	0%
25 participants/presenters x 4 nights	27,100	13,860	13,860	13,240	26,831	51%
5 organizers (A&B, CDRAV) X 5 nights	6,775	2,200	2,200	4,575	24,631	32%
Hotel service tax	-	2,873	2,873	- 2,873	21,758	
Total Direct Costs	90,714	60,746	60,746	29,968	21,758	67%
Total Indirect Support Costs - 7%	6,350	4,252	4,252	2,098	17,506	67%
Total	97,064	64,998	64,998	32,066	17,506	67%
Amount nof 1st installment	82,504					
Amount of 3rd installment	17,506					
Balance owing to VTF	17,506					