

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Nigeria

Ministry of Defence

Project No.: ATT.VTF.G2022.003NGA

12.10.2023

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2022.003NGA
Grantee name	Nigeria
Project title	<i>Drafting and validation of a comprehensive national legislation for the Arms Trade Treaty implementation</i>
Grant Amount	USD 99,658
Final Report submission date	15 October 2023
Period covered under this report (MM/DD/YY – MM/DD/YY)	14 November 2022 to 15 October 2023

1. Project activities and outcomes

a Describe the project outcomes.

The project outcomes under the 2022 ATT-VTF project schedule were: 1) The Gap analysis report of the reviewed laws with recommendations; 2) Reviewed and validated Gap analysis report by stakeholders; 3) Draft comprehensive national legislation for ATT; 4) Three (3) day Technical Session on draft national legislation; 5) There was a need to request for an approval from ATT to use the 2nd tranche payment to host the critical stakeholders identified along with other stakeholders during the previous session; thereby replacing the pre-scheduled validation meeting with the members of parliament. Thereafter, Stakeholders revisited and adopted the draft comprehensive national legislation for ATT at a two (2) day technical session; and 6) Production of a guide to ATT implementation.

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

The Project assisted our implementation of ATT by revealing our obsolete firearm laws during the mapping exercise of our existing laws and gap analysis review by stakeholders as well as the identification of critical stakeholders whose valuable inputs led to the adoption of the draft comprehensive national legislation for ATT in Nigeria

c List all States that benefitted from the project.

Nigeria only.

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?

We recommend that ATT avails Nigeria the opportunity to embark on a project to create a National Control List of Conventional Arms towards implementation of ATT in Nigeria

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 is very relevant because it is suited to present day realities and challenges faced by Nigeria in combating illicit arms transfer and their diversion in the country

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:

The project has attained its stated objectives through refinement of our laws and awareness of stakeholders on the need to domesticate the ATT in the country.

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:

The project was very efficient with results attained on time however with the high rate of inflation within the country, we still were able to manage and implement within the budget.

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).

Stakeholders unanimously agreed on the urgent need to create a national control list of arms towards starting the process of domestication of the law in the country to forestall illicit arms transfer and its diversion in the country

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 project is very sustainable due to the fact that stakeholders are now aware of the gains of domesticating the ATT in our national legislation and the MOD in partnership with the project implementing partner, IANSA-Women Network (Nigeria) has been at the forefront in driving it to fruition.

j How did the Project contribute to the progress of joining the Arms Trade Treaty?

The Project has contributed to the progress of joining ATT amongst many others, better understanding of the treaty obligations, effective collaboration with stakeholders, etc.

k 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?

There are plans to continue activities with the national control list and subsequently the process of domestication with the members of parliament for the draft legislation to become a law.

2. Final expenditure report

[Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report \(Nigeria\) in Attachment 2.-Attached](#)

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 Ministry of Defence

Consultant means Mr. Leonard Tettey

I O. M. Mustapha (Mrs.) 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 [\$4000.00]
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 12-10-2023

[Director, Joint Services/ATT National Focal Point]

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 Ministry of Defence

Consultant means Mr. Benjamin Ekeyi

I O. M. Mustapha (Mrs.) 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 [\$4,000.00]
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.



SignedDate 12-10-2023

[Director, Joint Services/ATT National Focal Point]

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.

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

<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		Local Amount	Rate	USD	USD	USD
Personnel costs	1	Salary for IANSA Women Network Nigeria network coordinator	Salary payment for 5 months -receipt numbers- 0057,0011,0095,0022,0288; Salary payment for 5 months - receipt nos. 0107,0115,0124,0135,0146	5,000.00	2,302,000.00	460.40	5,000.00	-	87,682.00
	2	Salary for IANSA Women Network Nigeria Programme Manager	Salary payment for 5 months -receipt numbers-0003,0013,0099,0023,0289; Salary payment for 5 months -receipt numbers-0108,0116,0125,0136,0148	4,000.00	1,841,600.00	460.40	4,000.00	-	83,682.00
	3	1 national consultants engaged for mapping and review of legal instrument	payment to consultant for mapping and review of legal instrument- PV no. 002	4,000.00	1,841,600.00	460.40	4,000.00	-	79,682.00
	4	1 International consultant engaged for mapping and review of legal instrument	payment to consultant for mapping and review of legal instrument- PV no 001.	4,000.00	1,841,600.00	460.40	4,000.00	-	75,682.00
	5	1 national consultant (legal drafter) engaged to work with international legal drafter consultant	Payment for consultancy for draft of national legislation pv no.0011	4,000.00	1,841,600.00	460.40	4,000.00	-	71,682.00
	6	1 international consultant (legal drafter) engaged to work with national legal drafter consultant	Payment for consultancy for draft of national legislation pv no.0012	4,000.00	1,841,600.00	460.40	4,000.00	-	67,682.00
	7	Facilitation fees for 1-day national validation workshop	Honorarium for facilitation of the validation workshop PV no 003.004.	640.00	294,656.00	460.40	640.00	-	67,042.00
	8	Facilitation fees for 3-day technical sessions(on draft national legislation	payment for 3 days facilitation fee for the technical session pv no.0013	1,920.00	883,968.00	460.40	1,920.00	-	65,122.00
	9	Facilitation fees for 2nd 2-day technical session on the draft national legislation	payment for 2 days facilitation fee for the technical session pv no.0017	1,280.00	589,312.00	460.40	1,280.00	-	63,842.00
Travel Costs	10	Transport for a national consultant for validation workshop	local transport for national consultant (Benjamin Ekeyi) See no 10 on receipt no.006	25.00	11,510.00	460.40	25.00	-	63,817.00
	11	Flight ticket for international consultant for validation workshop	purchase of flight ticket /airport pick & drop for international consultant- invoice no 007, 0385,0771	1,500.00	686,777.00	460.40	1,491.70	8.30	62,325.30
	12	Flight ticket for international consultant for technical workshop	purchase of flight ticket /airport pick & drop for international consultant- invoice no 0015; airport pick and drop off receipt no. 0780	1,500.00	744,184.00	460.40	1,616.39	-116.39	60,708.92
	13	Transport for a national consultant for technical workshop (Draft legislation)	payment for national consultant for draft legislation pv no 0014 (see no 4 on the list of transport refunds)	25.00	11,510.00	460.40	25.00	-	60,683.92
	14	Transport for facilitators for 2-day 2nd technical session for finalisation of national legislation	payment of transport reimbursement to facilitator pv no. 0019 - see no 1 on the list	50.00	11,510.00	460.40	25.00	25.00	60,658.92
	15	Transport for participants to and from the venue of the validation workshop	Participants transport reimbursements-receipt no. 006	750.00	345,300.00	460.40	750.00	-	59,908.92
	16	Transport for participants to and from the venue of technical workshop (Draft legislation)	Participants transport reimbursements-receipt no. 0014	750.00	345,300.00	460.40	750.00	-	59,158.92
	17	Transport for Secretariat staff to and from the venues of the validation workshop	Transport to secretariat staff for the validation workshop- receipt no.005	175.00	80,570.00	460.40	175.00	-	58,983.92
	18	Transport for Secretariat staff to and from the venues of technical workshop (Draft legislation)	Transport to secretariat staff for the 1st technical workshop- receipt no.0016	175.00	80,570.00	460.40	175.00	-	58,808.92
	19	Transport for secretariat staff to and from from the 2nd technical session	Transport to secretariat staff for 2nd technical session- receipt no.0018	175.00	80,570.00	460.40	175.00	-	58,633.92
Operating Costs	20	Hall hire for validation workshop for mapping of legal instruments	Hall hire for validation workshop- receipt no. 008	1,200.00	646,250.00	460.40	1,403.67	-203.67	57,230.25
	21	Hall hire for 3 days technical workshop (Draft legislation)	Hall hire for 3 days technical session receipt no 0020	3,600.00	1,943,139.00	460.40	4,220.55	-620.55	53,009.70
	22	Hall hire for 2 days session with 2nd technical session	Hall hire for 2 days technical session receipt no 0021	2,400.00	1,295,426.00	460.40	2,813.70	-413.70	50,196.01
	23	Projector/flip chart board hire for validation workshop	Hire of flip chart and projector for validation workshop receipt no.008	30.00	15,275.00	460.40	33.18	-3.18	50,162.83
	24	Projector /flip chart board hire for technical workshop (Draft legislation)	Hire of flip chart and projector for 1st technical workshop receipt no.0020	90.00	41,436.00	460.40	90.00	-	50,072.83
	25	projector hire/flip chart board for 2nd technical session	Hire of flip chart and projector for 2nd technical workshop receipt no.0021	60.00	27,624.00	460.40	60.00	-	50,012.83
	26	Breakfast for participants for validation workshop for mapping legal instrument	payment for participants breakfast for validation workshop for mapping instruments - receipt no.008	300.00	300,000.00	460.40	651.61	-351.61	49,361.22
	27	tea break for participants validation workshop for mapping legal instrument	participants tea break for validation workshop- receipt no.008	300.00	437,100.00	460.40	949.39	-649.39	48,411.83
	28	Lunch for participants validation workshop for mapping legal instrument	participants lunch for validation workshop receipt no.008	600.00	546,375.00	460.40	1,186.74	-586.74	47,225.09
	28b	Water for participants, consultants, secretariat members	water for all participants for validation workshop receipt no.008	-	23,500.00	460.40	51.04	-51.04	47,174.05
	29	Dinner for participants for validation workshop for mapping legal instrument (evening of arrival inclusive)	dinner for participants for validation workshop receipt no. 008	1,200.00	900,000.00	460.40	1,954.82	-754.82	45,219.22
	30	Participant breakfast for technical workshop (Draft legislation)	payment for breakfast for participants for technical workshop receipt no 0020	900.00	620,000.00	460.40	1,346.66	-446.66	43,872.57
	31	Participant tea break for technical workshop (Draft legislation)	payment for tea break for participants for technical workshop receipt no 0020	900.00	1,092,750.00	460.40	2,373.48	-1,473.48	41,499.09
	32	Participant lunch for technical workshop (Draft legislation)	payment for lunch for participants for technical workshop receipt no 0020	1,800.00	1,639,125.00	460.40	3,560.22	-1,760.22	37,938.87
	33	Participant Dinner for technical workshop (Draft legislation, Arrival evening inclusive)	payment for dinner for participants for technical workshop receipt no 0020	1,800.00	1,395,000.00	460.40	3,029.97	-1,229.97	34,908.90
	34	breakfast for 2nd technical session	payment for breakfast for participants for technical workshop receipt no 0021	500.00	520,000.00	460.40	1,129.45	-629.45	33,779.44
	35	tea break for 2nd technical session	payment for tea break for participants for technical workshop receipt no 0021	500.00	611,000.00	460.40	1,327.11	-827.11	32,452.34
	36	lunch for 2nd technical session	payment for lunch for participants for technical workshop receipt no 0021	1,000.00	855,400.00	460.40	1,857.95	-857.95	30,594.39
	37	dinner for 2nd technical session	payment for dinner for participants for technical workshop receipt no 0021	1,000.00	1,170,000.00	460.40	2,541.27	-1,541.27	28,053.12
	38	Secretariat Staff breakfast for validation workshop for mapping legal instrument	Breakfast payment for 7 secretariat staff receipt no.008	70.00	70,000.00	460.40	152.04	-82.04	27,901.08
	39	Secretariat Staff tea break for validation workshop for mapping legal instrument	tea break payment for 7 secretariat staff receipt no. 008	70.00	98,700.00	460.40	214.38	-144.38	27,686.70
	40	Secretariat staff lunch for validation workshop for mapping legal instrument	Lunch payment for 7 secretariat staff receipt no.008	140.00	123,375.00	460.40	267.97	-127.97	27,418.72
	41	Secretariat staff dinner for validation workshop for mapping legal instrument	Dinner payment for 7 secretariat staff receipt no.008	280.00	210,000.00	460.40	456.13	-176.13	26,962.60
	42	Secretariat Staff breakfast for technical workshop (Draft legislation)	Payment for Secretariat Staff breakfast for technical workshop (Draft legislation) receipt no 0020	210.00	140,000.00	460.40	304.08	-94.08	26,658.52
	43	Secretariat Staff tea break for technical workshop (Draft legislation)	payment for Secretariat Staff tea break for technical workshop (Draft legislation) receipt no 0020	210.00	246,750.00	460.40	535.95	-325.95	26,122.57
	44	Secretariat staff lunch for technical workshop (Draft legislation)	payment for Secretariat Staff lunch for technical workshop (Draft legislation) receipt no 0020	420.00	370,125.00	460.40	803.92	-383.92	25,318.65
	45	Secretariat staff dinner for technical workshop (Draft legislation)	payment for Secretariat Staff dinner for technical workshop (Draft legislation) receipt no.0020	420.00	315,000.00	460.40	684.19	-264.19	24,634.46
	46	Secretariat Staff breakfast for 2nd technical session	payment for Secretariat Staff breakfast for 2nd technical session-receipt no 0021	140.00	140,000.00	460.40	304.08	-164.08	24,330.38
	47	Secretariat Staff tea break for 2nd technical session	payment for Secretariat Staff tea break for 2nd technical session- receipt no 0021	140.00	164,500.00	460.40	357.30	-217.30	23,973.08
	48	Secretariat staff lunch for 2nd technical session	payment for Secretariat Staff lunch for 2nd technical session-receipt no 0021	280.00	230,300.00	460.40	500.22	-220.22	23,472.86
49	Secretariat staff dinner for 2nd technical session	payment for Secretariat Staff dinner for 2nd technical session- receipt no 0021	280.00	315,000.00	460.40	684.19	-404.19	22,788.67	
50	Break fast for 2 consultants for the validation workshop for mapping legal instrument	payment for break fast for 2 consultants staff-receipt no. 008	20.00	20,000.00	460.40	43.44	-	22,745.23	
51	Tea break for 2 consultants for the validation workshop for mapping legal instrument	payment for Tea break for 2 consultants staff-receipt no. 008	20.00	28,200.00	460.40	61.25	-41.25	22,683.98	
52	lunch for 2 consultants for the validation workshop for mapping legal instrument	payment for lunch for 2 consultants staff-receipt no. 008	40.00	35,250.00	460.40	76.56	-36.56	22,607.42	
53	Dinner for 2 consultants for validation workshop for mapping legal instrument	payment for dinner for 2 consultants staff-receipt no. 008	80.00	60,000.00	460.40	130.32	50.32	22,477.10	
54	Break fast for 2 consultant for the technical workshop (Draft legislation)	payment for Break fast for 2 consultant for the technical workshop (Draft legislation)- receipt no 0020	60.00	40,000.00	460.40	86.88	-26.88	22,390.22	
55	Tea Break for 2 consultants for the technical workshop (Draft legislation)	payment for tea Break for 2 consultant for the technical workshop (Draft legislation)- receipt no 0020	60.00	70,500.00	460.40	153.13	-93.13	22,237.09	
56	Lunch for 2 consultants for the technical workshop (Draft legislation)	payment for lunch for 2 consultant for the technical workshop (Draft legislation)- receipt no 0020	120.00	105,750.00	460.40	229.69	-109.69	22,007.40	
57	Dinner for 2 consultants for the technical workshop (Draft legislation)	payment for dinner for 2 consultant for the technical workshop (Draft legislation)- receipt no 0020	120.00	90,000.00	460.40	195.48	-75.48	21,811.92	
58	Break fast for facilitators for 2nd technical session	payment for Break fast for facilitators for 2nd technical session-receipt no 0021	40.00	40,000.00	460.40	86.88	-46.88	21,725.03	
59	Tea Break for facilitators for 2nd technical session	payment for Tea Break for facilitators for 2nd technical session-receipt no 0021	40.00	47,000.00	460.40	102.09	-62.09	21,622.95	
60	Lunch for facilitators for 2nd technical session	payment for lunch for facilitators for 2nd technical session-receipt no 0021	80.00	65,800.00	460.40	142.92	-62.92	21,480.03	
61	Dinner for facilitators for 2nd technical session	payment for Dinner for facilitators for 2nd technical session-receipt no 0021	120.00	90,000.00	460.40	195.48	-75.48	21,284.55	
62	Accommodation for participants for 2 nights validation meeting	payment for accommodation for participants 2 nights for the validation workshop invoice no. 008	7,200.00	3,300,000.00	460.40	7,167.68	32.32	14,116.87	
63	Accommodation for participants 3 nights technical workshop (Draft legislation)	payment for accommodation for participants 3 nights for the technical session invoice no. 0020	10,800.00	5,115,000.00	460.40	11,109.90	-309.90	3,006.96	
64	Accommodation for members of participants for 3 nights for 2 day session	payment for accommodation for participants 3 nights for technical session workshop invoice no. 0021	9,000.00	4,290,000.00	460.40	9,317.98	-317.98	-6,311.02	
65	Secretariat staff accommodation for 2 nights validation workshop	payment for accommodation for secretariat staff 2 nights for the validation workshop invoice no. 008	1,680.00	770,000.00	460.40	1,672.46	7.54	-7,983.48	
66	Secretariat staff accommodation for 3 nights technical workshop (Draft legislation)	payment for accommodation for secretariat 3 nights for the technical session invoice no. 0020	2,520.00	1,155,000.00	460.40	2,508.69	11.31	-10,492.17	
67	secretariat staff accommodation for 3 nights with session with 2nd technical session	payment for accommodation for secretariat 3 nights for the technical session invoice no. 0021	2,520.00	1,155,000.00	460.40	2,508.69	11.31	-13,000.86	
68	Consultant accommodation for 2 nights for validation workshop	payment for accommodation for 2 consultants for 2 nights for the validation workshop invoice no. 008	480.00	220,000.00	460.40	477.85	2.15	-13,478.70	
69	Consultant accommodation for 3 nights for technical workshop (Draft legislation)	payment for Consultant accommodation for 3 nights for technical workshop (Draft legislation) receipt no 0020	720.00	330,000.00	460.40	716.77	3.23	-14,195.47	

70	Accommodation for 2 facilitators for 3 nights for 2nd technical session	payment for Accommodation for 2 facilitators for 3 nights for 2nd technical session- receipt no 0021	720.00	330,000.00	460.40	716.77	3.23	-14,912.24
71	Printing of Guide to Arms Trade Treaty implementation to be shared to members of parliament	Payment for printing of 50 ATT implementation guide receipt no. 1068	1,000.00	460,400.00	460.40	1,000.00	-	-15,912.24
72	Printing of dropdown and wall banners	Printing of drop down banner for validation workshop- receipt no.1210; Printing of drop down banner for 1st technical session- invoice no. 0052; printing of banner for 2nd technical session 0076	180.00	82,872.00	460.40	180.00	-	-16,092.24
73	Workshop materials (Note pads, pen, markers, flipchart paper, sticky note, etc.	Purchase of workshop materials-note pads, pens, markers, flipchart paper and sticky notes for validation workshop- receipt no.4015; for technical session receipt no. 4019	400.00	184,160.32	460.40	400.00	-0.00	-16,492.24
74	Printing of workshop bags for the 2 workshops	payment for printing of workshop bags receipt no 077	3,000.00	1,381,200.00	460.40	3,000.00	-	-19,492.24
75					460.40	-	-	-19,492.24
76					460.40	-	-	-19,492.24
77					460.40	-	-	-19,492.24
78					460.40	-	-	-19,492.24
			95,825.00	51,645,019.32		112,174.24		-19,492.24

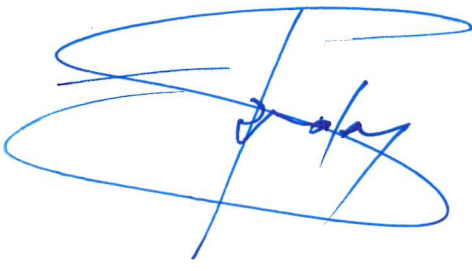
* **Description 2 - Receipt or Invoice No. - Date:** include information on the date of the receipt received, as well as the receipt number. Also include additional information e.g. if the budget line item relates to an airfare, include the airline that issued the ticket, the departure city and arrival 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:

O. M. MUSTAPHA (MRS.)

Date: 08 -12 - 2023

DIRECTOR, JOINT SERVICES/ATT NATIONAL FOCAL POINT



Mr S-D. J. LAMM
 HEAD: ATT SEC.
 11/12/2023

RECONCILIATION
ATT.VTF.G2022.003NGA
2022

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							
Salary for IANSA Women Network Nigeria network coordinator	5,000.00	2,500.00	2,500.00	5,000.00	-	87,682.00	100%
Salary for IANSA Women Network Nigeria Programme Manager	4,000.00	2,000.00	2,000.00	4,000.00	-	83,682.00	100%
1 national consultants engaged for mapping and review of legal instrument	4,000.00	4,000.00	-	4,000.00	-	79,682.00	100%
1 International consultant engaged for mapping and review of legal instrument	4,000.00	4,000.00	-	4,000.00	-	75,682.00	100%
1 national consultant (legal drafter) engaged to work with international legal drafter consultant	4,000.00	-	4,000.00	4,000.00	-	71,682.00	100%
1 international consultant (legal drafter) engaged to work with national legal drafter consultant	4,000.00	-	4,000.00	4,000.00	-	67,682.00	100%
Facilitation fees for 1-day national validation workshop	640.00	640.00	-	640.00	-	67,042.00	100%
Facilitation fees for 3-day technical sessions(on draft national legislation	1,920.00	-	1,920.00	1,920.00	-	65,122.00	100%
Facilitation fees for 2nd 2-day technical session on the draft national legislation	1,280.00	-	1,280.00	1,280.00	-	63,842.00	100%
Travel costs							
Transport for a national consultant for validation workshop	25.00	25.00	-	25.00	-	63,817.00	100%
Flight ticket for international consultant for validation workshop	1,500.00	1,491.70	-	1,491.70	8.30	62,325.30	99%
Flight ticket for international consultant for technical workshop	1,500.00	-	1,616.39	1,616.39	- 116.39	60,708.92	108%
Transport for a national consultant for technical workshop (Draft legislation)	25.00	-	25.00	25.00	-	60,683.92	100%
Transport for facilitators for 2-day 2nd technical session for finalisation of national legislation	50.00	-	25.00	25.00	25.00	60,658.92	50%
Transport for participants to and from the venue of the validation workshop	750.00	750.00	-	750.00	-	59,908.92	100%
Transport for participants to and from the venue of technical workshop (Draft legislation)	750.00	-	750.00	750.00	-	59,158.92	100%
Transport for Secretariat staff to and from the venues of the validation workshop	175.00	175.00	-	175.00	-	58,983.92	100%
Transport for Secretariat staff to and from the venues of technical workshop (Draft legislation)	175.00	-	175.00	175.00	-	58,808.92	100%
Transport for secretariat staff to and from from the 2nd technical session	175.00	-	175.00	175.00	-	58,633.92	100%
Operating costs							
Hall hire for validation workshop for mapping of legal instruments	1,200.00	1,403.67	-	1,403.67	- 203.67	57,230.25	117%
Hall hire for 3 days technical workshop (Draft legislation)	3,600.00	-	4,220.55	4,220.55	- 620.55	53,009.70	117%
Hall hire for 2 days session with 2nd technical session	2,400.00	-	2,813.70	2,813.70	- 413.70	50,196.01	117%
Projector/flip chart board hire for validation workshop	30.00	33.18	-	33.18	- 3.18	50,162.83	111%
Projector /flip chart board hire for technical workshop (Draft legislation)	90.00	-	90.00	90.00	-	50,072.83	100%
projector hire/flip chart board for 2nd technical session	60.00	-	60.00	60.00	-	50,012.83	100%
Breakfast for participants for validation workshop for mapping legal instrument	300.00	651.61	-	651.61	- 351.61	49,361.22	217%
tea break for participants validation workshop for mapping legal instrument	300.00	949.39	-	949.39	- 649.39	48,411.83	316%
Lunch for participants validation workshop for mapping legal instrument	600.00	1,186.74	-	1,186.74	- 586.74	47,225.09	198%
Water for participants, consultants, secretariat members	-	51.04	-	51.04	- 51.04	47,174.05	
Dinner for participants for validation workshop for mapping legal instrument (evening of arrival inclusive)	1,200.00	1,954.82	-	1,954.82	- 754.82	45,219.22	163%
Participant breakfast for technical workshop (Draft legislation)	900.00	-	1,346.66	1,346.66	- 446.66	43,872.57	150%
Participant tea break for technical workshop (Draft legislation)	900.00	-	2,373.48	2,373.48	- 1,473.48	41,499.09	264%
Participant lunch for technical workshop (Draft legislation)	1,800.00	-	3,560.22	3,560.22	- 1,760.22	37,938.87	198%
Participant Dinner for technical workshop (Draft legislation, Arrival evening inclusive)	1,800.00	-	3,029.97	3,029.97	- 1,229.97	34,908.90	168%
breakfast for 2nd technical session	500.00	-	1,129.45	1,129.45	- 629.45	33,779.44	226%
tea break for 2nd technical session	500.00	-	1,327.11	1,327.11	- 827.11	32,452.34	265%
lunch for 2nd technical session	1,000.00	-	1,857.95	1,857.95	- 857.95	30,594.39	186%
dinner for 2nd technical session	1,000.00	-	2,541.27	2,541.27	- 1,541.27	28,053.12	254%
Secretariat Staff breakfast for validation workshop for mapping legal instrument	70.00	152.04	-	152.04	- 82.04	27,901.08	217%
Secretariat Staff tea break for validation workshop for mapping legal instrument	70.00	214.38	-	214.38	- 144.38	27,686.70	306%
Secretariat staff lunch for validation workshop for mapping legal instrument	140.00	267.97	-	267.97	- 127.97	27,418.72	191%
Secretariat staff dinner for validation workshop for mapping legal instrument	280.00	456.13	-	456.13	- 176.13	26,962.60	163%
Secretariat Staff breakfast for technical workshop (Draft legislation)	210.00	-	304.08	304.08	- 94.08	26,658.52	145%
Secretariat Staff tea break for technical workshop (Draft legislation)	210.00	-	535.95	535.95	- 325.95	26,122.57	255%
Secretariat staff lunch for technical workshop (Draft legislation)	420.00	-	803.92	803.92	- 383.92	25,318.65	191%
Secretariat staff dinner for technical workshop (Draft legislation)	420.00	-	684.19	684.19	- 264.19	24,634.46	163%
Secretariat Staff breakfast for 2nd technical session	140.00	-	304.08	304.08	- 164.08	24,330.38	217%
Secretariat Staff tea break for 2nd technical session	140.00	-	357.30	357.30	- 217.30	23,973.08	255%
Secretariat staff lunch for 2nd technical session	280.00	-	500.22	500.22	- 220.22	23,472.86	179%
Secretariat staff dinner for 2nd technical session	280.00	-	684.19	684.19	- 404.19	22,788.67	244%
Break fast for 2 consultants for the validation workshop for mapping legal instrument	20.00	43.44	-	43.44	- 23.44	22,745.23	217%
Tea break for 2 consultants for the validation workshop for mapping legal instrument	20.00	61.25	-	61.25	- 41.25	22,683.98	306%
lunch for 2 consultants for the validation workshop for mapping legal instrument	40.00	76.56	-	76.56	- 36.56	22,607.42	191%

Dinner for 2 consultants for validation workshop for mapping legal instrument	80.00	130.32	-	130.32	-	50.32	22,477.10	163%
Break fast for 2 consultant for the technical workshop (Draft legislation)	60.00	-	86.88	86.88	-	26.88	22,390.22	145%
Tea Break for 2 consultants for the technical workshop (Draft legislation)	60.00	-	153.13	153.13	-	93.13	22,237.09	255%
Lunch for 2 consultants for the technical workshop (Draft legislation)	120.00	-	229.69	229.69	-	109.69	22,007.40	191%
Dinner for 2 consultants for the technical workshop (Draft legislation)	120.00	-	195.48	195.48	-	75.48	21,811.92	163%
Break fast for facilitators for 2nd technical session	40.00	-	86.88	86.88	-	46.88	21,725.03	217%
Tea Break for facilitators for 2nd technical session	40.00	-	102.09	102.09	-	62.09	21,622.95	255%
Lunch for facilitators for 2nd technical session	80.00	-	142.92	142.92	-	62.92	21,480.03	179%
Dinner for facilitators for 2nd technical session	120.00	-	195.48	195.48	-	75.48	21,284.55	163%
Accommodation for participants for 2 nights validation meeting	7,200.00	7,167.68	-	7,167.68	-	32.32	14,116.87	100%
Accommodation for participants 3 nights technical workshop (Draft legislation)	10,800.00	-	11,109.90	11,109.90	-	309.90	3,006.96	103%
Accommodation for members of participants for 3 nights for 2 day session	9,000.00	-	9,317.98	9,317.98	-	317.98	6,311.02	104%
Secretariat staff accommodation for 2 nights validation workshop	1,680.00	1,672.46	-	1,672.46	-	7.54	7,983.48	100%
Secretariat staff accommodation for 3 nights technical workshop (Draft legislation)	2,520.00	-	2,508.69	2,508.69	-	11.31	10,492.17	100%
secretariat staff accommodation for 3 nights with session with 2nd technical session	2,520.00	-	2,508.69	2,508.69	-	11.31	13,000.86	100%
Consultant accommodation for 2 nights for validation workshop	480.00	477.85	-	477.85	-	2.15	13,478.70	100%
Consultant accommodation for 3 nights for technical workshop (Draft legislation)	720.00	-	716.77	716.77	-	3.23	14,195.47	100%
Accommodation for 2 facilitators for 3 nights for 2nd technical session	720.00	-	716.77	716.77	-	3.23	14,912.24	100%
Printing of Guide to Arms Trade Treaty implementation to be shared to members of parliament	1,000.00	-	1,000.00	1,000.00	-	-	15,912.24	100%
Printing of dropdown and wall banners	180.00	60.00	120.00	180.00	-	-	16,092.24	100%
Workshop materials (Note pads, pen, markers, flipchart paper, sticky note, etc.	400.00	133.30	266.70	400.00	-	0.00	16,492.24	100%
Printing of workshop bags for the 2 workshops	3,000.00	-	3,000.00	3,000.00	-	-	19,492.24	100%
Total Direct Costs	95,825.00	32,725.53	79,448.71	112,174.24				117%
Total Indirect Support Costs - 7%	6,707.75	2,290.79	5,561.41	7,852.20				117%
Total	102,532.75	35,016.32	85,010.12	120,026.43				117%

First instalment	49,829.00
Second instalment	42,853.00
Final instalment	9,850.75
Balance owing to VTF	

Name: O.M Mustapha
DIRECTOR, JOINT SERVICES/ATT NATIONAL FOCAL POINT

08/12/2023

MR S. S. JUSAT
 HEAD: ATT SEC.
 11/12/2023