



Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Palau Ministry of Justice

Project No.: ATT.VTF.G2017.014PLW

05 October 2018

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2017.014PLW
Grantee name	Palau Ministry of Justice
Project title	Enhancing Palau's arms control system: Ready to meet Arms Trade Treaty obligations
Grant Amount	USD \$85,505
Final Report submission date	05 October 2018
Period covered under this report (MM/DD/YY – MM/DD/YY)	29 January 2018 – 05 October 2018

1. Project activities and outcomes

a Describe the project outcomes.

The VTF Project to support Palau's ratification process resulted in the following outcomes:

- (1) The National Point of Contact successfully convened the inter-agency Palau Working Group on the ATT;
- (2) The NPC coordinated the submission of the resolution calling for ratification of the ATT by the Palau Senate;
- (3) Palau hosted a sub-regional workshop on the ATT, and took a leading role in promoting the treaty and its benefits in the sub-region. (4)

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

The project has:

- (1) Increased the capacity of national officials in relevant agencies to deal with issues of importance to the ATT, including expertise on key areas such as reporting, record-keeping, and risk assessment;
- (2) Increased the visibility of the ATT to law-makers and politicians in Palau, and impressed upon them the need for Palau to ratify the treaty, and to take a leading role in promoting the treaty in the subregion;
- (3) Identified specific areas of policy and legislative amendments required to bring Palau's laws into compliance with ATT requirements and obligations;
- (4) Strengthened inter-agency cooperation to implement the obligations of the ATT.

c List all States that benefitted from the project.

Palau is the primary beneficiary of this project. Secondary beneficiaries include the Federated States of Micronesia and the Republic of Marshall Islands.

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?

Some lessons have been learned from implementation of this project, including:

(1) Managing the budget: cost certainty is difficult to predict 6-9 months in advance. For example, the budgeted cost for hotels and conference venues were estimated in March 2017 for this project. In addition, prices of airfares change on a daily basis making it extremely difficult to budget and plan for purchase especially when funding is not available at the time. The agreement for the project wasn't signed until September 2017, and the transfer of the first tranche was delayed until late October. This meant that the hotel which was identified as the venue for the National Workshop was unavailable, and secondary options were over-budget;

(2) Availability of Officials: The proposal had planned to bring officials from RMI and FSM to attend a sub-regional workshop in November 2017. Despite all the efforts to reach out to FSM and RMI officials, no relevant officials were available to attend the workshops in November 2017, so that portion had to be postponed until July 2017. Having the flexibility under the Trust Fund to make those changes was crucial to be able to complete that aspect of the project successfully.

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 support provided to the Government of Palau has enabled it to strengthen national systems, assess legislative gaps and develop a set of amendments, to train officials and increase awareness of the ATT across 16 different government agencies. Without this dedicated support, Palau would not be on the cusp of ratifying 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:

The Project achieved all four of its key objectives:

- (1) Identifying gaps in existing legislation on arms control;
- (2) Developing legislative amendments, and preparing outputs such as the resolution for the Senate and the Cabinet Paper to support the senate resolution;
- (3) Reviewing the ATT BAP submission by Palau, and preparing the NPC to draft the ATT Initial Report; and;
- (4) Increasing inter-agency cooperation through periodic meetings of the Palau Working Group for the ATT.

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:

We faced numerous challenges in the implementation of the project – and given the challenges and constraints, we believe that the project was a success. Where actual expenditure was significantly different in comparison to budgeted expenditure, we took all steps possible to reduce costs in other budget lines so that the overall project stayed within the budget parameters. Despite facing serious challenges in implementing the sub-regional workshop, we were able to develop and implement a set of alternate plans that enabled us to meet the objectives of the overall project.

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).

Prior to this project, ratification of the ATT was not on the legislative and decision-making agenda of the Palau Senate. As a result of this project, not only will Palau move a few steps closer to ratification, but government officials will also be able to meet the obligations of the ATT as a result of having developed and enhanced their capacity to meet the challenges of the treaty.

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:

As a result of this project and the support that has been provided to the National Point of Contact, Palau is on the cusp of ratification of the ATT. Moreover, Palau has asserted itself in sub-regional and regional forums, and taken a leadership position in the Pacific. This will enable Palau to have a stronger voice once it becomes a States Party, and will further facilitate sub-regional dialogue and integration. Palau has been actively participating in ATT CSP Preparatory Committees and the Conferences of States Parties, and this should continue once Palau transitions into becoming a States Party. The risk of losing key officials has also been mitigated


with the convening of the Palau ATT Working Group, as more than 15 agencies are now up to speed with the requirements of the treaty.

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?

Palau will look to build on this project by continuing to develop the national systems it has started to put into place. Palau will also look for specific support on reporting, including data collection and record-keeping. Palau will also continue to strengthen sub-regional collaboration with RMI and FSM, and continue to play an important role in the wider Pacific context.

2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Palau) in Attachment 2.

ATT Final Expenditure Report													
		Name of Grant Recipient: Palau Department or Agency: Ministry of Justice Posting Date: 1/29/2018		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 G2017 01491W Reporting period: 13.10.2017 - 29.01.2018 Local Currency Code: USD		Total Budget on Hand: 35,711.45		
		Vendor Code [Palau]											
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. No.	Description 1	Description 2 - Receipt or Invoice No. - Date*	USD	Local Amount	Rate	USD	USD	USD	
	31800	602017		1	CAVR Staff to assist MOJ to develop materials for the sub regional while MOJ will facilitate the workshops. CAVR will develop an action plan in collaboration with Palau and produce an internal review of the project's successes and challenges.		15,356.62				15,356.62	20,354.83	
	31800	602017		2	Hire personnel to assist Palau Government with workshop logistics.		1,000.00	994.26			5.74	19,360.57	
	34210	602017		3	Return Airfares for 2 officials from Marshall Islands to Palau		4,572.00	4,572.00			-	14,788.57	
	34210	602017		4	Return Airfares for 2 officials from Federal State of Micronesia		3,000.00	3,420.00			-420.00	11,368.57	
	34210	602017		5	Return Airfares for 3 x PSAAG representatives, experts, or consultants						-	11,368.57	
	34240	602017		6	Accommodation and daily subsistence for 5 days for 2 officials from Marshall Islands in Palau (\$255.00)		1,275.00	2,140.00			-865.00	9,228.57	
	34240	602017		7	Accommodation and daily subsistence for 5 days for 2 officials from Federated States of Micronesia in Palau (\$255.00)		1,275.00	2,140.00			-865.00	7,088.57	
	34240	602017		8	Accommodation and daily subsistence for 9 days for 2 officials from Federated States of Micronesia Top and Chuuk in Palau (\$255.00) (N.B. Officials must stay 9 days due to flight schedules in and out of Palau on their return destination)						-	7,088.57	
	34240	602017		9	Accommodation for 6 days for 3 x PSAAG representatives, experts, consultants in Palau						-	7,088.57	
	34220	602017		10	Ground Transport for officials from RMI and FSM during sub-regional - 4 days		50.00	-			-50.00	7,088.57	
	34250	602017		11	Venue Hire (includes venue, food and workshop equipment) for 2 days - Subregional Workshop (25 participants) Palacia Hotel, includes 2 tea breaks and buffet lunch		3,300.00	1,532.25			1,767.75	5,556.32	
	34250	602017		12	Venue Hire (includes venue, food and workshop equipment) for 2 days - National Workshop (25 participants) PALASIA HOTEL - 25 pax, includes 2 tea breaks and buffet lunch						-	5,556.32	
	33360	602017		13	Printing of CAVR workshop materials including freight as well as other material						-	5,556.32	
	34250	602017		14	Welcoming Reception (PRR) (25 pax)						-	5,556.32	
	34250	602017		15	Closing Reception (Palacia Hotel) (25 pax)		1,139.00	1,139.00			-	4,417.32	
	33370	602017		16	News Paper Ad (half pages for opening and closing day)		496.00				496.00	4,417.32	
	34270	602017		17	Fuel (2 cans) 5 x days @550 and Boat @5350		400.00	216.12			183.88	4,201.20	
		602017		21	Indirect /Administrative support costs		5,000.00	132.01			4,867.99	4,069.19	
							36,863.62	16,285.64			20,577.98	-16,508.79	

* 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: _____ Date: _____

Head of ATT Secretariat's Signature: _____ Date: _____

3. Certification

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

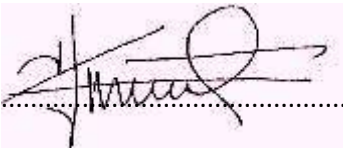
For the purposes of this certification:

Grantee means Palau Ministry of Justice.

Consultant means Deepayan Basu Ray of the Centre of the Armed Violence Reduction (CAVR).

I Keiden Kintol, 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\$30,000.00
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 10-5-2018

Special Assistant to Vice President and Minister of Justice

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 Final Expenditure Report

Vendor Code (Palau)

Name of Grant Recipient: Palau
 Department or Agency: Ministry of Justice
 Posting Date: 10/2/2018

INSTRUCTIONS
 1) Complete all pink fields only.
 2) Print, sign, scan and email expenditure report to 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-YTR-62017-0149LW
 Reporting Period: 30.01.2018 - 02.09.2018
 Legal Currency Code: USD
 Grant Received USD (Balance of 1st installment): 21,990.14
 Grant Received USD (2nd installment): 8,500.50
 30,540.64

Click above first cell for exchange rate site

Accounting Details				General Details				Financial Summary			
Posting Date	GL Code	Project code	Budget Line	Ref. N°	Description 1	Description 2 - Receipts or Invoice No. - Date - Invoice Number (NW-2038 dated 04 October 2018)	Budget available (Interim)	Actual spend to date (post Interim Report)	Balance of budget available	Balance of funds received	
							USD	USD	USD	USD	
10/2/2018	31800	602017		1	CNVR Staff to produce legislative review, and proposed legislative amendments, develop materials for the sub regional and national workshop, facilitate the workshops, conduct baseline assessment with Palau's officials, develop an action plan in collaboration with Palau's officials and produce an internal review of the project's successes and challenges (100 days @ \$300)		9,000.00	9,000.00		21,540.64	
10/2/2018	31800	602017		2	Hire personnel to assist Palau Government with workshop logistics		400.00		400.00	21,540.64	
10/2/2018	34210	602017		3	Return Airfares for 4 officials from Marshall Islands to Palau	Travel Authorization No. 62135/781063 (Transportation: \$2,286.00) and No. 61958/781064 (\$2,286.00)	5,364.00	4,372.00	792.00	16,968.64	
10/2/2018	34210	602017		4	Return Airfares for 4 officials from Federal State of Micronesia	Travel Authorization No. 62254/781061 (Transportation: \$1,210.00) and No. 62253/781062 (\$1,210.00)	3,747.00	3,420.00	327.00	13,548.64	
10/2/2018	34210	602017		5	Return Airfares for 3 x PSMAG representatives, experts, or consultants	Travel Authorization No. 62254/781061 (Per Diem: \$1,070.00) and No. 62253/781062 (\$1,070.00)	2,500.00	2,140.00	410.00	9,268.64	
10/2/2018	34240	602017		6	Accommodation and daily subsistence for 5 days for 4 officials from Marshall Islands in Palau (\$255.00)	Travel Authorization No. 62135/781063 (Per Diem: \$1,070.00) and No. 61958/781064 (\$1,070.00)	5,100.00	2,140.00	2,960.00	11,408.64	
10/2/2018	34240	602017		7	Accommodation and daily subsistence for 5 days for 2 officials from Federated States of Micronesia in Palau (\$255.00)	Travel Authorization No. 62254/781061 (Per Diem: \$1,070.00) and No. 62253/781062 (\$1,070.00)	2,550.00	2,140.00	410.00	9,268.64	
10/2/2018	34240	602017		8	Accommodation and daily subsistence for 9 days for 2 officials from Federated States of Micronesia Yap and Chuuk in Palau (\$255.00) (N.B. Officials must stay 9 days due to flight schedules in an out of Palau on their return destination)		4,590.00		4,590.00	9,268.64	
10/2/2018	34240	602017		9	Accommodation for 6 days for 3 x PSMAG representatives, experts, consultants in Palau	Deejanan Basu Ray Incidents - Palau Royal Resort Bill No. 256027 (\$503.70); Nachoi Stohl Incidents - Palau Royal Resort Bill No. 256688 (\$123.95)	2,317.75	327.65	1,990.10	8,940.99	
10/2/2018	34220	602017		10	Ground Transport for officials during sub-regional and national workshop - 6 days		300.00		300.00	8,940.99	
10/2/2018	34250	602017		11	Venue Hire (includes venue, food and workshop equipment) for 2 days - National Workshop (25 participants) PALASIA HOTEL - 15 pm, includes 2 tea breaks and buffet lunch	Best Coffee and Donut House Invoice # 24080 dated 7/16/18 (\$354.00); Invoice #24088 dated 7/17/18 (\$350.50); Invoice #24101 dated July 18, 2018 (\$525.25); Invoice # 24113 dated 7/19/18 (\$122.50)	4,000.00	1,548.11	2,451.89	7,392.88	
10/2/2018	34250	602017		12	Venue Hire (includes venue, food and workshop equipment) for 2 days - National Workshop (25 participants) PALASIA HOTEL - 15 pm, includes 2 tea breaks and buffet lunch	Swengel's Supercenter Invoice: C31822/1 dated 7/16/18	-2,664.00		-2,664.00	7,392.88	
10/2/2018	33360	602017		13	Printing of CNVR workshop materials including freight as well as other material	Western Carolina Trading Co., West Office Supply Doc # 495628/2 (\$106.15)	1,321.04	106.15	1,214.89	7,286.73	
10/2/2018	34250	602017		14	Welcoming Reception (PRR) (25 pax)		2,500.00		2,500.00	7,286.73	

10/7/2018	34250	602017	15	Closing Reception (Sea Passion Hotel) (25 pax)	289.00	1,139.00	-850.00	6,147.73
10/7/2018	33370	602017	16	News Paper Ad (half pages for opening and closing day)	470.00		470.00	6,147.73
10/7/2018	34270	602017	17	Fuel (2 cars) 4 x days @ \$50	139.70	216.12	-76.42	5,931.61
10/7/2018		602017	21	Indirect support costs	1,441.90	994.32	447.58	4,937.29
					43,366.39	25,603.35	17,763.04	

* 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
 ** Actual spend to date: insert the actual amount spent on the budget item since the interim Report. 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 'US'

Signature:



Head of ATT Secretariat's Signature:

Date: 12/3/18

Date:

General Details		Total budget	Actual spend	Actual spend	Actual spend	Balance of	Balance of	% of over-
Ref. N°	Description	USD	(Interim Report) USD	(Final Report) USD	(Total) USD	budget available USD	funds received USD	or under-spend
1	CAVR Staff to produce legislative review, and proposed legislative amendments, develop materials for the sub regional and national workshop, facilitate the workshops, conduct baseline assessment with Palau's officials, develop an action plan in collaboration with Palau and produce an internal review of the project's successes and challenges (100 days @ \$300)	30,000.00	21,000.00	9,000.00	30,000.00	0.00	42,679.25	0.0%
2	Hire personnel to assist Palau Government with workshop logistics	400.00	0.00	0.00	0.00	400.00	42,679.25	100.0%
3	Return Airfares for 4 officials from Marshall Islands to Palau	5,364.00	0.00	4,572.00	4,572.00	792.00	38,107.25	14.8%
4	Return Airfares for 4 officials from Federal State of Micronesia	3,747.00	0.00	3,420.00	3,420.00	327.00	34,687.25	8.7%
5	Return Airfares for 3 x PSAAG representatives, experts , or consultants	7,500.00	5,000.00	0.00	5,000.00	2,500.00	29,687.25	33.3%
6	Accommodation and daily subsistence for 5 days for 4 officials from Marshall Islands in Palau (\$255.00)	5,100.00	0.00	2,140.00	2,140.00	2,960.00	27,547.25	58.0%
7	Accommodation and daily subsistence for 5 days for 2 officials from Federated States of Micronesia in Palau (\$255.00)	2,550.00	0.00	2,140.00	2,140.00	410.00	25,407.25	16.1%
8	Accommodation and daily subsistence for 9 days for 2 officials from Federated States of Micronesia Yap and Chuuk in Palau (\$255.00) (N.B. Officials must stay 9 days due to flight schedules in an out of Palau on their return destination)	4,590.00	0.00	0.00	0.00	4,590.00	25,407.25	100.0%
9	Accommodation for 6 days for 3 x PSAAG representatives, experts, consultants in Palau	4,590.00	2,272.25	327.65	2,599.90	1,990.10	22,807.35	43.4%
10	Ground Transport for officials during sub-regional and national workshop - 6 days	300.00	0.00	0.00	0.00	300.00	22,807.35	100.0%
11	Venue Hire (includes venue, food and workshop equipment) for 2 days - Subregional Workshop (15 participants) PALASIA HOTEL - 15 px, includes 2 tea breaks and buffet lunch	4,000.00	0.00	1,548.11	1,548.11	2,451.89	21,259.24	61.3%
12	Venue Hire (includes venue, food and workshop equipment) for 2 days - National Workshop (25 participants) PALASIA HOTEL - 25 px, includes 2 tea breaks and buffet lunch	4,200.00	6,864.00	0.00	6,864.00	-2,664.00	14,395.24	-66.6%
13	Printing of CAVR workshop materials including freight as well as other material	1,900.00	529.83	106.15	635.98	1,264.02	13,759.26	66.5%
14	Welcoming Reception (PRR) (25 pax)	2,500.00	0.00	0.00	0.00	2,500.00	13,759.26	100.0%
15	Closing Reception (Sea Passion Hotel) (25 pax)	2,500.00	2,211.00	1,139.00	3,350.00	-850.00	10,409.26	-34.0%
16	News Paper Ad (half pages for opening and closing day)	470.00	0.00	0.00	0.00	470.00	10,409.26	100.0%
17	Fuel (2 cars) 4 x days @\$50	200.00	60.30	216.12	276.42	-76.42	10,132.84	-38.2%

<i>VTF Approved unforeseen additional expenses</i>				
				1,439.70
				1,177.50
	TOTAL (ESTIMATED) DIRECT COSTS	79,911.00		17,364.59
	TOTAL (ACTUAL) DIRECT COSTS		37,937.38 24,609.03	65,163.61
Indirect support costs				
18	Indirect support costs	5,594.00		
	TOTAL INDIRECT SUPPORT COSTS (based on estimated Direct Costs)	5,594.00		
	TOTAL INDIRECT SUPPORT COSTS (based on actual Direct Costs)			4,561.45
	TOTAL BUDGET (GRANT AGREEMENT)	85,505.00		
	TOTAL BUDGET (ADJUSTED)			69,725.06
	Total Adjustment (under-spend)			14,747.39
	Amount of 1st installment	64,128.75		
	Amount of 2nd installment	8,550.50		
	Amount of 3rd installment	12,825.75		
	Balance owing	2,954.19		