

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

SERBIA

(Ministry of Internal and Foreign Trade
,former Ministry of Trade, Tourism and Telecommunications)

Project No.: ATT.VTF.G2019.020SRB

30 June 2023

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2019.020SRB
Grantee name	Ministry of Internal and Foreign Trade (former MTTT)
Project title	Building national capacity to prevent and address diversion
Grant Amount	USD 93,214
Final Report submission date	30 June 2023
Period covered under this report	01 July 2019 to 30 June 2023

1. Project activities and outcomes

a Describe the project outcomes.

The project aimed at increasing knowledge and build capacities of Serbian competent national authorities to prevent and address the diversion of conventional arms.

The Serbian authorities were interested in increasing their knowledge of effective practices to further strengthen the national system, in particular to prevent and address diversion. They identified the following areas to be strengthened: methods for authentication of documentation; risk indicators and sources of information for verification of documents submitted by export licence applicants; end-user and post-delivery controls.

This project provided the opportunity to share international experiences on best practices in export controls. It also allowed Serbia to review its national measures to prevent and address diversion.

Finally, the results from these two main workstreams (knowledge sharing of international best practices and review of the national policies and procedures) were integrated into a National Manual for the Control of Export and Import of Arms and Military Equipment that provides guidance for all national authorities with competences in the export and import of such goods. The Manual also serves the purpose to provide guidance to potential importers / exporters and brokers as the clarifies the licensing, authorisation and verification procedures and requirements.

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

The main benefit is the development and completion of the National Manual that contains clear guidance for arms importers/exporters and for competent authorities on policies, roles and responsibilities, and procedures relevant for import and export of arms and military equipment.

The project supported the Serbian authorities in raising their awareness and sharing lessons learned and international experiences between exporting and importing states in order to mitigate the risk of diversion. This knowledge was used to review the national control system and to provide written guidance through the development of the National Manual. It is important to underline that, once the experience sharing phase was completed, the project stimulated the national authorities to take charge of the drafting of the National Manual in Serbian. While this change required adaptation of the delivery plan, it was also an indication of the strong ownership

by the involved Serbian authorities.

c List all States that benefitted from the project.

The project Grantee and main beneficiary of the project is the Republic of Serbia. However, the main output produced under the project – the Manual for the Control of Export and Import of Arms and Military Equipment – could serve as an example of good practices for other ATT State Parties.

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.

While the project implemented the planned activities, several adaptations were required.

For example, the Covid-19 pandemic and the related disruptions of international travel heavily impacted the planning for the second workshop in Belgrade, which was rearranged several times between Spring 2020 and the final holding of a one-day “hybrid” workshop in March 2021.

The decision by the Serbian authorities to take on the drafting of the Manual was decided rather late in the project – thus, while it lifted the drafting burden from the Survey and is certainly positive for the ownership and the overall outcome of the project, the preparatory work for the manual done by the Survey had to be charged to the project.

The finalization and validation of the Serbian version of the Manual took much more time than expected. The fact that a technical government was in charge of current affairs for a long period of time meant that the Serbian Manual could be validated only in the second half of 2022, which pushed the translation in English and production, printing and delivery of the Manual to Q1 /2023.

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?

To keep the flexibility of the VTF also in the future. The Secretariat was able and willing to approve several project extensions to allow the project to be completed. This flexibility has been of paramount importance to ensure the implementation of all activities.

- 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:

As explained above the project provided the opportunity for Serbian authorities to acquire knowledge and exchange experiences on import and export controls in view to reduce the risks of diversion. These learnings allowed Serbia to review and update its national control procedures and to provide clear written guidance to all competent authorities.

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

Explain your answer:

The project attained all its stated objectives, although with an important delay compared to the original plan.

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

Explain your answer:

Despite the multiple delays encountered by the project, and adaptations that were required to overcome the challenges of Covid-19 pandemic as well as by the long 'waiting period' caused by the late finalization of the Serbian version of the Manual, the available funds were used efficiently. The total budget covered the costs although some reallocation of funds were required.

The final financial report (attached) shows small total overspending of \$125, which will be covered by the core funds of the Small Arms Survey.

As mentioned, the budget required adaptations throughout its operational life. These allowed

adapting the budget to the changes required to overcome the situation related to the Covid 19, as well as to the increased staff time related to the modified duration of the project. The changes were approved by the VTF. In comparison to the latest approved budget, there are no budgetary variations above and below 20%.

- 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 consultation process at the core of the project and the ownership shown by the Republic of Serbia (taking on itself the task of drafting the National Manual in Serbian) lay the foundations for an important potential impact in the months/year to come. The project allowed the Serbian relevant authorities to review the national measures to prevent and address diversion in light of the ATT provisions and to develop a National Manual that provides clear written guidance for all national competent authorities on effective national measures utilized to: assess the risk of diversion; undertake mitigation measures; detect diversion; and share information.

- 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 checked="" type="checkbox"/>

Explain your answer:

As mentioned above, the process of the project and the ownership shown by the Serbian authorities should translate into a strong uptake of the project's output (the National Manual).

- j [For non-State Party only] How did the Project contribute to the progress of joining the Arms Trade Treaty?

- 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?

The National Manual provides clear guidance to all parties included in the process of authorised arms transfers. By presenting the responsibilities, procedures and requirements of such transfers it allows the Serbian competent authorities to prevent, detect, and address/respond to diversion. The Manual will be shared with and presented to these authorities by the Serbian MTTT.

At the same time, the Manual exists in English and is available for other competent national authorities who are interested in improving knowledge and sharing information on these matters.

The Serbian authorities may want to share the Manual and the experience in developing it in appropriate fora (for example at CSP9).

2. Final expenditure report

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

3. Certification

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

For the purposes of this certification:

Grantee means Ministry of Trade, Tourism and Telecommunications, later Ministry of Internal and Foreign Trade

Consultant means Martin Drew, British Export Controls

I, Daniel de Torres, 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 (including VAT and bank fees) to help implement the Grant project to date is 4'993.98 CHF (US\$ 5'042.39).
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 06.07.2023

Daniel de Torres, Director, Small Arms Survey

The Grantee



11/07/23

Stela Petrovic, Project Coordinator

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.

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 Trade, Tourism and Telecommunications, later Ministry of Internal and Foreign Trade

Consultant means Emile LeBrun

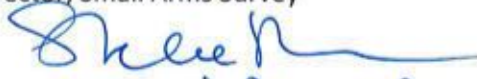
I, Daniel de Torres, being a person duly authorised by the Grantee hereby certify that:

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 (including VAT and bank fees) to help implement the Grant project to date is 2'004.83 CHF (US\$ 2'024.26).
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.

Signed..........Date 06.07.2023

Daniel de Torres , Director, Small Arms Survey

The Grantee


Stela Petrovic, Project Coordinator, 11/07/23

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.

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 Trade, Tourism and Telecommunications, later Ministry of Internal and Foreign Trade

Consultant means Vitagliano Silvio

I, Daniel de Torres, being a person duly authorised by the Grantee hereby certify that:

17. The Consultant was engaged by the Grantee on or after the date the Grant Agreement was executed to deliver services to the Project.
18. The service provided by the Consultant to the Grantee has been completed in accordance with the Grant Agreement.
19. The amount paid by the Grantee to the Consultant for the provision of services (including VAT and bank fees) to help implement the Grant project to date is 1'953.62 CHF (US\$ 1'972.55)
20. I have attached the tax invoice provided to the Grantee by the Consultant for the provision of services for the Grant project to date.
21. 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.
22. All the information I have provided to the ATT Secretariat (including the contents of this declaration) is complete, true and correct.
23. 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.
24. 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 06.07.2023

Daniel de Torres , Director, Small Arms Survey

The Grantee 
Stela Perovic, Project Coordinator 11/07/23

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.



Name of Grant Recipient	Serbia
Department or Agency	Ministry of Trade, Tourism and Telecommunications
Activity Name	
Project Code	02009

INSTRUCTIONS
 1) Complete all grid boxes only
 2) Print, sign, scan and email expenditure report to mfund@bitum.miroslavkovic.gov.rs 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 AIT Secretariat.

Project No.	AIT-VTF-G2019-030308
Reporting period	01.07.2019 - 30.06.2023
Local Currency Code	
Grant Received (EUR) (last installment)	45627

46/160
1

<https://www.sanda.com/currencyconverter/>
 Click above link for exchange rate table

General Details				Total Budget	Actual spent to date**			Balance of Budget available	Balance of Funds received	
Budget Line	Ext. No.	Description	Reference No. / Activity or Budget No. / Date	USD	Local Amount	Rate	USD	EUR	USD	
Personnel costs	1	SAS Researcher	ref 33	32100.00	32902.83	1.0097	31101.18	-1001.18	155025.82	
	3	SAS Project Officer, Admin/Grant Management	ref 33	15750.00	15714.54	1.0097	15266.46	-116.46	-360.64	
	3	SAS Communication and Publication Coordinator	ref 13, 21, 33	7000.00	5369.50	1.0097	5296.33	1019.61	-6287.03	
	4	3 consultants (Act. 2-2 days; Act. 3-3 days; Act. 4-1 day; Act. 5-1 day)	ref 1, 5, 8, 9, 12, 26	9100.00	8543.73	1.0097	8340.65	150.35	-12236.44	
	5	Translator/Interpreter (Serbian/English) (Act. 2-3 days; Act. 3-3 days; Act. 4-8 days; Act. 5-1 day; Act. 7-2 days; Act. 8-23 days)	ref 7, 11, 14, 15, 26, 27, 28	7000.00	7345.58	1.0097	7019.12	-19.12	-31855.80	
Travel costs		Editor	ref 33	2000.00	1982.77	1.0097	2001.99	-1.99	-24857.79	
	6	SAS Staff travel from Switzerland to Belgrade for activity 3 (flight, insurance, local transportation to/from airport)	ref 1, 23	750.00	741.40	1.0097	748.59	1.41	-25066.38	
	7	Consultant travel from Europe to Belgrade for activity 3 (flight, insurance, local transportation to/from airport)	ref 2, 6	750.00	688.58	1.0097	695.25	54.75	-26301.83	
	8	Accommodation, including breakfast and dinner, for 5 people (2 SAS and 3 consultants) for 3 nights in Belgrade for Activity 3	ref 5, 21, 25, 32	1300.00	1362.85	1.0097	1375.66	-73.66	-27677.43	
	9	SAS Staff travel from Switzerland to Belgrade for activity 3 (flight, insurance, local transportation to/from airport)				1.0097			-27677.43	
	10	Accommodation, including breakfast and dinner, for 2 people (SAS staff) for 3 nights in Belgrade for Activity 3				1.0097			-27677.43	
	Operational cost	11	Venue hire (room, equipment, IT support) for Activity 3	ref 4, 23, 24	1500.00	1506.14	1.0097	1501.61	-111.61	-29289.10
		12	2 Day conference package for 25 people in Belgrade (lunch and coffee/tea) for Activity 3	ref 21, 23	1750.00	1720.11	1.0097	1733.91	42.91	-30622.01
		13	Production costs and printing background materials for participants for Activity 3				1.0097			-30622.01
		14	Venue hire (room, equipment, IT support) for Activity 3	ref 10, 22	1500.00	1521.17	1.0097	1535.91	-35.91	-32157.92
15		1 Day conference package for 22 people in Belgrade (lunch and coffee/tea) for Activity 3	ref 22	800.00	392.34	1.0097	396.34	3.94	-32554.06	
16		Printing costs for draft national manual for Activity 3				1.0097			-32554.06	
17		Production, printing, and shipping costs for 150 copies of English language version of "Serbian National Manual to Prevent and Address Overheating"	ref 18, 20, 29, 30, 31, 33	5114.00	5070.01	1.0097	5119.15	5.15	-37673.21	
18		Printing of Serbian language version of "Serbian National Manual to Prevent and Address Overheating"	ref 18	3000.00	2924.09	1.0097	2951.43	47.57	-40125.64	
19						1.0097			-40125.64	
20						1.0097			-40125.64	
21					1.0097			-40125.64		
22					1.0097			-40125.64		
23					1.0097			-40125.64		
24					1.0097			-40125.64		
25					1.0097			-40125.64		
26	Overhead	3%		6798	6768	1.0097	6706.28	-8.17	-46731.08	
				57214	57443		53338.93	-126.83	-59731.93	

*From invoice that we added the overhead line as per the agreement. We also modified the exchange rate and used the one of the payment received from the first installment VTF.

Signature:

Henri Wacogne Head of Accounting department 29.06.2023

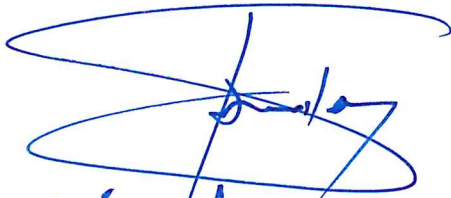
Ministry of Internal and Foreign Trade (former Ministry of Trade, Tourism and Telecommunications)

STEVA PETROVIC, Project Coordinator

S.S. Stasak
 HRAS: APT SEC
 11/06/23 06/12/23

RECONCILIATION
 SERBIA-ATT/VTF.G2019.020SRB
 2019

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							
SAS Researcher	30100	900	30201	31101	-1001	15506	103%
SAS Project Officer, Admin/Grant Management	15750	1401	14466	15866	-116	-361	101%
SAS Communication and Publication	7000	0	5926	5926	1074	-6287	85%
3 consultants (Act. 2= 2 days; Act. 3=3 days; Act. Translator/Interpreter (Serbian/English) (Act. Editor	9100	0	8950	8950	150	-15237	98%
	7600	0	7619	7619	-19	-22856	100%
	2000	0	2002	2002	-2	-24858	100%
Travel costs							
SAS Staff travel from Switzerland to Belgrade for activity 3 (Flight, insurance, local transportation to/from airport)	750	0	749	749	1	-25606	100%
Consultant travel from Europe to Belgrade for activity 3 (Flight, insurance, local transportation to/from airport)	750	0	695	695	55	-26302	93%
Accommodation, including breakfast and dinner, for 5 people (2 SAS and 3 consultants) for 3 nights in Belgrade for Activity 3	1302	0	1376	1376	-74	-27677	106%
SAS Staff travel from Switzerland to Belgrade for Accommodation, including breakfast and dinner, for 2 people (SAS staff) for 3 nights in Belgrade for Activity 7	0	0	0	0	0	-27677	
	0	0	0	0	0	-27677	
Operational cost							
Venue hire (room; equipment; IT support) for Activity 3	1500	0	1612	1612	-112	-29289	107%
2 Day conference package for 25 people in Production costs and printing background materials for participants for Activity 3	1250	0	1333	1333	-83	-30622	107%
	0	0	0	0	0	-30622	
Venue hire (room; equipment; IT support) for 2 Day conference package for 22 people in Production, printing, and shipping costs for 150 Printing of Serbian-language version of 'Serbian	1500	0	1536	1536	-36	-32158	102%
	400	0	396	396	4	-32554	99%
	0	0	0	0	0	-32554	
	5114	0	5119	5119	-5	-37673	100%
	3000	0	2952	2952	48	-40626	98%
Total Direct Costs	87116	2301	84932	87233			100%
Total Indirect Support Costs - 7%	6098	161	5945	6106			100%
Total	93214	2462	90877	93339			100%
Amount of 1st installment	46607						
Amount of 2nd installment	0						
Amount of 3rd installment	46607						
Balance owing to VTF							


 S. S. ANASUA
 HEAD: ATT SECRETARY
 06 DEC. 2023.

STELA PERDVIĆ, Project Coordinator
 07/11/2023
