



GOVERNMENT OF THE INDEPENDENT STATE OF SAMOA  
Ministry of Foreign Affairs and Trade

Postal: P.O. Box L1859  
Apia, Samoa  
Tel. No.: (685) 21-171  
Fax No.: (685) 21- 504  
Email: [ird@mfat.gov.ws](mailto:ird@mfat.gov.ws)

Our Ref: FA  
Your Ref:  
Please address all correspondences to  
*The Chief Executive Officer*

29 November 2019

Mr. Dumisani Dladla  
Head  
ATT Secretariat  
7bis avenue de la Paix  
WMO Building  
GENEVA

Dear Mr. Dladla,

**Arms Trade Treaty Voluntary Trust Fund: Final Report for Samoa**

I attach herewith, for your information and appropriate attention, Samoa's Final Report for its project under the Arms Trade Treaty (ATT) Voluntary Trust Fund. The completed Project Schedule, the Final Expenditure Report as well as relevant supporting documents are also attached.

I take this opportunity to thank the Secretariat for their support throughout the Project, in particular, for granting us the requested extension to the deadline of the Final Report. We look forward to continue our cooperation to ensure the effective implementation of the ATT.

Yours sincerely,

Peseta Noumea Simi  
**Chief Executive Officer**

*attach:*

**Arms Trade Treaty Voluntary Trust Fund**

**FINAL REPORT**

Ministry of Foreign Affairs and Trade

SAMOA

**Project No.: ATT.VTF.G2018.005WSM**

30 November 2019

Arms Trade Treaty Voluntary Trust Fund - Final Report

Project number	ATT.VTF.G2018.005WSM
Grantee name	Ministry of Foreign Affairs and Trade
Project title	Streamlining Arms Data Collection and Reporting in Samoa
Grant Amount	USD\$ 67,670.00
Final Report submission date	29 August 2019
Period covered under this report (MM/DD/YY – MM/DD/YY)	04.01.2019 to 30.06.2019

1. Project activities and outcomes

a Describe the project outcomes.

The project has helped reduce the risk of illicit arms and their transfers through:

1. Better understanding amongst key stakeholder agencies about the risk and importance of ATT implementation in our efforts to reduce this risk. Clarity also amongst stakeholders of their role in implementing ATT, including knowledge of the tools, support and legislation such as Samoa's Conventional Arms Act 2017, that are key to reducing the risk of illicit arms and their transfers through Samoa;
2. Improved data and information management with the National Arms Transfer Database (NATD) system now called the ArmsTracker in place for Samoa.
3. Better clarity by key stakeholders on the challenges of the illicit arms and their transfers for Samoa and recognising opportunities for better collaboration and interagency cooperation on arms issues and the linkages to other national disarmament and peace and security efforts.

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

The project has assisted ATT implementation by:

1. raising awareness amongst key stakeholder agencies and understanding of their role and the benefits of the ATT;
2. progressing towards ATT-compliant practice through the ArmsTracker in Samoa Customs and Police;
3. supporting ATT reporting obligations through the availability of data on the ArmsTracker; and
4. The ArmsTracker also helps to fulfil the requirement for a National Control System for the National Competent Authority to regulate the importation and exportation of conventional arms under the Conventional Arms Act 2017.

c List all States that benefitted from the project.

Samoa



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?

**Recommend to give more time for training of officials on the new upgraded database ArmsTracker, preferably in person rather than through online training. Recommend for additional national trainings to take place after the key users of the database have had enough time to familiarise themselves with and use the ArmsTracker in the event that there are adjustments and/or additional features to be made to the ArmsTracker.**

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 aligns with Samoa's continuous efforts to meet its international obligations and in this case, on disarmament and in pursuing regional and international peace and security. It also helped support Samoa's continuous efforts to ensure evidence-based policy making through improvement in data and statistics, and also capacity building looking at interlinkages of disarmament conventions. The ArmsTracker now in place helps meet the requirement for a National Control System for the National Competent Authority to regulate the importation and exportation of conventional arms under the Conventional Arms Act 2017; and it also provides the needed information and data to inform policies and decisions on arms, and meet reporting obligations for ATT and other related conventions or international instruments such as the UNPOA on Small Arms and Light Weapons (SALW). The project also helped to promote interagency cooperation especially between the key agencies involved in the implementation of 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 checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

There were three objectives of the project – (1) improved capacity of Samoan officials on database management and reporting for ATT; (2) implement an automated and centralised data collection and; (3) improve interagency coordination and reporting.

The training and workshops helped with the understanding of officials on the requirements for ATT reporting and also on the data that needs to be collected. It also made clear on who plays what role in the implementation of the ATT. However, the key part of the project that needs more work on is the ArmsTracker. While we met the objective of putting in place the database, there still needs to be further training and more time for the officials especially from Samoa Police and Customs to use and suggest features for improvement of the new database. While some of it was done within the project period, we believe there is still room for more training and improvements. Otherwise there is the risk that ArmsTracker will not be utilised properly. The

effectiveness is that we delivered on the main objectives of the project but we are now looking at addressing some of the issues raised during the project and the long-term sustainability of it.

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

Explain your answer:

The activities under each of the phases for the project have been carried out within the budget but there were issues that led to us not finalising the project within the timeline proposed and which led to the request for an extension of the project. The issues were related to the technical use of the NATD which was later changed to the ArmsTracker by Police and Customs. This resulted in the engagement of a new IT developer to try and address some of these issues. This meant that the desired project results have not been achieved within the expected timeframe, and the use of the ArmsTracker by Police and Customs was further delayed. The availability of the right officials was another issue.

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 project has been positive in that a gap analysis of Samoa's arms data and information reporting in relation to the ATT was conducted by CAVR and as a result, the ArmsTracker has been designed and developed as a direct response to this gap analysis. The National Workshop has resulted in an increased awareness of the ATT, its connection to Samoa's national framework and the importance of the roles of the different ministries in implementing the ATT and also the SDGs. It has meant that the key line Ministries, Police and Customs, have had to give dedicated time to the issue and give their frank feedback on the ArmsTracker and how it can better assist their work. CAVR has been very responsive to requests for changes and support from Samoa Police and Customs to address their specific needs for the database.

ArmsTracker Customs is focused on imports and exports of arms and ArmsTracker Police is focused on licensing, registration and transfers of arms.

Some of the modifications made has resulted in the ArmsTracker being future-proofed for the likelihood of Samoa adopting legislative changes that are growing in trend internationally. For instance, the database now has the capacity to provide ammunition-specific licensing which is not yet a legal requirement in Samoa but is becoming more common in other jurisdictions. Other positive impacts such as helping to ensure annual reports are completed and submitted on time as well as improved interagency coordination on reporting are expected to occur once the ArmsTracker is fully in use by Police and Customs and after they have used the ArmsTracker for an extended period of time.

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	Not very	Moderately	Sustainable	Very sustainable

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

Explain your answer:

The project helped create a network amongst the main stakeholders for ATT and for the Ministry of Foreign Affairs and Trade, we hope to use this going forward for coordination on reporting and also on ATT implementation. In terms of the ArmsTracker, the intention is for it to be a key tool used by Police and Customs as a database for information on conventional arms under the scope of the ATT as well as a database that would complement their ongoing work on arms trade. There is the understanding and expectation that the collaboration between CAVR and Samoa Police and Customs will continue beyond the project end date in order to provide the necessary support and training for the maintenance and upgrade of the ArmsTracker. The training of new officers on the use of the ArmsTracker is expected to be an ongoing process which will help ensure the long-term sustainability of the ArmsTracker. We have marked both moderately sustainable and sustainable as we feel more work on the ArmsTracker needs to be done beyond the scope of this project and the sustainability of the project will depend on this.

- 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?

The ArmsTracker will continue to be used by Samoa Police and Customs as a database that maintains an accurate record of arms. There have been discussions on additional features to be added to the ArmsTracker in the future which once implemented, would improve the efficiency and usefulness of the ArmsTracker even more. As Samoa is the pilot program on the ArmsTracker, Samoa will share its experience and lessons learnt from this project and database.

## 2. Final expenditure report

Please complete the Worksheet titled 'input' in the VTF Expenditure Template – Final Report (Samoa) 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 Foreign Affairs and Trade.

Consultant means **Centre for Armed Violence Reduction Ltd**

I **Peseta Noumea Simi** 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 **USD\$58760.14**
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 **29/11/2019**

**Chief Executive Officer of the Ministry of Foreign Affairs and Trade**

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  
TRADE  
TREATY

Vendor Code [SAMOA]

**INSTRUCTIONS**

- 1) Complete all blank fields only
- 2) Print, sign, scan, and email expenditure report to [trunk@undp.org](mailto:trunk@undp.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

**ATT Final Expenditure Report**

Project No.	ATT-VTF-G2018.005WSM
Reporting Period	20/07/2018-30/11/2019
Local Currency Code	AUD
Grant Received USD (1st + 2nd instalment)	66,933.00

<https://www.samoa.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	Priority of CAVR staff to assess current information management and database system, develop a new system and implementation strategy, seek consultation, assist Samoa in the implementation of the new system and facilitate the Train the Trainer workshop in collaboration with Samoa's MFA and conduct road of conduct evaluation.	#1.1 CAVR staff fee for Phase 2 of 3, dated 15/10/18.	27,600.00	12,745.91	0.7218	9,200.00	18,400.00	57,733.00
					#1.2 CAVR staff fee for Phase 2 of 3, dated 15/10/18.		12,745.91	0.7218	9,200.00	9,200.00	48,533.00
					#1.3 CAVR staff fee for Phase 3 of 3, dated 22/7/19		13,064.00	0.7000	9,200.00	-	39,333.00
			2	Firearms Software Expert to advise of Software Management System and to train Samoa government officials.	#2.1 Software expert invoice for time spent in Samoa dated 13/08/18 for AU\$6,700. CAVR paid AU\$6,700 and invoiced VTF for US\$3,333 in INV-2041 dated 17/2/19. Total invoice for time spent dated US\$3,333 charged here as per budget.	10,000.00	4,618.08	0.7218	3,333.33	6,666.67	35,999.67
					#2.2 Software expert invoice for time spent dated 17/2/19. Total invoice for time is AUD7,000, only US\$3,333 charged here as per budget.		4,618.08	0.7218	3,333.33	3,333.33	32,666.33
					#2.3 Software expert, invoice dated 17/2/19. Total is AUD7,000, of which AUD4,618.08 was charged in Tranche 2 and the remainder AUD2,381.90 (USD1,667.33) is charged here.		2,381.90	0.7000	1,667.33	1,666.00	30,999.00
					#2.4 Software expert, invoice dated 22/7/19 of which the budgeted remainder of USD1,666 is charged here.		2,380.00	0.7000	1,666.00	0.00	29,333.00
			3	Return Airfares for 2 PSAAG officials/consultants/experts to assess Samoa's current information management and database challenges. The travellers are: Phillip Alpers and Gary Fleetwood. Only a portion of the actual airfare cost is charged to the VTF. CAVR paid for the remainder.		1,700.00	2,287.05	0.7218	1,650.79	49.21	27,682.21
			3.1		#3.1 Gary Fleetwood, AU\$234.54 AUD-SYD airfare, 50% charged to VTF = US\$84.65, as shown in INV-2041 dated 29/11/18. Remainder paid by CAVR.						
			3.2		#3.2 Gary Fleetwood AU\$861.03 SYD-NAN airfare, 50% charged to VTF = US\$310.75, as shown in INV-2041 dated 29/11/18. Remainder paid by CAVR						
			3.3		#3.3 Gary Fleetwood, 1/6th of FID 4,533.15 (AU\$3,097.85) SUV-NAN-SYD airfares, less AU\$80 SUV-NAN leg = US\$334.93 charged to VTF, as shown in INV-2041 dated 29/11/18.						
			3.4		#3.4 Gary Fleetwood, AU\$171.39 SYD-ADL airfare, 50% charged to VTF = US\$61.85, as shown in INV-2041 dated 29/11/18. Remainder paid by CAVR						
			3.5		#3.5 Phillip Alpers, AU\$1,862.46 SYD-NAN-APW airfares, 25% charged to VTF = US\$336.08, as shown in INV-2041 dated 29/11/18. Remainder paid by						
			3.6		#3.6 Phillip Alpers, AU\$923.27 SUV-NAN-SYD airfare, less AU\$80 SUV-NAN leg, 50% charged to VTF = US\$275.46, as shown in INV-2041 dated 29/11/18. Remainder paid by CAVR.						



11	Per Diem Subsistence Allowance for 2 PSAAAG representatives, experts, consultants, officials to facilitate the two day 'Train-the-Trainer' Workshop in Samoa	DSA for Deepayan Basu Ray and Rachel Stohl. See receipts #11.1, 11.2 & 11.3 provided. Dated June 2019	232.00			232.00	-	18,384.85
12	Per Diem Subsistence Allowance for 2 PSAAAG representatives, experts, consultants, officials to facilitate the two day 'Train-the-Trainer' Workshop in Samoa (one day either side of the workshop)	DSA for Deepayan Basu Ray and Rachel Stohl. See receipts #11.1, 11.2 & 11.3 provided, dated June 2019	212.00			212.00	-	18,172.85
13	Ground transport for appointed Samoan officials and PSAAAG during the Train-the-Trainer Workshop - 4 days	Nil budget	-			-	-	18,172.85
14	Total Venue Hire	Paid by Samoa MFAT	3,374.00	10,353.91	0.3773	3,906.53	-532.53	14,266.32
15	Information Management Software (inclusive of software training)	#15.1 Software development for Phase 1 of 3 (INV-2041; 29/11/18); 1/3rd of total	10,000.00	4,618.08	0.7218	3,333.33	6,666.67	10,932.99
		#15.2 Software development for Phase 2 of 3 (INV-2042); 1/3rd of total		4,618.08	0.7218	3,333.33	3,333.34	7,599.66
		#15.3 Software development for Phase 3 of 3 (INV-2044), dated 22/7/19; 1/3rd of total		4,761.91	0.7000	3,333.34	-	4,266.32
16	Material Printing for Workshop	Paid by Samoa MFAT	625.00			-	625.00	4,266.32
			63,243.00	81,787.88		62,666.68		4,266.32

\* 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 'USD amount'.

Signature:



Date:

29/11/19

Date:

13 Jan: 2020

**RECONCILIATION**

**SAMOA-ATT.VTF.G2018.005WSM**

**2018**

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
<b>Personnel costs</b>	USD	USD	USD	USD	USD	USD	
<b>Staff</b>							
Salary of CAVR staff	27,600	9,200	18,400	27,600	-	35,333	100%
<b>consultants</b>							
Firearms Software Expert	10,000	3,333	6,667	10,000	0	25,333	100%
<b>Travel costs</b>							
Return Airfares for 2 PSAAG officials/consultants/experts to assess Samoa's current information management and database challenges	1,700	1,651		1,651	49	23,682	97%
Accommodation at Hotel and per diem subsistence allowance for 3 days for 2 officials PSAAG officials/consultants/experts to assess Samoa's current information management and database challenges	876	876		876	-	22,806	100%
Return Airfares for 2 PSAAG officials/consultants/experts to present the Implementation System Plan	1,700		1,700	1,700	-	21,106	100%
Accommodation at Insel Fehrman Hotel and per diem subsistence allowance for 3 days for 2 officials PSAAG officials/consultants/experts to present the Implementation System Plan and work with appointed official to review the implementation	876		876	876	-	20,230	100%
Return Airfares for 2 PSAAG officials/consultants/experts to facilitate the two day Train-the-Trainer Workshop in Samoa	4,000		3,736	3,736	264	16,494	93%
Accommodation at Taumeasina Island Resort and per diem subsistence allowance for 4 days for 2 officials PSAAG officials/consultants/experts to facilitate the two day Train-the-Trainer Workshop in Samoa	2,048		1,877	1,877	171	14,617	92%
Per Diem Subsistence Allowance for 2 PSAAG representatives, experts, consultants, officials to facilitate the two day Train-the-Trainer Workshop in Samoa	232		232	232	-	14,385	100%
Per Diem Subsistence Allowance for 2 PSAAG representatives, experts, consultants, officials to facilitate the two day Train-the-Trainer Workshop in Samoa (one day either side of the workshop)	212		212	212	-	14,173	100%
<b>Equipment Costs</b>						14,173	
Total Venue Hire	3,374		3,907	3,907	533	10,266	116%
Information Management Software (inclusive of software training)	10,000	3,333	6,667	10,000	-	266	100%
<b>Operating Costs</b>						266	
Material Printing for Workshop	625			-	625	266	0%
<b>Total Direct Costs</b>	<b>63,243</b>	<b>18,393</b>	<b>44,273</b>	<b>62,667</b>	<b>576</b>	<b>266</b>	<b>99%</b>
<b>Total Indirect Support Costs - 7%</b>	<b>4,427</b>	<b>1,288</b>	<b>3,099</b>	<b>4,387</b>	<b>40</b>	<b>4,120</b>	<b>99%</b>
<b>Total</b>	<b>67,670</b>	<b>19,681</b>	<b>47,372</b>	<b>67,053</b>	<b>617</b>	<b>4,120</b>	<b>99%</b>
Amount of 1st installment	33,835						
Amount of 2nd installment	29,098						
Amount of 3rd installment	4,120						
Balance owing to VTF	-						



Peseta Nonuea Simi  
 Chief Executive Officer  
 Ministry of Foreign Affairs and Trade