

Arms Trade Treaty Voluntary Trust Fund

FINAL REPORT

Togo

Permanent mission of Togo in Geneva

Project No.: ATT.VTF.G2019. 010TGO

14.01.2020

Project Number	ATT.VTF.010TGO
Grantee name	Permanent Mission of Togo in Geneva
Project title	Incorporation of the Arms Trade Treaty (ATT) into the domestic legal systems of the French-speaking Africans States Parties
Grant Amount	USD\$ 236'895
Final Report submission date	14.01.2020
Period covered under this report (MM/DD/YY – MM/DD/YY)	08.07.2019-15.11.2019

1. Project activities and outcomes

a Describe the project outcomes.

- Workshop organized and held;
- Eighty-five officials trained;
- The fundamental elements of the ATT to be taken into account in national legislation were reviewed and mastered by the participants;
- Experiences on different procedures for incorporating ATT provisions into national legislation are shared;
- The ATT and its procedures are better understood by parliamentarians and other participants who did not participate in the 2017 workshop;
- Parliamentarians trained on their role in the implementation of the ATT.

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

- Platform created for interaction between the different actors (Government, Parliament and civil society);
- Main elements of the ATT to be taken into account in national laws identified;
- Parliamentarians prepared to support the process of internalizing the ATT;

b List all States that benefitted from the project.

Benin, Burkina Faso, Chad, Côte d'Ivoire, Mali, Niger, Senegal, Central Africa Republic, Madagascar, Guinea, Cameroon, Mauritius.

c 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.

What recommendations would you make in this regard?

d 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 comments made by the participants allowed us to understand that this workshop was very important to enable parliamentarians to understand that their role did not stop with the ratification of the treaty but that they must accompany the Government in the process of internalization and implementation of the ATT.

This workshop also provided a forum for all stakeholders to present challenges faced in the process of internalizing the ATT and to consider the complementarity between Government, Parliament, Justice and Society throughout the process.

e 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:

As planned in the schedule, the workshop was organized.

The objective was to bring together all the actors in the ATT implementation chain to discuss the necessary complementarity among them.

In addition, at the opening of the workshop, each participant was given the opportunity to speak about what they expected from the workshop. At the end of the three days of the workshop the same exercise was done and the participants stated that they had been sufficiently equipped to effectively engage in the process of internalizing the ATT into national laws.

f 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:

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 (column F). Please also include comments (column G) where you think appropriate (e.g. to explain why certain activities have not been completed on time).

The activities planned in the project were carried out within the allocated funds, and although there are still invoices to be paid, we believe that the allocated budget will cover all expenses.

g 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).

According to the assessment made after the workshop, all the participants were of the view that the workshop will enable a better implementation of the ATT provision by accelerating the process of the adoption of internal laws regarding the ATT provisions.

h How would you rate the *sustainability* of the project (to what extent can the project benefits continue after the project has finished)?

Not sustainable at all	Not very sustainable	Moderately sustainable	Sustainable	Very sustainable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Explain your answer:

All participants committed themselves to become more involved in the processes of adopting legislation and regulations to implement the CAW.

Government representatives were trained to speed up the drafting of legislation.

After the training, the parliamentarians undertook to accompany the process of adopting laws and to monitor the Government's action in the implementation of the ATT, paying particular attention to the risk of misappropriation and violation of human rights and international humanitarian law.

Civil society will continue its advocacy mission.

i 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?

From the participants perspective, they will share the workshop outcome with their colleagues in charge of the implementation of the ATT.

The objective of the two regional projects initiated by Togo is to enable all beneficiary countries to evaluate their capacities to implement the ATT. To understand their obligations under the ATT, identify difficulties in order to be able to submit relevant projects at the national level, likely to have a real impact on improving the implementation of the ATT.

The continuation of this project will result in the capacities of the beneficiary States to progress in the implementation of the ATT on the one hand or to submit relevant national projects on the other hand.

1. Final expenditure report

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

2. 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 Permanent Mission of Togo in Geneva

Consultant means [Insert name of Consultant]

I [Insert name of authorised person making the declaration] 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 [Insert total \$ funding amount in United States dollars]
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

[Position/ title]

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

Page Permanent Mission of Togo

INSTRUCTIONS

- 1) Complete all print fields only.
- 2) Print, sign, scan and email expenditure report to trustfund@theunitedstates.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

Project No.	ATT-VTF.02019
Reporting period	01/07/2019-31/12/2019
Legal Currency Code	
	791,350.00

<https://www.usdoe.com/currencyconverter/>

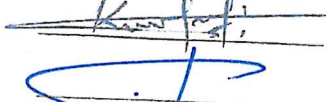
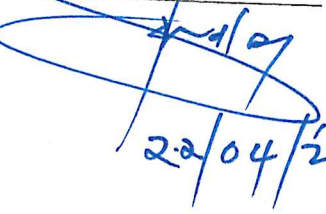
Click show for exchange rate

Category	Item	Description	Quantity	Unit Price	Total Price	Exchange Rate	Amount in USD	Amount in CHF
Staff	1	DNA - AU staff from Geneva Office (02 participants for 03 days - Pre workshop)	2	1,500.00	3,000.00	1.0000	3,000.00	645.00
	2	DSA - Participant from Togo Mission Geneva (01 participant for 07 days - Pre workshop)	1	1,505.00	1,505.00	1.0000	1,505.00	-
Consultant	3	Terminal Allowance (24 USD for the 3 participants traveling)	72	0.00	0.00	1.0000	0.00	-109.50
	4	Salary - AU Support staff Geneva (01 person from Geneva for 20 days)	1	6,000.00	6,000.00	1.0000	6,000.00	-
Travel Costs	5	Honorarium - IC4 Resource Persons for 5 days	10,000.00	3,100.00	0.0017	5,177.00	-823.00	156,894.50
	6	Honorarium - Facilitator (01 facilitator for 05 days)	2,500.00	2,500.00	1.0000	2,500.00	-	124,464.50
Travel Costs	7	External support staff Togo (01 person from Lomé for 20 days)	1	3,000.00	1,800.00	0.0017	3,002.00	-6.00
	8	Uphers (09 persons from Lomé for 10 days)	2,500.00	1,230.00	0.0017	2,087.50	419.50	179,401.00
Travel Costs	9	AU staff from Geneva Office (04 airickets for 03 participants pre-workshop & workshop)	1	6,000.00	2,592.00	1.0170	2,639.73	3,360.27
	10	Participant from Togo Mission Geneva (01 airicket for 01 participant pre-workshop)	1	1,300.00	1,727.00	1.0170	1,756.59	-156.76
Travel Costs	11	Participant from Togo Mission Washington (01 airicket for 01 participant workshop)	1	2,000.00	1,483.90	0.0017	2,477.45	-477.45
	12	AU staff from Geneva Office (01 airicket for 01 participant, Head of Mission workshop)	1	1,500.00	1,676.00	1.0170	1,704.09	-204.09
Travel Costs	13	Participant from Togo Mission Geneva (01 airicket for 01 participant, Head of Mission workshop)	1	1,500.00	2,070.00	1.0170	2,716.00	-1,216.00
	14	Participant from Benin (04 Airickets for 04 Participants)	2,200.00	1,484,000	0.0017	2,478.28	-198.28	
Travel Costs	15	Participant from Burkina Faso (04 Airickets for 04 Participants)	2,000.00	2,275,200	0.0017	3,799.58	-1,799.58	
	16	Participant from Côte d'Ivoire (04 Airickets for 04 Participants)	2,000.00	1,834,800	0.0017	3,054.12	-1,054.12	
Travel Costs	17	Participant from Madagascar (04 Airickets for 04 Participants)	6,800.00	3,875,200	0.0017	6,471.58	-328.42	
	18	Participant from Central African Republic (04 Airickets for 04 Participants)	3,600.00	3,027,200	0.0017	5,085.02	-1,485.02	
Travel Costs	19	Participant from Mali (04 Airickets for 04 Participants)	3,400.00	2,394,000	0.0017	4,333.30	-81.98	
	20	Participant from Senegal (04 Airickets for 04 Participants)	3,600.00	2,736,000	0.0017	4,569.12	-969.12	
Travel Costs	21	Participant from Niger (04 Airickets for 04 Participants)	3,200.00	2,584,800	0.0017	4,318.82	-1,116.82	
	22	Participants from Cameroon (04 Airickets for 04 Participants)	2,600.00	4,157,600	0.0017	6,943.19	-1,343.19	
Travel Costs	23	Participant from Tchad (04 Airickets for 04 Participants)	3,600.00	3,766,800	0.0017	5,455.08	-1,855.08	
	24	Participant from Mauritania (04 Airickets for 04 Participants)	3,600.00	2,488,600	0.0017	4,122.50	-522.50	
Travel Costs	25	Participant from Mauritius (04 Airickets for 04 Participants)	6,800.00	4,492,500	0.0017	7,502.48	-702.48	
	26	Participant from Guinea (04 Airickets for 04 Participants)	3,400.00	3,162,000	0.0017	5,280.54	-1,880.54	
Travel Costs	27	Participant from Togo (Local transport for 02 Participants not based in Lomé)	100.00	0.00	0.0017	-	100.00	
	28	Participant from Benin (01 Airicket for 01 Participant)	570.00	371,000	0.0017	619.57	-49.57	
Travel Costs	29	Participant from Burkina Faso (01 airicket for 01 Participant)	300.00	568,800	0.0017	949.00	-449.00	
	30	Participant from Côte d'Ivoire (01 airicket for 01 Participant)	300.00	458,700	0.0017	788.03	-268.03	
Travel Costs	31	Participant from Madagascar (01 airicket for 01 Participant)	1,700.00	-	-	-	1,700.00	
	32	Participant from Central African Republic (01 airicket for 01 Participant)	900.00	756,800	0.0017	1,263.86	-363.86	
Travel Costs	33	Participant from Mali (01 airicket for 01 Participant)	850.00	648,500	0.0017	1,083.00	-233.00	
	34	Participant from Senegal (01 airicket for 01 Participant)	900.00	624,000	0.0017	1,142.28	-242.28	
Travel Costs	35	Participant from Niger (01 airicket for 01 Participant)	900.00	664,000	0.0017	1,142.28	-242.28	
	36	Participant from Cameroon (01 airicket for 01 Participant)	900.00	1,039,400	0.0017	1,735.80	-835.80	



		37	Participant from Tchad (01 airticket for 01 Participant)	FACTURE INVO-09ET19-0155 du 08/10/2019: billet d'avion NIAMIENA-LOME-NIAMIENA pour 1	900.00	706,700	0.0017	1,380.19	-180.19	93,330.03
	Consultant	38	Participant from Mauritania (01 airticket for 01 Participant)		900.00				900.00	93,330.03
		39	Participant from Mauritania (01 airticket for 01 Participant)		1,700.00				1,700.00	93,330.03
		40	Participant from Guinea (01 airticket for 01 Participant)	FACTURE INVO-09ET19-0155 DU 08/10/2019 Billet d'avion, CDNAKRY-LOME-CDNAKRY pour 1 personne	850.00	780,900	0.0017	1,820.14	-470.14	92,009.89
	Accommodation	41	Participant from Togo (local transport for 01 Participant not booked in Togo)		50.00		0.0017	50.00		92,009.89
		42	Hotel accommodation for AU staff (02 staff for 10 days)	FACTURE N 10453F2019 DU 22/10/2019 HOTEL CONCORDE P/c M NIKIA KDIAMA Responsable du projet	2,030.00	880,000	0.0017	968.60	1,111.40	91,041.29
		43	Hotel accommodation for staff of Togo mission (01 staff for 15 days)	FACTURE N 10453F2019 DU 22/10/2019 HOTEL CONCORDE P/c M KOINZI Awaki Adm. du Projet du projet	1,540.00	880,000	0.0017	968.60	581.40	90,072.69
		44	Hotel accommodation for AU staff Head of Mission (01 staff for 5 days)		520.00				520.00	90,072.69
		45	Hotel accommodation for staff from Togo Mission Head of Mission (01 staff for 5 days)	FACTURE N 10453F2019 DU 22/10/2019 HOTEL CONCORDE P/c SEM Yackoley K JOHNSON, Ambassadeur	520.00	382,000	0.0017	604.94	-84.94	89,168.15
		46	Hotel accommodation for Member State (54 participants for 5 days)	FACTURE N 10453F2019 DU 22/10/2019 HOTEL CONCORDE P/c 54 participants	28,000.00	17,458,000	0.0017	29,154.86	-1,074.86	60,313.29
		47	Hotel accommodation for Civil Society (14 participants for 5 days)		7,280.00		0.0017	7,280.00		60,313.29
		48	Hotel accommodation for Consultants and Facilitator (05 participants for 5 days)		2,600.00				2,600.00	60,313.29
	Consultants	49	Resource Person (01 ticket for the ATT Head of the Secretariat from Geneva)	FACTURE N 10453F2019 DU 22/10/2019 HOTEL CONCORDE (Paiement TVA et Taxes diverses)	6,433.510		0.0017	10,748.66	-10,748.66	49,569.33
		50	Resource Persons (02 tickets for 02 Resource persons from Geneva)	Billet d'avion Facture N° ATCI009891788 du 19/09/2019 P/C M. OUALIASEMEIN	1,500.00	3,564	1.0170	1,590.50	-90.50	47,978.74
		51	Resource Persons (01 tickets for 01 Resource person from Addis Ababa)	FACTURE INVO N°-09ET19-0155 DU 08/10/2019 Billets d'avion P/C M. BANGOURA AFOUSSA (Guinea)	3,000.00	780,500	0.0017	1,820.14	1,679.86	46,658.00
		52	Resource Persons (01 ticket for 01 ECOWAS Resource person from Abuja)	FACTURE INVO N°-09ET19-0155 DU 08/10/2019 LEADER TRAVEL (commissions diverses)	1,000.00	130,000	0.0017	183.70	816.30	46,474.80
		53	Resource Persons (01 ticket for 01 Resource person from Geneva)	FACTURE INVO-09ET19-0155 DU 08/10/2019 Billet d'avion (P/C SARAGO Idrissa)	500.00	568,800	0.0017	949.50	-449.50	45,925.00
		54	Facilitator (01 Airticket for 01 Facilitator from Cameroon)		1,300.00		0.0017	1,500.00		45,925.00
	Interpreters	55	Salary of 02 French interpreters from Togo for 03 days (small team)	FACTURE INVO-09ET19-0155 DU 08/10/2019 Billet d'avion DOUALA-LOME-DOUALA P/C M. N'DASSA Contrat N° 07/ATT.VTF.G2019.010TGO P/C KM Consulting/Facture N KM009-2019-C05 du 03/10/2019	3,888.00	1,800,000	0.0017	3,009.00	882.00	40,783.20
		56	Salary of 03 English interpreters from Togo for 03 days (Small team)	Contrat N° 07/ATT.VTF.G2019.010TGO P/C KM Consulting/Facture N KM009-2019-C05 du 03/10/2019	5,832.00	3,750,000	0.0017	6,262.50	-430.50	34,520.70
	Equipment costs	57	Conference equipment (communication, video)	Requis facture N°119-102019 et N°114-102019 DU 03/10/2019 et N° 07H 195643 du 30/10/2019	3,700.00	3,182,500	0.0017	5,314.79	-2,114.78	29,105.92
		58	Photocopying machine, printer, desktop computer hire, purchase of toner & ink and A4 paper	FACTURE N° 115-102019 DU 03/10/2019 P/CHERMOS INFORMATIQUES SERVICES	4,520.00	2,900,000	0.0017	4,243.00	-313.00	24,562.92
		59	Interpretation equipment	Contrat N° 07/ATT.VTF.G2019.010TGO P/C KM Consulting/Facture N KM009-2019-C05 du 03/10/2019	3,500.00	900,000	0.0017	1,609.20	1,890.80	22,759.72
	Operating Costs	60	Venue hire for the conference for 90 participants (04 rooms) for 03 days, during the workshop.	Contrat N°03/ATT.VTF.G2019.010TGO HOTEL CONCORDE /Facture Hotel La Concorde N 10453F2019 du 22/10/2019	10,800.00	4,727,000	0.0017	7,394.09	2,969.91	14,865.63
		61	Food and beverages during workshop 05 days for 90 participants (Lunch, coffee, tea break, water)	Contrat N°03/ATT.VTF.G2019.010TGO HOTEL CONCORDE /Facture Hotel La Concorde N 10453F2019 du 22/10/2019	18,900.00	9,647,500	0.0017	16,121.33	2,788.67	-1,245.70
		62	Dinner cost for 90 participants for 5 days	Contrat N°03/ATT.VTF.G2019.010TGO HOTEL CONCORDE /Facture Hotel La Concorde N 10453F2019 du 22/10/2019	13,500.00	6,800,000	0.0017	10,511.00	2,979.00	-13,756.70
		63	Lunch & Diner for AU staff from Geneva Office (01 participants for 22 days before and after the workshop)		960.00		0.0017		360.00	-11,766.70
		64	Lunch & Diner for 8 days before and after the workshop (01 participant for 8 days before and after the workshop)		180.00		0.0017		180.00	-11,766.70
		65	Transport (cars hire for local transport for 90 participants for 03 days)	FACTURE N° 000270 DU 30/09/2019 P/C Africa Trading	4,050.00	2,100,000	0.0017	3,907.00	543.00	-15,279.70
		66	Transport (local transport for 10 Togolese participants for 03 days, during the workshop)	DELEGATION TOGOLAISE	600.00	350,000	0.0017	651.80	-51.80	-15,928.00
		67	Transport (local transport for 20 Togolese journalists for 02 days)	20 JOURNALISTES ET ORGANES DE PRESSE	500.00	200,000	0.0017	334.00	466.00	-16,159.00
		68	Commissions bancaires UBS	Décomptes des prix d'achat au 01/10/2019		426.00	1.0170	495.24	-433.24	-15,892.24
					221,487.00			219,022.24	3,464.76	

* 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 item refers to an affair, include the office 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 if the amount was calculated in USD, if the item was paid for in USD, enter the figure in the column headed "USD".

Signature: 

 22/04/20

Date: 14/04/2020
 Awaki KOINZI

HEADS: ATT SECRETARIAT



RECONCILIATION
TOGO-ATT.VTF.G2019.010TGO
2019

Description	Total budget USD	Actual spend (Final Report) USD	Actual spend (Total) USD	Balance of budget available USD	Balance of funds received USD	% of over- or under-spend
Personnel costs						
Staff						
DSA - AU staff from Geneva Office	2,150	1,505	1,505	645	199,855	70%
DSA - Participant from Togo Mission Geneva	1,505	1,505	1,505	-	198,350	100%
Terminal Allowance	72	179	179	107	198,172	248%
Salary - AU Support staff Geneva	6,000	6,000	6,000	-	192,172	100%
consultants						
Honorarium - (04 Resource Persons for 5 days)	10,000	6,680	6,680	3,320	185,492	67%
Honorarium - Facilitator (01 facilitator for 05 days)	2,500	2,500	2,500	-	182,992	100%
External support staff Togo (01 person from Lome for 30 days)	3,000	3,006	3,006	6	179,986	100%
Ushers (05 persons from Lome for 10 days)	2,500	2,088	2,088	413	177,898	84%
Travel costs						
AU staff from Geneva Office (04 airtickets for 02 participants pre-workshop & workshop)	6,000	2,640	2,640	3,360	175,258	44%
Participant from Togo Mission Geneva (01 airticket for 01 participant pre-workshop)	1,500	1,756	1,756	256	173,502	117%
Participant from Togo Mission Washington (01 airticket for 01 participant workshop)	2,000	2,477	2,477	477	171,024	124%
AU staff from Geneva Office (01 airticket for 01 participant, Head of Mission workshop)	1,500	1,704	1,704	204	169,320	114%
Participant from Togo Mission Geneva (01 airticket for 01 participant, Head of Mission workshop)	1,500	2,716	2,716	1,216	166,604	181%
Participant from Benin (04 Airtickets for 04 Participants)	2,280	2,478	2,478	198	164,126	109%
Participant from Burkina Faso (04 Airtickets for 04 Participants)	2,000	3,800	3,800	1,800	160,326	190%
Participant from Côte d'Ivoire (04 Airtickets for 04 Participants)	2,000	3,064	3,064	1,064	157,262	153%
Participant from Madagascar (04 Airtickets for 04 Participants)	6,800	6,472	6,472	328	150,790	95%
Participant from Central African Republic (04 Airtickets for 04 Participants)	3,600	5,055	5,055	1,455	145,735	140%
Participant from Mali (04 Airtickets for 04 Participants)	3,400	4,332	4,332	932	141,403	127%
Participant from Senegal (04 Airtickets for 04 Participants)	3,600	4,569	4,569	969	136,834	127%
Participant from Niger (04 Airtickets for 04 Participants)	3,200	4,317	4,317	1,117	132,517	135%
Participant from Cameroon (04 Airtickets for 04 Participants)	3,600	6,943	6,943	3,343	125,574	193%
Participant from Tchad (04 Airtickets for 04 Participants)	3,600	5,456	5,456	1,856	120,119	152%
Participant from Mauritania (04 Airtickets for 04 Participants)	3,600	4,123	4,123	523	115,996	115%
Participant from Mauritiuis (04 Airtickets for 04 Participants)	6,800	7,502	7,502	702	108,493	110%
Participant from Guinea (04 Airtickets for 04 Participants)	3,400	5,281	5,281	1,881	103,213	155%
Participant from Togo (Local transport for 02 Participants not based in Lome)	100	-	-	100	103,213	0%
Participant from Benin (01 Airticket for 01 Participant)	570	620	620	50	102,593	109%
Participant from Burkina Faso (01 airticket for 01 Participant)	500	950	950	450	101,643	190%
Participant from Côte d'Ivoire (01 airticket for 01 Participant)	500	766	766	266	100,877	153%
Participant from Madagascar (01 airticket for 01 Participant)	1,700	-	-	1,700	100,877	0%
Participant from Central African Republic (01 airticket for 01 Participant)	900	1,264	1,264	364	99,614	140%
Participant from Mali (01 airticket for 01 Participant)	850	1,083	1,083	233	98,531	127%
Participant from Senegal (01 airticket for 01 Participant)	900	1,142	1,142	242	97,388	127%
Participant from Niger (01 airticket for 01 Participant)	800	1,142	1,142	342	96,246	143%
Participant from Cameroon (01 airticket for 01 Participant)	900	1,736	1,736	836	94,510	193%



Participant from Tchad (01 airticket for 01 Participant)	900	1,180	1,180 -	280	93,330	131%
Participant from Mauritania (01 airticket for 01 Participant)	900	-	-	900	93,330	0%
Participant from Mauritius (01 airticket for 01 Participant)	1,700	-	-	1,700	93,330	0%
Participant from Guinea (01 airticket for 01 Participant)	850	1,320	1,320 -	470	92,010	155%
Participant from Togo (Local transport for 01 Participant not based in Lome)	50	-	-	50	92,010	0%
Hotel accommodation for AU staff (02 staff for 10 days)	2,080	969	969	1,111	91,041	47%
Hotel accommodation for staff of Togo mission (01 staff for 15 days)	1,560	969	969	591	90,073	62%
Hotel accommodation for AU staff Head of Mission (01 staff for 5 days)	520	-	-	520	90,073	0%
Hotel accommodation for staff from Togo Mission Head of Mission (01 staff for 5 days)	520	605	605 -	85	89,468	116%
Hotel accommodation for Member State (54 participants for 5 days)	28,080	29,155	29,155 -	1,075	60,313	104%
Hotel accommodation for Civil Society (14 participants for 5 days)	7,280	-	-	7,280	60,313	0%
Hotel accommodation for Consultants and facilitator (05 participants for 5 days)	2,600	-	-	2,600	60,313	0%
TVA						
Resource Person (01 ticket for the ATT Head of the Secretariat from Geneva)	1,500	10,744	10,744 -	10,744	49,569	106%
Resource Persons (02 tickets for 02 Resource persons from Geneva)	3,000	1,591	1,591 -	91	47,979	44%
Resource Persons (01 tickets for 01 Resource person from Addis Ababa)	1,000	1,320	1,320	1,680	46,659	18%
Resource Persons (01 ticket for 01 ECOWAS Resource person from Abuja)	500	184	184	816	46,475	190%
Resource Persons (01 ticket for 01 Resource person from Geneva)	1,500	950	950 -	450	45,525	0%
Facilitator (01 Airticket for 01 Facilitator from Cameroon)	900	-	-	1,500	45,525	193%
Salary of 02 French interpreters from Togo for 03 days (small team)	3,888	1,736	1,736 -	836	43,789	107%
Salary of 03 English Interpreters from Togo for 03 days (Small team)	5,832	3,006	3,006 -	882	40,783	
		6,263	6,263 -	431	34,521	
Equipment costs						
Conference equipment (communication, video)	3,200	5,315	5,315 -	2,115	29,206	166%
Photocopying machin, printer, dektop computer hire, purchase of toner & inch and A4 paper	4,520	4,843	4,843 -	323	24,363	107%
Interpretation equipment	3,500	1,603	1,603	1,897	22,760	46%
Operating Costs						
Venue hire for the conference for 90 participants (04 rooms) for 03 days, during the workshop,	10,800	7,894	7,894	2,906	14,866	73%
Food and beverages during workshop 05 days for 90 participants (Lunch, coffee/tea break, water)	18,900	16,111	16,111	2,789 -	1,246	85%
Diner cost for 90 participants for 5 days	13,500	10,521	10,521	2,979 -	11,767	78%
Lunch & Diner for AU staff from Geneva Office (02 participants for 12 days before and after the workshop)	360	-	-	360 -	11,767	0%
Lunch & Diner for Togo Mission staff from Geneva Office (01 participant for 6 days before and after the workshop)	180	-	-	180 -	11,767	0%
Transport (cars hire for local transport for 90 participants for 03 days)	4,050	3,507	3,507	543 -	15,274	87%
Transport (local transport for 10 Togolese participants for 03 days, during the workshop)	600	651	651 -	51 -	15,925	109%
Transport (local transport for 20 Togolese journalists for 02 days)	800	334	334	466 -	16,259	42%
Commissions bancaires UBS		433	433 -	433 -	16,692	98%
Total Direct Costs	221,397	218,052	218,052	3,345 -	16,692	
Total Indirect Support Costs - 7%	15,498	15,264	15,264	234 -	31,956	98%
Total	236,895	233,316	233,316	3,579 -	31,956	98%
Amount of 1st installment	201,360					
Amount of 2nd installment	31,956					
Balance owing to VTF						

Date and signature

14/04/2020
Awokit KCINZI



Head of Secretariat
22/04/20

