

# **Arms Trade Treaty Voluntary Trust Fund**

## **FINAL REPORT**

**Togo**

**National Commission to Combat Illicit Proliferation, Traffic, and  
Trafficking in Small Arms and Light Weapons (CNLPAL)**

**Project No.: ATT.VTF.G2020.003TGO**

**14 July 2021**

## Arms Trade Treaty Voluntary Trust Fund - Final Report

Project Number	ATT.VTF.G2020.003TGO
Grantee name	National Commission to Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)
Project title	Training workshop on the safe and secure management of weapons and ammunition stockpiles
Grant Amount	USD 55'989
Final Report submission date	14 July 2021
Period covered under this report (MM/DD/YY – MM/DD/YY)	15/01/2021-15/05/2021

### 1. Project activities and outcomes

#### a Describe the project outcomes

The project took place in five (5) phases.

**The results of phases 1 to 4** of the two (2) training workshops on the safe and secure management of stocks of arms and ammunition for the benefit of the agents concerned are as follows:

Phase 1: Preparatory phase: Contacts made with stakeholders - Workshops locations identified

Phase 2: Identification of participants Result: List of participants obtained

Phase 3: Identification of the experts Result: Signature of contracts with the experts

Phase 4: Workshop logistics Results: Deployment of logistics

- Concretely, the participants were identified in each region from the invitations sent and the responses received;

- Experts / trainers have been identified and their consulting contracts have been negotiated;

- Logistics for workshops in the regions have been put in place (workshop locations and accommodation identified and reserved; participant transport provided, training documents prepared and made available to participants, etc.).

**The results of phase 5** of the two (2) workshops:

Phase 5: Carrying out the workshops Results: Number of participants trained - Level of appreciation of the training

Two (2) three (3) day workshops, one in the South and the other in the North, were held and were each attended by fifty (50) gunsmiths (i.e. 100 participants). These gunsmiths were made up of soldiers and paramilitaries and came from the following structures: ministry of armies, customs, police, gendarmerie, prison administration, water and forest, firefighters.

The workshop in the South zone took place from March 9 to 11, 2021 in Adétikopé in the prefecture of Agoè-Nyivé and brought together gunsmiths from three (3) regions:

-Grand Lomé ;

- Maritime Region;
- Region of Plateaux.

The Adétikopé workshop was opened by the Ministry of the Armed Forces, represented by the Chief of Staff of the Air Force, Colonel DJATO Tassounti in the presence of the Prefect of the prefecture of Agoè-Nyivé, Colonel AWATE Hodabalo and the Vice-President of the National Commission, Mr. BOURAIMA Inoussa.

The workshop in the North zone was held from April 13 to 15, 2021 in Kara in the Kozah prefecture and also involved agents from three (3) other regions:

- Central Region;
- Kara Region;
- Savannah Region.

This workshop was opened by the new President of the National Commission, Major General KADANGHA Abalo in the presence of the Prefect of Kozah, Colonel BAKALI Hemou Badibawu and the Vice-President of the National Commission, Mr. BOURAIMA Inoussa.

The themes presented during the workshops are as follows:

- Overview of the Arms Trade Treaty;
- International instruments on the management of stocks of arms and ammunition;
- Classification of weapons;
- Possible causes of pyrotechnic accidents;
- Management of arms stocks (guide to procedures, accounting, inventory, data conservation, register, transport, etc.).

During each workshop, the various participants were subjected to a practical exercise (at Camp Général Gnassingbé EYADEMA and Camp Général AMEYI) and an evaluation questionnaire.

Attached :

- The reports of the work of the two (02) workshops (Adétikopé and Kara);
- analyzes of the evaluation questionnaires of the said workshops.

#### **Media coverage**

In order to ensure the visibility of the project, the two (2) workshops were covered by the media, both private and public, including the Togolese national television (TVT), as well as the installation of banners at the locations of the workshops, including the logos of the donor (ATT - VTF), CNLPAL and the Togolese Republic coat of arms.

Attached are links to information sites and some copies of press publications:

- Togo Presse; Union; Dépêche ; Togolese Press Agency (ATOP);
- <http://loeildafrique.over-blog.com/2021/03/togo-les-forces-de-defense-et-de-securite-formees-aux-nouvelles-techniques-de-gestion-d-armes-et-de-munitions.html>
- <https://www.youtube.com/watch?v=Z8CiqNEq1v8>
- <http://reperesdafrique.tg/index.php/2021/03/09/gestion-sure-et-securisee-des-stocks-darmes-et-munitions-au-togo-la-cnlpal-renforce-les-capacites-du-personnel-en-charge-des-stocks-des-forces-de-defense-et-de-securite/>
- <https://telegramme228.com/le-cnlpal-outille-les-forces-de-l.html>
- <https://www.linkedin.com/feed/update/urn:li:activity:6789153149325205504/>
- <https://twitter.com/YAmidatou/status/1383387697222328329/photo/1>

- <http://loeildafrique.over-blog.com/2021/04/lutter-contre-le-terrorisme-et-la-proliferation-des-armes-legeres-la-cnlpal-adopte-la-philosophie-de-diligence-et-d-anticipation.htm>
- <https://www.youtube.com/watch?v=8ELZ2atVvEo>
- <https://direct7.tg/les-armuriers-togolais-petris-de-nouvelles-techniques-de-stockage-darmes-et-munitions/>

In general, the following results were obtained following the realization of the two workshops:

- Better assimilation of new techniques for managing stocks of arms and ammunition by officers in charge of arms and ammunition;
- Improvement of the degree of responsibility of the agents in charge of the management of stocks of arms and ammunition;
- Better assimilation of the risk prevention process related to the management of arms and ammunition stocks (diversion of arms and ammunition, self-ignition of storage places, etc.);
- Better improvement of the chain of coordination of arms and ammunition management services.

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

The implementation of this project (training workshops on the safe and secure management of stocks of arms and ammunition) contributes to the domestication of the ATT in Togo through the various lines of intervention recommended, in particular the improvement of the legal framework, capacity building, training on specific issues such as stock management, reporting, national checklist, risk assessment (gender mainstreaming) and transit / transshipment, etc.

The two (2) workshops carried out as part of the implementation of this project allowed a better knowledge of the Arms Trade Treaty (ATT) for some participants and a discovery for others from the documentation updated. The arrangement of the participants and of a theme (Overview of the Arms Trade Treaty) on the agenda.

The same applied to other specific topics related to stockpile management such as: international instruments on the management of arms and ammunition stocks; classification of weapons; the possible causes of pyrotechnic accidents; the inventory management procedures guide (accounting-inventory-data retention-register-transport-etc.).

c List all States that benefitted from the project.

Énumérez tous les États qui ont bénéficié du projet.

Togo alone.

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?

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 first made it possible to fill in the shortcomings in relation to the weapons management procedures noted at the level of the gunsmiths and stores, then to correct the dysfunctions of the coordination chain and finally to help to consider possible solutions. Implemented for better security of stocks.

The relevance was also felt from the responses provided by the participants following the assessment to which they were subjected. In fact, the majority affirmed that the content of the training corresponded to their needs and concerns and undertook to use the knowledge acquired for a better accomplishment of their missions. In the end, the evaluations collected range from "fairly good" to "very good" (See analyzes of the evaluation questionnaires)

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 first made it possible to fill in the shortcomings in relation to the weapons management procedures noted at the level of the gunsmiths and stores, then to correct the dysfunctions of the coordination chain and finally to help to consider possible solutions. Implemented for better security of stocks.

- The relevance was also felt from the responses provided by the participants following the assessment to which they were subjected. In fact, the majority affirmed that the content of the training corresponded to their needs and concerns and undertook to use the knowledge acquired for a better accomplishment of their missions. In the end, the evaluations collected range from "fairly good" to "very good" (See analyzes of the evaluation questionnaires)

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 :

The project deadline was met. Indeed, all the activities were carried out within the deadlines initially set by the project. Overall, the expenses incurred remained within the range of the amounts planned. However, some expenses sometimes cost less and others sometimes cost more than the original amounts. In view of these elements of assessment, we can note the efficiency of the project in its implementation.

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).

- Acquisition of new knowledge relative to TCA and inventory management;
- Increased level of knowledge of participants in inventory management;
- Degree of commitment and involvement of the various participants in their respective roles.
- Improvement of the coordination chain;
- Awareness of the hierarchy on the conditions relating to the working environment.

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 type="checkbox"/>

Explain your answer:

- Reduction of risks linked to the management of stocks of arms and ammunition, in particular hijacking, theft, pyrotechnic accidents, the indelicacy of gunsmiths, etc. ;
- Strengthening and improvement of the chain of coordination and command;
- Guarantee of safe and secure management of stocks of arms and ammunition;
- Reduction of the illicit proliferation of weapons.

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?

In view of the relevance of the project, several recommendations were made during the two (2) workshops to perpetuate the achievements and consider new perspectives in the matter:

- the need to strengthen the capacities of the Firearms and Ammunition officers (TAM) of the various units;
- the need for periodic retraining of gunsmiths;
- the importance of psychotechnical and polygraph tests before any recruitment to the position of gunsmith;
- destruction of end-of-life or unnecessary / obsolete weapons and ammunition and seized;
- the needs for rehabilitation / construction of stores for the storage and physical securing of weapons;
- initiating the sharing of experiences on the mechanisms for managing stocks of arms and ammunition in the different units.

## 2. Final expenditure report

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

3. Certification


For the purposes of this certification:

Grantee means National Commission to Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **KODJO Kagnarim**.

I **BOURAIMA Inoussa** 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 3 200 USD.
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 **28 JUL 2021**  
Project lead



For the purposes of this certification:

Grantee means National Commission to Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **POKO Léou-abalo**

I **BOURAIMA Inoussa** 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.
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Signed..........Date

28 JUL 2021

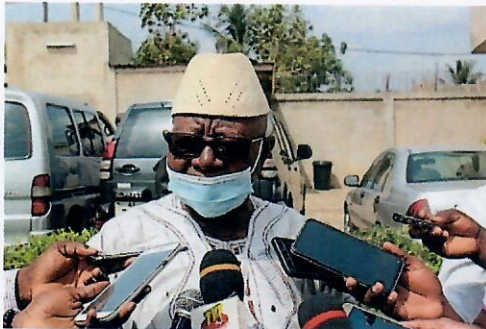
Vice-Président de la Commission Nationale de Lutte contre la Prolifération, la Circulation et le Traffic illicites des armes légères et de petit calibre (CNLPAL)

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.

## Appendices

### ❖ Workshop from 09 to 11 March 2021 in Adétikopé (South)

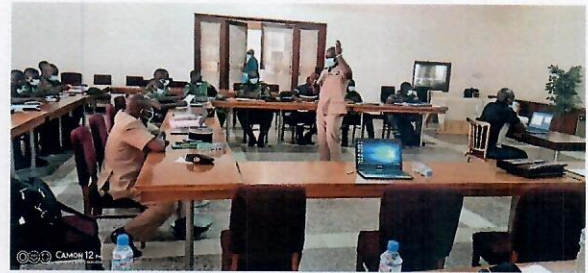


**Opening ceremony - Interview with the Vice President -  
Group photo of the participants - Training**



**- Practical session at Camp Général Gnassingbé EYADEMA  
- Delivery of certificates to participants**

❖ **Workshop from 13 to 15 april 2021 in Kara (North)**



**Opening ceremony - Group photo of participants - Training**



**Opening ceremony - Group photo of participants - Training**

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### 1. Project activities and outcomes

#### a Describe the project outcomes.

Décrivez les résultats du projet.

Le projet s'est déroulé en cinq (5) phases.

Les résultats des phases 1 à 4 des deux (2) ateliers de formation sur la gestion sûre et sécurisée des stocks d'armes et munitions au profit des agents concernés se présentent comme suit:

Phase 1 : Phase préparatoire      Résultat : Contacts pris avec les parties prenantes - Lieux des ateliers identifiés

Phase 2 : Identification des participants      Résultat : Liste des participants obtenue

Phase 3 : Identification des experts      Résultat : Signature de contrats avec les experts

Phase 4 : Logistique des ateliers      Résultats : Déploiement de la logistique

- Concrètement, les participants ont été identifiés dans chaque région à partir des invitations envoyées et des réponses reçues ;

- Les experts/formateurs ont été identifiés et leurs contrats de consultance ont été négociés ;

- La logistique pour les ateliers dans les régions ont été mise en place (des lieux des ateliers et d'hébergements identifiés et réservés ; transport des participants assuré, documents de formation préparés et mis à disposition des participants, etc.).

Les résultats de la phase 5 des deux (2) ateliers :

Phase 5 : Réalisation des ateliers      Résultats : Nombre de participants formés – Niveau d'appréciation de la formation

Deux (2) ateliers de trois (3) jours, l'un au Sud et l'autre au Nord, ont eu lieu et ont connu chacun la participation de cinquante (50) armuriers (soit 100 participants). Ces armuriers étaient composés de militaires et paramilitaires et provenaient des structures suivantes : ministère des armées, douanes, police, gendarmerie, administration pénitentiaire, eaux et forêt, sapeurs-pompiers.

L'atelier de la zone Sud s'est déroulé du 09 au 11 mars 2021 à Adétikopé dans la préfecture d'Agoè-Nyivé et a regroupé les armuriers de trois (3) régions :

- Grand Lomé ;
- Région Maritime ;
- Région des Plateaux.

L'atelier d'Adétikopé a été ouvert par le Ministère des armées, représenté par le Chef d'état-major de l'Armée de l'Air, le Colonel DJATO Tassounti en présence du Préfet de la préfecture d'Agoè-Nyivé, le Colonel AWATE Hodabalo et du Vice-Président de la Commission Nationale, Monsieur BOURAIMA Inoussa.

L'atelier de la zone Nord s'est tenu du 13 au 15 avril 2021 à Kara dans la préfecture de la Kozah et a concerné également les agents de trois (3) autres régions :

- Région Centrale ;
- Région de la Kara ;
- Région des Savanes.

Cet atelier a été ouvert par le nouveau Président de la Commission Nationale, le Général de Division KADANGHA Abalo en présence du Préfet de la Kozah, le colonel BAKALI Hemou Badibawu et du Vice-Président de la Commission Nationale, Monsieur BOURAIMA Inoussa.

Les thèmes présentés lors des ateliers sont les suivants :

- Aperçu sur le Traité sur le Commerce des Armes ;
- Instruments internationaux sur la gestion des stocks d'armes et munitions ;
- Classification des armes ;
- Causes possibles d'accidents pyrotechniques ;
- Gestion de stocks des armes (guide de procédures, comptabilité, inventaire, conservation des données, registre, transport, etc).

Durant chaque atelier, les différents participants ont été soumis à un exercice pratique (au Camp Général Gnassingbé EYADEMA et au Camp Général AMEYI) et à un questionnaire d'évaluation.

Ci-joint :

- Les rapports des travaux des deux (02) ateliers (Adétikopé et Kara);
- les analyses des questionnaires d'évaluation desdits ateliers.

Couverture médiatique

Afin d'assurer la visibilité du projet, les deux (2) ateliers ont fait l'objet de couverture des médias tant privés que publics dont la télévision nationale Togolaise (TVT), ainsi que la pose de banderoles aux lieux des ateliers, comportant les logos du bailleur (ATT - VTF), de la CNLPAL et de l'armoire de la République Togolaise.

Ci-joint des liens de sites d'information et quelques copies de publication de presses :

- Togo Presse ; Union ; Dépêche ; Agence Togolaise de Presse (ATOP) ;
- <http://loeildafrique.over-blog.com/2021/03/togo-les-forces-de-defense-et-de-securite-formees-aux-nouvelles-techniques-de-gestion-d-armes-et-de-munitions.html>
- <https://www.youtube.com/watch?v=Z8CiqNEq1v8>

- <http://reperesdafrique.tg/index.php/2021/03/09/gestion-sure-et-securisee-des-stocks-darmes-et-munitions-au-togo-la-cnlpal-renforce-les-capacites-du-personnel-en-charge-des-stocks-des-forces-de-defense-et-de-securite/>
- <https://telegramme228.com/le-cnlpal-outille-les-forces-de-l.html>
- <https://www.linkedin.com/feed/update/urn:li:activity:6789153149325205504/>
- <https://twitter.com/YAmidatou/status/138338769722328329/photo/1>
- <http://loeildafrique.over-blog.com/2021/04/lutter-contre-le-terrorisme-et-la-proliferation-des-armes-legeres-la-cnlpal-adopte-la-philosophie-de-diligence-et-d-anticipation.htm>
- <https://www.youtube.com/watch?v=8ELZ2atVvEo>
- <https://direct7.tg/les-armuriers-togolais-petris-de-nouvelles-techniques-de-stockage-darmes-et-munitions/>

De manière générale, les résultats ci-après ont été obtenus suite à la réalisation des deux ateliers :

- Meilleure assimilation des nouvelles techniques de gestion des stocks d'armes et de munitions par les agents en charge des armes et munitions ;
- Amélioration du degré de responsabilité des agents en charge de la gestion des stocks d'armes et de munitions ;
- Meilleure assimilation du processus de prévention des risques liés à la gestion des stocks d'armes et munitions (détournement d'armes et de munitions, auto-allumage des lieux de stockage, etc.) ;
- Meilleure amélioration de la chaîne de coordination des services de gestion des armes et munitions.

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

Décrivez comment le projet vous a aidé à mettre en œuvre le TCA.

La mise en œuvre du présent projet (ateliers de formation sur la gestion sûre et sécurisée des stocks d'armes et de munitions) participe à la domestication du TCA au Togo à travers les différentes lignes d'intervention préconisées notamment l'amélioration du cadre juridique, **le renforcement des capacités, la formation sur des questions spécifiques telles que la gestion des stocks, le rapportage, la liste nationale de contrôle, l'évaluation des risques (prise en compte du genre) et le transit/transbordement, etc.**

Les deux (2) ateliers réalisés dans le cadre de la mise en œuvre de ce projet ont permis une meilleure connaissance du Traité sur le Commerce des Armes (TCA) pour certains participants et une découverte pour d'autres à partir de la documentation mise à la disposition des participants et d'un thème (Aperçu sur le Traité sur le Commerce des Armes) inscrit à l'agenda.

Il en a été de même des autres thèmes spécifiques liés à la gestion des stocks tels que : les instruments internationaux sur la gestion des stocks d'armes et munitions ; la classification des armes ; les causes possibles d'accidents pyrotechniques ; le guide de procédures en matière de gestion de stocks (comptabilité-inventaire-conservation des données- registre-transport-etc.).

c List all States that benefitted from the project.

Énumérez tous les États qui ont bénéficié du projet.

Le Togo seul.

d Were all the project activities as specified in the Project Schedule (see Annex G) completed?

Toutes les activités du projet telles que spécifiées dans le calendrier du projet (voir l'annexe G) ont-elles été achevées?

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).

L'avancement du projet doit être indiqué par rapport au calendrier du projet (voir la pièce jointe 1). Veuillez indiquer le statut de toutes les activités surlignées en JAUNE dans le calendrier du projet. Veuillez également inclure des commentaires lorsque vous le jugez approprié (par exemple, pour expliquer pourquoi certaines activités n'ont pas été achevées à temps).



What recommendations would you make in this regard?

Quelles recommandations feriez-vous à cet égard?

e How would you rate the *relevance* of the project (was the project suited to existing priorities and policies of the benefitting State(s))?

Comment évalueriez-vous la pertinence du projet (le projet était-il adapté aux priorités et politiques existantes du ou des États bénéficiaires)?

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:

Le projet a permis d'abord de combler les manquements par rapport aux procédures de gestion des armes relevés au niveau des armuriers et des magasins, ensuite de corriger les dysfonctionnements de la chaîne de coordination et enfin de contribuer à envisager des pistes de solutions à mettre en œuvre pour une meilleure sécurisation des stocks.

La pertinence a été aussi ressentie à partir des réponses fournies par les participants à l'issue de l'évaluation à laquelle ils ont été soumis. En effet, la majorité a affirmé que le contenu de la formation correspondait à leurs besoins et à leurs préoccupations et se sont engagés à se servir des connaissances acquises pour un meilleur accomplissement de leurs missions. Au final, les appréciations recueillies vont de « assez-bien » à « très-bien » (Voir analyses des questionnaires d'évaluation)

f How would you rate the *effectiveness* of the project (to what extent has the project attained its stated objectives)?

Comment évalueriez-vous l'efficacité du projet (dans quelle mesure le projet a-t-il atteint ses objectifs déclarés)?

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:

Sur la base des éléments justifiant la pertinence du projet, on peut en déduire que les différentes communications inscrites à l'agenda ainsi que les techniques d'enseignement ont favorisé l'apprentissage au cours des deux (2) ateliers. En cela, les exercices pratiques ont permis aux participants d'améliorer leur niveau de connaissances et d'habiletés et d'être mieux responsabilisés. Tous ces acquis permettront de mieux garantir la sécurité et la sûreté des armes et munitions placées sous leur autorité et d'éviter que celles-ci ne fassent objet de trafics illicites pouvant alimenter les réseaux criminels.

En somme, il a été relevé :

- Une forte adhésion de la cible concernée par le projet (100% des participants ont vu leurs capacités renforcées durant les deux ateliers préconisés) ;
- Une forte mobilisation des médias autour de la thématique ;
- Une appréciation positive du choix des thèmes développés par les participants ;
- La pertinence des échanges et recommandations issus des différents ateliers (voir les rapports y afférents).

g How would you rate the *efficiency* of the project (to what extent were the project results attained on time and within budget)?

Comment évalueriez-vous l'efficacité du projet (dans quelle mesure les résultats du projet ont-ils été atteints dans les délais et dans les limites du 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 :

Le délai d'exécution du projet a été respecté. En effet, toutes les activités ont été réalisées dans les délais initialement arrêtés par le projet. Globalement, les dépenses engagées sont restées dans la fourchette des montants prévus. Cependant, certaines dépenses ont parfois coûté moins et d'autres ont parfois coûté plus que les montants initiaux. Au vu de ces éléments d'appréciation, on peut relever le caractère efficient du projet dans sa mise en œuvre.

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).

Veillez décrire l'impact du projet (c'est-à-dire les changements ou effets positifs ou négatifs que les résultats du projet ont sur les circonstances environnantes).

- Acquisition de nouvelles connaissances relativement au TCA et à la gestion de stocks ;
- Niveau de connaissances accru des participants en matière de gestion de stocks ;
- Degré d'engagement et d'implication des différents participants dans leurs rôles respectifs.
- Amélioration de la chaîne de coordination ;
- Prise de conscience de la hiérarchie sur les conditions relatives au cadre de travail.

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

Comment évalueriez-vous la durabilité du projet (dans quelle mesure les avantages du projet peuvent-ils continuer une fois le projet terminé)?

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:

- Réduction des risques liés à la gestion des stocks d'armes et munitions, notamment le détournement, les vols, les accidents pyrotechniques, l'indélicatesse des armuriers, etc. ;
- Renforcement et amélioration de la chaîne de coordination et de commandement ;
- Garantie d'une gestion sûre et sécurisée des stocks d'armes et de munitions ;

- Réduction de la prolifération illicite des armes.

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?

Comment les résultats du projet seront-ils davantage utilisés ou appliqués à l'avenir? Existe-t-il des plans pour la poursuite des activités ou pour le partage de l'expérience acquise

Au regard de la pertinence du projet, plusieurs recommandations ont été formulées lors des deux (2) ateliers pour pérenniser les acquis et envisager de nouvelles perspectives en la matière :

- la nécessité de renforcer les capacités des officiers Tir Armes et Munitions (TAM) des différentes unités ;
- la nécessité de recyclages périodiques des armuriers ;
- l'importance des tests psychotechniques et polygraphes avant tout recrutement au poste d'armurier ;
- la destruction des armes et munitions en fin de vie ou inutiles/obsolètes et saisies ;
- les besoins de réhabilitation/construction de magasins pour le stockage et la sécurisation physique des armes ;
- l'initiation des partages d'expériences sur les mécanismes de gestion des stocks d'armes et de munitions dans les différentes unités.

## 2. Final expenditure report

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

3. Certification

For the purposes of this certification:

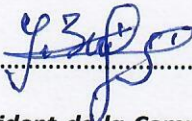
Grantee means National Commission to Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **KODJO Kagnarim**

I **BOURAIMA Inoussa** 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 3 200 USD.
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

28 JUL 2021

***Vice-Président de la Commission Nationale de Lutte contre la Prolifération, la Circulation et le Trafic illicites des armes légères et de petit calibre (CNLPAL)***

For the purposes of this certification:

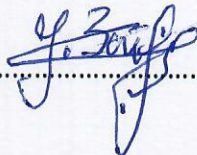
Grantee means National Commission to Combat Illicit Proliferation, Traffic, and Trafficking in Small Arms and Light Weapons (CNLPAL)

Consultant means **POKO Léou-abalo**.

I **BOURAIMA Inoussa** 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 3 200 USD.
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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.....  
Project lead

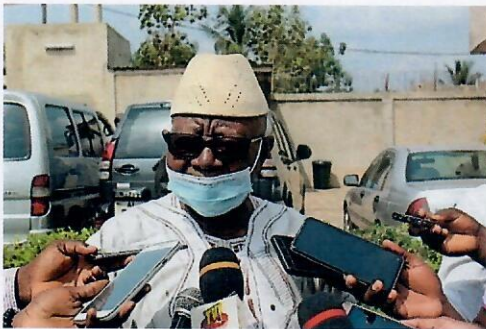


Date **28 JUL 2021**

## Appendices

## Annexes

### ❖ Atelier du 09 au 11 mars 2021 à Adétikopé (Sud)



**Cérémonie d'ouverture - Interview du Vice Président -  
Photo groupé des participants - Formation**



**-Séance Pratique au Camp Général Gnassingbé EYADEMA  
-Remise des attestations aux participants -**

❖ **Atelier du 13 au 15 avril 2021 à Kara (Nord)**



**Cérémonie d'ouverture - Photo groupé des participants - Formation**



**- Remise des attestations aux participants  
- Séance Pratique au Camp Général AMEYI**

# ATT Final Expenditure Report



Togo  
CNLPAL

### 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

Project No.	ATT.VTF.G2020.003TGO
Reporting period	15/01/2021-15/05/2021
Local Currency Code	XOF
Grant Received USD (1st instalment)	47 590,00

<https://www.oanda.com/currency/converter/>  
Click above first cell for exchange rate site

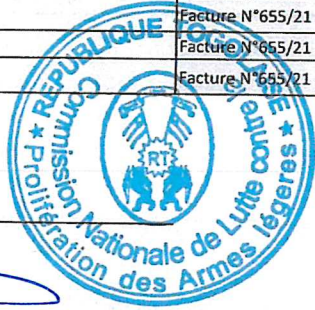
Accounting Details		General Details		Total budget	Actual spend to date**			Balance of budget available	Balance of funds received
Budget Line	Ref. N°	Description 1	Description 2 - Receipt or Invoice No. - Date*	USD	Local Amount	Rate	USD	USD	USD
Consultants	1	Consultant Fees (2 Consultants * 800 USD / Consultant / Workshop * 2 Workshops)	2 Fiches d'imputation des honoraires des formateurs/consultants (Sud TOGO) du 11 mars 2021 de 800 000 F CFA 2 Fiches d'imputation des honoraires des formateurs/consultants (Nord TOGO) du 15 avril 2021 de 800 000 F CFA	3 200,00	1 600 000,00	0,0019	2 976,00	224,00	44 614,00
Travel costs	2	Vehicle rental for 50 partipants (2 days (round trip) * 2 workshops * 500 usd)	Facture N°074/LOC/2021 du 12 mars 2021 de 495 000 F CFA Facture N°078/LOC/2021 du 20 avril 2021 de 500 000 F CFA	2 000,00	995 000,00	0,0019	1 850,70	149,30	42 763,30
	3	Fuel and lubricants for the pilot team (3,000 liters * 1,134 USD) from the 2 workshops	Facture N°FC10130258 du 24 février 2021 de 225 000 F CFA Facture N°FC10131999 du 06 avril 2021 de 675 000 F CFA Facture N°FC10132031 du 07 avril 2021 de 225 000 F CFA	3 402,00	1 125 000,00	0,0019	2 092,50	1 309,50	40 670,80
	4	Perdiem (50 participants * 30 usd / day * 3 days * 2 workshops)	4 Fiches d'émargement des participants (Sud TOGO) du 11 mars 2021 de 2 250 000 F CFA 4 Fiches d'émargement des participants (Nord TOGO) du 15 avril 2021 de 2 250 000 F CFA	9 000,00	4 500 000,00	0,0019	8 370,00	630,00	32 300,80
	5	Accommodation + breakfast (50 participants * 34 USD / night * 3 days * 2 workshops)	Facture N°0036/03/HM/TH/DH/21 du 11 mars 2021 de 2 550 000 F CFA Facture N°0264/hf/2021 du 14 avril 2021 de 2 550 000 F CFA	10 200,00	5 100 000,00	0,0019	9 486,00	714,00	22 814,80
Operational Costs	6	Conference room and sound system (500 usd / day * 3 days * 2 workshops)	Facture N°0036/03/HM/TH/DH/21 du 11 mars 2021 de 750 000 F CFA Facture N°951 du 15 avril 2021 de 720 000 F CFA	3 000,00	1 470 000,00	0,0019	2 734,20	265,80	20 080,60
	7	Conference Supplies (600 USD * 2 Workshops)	Facture N°0272 du 08 mars 2021 de 342 000 F CFA Facture N°100/EBS/DG/2021 du 03 mars 2021 de 200 000 F CFA	1 200,00	542 000,00	0,0019	1 008,12	191,88	19 072,48
	8	Coffee break (50 participants * 6 usd / day * 6 coffee breaks * 2 workshops)	Facture N°0036/03/HM/TH/DH/21 du 11 mars 2021 de 900 000 F CFA Facture Ref: 0029/NTI/04/2021 du 15 avril 2021 de 900 000 F CFA	3 600,00	1 800 000,00	0,0019	3 348,00	252,00	15 724,48
	9	Lunch (50 participants * 28 USD / day * 3 lunches * 2 workshops)	Facture N°0036/03/HM/TH/DH/21 du 11 mars 2021 de 2 100 000 F CFA Facture Ref: 0029/NTI/04/2021 du 15 avril 2021 de 2 100 000 F CFA	8 400,00	4 200 000,00	0,0019	7 812,00	588,00	7 912,48
	10	Public and private media	2 Fiches d'émargement de la couverture médiatique (Sud TOGO) du 11 mars 2021 de 135 000 F CFA Facture N°00103/LOA/03/21 du 12 mars 2021 de 125 000 F CFA Facture N°011/DP/21 du 10 mars 2021 de 40 000 F CFA Fiche d'émargement de la couverture médiatique (Nord TOGO) du 15 avril 2021 de 80 000 F CFA Fiche d'émargement de la couverture médiatique (Nord TOGO) du 15 avril 2021 de 35 000 F CFA Facture N°00104/LOA/04/21 du 14 avril 2021 de 185 000 F CFA	1 200,00	600 000,00	0,0019	1 116,00	84,00	6 796,48
	11	Bandéroles (2 banners / workshop * 100 usd / banner * 2 workshops)	Facture N°099/EBS/DG/2021 du 03 mars 2021 de 150 000 F CFA Facture N° 001586 du 06 avril 2021 de 75 000 F CFA	400,00	225 000,00	0,0019	418,50	-18,50	6 377,98
	12	Documentation (training tools for 2 workshops for 30 participants)	Facture N°: 29/2021 du 03 mars 2021 de 700 000 F CFA	1 400,00	700 000,00	0,0019	1 302,00	98,00	5 075,98



13	Establishment of certificates of participation	Facture N°114/EBS/DG/2021 du 11 mars 2021 de 775 000 F CFA Facture N°138/EBS/DG/2021 du 06 avril 2021 de 775 000 F CFA	4 000,00	1 550 000,00	0,0019	2 883,00	1 117,00	2 192,98
14	Thermoflash	Facture N°655/21 du 08 mars 2021 de 120 000 F CFA	240,00	120 000,00	0,0019	223,20	16,80	1 969,78
15	Mask packs (packs of 50 units)	Facture N°655/21 du 08 mars 2021 de 175 000 F CFA	364,00	175 000,00	0,0019	325,50	38,50	1 644,28
16	Hand washing devices	Facture N°655/21 du 08 mars 2021 de 280 000 F CFA	560,00	280 000,00	0,0019	520,80	39,20	1 123,48
17	Hydroalcoholic gel	Facture N°655/21 du 08 mars 2021 de 80 000 F CFA	160,00	80 000,00	0,0019	148,80	11,20	974,68
			<b>52 326,00</b>	<b>25 062 000,00</b>		<b>46 615,32</b>	<b>5 710,68</b>	

Signature:

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HEAD: ATT SECRETARIAT

Date: 28 JUL 2021

Date: 03/08/2021

**RECONCILIATION**  
**TOGO-ATT.VTF.G2020.003TGO**  
**2020**

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	
<b>Personnel costs</b>							
<b>Consultant</b>							
Consultant Fees (2 Consultants * 800 USD / Consultant / Workshop * 2 Workshops)	3 200,00	-	2 976,00	2 976,00	224,00	44 614,00	93%
<b>Travel costs</b>							
Vehicle rental for 50 participants (2 days (round trip) * 2 workshops * 500 usd)	2 000,00	-	1 850,70	1 850,70	149,30	42 763,30	93%
Fuel and lubricants for the pilot team (3,000 liters * 1,134 USD) from the 2 workshops	3 402,00	-	2 092,50	2 092,50	1 309,50	40 670,80	62%
Perdiem (50 participants * 30 usd / day * 3 days * 2 workshops)	9 000,00	-	8 370,00	8 370,00		32 300,80	93%
Accommodation + breakfast (50 participants * 34 USD / night * 3 days * 2 workshops)	10 200,00	-	9 486,00	9 486,00		22 814,80	93%
<b>Operating Costs</b>							
Conference room and sound system (500 usd / day * 3 days * 2 workshops)	3 000,00	-	2 734,20	2 734,20		20 080,60	91%
Conference Supplies (600 USD * 2 Workshops)	1 200,00	-	1 008,12	1 008,12		19 072,48	84%
Coffee break (50 participants * 6 usd / day * 6 coffee breaks * 2 workshops)	3 600,00	-	3 348,00	3 348,00		15 724,48	93%
Lunch (50 participants * 28 USD / day * 3 lunches * 2 workshops)	8 400,00	-	7 812,00	7 812,00		7 912,48	93%
Public and private media	1 200,00	-	1 116,00	1 116,00		6 796,48	93%
Bandéroles (2 banners / workshop * 100 usd / banner * 2 workshops)	400,00	-	418,50	418,50		6 377,98	105%
Documentation (training tools for 2 workshops for 30 participants)	1 400,00	-	1 302,00	1 302,00		5 075,98	93%
Establishment of certificates of participation	4 000,00	-	2 883,00	2 883,00		2 192,98	72%
Thermoflash	240,00	-	223,20	223,20		1 969,78	93%
Mask packs (packs of 50 units)	364,00	-	325,50	325,50		1 644,28	89%
Hand washing devices	560,00	-	520,80	520,80		1 123,48	93%
Hydroalcoholic gel	160,00	-	148,80	148,80	11,20	974,68	93%
<b>Total Direct Costs</b>	<b>52 326,00</b>	<b>-</b>	<b>46 615,32</b>	<b>46 615,32</b>	<b>5 710,68</b>	<b>974,68</b>	<b>89%</b>
<b>Total Indirect Support Costs - 7%</b>	<b>3 662,82</b>	<b>-</b>	<b>3 263,07</b>	<b>3 263,07</b>	<b>399,75</b>	<b>974,68</b>	<b>89%</b>
<b>Total</b>	<b>55 988,82</b>	<b>-</b>	<b>49 878,39</b>	<b>49 878,39</b>	<b>6 110,43</b>	<b>974,68</b>	<b>89%</b>
Amount of 1st installment	47 590,00						
Amount of 2nd installment							
Amount of final installment	2 288,39						
Balance owing to VTF							

28 JUL 2021

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03/08/2021

Head: ATT Secretariat