

Small-Scale Funding Agreement

THIS SMALL-SCALE FUNDING AGREEMENT (SSFA), including its annexes, (hereinafter referred to as this "Agreement"), is made on 15 July 2022

BETWEEN:

The Secretariat of the Basel Convention (**SBC**) on the Control of Transboundary Movements of Hazardous Wastes and their Disposal, administered by the United Nations Environment Programme (**UNEP**), an international inter-governmental organisation established by the General Assembly of the United Nations (UN), having their offices at the International Environment House I (IEH I), 09-15, chemin des Anémones, CH-1219 Châtelaine, Geneva, Switzerland, and their postal address at the Palais des Nations, 08-14, avenue de la Paix, 1211 Geneva 10, Switzerland,

(hereinafter referred to as "**SBC/UNEP**");

AND:

The Basel Convention Regional Centre for the South American region in Argentina (BCRC Argentina), a non-profit making organization, represented by the *Instituto Nacional de Tecnología Industrial* (INTI) of Argentina, and having its offices at Leandro N. Alem Avenue, 1067, 7th Floor, City of Buenos Aires, Argentina,

(hereinafter referred to as the "**Partner**").

The Partner and SBC/UNEP may hereinafter be referred to individually as "**Party**" and collectively as the "**Parties**".

SBC/UNEP and the Partner agree to co-operate with respect to the implementation of the Basel Convention Programme of Work (PoW), in particular **Activity No. 14** on training and capacity development activities under the Basel Convention and **Activity No.18** on Partnerships under the Basel, Rotterdam and Stockholm Conventions. In this regard, the Parties will implement the project entitled "**Environmentally sound management of waste lead acid batteries and e-waste, in the Latin American Region**" (hereinafter referred to as the "**Project**").

Annexes to this Agreement, including the attached Project Document/Implementation Plan (**Annex-A**), Budget (**Annex-B**), the template for the interim and final financial reports (**Annex C**), and the templates for the interim and final progress reports (**Annexes D and E**), form entirely part of this Agreement¹.

1. Objectives, to which the small-scale funding contributes:

The Project will contribute to the following objectives:

- To implement the programme of work of the Follow-up Partnership to the Partnership for Action on Computing Equipment (PACE), in particular to the translation, from English into Spanish, of materials related to model workshops developed by the working group of the Follow-up Partnership to PACE, and to the development of a

¹ This Agreement was signed in English and in Spanish. In case of discrepancy between the language versions of this Agreement, the English version shall prevail.

Internal Reference Information (for use by the BRS Administration)

Coding Block(s):

SB-005541.21.01.07, 11236, S1-32BDL-000011: USD 45,541

SB-005541.21.02.01, 11236, S1-32BDL-000011: USD 5,376

SB-005541.33.02.05, 11236, M1-32BDL-000022: USD 4,083

Total cost to SBC/UNEP: USD 55,000

PoW Activities No. 14 (BC) & 18 (BRS)._

Parties' initials:

document roadmap for the environmentally sound management (ESM) of mobile phones and computing equipment;

- To share knowledge about current practices and of recycling capacity for the ESM of Waste Lead Acid Batteries (WLAB) in the Latin American region;
- To raise awareness on Extended Producer Responsibility (EPR) policy schemes to enhance the ESM of Waste Lead Acid Batteries;
- To strengthen the national capacities in environmentally sound management of WLAB through the development of concrete law and public policy tools, such as a model legislation on WLAB and an assessment, concrete examples on how to apply digital technologies for tracing WLAB to ensure their ESM;
- To share experiences within the region, through a participatory process with key stakeholders.

2. Activities² to be carried out with the support of the small-scale funding:

2.1. Activities to be carried out by the Partner, in close consultation with SBC/UNEP:

- Coordinate the activities, make administrative arrangements for the execution of the Project, and share best practices and methodologies developed in the context of other projects on the ESM of used and waste mobile phones;
- Provide the required general technical expertise on ESM of WLAB, as requested by SBC/UNEP, and within a reasonable time, to effectively undertake and complete the Project;
- Coordinate the Project activities described below:
 - Activity 1: Development of a roadmap document for the ESM of mobile phones and computing equipment at the national level, in cooperation with the project group 1 on dissemination activities and the working group of the Follow-up Partnership to PACE;
 - Activity 2: Translation, from English into Spanish, of five model workshops' related materials, as developed by the Follow-up Partnership to PACE working group, including the learning objectives, the agenda and the presentations of each workshop;
 - Activity 3: Assessment of WLAB management capacity in Latin America based on an analysis of available information on the region;
 - Activity 4: Development of a strategy for supporting the implementation of the ESM of WLAB across the Latin American region, including a model legislation and/or other regulatory measures and policies, to put in place EPR policy schemes for WLAB;
 - Activity 5: Development of a model legislation for the ESM of WLAB, including on EPR policy schemes for WLAB;
 - Activity 6: Assessment on how to apply digital technologies for tracing WLAB, ensuring their ESM during the life cycle and design and development of a pilot system;
 - Activity 7: Awareness raising workshop on ESM of WLAB, including EPR schemes in the Latin American region.

2.2. Activities to be carried out by SBC/UNEP under this Agreement:

² Subject to the respective decisions of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions on budgets and programmes of work, in particular concerning arrears, as applicable.

- Support the national team working on the Project and provide advice on the implementation of the obligations under the Basel Convention about ESM of used and waste mobile phones and e-waste and WLAB, in synergies with the Rotterdam and Stockholm Conventions;
- Provide specific expertise in relation to the implementation of policies for the ESM of used and waste mobile phones and computing equipment and on the ESM of WLAB.

3. Expected results/outputs to be achieved:

Outputs

- A roadmap document for the ESM of mobile phones and computing equipment at the national level;
- Five workshop material packages, as developed by the working group of the Follow-up Partnership to PACE, are translated from English into Spanish, including learning objectives, agenda and up to five presentations per model workshop;
- Assessment report on WLAB management capacity in the Latin American region;
- Report on the strategy for supporting the implementation of the ESM of WLAB across the region;
- Draft model legislation for the ESM of WLAB in the Latin American region;
- Assessment on how to apply digital technologies for tracing WLAB ensuring their ESM of WLAB and design of a pilot system;
- Report of the workshops held, including materials prepared and presented as well as the lists of participants.

Results

- Some of the goals of the Follow-up Partnership to PACE are achieved in the Latin American region, in particular on awareness raising and through the provision of training tools in Spanish. Support is provided to the development of a roadmap document for the ESM of mobile phones and computing equipment;
- An assessment of the ESM capacity of WLAB in the Latin American region supports the development and preparation of a strategy to enhance the ESM of WLAB in the region;
- Examples of legislations and/or other regulatory measures establishing ESM systems of WLAB, including EPR policy schemes are available for countries of the region;
- An assessment on digital tools can be used to achieve ESM of WLAB, including alternatives to be implemented at the different levels: national, regional, and international. The study will consider the roles and responsibilities of all stakeholders involved along the lifecycle of LAB and WLAB. A set of digital indicators will be suggested for tracking and follow-up processes, during their life cycle. A pilot system to be implemented by treatment facilities and stakeholders involved in the collection of WLAB will be designed and developed;
- Enhanced awareness on the ESM of WLAB and on the use of EPR policy schemes in the Latin American Region among national authorities and private sector stakeholders involved in the import and production of lead acid batteries in the Latin American region.

4. Starting and ending dates for the implementation of the activities:

Start date: upon signature of the Agreement by both Parties.

End date: **30 June 2023.**

5. Cost:

Under this Agreement and as per the budget included in Annex B, SBC/UNEP shall provide the Partner with funds up to a maximum amount of **USD 55,000 (fifty-five thousand United States Dollars)**. The resources provided by SBC/UNEP will only be used by the Partner in pursuit of the Project objectives and for the activities to achieve the results as agreed to in Clauses No. 1 – 3 above³. Funds will be made available in 2 (two) instalments, as indicated in the following schedule of payments:

Schedule of payments:

Instalment No.	Amounts (in USD)	Dates
1	40,000	On signature of the present Agreement by both Parties.
2	15,000	The remaining balance will be paid upon completion of all activities to the full satisfaction of SBC/UNEP and after receipt, by SBC/UNEP, of the final reports set out in Clause No. 7, as well as, upon receipt and approval by SBC/UNEP of a final certified statement of expenditures in accordance with Clause No. 8 below.

The funds shall be deposited in the following bank account:

Bank Name and Address:	Wire Instructions:
<p><u>Bank name:</u> <i>Banco de la Nación Argentina</i> Branch office: N° 019 Avenida de los Constituyentes <u>Bank address:</u> <i>Avenida de los Constituyentes N° 5451</i> Postal code: 1431 <i>Ciudad Autónoma de Buenos Aires – República Argentina</i></p>	<p>Swift Code: NAC NAR BA XXX IBAN: 0110093820000310160911</p>
Account Holder's Name/Title and Number:	Signatories:
<p><u>Account holder's title/name:</u> INTI-CENTROS DE INVESTIGACION - 34-54668706-8 <u>Account No.:</u> 310.160/91 <u>Beneficiary:</u> INTI-CENTROS DE INVESTIGACION</p>	<p>Mr. Geneyro, Rubén, President</p>

6. Within 3 (three) months upon expiry of this Agreement, the Partner shall refund to SBC/UNEP any unspent balance of the above funds.

7. SBC/UNEP and the Partner will cooperate to monitor the progress of this Project. The Partner shall submit to SBC/UNEP the following interim and final progress and financial reports, at or near the given dates below:

³ Subject to the respective decisions of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions on budgets and programmes of work, in particular concerning arrears, as applicable.

Reports:	Dates:
Interim progress report	07 January 2023
Interim financial report	07 January 2023
Final certified financial report	31st August 2023
Final progress report	31st August 2023
Final substantive report containing the following parts: <ul style="list-style-type: none"> - Introduction, including background information and purpose of the Project; - Summary of results, including recommendations; - Conclusions; - Annexes. 	31st August 2023

In addition, the Partner shall submit information on progress in the implementation of the Project under the present Agreement, by e-mail at the end of every quadrimester, i. e. on 30 April, 31st August, 31st December of the year, during the implementation period of the project activities.

8.a. The Partner shall submit financial statements on the use of funds provided, as per UNEP’s required format and within the agreed timeframe. The following officials are authorised to certify the Partner’s financial statements:

Name:	Title:
Ms. Leila Devia	Director, BCRC Argentina

8.b. The Partner shall keep accurate and up-to-date records and documents in respect of all expenditures incurred with the funds made available by SBC/UNEP under this Agreement, to ensure that all expenditures are in conformity with the provisions of this Agreement, including its annexes thereto.

8.c. Upon completion of the Project/or Termination of this Agreement, the Partner shall maintain the records for a period of at least 3 (three) years unless otherwise agreed upon between the Parties.

8.d. SBC/UNEP has the right, at its own expense, to have the records of the Partner related to this Agreement reviewed and audited.

8.e. The Partner shall ensure that any procurement activities carried out in connection with the Project are guided by the principles of (i) best value for money; (ii) fairness, integrity and transparency and (iii) effective competition. In this regard, the Partner shall ensure that any procurement is free from any corruption or conflicts of interest and shall adhere to the highest ethical standards.

8.f. In conformity with applicable United Nations (UN) rules and regulations as well as UN policies and business practices concerning procurement, the Partner that is a Regional Centre under the Basel and/or Stockholm Conventions⁴ shall demonstrate adequate procurement capacity through the use of appropriate regulatory framework and methods applied to procurement transactions,

⁴ For the ‘Procurement Capacity Assessment’ undertaken in 2018 with regard to the Basel and Stockholm Conventions’ regional centres, see:
<http://www.basel.int/Partners/RegionalCentres/PerformanceEvaluationReports/tabid/4465/Default.aspx>;
<http://chm.pops.int/Partners/RegionalCentres/Performanceevaluationreports/tabid/4456/Default.aspx>.

which shall be free from any conflicts of interest whatsoever, corruption, and shall sustain the highest ethical standards.

9.a. The Partner shall consult with SBC/UNEP regarding the Intellectual Property Rights as appropriate.

9.b. The Partner shall only use the Basel Convention's and/or UNEP's respective names, logos or emblems in connection with the Project with the respective prior written consent of the Secretariat of the Basel Convention and/or of UNEP or as may otherwise have been approved by the Secretariat of the Basel Convention and/or by UNEP, within the context of the Partner's activities.

9.c. In no event will authorisation to use the UNEP's and/or the Basel Convention's respective names, logos or emblems, or any abbreviations thereof, be granted for commercial purposes.

10. This Agreement, including its Annexes, can only be changed through prior written amendment as agreed by both Parties.

11. Either Party may terminate this Agreement upon serving a written notice to the other Party at least 3 (three) months prior to such termination.

12. The Partner shall comply with all the above-mentioned provisions and agrees that SBC/UNEP reserves the right to withhold any payment due to the Partner's non-compliance with any of the provisions mentioned hereinabove.

13. Any dispute arising out of or in connection with this Agreement shall be settled amicably between SBC/UNEP and the Partner. Should attempts at amicable negotiation fail, any such dispute shall, upon request by either Party, be referred to arbitration in accordance with the United Nations Commission International Trade Law (UNCITRAL) arbitration rules. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

14. This Agreement shall enter into force upon signature by both Parties, being effective from the date of the latest signature, and it shall remain valid until **31st December 2023** unless terminated earlier pursuant to Clause No. 11 above.

15. The Parties shall carry out their respective responsibilities in accordance with the provisions of the Agreement. The Parties shall determine and communicate to each other their respective focal points, having the responsibility for the Project implementation on its behalf.

16.a The Partner shall be solely and completely responsible and accountable for all services performed by its personnel, agents, employees, or contractors (hereinafter referred to as "**Personnel**").

16.b. The Partner shall be considered as having the legal status of an independent contractor. Personnel of the Partner, its contractors or anyone else working for the Partner in the execution of the Project or otherwise, are not employees of the Basel, Rotterdam and Stockholm (BRS) Conventions' Secretariats, UNEP or the UN and are not covered by the privileges and immunities applying to the Secretariats of the BRS Conventions, UNEP, the UN, and their staff pursuant to the Convention on the Privileges and Immunities of the United Nations. The Secretariats of the BRS Conventions, UNEP, and the UN shall not accept any liability for claims arising out of the activities performed under the Agreement, or any claims for death, bodily injury, disability, damage to property or other hazards that may be suffered by the Partner's Personnel as a result of their work pertaining to the activities under this Agreement.

16.c. The Partner shall ensure that its Personnel meet the highest standards of qualification and

technical and professional competence necessary for the achievement of the objectives and results of the Project, and that decisions on employment related to the Project shall be free of discrimination of any nature. The Partner shall ensure that all Personnel are free from any conflicts of interest relating to the Project activities.

17.a. The Partner shall not seek nor accept instructions regarding the activities under the present Agreement from any Government or other authority external to SBC/UNEP.

17.b. The Partner shall refrain from any conduct that would adversely reflect on the BRS Conventions' Secretariats, UNEP or the UN and shall not engage in any activity which are incompatible with the aims and objectives of the UN or the respective mandates of UNEP and of the BRS Conventions' Secretariats.

18. Nothing in or relating to this Agreement shall be deemed a waiver, express or implied, of any of the privileges and immunities of the United Nations, of UNEP and of the Secretariats of the BRS Conventions.

19. The focal points for the implementation of this Agreement are as follows:

For SBC/UNEP:		For the Partner:	
Name:	Francesca Cenni	Name:	Leila Devia
Title:	Programme Management Officer	Title:	Director of the Basel Convention Regional Centre for the South American region
Telephone No.:	+41 +22 917 8364	Telephone No.:	+54 (11) 4515 5022
E-mail:	francesca.cenni@un.org	E-mail:	lumiere@inti.gob.ar

IN WITNESS WHEREOF, the undersigned, being duly authorised there to, have signed the present Agreement in the English language and 2 (two) copies of each.

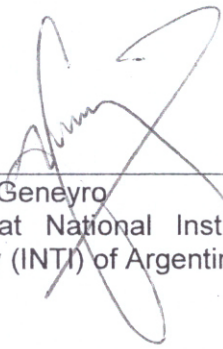
For SBC/UNEP:

For the Partner:

By: 

Mr. Rolph Payet
Executive Secretary

Date: 19/07/2022

By: 

Mr. Ruben Geneyro
President at National Institute of Industrial Technology (INTI) of Argentina

Date:

Annexes:

- Project Document/Implementation Plan (Annex A)
- Budget (Annex B)
- Interim and Final Financial Reports' Template (Annex C)
- Interim and Final Progress Reports' Templates (Annexes D and E)

Annex A: Project Document/Implementation Plan

Background

This Project seeks to provide a comprehensive diagnosis of WLAB management in the Latin American region and to design a regional strategy for supporting the implementation of the ESM of WLAB within the region, promoting regulatory cooperation and sharing experiences.

Through this Project, an exhaustive study on the situation of WLAB in the region will be carried out. Taking the report on "EPR schemes in WLAB" prepared within the framework of the UNEP intergovernmental network of chemicals and wastes in Latin America as an input, a comparative matrix will be developed analysing at least the following aspects: specific legislations or regulations on WLAB, national production and imports of lead acid batteries, national recycling facilities and installed capacity, EPR and other specific financing mechanisms for WLAB management, informal sector involved, transboundary movements and illegal traffic. In addition, a strategy for supporting the implementation of the ESM of WLAB within the region will be prepared, considering a stepwise approach and taking into account existing projects related to WLAB in the region. An assessment on how to digitalise tools and technologies for tracing WLAB during their life cycle can enhance ESM of WLAB and a pilot system will be carried out and developed.

At the same time, multi-sector national and regional workshops will be organised and conducted, not only to contribute to the development of the diagnosis and strategy but also and mainly to discuss alternatives for feasible solutions on the environmentally sound management of WLAB in the region as well as the establishment of EPRs for WLAB, through legislations and/or other regulatory measures.

The outcomes of this Project will be considered in order to develop case studies on the region.

Finally, it is important to recall that this Project will also contribute to continue strengthening of the national capacities for the environmentally sound management of WLAB, promoting EPR schemes in the region.

Implementation table:

Activities	Deliverables	Delivery dates
Activity 1: Development of a roadmap document for the environmentally sound management (ESM) of mobile phones and computing equipment at the national level, in cooperation with the project group 1 on dissemination activities and the working group of the Follow-up Partnership to PACE.	A roadmap document for the ESM of mobile phones and computing equipment, at national level.	Month 3
Activity 2: Translation, from English into Spanish, of five model workshops' related materials developed by the Follow-up Partnership to PACE working group, including the learning objectives, the agenda and the presentations of each workshop.	Spanish version of at least five model workshops' related materials, as developed by the dissemination activities project group and the working group of the Follow-up Partnership to PACE, including up to 5 presentations per workshop, agendas and learning objectives.	Month 4
Activity 3: Assessment of WLAB management capacity in Latin America based on an analysis of available information on the region.	Documents, including an exhaustive analysis of current WLAB management capacity and recycling facilities in the region, a matrix of the situation on WLAB in each country of the Latin American region.	Month 4

Activities	Deliverables	Delivery dates
<p>Activity 4: Development of a strategy for supporting the implementation of the ESM of WLAB across the Latin American region, including as to the development of a model legislations and/or of other regulatory measures and policies, to put in place EPR policy schemes for WLAB.</p>	<p>Document on the strategy for supporting the implementation of the ESM of WLAB across the region.</p>	<p>Month 9</p>
<p>Activity 5: Development of a model legislation for the ESM of WLAB, including on EPR policy schemes for WLAB.</p>	<p>Document on a model legislation for the ESM of WLAB in the Latin American region.</p>	<p>Month 12</p>
<p>Activity 6: Assessment on how to apply digital technologies for tracing WLAB, ensuring their ESM during the life cycle and design and development of a pilot system</p>	<p>An assessment report on digital tools that can be used to trace WLAB to achieve their ESM, including alternatives to be implemented at the different levels: national, regional, and international. The study will consider the roles and responsibilities of all stakeholders involved along the life cycle of LAB and WLAB. A set of digital indicators will be suggested for tracking and follow-up processes. A pilot system to be designed and implemented by treatment facilities and stakeholders involved in the collection of WLAB will be developed.</p>	<p>Month 15</p>
<p>Activity 7: Awareness raising workshop on ESM of WLAB, including EPR schemes in the Latin American region.</p>	<p>Report of the workshops held, including related materials prepared and presented together with the lists of participants.</p>	<p>Month 15</p>

Annex B: Budget (in USD)

Description	Budget Class Code ¹	Quantity	Unit Description	Unit Cost (USD)	Total Cost (USD)
Activity 1 - Development of a roadmap document for the environmentally sound management (ESM) of mobile phones and computing equipment at the national level, in cooperation with the project group 1 on dissemination activities and the working group of the Follow up Partnership to PACE.					
Personnel and Consultants (technical consultant)	FT30_010	4	Salary/day	500	2,000
Sub-total					2,000
Activity 2 - Translation from English into Spanish, of five model workshops' materials developed by the Follow-up Partnership to PACE working group, including the learning objectives, the agenda and the presentations of each workshop.					
Translation services of up to 5 model workshops	FT30_120	1	Lump sum	3,000	3,000
Sub-total					3,000
Activity 3 - Assessment of WLAB management capacity in Latin America based on an analysis of available information on the region.					
Personnel and Consultants (technical consultant)	FT30_010	10	Salary/day	500	5,000
Personnel and Consultants (legal consultant)	FT30_010	10	Salary/day	500	5,000
Sub-total					10,000
Activity 4 - Development of a strategy for supporting the implementation of the ESM of WLAB across the Latin American region, including the development of model legislations and policies to put in place EPR policy schemes for WLAB.					
Personnel and Consultants (technical consultant)	FT30_010	10	Salary/day	500	5,000
Personnel and Consultants (legal consultant)	FT30_010	10	Salary/day	500	5,000
Sub-total					10,000
Activity 5 - Development of a model legislation for the ESM of WLAB, including on EPR policy schemes for WLAB.					
Personnel and Consultants (legal consultant)	FT30_010	10	Salary/day	500	5,000
Sub-total					5,000
Activity 6 - Assessment on how to apply digital technologies for tracing WLAB, ensuring their ESM during the life cycle and design and development of a pilot system.					
Personnel and Consultants (technical consultant)	FT30_010	2	Salary/day	500	1,000
Contractual Services for designing pilot system and assessing digital technologies	FT30_120	1	Lumpsum	3,500	3,500
Sub-total					4,500
Activity 7 - Awareness raising workshop on ESM of WLAB, including EPR schemes in the Latin American region.					
Personnel and Consultants (technical consultant)	FT30_010	5	Salary/day	500	2,500
Personnel and Consultants (legal consultant)	FT30_010	5	Salary/day	500	2,500
Personnel and Consultants (communication consultant)	FT30_010	10	Salary/day	200	2,000
Meeting venue for a three-day workshop	FT30_120	1	400 Day	1,200	1,200
Meeting catering for lunch and 2 coffee breaks/day of workshop (13 persons including 8 trainees plus 5 trainers and organisers).	FT30_120	3 X 13	Day and participants	30	1,170
Travel for 8 meeting participants (DSA Buenos Aires 266X3+188 terminals +ticket \$300=1,286)	FT30_160	8	Travel cost/participant	1286	10,288
Operating Costs	FT30_125	1	Lumpsum	842	842
Sub-total					20,500
Total Cost					55,000

¹Budget Classes: Personnel and Consultants (FT30_010); Contractual Services (FT30_120); Operating Costs (FT30_125); Supplies (FT30_130); Equipment and Furniture (FT30_135); Grants to Partners (FT30_140); Travel (FT30_160)

Note: any deviation from the budget must be approved by SBC/UNEP in writing; any significant deviations will require a prior written amendment to the Agreement as agreed by both Parties pursuant to the above Clause No.10.

Class	Amount (USD)
FT30_CLASS_010	35,000
FT30_CLASS_120	8,870
FT30_CLASS_125	842
FT30_CLASS_160	10,288
Total	55,000

Annex C: Interim and Final Financial Reports' Template

Financial Report

Agreement Number: BRS-SSFA-2146	Report Type: <input type="checkbox"/> Interim Report <input type="checkbox"/> Final Report <input type="checkbox"/>
Name of Organization:	Reporting Period: From: dd-mmm-yyyy to dd-mmm-yyyy

1. Instalments received

No.	Date Received	Amount (in USD)

2. Expenditures

Description	Budget Class Code ¹	Budget	Expenditures	Comments on: (i) on expenditures (if necessary) or (ii) budget variances.
Activity 1 description (should correspond to Activities listed in clause 2)				
Activity 1, Item 1 description				
Activity 1, Item 2 description				
Activity 1, Item 3 description				
Sub-total				
Activity 2 description (should correspond to Activities listed in clause 2)				
Sub-total				
Activity 3 description (should correspond to Activities listed in clause 2)				
Sub-total				
Total Cost				

¹Budget Classes: Personnel and Consultants (FT30_010); Contractual Services (FT30_120); Operating Costs (FT30_125); Supplies (FT30_130); Equipment and Furniture (FT30_135); Grants to Partners (FT30_140); Travel (FT30_160)

3. Unspent Balance: xxxxxx

I hereby certify that this financial report has been produced from our official financial records and accurately reflects only expenditures incurred in connection with the above referred Agreement.

Signature of a duly authorised officer:

Name:

Title:

Date:

Parties' initials:

Interim Progress Report

Annex D: Interim Progress Report Template

Agreement Reference Number:	BRS-SSFA-2146	SSFA Starting Date:	dd-mmm-yyyy
Name of Organisation:		Reporting Period:	From: dd-mmm-yyyy to dd-mmm-yyyy

Expected Result(s):
[please complete]

Output(s):
[please complete]

Summary of Status:
Brief description of the status of implementation of the SSFA at the time of reporting and progress towards achieving SSFA's objective

Activity delivery status:	Description of work undertaken during reporting period	Deliverables	Delivery dates	Status (complete / ongoing / delayed).	Comments - brief description of implementing challenges, strategy/actions which have been adopted to address these challenges and planned actions to mitigate any identified risks.
Activities					
Activity 1 – name of activity					

List of attached documents:
(for example, publications, meeting reports, participants list, reports of workshops, etc.)

Signature of a duly authorised officer:

Name:

Title:

Date:

Final Progress Report

Annex E: Final Progress Report Template

Agreement Reference Number:	BRS-SSFA-2146	SSFA Starting Date:	dd-mmm-yyyy
Name of Organisation:		Reporting Period:	From: dd-mmm-yyyy to dd-mmm-yyyy

Expected Result(s):
[please complete]

Output(s):
[please complete]

Summary of Status:
Brief description of the status of implementation of the SSFA at the time of reporting and progress towards achieving SSFA's objective

Activity delivery status:

Activities	Description of work undertaken during reporting period	Deliverables	Delivery dates	Status (complete / ongoing / delayed).	If activity not completed, please describe the reason why and indicate mitigation actions that were taken.
Activity 1 – name of activity					

List of attached documents:
(for example, publications, meeting reports, participants list, reports of workshops, etc.)

Signature of a duly authorised officer:

Name:

Title:

Date: