

Agreement Number: BRS-SSFA-2604

Small-Scale Funding Agreement

THIS SMALL-SCALE FUNDING AGREEMENT (SSFA), including its annexes, (hereinafter referred to as this "Agreement"), is made on 22 April 2026.

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 Center for South American Region, Argentina (BCRC Argentina), a non-profit making organization, represented by its *Instituto Nacional de Tecnología Industrial (INTI)* of Argentina, and having its office 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 "**Digital Product Information Systems: Digital Product Passport for the Environmentally Sound Management of Waste Lead-acid Batteries**" (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 (Annex D and E), form entirely part of this Agreement¹.

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

The environmentally sound management of waste batteries is key to enhance digital and renewable energy transitions with the objective of mitigating climate change. Lead-acid batteries are employed in vehicles, servers and other electrical and electronic equipment. The management of lead-acid batteries at the end of life is challenging for the high toxicity of lead and requires stringent environmentally sound management policies, for example extended producer responsibility policy schemes (EPRs) that establish take back systems for Waste Lead-acid batteries (WLAB) and their environmentally sound management (ESM). New technologies and

Internal Reference Information (for use by the BRS Administration)

Coding Block(s): SB-024093.01.01.03, 11236, M99, S1-32BDL-000015, USD 36,000. IF 2026-43161000-APN-P#INTI

Total costs to SCB/UNEP: USD 36,000

2026-2027 PoW Activity No. 14, 18

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tools like the digital product passport can support the implementation of EPRs and enhance traceability of WLAB and their ESM, providing innovative tools for the implementation of the Basel Convention.

The Partnership for Action on Challenges relating to E-waste, abbreviated PACE II, is a multi-stakeholder partnership established to resolve challenges related to the environmentally sound management of e-waste. The Partnership focuses on used and waste mobile phones, computing equipment, TV screens, audio and video equipment, refrigerators, cooling and heating equipment, as well as on policies and regulations for the ESM of e-waste, such as EPRs and the establishment of Digital Product Information Systems for electrical and electronic equipment and their wastes.

The Project will contribute to the following objectives:

Design and study the implementation of a digital platform that will allow the harmonized and optimized hosting of the Digital Product Information System based on the Digital Product Passport (DPP) and the traceability system in support of the extended producer responsibility policies in Uruguay, in order to achieve the environmentally sound management of WLAB.

Project specific objectives are:

To design a digital passport system which provides access to essential information to minimize the environmental impacts resulting from lead-acid battery use and management upon becoming waste. This information would include, for example: recommendations to ensure safe use and handling practices that optimize lifespan, labelling, battery life, regulatory obligations for various stakeholders, including consumers.

The digital passport system should be the basis for a traceability system allowing the electronic recording of the entire WLAB flow, for example including georeferenced data at each stage of WLAB management, including during transport.

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:

1. Develop an assessment for the design of a digital platform for the implementation of a digital product information and traceability system that supports the environmentally sound management of WLAB in Uruguay.
2. Define the design of the platform that will host the digital information system and the traceability system within the national context and harmonized it with existing related developments.
3. Conduct a knowledge sharing workshops with other Latin American countries on the use of Digital Information Systems for the ESM of WLAB.

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

- | Provision of technical support on digital product passports for batteries and the available standards for their implementation;
- | Connect the Partner with PACEII members involved in DPPs for batteries and for electrical and electronic equipment;

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.

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Provision of timely feedback on the Basel Convention, E-waste technical guidelines, other relevant technical guidelines and guidance available under the Basel Convention.

3. Expected results/outputs to be achieved:

Outputs:

1. Develop an assessment for the design of a digital platform for the implementation of a digital product information and traceability system that supports the environmentally sound management of WLAB in Uruguay.

1.1. Report on the design and implementation of a digital platform for the environmental management of WLAB in Uruguay to include information on DPPs and traceability of LABs and WLAB in Uruguay;

1.2. Reports of two (2) national workshops with stakeholders involved in the ESM of WLAB and the digital platform.

2. Define the design of the platform that will host the digital information system and the traceability system within the national context and harmonized it with existing related developments.

2.1. Report detailing the identified solutions, including an analysis of implementation costs and the impact on the marketing price of LABs in Uruguay;

2.2. Terms of reference for contracting the development company, including the technical specifications for the development of the digital information system;

2.3. Implementation plan, including the development of the draft pilot project for the implementation of the information system.

3. Conduct a knowledge sharing workshops with other Latin American countries on the use of Digital Information Systems for the ESM of WLAB.

3.1. Two online workshops reports.

Results:

ESM of WLAB is enhanced in Uruguay;
New tools to enhance traceability and circularity of WLAB are planned and designed;
Awareness of new technologies for the ESM of WLAB and the implementation of EPRs is raised among Latin American countries.

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

Start date: upon signature by both Parties.

End date: **31 December 2026.**

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 36,000 (Thirty-six 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

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above. Funds will be made available in two instalments, as indicated in the following schedule of payments:

Schedule of payments:

No.	Amounts (in USD)	Dates
1	27,000	On signature of the present Agreement by both Parties.
2	9,000	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 7, as well as, upon receipt and approval by SBC/UNEP of a final certified statement of expenditures in accordance with Clause 8 below.

The funds shall be deposited in the following bank account:

Bank Name and Address:	Wire Instructions:
Bank Name: Banco de la Nación Argentina Branch office: N° 019 Avenida de los Constituyentes Bank address: Avenida de los Constituyentes N° 5451 Postal code: 1431 Ciudad Autónoma de Buenos Aires – República Argentina	Swift Code: NAC NAR BA XXX IBAN: 0110093820000310160911
Account Name/Title and Number:	Signatories:
Account Title and Number: INTI-CENTROS DE INVESTIGACION - 34-54668706-8 Account No.: 310.160/91 Beneficiary: INTI-CENTROS DE INVESTIGACION	Mr. Miguel Angel Romero, President

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 date(s) below:

Reports	Dates:
1 st interim progress report	30 June 2026
1 st interim financial report	30 June 2026
Final certified financial report	31 December 2026
Final progress report	31 December 2026

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 authorized to certify the Partner's financial statements:

Name	Title
Mr. Alberto Santos Capra	Director, BCRC Argentina

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.

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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 5 (five) 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.

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 name(s), logo(s) or emblem(s) in connection with the Project with the respective prior written consent(s) of the Secretariat of the Basel, Rotterdam and/or Stockholm (BRS) Convention(s) and/or of UNEP or as may otherwise have been approved by the Secretariats of the BRS Conventions and/or by UNEP, within the context of the Partner's activities.

9.c. In no event will authorization to use the UNEP's and/or the Basel Convention's respective name(s), logo(s) or emblem(s), 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 **30 June 2027** unless terminated earlier pursuant to clause 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.

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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 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 SBC, UNEP or the UN and shall not engage in any activity which is incompatible with the aims and objectives of the UN or the respective mandates of UNEP and of SBC.

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 SBC.

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

For BRS/UNEP:		For the Partner:	
Name:	Francesca Cenni	Name:	Alberto Santos Capra
Title:	Programme Management Officer	Title:	Director of the Basel Convention Regional Centre for the South American Region (BCRC Argentina)
Telephone No.:	0041 22 593 9418	Telephone No.:	+54 (11) 4515 5022
E-mail:	Francesca.cenni@un.org	E-mail:	acapra@inti.gob.ar


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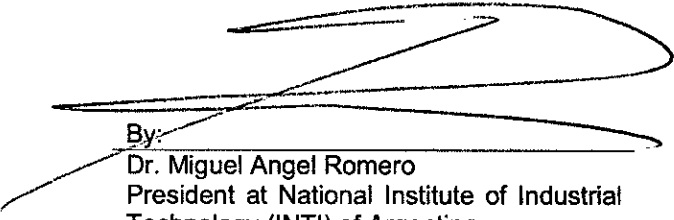
IN WITNESS WHEREOF, the undersigned, being duly authorized there to, have signed the present Agreement in the English and Spanish language, and 2 (two) copies of each. In case of discrepancy between the language versions of this Agreement, the English version shall prevail.

For SBC/UNEP:

For the Partner:

By: For: 
Mr. Rolph Payet
Executive Secretary

Date: 22 April 2026

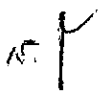
By: 
Dr. Miguel Angel Romero
President at National Institute of Industrial
Technology (INTI) of Argentina

Date: 15 May 2026

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)

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Annex A: Implementation Plan

Background

In Uruguay, the management and disposal of batteries intended for transport and stationary storage are currently regulated by Decree No. 227/025, of November 5, 2025. The management of waste lead acid batteries (WLAB) was originally regulated in 2003 by Decree No. 373/003, of September 10, 2003, which was the first regulation to incorporate the principle of extended producer responsibility (EPR) for waste management. In the case of lead-acid batteries, the responsibility for management falls exclusively on the importing sector, given that there is no domestic manufacturing. Within this framework, and to comply with this established obligation, importers of lead-acid batteries (LABs) must implement a master management plan, which must be approved by the National Directorate of Environmental Quality and Assessment (DINACEA) of the Ministry of the Environment. This master plan may be individual or collective; however, the Ministry promotes collective plans as they enhance the technical, economic, and social viability of the management system. Currently there are five Master Plans in force, responsible for management, with export being the only environmentally sound disposal option, to date, in accordance with the Basel Convention.

In 2019, the Government of Uruguay, in response to the continued growth of the electric vehicle fleet and having identified areas for improvement of the 2003 regulations, the existing regulations were updated. Decree No. 227/025 came into effect on 5 November 2025. This regulation defines new instruments for the control and monitoring of the flow of new and used batteries. Among these instruments, it requires the labeling of battery packs (Art. 14), meaning that the batteries covered by the regulations must be marketed using a digital labeling and information system, according to the deadlines and content established by the Ministry of the Environment. Additionally, among other measures, the law establishes the obligation to have traceability systems that allow for tracking the status of the battery at all stages (Article 19, section d). Transport companies must include electronic waybill systems, and vehicles must be equipped with tools that allow for real-time location tracking through the use of software that incorporates georeferenced data, with the capacity to transmit information in real time to the information system implemented by the master plan and accessible to the Ministry of the Environment.

Furthermore, in order to minimize the impacts generated during use and facilitate the recovery and recycling of batteries, the law establishes the obligation to implement a digital product information system that provides data at each stage of the battery's life cycle and to the various stakeholders involved. This information must include practices to extend battery life during use, procedures to be followed by the holder once the battery reaches the end of its useful life, construction characteristics, and composition to support dismantling and recovery processes, including battery reuse. This system must also include information exclusive to regulatory bodies, such as tests demonstrating compliance with the quality and performance requirements established by these bodies. These traceability and digital information systems are considered critical for improving the collection and recovery of this waste stream, as well as reducing its management through unauthorized channels.

In this context and in the context of a project funded by the BRS Secretariat and now concluded, titled "Environmentally Sound Management of Lead-Acid Battery and Waste and Electronic Waste in the Latin American Region" – it was conducted an evaluation of different digital technologies to enhance the traceability of WLAB, among other activities. This Project aims to follow up to this regional activity to assist Uruguay to design a traceability system for ESM of WLAB utilizing a Digital Product Information System based on the Digital Product Passport (DPP). The digital information system for LABs and WLAB would be designed in connection with the digital information system on EPR policies and would make information accessible to various stakeholders in the life cycle of LABs and WLAB, including the consumers. The Agreement covers the first stage of the activity which aims to identify, with relevant stakeholders having a role in the EPR scheme. The information to be included in the DPP. In a second stage, not included in this SSFA, the project will focus on the development and implementation of the system and its testing.

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The results of the project will be shared among the stakeholders of the Partnership for Action on Challenges relating to E-waste, (PACE II), a multi-stakeholder partnership established to resolve challenges related to the environmentally sound management (ESM) of e-waste and among the Parties to the Basel Convention. This activity aims to test the technical guidelines on ESM of Waste lead -acid batterie and on ESM of other waste batteries, under the Basel Convention.

Activities:

Activity	Deliverables	Delivery date
<p>Activity 1. Develop an assessment for the design of a digital platform for the implementation of a digital product information and traceability system that supports the environmentally sound management of WLAB in Uruguay.</p> <p>a. Analyse current environmental regulations and other related international developments, both ongoing and completed, identifying areas for improvement to facilitate the adoption of a combined digital information and traceability system. Propose recommendations.</p> <p>b. Develop the stakeholders map in Uruguay, taking into consideration the WLAB EPR stakeholders already identified.</p> <p>c. Conduct two national workshops with all identified stakeholders to list the information that must be included throughout the product lifecycle in the information system, the mechanisms for its inclusion (barcodes, QR codes, etc.), and other inputs necessary for the system design.</p>	<p>1.1. Report on the design and implementation of a digital platform for the environmental management of WLAB in Uruguay.</p> <p>1.2 Two workshops reports</p>	<p>30 June 2026</p>
<p>Activity 2. Define the design of the platform that will host the digital information system and the traceability system within the national context and harmonized it with existing related developments.</p> <p>Define the design of the platform that will host the digital information system and the traceability system within the national context and harmonized with existing related developments, based on the findings of the concluded project "Environmentally Sound Management of Waste Lead-Acid Battery and Electronic Waste in the Latin American Region" and the diagnostic assessment carried out:</p> <p>a. Define the structure and design of the digital platform associated with the digital passport and traceability system, detailing its advantages over other alternatives, if more than one has been</p>	<p>2.1 Report detailing the identified solutions, including an analysis of implementation costs and the impact on the marketing price of LABs in Uruguay.</p>	<p>30 November 2026</p>

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Activity	Deliverables	Delivery date
<p>identified. For the suggested alternative, specify the characteristics, functionalities, IT requirements, logistics, administrative and institutional agreements, and regulatory adaptation needs. Evaluate the suitability of existing systems at the international level. For the selected system, estimate the costs associated with its implementation and the impact on the final price of the BAP (Battery Access Passport). Evaluate connectivity with other similar national developments.</p> <ul style="list-style-type: none"> b. Define the different roles and profiles related to the responsibilities of data entry, control, updating, and/or monitoring of information, etc. c. Validate the solution found in a workshop with key stakeholders and make any necessary adjustments. d. Develop the terms of reference, including the technical requirements for platform development and the selection of the company to carry it out. e. Develop the implementation plan, which includes the execution of a pilot project. 	<p>2.2. Terms of reference for contracting the development company, including the technical specifications for the development.</p> <p>2.3. Implementation plan, including the development of the draft pilot project for the implementation of the information system.</p>	
<p>Activity 3. Conduct a knowledge sharing workshops with other Latin American countries on the use of Digital Information Systems for the ESM of WLAB.</p>	<p>3.1 Two online workshops reports</p>	<p>30 November 2026</p>

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Annex B: Budget (in USD)

Description	Budget Class Code1	Quantity 1	Unit Description 1	Quantity 2 (if appl.)	Unit Description 2 (if applicable)	Unit Cost (USD)	Total Cost (USD)
Activity 1: Develop an assessment for the design of a digital platform for the implementation of a digital product information and traceability system that supports the environmentally sound management of WLAB in Uruguay.							
Consultancy (Staff time Activity 1)	FT30_010	5	Months	1	Salary/month/person	2,500	12,500
2 national workshops (two days/workshop: DSA for 3 technical experts and travel to Uruguay (2 nights USD 231*2=USD 462 + 1 travel @ USD 200 + terminal expenses USD 252 = USD 914/person/workshop	FT30_160	2	Workshops	3	Cost/person/workshop	914	5,484
Organization of 2 workshops (equipment, refreshments)	FT30_120	2	Workshops	1	Cost/workshop	100	200
Sub-total							18,184
Activity 2: Define the design of the platform that will host the digital information system and the traceability system within the national context and harmonized it with existing related developments.							
Consultancy (Staff time Activity 2 and closure of the project)	FT30_010	6	Months	1	Salary/month/person	2,500	15,000
Sub-total							15,000
Activity 3: Conduct a knowledge sharing workshops with other Latin American countries on the use of Digital Information Systems for the ESM of WLAB.							
Expert support	FT30_010	1	Month	1	Salary/month/person	2,500	2,500
Organization of two online workshops (rental of equipment)	FT30_120	2	Workshops	1	Cost/workshop	100	200
Operating and other direct costs: Miscellaneous	FT30_125	1	Lumpsum	1	Lumpsum	116	116
Sub-total							2,816
Total							36,000

Budget 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)

Notes:

Any deviation from the budget must be approved by SBC/UNEP in writing and please note that any significant deviations (more than 10.00% per budget class) will require a written amendment of the Agreement as priority agreed by both Parties in accordance with the above Clause No. 10. For the selection of suppliers or service providers, please bear in mind and adhere to the provisions under the Agreement on procurement, in particular as stipulated in the above Clause No. 8; and please document the selection process.

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N. K
Parties' Initials

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SBC/UNEP internal budget breakdown by class:

Budget Class Summary	Amount (USD)
Personnel and Consultants (FT30_010)	30,000
Contractual Services (FT30_120)	400
Operating Costs (FT30_125)	116
Supplies (FT30_130)	-
Equipment and Furniture (FT30_135)	-
Grants to Partners (FT30_140)	-
Travel (FT30_160)	5,484
Total	36,000

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Annex D: Interim Progress Report Template

Interim Progress Report

Agreement Number:	BRS-SSFA-2604	SSFA Starting Date:	dd-mmm-yyyy
Name of Organization:		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:

Activity	Description of work undertaken during reporting period	Deliverables	Delivery date	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
Activity 1 – name of activity					

List of attached documents:

(for example, publications, meeting reports, participants list, reports of workshops, etc.)

Signature

Name:

Title:

Designation:

Phone:

Email:

Annex E: Final Progress Report Template

Final Progress Report

Agreement Number:	BRS-SSFA-2604	SSFA Starting Date:	dd-mmm-yyyy
Name of Organization:		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:

Activity	Description of work undertaken during reporting period	Deliverables	Delivery date	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

Name:

Title:

Date:

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