



AGENDA 7

Procedure and Timeline for Project Closure

Presented by : PCU

PROCEDURE AND TIMELINE FOR NATIONAL LEAD AGENCY AND SEAFDEC

A) Submission of all technical and financial reports to PCU

- 1) All national technical activities should be completed by 31 December 2022
- 2) National lead agency should submit the following documents to the PCU:
 - a) Expenditures report, co-financing report, and Inventory report of all non-expendable equipment of Q4/2022 by 6 January 2023
 - b) Submission of technical and meeting reports of Q4/2022 by 10 January 2023
 - c) Submission of Final Country Report by 31 January 2023 (see **Annex 1**)
- 3) A financial audit report of 2022 by 31 March 2023 (participating countries have three months from January-March to complete the 2022 Audit report)

B) Closing of the Agreement between SEAFDEC and National Lead Agency:

- 4) Once the 2022-audit report and all documents mentioned above (A) have been received and accepted by the PCU and SEAFDEC, the financial clearance between SEAFDEC and the national lead agency will be performed. Later, an official letter will be issued by SEAFDEC formally closing the agreement.
- 5) It is expected that MoU/LOA/LOI between SEAFDEC and national lead agencies could be closed after 31 March 2023, depending upon the completion of financial clearance.
- 6) SEAFDEC will consider the non-expendable equipment purchased under the agreement in each country either to remain the property in the country or transfer back to SEAFDEC or UNEP. Regarding this, the final inventory of non-expendable equipment with signatures from each country (**Annex 2**) should be submitted to PCU before the end of April 2023 (**linked to article III-C 10-11**).

PROCEDURE AND TIMELINE FOR SEAFDEC AND PCU

A) Submission of quarterly report of Q4/2022 to UNEP Task Manager

- 7) The quarterly reports for Q4/2022, consisting of expenditures (App.13) and co-financing report (App.14), non-expendable equipment (App.8A), and a progress report (App.10), should be submitted to UNEP by 15 January 2023.

B) Submission of the 2022 consolidated financial statements to UNEP Task Manager

- 8) SEAFDEC/PCU coordinates and compiles participating countries' 2022 financial audit reports. It is expected that from 1 April 2023, the external auditor can start conducting the 2022 Consolidated Financial Statements. As agreed in the contract between SEAFDEC and the external auditor, a timeline for completion of the 2022 consolidated financial statements is by 15 June 2023.
- 9) After receiving the Consolidated financial statements, SEAFDEC has 15 days to perform financial clearance; later, they can formally close the PCA with UNEP by 30 June 2023.



PROCEDURE AND TIMELINE FOR SEAFDEC AND PCU

C) Transferring of Non-expendable equipment

- 10) Referring clause 28 of the Project Coordination Agreement (PCA) between SEAFDEC and UNEP, SEAFDEC shall submit the final inventory of equipment to UNEP and a proposal for the disposal/transfer of the said equipment (**App.8B**) within two months (1 May – 30 June 2023) of the project operational completion date or upon termination of this PCA.
- 11) Regarding this, SEAFDEC should compiled the inventory of non-expendable equipment by end of April 2023.

Required PSC Action:

- ✓ The PSC Members are requested to take notes for consideration and further action according to the procedure and timeline for project closure