**GEF Pacific Ridge to Reef**

**Project Closure Supplemental Guidelines**

**Annex 3**. Project Closure checklist

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| --- | --- | --- | --- | --- |
| **Topic** | **Description** | **Status** | | **Remarks** |
| **Yes/Done** | **No/ Not done** |  |
| Implementation of activities | All planned activities are implemented. |  |  |  |
| Pilot testing of the Stress Reduction measures | Is the baseline data and actual achieved stress reduction targets available and incorporated in the final report?  Note: Refer to Table 1 of this guideline for the stress reduction target/s. |  |  |  |
| Final Narrative report Annexes | With reference to number 5 of this Project Closure supplemental guidelines, are the annexes numbered and appropriately labelled and attached to the Final Narrative Report? |  |  |  |
| Summary table on trainings conducted and stakeholders consulted | Is the summary table containing the following:   1. List of trainings conducted with corresponding number of participants sex-disaggregated, available? 2. List of stakeholders consulted with corresponding number of participants sex-disaggregated, available? |  |  |  |
| Co-financing | Is the summary table of co-financing indicating sources and amount contributed available? |  |  |  |
| Inventory/ Assets and facilities | Is the inventory of the project goods and equipment complete and available?  Note: This should be attached in the Final Report. |  |  |  |
| Project goods and equipment handover over to agreed government office or recipient in consultation (with approval) by RPCU? |  |  |  |
| Presentation of National project results (outputs and achievement) | **Optional**: Outputs and achievements (as contained in the Final report) presented to the national Project Steering Committee (PSC)? |  |  |  |
| Final Narrative Report | Final Narrative report with complete annexes, endorsed by the head of the implementing agency of the National IW R2R project? |  |  |  |
| Final Financial Report | Final financial report and final acquittal with complete supporting documents, endorsed by the head of the financial unit of the implementing agency of the National IW R2R project? |  |  |  |
| … |  |  |  |  |