ID



CAPACITY BUILDING SUB-COMMITTEE

PROCEDURE 8

Part 2

**PROJECT FINANCE REPORT**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **IDENTIFICATION** | | | | | | | | | | | IHB Use | |
| **Project Number (CBWP):** | | | |  | | | | | | |  | |
| **Project Name:** | | | |  | | | | | | |  | |
| **Project Leader:** | | | |  | | | | | | |  | |
| **Contact Officer:** | | | |  | | | | | | |  | |
| **Contact Officer's email/telephone:** | | | |  | | | | | | |  | |
| **Organizing institution:** | | | |  | | | | | | |  | |
| **PROJECT DETAILS** | | | | | | | | | | |
| IHB Use | |
| **Project commencement date:** | | | |  | | | | | | |  | |
| **Project completion date:** | | | |  | | | | | | |  | |
| **Venue:** | | | |  | | | | | | |  | |
| **Scope of project:** | | | |  | | | | | | |  | |
| **Number of participants:** | | | |  | | | | | | |  | |
| **FINANCIAL DETAILS** | | | | | | | | | | |
| IHB Use | |
| **Resources** | | | | Request | Allocated | | Spent | | Comments | |  | |
| **Contribution by countries involved** | | | |  |  | |  | |  | |  | |
| **Contribution from other parties** | | | |  |  | |  | |  | |  | |
| **Contribution from CBSC Fund** | | | |  |  | |  | |  | |  | |
| **BREAKDOWN OF EXPENDITURES** | | | | | | | | | | | IHB Use | |
| **Item description** | | | | Amount | Initially paid by | | | | Charged to CBSC/IHB | |  | |
| **Flights** | | | |  |  | | | |  | |  | |
| **Accommodation** | | | |  |  | | | |  | |  | |
| **Transfers** | | | |  |  | | | |  | |  | |
| **Per diem** | | | |  |  | | | |  | |  | |
| **Training** | | | |  |  | | | |  | |  | |
| **Miscellaneous** | | | |  |  | | | |  | |  | |
|  |  |  |  | | |  | |
| **Annex A - Registration forms** | | | | (use template 8B) | | | | |  |  | |  | |
| **Annex B - List of participants** | | | | (use template 8C) | | | | |  |  | |  | |
| **Annex C - List of flights** | | | | (use template 8D) | | | | |  |  | |  | |
| (Copy of invoices, air tickets, and other justification necessary to justify the expenditures) | | | | | | | | | | | | |
| (this template is available in Excel format) | | | | | | | | | | | | |
|  | | | |  |  | |  | |  | |  | |
|  | | | |  |  | | Signature: | |  | |  | |
|  | | | |  |  | | Name: | |  | |  | |

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|  |  |  |  |  |
| Agreement CBSC |  |  |  |  |
| Name: |  |  |  |  |
| Signature: |  |  |  |  |
|  |  |  |  |  |
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