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: |  |  |

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