



**UNDP/GEF PROJECT ENTITLED “REDUCING ENVIRONMENTAL STRESS IN THE
YELLOW SEA LARGE MARINE ECOSYSTEM”**

UNDP/GEF/YS/RSP-SPSC.3/7 Rev.1
Date: 25 April 2013
English only

**Special Meeting of the Project Steering Committee
For the UNDP/GEF Yellow Sea Project
Jeju, RO Korea, 8-9 May 2013**

Proposed Actions on the Project Closure

1. General Requirements

According to the UNOPS operational rules, when the project activities completed, the project needs to be closed in the Atlas system. Even the YSLME project would have its 2nd phase, the current project needs to be closed and to launch 2nd phase as a new project.

The project closure process should be initiated by the Project Manager (PM) or Engagement Closure Manager (ECM) and there are 5 components that need to be processed:

- Operational Closure
 - Operational closure checklist
 - Initiate financial closure

- Financial Closure
 - Financial closure checklist
 - Review balance sheet accounts
 - Prepare financial statement
 - Submit financial statement

- Certify Final Financial Statement
 - Certify financial statement

- Refund / write-off / collection, and
 - Request refund / write-off / collection
 - Approve refund / write-off
 - Process refund / write-off

- Final Closure
 - Request financial closure

One of major parts of operational closure will be the Discard of project assets. Asset Discard is a key element for closing down of the project. Since the asset Discard was not identified in the legal agreement (Project Document) with the client as part of the close down planning, it

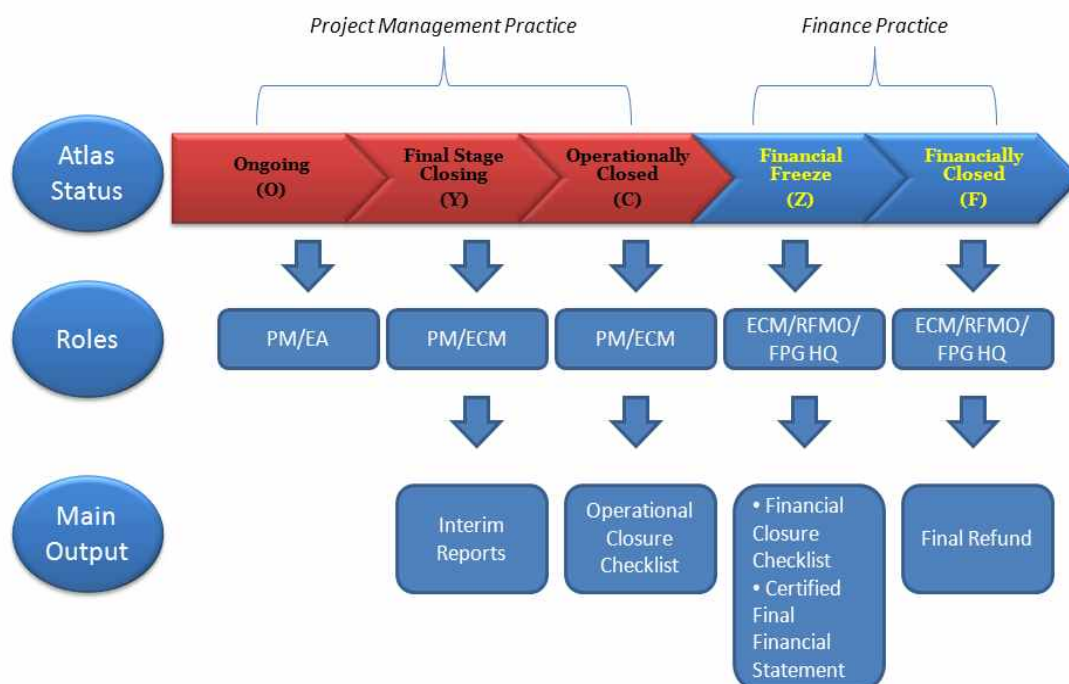
is normally required to follow the PSC decision on how these assets should be treated and to whom (if any) it should be transferred.

Once the PSC has reached a decision on how to treat the assets, UNOPS will perform an internal clearance based on the depreciated values of the assets before they can be transferred or disposed of according to the decision made by the PSC.

The timing and Discard of assets are the responsibility of the PM / ECM. Discard of assets purchased with project funds are carried out under UNOPS Asset Management Administrative Instructions.

2. Major Procedures

Project Closure Process Flow



PM: Project Manager
ECM: Engagement Closure Manager
RFMO: Regional Financial Management Officer
FPG: Finance Practice Group

3. Proposed Actions

3.1 PM / ECM's roles are:

- Ensuring completion of all project activities and initiating Project Closure
- Completing/submitting the operational closure checklist including asset Discard plan
- Initiating financial closure

- Submitting Final Financial Statement (FFS) to client or Final Budget Revision (FBR) to funding agency
- PM/ECM gets clients confirmation, and arranges refund documents, if any

3.2 Assets Discard approval request

Based on the procedures and current project situation, an asset table of the project is presented to the PSC as shown hereafter, with detailed information on the names of the assets, dates of purchase, value of the assets, current conditions and proposed actions.

The meeting will be invited to consider the information provided, and reach a decision on how to deal with the assets purchased by the project fund.

Date of purchase						Amount	Condition	Suggestion
	ACCOUNT	ACCOUNT DESCRIPTION				US\$ equi		
Dec. 2004	72800	Office Equipment	LCD Projector	O-04-001	PLC-XT15KA(SANYO)	3,361.82	Good	Transfer (YSLME Phase 2)
Dec. 2004	72800	Office Equipment	Scanner	O-04-002	EPSON Perfection 1270	96.87	Obsolete equipment	Discard
Dec. 2004	72800	IT Equipment	Lap-top Computer	I-04-001	Toshiba	1,861.35	Faulty	Discard
Dec. 2004	72800	IT Equipment	Lap-top Computer	I-04-002	Toshiba	1,861.35	Faulty	Discard
Dec. 2004	72200	Furniture	Partition	F-04-001	KF124 * 2	336.56	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Partition	F-04-001	KF104W * 5	736.47	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Partition	F-04-001	KF084W *2	252.61	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Connector	F-04-001	KF5214 T * 2	34.00	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Connector	F-04-001	KF5114 L * 1	14.43	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Connector	F-04-001	KF6014 * 6	47.29	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Partition	F-04-001	KF126 * 5	1,001.90	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Partition	F-04-001	KF106 * 2	339.22	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Connector	F-04-001	KF5216 T * 1	20.32	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Connector	F-04-001	KF5116 L * 1	18.99	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Connector	F-04-001	KF6016 * 5	46.06	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Multi-Bar	F-04-001	KA0012 * 6	98.01	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Multi-Bar	F-04-001	KA0008 * 1	11.78	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Horizontal Shelf	F-04-001	KA0101 * 7	27.26	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Supplies Shelf	F-04-001	KA0104 * 7	23.27	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Pencil Case	F-04-001	KA0106 * 7	13.96	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Shelve	F-04-001	KT3312 * 3	407.41	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Chair	F-04-002	CH2301	106.84	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Shelve	F-04-001	KT3010 * 3	123.65	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Cabinet	F-04-003	SC0085W5 * 2	239.70	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Cabinet	F-04-004	SB0082W2 * 2	90.60	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Cabinet	F-04-005	SC0085W5 * 4	479.77	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Cabinet	F-04-006	SC0082W2 *1	82.53	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Cabinet Door	F-04-004	SB0082W2 * 5	226.50	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Conference Table	F-04-007	SR118	203.70	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Chair	F-04-008	CH0011AF * 6	574.93	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Folding Table	F-04-009	CR9006 * 1	110.92	Obsolete equipment	Discard
Dec. 2004	72200	Furniture	Cabinet	F-04-0010	SC982F 800	105.41	Obsolete equipment	Discard

Date of purchase	ACCOUNT DESCRIPTION					Amount	Condition	Suggestion
	ACCOUNT					US\$ equi		
Dec. 2004	72200	Furniture	Cabinet	F-04-0011	SC982C 800	349.10	Obsolete equipment	Discard
Dec. 2004	72200	Vehicle	Motor Vehicle	V-04-001	Hyundai Trajet 2.0 A/T	22,881.29	Obsolete equipment	Sale
Jul. 2005	72800	IT Equipment	Office Software	I-05-001	Windows XP Pro (Kor)	354.65	Obsolete equipment	Discard
Jul. 2005	72800	IT Equipment	Office Software	I-05-002	MS windows XP Pro (Eng)	1,153.85	Obsolete equipment	Discard
Jul. 2005	72800	IT Equipment	Office Software	I-05-003	MS windows XP Pro - OLP NL (Eng)	3,386.61	Obsolete equipment	Discard
Jul. 2005	72800	IT Equipment	Office Software	I-05-004	H Office 2003 Pro - OLP NL (Kor)	455.54	Obsolete equipment	Discard
Jul. 2005	72800	IT Equipment	Office Software	I-05-005	Acrobat 7.0 Std (Eng)	899.10	Obsolete equipment	Discard
Nov. 2005	72800	IT Equipment	Office Software	I-05-006	MS Project 2003 Std - OLP NL (Eng)	623.20	Obsolete equipment	Discard
Nov. 2005	72800	IT Equipment	Lap-top Computer	I-05-007	Fujitsu S6240-SDM16	1,629.91	Faulty	Discard
Apr. 2005	72800	IT Equipment	Portable Hard Disk	I-05-008		77.91	Faulty	Discard
May. 2005	72800	IT Equipment	Lap-top Computer	I-05-009	Fujitsu S7011SF16	1,777.60	Faulty	Discard
Jun. 2005	72800	IT Equipment	DVD Read/Writer	I-05-0010		198.98	Faulty	Discard
Mar. 2005	72200	Office Equipment	Copy machine	O-05-001	Cannon IC-D380H	550.00	Faulty	Discard
Apr. 2005	72200	Office Equipment	Digital Camera	O-05-002	Nikon Coolpix3700	281.36	Faulty	Discard
Apr. 2005	72200	Office Equipment	Type Writer	O-05-003	ET-3800 Kyungbang Co.	201.69	Obsolete equipment	Discard
May. 2005	72200	Office Equipment	Safety Box	O-05-004	Bum II ESD-104A(Digital Double Locking)	301.99	Good	Transfer (YSLME Phase 2)
May. 2005	72200	Office Equipment	Conference Call Machine	O-05-005	SoundPointPro225	372.38	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Task Chair	F-05-002	CH0011AF * 8 (615*530*785)	883.72	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Famillia Chair	F-05-003	CH2301 * 1 (620*595*870~970)	123.29	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Desk	F-05-004	TD016 * 2 (1600*800*720)	420.16	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Extension desk	F-05-005	SD912F * 1 (600*1200*720)	137.09	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Endless cabinet	F-05-006	SC982C * 2 (800*290*1920)	201.20	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Square table	F-05-007	SR024S * 1 (2400*900*720)	307.72	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Folding Table	F-05-008	CR9006 * 1 (590~610*480~520*720)	111.45	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Partition	F-05-001	KF104W * 9 (1000*66*1370)	1,535.65	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Partition Frame	F-05-001	KF0104 * 2 (1000*34*1370)	94.68	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Partition Frame	F-05-001	KF0124 * 5 (1200*34*1370)	261.37	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Partition tile	F-05-001	KF1106 * 4 (1000*14*600)	102.57	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Partition tile	F-05-001	KF1126 * 10 (1200*14*600)	295.89	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	L Shape connector	F-05-001	KF5114 L * 6 (H: 1370)	94.68	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Endong	F-05-001	KF6014 * 10 (H: 1370)	88.77	Obsolete equipment	Discard
Jul. 2005	72200	Furniture	Leg	F-05-001	KF8001 * 2	43.40	Obsolete equipment	Discard

Date of purchase						Amount	Condition	Suggestion
	ACCOUNT	ACCOUNT DESCRIPTION				US\$ equi		
Jul. 2005	72200	Furniture	Shelf	F-05-001	KT3010 * 2 (1000*360*200)	94.68	Obsolete equipment	Discard
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	System Case_Portavrace DSR with Matte Box	309.84	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Headphone_Sennheiser HD202 Closed back monitor	41.35	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Video Camcoder	3,505.55	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Video Light HVL20DW2	83.07	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Battery Pack - NPF970	357.21	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	AC Adaptor and Power Charger ACVQ1050D	175.71	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Wireless Lavalier Mike Kit UWPC1	506.73	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Tripod/Stand	112.15	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	DVCAM Tapes VF58CPKS	176.48	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	IEEE DV Cable	89.51	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Headphone port adaptor	7.41	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Memory Stick	58.64	Good	Transfer (YSLME Phase 2)
Mar. 2006	72200	Office Equipment	SONY Camcoder	O-06-001	Rain Cofer + Shipping	99.90	Good	Transfer (YSLME Phase 2)
Feb. 2006	72800	IT Equipment	Lap-top Computer	I-06-001	Toshiba M50-03601S	1,452.28	Faulty	Discard
Jun. 2006	72800	IT Equipment	Office Server	I-06-002	AS-PE1800 - Dell TM Power Edge TM. 1800 Server	4,252.95	Obsolete equipment	Discard
Dec. 2006	72800	IT Equipment	Office Software	I-06-003	Expert Choice Software	4,190.98	Obsolete equipment	Transfer (YSLME Phase 2)
Nov. 2006	72200	Office Equipment	LCD Projector	O-06-002	Sony CX20	1,560.00	Good	Transfer (YSLME Phase 2)
Nov. 2006	72200	Office Equipment	Printer	O-06-003	Cannon I90 Printer	250.00	Obsolete equipment	Discard
Nov. 2006	72200	Office Equipment	Scanner	O-06-004	Scanner HP Scanjet7650	688.00	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Shelves	F-07-001	Shelving units for container	184.78	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Container	F-07-002	Container	1,304.34	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Double drawer	F-07-003	TP0312W (420*560*570)	286.96	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Farmilar Chair	F-07-004	CH2301 (620*595*870~970)	136.96	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Topline Desk	F-07-005	TD016 (1600*800*720)	231.52	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	L-shape Connector	F-07-003	KF5514 (H:1370)	20.65	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Partition	F-07-003	KF068W (600*66*1770)	167.39	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Partition	F-07-003	KF108W (1000*66*1770)	239.13	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Partition	F-07-003	KF128W (1200*66*1770)	278.26	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	L-shape Connector	F-07-003	KF5118 (H:1770)	26.09	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Ending Connector	F-07-003	KF6018 (H:1770)	26.09	Obsolete equipment	Discard
Jun. 2007	72200	Furniture	Folding Table	F-07-006	CR9006 (630*525*720)	282.61	Obsolete equipment	Discard

Date of purchase						Amount	Condition	Suggestion
	ACCOUNT	ACCOUNT DESCRIPTION				US\$ equi		
Aug. 2008	72800	IT Equipment	Lap-top Computer	I-08-001	Lenovo Thinkpad	1,150.00	Obsolete equipment	Discard
Aug. 2008	72800	IT Equipment	Lap-top Computer	I-08-002	Lenovo Thinkpad	1,150.00	Obsolete equipment	Discard
Jul. 2009	72800	IT Equipment	Lap-top Computer	I-09-001	Toshiba Portege A600 PPA60K-01C00R	1,328.62	Good	Transfer (YSLME Phase 2)
Jun. 2010	73400	IT Equipment	Copy machine	I-10-001	Copy Machine (SCX-5635FNK)	503.29	Good	Transfer (YSLME Phase 2)

Remarks: Only 6 yellow rows in the sheet were treated as capital assets in UNOPS HQ since any biennial administrative asset with

a) Minimum life expectancy of three years or more

b) A value of USD 2500 or more per unit at time of acquisition

c) Fall under one of the following categories;

1) vehicles, 2) equipment, 3) heavy machinery, 4) furniture, 5) and property are under capital asset category.

Signed on behalf of the members of the Steering Committee:

Chairperson's Name, Organization, & Signature

Date: _____