



MINISTRY OF ECONOMY

CIRCULAR MEMORANDUM

From: Permanent Secretary for Economy **Phone:** 3313411
To: As Per Distribution List **File:** NPO 09/03/06
Subject: Fourth Quarter Project Performance Reports, 2016-2017 **Date:** 02/08/17

The purpose of this Memorandum is to request Ministries/Departments to submit their Fourth Quarter Project Performance Reports (QPPR) on the implementation of capital projects (SEGs 8-10) and key operating programmes for 2016-2017.

Annex 1 provides a list of the projects that require progress reports.

Ministries/Departments are requested to complete the QPPR template (refer **Annex 2**) to report on progress vis-à-vis the Work Programmes for each project.

You are requested to provide the location of project areas where resources are expended. As usual, Ministries/Departments are encouraged to be comprehensive in their submissions and to highlight implementation challenges and solutions implemented.

The deadline for submission of Fourth Quarter Project Performance Reports is Friday, 18th August, 2017.

For any enquiries or for electronic copies of the template, please contact Mr. Jale Rokoika (Tel: 3221212 or Email: jrokoika@economy.gov.fj).

Thank you.

A handwritten signature in black ink, appearing to read 'Makereta Konrote'.

Makereta Konrote
Permanent Secretary for Economy

Attch.

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