



MINISTRY OF ECONOMY

CIRCULAR MEMORANDUM

From: Acting Permanent Secretary for Economy **Phone:** 3307011
To: As per Distribution List **File:** 11/65/04
Subject: 2021-2022 Quarterly Project Performance Reporting [QPPR] Timelines **Date:** 20/08/21

The purpose of this Memorandum is to advise Ministries/Departments on the reporting timelines for the submission of the Quarterly Project Performance Report ['QPPR'] for the 2021 - 2022 financial year. This is outlined in the table below:

Quarter	Timelines
Quarter 1	12 November 2021
Quarter 2	11 February 2022
Quarter 3	13 May 2022
Quarter 4	12 August 2022

As you are aware, each Ministries/Departments are required to report on the achievements and implementation of all capital projects and key operating programmes for each quarter annually. The submission of the QPPR is based on the Annual Work Programmes that are submitted for each project or programme in the beginning of every financial year.

To make reporting easier and efficient, the above timelines will provide ample time for agencies to compile and analyse quality data for their programmes and projects. As usual, comprehensive submissions are required through provision of relevant supporting documentations as well as highlighting challenges faced in implementation and actions undertaken to address them. This will allow decision makers to have a better understanding of project management issues faced by agencies and to assist Government in targeting assistance based on development needs.

Further, Ministries/Departments are also requested to reflect the location where projects are being undertaken and where resources are expended.

A list of the capital projects and identified operating budget items for the 2021 – 2022 financial year under your respective agency which you are required to report on is attached as **Annex 1**. The reporting template is attached as **Annex 2**.

Ministries and Departments are encouraged to contact their respective desk officers for any clarifications or for an electronic copy of the template.

Thank you.

A handwritten signature in black ink, appearing to read 'Shiri Gounder', with a stylized flourish at the end.

Shiri Gounder
Acting Permanent Secretary for Economy

Distribution List

1. The Official Secretary, Office of the President
2. Permanent Secretary for the Office of the Prime Minister, Sugar and Immigration
3. Acting Permanent Secretary for i-Taukei Affairs
4. Permanent Secretary for Defence, National Security and Policing
5. Permanent Secretary for Employment, Productivity and Industrial Relations
6. Acting Permanent Secretary for Foreign Affairs
7. Solicitor General and Permanent Secretary for Justice, Anti-Corruption, Civil Aviation
8. The Commissioner, Fiji Corrections Services
9. Acting Permanent Secretary for Communications
10. Permanent Secretary for the Civil Service
11. Permanent Secretary for Rural and Maritime Development and Disaster Management
12. The Commander, Republic of Fiji Military Forces
13. The Acting Commissioner, Fiji Police Force
14. Permanent Secretary for Education, Heritage and Arts
15. Permanent Secretary for Health and Medical Services
16. Permanent Secretary for Housing and Community Development
17. Permanent Secretary for Women, Children and Poverty Alleviation
18. Permanent Secretary for Youth and Sports
19. Permanent Secretary for Agriculture
20. Acting Permanent Secretary for Fisheries
21. Permanent Secretary for Forests
22. Permanent Secretary for Lands and Mineral Resources
23. Permanent Secretary for Commerce, Trade, Tourism and Transport
24. Acting Permanent Secretary for Local Government
25. Permanent Secretary for Infrastructure and Meteorological Services
26. Permanent Secretary for Waterways and Environment
27. The Chief Financial Officer, Water Authority of Fiji
28. The Acting Chief Executive Officer, Fiji Roads Authority
29. The Chief Financial Officer, Land Transport Authority
30. The Chief Executive Officer, Maritime Safety Authority of Fiji
31. The Chief Executive Officer, National Fire Authority
32. The Acting Chief Executive Officer, Fiji Revenue and Customs Services
33. Chief Executive Officer, Accident Compensation Commission Fiji
34. Chief Executive Officer, Fiji Competition and Consumer Commission
35. Director, Department of Energy
36. Acting Director, Fiji Meteorological Services
37. Director, Government Shipping Services
38. Director of Public Prosecutions
39. Director, Media Industry Development Authority
40. Director, Human Rights and Anti-Discrimination Commission
41. Director, Legal Aid Commission
42. Auditor – General
43. Acting Secretary General to Parliament
44. Chairman, Public Service Commission
45. Supervisor of Elections, Fijian Elections Office
46. The Chief Registrar, High Court of Fiji
47. Commissioner, Fiji Independent Commission Against Corruption
48. Commissioner, Online Safety Commission
49. The Vice Chancellor, Fiji National University