



# MINISTRY OF ECONOMY

## CIRCULAR MEMORANDUM

**From:** Permanent Secretary for Economy **Phone:** 3307011  
**To:** As per Distribution List **File:** 11/62/04  
**Subject:** Third and Fourth Quarter Project Performance Report - **Date:** 15/07/19  
2018-2019

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The purpose of this Memorandum is to request Ministries/Departments/Agencies to submit their Third and Fourth Quarter Project Performance Reports ['QPPR'] on the implementation of the 2018-2019 Capital Projects and key Operating Budget items.

A list of the Capital Projects and identified Operating Budget items under your respective agency which you are required to report on is attached as **Annex 1**.

Ministries/Departments/Agencies are requested to complete the QPPR template, **Annex 2** to report on progress made based on the work programme for each project/programme.

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

**The deadline for submission of all QPPR reports to the Budget and Planning Unit is Monday, 29 July 2019.**

For any clarification or for an electronic copy of the template, please contact Ms. Geetashni Chand (Tel: 3221 222; Email: [geetashni.chand@economy.gov.fj](mailto:geetashni.chand@economy.gov.fj)) or Ms. Malvina Singh (Tel: 3221 237; Email: [malvina.singh@economy.gov.fj](mailto:malvina.singh@economy.gov.fj))

Thank you.

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

**Makereta Konrote**  
**Permanent Secretary for Economy**

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