



# MINISTRY OF ECONOMY

## CIRCULAR MEMORANDUM

**From:** Permanent Secretary for Economy **Phone:** 3307011  
**To:** As per Distribution List **File:** 11/64/04  
**Subject: Annual Work Programme for 2020-2021 Financial Year** **Date:** 07/08/20

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The purpose of this Circular Memorandum is to request Ministries/Departments/Agencies to submit Annual Work Programmes (AWP) for all **Capital Projects** as well as key **Operating Budget items**. A list of all Capital Projects and identified Operating Budget allocations funded in the 2020-2021 financial year under your respective Ministries/Departments/Agencies is attached as **Annex 1**.

The Annual Work Programme will be the basis for which the Ministry of Economy will verify Requests to Incur Expenditure (RIE), manage cash flow across whole of Government and provide a baseline for monitoring project implementation during the 2020-2021 financial year.

The AWP template is attached as **Annex 2** with an accompanying Guidance Note. It should also be noted that the same template will be utilised for Quarterly progress reporting.

**The deadline for submission to the Budget & Planning Division, Ministry of Economy is Friday, 21 August 2020.**

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

Thank you.

Makereta Konrote  
**Permanent Secretary for Economy**

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