



MINISTRY OF ECONOMY

CIRCULAR MEMORANDUM

From: Permanent Secretary for Economy **Phone:** 3307011
To: As per Distribution List **File:** 11/63/04
Subject: 2019-2020 Quarterly Project Performance Reporting [QPPR] Timelines **Date:** 24/09/19

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 2019 - 2020 financial year. This is outlined in the table below:

Quarter	Timelines
Quarter 1	14 November 2019
Quarter 2	13 February 2020
Quarter 3	14 May 2020
Quarter 4	13 August 2020

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 2019 – 2020 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**.

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) or Ms. Malvina Singh (Tel: 3221 237; Email: malvina.singh@economy.gov.fj)

Thank you.



Makereta Konrote
Permanent Secretary for Economy

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24. The Chief Executive Officer, Fiji Roads Authority
25. The Chief Executive Officer, Bio Security Authority of Fiji
26. The Chief Executive Officer, Land Transport Authority
27. The Chief Executive Officer, Maritime Safety Authority of Fiji
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29. The Chief Executive Officer, Fiji Revenue and Customs Services
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32. The Commander, Republic of Fiji Military Forces
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36. The Director, Department of Energy
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