


RWANDA FOOD AND DRUGS AUTHORITY		Department/Division/ Directorate	Office of Chief Finance /Planning Directorate
Document Type: <b>Standard Operating Procedure</b>			Doc. Number : <b>DFC/SOP/00</b>
 <b>RWANDA FDA</b> Rwanda Food and Drugs Authority	Title: Strategic Planning Development	Revision Number :	
		Revision Date: :	
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### 1.0 Purpose

This standard operating procedure (SOP) provides a guideline and detailed instructions on the development of an SP at Rwanda FDA. It portrays how resources and efforts allocation to prioritized strategic areas result in a maximum health


### 2.0 Scope

This SOP covers the strategic planning preparation process from strategic goals setting to the dissemination of the SP. The strategic planning process involves all programs and strategic areas representing the core role of Rwanda FDA. Departments and divisions have the primary role in the development of the SP embracing the institutional mandate.

Each department, divisions and units of Rwanda FDA should review the current NSP, HSSP other National Planning Documents in order to identify national strategic goals relevant to them. Successful implementation of this SOP is expected since it has clear and simple objectives, scope and procedures. Criteria for prioritization and coordination of actions will be based on the Rwandan economy and the feasibility of implementation. This SOP is tied to the annual planning and budgeting process, so activities should be aligned with sector and government targets, and clearly communicated to all stakeholders

### 3.0 Definitions and Abbreviations

- **SOP:** Standard Operating Procedure
- **SP:** Strategic Plan
- **Rwanda FDA:** Rwanda Food and Drugs Authority
- **DG:** Director / Directorate General
- **SMT:** Senior Management Team
- **MOH:** Ministry of Health
- **HSSP:** Health Sector Strategic Plan
- **EDPRS:** Economic Development and Poverty Reduction Strategy
- **MDGS/SDGS:** Millennium and Sustainable Development Goals
- **NST:** National Strategic for Transformation
- **NLR:** National Leadership Retreat
- **NUC:** National Umushyikirano Council

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#### 4.0 Responsibility


- 5.1 The office of Director General is accountable to all appropriate resources needed in the development of Rwanda FDA strategic plan.
- 5.2 Departments, Divisions and Units of Rwanda FDA have their active participation during the development of the strategic plan as they identify what specific programs and strategic areas for which the SP considers a pre - requisite
- 5.3 Director of Planning Unit has the key responsibility for the development and follow up of all engagements involved.

#### 5.0 Distribution

- 5.1 The Office of Director General
- 5.2 Departments, Divisions and Units
- 5.3 Office of Chief of Finance
- 5.4 Planning Directorate

#### 6.0 Reference, Tools and Materials


- Vision 2050
- NST 1
- SDGs
- Cabinet Decision documents,
- NLR
- NUC
- National and International documents
- Health sector strategic Plan (HSSP)
- Database of stakeholders

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## 7.0 PROCEDURES


Step	Activity/Task Process	Time/ Duration	Responsibility	Data Source/ Tools/Templates
1.	Identify, define and approve strategic goals of program(s) of Rwanda departments/divisions	2 week	Rwanda FDA Departments and divisions	<ul style="list-style-type: none"> <li>• Vision 2050</li> <li>• NST</li> <li>• SDGS</li> <li>• HSSP</li> <li>• Cabinet decision documents</li> <li>• NLR</li> <li>• NUC</li> <li>• National and International documents</li> <li>• Database of stakeholders</li> </ul>
2.	Identification of the strategic and priority areas to be incorporated in the SP	1 week	Rwanda FDA Departments and divisions	
3.	Development of Terms of Reference of the team responsible to drafting the strategic plan (SP)	2 week	Planning Unit	
4.	Elaboration of roadmap of consultations of all stakeholders in the whole process of planning	1 week	Rwanda FDA Task team for strategic plan development	
5.	Desk Review of all available information/data (e.g., Situation analysis, Mid-term Review (MTR) report, implementation report of previous strategy, new international guidelines, new strategic orientation of Rwanda FDA and so forth	2weeks	Rwanda FDA Task team for strategic plan development	
6.	Situation analysis ( data collection ,stakeholders consultations)	3weeks	Rwanda FDA Task team for strategic plan development	
7.	Development of Rwanda FDA Strategic Plan	3weeks	Rwanda FDA Task team for	




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			strategic plan development
8.	Review and provide inputs/ comments of the developed Strategic plan	3weeks	Rwanda FDA SMT and task team
9.	Incorporate inputs from the pre-validation meeting into the SP for the final draft	1week	Rwanda FDA Task team for strategic plan development
10.	Submit the final SP draft to the SMT for validation	2 weeks	Rwanda FDA SMT and Task Team for development of SP
11.	Submit the valid Final draft from SMT to Rwanda FDA Board of Directors for review and Approval	2 weeks	Office of Rwanda FDA Director General
12.	Incorporation of all Inputs if any from the Rwanda FDA board of Directors	1 week	Team for development of SP
13.	Submit the final draft of the SP to office of Director General for board of directors approval and signature	1 week	Team for development of SP
14.	Dissemination of a Strategic Plan	1week	Office of Director General Rwanda FDA

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## 1.0 Purpose

This standard operating procedure (SOP) provides a guideline and detailed instructions for the development of an annual action plan with detailed activity planning. It brings emphasis on Rwanda FDA harmonized and integrated annual plans that are aligned with available technical, operational and financial resources.


## 2.0 Scope

This SOP covers the action planning preparation process from when the Planning, Monitoring, and Evaluation unit communicates the action plan guidelines and format to the respective departments, divisions and units to when the Rwanda FDA consolidated annual action plan is approved.

The annual action plan process involves all technical departments, finance and administration which contribute to the overall score of the Authority. This SOP is tied to the annual planning and budgeting process, so activities should be aligned with sector and government targets, and clearly communicated to all stakeholders.

## 3.0 Definitions and Abbreviations

- **SOP:** Standard Operating Procedure
- **AP:** Action Plan
- **SAP:** Single Action Plan
- **IFMIS:** Integrated Financial Management Information System
- **Rwanda FDA:** Rwanda Food and Drugs Authority
- **EDPRS:** Economic Development Poverty Reduction Strategy
- **SMM:** Senior Management Meeting
- **M&E:** Monitoring and Evaluation

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#### 4.0 Responsibility

- 4.1 The Director General has the sole responsibility of affirming and approve the institutional action plan in the smart IFIMIS which is the basis for budget ceiling provision from the ministry of Finance and economic planning.
- 4.2 Heads of departments and division managers have active participation setting the fiscal year plan of activities which after submission to planning directorate are reviewed and consolidated for validation
- 4.3 Director of Planning, Monitoring and Evaluation Unit has the core responsibility for all plans in the interest of Rwanda FDA be captured for consideration


#### 5.0 Distribution

- 5.1 Director General
- 5.2 Departments and Divisions
- 5.3 Office of Chief of Finance Office
- 5.4 Planning Directorate

#### 6.0 Reference, Tools and Materials

- Central Government Planning and Budgeting Call Circular Guidelines
- NST,
- Health Sector Strategic Plan
- National Leadership retreat, National Dialogue Council, Presidential Pledges
- Vision 2050
- Rwanda FDA Strategic Plan
- Annual Action Plans




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## 7.0 PROCEDURES


Step	Activity/Task Process	Time/ Duration	Responsibility	Data Source/ Tools/Templates
1.	First Planning and Budgeting call Circular for a following fiscal year	September	MINECOFIN	<ul style="list-style-type: none"> <li>Central Government Planning Call Circular Guidelines</li> <li>NST,</li> <li>National Leadership retreat,</li> <li>National Dialogue, Presidential Pledges</li> <li>Health Sector Strategic Plan</li> <li>Vision 2050</li> <li>Rwanda FDA SP</li> </ul>
2.	Identify and Define Rwanda FDA priorities	September	Rwanda FDA Departments / divisions and units	
3.	Organize a Planning orientation meeting with Rwanda FDA departments, divisions and units to understand the Planning Call Circular and all annexes (including planning guidelines)	September	Rwanda FDA Departments / divisions and units with Planning Directorate	
4.	Prepare Action Plan (AP) tool and guidelines	September	Planning Directorate	
5.	Provide AP tools and guidelines to the Divisions/Units and train them on their use	October	Planning Directorate	
6.	Submission of all departments /Division APs	October	Rwanda FDA Departments/ Divisions	




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7.	Analyze and review all submitted APs	October	Planning Directorate	<ul style="list-style-type: none"> <li>Annual Action Plans</li> </ul>
8.	Provide feedback to all who submitted APs	October	Planning Directorate	
9.	Consolidation of all submitted Action plans into a single institution AP	November	Planning Directorate	
10.	Submission of the SAP to Senior Management for validation	November	Planning Directorate and SMM	
11.	Feeding the inputs to AP from the Senior Management	November	Planning Directorate	
12.	Feeding the final draft of AP into smart IFMIS.	November	Planning Directorate	
13.	Planning Consultation with MINECOFIN and other stakeholders on Rwanda FDA and Health Sector priorities for the next fiscal year	December	Planning Directorate	
14.	Review and Integration of inputs from the planning consultation meeting into the Smart IFMIS and submission	December	Planning Directorate	
15.	Review and analysis of Submitted Action plan and first level approval in the Smart IFMIS	December	Director General Rwanda FDA/ Chief Budget Manager	

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## 7.0 Purpose

This standard operating procedure (SOP) provides a guideline and detailed instructions on the budgeting process which involves costing the activities in the plan to reach the target outputs in the specific financial year across the organization. Rwanda FDA allocates the budget ceiling provided to priority and finance based plans that yields a maximum health impact


## 8.0 Scope

This SOP covers the planning and budgeting preparation guidelines from MINECOFIN against Misuse of government resources while accounting the health sector priorities, National set objectives and institutional programs. The budgeting process is undertaken every year for domestic and externally funded activities. It involves all programs of Rwanda FDA.

## 9.0 Definitions and Abbreviations

- **SOP:** Standard Operating Procedure
- **CBM:** Chief Budget Manager
- **IFMIS:** Integrated Financial Management Information System
- **CGBCC:** Central Government Budgeting Call Circular
- **PBB:** Planning Based Budgeting
- **SPI:** Strategic Paper Issue
- **IREP:** Internal Revenue and Expenditure Projection
- **BCPPT:** Budget consultation Power Point
- **CP:** Contractual Personnel
- **CBP:** Capacity Building Plan
- **GBS:** Gender Based Statement
- **Rwanda FDA:** Rwanda Food and Drugs Authority
- **EDPRS:** Economic Development Poverty Reduction Strategy
- **SMT:** Senior Management Team
- **M&E:** Monitoring and Evaluation



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## 10.0 Responsibility

- 4.1 The Director General/Chief Budget Manager has the sole responsibility for the consolidated institutional budget which after approval at the Ministry level is under his supreme control against overall objective.
- 4.2 Heads of departments and division managers are accountable for the preparation of their divisions/units' annual budgets that meet all requirements in the pre - budget plans.
- 4.3 Director of Planning, Monitoring and Evaluation Unit has the core responsibility to oversee the integration of all the budget allocations from Departments into one institutional budget plan which after consolidation, validation and approval is fed into smart IFMIS for consideration


## 5 Distribution

- 5.1 Director General
- 5.2 Departments and Divisions
- 5.3 Office of Chief of Finance Office
- 5.4 Planning Directorate

## 6 Reference, Tools and Materials


- Central Government Budgeting Call Circular Guidelines
- Sector priorities
- National headsets
- Institutional plans
- National Leadership Retreat National Dialogue, Presidential Pledges

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## 7.0 PROCEDURES

Step	Activity/Task Process	Time/ Duration	Responsibility	Data Source/ Tools/Templates
16.	MINECOFIN communicates budget envelope with specific ceilings to central government and agencies	January	MINECOFIN	<ul style="list-style-type: none"> <li>Central Government Budgeting Call Circular Guidelines</li> <li>Sector priorities</li> <li>National headsets</li> <li>Institutional plans</li> </ul>
17.	Meet with department to agree on each activity budget with the moderation of the Planning Unit	January	Rwanda FDA Departments / divisions and units with Planning Directorate	
18.	Adjust the budget wish list according to provided budget ceilings	January	Rwanda FDA Departments / divisions and units with Planning Directorate	
19.	Review the departments, division/unit level developed budget for compliance with requirements and accuracy	January	Planning Directorate	
20.	Consult CBM whenever necessary on highlighted potential programmatic opportunities	January	Planning Directorate	

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21.	Accepting all requests from departments, Division/unit level requiring budget changes	January	Planning Directorate
22.	Update all relevant departments, division/unit level budget changes in the overall budget for Rwanda FDA	February	Planning Directorate
23.	Analyze and finalize all departments, division/unit level budgets in the overall budget and present to the SMT for validation	February	Planning Directorate
24.	Incorporate all inputs from the SMT and fine-tune the draft for entrance into smart IFMIS.	February	Planning Directorate
25.	Submission of the final draft into smart IFMIS With accuracy of budget ceilings	February	Planning unit and finance unit
26.	Feeding the annexes attached to BCCII and sharing departments/divisions for their inputs	February	Planning Directorate
27.	Integrating the inputs into the formats provided and submission to the office of Director General for any inputs.	February	Planning Directorate
28.	Submission of the inputted annexes (PBB, SPI, IREP, BCPPT, CP, CBP, GBS, etc) draft from the office DG to the relevant destinations	February	Planning Directorate



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29.	Budgeting consultations chaired by ministers for overall score of the National Objective	March-April	Director General, Chief Finance officer and Director of Planning	
30.	Budget Hearing and finalization of the budgeting	April to May	Director General, Chief Finance officer and Director of Planning	

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### 1.0 Purpose

This standard operating procedure (SOP) provides a guideline and detailed instructions on how to report on programmatic performance against targets and identify challenges, lessons and best practices to improve plans for better implementation in the next quarter. This process supports and strengthens annual performance reviews for Rwanda FDA. It brings an emphasis to a mind that every work done must be recorded to collectively enroll a quarter report which justifies the Importance for all the efforts rendered

### 2.0 Scope

This SOP covers all Departments and Divisions performance score in every three months of the Quarter and explains how the quarterly reviews are done from implementation of the activity to report dissemination.


There are two types of reports that are submitted every quarter: Imihigo and Project quarterly performance. It covers the Authority's detailed progress against a set of planned quarterly activities amongst technical departments, finance and administration which contribute to the overall score of the Authority which ultimately forms the annual report for the organization

### 3.0 Definitions and Abbreviations

- **SOP:** Standard Operating Procedure
- **Rwanda FDA:** Rwanda Food and Drugs Authority
- **DPM&E:** Director of Planning Monitoring and Evaluation
- **SMM:** Senior Management Meeting
- **MOH:** Ministry of Health
- **M&E:** Monitoring and Evaluation

### 4.0 Responsibility

- The Director General has the overall power to affirm and defend the report submitted to high levels if the need arises
- Heads of departments and division managers are responsible to actively participate and give a well organised collection of data for the actions done against the quarterly plan

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- Planning Directorate under the supervision of Director of Planning, Monitoring and Evaluation is accountable to quarterly report preparation and submission for further purpose.

## 5.0 Distribution

- 5.1 Director General
- 5.2 Heads of Departments and Division Managers
- 5.3 Planning Directorate


## 6.0 Reference, Tools and Materials

- Department reports on various accomplished activities
- Weekly reports from all departments
- Rwanda FDA Quarterly Imihigo Progress reports
- Annual Action Plans


## 7.0 PROCEDURES

Step	Activity/Task Process	Time/ Duration	Responsibility	Data Source/ Tools/Templates
1.	Develop and design a Quarterly Report format	1 week before the quarter ends	Rwanda FDA Planning Directorate	<ul style="list-style-type: none"> <li>• Department reports on various accomplished activities</li> <li>• Weekly reports from all departments</li> </ul>
2.	Sharing the report format and Guidelines to Rwanda FDA Divisions, Departments and Finance and Administration for their quarterly reports		Rwanda FDA Planning Directorate	
3.	Preparation and Submission of quarterly reports from departments to planning directorate for analysis and compilation	1 week	Rwanda FDA departments, divisions, units and directorate general	




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4.	Analyze all submitted Quarterly Reports, perform data triangulation and verification of supporting documents	3 days	Rwanda FDA Planning Directorate	<ul style="list-style-type: none"><li>• Rwanda FDA Quarterly Imihigo Progress reports</li><li>• Annual Action Plans</li></ul>
5.	Provide feedback to Divisions, Departments and Finance and Administration for the gap filling if any	1 day	Rwanda FDA Planning Directorate	
6.	Receive feedback and further inputs from the departments/divisions, Finance and administration on the queries raised	3 days	Rwanda FDA Departments, Divisions, Finance & Administration	
7.	Consolidation and writing of Quarterly Report	1 week	Rwanda FDA Planning Directorate	
8.	Validation of the consolidated quarterly report by Rwanda FDA senior management and planning directorate	2days	Rwanda FDA Departments, Divisions, Finance & Administration	
9.	Approve and sign off on Quarterly Report	1 day	Director General Rwanda FDA	
10.	Feeding the approved report to the template provided by supervising Ministry for consideration	2 days	Rwanda FDA Planning Directorate	
11.	Submission of Rwanda FDA quarterly report for consideration by the competent Authority	1 day	Rwanda FDA Planning Directorate	
Quarterly project performance report				
1.	Sharing the report format from the Health sector and Minecofin for update of the project progress status to heads of departments/divisions under which the project program is evaluated	1 day	Planning directorate	
2.	Preparation and Submission of the quarterly performance status of the	1 week	The Department/Division under which the	

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	project by end of third month of the quarter		projected performance is evaluated	
3.	Review and analysis of the report from the department/division and fine-tune it and share it to SMT for inputs	3days	Planning directorate	
4.	Capturing inputs from SMT into the report format and set it ready for submission	3 day	Planning directorate	
5.	Submission of soft copy (smart IFMIS) to the supervising Authority	1day	Planning directorate	

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## 7.0 Purpose

This standard operating procedure (SOP) provides a guideline and detailed instructions on the process of budget reallocation by Rwanda FDA that is consistent with the Rwandan government's law on State Finance and Property and other legal provisions

## 8.0 Scope

This SOP covers the process of reallocating budget from an allocated budget line to another when the need arises to CBM for authorization of reallocation which is uploaded in the smart IFMIS


## 9.0 Definitions and Abbreviations

- **SOP:** Standard Operating Procedure
- **Rwanda FDA:** Rwanda Food and Drugs Authority
- **CBM:** Chief Budget Manager
- **IFMIS:** Integrated Financial Management Information System
- **SMT:** Senior Management Team
- **DG:** Director General
- **Allocation:** An authorization to incur expense or obligation up to a specified amount, for a specific purpose, and within a specific period.
- **Reallocation:** a change in an allocation of funds to a specific budget line to which expected expense will occur

## 10.0 Responsibility

- The Director General/ Chief Budget Manager has the overall responsibility to approve any proposed reallocation in facilitation of the expected expenditure relevant to Minecofin guideline
- Division Managers through their respective Heads of departments may initiate the request of budget allocation from activity budget line to another activity budget line whose budget is not enough in support of the prioritised expense and the request be approved by the Chief Budget Manager
- Director of Planning, Monitoring and Evaluation review the budget allocation,



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- Director of Finance confirm the availability of the budget before approval of the budget allocation

## 11.0 Distribution

11.1 Director General

11.2 Heads of Departments and Division Managers


11.3 Planning Directorate

## 12.0 Reference, Tools and Materials

- Work Plan, Budget, Procurement Plan
- Organic Law N° 12/2013/OL 12/09/2013, particularly Article 51, which limits budget reallocations Simplified Public Financial Guidelines for CBMs
- Weekly reports from all departments
- Rwanda FDA Quarterly Imihigo Progress reports
- Annual Action Plans


## 7.0 PROCEDURES

Step	Activity/Task Process	Time/ Duration	Responsibility	Data Source/ Tools/Templates
12.	During implementation of an approved Rwanda FDA work plan and budget, the budget holder makes a request based on change of approach or a new priority that arises, which requires unplanned or additional cost	3 days	Department/Division manger	<ul style="list-style-type: none"> <li>• Work Plan, Budget, Procurement Plan</li> <li>• Organic Law N° 12/2013/OL 12/09/2013, particularly Article 51,</li> </ul>
13.	Discuss basis of budget reallocation with Planning Unit		Department/Division manger	
14.	Prepare the reallocation request using the standard template showing which budget	2 days	Planning M&E unit	

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	lines loose and gain funds under which activities to support and send to finance department for verification			which limits budget reallocations; Simplified Public Financial Guidelines for CBMs <ul style="list-style-type: none"> <li>• Weekly reports from all departments</li> <li>• Rwanda FDA Quarterly Imihigo Progress reports</li> <li>• Annual Action Plans</li> </ul>
15.	Asses the basis of needed budget reallocation and make decision	1 day	Chief Finance officer and CBM	
16.	Review and approve budget reallocation request in accordance with the law	1 week	MINECOFIN	
17.	Record the approved change in IFMS	3 days	Finance Team	
18.	Implement reallocated budget	1 week	Planning M&E unit	

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### 13.0 Purpose

This standard operating procedure (SOP) provides a guideline and detailed instructions on how supervision should be implemented to maintain quality and efficiency of services as well as ensure a supportive environment for supervision to flourish workwise

### 14.0 Scope


This SOP covers the supervision process in the departments / division under which programs and target outputs are evaluated. It involves the development of integrated checklists through the archival of department/divisions to measure the score of all field planned activities done relevant to the programs and subprograms of the institution

### 15.0 Definitions and Abbreviations

- **SOP:** Standard Operating Procedure
- **Rwanda FDA:** Rwanda Food and Drugs Authority
- **SMT:** Senior Management Team
- **ISC:** Integrated Supervision Checklist
- **DG:** Director General
- **MOH:** Ministry of Health
- **M&E:** Monitoring and Evaluation

### 16.0 Responsibility

- The Director General has the overall responsibility to facilitate M&E and provide the conducive environment for integrative supervision which brings constant self-evaluation eventuating to desirable quality work
- Heads of departments and division managers have the responsibility to facilitate M&E in the supervision exercise as they provide all the timely information required by Monitoring and Evaluation Unit.
- Director of Planning, Monitoring and Evaluation is accountable to all supervision exercises and reports in the organisation.

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## 17.0 Distribution

17.1 Director General

17.2 Heads of Departments and Division Managers


17.3 Planning Directorate

## 18.0 Reference, Tools and Materials

- Department reports on various accomplished activities
- Weekly reports from all departments
- Rwanda FDA Quarterly Imihigo Progress reports
- Annual Action Plans


## 7.0 PROCEDURES

Step	Activity/Task Process	Time/ Duration	Responsibility	Data Source/ Tools/Templates
19.	Develop and share M&E checklist format to Departments/Divisions for the inputs on the clean check and complete assessment of all activities across the organization	3 days	Rwanda FDA Planning Directorate	<ul style="list-style-type: none"> <li>• Department reports on various accomplished activities</li> </ul>
20.	Request feedback from Departments/Divisions on the programs /sub programs set output targets		Rwanda FDA Planning Directorate	<ul style="list-style-type: none"> <li>• Weekly reports from all departments</li> </ul>
21.	Review M&E checklist indicators and draw roadmap for supervision/monitoring	1week	Rwanda FDA Planning Directorate	<ul style="list-style-type: none"> <li>• Rwanda FDA Quarterly Imihigo and</li> </ul>

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22.	Check with Departments/Divisions and Units for priority areas to focus on during monitoring and evaluation exercise	1 day	Planning M&E unit	projects Progress reports • Annual Action Plans
23.	Present the M&E checklist, indicators and roadmap to SMT for validation	1 week	Planning M&E unit	
24.	Integrate all the inputs from the SMT and fine-tune the checklist for smart monitoring	3 days	Planning M&E unit	
25.	Start the exercise from the start point of the activity execution up to its destination phase in all relevant programs of the institution	1 week	Planning M&E unit	
26.	Making continuous report on the performance registry for various activities against set objectives	1 week	Planning M&E unit	
27.	Comparing the performance score with the set annual targets	1 week	Planning M&E unit	
28.	Consultation of the focal persons from departments for clarifications where necessary	2 days	Planning M&E unit	
29.	Writing M&E report on the institutional performance vs its set objectives by end of each quarter	2 weeks	Planning M&E unit	
30.	Review of the report by the director of Planning M&E for incorporating key areas that have not been considered	3 days	Director of Planning M&E	
31.	Sharing the report to the SMT for validation	1 day	Director of Planning M&E	
32.	Integration of all inputs from the SMT into the report	3 day	Planning M&E unit	



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33.	Re-submission of the report with inputs incorporated to SMT via email for comments rendering to final draft approval	1 day	Director of Planning M&E	
34.	Approval and sign off the final report for consideration to competent authority(ies), filing and reference	1 day	DG	

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Title/ Name	Author	Checked by		Authorized by	Page 28 of 28
	Planning M&E	Director of Planning	CFO	Director General	
Signature & Date					