**MEMO**

**TO : DIRECTOR, FC**

**FROM : HEAD, M&E**

**DATE : 24TH MARCH, 2016**

**SUBJECT :** **REQUEST FOR RELEASE OF FUNDS – FINALIZATION**

**OF FISHERIES COMMISSION 2014 & 2015 ANNUAL**

**PERFORMANCE REPORTS**

Please refer to the above subject.

Your approval is being sought for the release of an amount of **Sixty-One Thousand, Five Hundred Ghana Cedis** (**GH¢61,500.00**) the above 2015 Annual Performance Report preparation workshop from 4th – 8th April, 2016.

Participants of the workshop are all staff of the M&E Unit, M&E Focal Persons from the Divisions/Units and Selected M&E Focal Persons from the Coastal, Middle and Northern belts.

Please find attached detailed breakdown of the budget for your perusal.

Thank you.

**DORIS A. YEBOAH**

**HEAD, M&E**

**MEMO**

**TO : ALL DIVISIONAL/UNIT HEADS**

**FROM : HEAD, M&E**

**DATE : 24TH MARCH, 2016**

**SUBJECT :** **INVITATION TO A WORKSHOP TO FINALIZE 2014 & 2015**

**FISHERIES COMMISSION PERFORMANCE REPORTS**

The M&E Unit wishes to invite the M&E Focal Persons of your respective divisions/units to a workshop to prepare and finalize the 2014 & 2015 performance reports of the Fisheries Commission. The Focal Persons are expected to come with 2014 and 2015 quarterly, mid-year and annual reports and any other relevant data/information of the divisions/units.

Details of the workshop are as follows:

***Date: 4TH – 8TH APRIL, 2016***

***Venue: CLASSIC HOTEL, PRAMPRAM***

***Time: 8:00am***

***Agenda: Preparation and Finalization of 2014 & 2015 Fisheries Commission Annual***

***Performance Reports.***

**Reporting date is Sunday 3RD April, 2016.**

Counting on your usual cooperation.

**DORIS A. YEBOAH**

**HEAD, M&E**

**MEMO**

**TO : DIRECTOR, FINANCE AND ADMINISTRATION**

**THRU : DIRECTOR, FISHERIES COMMISSION**

**FROM : HEAD, M&E**

**DATE : 24TH MARCH, 2016**

**SUBJECT :** **INVITATION TO A WORKSHOP TO FINALIZE 2014 & 2015**

**MOFAD/FISHERIES COMMISSION PERFORMANCE REPORTS**

The M&E Unit wishes to invite two (2) Focal Persons of MOFAD to a workshop to prepare and finalize the 2014 & 2015 performance reports of MOFAD/Fisheries Commission. The Focal Persons are expected to come with 2014 and 2015 quarterly, mid-year and annual reports and any other relevant data/information of MOFAD to assist in the finalization of the Reports.

Details of the workshop are as follows:

***Date: 4TH – 8TH APRIL, 2016***

***Venue: CLASSIC HOTEL, PRAMPRAM***

***Time: 8:00am***

***Agenda: Preparation and Finalization of 2014 & 2015 MOFAD/Fisheries Commission***

***Annual Performance Reports.***

**Reporting date is Sunday 3RD April, 2016.**

Counting on your usual cooperation.

**DORIS A. YEBOAH**

**HEAD, M&E**

**MEMO**

TO : DIRECTOR, F&A/MOFAD

FROM : SENIOR FISHERIES OFFICER

DATE : 1O MARCH 2016

SUBJECT : **REQUEST FOR FUNDS**

**COMMISSIONING HANDING OVER OF COLD STORE AT NYANYANOR AND KORMANTSE IN THE CENTRAL REGIONAL ON 14TH AND 15TH MARCH 2016**

Please find attached the budget for the commissioning and handing over of 2 cold store facilities located at Nyanyanor and Kormantse in the Central region on the 14th and 15th March, 2016.

Submitted for your consideration and approval please.

**ALEX ADU-ANTWI**