



Republic of the Sudan

Ministry of Humanitarian Affairs (MOHA)

Humanitarian Aid Commission (HAC)

Joint Procedures Center



Date: 17 February , 2011

From: Director General of NGOs- HAC

To: Country Directors – ALL NGOs

**Subject: Annual Report 2010**

Dear All

With reference to the above mentioned subject & based on the previous letter dated 30 January 2011 addressing the same issue, in which the final date of submitting reports was stated to be 15<sup>th</sup> February 2011, based on the Reporting Regulations & Mechanisms in the General Directory of Procedures (article 27)-.

Unfortunately, our records are reflecting a poor number of submissions. We hence urge all INGOs to commit & process their submission procedures immediately to avoid any further actions.

In light of the latest unintended delay caused by modifying the reporting format, and in consideration to the technical difficulties faced some NGOs in filling the revised format, we would like to extend the submission period till 21 February 2011. Kindly contact ICT department in JPC for retrieving the password or any further clarifications required . Please refer to the letter from ICT department which explain details required for retrieving CD user name & password

Thank you and regards,,

**Ahmed M. Adam**

**Director General**

CC/ Commissioner General

M & E Department - INGO Department

