



Republic of the Sudan

Ministry of Humanitarian Affairs (MOHA)

Humanitarian Aid Commission (HAC)

Joint Procedures Center



Date: 30 January, 2011

From: Director General of NGOs- HAC

To: Country Directors – ALL NGOs

Subject: Submission of the Annual Report

Dear All

Firstly , on behalf of the Humanitarian Aid Commission administration & it's staff, we would like to present our warmest greetings for the new year of 2011, hoping that it would be filled with fruitful cooperation & continuous sincere efforts to serve the humanitarian community in Sudan, as well as worldwide.

Furthermore, based on the Reporting Regulations & Mechanisms in the General Directory of Procedures (article 27) , which clarifies the dates of submissions of reports to Joint Procedure Center, we hence request form the country directors of all NGOs to submit the Annual Report of the year 2010- on line- by(Tuesday 15th Feb2011) as final date of submission.

We highly appreciate your commitment to fill & submit these revised reports as required, kindly refer to the concerned department in JPC for any further clarifications.

Thank you and regards,,

Ahmed M. Adam

Director General

