

Tasks for 26th March 2020 (GMCA)

- + Brone and Bersh Staff Pension Schedules for Remittance for March 2020
- + Cheque Issuance for pension and Paye Payment for Brone Staff and schedules given to Enigha to take to the Bank
- + Email responses to staff
- + Invoice and SE for Geomatics Calendar Reprinting for SPDC
- + Business Continuity Plan for Exxon Mobil
- + Received calls from Vendors
- + Went to the office to follow on the clerical staff and ensure procedures were being observed
- + Other administrative and contracts duties via phone calls
- + Continued working on geophysical documents and requested information for Nipex Total ITT Geophysical