



REPUBLIC OF LIBERIA

# MINISTRY OF AGRICULTURE

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## MOA/PMU ICT SECTION

To: J. Alexander Nuetah(PhD)  
Minister of Agriculture  
Republic of Liberia

Thru: Emmanuel G Vah  
IFAD PIU Projects Coordinator  
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National Project Coordinator  
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From: Johnson S. Chelleh  
PMU ICT Specialist  
Programme Management Unit  
Ministry of Agriculture

Date: September 25, 2025

Subject: Off-site backup arrangement for MOA/PMU ICT Mission Critical data/information

Dear Honorable Minister,

I extend my compliments and seek your approval regarding the topic mentioned above. Recent GAC audit reports of the PMU projects revealed that our backup data is not stored off-site, which is contrary to best practices in data protection and can hinder recovery during a server crash or disaster at the on-site data center (PMU). To prevent this issue from recurring in future audits, I am requesting your approval for the PMU to host its off-site data backup facility at the Ministry's IT DATA/server center. Projects at the PMU will establish a secure area where backup materials will be securely stored, accompanied by a logbook for tracking and verification by external auditors. The backup data includes data from scanned documents stored on shared storage, TOMPRO (the Financial Management Application), and other critical legacy databases stored on external drives. A Standard Operating Procedure(SOP) and a Separation of Duties(SOD) will be laid out on how the off-site backup facility will be assessed and managed for accountability in keeping with Information System Security Procedures.

Please accept the honor of my high esteem, Hon. Minister, for this consideration as we seek to address audit concerns.