

Program Delivery Support
Branch

Direction du soutien à la
prestation des programmes

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Memorandum

To: Skills Development Fund (SDF) Transfer Payment Recipients

From: Annette Huton, Director
Program Delivery and Support Branch

Date: July 29, 2022

Subject: Delay of SDF Round 2 Activity Report

The ministry is in the process of upgrading the method under which we collect the SDF Round 2 Activity Reports. Originally created as excel files, the ministry is moving forward with a web-based solution to provide a more user-friendly experience for SDF Recipients. Beginning in August, you will be required to submit the Activity Report through the myEOIS platform. In order to prepare for this change, please provide your registration data for myEOIS by completing this [form](#) by Thursday, August 4, 2022. Note the user information provided on this form must be for the individual(s) who will be completing the Activity Report in myEOIS on behalf of the SDF Recipient.

To support this reporting change, the due date for Activity Report 1 has been **changed from July 22, 2022 to August 26, 2022**, however the report will still cover the same reporting period: from the beginning of the SDF agreement through June 30th, 2022. The ministry will notify you once the new platform is live and the Activity Report is available to be completed. Instructions on how to login to myEOIS can be found [here](#).

If you have any questions, or face any technical difficulties, please contact your local Employment and Training Consultant.

Sincerely,

Annette Huton
Director

cc: Charles Bongomin, Central Region – A/Regional Director
Heather Cross, Western Region – Regional Director
Tariq Ismati, Eastern Region – Regional Director
Nicole Pereira, Northern Region – A/Regional Director