



31th August, 2015.

The Country Representative,
The United Nations Office on Drugs and Crime (UNODC)
Nigeria Country Office
United Nations House
Plot 617/618 Diplomatic Zone
Central Area District
Abuja.
Dear Sir,

UPDATE ON PRODUCTION OF UNODC SHORT FILMS:

We write to update you on the activities that have been undertaken towards production of the UNODC short films and also request the release of the outstanding balance of the 3rd tranche payment.

Activities Undertaken So Far:

1. Location Locking: after script treatment with UNODC Team, NAPTIP and HomeVida Implementation Team and the winning scripts signed off, the HomeVida engaged the services of a Film Director to work the HomeVida Team to secure locations for the shooting of the short films and lock them in.
2. Auditioning: Audition for the cast and crew members for the short films was undertaken. Potential actors and actresses were screened during this period and we selected the best from the list.
3. Casting and Rehearsals: After casting, roles were assigned to different actors and actresses as well as to the directors and producers that will be working on the short films. There were rehearsals and mastering of the scripts by the cast and crew.
4. Shooting: Shooting of the three short films have been concluded as contained in the production schedule sent to your office on the 5th of August, 2015. Attached to this letter are screen grabs from the scenes of the shoot.
5. Editing: Post production activities have begun on the 3 shoot films and the first cut is ready for viewing. Attached are Second Cut of the three short films for your inputs and

suggestions. We will be available to preview these clips with you and receive the inputs/corrections should need arises.

Please note that will be expecting feedback on the clips on or before 4th September, 2015 to enable the editor finalize and make available the final cut.

May we hereby request the release of N729, 847.50 (Seven hundred and Twenty-Nine Thousand, Eight Hundred and Forty-Seven Naira and Fifty Kobo Only) being the outstanding from the 3rd Tranche. Do kindly find account details below:

Account Name: **Public & Private Development Centre (HomeVida)**

Account Number: **0016630998**

Sort Code: **069080058**

Banker: **Access Bank PLC**, Plot 207, Zone AO, Cadastral Branch, Central Business District, Abuja.

Once again we thank you for your support.

Sincerely,



Seember Nyager
CEO HomeVida