



ANNUAL REPORT 2016

PARLIAMENTARY PAPER NO. 67/2017



VISION MISSION

Values

VISION

DYNAMIC YOUTH, LIVE BETTER THROUGH SPORTS

OUR MISSION

EMPOWERING YOUTH & FOSTERING A CULTURE OF SPORTING EXCELLENCE FOR ALL

VALUES

We in the Ministry of Youth and Sports are committed to delivering our services based on the following seven elements of success that are depicted in the seven stars of our logo:

1. Focus
2. Integrity
3. Ambition
4. Drive
5. Passion
6. Perseverance and
7. Positive Attitude

Ministry of Youth and Sport's Logo and what it represents

Logo elements

 <p>1</p> <p>DYNAMIC INDIVIDUAL</p> <p>Dynamic individual represented by the graphic and colour</p> <p>Adeptability and flexibility represented by the graphic</p> <p>Individual is striving and reaching for the stars</p>	 <p>2</p> <p>7 STAR PERFORMANCE</p> <p>7 Stars represent striving for greater success</p> <p>7 Stars represent: 7 elements of success: "Passion, Perseverance, Focus, Integrity, Ambition, Drive & Positive Attitude"</p>	 <p>3</p> <p>BRIGHT FUTURE</p> <p>The bright light is of the sun which represents a bright future and the power of dreams by optimizing natural talents with the right support from all</p>	 <p>4</p> <p>PATRIOTISM & PRIDE</p> <p>Fiji flag and shell represents the country, thus patriotism and pride, both with youth and sports</p> <p>The Fiji flag also represents support for youth and sports from all</p>
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colour concepts

 <p>Red represents action, confidence, virality and courage</p>	 <p>Black represents endless potential</p>
 <p>Blue represents youth, spirituality, inspiration and sincerity</p>	 <p>Orange/Gold represents wealth, prosperity, wisdom and positivity</p>



youth sports

Building values that lead to success



www.youth.gov.fj

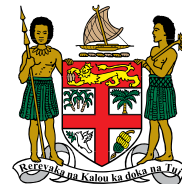
Telephone: 3315960

Fax: 3305348

Ministry of Youth and Sports

3 GORDON STREET NASOQO HOUSE

PO BOX 2448
GOVERNMENT BUILDINGS
SUVA, FIJI



"DYNAMIC YOUTH, LIVE BETTER THROUGH SPORTS"

OFFICE OF THE PERMANENT SECRETARY

The Honorable Laisenia Tuitubou
Minister for Youth and Sports
Nasoqo House
3 Gordon Street
Suva

Honorable Minister

I am delighted to present to you and Parliament the Ministry of Youth and Sports' Annual Report for the shortened seven month 2016 financial year. The document provides a summary of the Ministry's performance and highlights various achievements of the financial year ending 31 July 2016.

Youth and sports development remain the Ministry's mandate through which we address skills training and non-formal education to support youth between the ages of 15 and 35 to return to education or to enter training or employment to expand their ability to contribute to economic growth. The Ministry has also been proactive in developing partnerships with other Ministries, multi- and bi-lateral agencies as well as local business and non-Government organisations to achieve our mandate in a coordinated and efficient way.

We acknowledge the contribution of our foreign partners and their continuing support specifically the UNDP, UNFPA, UNESCO and the Peace Corps. We continuously seek ways to strengthen our regional and international relations to exchange ideas and skills in order to harness youth and sports development in Fiji primarily through signing and implementing memoranda of understanding.

I thank our colleagues for their ongoing commitment to supporting the youth of Fiji.

I therefore submit to you the 2016 Annual Report of the Ministry of Youth and Sports.

Yours faithfully



ALISON BURCHELL
Permanent Secretary



Table of Contents

PERMANENT SECRETARY'S STATEMENT	4
SECTION 1 ORGANIZATIONAL PROFILE	5
SECTION 2 HIGHLIGHTS OF 2016	12
OUTCOME 6: PUBLIC SECTOR REFORM	12
OUTCOME 31: GENDER EQUALITY AND WOMEN IN DEVELOPMENT	13
OUTCOME 32: CHILDREN AND YOUTH	15
OUTCOME 36: SPORTS DEVELOPMENT	21
INFRASTRUCTURE WORKS AND REFURBISHMENT AT YOUTH TRAINING CENTERS [CAPITAL PROJECTS 2016]	25
SECTION 3: ADDITIONAL MAJOR ACTIVITIES	26
SECTION 4: HUMAN RESOURCE DEVELOPMENT AND FINANCIAL MANAGEMENT	32
APPENDIX 1	
STAFF TRAINING	38
ANNEX 1	40
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2016	41
INDEPENDENT AUDIT REPORT	42
STATEMENT OF RECEIPTS AND EXPENDITURE	45
APPROPRIATION STATEMENT	46
STATEMENT OF LOSSES	47
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS	48
GLOSSARY	51



PERMANENT SECRETARY'S STATEMENT

Upon assuming office on 1 February 2016, the welcome received from the Honorable Minister, Assistant Minister and colleagues was gratefully received. However, it was indeed a short period before Tropical Cyclone Winston caused both death and extensive destruction around the country. This led to an approach of meeting the needs of the people as a result while also focusing on continuing service delivery in line with the 2016 Annual Corporate Plan. It was, indeed, a balancing act. With the support of the United Nations Development Program, the Ministry embarked upon a cash for work program with young people in Koro to support them to re-build their homes and lives. This was done through providing training and equipment to support debris management and removal. As part of a legacy approach, 27 young people were trained in managing waste and debris, including nine women, who can support such initiatives in the country if/when another disaster occurs. The cash generated enabled families to come to Suva to place orders for materials with which to re-build their homes.

Key activities which we embarked upon included a review of the Ministry through support from the World Bank as part of the Civil Service reforms; ensuring that our YTCs are fully operational in training and income generation; a move to accrediting our training courses, whether offered through our five youth training centres (YTCs) or in the communities; and ensuring our YTCs themselves are accredited together with the trainers we appoint. This has led us to support several of our staff through a training of trainers' course as part of their personal development.

The Ministry has also been focused on improving service delivery and increasing cooperation with other Ministries, multi- and bi-lateral partners

as well as the diplomatic corps and other stakeholders. This has entailed identifying areas of skills development which are fundamental to economic growth as well as focusing on what we can do differently and what different things we can do. As part of this process, the Ministry has brought into our training offer financial literacy, financial inclusion, project management and an introduction to computers. The Ministry will also be offering more training in a non-formal education format in understanding the Constitution, rights and obligations, inter-generational dialogue, multi-cultural exchange, sexual reproductive health and rights, suicide and drowning awareness and prevention as well as physical and mental health and wellness.

In the area of sports development, the Fiji National Sports Commission and Fiji Sports Council have continued to be active in meeting their mandates. While they submit separate reports, the ongoing cooperation received from both statutory bodies bodes well for the development of sport across Fiji. Similarly, the partnership continues to develop with the Fiji Association of Sports and National Olympic Committee as well as the Fiji Paralympic Committee, Special Olympics Fiji and Deaflympics Fiji.

The ongoing Civil Service reforms and the change to the financial year have provided challenges to the status quo within the Ministry and all staff are meeting these challenges through adapting and improving their performance. Linked to this is an increasing focus on delivering positive outcomes rather than outputs, again, an indication of ongoing positive change within the Ministry.

ALISON BURCHELL



SECTION 1

ORGANIZATIONAL PROFILE

1.0 Roles and Responsibilities

The Ministry of Youth and Sports' core responsibilities are focused on facilitating youth and sports development through the establishment of a conducive policy environment that provides strategic support systems, initiatives for personal development, character building, sports policy implementation and community based youth led programs.

There are two core programmes coordinated and facilitated by the Ministry of Youth and Sports (MYS):

Youth Development:

- The programme centres on the provision of assistance to youths through advisory, empowerment and capacity building including specific skills training at five youth training centres and in the community.

Sports Development:

- The programme focuses on the development of sports and its infrastructure nationwide through the provision of grants to the Fiji National Sports Commission, National Sporting Organisations, Fiji Sports Council as well as the provision of basic sports equipment and the development of rural sports facilities.

1.1 Legislation and Policies

The Ministry of Youth and Sports is guided by the following legislation and policies in its operations:

Primary Legislation:

1. Fiji Sports Council Act 1978
2. Boxing Commission of Fiji Act No.13 of 2008
3. National Sports Commission Act of 2013.
4. Boxing Commission of Fiji (Amendment) Act 2014

Existing Secondary Legislation:

Other Government legislation which has a direct impact and is linked to the Ministry's functions are:

1. Constitution of the Republic of Fiji 2013
2. Social Justice Act 2001
3. Occupational Health and Safety at Work Act 1996
4. Public Service Act 1999 and Public Service Regulations
5. National Employment Centre Act 2009
6. State Services Act 2009 of the Republic of the Fiji Islands
7. Fiji Procurement Act 2010
8. Financial Administration Act 2009
9. Financial Instruction 2005
10. Financial Management Act 2004
11. General Orders 2011
12. Terms and Conditions of Employment of G.W.E 2010

Policies:

There are three main policies approved by Cabinet that guide the work of the Ministry of Youth and Sports:

1. National Youth Policy
2. National Sports Policy
3. Safety in Sports Participation Policy



1.2 Divisional Offices

The Ministry of Youth and Sports has 4 divisional offices based in each of the four divisions namely Central, Eastern, Western and Northern.

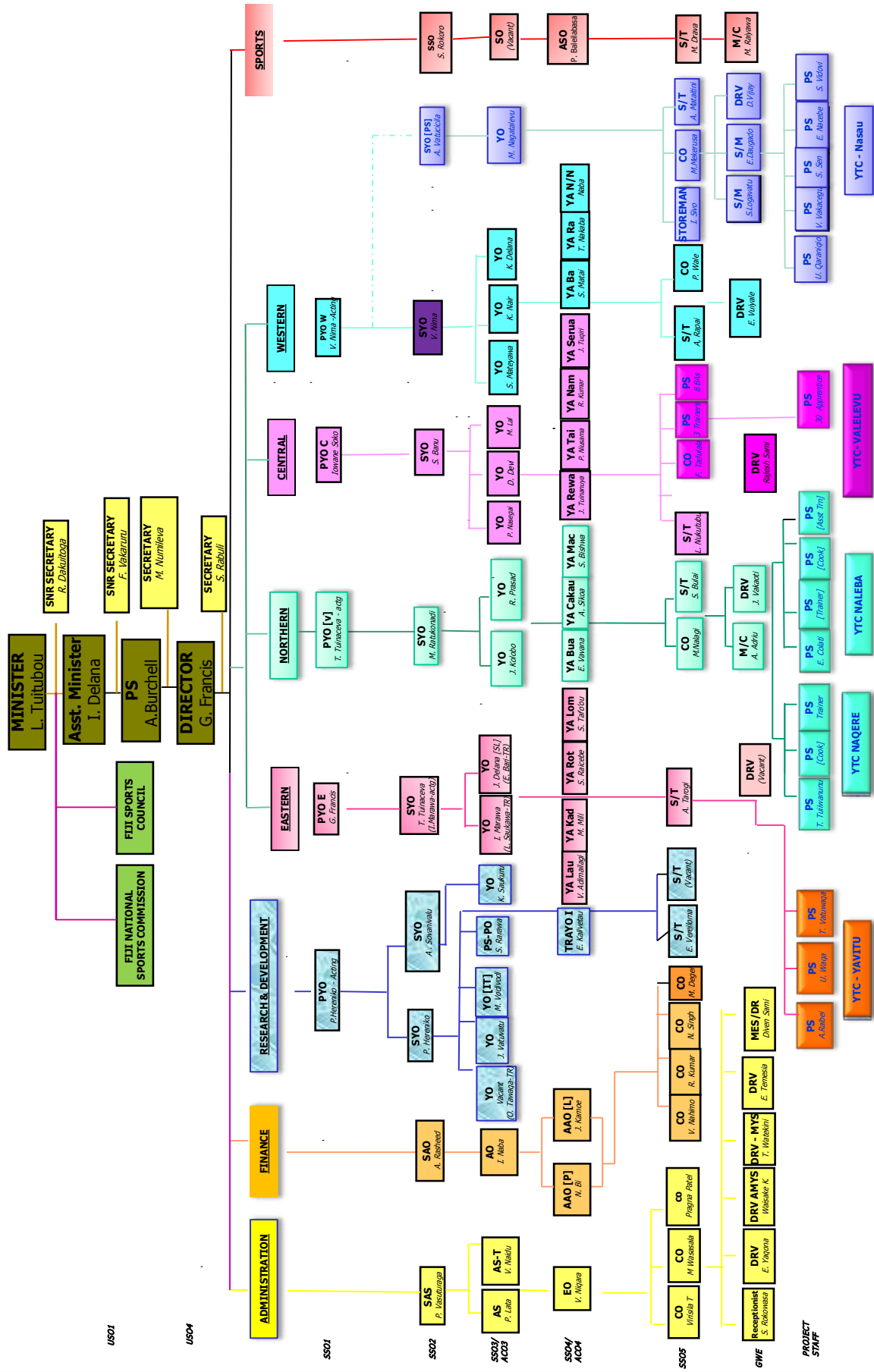
Table 1: Location of MYS Office

Office	Location
<ul style="list-style-type: none"> Office of the Honorable Minister of Youth and Sports Office of the Honorable Assistant Minister of Youth and Sports Office of the Permanent Secretary of Youth and Sports Office of the Director of Youth and Sports Research and Development Finance Administration 	Ministry of Youth and Sports Nasoqo House 3 Gordon Street Suva
<ul style="list-style-type: none"> Central Division Eastern Division Sports 	Level 1 Vishal Bhartiya Complex 6 Waimanu Road, Suva
<ul style="list-style-type: none"> Northern Division 	Ro Qomate House Labasa
<ul style="list-style-type: none"> Western Division 	Tavewa Avenue Lautoka



Fukuoka Prefectural Assembly Chairperson Hidetoshi Shiokawa being taken on a tour of Nasau youth training centre in Sigatoka in the company of the Minister for Youth and Sports Hon. Laisenia Tuitubou.

MINISTRY OF YOUTH AND SPORTS ORGANISATIONAL STRUCTURE FOR 2016





1.3 Linkages between MYS Outcomes and Government Development Frameworks

Table 2: Linking Peoples Charter for Change Peace and Progress (PCCPP) with Ministry's Outputs

Key Pillar(s) PCCPP	Targeted Outcomes outlined in the RSSED	Outcome Performance Indicators/ Measures	Ministry's Outputs
4	Outcome 6 Public Sector Reform	<ul style="list-style-type: none"> *Cabinet Papers Accepted and Approved by Cabinet *New Policies Approved for Implementation *NYCF Quarterly Activities endorsed by Project Board *Endorsement of NYP Implementation Report *New Youth Research Papers Endorsed for Policy Direction *Review of Situation Analysis Report *Skills Identified through Training Need Survey *Endorsement of Monitoring and Evaluation Report *Accurate, up-to-date Accessible MYS Data online 	Output 1: Portfolio Leadership, Policy Advice and Secretariat Support
3, 9	Outcome 31 Gender Equality and Women In Development	<ul style="list-style-type: none"> *30% of Young Women into Self Help Projects through MYS Multi Skills Training *50% Success Rate of Young Women in Self Help Projects *Gender Equality Training for Youths 	<ul style="list-style-type: none"> *30% of Young Women into Self Help Projects through MYS Multi Skills Training *50% Success Rate of Young Women in Self Help Projects *Gender Equality Training for Youths
2, 3, 5, 7, 8, 9, 10	Outcome 32 Children and Youth	<ul style="list-style-type: none"> *Increase in Youth Group Registrations *Percentage of Young Farmers selling more than 50% of their produce *Pool of Successfully Accredited DEIAP Trainers *Pool of Successfully Accredited and registered SYOB Trainers *Implementation of KAB Training at all Youth Training Centers *Youth Projects established through successful completion of Empowerment Training *40% of Youths attended FAB Training in Leadership take up leadership roles *Upgrading of MYS Training Centres to Level 2 & 3 Certification in Relevant Key Trade Vocational Courses *Increase in Beneficiaries through Youth Grants *Trainees Acquiring Relevant Trade Skills through Mobile Skills Training *Registration of New DEIAP Participants and 80% Bronze Accreditation Achieved *New DEIAP Operating Authority License Approved and 60% registered for Accreditation 	Output 2: Youth Capacity Building and Project Establishment for Improved Livelihood



Key Pillar(s) PCCPP	Targeted Outcomes outlined in the RSSED	Outcome Performance Indicators/ Measures	Ministry's Outputs
2, 3, 5, 7, 8, 9, 10	Outcome 32 Children and Youth	<p>*Youth and Sports Resolution developed and endorsed through the successful completion of the National Youth and Sports Conference</p> <p>*Endorsement of Youth Workers' reports and release of quarterly allowances</p> <ul style="list-style-type: none"> • Increase in MYS Media Releases • Active Participation in Radio Talkback shows and live broadcast • Publication of MYS IEC Materials and Adverts • Timely Publication of E-Newsletters and MYS Quarterly Newsletters • Effective and timely updates posted on MYS website and social media pages • Establishment of fully functional and Accessible Resource Centre at YTC Nasau • Increased Participation of Youths with Special Needs in MYS Programmes • New MOUs endorsed and implemented and TWG reports endorsed • Facilitation of MYS Stakeholder Workshops 	Output 2: Youth Capacity Building and Project Establishment for Improved Livelihood
2, 9, 10	Outcome 33 Sports Development	<ul style="list-style-type: none"> • Increase number of organizations assisted with sports equipment • Development of standardized sports field • Successful completion of Phase 1 and 2 of Sports Complex Development • Inclusion of Special Needs Athletes in Sports for All and MOUs endorsed and administered with Key Stakeholders • Administration and release of grants to Fiji National Sports Commission • Administration and release of grants to Fiji Sports Council • Improved rankings through the participation of National Teams in international sporting events • Greater Participation of Civil Servants in the Inter-Ministry Sports and Wellness Programmes 	Output 4 Sports Development

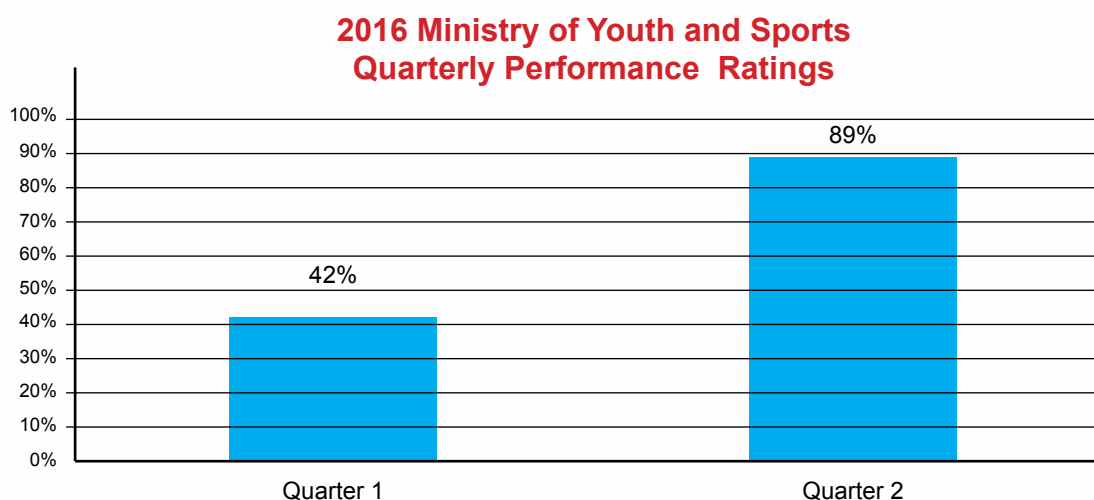


1.4 2016 Performance

The Ministry of Youth and Sports Annual Corporate Plan assessment for 2016 covers the progress of implementation of the 2016 Annual Corporate Plan from the period 1 January to 31 July 2016. With the disestablishment of the Monitoring and Evaluation Unit of the Implementation and Coordinating Office (ICO) of the Office of The Prime Minister, the assessment of the Ministry's performance was conducted internally. The period of assessment covered was mandated by Cabinet on the adjustment of the financial year, which determined the new financial year period to commence on 1 August 2016.

The graph below illustrates a trend analysis of the Quarterly Performance rating given by the Research and Development Unit with regards to the Ministry's annual performance in 2016 within the first two quarters of the year and a month of the third quarter.

Graph 1: Ministry of Youth and Sports Annual Performance Rating for 2016 by Quarters



The trend shown above illustrates the achievements during the first two quarters of 2016 as the ascending performance rating achieved effectively reflects the proper mobilization of technical resources, funding and with the appropriate personpower, enabling the Ministry to achieve a rating of 89% in Quarter 2, 2016.

Performance Ratings by Outcome

The table below provides a summary of the Outcome Achievement in 2016 which contributes to the overall rating achievement for the shortened financial year.

Table 3: 2016 Performance Rating by Outcome

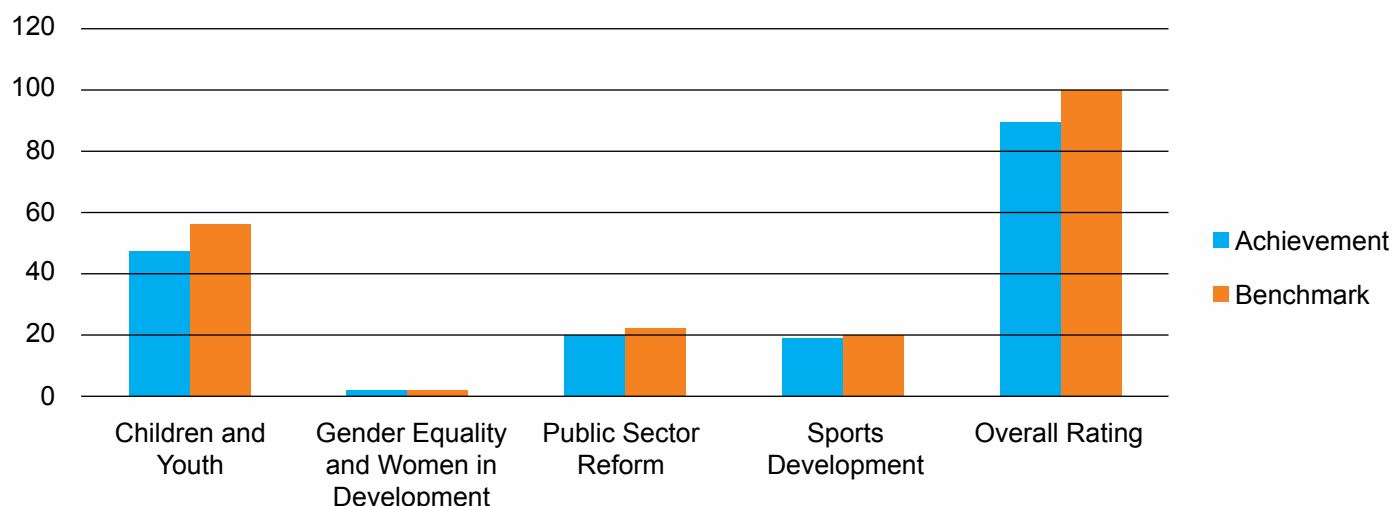
	Achievement (%)	Benchmark (%)
Children and Youth	48	56
Gender Equality and Women in Development	2	2
Public Sector Reform	20	22
Sports Development	19	20
Overall Rating	89	100



The graph below provides an analysis illustration of the achievement of each Outcome against the benchmark measured through a percentage rating.

Graph 2: Ministry of Youth and Sports 2016 Outcome Performance Rating

2016 Comparative Assessment on Achievement against Benchmark



The trend analysis shown above positively reflects the commitment shown by the operational arms of the Ministry to accomplish the targets set for each deliverable under the four outcomes even though the occurrence of TC Winston posed a challenge in accomplishing our deliverables. However with the approach taken by the Ministry, a “Catch Up Plan” was rolled out to allow the Divisions and Sections to complete most of their annual operational targets before 31 July 2016.



Rehabilitation work being carried out at Nakodu Village by youths of the village that registered as part of the Work for Cash initiative by the United Nations Development Fund and the Ministry of Youth and Sports



SECTION 2

HIGHLIGHTS OF 2016



Youths of Bua with their certificates following basic financial literacy & business planning empowerment training conducted for youths of Veiseaseavula Settlement, Lekutu

OUTCOME 6: PUBLIC SECTOR REFORM

Table 4: Achievements for Outcome 6 - Public Sector Reform

Public Sector Reform KEY PERFORMANCE INDICATORS	Target	Achievement	Percentage
Number of Cabinet Papers Approved	6	10	167
Number of New Policies Developed	3	5	166
Number of MYS's ACP Quarterly Reports Submitted	4	2	50
Number of Quarterly Reports Submitted on NYCF	4	2	50
Number of Reports Submitted on Review, Implementation, Monitoring and Evaluation of Policies	2	1	50
Number of Youth Research Papers formulated on MYS Programmes	3	2	67
Monitoring conducted and Quarterly Reports submitted	20	10	50
Number of MYS Programmes Evaluated and reports submitted	12	6	50



OUTCOME 31: GENDER EQUALITY AND WOMEN IN DEVELOPMENT

Gender Equality and Women in Development is a key strategic outcome that cuts across all Government Ministries in line with the Gender Policy which includes mainstreaming gender equality into all Government sectoral policies.

Table 5: Achievement for Sub-Output 3- Multi Skills Training and Programme

Key Performance Indicator	Annual Target	Achievement	Result
Number of young women completed Multi-Skills training programme and reports submitted	200	138	69%

The table above shows the achievement for this Outcome across the Divisions which culminates in the above score with details against the Divisional Target shown in the table below with a percentage achievement rating.

	Central	Eastern	Northern	Western	Total
Number of young women completed Multi-Skills training	32	22	16	68	138

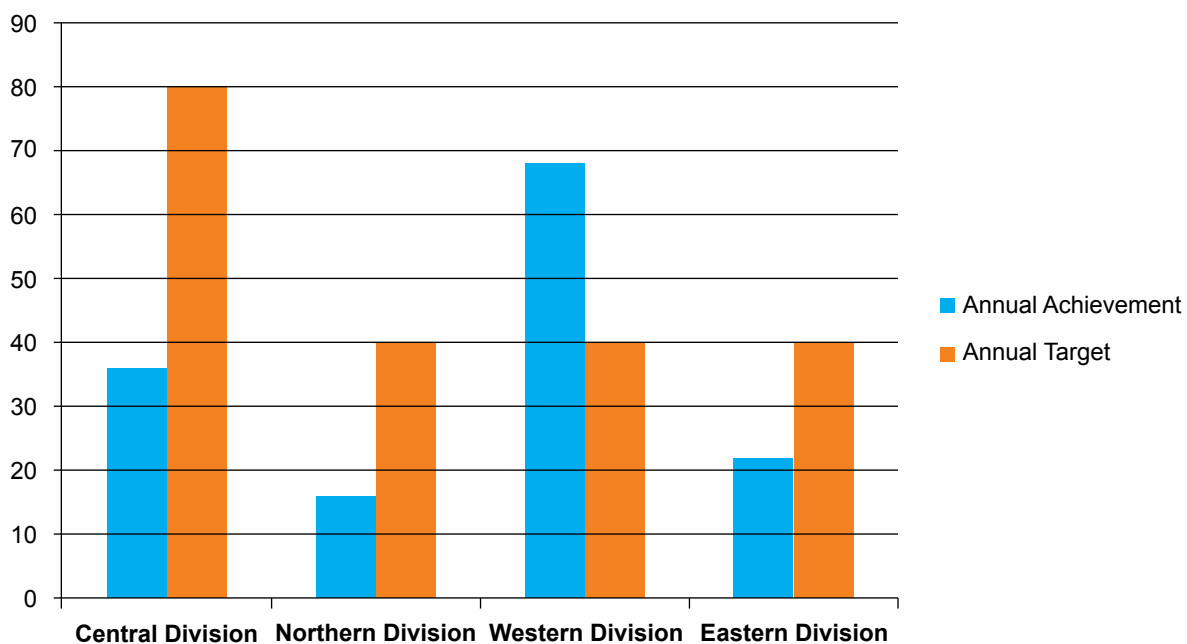
Table 6: Quarterly and Divisional Rating

Divisional Distribution of Multi Skills Training for Young Women in 2016

Division	Quarter	Training	Number of young women attended	Annual Achievement	Annual Target	Percentage
Central	2	1. Baking and Cooking – Waiqanake Village Rewa 2. Certificate Level in Basic Computing IT (batch 1) 3. Certificate Level in Basic Computing IT (batch 2)	20 9 7	36	80	45
Northern		1. Multi-Skills Screen Printing – Nubu Village	16	16	40	40
Western		1. Massage and Beauty Therapy – Navisabasaba 2. Tourism and Hospitality training - Rakiraki Town Council	38 30	68	40	170
Eastern		1. Multi-Skills training – Rotuma 2. Multi-Skills training - Gau	11 11	22	40	55
2016 National Total for Number of Young Women Attended Multi Skills Training				138	200	69



Graph 3: Divisions Comparisons against the Annual Target



Members of the Ambassador Youth Club of Motusa Village, Rotuma showcase their basket weaving skills to a joint visiting Ministerial delegation of the Ministry of Youth and Sports and Ministry of Fisheries and Forests



OUTCOME 32: CHILDREN AND YOUTH

Table 6: Achievements for Activity 32.1.1

OUTPUT 32.1 YOUTH CAPACITY BUILDING AND PROJECT ESTABLISHMENT FOR IMPROVED LIVELIHOOD Activity 32.1.1 - Advocate, coordinate youth in communities and promote youth development initiatives	Target	Achievement
Youth Groups registered, supported, monitored and are active	190	119
Young Farmers Established through MYS training programmes and reports submitted	40	10

Graph 4: Comparisons against the Target for Activity 32.1.1

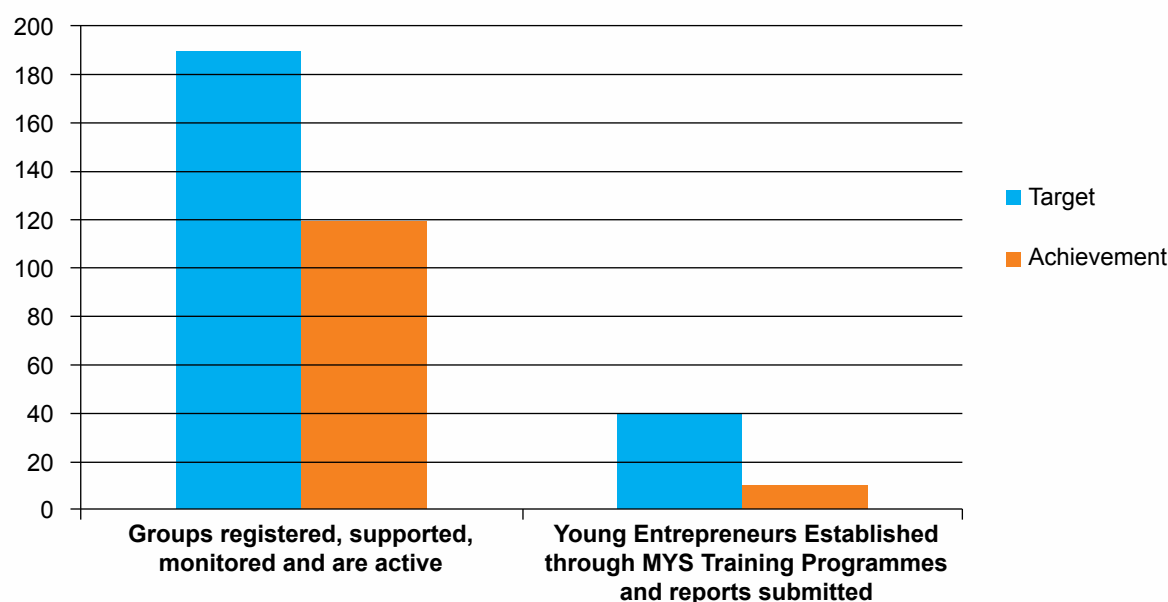
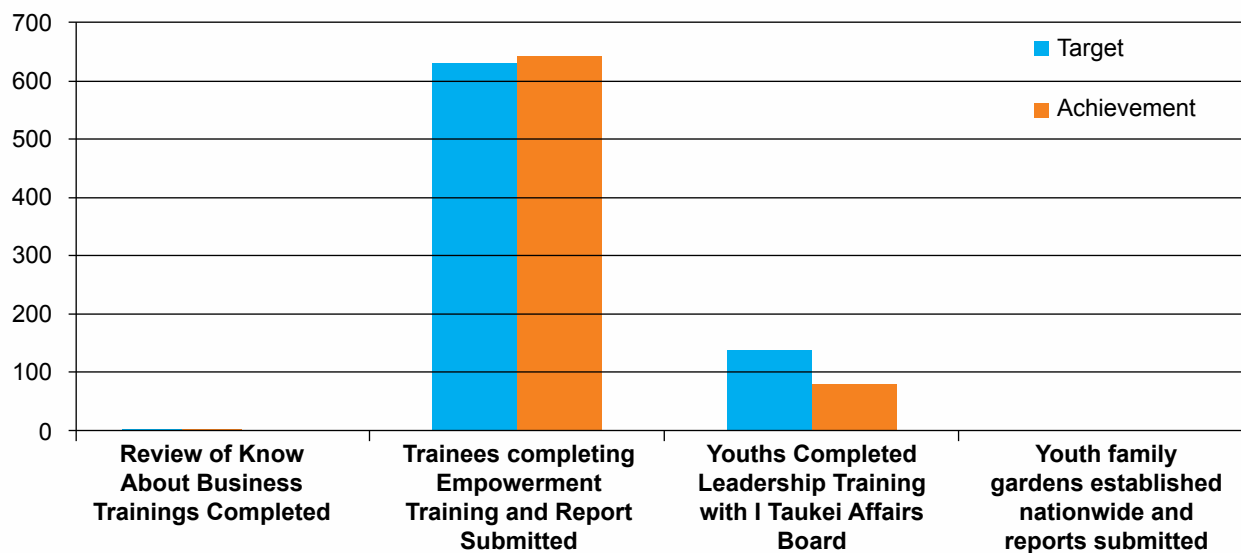


Table 7: Achievements for Activity 32.1.2

OUTPUT 32.1 YOUTH CAPACITY BUILDING AND PROJECT ESTABLISHMENT FOR IMPROVED LIVELIHOOD	Target	Achievement
Trainees completed National Seeds of Success Training of Trainers	10	0
Know About Business Training of Trainers Completed	1	0
Trainees completing Empowerment Training and Report Submitted	600	641
Youths Completed Leadership Training with I Taukei Affairs Board	120	79
Youth family gardens established nationwide and reports submitted	100	80



Graph 5: Comparisons against the Targets for Activity 32.1.2



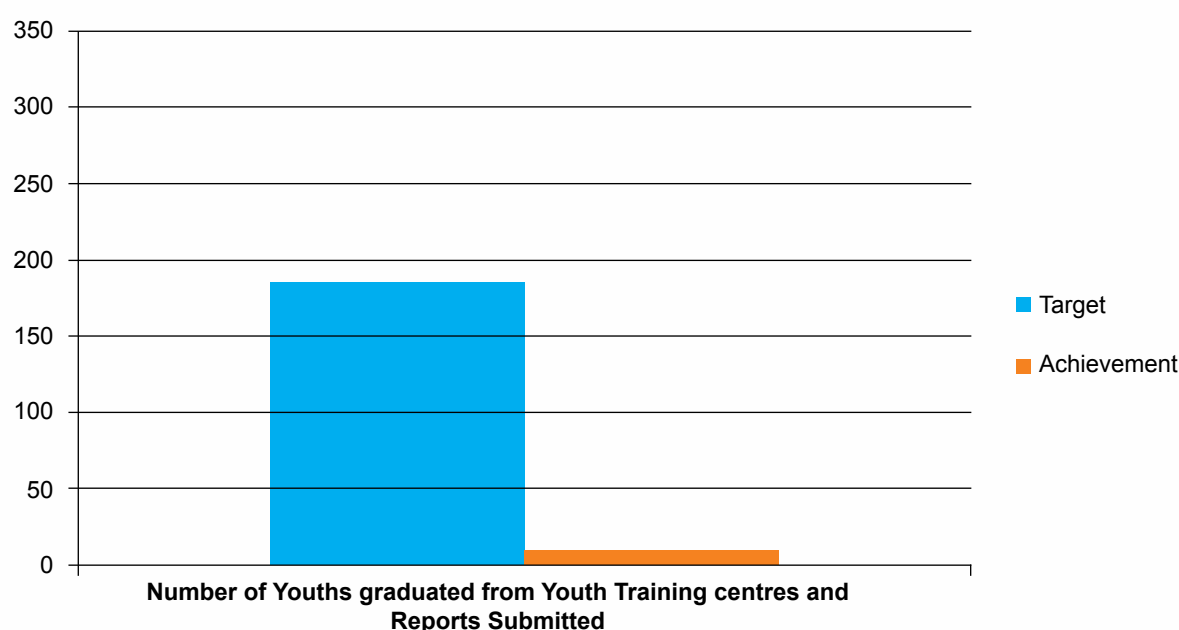
Youth grant recipient and young entrepreneur, Puja Prishika Kumari, who single handedly manages, Friendly Fire caterers, with a plate of her specially baked samosa's and sweets



Table 7: Achievements for Activity 32.1.3

OUTPUT 32.1 YOUTH CAPACITY BUILDING AND PROJECT ESTABLISHMENT FOR IMPROVED LIVELIHOOD Activity 32.1.3 Improved livelihoods through Specific Skills Training	Target	Achievement
Number of Youth graduated from Youth Training Centres and Reports Submitted	185	15

Graph 6: Comparisons against the Target for Activity 32.1.3



The Ministry coordinates the training of youths in five Youth Training Centres around Fiji. Established in 1993, most of these Youth Training Centres focus on basic agriculture and carpentry training through non-formal education to interested youths who have left the school system or are seeking to improve their skills.

Objectives of the training centres include the following:

- To provide appropriate non-formal education training to ensure career development and sustainable self-employment for the youths around the country.
- To pursue economically viable enterprises.
- To provide character development training as a vehicle to complement up-skilling programmes and ensure holistic development of youth for improved livelihood.
- A cumulative total of 15 youths graduated from the Nasau Youth Training Centre by the end of the shortened year.

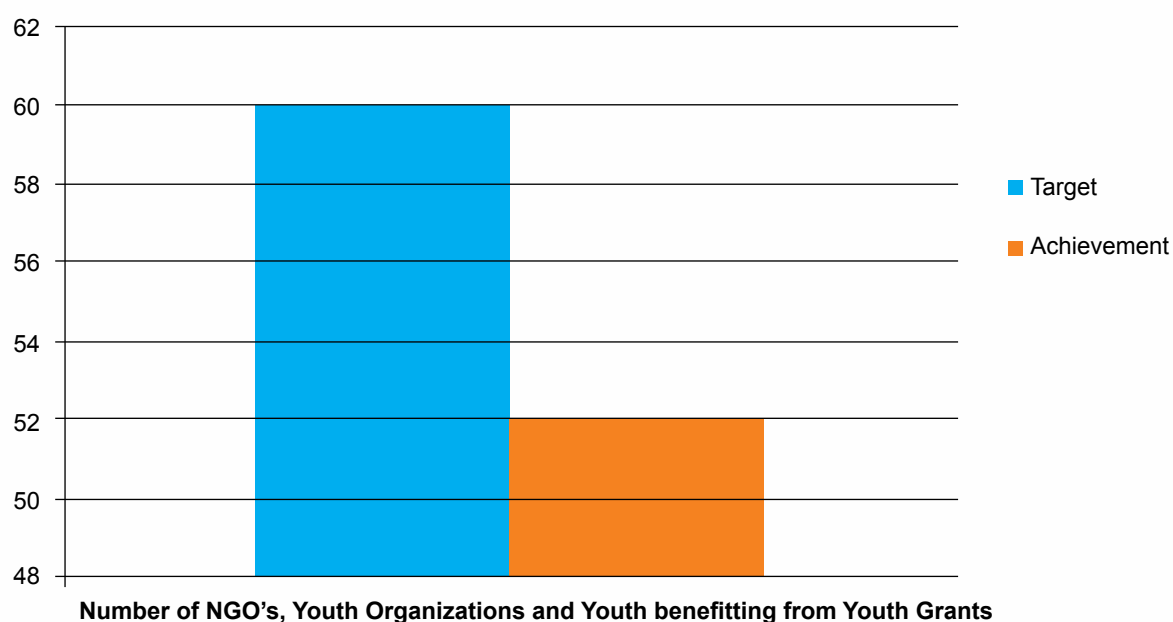


Basic carpentry students of Nasau youth training centre in Sigatoka practicing their acquired trade skill by laying bricks for the new classroom block at the centre

Table 8: Achievement for Activity 32.1.4

OUTPUT 32.1 YOUTH CAPACITY BUILDING AND PROJECT ESTABLISHMENT FOR IMPROVED LIVELIHOOD Activity 32.1.4 - Effective utilization of Youth Grant	Target	Achievement
Number of NGO's, Youth Organisations and Youth benefitting from Youth Grants	60	52

Graph 7: Comparisons against the Target for Activity 32.1.4





Youth Grant Programme:

The Ministry, in working towards extending youth development in Fiji, advances its core responsibilities of youth empowerment by supporting individual youth, youth clubs, faith based organisations and non-governmental organisations that undertake work that is in line with the themes under the National Youth Policy.

The National Youth Policy espouses 9 thematic areas which are listed below:

1. Making Healthy Choices
2. Youth and Environmental Considerations
3. Sports for Development and Inclusion
4. Youth and Human Rights
5. Creating Skilled Leaders
6. Making Ethical Decisions
7. Cultural Heritage, Religious Values and Virtues
8. Youth Empowerment, Entrepreneurship Development and Livelihood Opportunities
9. Vulnerable Youths



Emele Soqovosa (left), a young woman with special needs of Navaga Village, Koro who undertook mobile skills training in basic carpentry and received a Certificate of Attainment in Demonstrated Knowledge of Carpentry Hand Tools and Demonstrated Knowledge of Building Setting Out after successfully completing the training in Cawa District, Koro.

Objectives of Youth Grants:

The grant focuses on activities and projects initiated by individual youth, youth clubs and non-governmental organisations such as Empowerment, Leadership Training, Youth Camps, Sports and Recreation Training, Youth Workshops, Seminars and Income Generating projects to:

- Strengthen networking and partnerships between civil society organizations and the Ministry
- Elevate and strengthen youth development work in Fiji

In 2016, a total of 52 grants were issued through the Youth Grant Programme which is inclusive of both individuals and Youth Clubs.



Table 9: Achievement for Activity 32.1.5

OUTPUT 32.1 YOUTH CAPACITY BUILDING AND PROJECT ESTABLISHMENT FOR IMPROVED LIVELIHOOD Activity 32.1.5 - Encourage life skills initiatives for young people	Target	Achievement
Trainees benefitting from Mobile Skills Training in relevant trade/skills and reports	360	290
DEIAP Participants registered and reports submitted	325	668
New Operating Authority Licenses approved and reports submitted	38	9

Duke of Edinburgh's International Award

The Duke of Edinburgh International Award (DEIA) is recognized as the world's leading youth achievement award and is a voluntary, non-competitive, enjoyable and balanced program that requires dedication and commitment by participants. The Award develops initiative, self-reliance, leadership skills and social responsibility and challenges young people through their participation in a series of activities that would build their character and change their lives.

The Award is open to all young people aged 14 to 24.

Award:

There are three levels:

- Bronze - for those over 14 years and minimum participation of 6 months.
- Silver - for those over 15 years and minimum participation of 12 months.
- Gold - for those over 16 years and minimum participation of 18 months.
- Each level of the Award has four (4) sections:
 - Service
 - Physical Recreation
 - Skills
 - Adventurous Journey and
 - Residential Project (at Gold Level ONLY)

Participants are required to complete a minimum of one (1) hour for each section per week for the minimum period required for the respective level. In Fiji, the Award is currently delivered in registered secondary schools and a total of 668 students registered for the programme in 2016.



Duke of Edinburgh International Award participants of Ratu Mara College in Lakeba, Lau undertaking their community service



OUTCOME 36: SPORTS DEVELOPMENT SPORTS SECTION 2016 FINANCIAL YEAR REPORT

A. Rural Sports Facilities Development Program

1. Background

The Rural Sports Facilities Development Program is implemented by the Ministry to ensure development and promotion of sports at all levels. This involves the provision of sports facilities for schools and communities in rural areas and to offer opportunities and encourage more active participation of all citizens in sports and recreational activities.

2. Benefits

- National Sporting Organisations are able to facilitate development programmes in rural areas
- Youths are able to organize sports competitions in rural areas as well as going to urban centers
- Income generated from the use of the sports facilities can assist in community projects
- Availability of facilities in rural areas and the organisation of sports competitions help to entice unemployed youths in urban centres back to their villages
- Identification of potential talent through participation during organized sporting tournaments
- Physical Education and sports classes can be taught by teachers with access to sports facilities
- School children are taught the basic skills of sports and games with the availability and accessibility of these facilities.

3. Criteria

- Short lists of facilities are developed from written requests received
- Site visits by relevant Officials to determine the need to construct sports facilities
- Reports on the visit compiled and submitted for endorsement and confirmation of the number of Rural Sports Facilities to be developed
- Once endorsed then necessary paper work through the budgetary process for capital projects is undertaken.

4. Government's Support

Government increased the funding to \$400,000 from the baseline budget of \$200,000 in 2015. This is due to the number of requests received and needs identified.

5. Allocation use for 2016 – \$66,525

6. Challenges

- Reviewed guidelines by Fiji Procurement Office
- Wet weather which affects implementation of earth moving works
- Damage caused by TC Winston to schools identified which resulted in diversion of projects as repair of schools took priority
- Inability of contractor to complete the work required in the scope of work
- Workplan for the project was for the whole year and the change in financial year (7 months) reflected poorly on the physical implementation of 20% and budget utilization of 16%
- Extra work needed outside scope of work due to unforeseen circumstances.

7. No. of fields completed in 2016 – 1

No. of facilities carried over to the 2016/2017 financial year – 5



Preliminary construction work being conducted at the Vunisea Integrated Rural Sports Complex in Kadavu

National Sports Day

1. Background

The National Sports Day is especially set aside by Government as a public holiday to allow all citizens of Fiji to understand the benefits of participating in sporting activities and to celebrate sports as a means of acquiring physical fitness for a healthy lifestyle, promoting health and wellbeing to address Non Communicable Diseases.

This was an unprecedented initiative for a “One day Sports Inclusiveness and Mass Participation” with the objective of engaging half of Fiji’s population (about 400,000) on the day. The National Sports Day also offered exciting opportunities for communities to come together to get active and have fun.

The Ministry of Youth and Sports takes the lead role in coordinating sports and physical activities in communities, districts and divisions to ensure that the National Sports Day holiday is celebrated widely around Fiji.

2. Events organised with the Ministry’s assistance

Events	Venue	Organisers
Olympic Fun Run	Suva & Nadi	FASANOC
Sports Try-outs	Suva	FASANOC
Inter-ministry sports	Suva, Lautoka, Labasa, Nausori, Sigatoka, Rakiraki, Levuka & Vunisea	MYS
Naweni Youth 7s and Netball tournament	Naweni, Cakaudrove	Community, MYS, FNSC
Buca Bay Youth 7s and Netball tournament	Buca, Cakaudrove	Community, MYS
Lakeba Youth Council Volleyball tournament	Tubou, Lakeba, Lau	Community, MYS
Nawaisomo Youth Sports Day	Nawaisomo, Beqa	Community



Events	Venue	Organisers
Wainibuka Youth Association	Nayavu, Wainibuka	Community
Nukunuku Youth Club	Nabua	Community
Saliadrau Youth Club	Saliadrau, Namosi	Community
Roshnee Youth Club	Nasinu	Community
Nukubolu Youth Club	Nukubolu Village, Cakaudrove	Community
Wailevu West Youth Cluster	Valeni Village, Cakaudrove	Community
Korovou Women's Volleyball tournament	Gatward Park, Korovou	Community, FVF
Lau Provincial Urban Youth	Suva	Community
Barara Youth Club Soccer Tournament	Barara, Lomolomo, Lautoka	Community
Nakavu Volleyball tournament	Nakavu, Nadi	Community
Naganivatu Youth Sports Day	Naganivatu, Naitasiri	Community
Reproductive & Family Health Ass. Sports Day	Taveuni	Community, RFHA
Toki Youth Sports Day	Ovalau	Community

3. Events organised by National Sports Organisations

Events	Venue	Organisers
Oceania Swimming Championship	Suva Aquatic Centre	Fiji Swimming & Oceania Swimming
Fiji v Georgia Rugby Test Match	ANZ Stadium, Suva	Fiji Rugby Union

4. Allocated funds - \$30,000

Actual utilised - \$67,000

Donation of Sports Equipment

1. Background

The donation of sporting equipment to schools, youth and sporting clubs is a way the Ministry engages young people in sports and physical activity which promote sports for health and recreation purposes. The provision of equipment assists in harnessing sports skills of young people at school or in a local club and is often the first step to competition with a pathway to the highest level.

2. Aims and Objectives

The main objective of this program is to support the promotion of sports and physical activity at all levels of engagement through the provision of safe and standardised sports equipment.

3. Eligibility and beneficiaries

- Registered Youth Clubs under the Ministry of Youth and Sports
- Registered schools
- In accordance with Standard Operating Procedures.



4. Criteria

- Written requests are witnessed officially i.e. a request signed by the President is supported by the Vice President, Secretary or Treasurer
- Requests from schools are submitted on school's letterhead and/or stamped with school stamp for verification purposes
- Sporting items are collected by the applicant or if there is an appointee, he or she produces a certified letter from the youth group or school on stamped letterhead with production of a valid photo ID
- No request will be accepted if the period of the first assistance to a school or youth group/club is less than 3 years
- Officials of the club will NOT claim ownership to the assistance and whatever assistance they obtained for the Club during their term of office will always remain the property of the club.

5. Allocated funds

The Training Materials and Stores allocation of \$50,000 includes procurement of equipment and other training materials.

Amount utilised – \$44,076

6. Assistance

100 Youth Groups and Schools assisted – target set out in the ACP achieved.

7. Types of assistance rendered:

i. Basic sporting equipment selected from:

- PE cones
- Rugby Balls
- Netball Balls
- Soccer Balls
- Volleyball balls & nets
- Water Bottles with 1 Rack
- Kicking Tees
- Ball Pumps
- Whistles

ii. Weightlifting equipment



Kilaka's Saint Mary's Rugby Club captain Nikolau Rabokata receives BLK sportswear from BLK Lautoka branch manager Jese Gade in the presence of the Minister for Youth and Sports Hon. Laisenia Tuitubou



INFRASTRUCTURE WORKS AND REFURBISHMENT AT YOUTH TRAINING CENTERS [CAPITAL PROJECTS 2016]

Upgrading Training Centres through refurbishment and infrastructure development is a priority of the Ministry. Table 7 outlines the major capital works carried out at the various Training Centres in 2016.

Table 10: Progress of Youth Training Centres - Capital Project 2016

Youth Training Centres	Progress of Capital Works	Achievement (%)
YTC – Yavitu	<ul style="list-style-type: none"> Construction of Workshop: Analysis of Building Plans with engineers, Health Inspection for Approval, RIE Quotation and Bill of Quantity, Purchasing & delivery of materials, Construction work Begins, 2nd Purchasing for finishing material, Completion Construction of Resource Centre: Purchasing and Delivery, Construction work, 2nd Purchasing and Completion of works Fibre-glass Purchasing with Engine: RIE submission, Quotation, Purchasing and Delivery Purchasing Tools, Equipment, Machine: RIE, Quotation, Delivery Work Force: Supervisor, Leading hand, Labourers 	90%
YTC – Nasau	<ul style="list-style-type: none"> Foundation to Floor Level Construction of Wall, Block laying Roof Construction Fixtures and Finishing Works Electrical Works Furniture and Equipment New Hardcourt Construction completed 	100%
YTC – Naleba	<ul style="list-style-type: none"> TFL VT SAT Installation Flat Screen TV purchase Admin Block Furniture purchase Renovate Admin Building Ablution block Classroom furniture purchase Kitchen utensils & Furniture upgrading Smokeless Stove construction FEA Domestic Wiring Purchase Water Tanks Pig Stock & Feed Green House construction Quarters Furniture purchase Storeroom Construction 	50%
YTC – Naqere	<ul style="list-style-type: none"> Road construction within campus Naqere Training Centre Purchase resource material Construction Work Construction of Dining Hall & Purchasing of Dining hall Furniture: Acquire Quotes Contractors Selection Furniture quotes acquired Purchasing of Furniture Purchasing of Mini Gym: Equipment and quotes Purchase of Equipment VT SAT - Internate Access: Quotation, Purchase of Equipment Purchasing of flat Screen: Quotation, Purchase of Equipment 	50%



Youth Training Centres	Progress of Capital Works	Achievement (%)
YTC - Valelevu	1. Construction work begins phase 1 2. Continuing Construction work 3. Monitoring of construction work and collation of reports 4. Finishing & site cleaning 5. Purchasing of Music instruments	50%



The upgraded Yavitu youth training centre workshop building

SECTION 3: ADDITIONAL MAJOR ACTIVITIES

TC WINSTON JOINT RELIEF & REHABILITATION MISSION

MINISTRY OF YOUTH AND SPORTS AND THE UNITED NATIONS DEVELOPMENT PROGRAMME

The Fiji Strengthening Youth Participation in the Transition to Democracy Project, or simply UNDP Fiji Youth Project, is a joint partnership between UNDP and the Ministry of Youth and Sports focusing on building capacity of youth around civic participation, in decision making, empowering youths to become able leaders in society, inculcating entrepreneurship and most importantly enabling effective resource management and planning for the youth population base.

The massive devastation presented by Tropical Cyclone Winston affected more than 350,000 people in Fiji, and youths in Fiji are a considerable segment of the population that has been affected in their daily livelihoods and community participation. As a means to engage youth effectively given their role in society as key segments of the workforce, UNDP Fiji Youth Project and Strengthening Citizen Engagement in Fiji Initiative (SCEFI) Project pooled resources to respond to the immediate needs of youths through a “Cash for Work” initiative.

Through this initiative a total of FJD\$100,000 (\$50,000 USD) was re-diverted as “cash for work” from existing project activities to support the Government’s rebuilding and recovery efforts. The Project was designed to help mobilize around 500 youths in total on a “cash for work” basis, 300 immediately to support the reconstruction and debris clearance efforts and another 200 later in Quarter 2, 2016 for replanting with and agriculture revival



efforts. This support was provided by the Ministry, NDMO and UNDP.

Short and Medium Term Recovery Measures

Phase 1: Clearing, Cleaning & Reconstruction Activities

This phase aimed at mobilizing 300 youth volunteers for clearing of light debris and light reconstruction efforts in the identified areas in need of assistance. Whilst the exact locations were identified and confirmed following a brief assessment mission led by MYS and UNDP in the affected areas, considering budget provisions for Phase 1, Koro Island was the focus.

Briefly, Koro island has 14 villages with an estimated population of 2000 people. After consultation with the key stakeholders, 4 villages were identified as the pilot community for the 'cash for work' programme.

These 300 youth volunteers were identified from the affected areas and paid on a daily rate of F\$20 per youth per day for a five day work week over two consecutive weeks. Each week had a different grouping of youths to ensure distribution and benefits were evenly distributed. This rate served as a minimum income to support the youths and their families recovering during these challenging times. The registered youth groups and also other youths needing assistance were identified by Youth Officers in the areas identified and selected based on a brief profiling while ensuring gender representation.

The required tools and equipment for this phase provided by the UNDP following consultation with NDMO and MYS following the field assessment mission.

Phase 2: Replanting

To address the food security issues in the communities, the remaining 200 youth volunteers were engaged to replant vegetables and other short term and resilient crops. The supply of seedlings and root crops were provided by the Ministry of Agriculture following a meeting between the Project Mission Team and Ministry of Agriculture Extension Officials on 8 March 2016.

The volunteers were paid a daily allowance of F\$20 per youth per day for a five day work week over two consecutive weeks.

Budget Break down

Expense(s)	Amount	Total
Phase 1: Rebuilding		
Youth Volunteer Allowances	8hrs/day = \$20 \$20 x 150 = \$3000 per/day \$3000 x 5days = \$15,000/week \$15,000 x 2 weeks = \$30,000	\$30,000
Equipment	\$15,000	\$15,000
Accommodation (Staff) and transportation (Government and UNDP)	\$4,000 for up to 2 weeks	\$8,000
Contingency	\$1,500 per week	\$3,000
	Sub-total	\$56,000



Phase 2: Replanting

Youth Volunteers Allowances	8hrs/day = \$20 \$20 x 100 = \$2000 \$2000 x 5 days = \$10,000/week \$10,000 x 2 wks = \$20,000	\$20,000
Equipment / Tools	\$10,000	\$10,000
Accommodation and transportation (Staff)	\$5,000 per week for up to 2 weeks	\$10,000
Contingency	\$1,000	\$1,000
	Sub-total	\$41,000
Communication and visibility	Promotional materials	\$3,000
	TOTAL	\$100,000

Phase 3 – Mission Report

The three weeks mission to Koro entailed registration of youths for the cash for work program, training identified youths in the first four villages namely Nasau, Naqaidamu, Sinuvaca and Namacu and implementation. Two UNDP consultants (one debris management expert and other communication personnel), the Project Manager and two Ministry staff provided training to the youth who had registered for the programme.

The training conducted was on safety and efficiency in preparation for the villages before the first phase of the recovery program.

Mr. Fasal Ridwan, the Debris Management Consultant for UNDP, conducted an average of 2 hours training for each of the four villages.

One hundred and twenty nine (129) youths were registered before distribution of equipment to the four villages.

Equipment Distribution

Villages	Wheel Barrows	Pinch Bars	Shovels	Bolt Cutters	Sledge Hammers	Rake With Handles	Gum Boots
NASAU	8	4	20	4	4	4	37
NAQAIDAMU	8	4	20	4	4	4	39
SINUVACA	4	2	10	2	2	2	22
NAMACU	6	3	17	3	3	3	39
TOTAL	26	13	67	13	13	13	137
REMAINING	4	2	8	2	2	2	23

* The equipment was distributed based on UNDP ratio determined by the number of participants per village.

As word spread about the CfW done for the first four villages, the youth of Nacamaki, Tuatua, Nakodu and Mudu approached the MYS and UNDP to run a second course for them. This was done and 143 young people, including 33 young women were recruited and received equipment and training.



Training trainers

Purpose : ToT for Debris Clearance, CfW Progress Overview, and Debris Assessment

The second phase of debris clearing through Cash for Work (CfW) with MYS in Koro Island finished in the second week of May 2016.

Scope of Works

- UNDP-MSB debris specialists presented the ToT on debris clearing in 2 locations targeting participants from 8 villages.
- UNDP-MSB team also assessed the debris quantity that was collected during the CfW activities and debris piled independently by the communities.

Training of Trainers

The purpose of the ToT was to create a knowledge legacy for Koro and Fiji.

The training was basically the same as the previous training run as part of CfW:

- > Safety awareness, the importance of wearing the personal protective equipment (PPEs), importance to keep healthy;
- > Technique/methods of post-disaster debris clearing work, the effective use of working tools and methods of working together;
- > Basic principles of demolition work, risks of unstable structures and prioritizing safety in all conditions.

NO	VILLAGE	MALE	FEMALE	TOTAL
1	Nacamaki	2	2	4
2	Tuatua	2	1	3
3	Naqaidamu	2	1	3
4	Sinuvaca	2	1	3
5	Namacu	1	2	3
6	Nakodu	1	0	1
7	Mudu	8	2	10
TOTAL		18	9	27

Table 1. Number of ToT participants in Koro



Debris Piles Assessment

The two phases of cash for works (CfW) has resulted to big amounts of debris piled across the 8 covered villages.

NO	VILLAGE	DEBRIS / WASTE TYPE (m3)								TOTAL (m3)
		Roof Sheets	Metal	Concrete	Blocks	Timber	Green Waste	Electronic	Other Waste	
1	Nacamaki	38	2	33	17	38	73	2	9	212
2	Tuatua	20	5	58	22	59	2	2	18	186
3	Nasau	82	8	104	6	60	54	3	47	364
4	Naqaidamu	44	4	45	16	42	42	0	15	208
5	Sinuvaca	50	6	17	0	34	45	3	28	183
6	Namacu	42	6	43	5	39	48	0	19	202
7	Nakodu	22	5	36	0	0	18	2	8	91
8	Mudu	20	13	119	22	35	123	3	5	340
TOTAL		318	49	455	88	307	405	15	149	1,786

Table 2. Quantity of debris piled in 8 villages in Koro



Fallen trees as potential resource for timber/
carpentry
Photo credit: Faisal Ridwan

Concrete debris used for sea protection



Home gardening in Tuatua and Mudu
Photo credit: Faisal Ridwan



Corrugated sheets debris to be removed
Photo credit: Faisal Ridwan



Bulk bags filled with E-waste and bottles/plastics
Photo credit: Tova Andersson & Faisal Ridwan



Massive debris outside/in between villages



Concrete debris needing heavy equipment to remove
Photo credit: Faisal Ridwan & Tova Andersson



SECTION 4: HUMAN RESOURCE DEVELOPMENT AND FINANCIAL MANAGEMENT

ADMINISTRATION AND FINANCE

The Administration Section is responsible for the overall human resource management, staff recruitment, development, performance, observance of regulations of the Ministry. These key human resource activities involve additional activities that cover job analysis, human resource planning, recruitment and selection, performance appraisal and human resource development, compensation, benefits, employee relations and effective health and safety programs.

The Accounts Section oversees and maintains the Ministry's budgetary allocations for all payment of goods and services. It monitors the Ministry's spending and ensures it is within the annual approved provision. It also ensures compliance with the Ministry's Finance Manual.

The Accounts Section also provides an advisory role and discharges responsibilities of the Ministry in accordance with Government financial and procurement regulations. The Section maintains financial records and undertakes reconciliations to reflect correct expenditure.

Ministry's Staff Establishment as at 31 July 2016

Position/Title	Grade	App. Est.	Vacant	Filled	Gender	
					M	F
Minister		1		1	1	
Assistant Minister		1		1	1	
Permanent Secretary	US 01	1		1		1
Director	US 03	1		1	1	
Senior Administrative Officer	SS 02	1		1	1	
Administrative Officer	SS 03	2		2	1	1
Senior Secretary	SS 03	2	1	1		1
Executive Officer	SS 04	1		1		1
Secretary	SS 04	2		2		2
Clerical Officer	SS 05	11		11	2	9
Typist	SS 05	8		8		8
Senior Accounts Officer	AC 02	1	1			
Accounts Officer	AC 03	1		1	1	
Assistant Accounts Officer	AC 04	2		2		2
Principal Youth Officer	SS 01	4	2	2	2	
Senior Youth Officer	SS 02	6		6	4	2
Youth Officer	SS 03	15	1	14	11	3



Ministry's Staff Establishment as at 31 July 2016 (cont'd)

Position/Title	Grade	App. Est.	Vacant	Filled	Gender	
					M	F
Assistant Youth Officer	SS 04	1	1			
Senior Sports Officer	SS 01	1		1	1	
Sports Officer	SS 03	1	1			
Assistant Sports Officer	SS 04	1		1	1	
Store man	SK 05	1		1	1	

Ministry's General Wage Earners Establishment as at 31 July 2016

Position/Title	App. Est.	Vacant	Filled	Gender	
				M	F
Driver	6		6	6	
Receptionist	1		1		1
Cleaner/Gardner	1		1	1	
Messenger/Cleaner	1		1		1
Messenger/Driver	3	1	2	2	
Stockman IV	1		1	1	
Storeman	1		1	1	
Cleaner	1		1	1	
Youth Administrator	15		15	11	4

Recruitment and Selection Process

The Ministry adheres to the policies put in place through the Civil Service Reform process on Recruitment and Selection.

Vacant positions are advertised and filled through the normal process as and when vacancies arise under the Open Merit Recruitment and Selection Guidelines.

Division	Post	Grade	M	F
Administration	Senior Administrative Officer	SS 02	√	
Administration	Secretary	SS 04		√
Administration	Secretary	SS 04		√
Research and Development	Youth Officer	SS 03	√	
Western Division	Youth Officer	SS 03	√	
Administration	Driver/Messenger	GWE	√	
Administration	Driver	GWE	√	



Staffing Status

Engagement Status	Division/Units	M	F
Volunteers (Local)	<ul style="list-style-type: none"> Research & Development (2) Central Division (1) Northern Division (1) Sports Section (1) 	2 1	3 1 1
Volunteers (International)	<ul style="list-style-type: none"> Research & Development Western Division Central Division Northern Division YTC Nasau Sports Section 	 1 1	1 1 1 1
Retirements	<ul style="list-style-type: none"> Administration Central Division 	2	1
Suspension	-	-	-
Resignation	<ul style="list-style-type: none"> Western Division Sports Section 	 1	1
Deemed to have Resigned	-	-	-
Terminations	-	-	-
Deaths	-	-	-
Postings and Transfers – Inward	<ul style="list-style-type: none"> Administration Section Central Division 	1 1	1
Postings and Transfers – Outward	-	-	-

Staff Development

Staff development covers the activities and programs to help staff members learn about responsibilities, develop required skills and competencies necessary to accomplish organizational and divisional goals, grow personally and professionally to prepare the workforce for advancement in the organization or beyond.

Professional development of the workforce is the responsibility of the organization. Although the employee is normally hired with a certain knowledge, experience, skills and abilities, if the roles and responsibilities of the position change, the employer should invest in their human capital. The Ministry understands the true value of professional development, culture, innovation and creativity and also recognizes the value of continuously educating the current workforce.

The staff development records for overseas and local training for 2016 are attached as Appendix 1.



Leave Management

Leave Types	Divisions/Units								
	Admin	Acc	R & D	Sports	C	E	W	N	YTC [N]
A/L	63	43	36	13	54	20	11	30	43
SLWSS	20	25	8	15	21	5	10	24	30
SLWOSS	8	10	6	4	12	8	10	9	5
B/L	5	2	4	1	6	0	3	5	
M/L	1								
Long Service Leave	1				1				1
Study Leave			1				1		
Sporting Tour Leave						1			
Overseas Training Tours									
Leave Without Pay									
Overseas Leave									1
Time off	18	6	0	3	5	2	0	10	14

Secretariat Support Services to Management

The Administration Section provided secretariat support to management meetings held during the year. The total number of management meetings conducted during the year was 6 and management decisions were implemented, accordingly.

Asset Management (vehicles and properties)

i) Annual BOS

The 2016 Annual Board of Survey was conducted in June and July for 12 different Sections/Divisions/Units. Special Boards of Survey were also conducted during the year as and when there was a need.

Each Division and Section maintains their own Inventory records and a Fixed Assets Register to account for the assets of the Ministry.

The Ministry's assets and properties for the Training Centres are managed by the respective Divisions.

ii) Office Space

Office accommodation issues regarding leakages and air con units were handled for Nasoqo House and VB Complex with the assistance of the Ministry of Economy Office Accommodation Unit.



iii) Transport Fleet

2016 vehicle fleet for the Ministry is outlined below.

NO	Vehicle Registration Number	Vehicle Make	Division Section
1	GQ 115	Prado	Minister
2	GQ 123	Prado	Assistant Minister
3	GQ 144	Prado	Permanent Secretary
4	GP 612	Trail Blazer	Administration - Pool
5	GQ 070	Kia Sorento	Administration - Pool
6	GP 462	Chevrolet car	Administration - Pool
7	GQ 264	Twin cab (4x2)	Administration - Pool
8	GP 675	3 Ton Truck	Administration (YTC Valelevu)
9	GP 260	Prado	Eastern Division
10	GP 404	Twin Cab (4x4)	Central Division
11	GQ 248	Twin Cab (4x4)	Western Division
12	GN 264	Mini Pajero	Western Division
13	GN 524	Twin Cab (4x4)	Youth Training Centre – Nasau
14	GM 968	Pajero	Youth Training Centre – Nasau
15	GP 717	3 Ton Truck	Youth Training Centre – Nasau
16	GP 617	Trail Blazer	Northern Division
17	GP 987	Twin Cab (4x4)	Northern Division
18	GM 914	Twin Cab (4x4)	Northern Division

Occupational Health and Safety

The OHS allocation for the Ministry of Youth and Sports in 2016 was \$8,000.

The 2016 fund was used for the following:

- Health screening consumables (strips and lancets) for the whole Ministry
- Servicing of and installation of new fire extinguishers at HQ, VB Complex and YTC Valelevu
- Installation of two nozzles for the hose reels at HQ
- Purchase of items to replenish first aid kits in all the Divisions and Training Centres.

Registry Management

The Ministry of Youth and Sports Registry stores all files and information that is received on a daily basis.

The Registry also processes leave applications which are reflected under Leave Management shown above.



Service Charter

Our Customer service charter has an overview of the Ministry's vision, mission and the 7 Star values. It clearly states the Ministry's goals and how they relate to the Ministry's customers. The charter also includes information pertaining to customer rights and expectations. It generally involves the expected time frame for customers to receive feedback or services and outlines how the Ministry will handle complaints and dispute processes.

The Customer service charter reassures our customers that the Ministry delivers services within the timeframe and is posted on the Ministry website and made available in all our divisional offices and outlets where our customers go to make use of our services.



APPENDIX 1

Ministry of Youth and Sports Staff Training 2016

Srl	Name of Officer	Division/ Section	Name of Training/ Workshop Attended	Institution	Duration (Hrs)
1.	William Naisara	Corporate Finance Eastern R&D Corporate Central Corporate Central Sports Executive	Open Merit Recruitment and Selection Training	Ministry of Economy	15 hrs
2.	Peni Vasuturaga				15 hrs
3.	Iveri Naba				15 hrs
4.	George Francis				15 hrs
5.	Philip Hereniko				15 hrs
6.	Vignesh Naidu				15 hrs
7.	Shamim B Mohammed				15 hrs
8.	Prem Lata				15 hrs
9.	Iowane Soko				15 hrs
10.	Sitiveni Rokoro				15 hrs
11.	Alison Burchell				15 hrs
12.	Lavenia Leawvere	Central	Certificate in Report Writing	USP - TAFE	16hrs and 20 mins
13.	Kelerayani Savei				16hrs and 20 mins
14.	John Taweni				16hrs and 20 mins
15.	Jone Tuinanuya				16hrs and 20 mins
16.	Mere Degei				16hrs and 20 mins
17.	Jaoji Dabui				16hrs and 20 mins
18.	Masi Chet				16hrs and 20 mins
19.	Tito Kainitikuabia				16hrs and 20 mins
20.	Mesake Vuniwai				16hrs and 20 mins
21.	Josefa Dua				16hrs and 20 mins



Srl	Name of Officer	Division/ Section	Name of Training/ Workshop Attended	Institution	Duration (Hrs)
22.	Pauliasi Niusama	All Divisions	Youth Administrators Induction Training	In House	24hrs
23.	Joseva Tuqiri				24hrs
24.	John William Tamanikaisawa				24hrs
25.	Jone Vukicewa Tuinanuya				24hrs
26.	Rakesh Kumar				24hrs
27.	Sarah Tafo'ou				24hrs
28.	Vasiva Adimailagi				24hrs
29.	Tevita Nakaba				24hrs
30.	Kinivuwai Naba				24hrs
31.	Kaminiela Matai Satadra				24hrs
32.	Shalendra Bishwa				24hrs
33.	Anare Sikoa				24hrs
34.	Elenoa Vavana Matekiwai				24hrs
35.	Mei Mili				24hrs
36.	Semisi Raicebe				24hrs



ANNEX 1

MINISTRY OF YOUTH AND SPORTS

AGENCY FINANCIAL STATEMENTS

FOR THE PERIOD ENDED 31 JULY 2016





MINISTRY OF YOUTH AND SPORTS

AGENCY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2016

TABLE OF CONTENTS

INDEPENDENT AUDITOR'S REPORT.....	3
MANAGEMENT CERTIFICATE.....	4
STATEMENT OF RECEIPTS AND EXPENDITURE.....	5
APPROPRIATION STATEMENT.....	6
STATEMENT OF LOSSES.....	7
NOTES TO AND FORMING PART OF THE AGENCY FINANCIAL STATEMENTS.....	8



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6-8TH Floor, Ratu Sukuna House
 2-10 McArthur St
 P. O. Box 2214, Government Buildings
 Suva, Fiji

Telephone: (679) 330 9032
 Fax: (679) 330 3812
 E-mail: info@auditorgeneral.gov.fj
 Website: <http://www.oag.gov.fj>



INDEPENDENT AUDITOR'S REPORT

Audit Opinion

I have audited the agency financial statements of the Ministry of Youth and Sports, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the 7 months period ended 31 July 2016, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the Finance Instructions 2010.

Basis for Opinion

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are described in the *Auditor's Responsibilities* paragraph of my report. I am independent of the Ministry of Youth and Sports in accordance with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

Management's Responsibilities for the Financial Statements

The management of the Ministry of Youth and Sports are responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the Finance Instructions 2010, and for such internal control as the management determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

Auditor's Responsibilities

My objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISA will always detect a material misstatement when it exists. Misstatements can arise from fraud and error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with ISA, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.



- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Ministry of Youth and Sports internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by the Ministry of Youth and Sports.

I communicate with the Ministry of Youth and Sports regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Ajay Nand
AUDITOR GENERAL



Suva, Fiji
03 May 2017



MINISTRY OF YOUTH AND SPORTS

MANAGEMENT CERTIFICATE FOR THE PERIOD ENDED 31 JULY 2016

We certify that these agency financial statements:

- (a) fairly reflect the financial operations and performance of the Ministry of Youth and Sports and its financial position for the period ended 31 July 2016; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the Finance Instructions 2010.



Ms. Alison Burchell
Permanent Secretary

Date: 2/5/2017



Mr. Abdul Rasheed
Senior Accounts Officer

Date: 02/05/2017



MINISTRY OF YOUTH AND SPORTS

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE PERIOD ENDED 31 JULY 2016

	Notes	2016 \$	2015 \$
RECEIPTS			
State Revenue			
Commission		892	2,076
Recovery of OPR in Previous Years		2,107	391
Total State Revenue		2,999	2,467
Agency Revenue			
Sales of School Farm Produce Surplus	3 (a)	25,873	73,982
Miscellaneous Revenue	3 (b)	10,435	17,151
Total Agency Revenue		36,308	91,133
TOTAL RECEIPTS		39,307	93,600
EXPENDITURE			
Operating Expenditure			
Established Staff	3(c)	1,085,738	1,963,108
Government Wage Earners	3(d)	123,104	190,020
Travel & Communications	3(e)	137,595	293,269
Maintenance & Operations	3(f)	125,374	195,141
Purchase of Goods & Services	3(g)	527,539	975,664
Operating Grants & Transfers	3 (h)	7,454,528	3,795,085
Special Expenditure	3 (i)	1,643,675	2,836,811
Total Operating Expenditure		11,097,553	10,249,098
Capital Expenditure			
Capital Grants & Transfers	3(j)	1,799,303	5,180,474
Total Capital Expenditure		1,799,303	5,180,474
Value Added Tax		164,981	627,854
TOTAL EXPENDITURE		13,061,837	16,057,426



MINISTRY OF YOUTH AND SPORTS

APPROPRIATION STATEMENT FOR THE PERIOD ENDED 31 JULY 2016

SEG	Item	Budget Estimate \$	Appropriation Changes \$ (Note 4)	Revised Estimate \$ a	Actual Expenditure \$ b	Lapsed Appropriation \$ (a-b)
1	Established Staff	1,912,717	(15,000)	1,897,717	1,085,738	811,979
2	Government Wage Earners	203,003	15,000	218,003	123,104	94,899
3	Travel & Communication	263,350	---	263,350	137,595	125,755
4	Maintenance & Operations	264,550	---	264,550	125,374	139,176
5	Purchase of Goods & Services	1,155,100	14,544	1,169,644	527,539	642,105
6	Operating Grants & Transfers	8,650,166	260,858	8,911,024	7,454,528	1,456,496
7	Special Expenditure	3,456,333	(275,502)	3,181,162	1,643,675	1,537,487
Total Operating Expenditure		15,905,450	---	15,905,450	11,097,553	4,807,897
Capital Expenditure						
10	Capital Grants & Transfers	6,106,000	---	6,106,000	1,799,303	4,306,697
Total Capital Expenditure		6,106,000	---	6,106,000	1,799,303	4,306,697
13	Value Added Tax	450,294	---	450,294	164,981	285,313
TOTAL EXPENDITURE		22,461,744	---	22,461,744	13,061,837	9,399,907



MINISTRY OF YOUTH AND SPORTS

STATEMENT OF LOSSES FOR THE PERIOD ENDED 31 JULY 2016

Loss of Money

There was no loss of money recorded for the financial period ended 31 July 2016.

Loss of Revenue

There was no loss of revenue recorded for the financial period ended 31 July 2016.

Loss of Fixed Assets

There was a loss of fixed asset amounting \$301 recorded for the period ended 31 July 2016. In addition, the Ministry is awaiting approval for write-off from Ministry of Economy for items worth \$13,119 following the Board of Survey for the period ending 31 July 2016.



MINISTRY OF YOUTH AND SPORTS

NOTES TO AND FORMING PART OF THE AGENCY FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2016

NOTE 1: REPORTING ENTITY

The Ministry of Youth and Sports is responsible for the formulation and implementation of policies and programs aimed at enabling youths to meet challenges of their generation and create a better future through informed choices and the promotion and development of sports and its infrastructure both in the urban and rural areas in recognition of the important role of sports in nation building and to create a vibrant and highly competitive sports industry which will be economically beneficial to Fiji.

The Ministry's mandate is to provide training for the young people of Fiji aged between 15 and 35 years who are not in employment, education or training.

NOTE 2: STATEMENT OF GOVERNMENT ACCOUNTING POLICIES

a. Basis of Accounting/Presentation

In accordance with Government accounting policies, the agency financial statements of the Ministry of Youth and Sports is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The agency financial statements are presented in accordance with the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the requirements of Section 71(1) of the Finance Instructions 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

b. Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Ministry on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Economy. VAT input on the other hand is claimed on payments made to the suppliers and the sub-contractors for expenses incurred.

The VAT payment as per the statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue & Customs Authority (FRCA). Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.



c.) Comparative Figures

The Ministry changed its reporting period from 1 August to 31 July as per the Ministry of Economy circular number 04/16 due to a change in the whole of government reporting period. This was provided for in the Financial Management (Amendment) Act 2016.

Hence, the 2016 financial reporting period is for 7 months effective from 1 January 2016 to 31 July 2016. In comparison, the 2015 financial reporting period is for 12 months effective from 1 January 2015 to 31 December 2015.

d) Revenue Recognition

Revenue is recognised when the actual cash is received by the Ministry.

NOTE 3: SIGNIFICANT VARIATIONS

- a) The sale of farm produce from Nasau and Naleba is \$25,873 or 35% of revenue collected for the financial year 2015. This revenue is collected from sale of pigs and chickens.
- b) Miscellaneous revenue collected for 2016 was \$10,435 or 61% of revenue collected in 2015. This revenue is collected through hire of mattress and National Youth Dance and Brass Bands.
- c) The Established Staff costs for 2016 financial year was \$1,085,738 or 55% of 2015 annual expenditure.
- d) The Government Wage Earners costs for 2016 financial year was \$123,104 or 65% of 2015 GWEs expenditures. This includes virement of funds to cater for overtime pay for drivers.
- e) The Travel Subsistence and Communications cost for 2016 financial year was \$137,595 or 47% of 2015 expenditure.
- f) The Maintenance and Operations cost for 2016 was \$125,374 or 64% of 2015 expenditure.
- g) The Purchase of Goods and Services cost for 2016 was \$527,539 or 54% of 2015 expenditure. Virement of \$14,544 was initiated into activity 3, research and planning to cater for Training and Stores.
- h) The Operating Grants and Transfers expenditure increased in 2016 by \$3,659,443 or 96% compared to 2015 due to increased funding allocations provided for Overseas Sport tours for Fiji's National Sporting teams' participation in the Rio Olympic and Paralympic Games 2016.
- i) The Special Expenditures cost in 2016 was \$1,643,675 or 58% of 2015 expenditure. This includes funds allocated for engagement of International Coaches.
- j) The Capital Grants and Transfers cost for 2016 was \$1,799,303 or 35% of 2015 expenditure. This includes capital grants provided to Fiji Sports Council for the upgrade of its sport facilities.



NOTE 4: DETAILS OF APPROPRIATION CHANGES

There was no redeployment of the Ministry's funds during the year. The following virement was approved in-line with Section 10 of Financial Instructions 2010 by the Ministry of Economy for 2016 to incur further expenditure on critical areas of the Ministry of Youth and Sports budgetary allocation.

Virement Number	From	To	Amount \$
25002/16	SEG 1	SEG 1	1,500
DV2501	SEG 7	SEG 5	14,544
	SEG 13	SEG 13	1,309
DV2502	SEG 7	SEG 7	160,481
DV2503	SEG 1	SEG 2	15,000
DV2504	SEG 7	SEG 6	260,858
DV2505	SEG 3	SEG 3	500



GLOSSARY

ACP	-	Annual Corporate Plan
A/L	-	Annual Leave
B/L	-	Bereavement Leave
BOS	-	Board of Survey
CfW	-	Cash for Work
DEIA	-	Duke of Edinburgh International Award
DEIAP	-	Duke of Edinburgh International Award Programme
FAB	-	Fijian Affairs Board
FASANOC	-	Fiji Association of Sports and National Olympic Committee
FNSC	-	Fiji National Sport Commission
FVF	-	Fiji Volleyball Federation
ICO	-	Implementation Coordinating Office
IEC	-	Information Education Communication
KAB	-	Know About Business
M/L	-	Maternity Leave
MOU	-	Memorandum of Understanding
MSB	-	Myndigheten för Samhällsskydd Och beredskap
MYS	-	Ministry of Youth and Sports
NDMO	-	National Disaster Management Office
NYCF	-	National Youth Council of Fiji
NYP	-	National Youth Policy
PCCPP	-	Peoples Charter for Change, Peace and Progress
RFHA	-	Reproductive and Family Health Association
RDSSSED	-	Roadmap for Democracy and Sustainable, Socio-Economic Development
SLWSS	-	Sick Leave With Sick Sheet
SLWOSS	-	Sick Leave Without Sick Sheet
SYOB	-	Start Your Own Business
ToT	-	Training of Trainers
TWG	-	Technical Working Group
YTC	-	Youth Training Centre



