



## OFFICE OF THE PRESIDENT



**2013**  
ANNUAL REPORT







**23rd September 2016**

**Honourable Josaia Voreqe Bainimarama  
Prime Minister  
Government Buildings  
SUVA**

*Ufs:* **Permanent Secretary, Office of the Prime Minister**

Dear Sir,

I present herewith the Annual Report for the Office of the President for the financial year ending 31st December 2013, in accordance with the Financial Management Act 2004.

Yours sincerely,

**Pene Baleinabuli  
Official Secretary to the President**



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## CHAPTER 1

# OVERVIEW



## OFFICIAL SECRETARY'S STATEMENT

- Fiji's New Constitution: 2013 will be recorded in the annals of Fiji's history as the year in which Fiji introduced its fourth Constitution since it became an independent and sovereign Nation State in 1970. The first three Constitutions were introduced in 1970, 1990 and 1997, respectively. The President His Excellency Ratu Epeli Nailatikau assented to the 2013 Constitution on Friday 6 September. The Constitution became effective on Saturday 7 September 2013. Assenting to the Constitution was easily the highlight of the President's activities during the year. The event was held at the State House and included statements from both the Prime Minister Honourable Ratu Josaia Voreqe Bainimarama and the President. Also present on the day were members of the Judiciary led by the Chief Justice, Honourable Mr. Justice Anthony Gates, Cabinet Ministers, the Diplomatic Corps, and senior Government Officials who also received a copy of the new Constitution from the President.
- Meeting the Commitments in the People's Charter and the Roadmap: The introduction of the Constitution was in accordance with Fiji's timeline for returning the country to Parliamentary Democracy. This timeline was clearly articulated in the People's Charter for Change, Peace and Progress and the Roadmap to Democracy and Sustainable Socio-Economic Development 2009-2014. These were the key guide documents for Fiji's development as a Nation. The commitment in these documents state that the Constitution will be introduced in 2013, well in advance of the General- Elections that were scheduled for 2014.
- Official Visits to Pacific Islands States: Immediately after assenting to the Constitution, the President embarked on official visits to selected Pacific Islands Countries starting with the members of the Melanesia Spearhead Group, Vanuatu and the Solomon Islands. This was the first time in history for Fiji's President to travel on official visits to the Pacific Islands States. The objectives of the visits were essentially five-fold:
  - i. for Fiji's President and Head of State to personally thank the Heads of States and Heads of Governments of the Pacific Islands Countries that continued to support Fiji when it started its new journey from December 2006 towards reforming and modernizing the nation which would ultimately lead to common and equal citizenry and sustainable socio-economic development, among other critical considerations of a modern and developed nation state;
  - ii. for the President to re-affirm to the international community that Fiji remains committed to holding its General Elections and returning the country to Parliamentary Democracy in 2014;
  - iii. for the President to promote the new Constitution which paved the way for the country's return to Parliamentary Democracy;



- iv. for the President to promote the newly established Pacific Islands Development Forum which provided a unique opportunity for the private sector and civil society organisations throughout the region to sit at the same decision-making table with Pacific Islands Governments. No other regional forum offered this opportunity; and
  - v. for the President to strengthen Fiji's Diplomatic relations at the highest-level possible.
- The visits to the Pacific Islands Countries were held after discussions between the President and the Prime Minister. The Office of the President facilitated the high-level visits in conjunction with the Ministry of Foreign Affairs. The visits to other Pacific Islands Countries will continue in 2014.
  - Promoting Diplomatic Relations at the Highest Level: The President met with several Heads of States and Heads of Governments in 2013. They included one-on-one meetings with the Acting President of Vanuatu, His Excellency Phillip Boedoro and the Prime Minister Hon. Moana Carcass Kalosil as well as the Governor-General of the Solomon Islands His Excellency Sir Frank Kabui and the Prime Minister Hon. Gordon Darcy Lilo. Earlier in the year the President met the President of Tokelau, His Excellency A. F. S. Liu who visited Fiji to attend the University of the South Pacific Graduation ceremony where he was the Chancellor. His Excellency Liu paid a Courtesy Call on His Excellency Ratu Epeli Nailatikau. His Excellency also addressed several other Head of States and Head of Governments during the G77 meeting in Nadi: the President of Bolivia His Excellency Evo Morales, President of Kiribati His Excellency Anote Tong, the Prime Minister of Papua New Guinea Honorable Peter O'Neill and the King & Queen of Tonga, His Majesty Tupou VI and the Queen Nanasipau'u.

In addition to meeting these Heads of States and Heads of Governments, the President received numerous new diplomats who presented their credentials signifying their formal acceptance as envoys to Fiji. The President also attended the observance of the national days for the respective countries that have diplomatic missions in Fiji.

- Record Engagements for the President: The President attended to 321 engagements during the year. This was the highest number of engagements for Fiji's Head of State. The number of engagements increased by 137 events or 53 per cent from the 2012 engagements. The significant increase in engagements reflected the President's determination to lead by example in reaching out to the local and international communities, helping their understanding of Fiji's national objectives, creating greater awareness of HIV/AIDS, and driving a message of national unity in-line with the objectives of the People's Charter. Chapter 4 provides a detailed breakdown of the President's engagements in comparison with the targets set out in the Office's 2013 Annual Corporate Plan. A comparative analysis of the President's engagements and the number of speeches and statements he delivered since 2010 is also provided in the Chapter.



• Operational Highlights: A significant achievement for the Office was the fact that it exceeded the targets it set at the beginning of the year in its Annual Corporate Plan. These were specifically in terms of facilitating the President's engagements in his role as Executive Authority of the State. Some other achievements worth noting include:

- i. Re-activating the College of Honour Awards, which had been dormant for a couple of years, and organizing three investiture ceremonies to recognize members of the public and Civil Servants for their contribution towards community and national development. Forty individuals were awarded in the year;
- ii. Enhancing the Office's knowledge base and emphasizing the importance of human resources training and development by organizing more training for the staff across all the service areas. The Office also started encouraging staff to upgrade their professional or technical qualifications in-line with the Civil Service reforms;
- iii. Establishing the Office Staff Board to improve the management of human resources and to improve the overall productivity of the Office by focusing on strategy formulation and implementation, process re-engineering, capacity-building, etc.;
- iv. Introducing Process Mapping by drafting 11 Standard Operating Procedures together with flow-charts covering selected functional areas in the Office of the President;
- v. Improving the Office's budget utilization by using up to 97% of the allocated budget;
- vi. Participating for the first time in the whole-of-Government performance monitoring process under the Strategic Framework for Change Coordinating Office;
- vii. Organising a Staff Awards Day to recognise high-performers; and
- viii. Participating in the Service Excellence Awards that were aimed at improving the overall productivity in all Government agencies. The Office won the Achievement Award, which was a first for the Office.



## OFFICE OVERVIEW

- The Official Secretary, in his capacity as the Head of Department oversees the three divisions namely; the Executive Support Division, the Operations Division and the Corporate Services Division.
- The Executive Division provides direct support to the President by planning, organizing and managing all national and international engagements; advising on contextual matters and other issues; and drafting speeches and messages. The division also responds to communication from stakeholders and the public at large.
- The Operation Division handles all support services within the Domestic Services Section, which deals directly with His Excellency's personal welfare and wellbeing. The Landscape Section with all its activities, including the upkeep of the State House and compound also come under this division. The third unit under this division is the Project Management Unit [PMU], which manages all capital projects for the Office.
- The Corporate Services Division provides corporate services, Finance, Human Resources Management, and Information Technology support for the Office. The division also coordinates transport and manages the College of Honour Section.
- The forth division, the Security Division is managed by the Presidents Aide-de-Camp. It is responsible for providing security services for the President and the State House all year round.



## OUTLOOK FOR 2014

- The Office will continue to re-position itself to improve the support services towards His Excellency the President, especially now that the President's responsibilities are clearly outlined in the new Constitution.
- The Office will continue to facilitate the President's visits to secondary schools in his capacity as Fiji's Special Representative on HIV/AIDS. The target is to cover as many schools as possible and to ensure that the President visits all the secondary schools in Fiji before the end of his second term in Office.
- The Office will seek to ensure that more deserving citizens are awarded under the Honours and Awards System.
- The organizational reform in-line with Government's overarching civil service reform agenda will continue to provide the platform of the management of the Office. This includes continuing the focus on human resources development, improving its financial management capabilities, reviewing operational strategies, securing and allocating appropriate resources including work tools, and placing greater focus on monitoring and evaluation.





## CHAPTER 2

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# ROLES, OUTCOMES AND OUTPUTS

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## ROLES

**Vision\*** To be the Pillar of National Unity

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**Mission\*\*** The primary mission of the Office of the President is to support the President in fulfilling his obligations as the Executive Authority of the State. The Office of the President will work in accordance with all relevant legislations including the Executive Authority of Fiji Decree 2009 and the People's Charter for Change, Peace and Progress, among others;

It will provide outstanding facilitative services to its customers including all members of the public and both local and foreign dignitaries;

It will emphasize the importance of its human resources and accommodate their creative and innovative abilities in the pursuit of service excellence;

It will operate within its budget and allocated resources whilst investing in technology to improve the efficiency and effectiveness of service delivery.

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**Values** The Office of the President shall uphold a core of intrinsic values consistent with the values espoused in the People's Charter:

- Honesty and Integrity
- Safety and Security
- Respect
- Peace, Unity and Stability
- Tolerance
- Love and Compassion
- Transparency and Accountability

*\* The Office reviewed both its Vision and Mission Statement as part of its re-organisation process.*



## Legislations and Documents

Prior to the introduction of the Constitution in September, the Office was guided by the following legislations and documents:

- Executive Authority of Fiji Decree 2009 and Amendment Decree 2009
- State Services Decree 2009
- Administration of Justice Decree 2009
- Honours and Awards Act 1995
- The People's Charter for Change, Peace and Progress
- The Strategic Framework for Change
- The Roadmap to Democracy and Sustainable Socio-Economic Development 2009-2014
- Fiji Constitutional Process (Constitution Commission) Decree 2012
- Fiji Constitutional Process (Constituent Assembly and Adoption of Constitution) Decree 2012
- The 2013 Constitution became the key guide document from September

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## Roles and Responsibilities

Accordingly, the role and responsibilities of the Office of the President are specifically:

- To ensure that the responsibilities of the President under the Executive Authority of Fiji Decree 2009 and other relevant Legislations and Decrees are carried out effectively and efficiently.
- To facilitate the proper administration of the Office including the effective utilization of the budgetary provision in accordance with Public Service Rules and Regulations, Financial Regulations, respectively
- To provide domestic support services to His Excellency the President, including the proper care and maintenance of all the Presidential properties
- To provide secretariat support services in the administration of the Fiji Honours and Awards system; and
- To provide security and personal protection services to the President and his immediate family through the Republic of Fiji Military Forces and Fiji Police.



**Table 1:  
Outcomes  
and Outputs**

<i><b>OUTCOMES</b></i>	<i><b>OUTPUTS</b></i>	<i><b>PERFORMANCE TARGETS</b></i>
1. Constitution and the Electoral and Parliamentary System	1.1 Promulgation of Fiji's new Constitution 1.2 The Parliamentary System	➤ Facilitation of the President's involvement in the promulgation of Fiji's Constitution
2. National Security, National Identity and Cohesion, Poverty reduction, Gender Equality and Women in Development and Children and Youth	2.1 Presidential Security 2.2 National and Social Unity 2.3 Reduce Poverty Level 2.4 Equal opportunity for Women Development 2.5 Children and Youth Support	➤ Daily provision of security services ➤ Facilitation of the President's community engagements covering a wide section of society ➤ Plan and report the President's advocacy programmes on HIV/ AIDS covering all secondary schools in Fiji
3. Leadership	3.1 Effective and Accountable Leadership	➤ Facilitation of the Head of State ceremonial functions
4. Law and Justice, the Accountability Framework, Public Sector Reform and Financial Services	4.1 Legal Engagements 4.2 Strengthen Accountability and Reforms 4.3 Public Sector Delivery and Efficiency  4.4 Compliance to Financial Reporting	➤ Facilitation of the President's attendance to the appointment of government ministers as per Executive authority of Fiji Decree 2009 and Amendment Decree 2009 ➤ Re-activation of the College of Honour ➤ Development of standard operating procedures for services ➤ All compounds maintained at a very high standard and general maintenance of the State House ➤ Establish a stakeholders' committee for the State House master plan ➤ Establish data bases for effective decision making ➤ Timely submission of Financial statements
5. International Relations	5.1 International Diplomacy	➤ Facilitate Head of State roles in the promotion of diplomatic relations

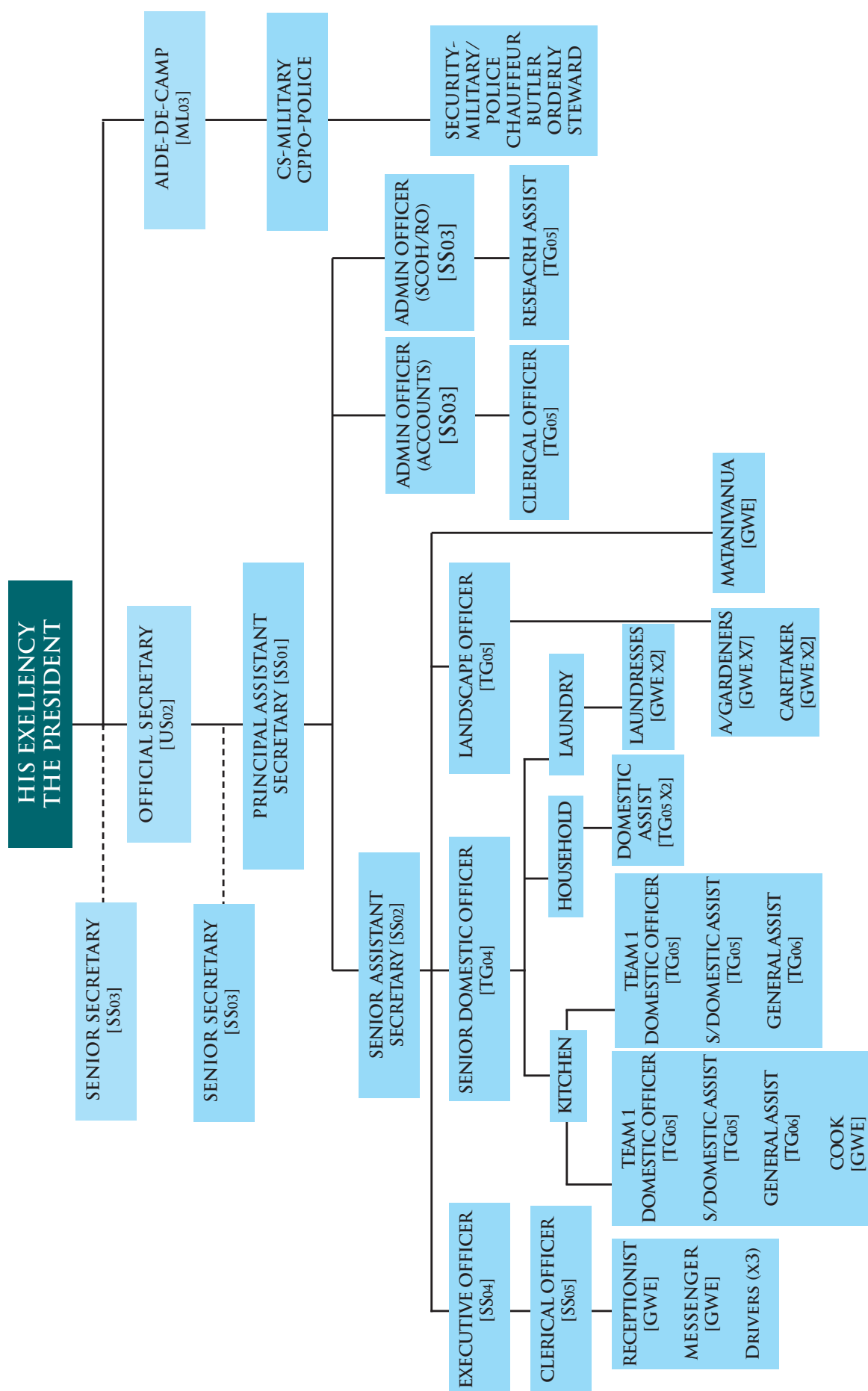


## CHAPTER 3

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# ORGANISATION STRUCTURE

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## CHAPTER 4

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# PROGRAMME COMPONENTS

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## Programme Component 1 – Official and Ceremonial Functions

The President's official and ceremonial functions are governed by legislation - including the Constitution - and protocol. These include the appointment and swearing-in of officials whose appointments are described in the Constitution such as Judicial Officers; receiving the credentials of newly appointed diplomats; receiving courtesy and farewell calls by various dignitaries; receiving the *i-Tatau* from Fiji's national sports teams; and attending to local and overseas engagements.

Tabulated below are the various official and ceremonial functions attended to by His Excellency the President during the year

**Table 2:  
Appointment  
&  
Swearing-In**

#	Date	Name	Remarks
1.	04/02	Mr. D. S. C. Lecamwasam	Justice of Appeal
2.	04/02	Master D. Amaratunga	Puisne Judge
3.	11/03	Mr. Y. C. C. Liyanage	Acting Chief Registrar
4.	06/05	Mr. De Silva	Puisne Judge
5.	06/05	Mr. K. Kumar	Puisne Judge
6.	06/05	Mr. J. Bandara	Puisne Judge
7.	06/05	Ms P. Weeratunga	Resident Magistrate
8.	06/05	Ms. L. Girighama	Resident Magistrate
9.	06/05	Mr. N. Rupasinghe	Resident Magistrate
10.	03/06	Mr. M. S. A. E. Corea	Puisne Judge
11.	01/07	Mr. L.S. Abeygunaratne	Puisne Judge
12.	12/07	Mr. A. Tuilevuka	Puisne Judge
13.	12/07	Mr. R.D.R.T. Rajasinghe	A/Master of High Court
14.	12/07	Mr. M. H. M. Ajmeer	A/Master of High Court
15.	15/07	Mr. L. K. Wickramasekara	Resident Magistrate
16.	05/08	Mr. W.G.S. Weeratne	Puisne Judge
17.	06/11	Mr. D.D. Goundar	Judge of the Supreme Court
18.	06/11	Mr. S. Temo	Judge of the Supreme Court
19.	06/11	Mr. M. P. S. S. DSilva	Judge of the Supreme Court
20.	06/11	Mr. P. K. Madigan	Judge of the Supreme Court
21.	06/11	Ms. A. Wati	Judge of the Supreme Court
22.	06/11	Mr. A. L. V. Mutunayagum	Judge of the Supreme Court



**Table 3:  
Presentation  
Of  
Credentials**

#	Date	Name	Remarks
1.	26/02	Dr. H. Bock	Non-Resident Ambassador of Austria
2.	28/02	Mr. N. White	Non-Resident Ambassador of Ireland
3.	05/03	Mr. P. Patokallio	Non-Resident Ambassador of Finland
4.	05/03	Mr. Andrew Jacobs	Resident Ambassador for the Delegation of the European Union
5.	13/03	Ms. D. Y. Say	Non-Resident Ambassador of Turkey
6.	26/03	Mr. K. Alshibhani	Non-Resident Ambassador of Kuwait
7.	26/03	Mr. A. L. Olu with spouse	Non-Resident High Commissioner of the Federal Republic of Nigeria
8.	06/05	Dr. A. Scheich	Non-Resident Ambassador of Germany
9.	13/06	Ms. A. Siko	Non-Resident Ambassador of Hungary
10.	18/06	Mr. Konstantinidi	Non-Resident Ambassador of Georgia
11.	25/06	Mr. I. T. Negri	Non-Resident Ambassador of Chile
12.	25/06	Mr. S. Majid	The First Non-Resident Ambassador of the Islamic Republic of Iran
13.	20/08	Mr. B. Petersen	Non-Resident Ambassador of Denmark
14.	20/08	Mr. R. Drummond	Resident British High Commissioner
15.	10/09	Ms.V. H. Benavidez	Non-Resident Ambassador of the Philippines
16.	08/10	Ms.O. Lubrani	UN Resident Coordinator and UNDP Resident Representative.
17.	31/10	Mr. K. Seong-in	Resident Ambassador of the Republic of Korea
18.	05/11	Mr.R. Kumar	Non-Resident Ambassador of Nepal

**Table 4:  
Presentation  
of I-Tatau**

#	Date	Remarks
1.	26/03	Cricket Fiji to the East Asia Pacific T20 World Cup Qualifier
2.	23/08	Team Fiji to the Pacific Mini Games in Wallis & Futuna
3.	16/09	Fiji Rugby Union Under-18 Rugby Team tour to Australia
4.	09/10	Vodafone Fiji Bati to the Rugby League World Cup 2013



**Table 5:  
Courtesy  
& Farewell  
Calls**

#	Date	Remarks
1.	10/01	Courtesy call by Ambassador Robin Nair, Fiji's Ambassador to the United Arab Emirates
2.	31/01	Courtesy call by Fiji's High Commissioner to Malaysia, Ratu M. Bainimarama
3.	27/02	Farewell call by Dr. Karen Allen UNICEF, HIV & AIDs Pacific Rep
4.	20/03	Courtesy call by Grand Chief of PNG, Sir M. Somare
5.	21/03	Courtesy call by Fiji's Ambassador to the Republic of Korea, F. Kau & Korean investors
6.	04/04	Courtesy call by President of Tokelau, His Excellency A. F. S. Liu
7.	30/04	Courtesy call Fiji's Ambassador to Japan, I. Mataitoga
8.	06/05	Courtesy call by UNFPA Executive Director, Dr. B. Osotimehin
9.	17/06	Courtesy call by Fijian Businessman, Mr. V. Bhindi
10.	09/07	Courtesy call by Members of the Hong Kong Chamber of Commerce
11.	24/07	Courtesy call by Fiji's Heads of Missions
12.	07/08	Courtesy call by Brigadier & Mrs. Ian Thorpe
13.	16/09	Courtesy call by the Japanese Minister for Environment, Hon. N. Ishihara
14.	18/09	Courtesy call by a visiting Taiwan Medical team
15.	09/10	Courtesy call by a Team of scientists from the Indian Space Research Organization
16.	18/10	Courtesy call by Ambassador P. Vocea, Fiji's Ambassador to Brussels
17.	02/12	Farewell call Indonesian Ambassador A. C. Salim
18.	02/12	Courtesy call by Fiji's Ambassador to Japan, Mr I. Mataitoga
19.	09/12	Courtesy call by South African High Commission Charge d' Affaires His Excellency Velelo Gardener Kwepile
20.	16/12	Courtesy call by Mr. K. Roberts

**Table 6:  
Investiture  
Ceremonies**

#	Date	Remarks
1.	30/05	National Investiture Ceremony for pending awards from 2010-10 awards- refer to Table 18 on page 32 for details.
2.	01/11	National Investiture Ceremony- 29 awards refer to Table 19 on page 33 for details.
3.	09/12	Investiture for the outgoing Indonesian Ambassador, Mr. Aidil Chandra Salim- refer to page 33 for details.



**Table 7:  
Diplomatic  
Relations  
Engagements**

#	Date	Name	Remarks
1.	26/01	India	National Day of India (Lower Civic Centre)
2.	07/02	China	Reception for Chinese New Year or Spring Festival (Civic Centre)
3.	07/02	Finland	Dinner hosted by Honorary Consul for Finland in Fiji, Mr. Neil Underhill (Scotts Restaurant, Gordon Street)
4.	20/03	PNG	Dinner for Papua New Guinea's Grand Chief Sir Michael Somare
5.	08/05	G77	Hosted reception for the G77 members
6.		France	Launch of The Grand Marquee & Zilda Silk Collection
7.	03/07	USA	4th July Reception - Embassy
8.	09/07	Hong Kong	Dinner with Hong Kong Chamber of Commerce Delegation
9.	12/07	France	National Day celebration
10.	03/08	MSG	Trade and Investment Seminar
11.	07/08	MSG	Host dinner for the Melanesian Spearhead Group meeting
12.	07/08	China	Meeting with the Special Envoy to the Pacific Forum Dialogue
13.	07/08	Pacific	Host cocktail & beating of the Retreat for the Inaugural meeting of the PIDF
14.	07/08	Pacific	Host Gala Dinner & Island night for PIDF
15.	13/08	Pacific	Opening of Pacific Conference of Parliamentarians for Advocacy on International Conference on Population & Development (ICPD) beyond 2013
16.	13/08	Pacific	Reception for ICPD
17.	04/09	Tonga	Lunch in honour of Their Majesties the King and Queen of Tonga hosted by USP
18.	04/09	Tonga	Dinner in honour of Their Majesties hosted by Mr. Neill Underhill
19.	16/09	PNG	Reception for PNG's Independence Day
20.	30/09	China	Reception for 64th Anniversary of the Founding of the People's Republic of China
21.	02/10	French	Reception to meet French 7s team
22.	04/10	Taiwan	Celebrate 102nd Anniversary of Double Tenth – Taiwan Trade Mission
23.	15/10	Europe	Cocktail in honour of the visit of Mr Marcus Cornaro, Europe Aid's Deputy Director General
24.	01/10	Japan	Friendship Party hosted by Mr Tomofumi Kume, the Senior Vice President of the Overseas Fishery Cooperation Foundation of Japan
25.	14/11	Thailand	Lunch with Fiji's Honorary Consul in Thailand, Dr. Chumpol and Fiji's Non-Resident High Commissioner to Thailand, H.E. Ratu Meli Bainimarama
26.	05/12	Japan	Reception for the National Day of Japan and the Emperor's 80th Birthday



**Table 8:  
Overseas  
Engagements**

#	Date	Item	Engagement
1.	14/05	Meeting	Stakeholders for the 2nd Asia Pacific Water Summit, Thailand
2.	20-22/10	Solomon Islands	Visit to the Solomon Islands
3.	23-29/10	Vanuatu	Visit to Vanuatu
4.	15/11	Medical	Medical check - Thailand
5.	16/11	Meeting	Chairman of the ICAAP11 Local Org. Committee (Thailand)
6.	17/11	Chief Guest	Leadership Forum – (Thailand)
7.	17/11	Discussion	Panel discussion member - Leadership Forum (Thailand)
8.	17/11	Meeting	UNAIDS Dep. Director-Thailand
9.	18/11	Attendance	Leadership Forum as part of the Pre-Congress session (Thailand)
10.	18/11	Lunch	Former Cab. Minister & Member of Parliament -Thailand, Mr M. Viravaidya
11.	19/11	Exhibition	Launched Exhibition Booth for Parliamentarians in the Asia-Pacific Region (Thailand)
12.	19/11	Conference	Media Conference - Official Opening of ICAAP11
13.	19/11	Chief Guest	Keynote Address at the Official Opening of ICAAP11 (Thailand)
14.	19/11	Address	Reception following the Official Opening of ICAAP11 (Thailand)
15.	20/11	√	Parliamentarians' Session (Thailand)
16.	20/11	√	Delivered a statement at the Walk the Talk Session -Towards an AIDS Free Generation (Thailand)
17.	20/11	Lunch	AG Hon. Aiyaz-Saiyed Khaiyum in the margins of ICAAP11 (Thailand)
18.	20/11	Address	High Level Leaders' Meeting with Youth Participants (Thailand)
19.	20/11	√	Keynote Address at the Pacific Voyage Session (Thailand)
20.	21/11	√	Leadership Forum - Asia & the Pacific Getting to the Three Zeros (Thailand)
21.	22/11	√	Leadership Forum: Deadlier than the Virus (Thailand)
22.	22/11		Official Closing Ceremony for ICAAP11 (Thailand)

His Excellency the President's visits abroad included:

- (i) Attending the 2nd Asia-Pacific Water Summit in Thailand in May.
- (ii) Visiting Vanuatu and the Solomon Islands to, among other things, thank the Heads of States and Heads of Governments for their support of Fiji since December 2006 - The President met with the Acting President of Vanuatu His Excellency Phillip Boedoro, and the Honourable Prime Minister Mr. Moana Kalosil. In the Solomon Islands, the President met with the Governor-General Sir Frank Kabui and the Prime Minister Honourable Gordon Lilo.
- (iii) Attending the week-long 11th International Congress on AIDS in Asia and the Pacific [ICAAP 11] held in Bangkok, Thailand where the President delivered a record-breaking 13 speeches within seven days.





**Table 9:  
Community  
Engagements**

#	Date	Item	Engagement
1.	01/01	Visit	Vaturekuka Corrections Centre; Labasa Hospital; Old People's Home; DISMAC officials
2.	02/01	√	Nasau Evacuation Center
3.	08/01	Meeting	Museum representative-Ms. K. Browne
4.	09/01	√	St John Chairman- Mr. Waqanivalagi
5.	10/01	Chief Guest	Launching of book 'India-Fiji: Experiences... Remember'
6.	16-19/01	Visit	Cyclone devastated areas -the Yasawa Islands
7.	24/01	Meeting	Mr. B. Aull
8.	25/01	Dinner	Fiji Sports Hall of Fame Induction
9.	30/01	USP	USP-Australian Partnership Extension & USP-New Zealand Partnership launch
10.	10/02	Chief Guest	Chinese New Year celebrations hosted by the Chinese Association in Fiji
11.	16/02	√	Nasese Medical Centre New Wing
12.	04/03	√	Renaming of Vessel- 'Mana'- King's Wharf.
13.	13/03	Meeting	Vice chancellor Uni. Fiji – Dr. Dulare
14.	15-18/03	Chief Guest	Travel to Hong Kong with First Lady to bring Airbus home
15.	19/03	√	Welcome reception - Air Pacific A330
16.	02/04	√	National Summit for Environment Stewardship for Faith-Based Org.
17.	06/04	√	Officiate Sail Past naval tradition
18.	10/04	Meeting	Tim Rwabuhemba –UNAIDS
19.	12/04	Chief Guest	University of Fiji Graduation
20.	13/04	√	Embarkation Day-Ai Matai 70th Anniversary Commemoration
21.	15/04	Meeting	Dinner to meet Mr. Gilles Plante, ANZ CEO Asia Pacific
22.	18/04	Chief Guest	Regional Consultation: Legal & Policy Barriers to access HIV services
23.	27/04	Funeral	Late Tui Macuata Ratu A. Katonivere
24.	29/04	Meeting	Scouts Annual General Meeting
25.	02/05	Reception	Farewell - Deputy British High Commissioner M. & N. Fiddler
26.	02/05	Welcome	New Deputy High Commissioner- Daniel & D. Salter
27.	14/05	Meeting	Chairman of St. John- Waqanivalagi
28.	15/05	√	WWF South Pacific up-date on President's Challenge for Earth Hour
29.	19/05	Trip	Official trip to Bangkok- Attend 2nd Asian Pacific Water Summit
30.	19/05	Dinner	With Heads of States
31.	20/05	Speaker	Address- 2nd Asian Pacific Water Summit
32.	21/05	Medical	Medical check up
33.	31/05	Chief Guest	Jersey presentation to the Fiji Team
34.	07/06	√	UniFiji Graduate Diploma- Legal Practice
35.	08/06	Service	Ordination & installation Mass for Father Peter Loy Chong as the new Archbishop of Fiji
36.	10/06	Farewell	Outgoing Police Officers



contd..  
**Table 9:**  
**Community**  
**Engagements**

#	Date	Item	Engagement
37.	11/06	Reception	Official Birthday of H.M. Queen Elizabeth II
38.	12/06	Guest	Watch Fiji/Classic All Blacks games and after match dinner
39.	24/06	Chief Guest	Launching- St John week & National Appeal 2013
40.	24/06	√	Sofitel Employee Ambassador Programme Accreditation
41.	25/06	√	Soldiers departing for Golan Heights
42.	27/06	Chief Guest	Launching of Publication Treatment...life: HIV in the Pac.
43.	01/07	√	Fiji Rugby Centenary Conf.
44.	02/07	Dinner	Fiji Rugby Centenary Confer.
45.	04/07	Chief Guest	Youth meeting: 'My World My small island development...
46.	08/07	√	12th Pac. Science Inter-Congress
47.	09/07	Dinner	Hong Kong Chamber of Commerce delegation
48.	11/07	√	Intro. -ANZ Pacific Leadership Team
49.	20/07	Chief Guest	Westpac Morning walk
50.	20/07	Birthday	Adi Finau Tabakauoro
51.	26/07	Chief Guest	Colgate Palmolive National Tooth Brushing day
52.	02/08	√	HIV Hub Centre - +ve patients
53.	03/08	√	MSG Trade & Investment Sem.
54.	03/08	Dinner	Host MSG Dinner
55.	09/08	Chief Guest	USP Open Day
56.	10/08	√	Fiji Gynecology Society Inaugural Scientific meeting
57.	14/08	Funeral	Reguregu: Tui Bulu
58.	20/08	Meeting	Chinese Culture conference
59.	26/08	Recept.	Pan Pacific South East Asia Women's Ass
60.	02/09	Chief Guest	Commonwealth Veterinary Ass. Conference in Livestock
61.	03/09	Meeting	CVA Conference
62.	06/09	Assent	Presidential assent of the Constitution
63.	14/09	Chief Guest	2013 Fiji Commerce & Employers Federation AGM
64.	19/09	√	FIFA World cup
65.	20/09	√	Medical services Pacific's Annual review
66.	25/09	Meeting	Meeting Dr. Rihanna & Aids patients
67.	27/09	Chief Guest	Fisheries Management - green/blue economy
68.	28/09	√	ANZ Health Walk
69.	01/10	Funeral	Mr Rupeni Nacewa, former OS
70.	03/10	Meeting	HIV Board
71.	03/10	Cocktail	Fiji Water International 7s tournament
72.	04/10	Chief Guest	Fiji Water International 7s tournament
73.	05/10	√	Launch-St John Fundraising –Pancake Breakfast
74.	10/10	√	Fiji Day Parade
75.	10/10	Reception	Hosted Fiji Day Reception
76.	11/10	Chief Guest	Vodafone Fiji Bati - President's XIII
77.	16/10	Guest	Pacificly Diwali Cocktail hosted BSP Fiji Manager, Mr.K. McCarthy
78.	30/10	Chief Guest	Opening of the Fiji Red Cross Society refurbished Ba Branch
79.	30/10	Dinner	Hosted - Red Cross President of the Fiji, Mr Gandhi
80.	06/11	Visit	Visit Solomon Is. community



contd..  
**Table 9:  
Community  
Engagements**

#	Date	Item	Engagement
81.	07/11	√	Visit ni-Vanuatu community
82.	09/11	Chief Guest	Fiji Business Excellence Awards (FNU)
83.	11/11		Remembrance Day
84.	01/12	Chief Guest	Prayer Breakfast for World Aids Day hosted by FJN+
85.	02/12	√	9th Pac. Island Conference on Nature Conservation & Protected Areas
86.	03/12	Funeral Gathering	Late Turaga Na Ka Levu, Ratu Sakiusa Makutu
87.	06/12	Cocktail	Farewell to Indonesian Ambassador H.E. Mr A. C. Salim & Madam J. Salim
88.	05/12	Funeral Service	The late Turaga Na Ka Levu, Ratu S. Makutu
89.	06/12	Chief Guest	Graduation of students of Umanand Prasad School of Medicine
90.	07/12	√	CWM Hospital, Children's Ward visit hosted by International School
91.	13/12	Service	Reguregu for the late Tui Tavua
92.	13/12	Chief Guest	CWM Hospital 90th Anniversary gala dinner
93.	16/12	Speaker	Nelson Mandela memorial service
94.	17/12	Chief Guest	Re-opening of Treasure Island Fiji Resort
95.	20/12	Visit	Korovou Hospital
96.	20/12	√	Ra Maternity Hospital, Navunibitu
97.	20/12	√	Rakiraki Hospital
98.	20/12	√	Tavua Hospital
99.	20/12	√	Ba Hospital
100.	20/12	√	Ba Corrections Centre
101.	20/12	Visit	Lautoka Hospital
102.	20/12	√	Lautoka Corrections Centre
103.	20/12	√	Lautoka Golden Age Centre
104.	20/12	√	Lautoka HIV Hub Centre
105.	21/12	√	Nadi Hospital
106.	21/12	√	Sigatoka Hospital
107.	21/12	√	Navua Hospital
108.	23/12	Address	Christmas message delivery
109.	23/12	Visit	Nausori Hospital
110.	23/12	√	Wainibokasi Hospital
111.	23/12	√	Naboro Correction Centre
112.	23/12	√	Father Law Home
113.	23/12	√	Korovou Men's Corrections Centre
114.	23/12	√	Korovou Women's Corrections Centre
115.	23/12	√	St. Giles Hospital
116.	23/12	√	Old People's Home
117.	23/12	√	Home of Compassion
118.	23/12	√	CWM Hospital
119.	23/12	√	Suva Private Hospital



**Table 10:  
School Visits**

#	Date	School	#	Date	School
1.	12/02	Wainibuka Junior Secondary	32.	12/03	Nabua Secondary School
2.	12/02	Naiyala High School	33.	22/03	Laucala Bay Secondary School
3.	13/02	Dawadsamu Junior Secondary School	34.	22/03	Champagnat Institute
4.	13/02	Queen Victoria School	35.	25/03	Gospel High School
5.	14/02	St. Vincent College (Natovi)	36.	25/03	Suva Sangam High School
6.	14/02	Tailevu North High	37.	04/04	Ballantine Memorial Sch.
7.	15/02	Sila Central College	38.	04/04	Seventh Day Adventist Sch.
8.	18/02	Nausori High School	39.	09/04	DAV Girls
9.	19/02	Pt. Shreedar Maharaj College	40.	09/04	John Wesley College
10.	19/02	Christian Outreach College	41.	11/04	Drasa Secondary School
11.	21/02	Lelean Memorial School	42.	11/04	Lautoka Central College
12.	21/02	Dilkusha Methodist High	43.	03/06	Ratu Sukuna Memorial School
13.	22/02	Saraswati College (Nausori)	44.	10/06	DAV College
14.	22/02	LDS College (Tamavua)	45.	10/06	Dudley High School
15.	25/02	William Cross College	46.	11/06	Ratu Latinara Secondary School
16.	25/02	Kalabu High School (Kalabu)	47.	12/06	Lomary Secondary School
17.	27/02	Suva Grammar School	48.	12/06	Rampur College
18.	27/02	Marist Brothers High School	49.	19/06	Lautoka Muslim College
19.	28/02	Monfort Boys Town	50.	19/06	Ba Provincial Secondary
20.	28/02	Lami High School	51.	20/06	St. Thomas High School
21.	04/03	Vunimono High School	52.	20/06	Vishnu Deo Memorial School
22.	04/03	Yat Sen Secondary School	53.	21/06	Nadarivatu Secondary School
23.	06/03	Ahmadiya Muslim College	54.	21/06	Nielsen College
24.	06/03	Nasinu Muslim College	55.	27/06	Baulevu High School
25.	07/03	Rishikul Sanatan College	56.	27/06	Navuso Methodist
26.	07/03	Nasinu Secundaru School	57.	28/06	Wainimala Secondary School
27.	08/03	Nakasi High School	58.	28/06	Naitasiri Secondary School
28.	08/03	Bhawani Dayal High School	59.	02/07	Lomaivuna High School
29.	11/03	Assemblies of God High	60.	05/07	Noco Junior High School
30.	11/03	Basden College	61.	05/07	Rewa Secondary School
31.	12/03	Suva Muslim College	62.	09/07	Vashist Muni College



Contd...  
Table 10:  
School Visits

#	Date	School	#	Date	School
63.	10/07	Nasikawa Vision College	79.	30/07	A D Patel Memorial School
64.	10/07	Nadroga Arya College	80.	31/07	DAV College
65.	11/07	Lautoka Andhra College	81.	31/07	Nukuloa Secondary School
66.	12/07	Nadroga Navosa High School	82.	01/08	Ba Methodist High School
67.	15/07	Muaniweni Secondary School	83.	01/08	Kamil Muslim College
68.	16/07	Nuku Secondary School	84.	08/08	Xavier College
69.	18/07	Wainimakutu Secondary School	85.	08/08	Ba Sanatan College
70.	18/07	Namosi Secondary School	86.	10/09	Navesau Secondary School
71.	19/07	Waidina Secondary School	87.	10/09	Ra High School
72.	22/07	Navosa Central College	88.	10/09	Penang Sangam High School
73.	22/07	Bemana Catholic	89.	11/09	Nakauvadra Sec School
74.	23/07	Sigatoka Valley Secondary School	90.	12/09	Rakiraki Public School
75.	23/07	Kavanagasau Secondary School	91.	12/09	Vatukaloko Sec School
76.	24/07	Lomawai Secondary School	92.	13/09	Thomas Baker Secondary School
77.	25/07	Nawai Secondary School	93.	24/09	Balata High School
78.	30/07	Khalsa College	94.	24/09	Tavua District Secondary School
			95.	25/09	Tavua College

The President is Fiji's Special Representative on HIV/AIDS. Part of his commitment is to help create greater awareness of HIV/AIDS with the view towards achieving the universal targets promoted by the United Nations under the Millennium Development Goals - that is for the world to achieve, among other things, the Three Zeros by 2015: Zero Discrimination, Zero new HIV/AIDS Cases and Zero HIV/AIDS Deaths.

The President began visiting secondary schools in Fiji from 2011 to create greater awareness on HIV/AIDS. Secondary school students fell within the most vulnerable age group to contracting HIV/AIDS, which the United Nations pegged at 14 to 29 years.

The President visited 95 schools in 2013. This added to the 24 schools he visited in 2011 and 2012. Part of the Office's target is to ensure that the President visits all the secondary schools in Fiji before the end of his term in Office, which according to the Constitution, would be in November 2015.



OUTCOMES	OUTPUTS	PERFORMANCE TARGETS	Number of Activities as per 2013 ACP	Actuals	Variance & Achievement Percentage
1. Constitution and the Electoral and Parliamentary System	1.1 Promulgation of Fiji's new Constitution 1.2 The Parliamentary System	➤ Facilitation of the President's involvement in the promulgation of Fiji's Constitutionn	2	2	- 100%
2. National Security, National Identity and Cohesion, Poverty reduction, Gender Equality and Women in Development and Children and Youth	2.1 Presidential Security	➤ Daily provision of security services	24-hour service 7 Days a week	24-hour security service provided	- 100%
	2.2 National and Social Unity	➤ Facilitation of the President's community engagements covering a wide section of society	82	119	37 145%
	2.3 Reduce Poverty Level				
	2.4 Equal opportunity for Women Development				
	2.5 Children and Youth Support Children and Youth Support	➤ Plan and report the President's advocacy programmes on HIV/AIDS covering all secondary schools in Fiji	Visits to 152 schools	95	-57 62.5%
3. Leadership	3.1 Effective and Accountable Leadership	➤ Facilitation of the Head of State ceremonial functions • Presentation of Credentials • Presentation of i-Tatau • Courtesy & Farewell Calls	} 48	18 4 20	-6 87.5%





**Contd...  
Table 11:  
Achievements  
Versus 2013  
Targets**

4. Law and Justice, the Accountability Framework, Public Sector Reform and Financial Services	4.1 Legal Engagements	➤ Facilitation of the President's attendance to the appointment of Judicial Officers as per the Administration of Justice Decree 2009	13	23	10 176%
	4.2 Strengthen Accountability and Reforms				
	4.3 Public Sector Delivery and Efficiency	➤ Re-activation of the College of Honour of Financial statements	1	College of Honour Re-Activated 3 Investitures organised	100%
		➤ Development of standard operating procedures for services	3	11	8 367%
		➤ All compounds maintained at a very high standard and general maintenance of the State House	Compounds maintained on daily basis	Compounds maintained on daily basis	100%
		➤ Establish a stakeholders' committee for the State House master plan	1	1 Committee met (X) times. Master Plan Concept Paper Developed	100%
		➤ Establish data bases for effective decision-making	3	2 Databases Established: Transport and Staff Leave	-1 67%
		➤ Establish Staff Board for effective Human Resources	new	Staff Board Established	100%
		➤ Increase Staff Training and Upgrading of Qualifications	new	36 short courses 1 new academic qualification	3600%
	4.4 Compliance to Financial Reporting	➤ Timely submission of Financial Statements			100%



**Contd...**  
**Table 11:**  
**Achievements**  
**Versus 2013**  
**Targets**

5. International Relations	5.1 International Diplomacy	► Facilitate Head of State role in the promotion of diplomatic relations	18	26	8 144%
		► Overseas engagements	new	23	23 2300%

Table 11 notes that the Office exceeded its targets contained in its 2013 Annual Corporate Plan. While most of the targets were exceeded by significant margins, several targets were underachieved as time, energy and financial resources were re-directed towards new goals that were developed within the year. A case in point is the President's visits to the Pacific Islands Countries which followed consultations with the Prime Minister. Other new targets were set when the new Management noted the gaps in certain areas such as human resources development, strategic planning, etc.

Engagements like the Appointment and Swearing-in of Judicial Officers, Presentation of Credentials, i-Tatau and the Courtesy Calls and Farewells are activities that are not initiated by the Office – they are beyond the Office's control, but the President is obliged to facilitate these in his role as the Executive Authority of the State and as part of long-held protocol. The targets for 2013 were set by calculating the average actuals/mean of the past three years.

However, the more critical consideration is for the Office to facilitate these engagements to the best of its ability as and when the engagements arise. The facilitation must be convenient for both the President and the other interested party. Importantly, they must be facilitated at the highest standards possible to help create a positive and enduring image of Fiji as a modern and progressive Nation.

### **SFCCO Monitoring Results**

The Strategic Framework for Change Coordinating Office assessments for the Office are as follows:

**Table 12:**  
**SFCCO**  
**Results**

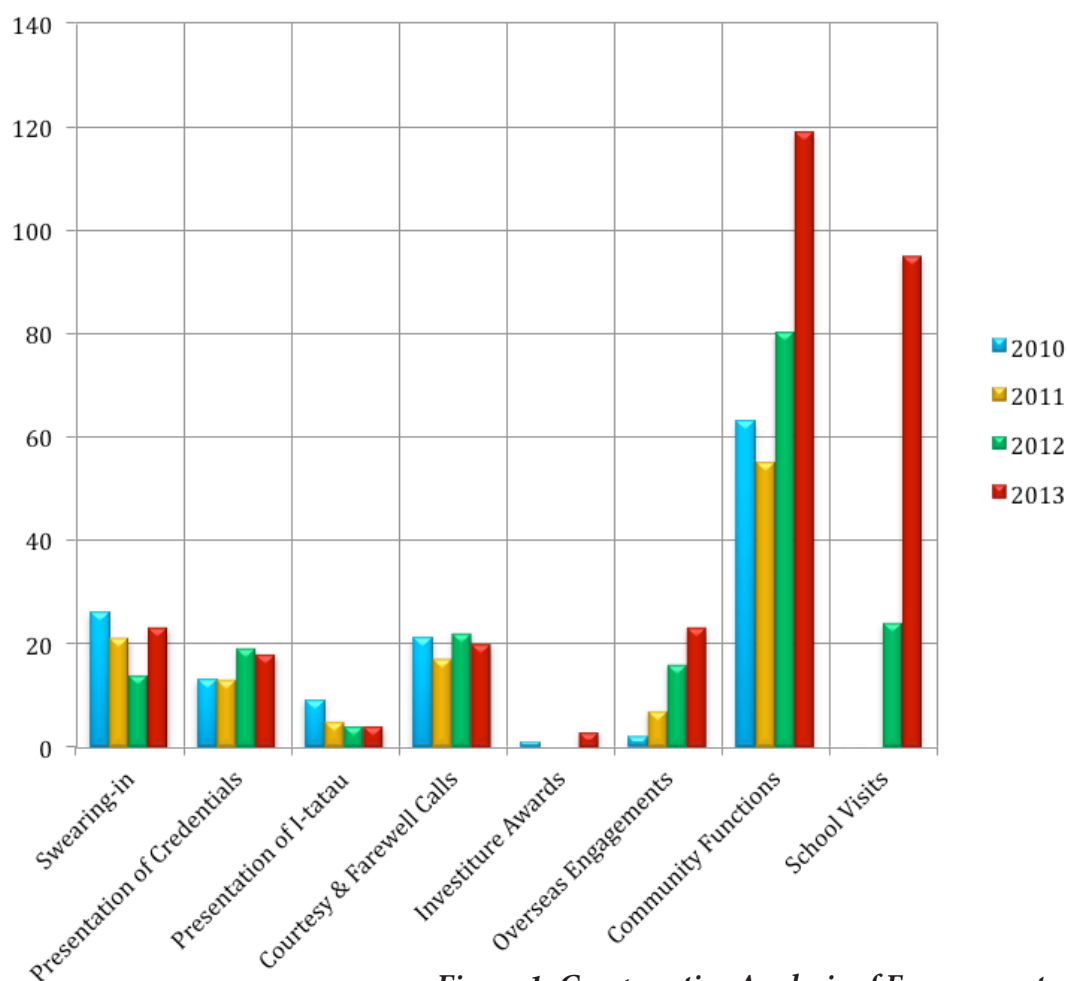
<b>SFCCO Monitoring</b>	
<b>Quarter</b>	<b>Achievement</b>
<b>1</b>	<b>64.54%</b>
<b>2</b>	<b>73.37%</b>
<b>3</b>	<b>82.33%</b>
<b>4</b>	<b>91.07%</b>



**Table 13:  
Summary of  
Engagements  
2010-2013**

<i>Year</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>
Engagements	134	118	184	321

### *Comparative Analysis of Engagements 2010 - 2013*



**Figure 1: Comparative Analysis of Engagements**



**Table 14: Speeches and Statements 2010-2013**

<i>Year</i>	<i>2010</i>	<i>2011</i>	<i>2012</i>	<i>2013</i>
Speeches/ Statements	44	28	60	153

Tables 13 and 14 both reflect two major issues:

1. The President's willingness to engage more with the community at large in fulfilling his role as President and Head of State. This is consistent with the People's Charter and the Roadmap which require the national leadership to lead by example. This determination by the President has led to an increasing level of community engagements over the years culminating in an unprecedented performance level in 2013.
2. The Office's operational ability to facilitate a significant level of engagements for the President. These include planning the President's logistics and security as well as coordinating and drafting the President's speeches and statements.

Despite the high achievements, the new Management noted the dire need to improve other key operational areas especially the back-office operations like human resources development and financial management capabilities. As noted in Programme Component 2 under Human Resources Management, the Office needs to develop its knowledge base to enable it to provide timely and quality services in all operational areas. This can only be achieved through the upgrading of knowledge and skills through academic or technical/competency-based qualifications.



## Programme Component 2 – Human Resources and Transport Management

**STAFF ESTABLISHMENT** The Office had an approved staff establishment of 41. This included the position of the President and the Aide-de-Camp even though the latter's salary is paid for by the Republic of Fiji Military Forces. The staff establishment also included all the 39 functional positions. Of the 41 approved positions, 23 were in the established staff cadre whilst 18 were Government Wage Earners. The staffing establishment did not include the security personnel from the Republic of Fiji Military Forces and the Fiji Police Force. In 2013, the civilian staff were as follows:

**Table 15:**  
**Staff**  
**Establishment**

<i>Establishment</i>	<i>Approved Positions</i>	<i>Substantive Appointments</i>	<i>Acting/ Temporary Appointments</i>	<i>Vacant</i>
Established Staff	23	9	13	1
GWE	18	12	3	3
Total	41	21	16	4

**Staff Board:** With the approval of the Permanent Secretary in the Office of the Prime Minister, the Office established its own Staff Board to better manage its human resources. Decisions on human resources were previously determined by the Staff Board in the Office of the Prime Minister. An implication of that arrangement included prolonged decision-making. This resulted in the inability of the Office to fill vacant positions in reasonable timeframes. To some extent, the previous arrangement also resulted in the Office operating with less than its full capacity. The situational analysis conducted in the second-half of 2012 noted that the office made substantive appointment of only up to 51% of its establishment. The analysis also noted that some officers held temporary appointments for more than 10 years.

One of the key aims in establishing the Staff Board was for the Office to substantively fill all the vacant positions including making substantive appointments for the 16 positions that were filled over the years through acting and temporary appointments. The Staff Board will also coordinate staff capacity building.



**Table 16:  
Staff  
Movements**

#	Date	Name	Designation	Movement
1.	08/04	Isikeli Mateni	Senior Assistant Secretary (SS02)	Transferred from the Ministry of Education
2.	31/07	Sera Saukuru	Receptionist	Resigned to migrate
3.	18/08	Nanise Draumoce	Office Assistant	New Appointment
4.	18/08	Silika Dioge	Messenger	New Appointment

### *Staff Training & Capacity Building*



**Figure 2: Comparative Analysis of Trainings**

The Office took a renewed approach to human resources development with the view towards increasing the knowledge base within the office. This included the need to increase the level of staff qualifications either professionally or technically. The situational analysis conducted in the second half of 2012 noted two key issues with the office's staffing establishment:

- The number of professional/academically and technically qualified staff comprised only eleven per cent of the existing establishment; and
- The total staff training programmes for a 14-year period up to 2012 comprised of only 20. With these findings, the new management team worked towards providing a systematic and consistent approach to the office's human resource development.
- The management recognised that the office will only be able to raise the standard of services for Fiji's Head of State if the staffs are appropriately qualified either academically or technically. This was also the basis of the government's civil service reform agenda.

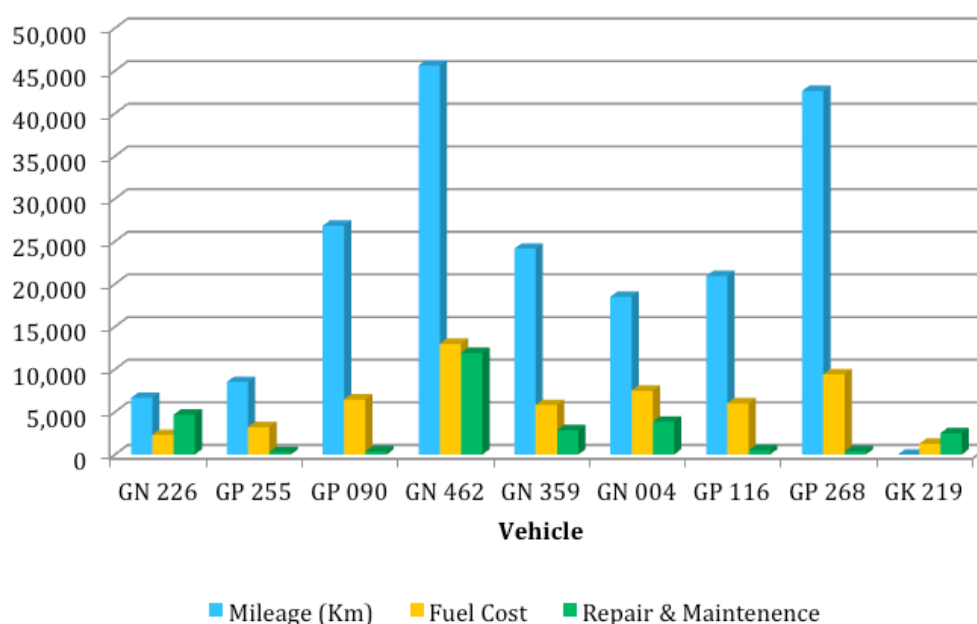


The situational analysis also noted that the office did not have a training programme for several years. Therefore, despite submitting a request for a training budget for 2013, the Ministry of Finance was not able to facilitate the new request due to the absence of a budget for several years. The office will continue to request for a training vote to help fulfill its new direction on human resources development. In the meantime, staffs were encouraged to use their own resources to upgrade their qualifications and skills.

## Transport Management

**Table 17:**  
**Vehicle**  
**Report**

<i>Vehicle No.</i>	<i>Mileage (Km)</i>	<i>Fuel Cost</i>	<i>Repair &amp; Maintenance</i>
GN 226	6,653	\$ 2,295.83	\$ 4,668.25
GP 255	8,524	\$ 3,223.07	\$ 300.00
GP 090	26,830	\$ 6,461.29	\$ 370.56
GN 462	45,615	\$12,991.55	\$ 11,913.98
GN 359	24,145	\$ 5,812.87	\$ 2,851.45
GN 004	18,499	\$7,482.30	\$ 3,852.00
GP 116	20,927	\$6,010.14	\$ 501.05
GP 268	42,635	\$9,404.40	\$ 360.00
GK 219	0	\$1,260.00	\$ 2,513.14
<b>TOTAL</b>		<b>\$54,941.45</b>	<b>\$27,330.43</b>



**Figure 3: Mileage, Fuel, Maintenance & Repair Costs**



## Programme Component 3 – Fiji College of Honour

1. Under the Fiji Honours & Awards Act 1995, His Excellency the President is the Chancellor of the Order of Fiji and is therefore the fount of all honours and awards for Fiji. With the advice of the College of Honour, the President appoints and approves the granting of awards annually. The College was dormant for several years so effort was made at the end of 2012 to re-activate the College to allow it to consider and recommend awards for Fiji's citizens, especially those who contribute to the nation's development at the community, national or international levels.

Following consultations with the Office of the Prime Minister and the Public Service Commission, the President appointed five members of the College for a two-year term beginning from February 2013. The members included:

- i. Mr. Josefa Seruilagilagi as Chairman
- ii. Mr. Ikbāl Jannif
- iii. Dr. Akanisi Kedrayate
- iv. Ms. Raj Kewal and
- v. Mr. Edward Blakelock

The renewed approach towards the College of Honour resulted in three separate investiture ceremonies during the year, with recognition bestowed on a total of 40 individuals including a non-Fiji citizen.

Since there had been no investiture ceremony for the past two years, the first investiture ceremony for pending awards was carried out on the 30th of May with the following ten recipients.

**Table 18:**  
**First**  
**Investiture**  
**Ceremony**

#	Awardee	Awards
1.	Petero Mataca	Companion of the Order of Fiji
2.	Kenneth Bradford Clark	Officer of the Order of Fiji
3.	Selina Lee Wah	Officer of the Order of Fiji
4.	Bal Govinda	Member of the Order of Fiji
5.	Yoga Baran Naiker	Member of the Order of Fiji
6.	Ratu Isikeli Butucama Tasere	Member of the Order of Fiji
7.	Mohammed Rafiq	Member of the Order of Fiji
8.	Kuar Singh	Medal of the Order of Fiji
9.	Brijesh Chandra	Medal of the Order of Fiji
10.	Iliesa Delana	Medal of the Order of Fiji





3. The 2013 National Awards was held on the 1st of November with the following recipients:

**Table 19:  
Second  
Investiture  
Ceremony**

#	Awardee	Awards
1.	Colonel (Ret'd) Paul Fanifau Manueli	Companion of the Order of Fiji (Mil)
2.	Cathy Wong	Officer of the Order of Fiji
3.	Brigadier-General Ioane Naivalurua	Officer of the Order of Fiji (Mil)
4.	Colonel Apakuki Talemailagi Gaunatalei Kurusiga	Officer of the Order of Fiji (Mil)
5.	Peter Joseph Leake	Member of the Order of Fiji
6.	Ganga Singh	Member of the Order of Fiji
7.	Ratu Ponijese Lou	Member of the Order of Fiji
8.	Brij Dayal	Member of the Order of Fiji
9.	Lakhan Kumar	Member of the Order of Fiji
10.	Warrant Officer Class 1 Josua Seduadua	Member of the Order of Fiji (Mil)
11.	Warrant Officer Class 1 Waisale Rakusa	Member of the Order of Fiji (Mil)
12.	Warrant Officer Class 1 Maciu Rasekaseka	Member of the Order of Fiji (Mil)
13.	Warrant Officer Class 1 Malakai Bilitaki	Member of the Order of Fiji (Mil)
14.	Abhay Abhiya Nand	Medal of the Order of Fiji
15.	Sashi Dhanji	Medal of the Order of Fiji
16.	Ilisabeta Mereia	President's Cross
17.	Waisea Vereivalu	President's Medal
18.	Semi Bale Samutanavanua Leweniqila Mara	President's Medal
19.	Kisoko Cagituevei	Civil Service Medal
20.	Isireli Vuli	Civil Service Medal
21.	Parmesh Chand	Civil Service Medal
22.	Filimone Waqabaca	Civil Service Medal
23.	Liviana Kaiwalu	Civil Service Medal
24.	Commander Francis Kean	Civil Service Medal
25.	Malakai Tadulala	Civil Service Medal
26.	Savenaca Kaunisela	Civil Service Medal
27.	Lt Col Ifereimi Vasu	Civil Service Medal
28.	Sunil Chand	Civil Service Medal
29.	Nemani Vuniwaqa	Civil Service Medal

4. The final investiture on the 9th of December saw the recognition of the outgoing Indonesian Ambassador His Excellency Aidil Chandra Salim for his contributions to the country. He was awarded the Honourary Officer of the Order of Fiji.



## Programme Component 4 – Capital Projects

The Office received funds for two capital projects in the year:

1. Completion of Drainage System for Coronation Ground (Phase 1) - \$125,000 [Rolled-over from 2012]. The implementation of this project started towards the end of 2012 and was completed in 2013.
2. Construction of Staff Quarters (1x4- Quarters) - \$154,900 [Rolled over from 2012]. The construction of this project continued into 2014.

## Programme Component 5 – Accounts and Financial Management

Whilst the Office was able to facilitate the day-to-day operations, it became apparent that the Office lacked critical capabilities in the reconciliation of accounts and project management. This lack of financial management capability could be attributed to the fact that the Office did not have a dedicated Accounts Officer position. The officer who managed the accounts held the position of Senior Assistant Secretary which meant that he also dealt with other administrative duties. The Officer retired in 2011 after serving for 16 years in the Office of the President. Without a dedicated Accounts Officer and the non-existence of capacity-building and succession planning, the Office had to start from scratch. The management of accounts was dedicated to a former Accounts Clerk. Efforts to secure an Accounts Officer position were delayed when the Public Service Commission declined the request for an Accounts Officer position at the level where the Office could secure an academically-qualified and experienced officer (AC03-grade). The Office was instead directed to trade-off existing positions to create a lower-level accounts officer (AC04-grade).

The Office also did not have a dedicated space for its accounting records as the accounting responsibilities were merged with the administration, transport and registry functions.

Moving forward, the new Management intends to pursue the creation of an Accounts Officer position at AC03-grade and to secure an academically qualified and experienced officer. The Office also intends to establish a fully-fledged Accounts Section through the creation of two Accounts Clerks as support staff to ensure that the management of accounts is in accordance with the Financial Management Act. The Office is already in the process of providing a dedicated space to improve the management and security of all accounting records. These developments will be pursued in earnest in 2014 as part of the Office's reform targets.



## CHAPTER 5

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# APPENDIX

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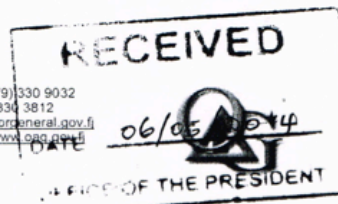
8<sup>th</sup> Floor, Ratu Sukuna House,  
MacArthur Street,  
P. O. Box 2214,  
Government Buildings,  
Suva, Fiji Islands.



REPUBLIC OF FIJI  
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File: 456

6 May 2014

Pene Nonu Baleinabuli  
Official Secretary  
Office of the President  
Government Buildings  
SUVA.

Dear Mr. Baleinabuli

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**AUDITED AGENCY FINANCIAL STATEMENTS**  
OFFICE OF THE PRESIDENT  
FOR THE YEAR ENDED 31 DECEMBER 2013

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The audit of the Agency Financial Statements for the Office of the President for the year ended 31 December 2013 has been completed.

The audited accounts are forwarded for signing by you and the Principal Assistant Secretary. Please return the signed accounts at your earliest to facilitate the issue of the independent audit report on them.

Copies of a draft independent audit report and the Draft Audit Memorandum (DAM) are also enclosed for your perusal. We would appreciate if written comments to the issues highlighted in the DAM are also provided to this Office within 14 days from the date of this letter.

We look forward for your cooperation and should you require any clarifications, please do not hesitate to contact Ms. Ashika Chand [Senior Auditor] on telephone 3309032 ext 127 or the undersigned.

Yours sincerely

Kuruwara Tunisalevu  
for **AUDITOR-GENERAL**

Encl.



**OFFICE OF THE PRESIDENT**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 DECEMBER 2013**



OFFICE OF THE PRESIDENT  
FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 DECEMBER 2013

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OFFICE OF THE PRESIDENT  
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

INDEPENDENT AUDIT REPORT

Scope

I have audited the special purpose financial statements which have been prepared under the cash basis of accounting and notes thereon of the Office of the President, for the year ended 31 December 2013, as set out on pages 6 to 10. The financial statements comprise the following:

- (i) Statement of Receipts and Expenditure;
- (ii) Appropriation Statement; and
- (iii) Statement of Losses;

The Office of the President is responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

My responsibility is to express an opinion on these special purpose financial statements based on my audit.

My audit was conducted in accordance with the Fiji Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies stated in Note 2, the Audit Act and the Financial Management Act, so as to present a view which is consistent with my understanding of the financial performance of the Office of the President for the year ended 31 December 2013.

The audit opinion expressed in this report has been formed on the above basis.

Audit Opinion

In my opinion

- a) the financial statements present fairly, in accordance with the accounting policies stated in Note 2, the financial performance of the Office of the President for the year ended 31 December 2013.
- b) the financial statements give the information required by the Financial Management Act 2004 in the manner so required.

Without qualifying the accounts, attention is drawn to the following matters:

- Advances totalling \$146,818 was not reconciled and journalized to the relevant expenditure allocations during the year. As such, expenditure is understated in the Statement of Receipts and Expenditure.



- In accordance with Note 2 (a) on basis of accounting, total expenditure includes a book entry for a budget carry-over of \$453,070 to be spent in 2014. Consequently the actual 2013 expenditure has been overstated by the same amount.

I have obtained all the information and explanations which, to the best of my knowledge and belief, were necessary for the purpose of my audit.

Tevita Bolanavanua  
**AUDITOR GENERAL**

6 May 2014





**OFFICE OF THE PRESIDENT**

**MANAGEMENT CERTIFICATE**

**FOR THE YEAR ENDED 31 DECEMBER 2013**

We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of the Office of the President and its financial position for the year ended 31 December 2013; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.

Mr. Pene Nonu Baleinabuli  
Acting Official Secretary

Date: 09/05/14.

Mr. Isikeli Mateni  
Acting Principal Assistant Secretary

Date: 09/05/14.



OFFICE OF THE PRESIDENT

STATEMENT OF RECEIPTS AND EXPENDITURE  
FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	2013 \$	2012 \$
<b>EXPENDITURE</b>			
<b>Operating Expenditure</b>			
Established Staff		444,303	468,649
Unestablished Staff	3 (a)	259,016	191,250
Travel & Communications	3 (b)	289,067	217,211
Maintenance & Operations	3 (c)	325,939	239,703
Purchase of Goods & Services	3 (d)	137,730	76,150
<b>Total Operating Expenditure</b>		<b>1,456,055</b>	<b>1,192,963</b>
<b>Capital Expenditure</b>			
Capital Construction	3 (e)	764,333	236,133
<b>Total Capital Expenditure</b>		<b>764,333</b>	<b>236,133</b>
<b>Value Added Tax</b>	3 (f)	187,663	109,473
<b>TOTAL EXPENDITURE</b>		<b>2,408,051</b>	<b>1,538,569</b>



**OFFICE OF THE PRESIDENT**  
**APPROPRIATION STATEMENT**  
**FOR THE YEAR ENDED 31 DECEMBER 2013**

SEG	Item	Notes	Budget Estimate \$	Appropriation Changes \$	Revised Estimate \$	Actual Expenditure \$	Carry - Over \$	Lapsed Appropriation \$
<b>Operating Expenditure</b>								
1	Established Staff		507,965	(59,767)	448,198	444,303	----	3,895
2	Unestablished Staff		204,320	57,475	261,795	259,016	----	2,779
3	Travel & Communication		291,900	10,000	301,900	289,067	----	12,833
4	Maintenance & Operations		330,377	(303)	330,074	325,939	----	4,135
5	Purchase of Goods & Services		147,775	(9,697)	138,078	137,730	----	348
	<b>Total Operating Expenditure</b>		<b>1,482,337</b>	<b>(2,292)</b>	<b>1,480,045</b>	<b>1,456,054</b>	<b>----</b>	<b>23,991</b>
<b>Capital Expenditure</b>								
8	Capital Construction	3 (e)	300,000	465,147	765,147	764,333	393,974	814
	<b>Total Capital Expenditures</b>		<b>300,000</b>	<b>465,147</b>	<b>765,147</b>	<b>764,333</b>	<b>393,974</b>	<b>814</b>
13	Value Added Tax	3 (f)	160,500	69,428	229,928	187,663	59,096	42,265
	<b>TOTAL EXPENDITURE</b>		<b>1,942,837</b>	<b>532,283</b>	<b>2,475,120</b>	<b>2,408,051</b>	<b>453,070</b>	<b>67,070</b>

**Appropriation Movements**

In 2013, Cabinet approved the redeployment of \$532,283 from other Ministries and Departments to the Office of the President's budget.

Other movement through departmental virement were as follows:

Virement No.	Virement In	Virement Out	Amount (\$)
DV0101	SEG 4	SEG 4	15,000
DV0102	SEG 4	SEG 5	10,000
DV0103	SEG 3	SEG 5	10,000
DV0104	SEG 4	SEG 5	10,000
DV0105	SEG 3	SEG 3	10,000
DV0106	SEG 4	SEG 4	8,000
DV0107	SEG 5	SEG 4	6,400
DV0108	SEG 5	SEG 4	6,400
DV0109	SEG 5	SEG 4	5,000
DV0110	SEG 8	SEG 1	100,000
V01001	SEG 1	SEG 8	54,924
V01002	SEG 2	SEG 8	42,784

Virement No.	Virement In	Virement Out	Amount (\$)
V01003	SEG 2	SEG 1	6,483
V01004	SEG 2	SEG 1	8,208
DV0111	SEG 4	SEG 4	5,000
DV0112	SEG 4	SEG 5	497
DV0113	SEG 5	SEG 5	6,000
DV0114	SEG 5	SEG 4	3,000
DV0115	SEG 5	SEG 5	460
DV0116	SEG 4	SEG 4	245
<b>Total</b>			<b>308,401</b>



**OFFICE OF THE PRESIDENT  
STATEMENT OF LOSSES  
FOR THE YEAR ENDED 31 DECEMBER 2013**

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**Loss of Money**

The Office of the President did not record loss of money for the year ended 31 December 2013.

**Loss of Revenue**

The Office of the President did not record loss of revenue for the year ended 31 December 2013.

**Loss (other than money)**

In accordance to Procurement Regulations 2010 Clause 52, the submission was made to the Permanent Secretary for Finance for the disposal and write-off of the recommendations of the Board of Survey Report.

Disposal Approval Date	Item(s)	Original Cost
27.11.13	HP Laserjet 2420	800
	Bolt Cutter	100
<b>TOTAL</b>		<b>900</b>





## OFFICE OF THE PRESIDENT

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

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#### NOTE 1: REPORTING ENTITY

The Office of the President provides the necessary assistant support to His Excellency, the President in the performance of constitutional functions. The President is vested with the Executive Authority of the State and is the Commander-in-Chief of the Republic of Fiji Military Forces and the Chancellor of the Order of Fiji. In addition to the constitutional and ceremonial roles, the office plays a symbolic role in the promotion of national reconciliation to bring unity among the different ethnic groups in Fiji through People's Charter for Change, Peace and Progress.

#### NOTE 2: STATEMENT OF ACCOUNTING POLICIES

##### (a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Office the President is prepared on cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act and the requirements of Section 71 (1) of the Finance Instruction 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 Trade and Manufacturing Accounts.

##### (b) Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Office on a monthly basis takes out VAT output on total money received for expenditure from Ministry of Finance. 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

Where necessary, amounts relating to prior years have been reclassified to facilitate comparison and achieve consistency in disclosure with current year amounts.



**OFFICE OF THE PRESIDENT**

**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)  
FOR THE YEAR ENDED 31 DECEMBER 2013**

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**NOTE 3: SIGNIFICANT VARIATIONS**

- (a) The Government Wage Earners costs increased by \$67,766 or 35% in 2013 compared to 2012. This increase is attributed to the ten percent (10%) increase in wages for all unestablished staff.
- (b) Travel and Communications expenses increased by \$71,856 or 33% in 2013 compared to 2012. His Excellency's overseas travel expenditure increased during the year.
- (c) Maintenance and Operations expenditure increased by \$86,236 or 36% in 2013 compared to 2012. This was due increase in expenditure for purchase of office stationery and printing items. Also, increase in expenditure for upkeep of office and government house grounds.
- (d) Purchase of Good and Services expenditure increased by \$61,430 or 81% in 2013 compared to 2012. This was due increase in medical expenditure of His Excellency, the President. Due to hosting of Investiture Ceremony last year several related costs were increased such as purchase of service medals, ceremonial and hospitality expenditure and Fiji College of Honour expenditure.
- (e) Capital Construction expenditure increased by \$134,226 or 57% compared to 2012. Capital construction expenditure was undertaken in year 2013 for construction of maisonette staff quarters, upgrading of roofing for government house and for repair and maintenance of swimming pool. Included in the Capital Construction expenditure is a book entry for a budget carry-over of \$393,974 to be spent in 2014.
- (f) VAT expenditure included a book entry for a budget carry-over of \$59,096 to be spent in 2014.

**NOTE 4: OPERATING TRUST**

As at 31 December 2013, the Operating Trust Fund Account had a balance of \$39,137. This relates to various employee deductions.

**NOTE 5: DRAWINGS ACCOUNT**

Drawings Account of the Office is maintained by Office of the Prime Minister.

**NOTE 6: REVOLVING FUND ACCOUNT - MISCELLANEOUS**

As at 31 December 2013, the Office had a balance of (\$306,252) in the RFA account. Most of the balances under this account had been brought forward from previous years.







