

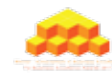


**PARLIAMENT OF THE
REPUBLIC OF FIJI**

ANNUAL REPORT

2016 - 2017

PARLIAMENTARY PAPER No. :



REFERRAL LETTER

Hon. Aiyaz Sayed-Khaiyum,
The Attorney-General,
Office of the Attorney-General,
Level 7 Suvavou House,
Victoria Parade,
Suva.

RE: 2016 – 2017 ANNUAL REPORT

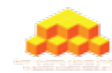
Dear Sir,

It is with pleasure that I submit for your information and presentation to the House the Annual Report for the Department of Legislature for the period of 1st January, 2016 to 31st July, 2017.

The Report highlights the Department's performance and achievement in delivering services to the Members of Parliament and the people of Fiji as reflected in the Annual Corporate Plan. This Report has been prepared in accordance with the provisions of the Financial Management Act 2004.

The Report further encapsulates the commitment and diligence of all staff within the Department.

Viniana Namosimalua (Mrs)
Secretary-General to Parliament



ACRONYMS

ACP	Annual Corporate Plan
FPSP	Fiji Parliament Support Project
GWE	Government Wage Earner
HOD	Head of Division/Department
ICT	Information Communication Technology
MP(s)	Member(s) of Parliament
SGP	Secretary-General to Parliament
UNDP	United Nations Development Program

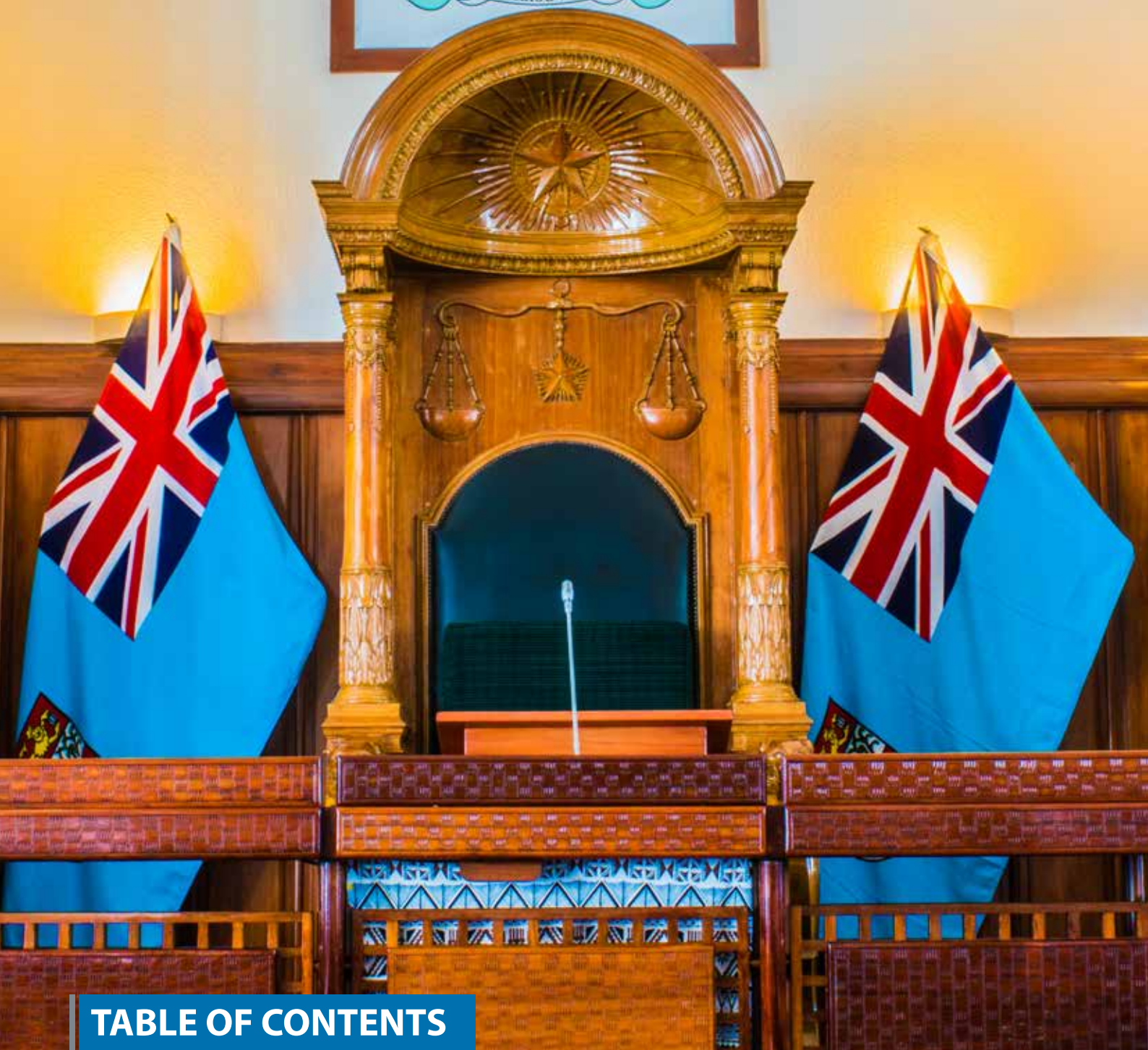
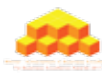


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FOREWORD : HONOURABLE SPEAKER OF PARLIAMENT



I am pleased to present the Annual Report of the Department of Legislature for the year ending 31st July, 2017. The Department (**'Department'**) has continued to deliver its core function of supporting Members of Parliament in fulfilling their constitutional functions.

An important part of any service delivery organisation is clarity around its roles, responsibilities, services and customer expectations. With clear defined directions set out in our plans and the commitment of our people working together with a common Vision and Mission guided by a set of values already

embedded in our systems, we are able to support our diverse stakeholders and turn opportunities into actions.

Additionally, a significant step forward was the strengthening of the Information Communication Technology services with the implementation of sign language interpretation during Parliament sittings to cater for our customers with disabilities. Upgrading online connectivity and accessibility, ensuring Members and staff are always able to access information and resources. Outreach to schools and the community has also increased, with the Department working to fulfil its role in civics, citizenship and education.

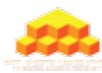
The Department continues to work closely with Members, development partners and other stakeholders to enable greater efficiency across the organisation; examples of these include the hosting of the 25th Asia-Pacific Parliamentary Forum where the Parliament and Secretariat demonstrated the ability to host a high profile international event. Additionally, Parliament hosted Fiji's first ever Women's Parliament and produced the Gender Toolkit which has been commended by other Parliaments and inter-parliamentary forums like the Inter-Parliamentary Union, Commonwealth Parliamentary Association and the Asia-Pacific Parliamentary Forum. The Speaker's Debates on Sustainable Development Goals and the achievement award at the Fiji Business Excellence Award is evidence of such collaboration.

The physical environment, too, has been progressively transformed to cater for all Fijians including people with disabilities. These projects have variously provided more contemporary facilities and resources for Members and staff while at the same time ensuring the Parliament continues to act as custodian of its unique colonial heritage.

I appreciate the support that the Secretariat has provided my office and the Parliament over the last year.

Hon. Dr Jiko Luveni

Speaker of the Parliament of the Republic of Fiji



STATEMENT : SECRETARY-GENERAL TO PARLIAMENT



I am pleased to present the Annual Report of the Department of Legislature for the year ending 31st July 2017. The Department is driven by the vision which is responsive to the needs of the people and driven by the ideal of a better quality of life for all Fijians.

It has been another fulfilling and productive year for the Department, as it continues to focus on continuous improvements to its systems and processes to enhance services deliveries to MPs and all our customers and make Parliament itself more accessible to all Fijians. It remains guided by its long term vision of being recognised for excellence in everything it does.

Accordingly, our organisation structure is re-aligning to take advantage of internal synergies and also to better serve the needs of our main clients, the Members of Parliament.

Together, we continued to progress through the year and achieved key milestones some of which were recognised nationally, regionally and even internationally. This includes the hosting of the 25th Asia-Pacific Parliamentary Forum in January, 2017; the launching of the Parliament Education Materials, the revamped website, the Parliament apps for accessing parliamentary documents by MPs; the launching of the Gender Toolkit, being the first Parliament in the world to undertake

the SDG Self-Assessment; the continuous advocacy on SDG issues through the Speaker's Debates and the attainment of the Achievement Awards in the Fiji Business Excellence awards, to name a few.

As you read through this Annual Report, you will see our vision and priorities echoed in our work at every level from our professional approach in serving the Members of Parliament to our commitment when providing professional development opportunities within the organisation. Our focus on business excellence, benchmarking and learning from best practices to develop and strengthen the management systems and processes to improve performance and create value for our stakeholders is also an area that the Department will continue in the upcoming years.

Looking back over the past year, I am proud of the increased collaboration and strengthened relationships between the Fijian Parliament and our key stakeholders. This Annual Report is reporting on the achievement of the Department in three strategic areas – Legislative Services, Parliamentary Services and Corporate Services.

With an allocated budget of \$10.8million, I am committed to the efficient and effective management of the Department and will ensure we continue to evaluate our performance and standards so our services can be delivered professionally and sustainably.

I also look forward to the next financial year and prepare to meet the diverse expectations of stakeholders and customers.

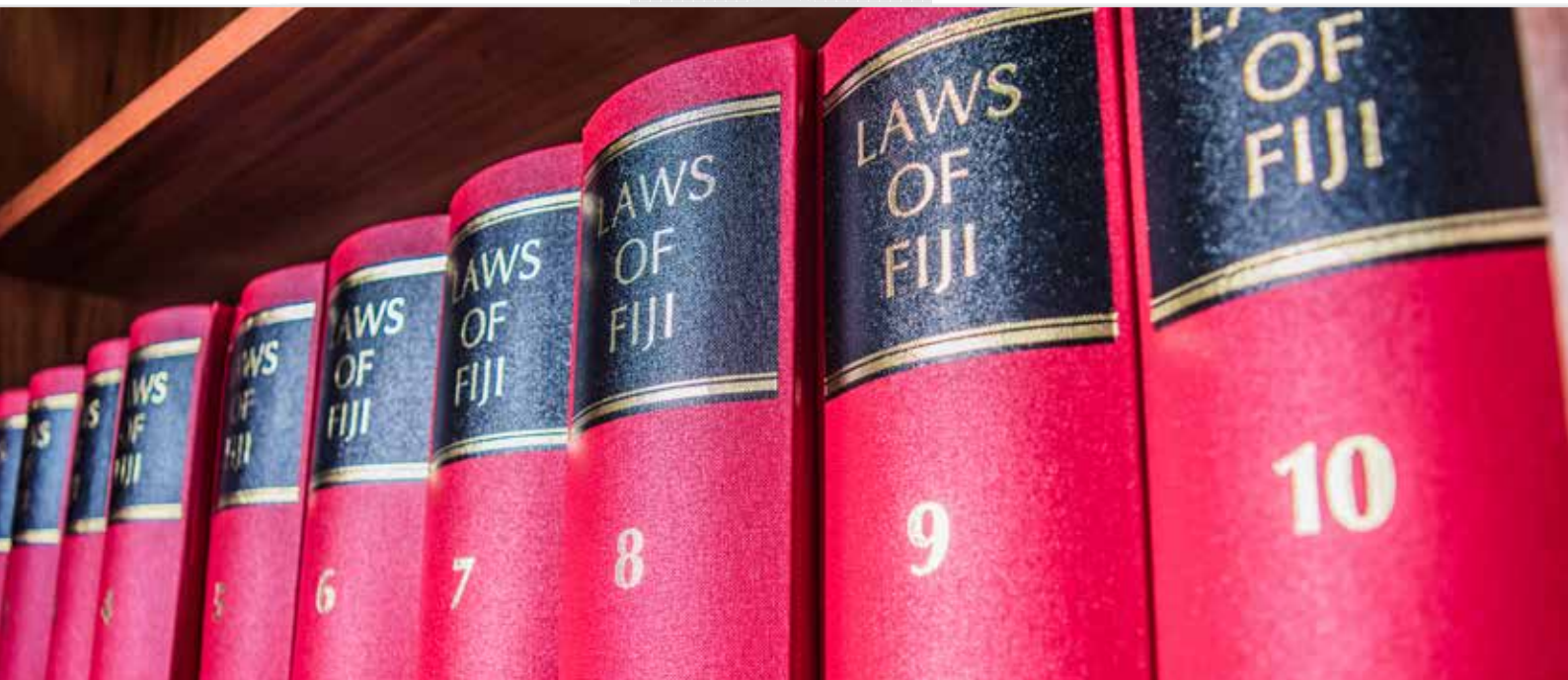
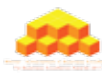
I commend all staff for working to deliver on our priorities in building a better Parliament for all Fijians.

Viniana Namosimalua (Mrs)
Secretary-General to Parliament



DEPARTMENTAL OVERVIEW

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OUR PURPOSE

The Parliament of the Republic of Fiji through its elected representatives is accountable to the Fijian people for the provision and conduct of representative government in the interest of all Fijians. The Department of Legislature supports the operation of the Fijian Parliament through the implementation of operational business plans, which are underpinned by effective corporate governance, excellent service delivery, and responsiveness, sustainability focus on medium to long-term goals and, parliamentary values.

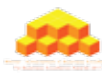
The Department under the leadership of the Secretary-General is responsible to the Speaker for the efficient, effective and economical management of parliament.

The Department provides services and products to ensure:

- the effective functioning of Parliament and its Committees;
- that members of Parliament are supported to fulfil their parliamentary roles; and
- that our customers have access to the Parliament precincts and information about the role and function of Parliament.

OUR VISION

“A Resilient Parliament responsive to the needs of the people and driven by the ideal of a better quality of life for all Fijians”



OUR MISSION

To provide and sustain Members of Parliament with professional parliamentary support and services to enable efficiency and effectiveness of Parliament's constitutional functions.

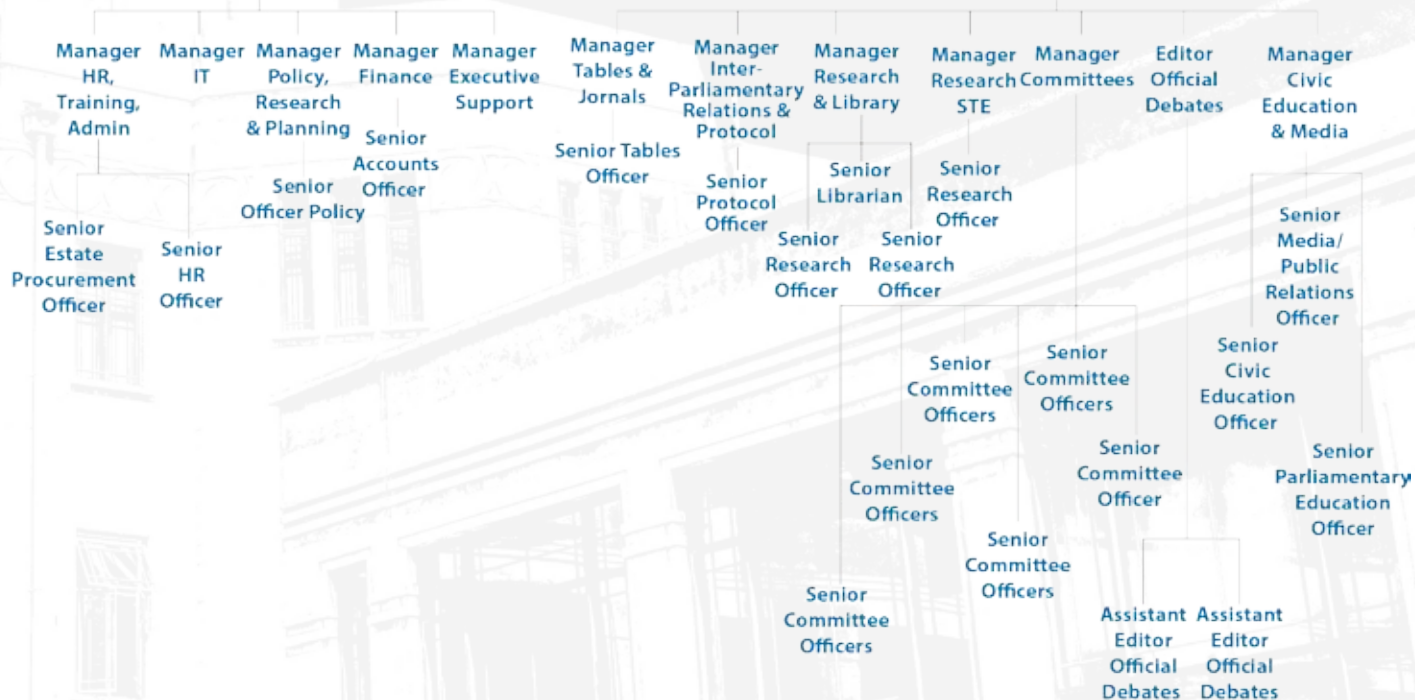
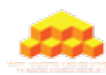
Our Values	Our Approach
<ul style="list-style-type: none">• Professionalism• Integrity• Impartiality and Independence• Teamwork• Recognition• Commitment• People Centeredness• Excellence	<ul style="list-style-type: none">• Equal Employment Opportunities• Provision of services that is responsive to changes in its operating environment• Provision of services are delivered efficiently and effectively

OUR CUSTOMERS

Internal Customers	External Customers
<ul style="list-style-type: none">• Office of the Speaker• Members of Parliament• Office of the Secretary-General• Deputy Secretary-General• Director Legislative Processes• Director Corporate Services• Legislative Processes Division• Corporate Services Division	<ul style="list-style-type: none">• Government Ministries/Departments• Other Parliaments• Diplomatic Missions• Donor Agencies• Schools/Institutions• Private Sector and Industries• Business Partners/Suppliers• International Organisations• General Public

DEPARTMENT STRUCTURAL ADJUSTMENTS

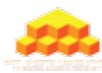
An internal organisational restructure took place during the year whereby the support services rendered to the Standing Committees was strengthened with additional staffing. The restructure also resulted in a streamlined and effective Corporate Services Division structure.



The background of the page is a photograph of an ornate wooden interior, likely a legislative chamber. It features a large, arched wooden structure with intricate carvings and a blue upholstered chair. The lighting is warm and focused on the architectural details.

OUTPUT PERFORMANCE REPORT

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PART 1 : LEGISLATIVE SERVICES PERFORMANCE REPORT

This section covers the performance reporting of all activities pertaining to the House – it includes the tabling of Bills, Questions and Answers, Motions, Reports, the achievements of Standing Committees and the provision of *Hansard* services.

HOUSE SITTING RELATED STATISTICS

The Department ensures that relevant documents and parliamentary papers are prepared well in advance along with the provision of appropriate advice to ensure proceedings are conducted in accordance with accepted Parliamentary practices provided for under the Standing Orders of the Parliament of the Republic of Fiji.

Parliament Sitting Days

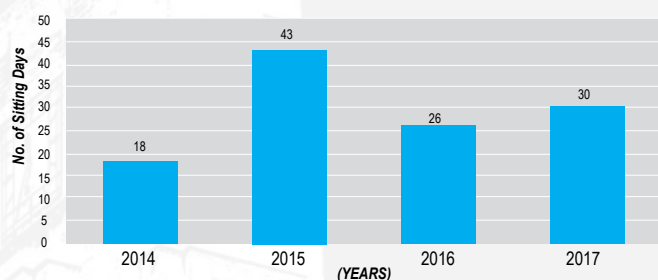


Figure 1: Total number of Parliament sitting days as per the Annual Parliament Sitting Calendar.

Parliament sitting days increased by 15% during the period 2016-2017.

Questions and Answers

A total of 1,043 questions were deliberated in the House during the period with 223 oral questions and 820 supplementary questions. This shows a high level of oversight and scrutiny on diverse issues brought up by Members of Parliament to Honourable Ministers during any one sitting day.

Oversight - Parliament Questions

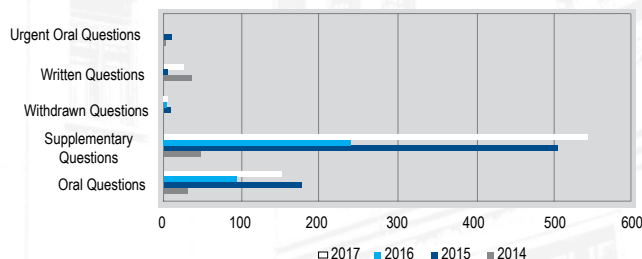


Figure 2: Analysis of Parliament Oversight responsibilities from 2014-2017

Motions and Petitions

Oversight can include the simple action of putting a matter on record and requesting the Government to reply in Parliament. This can be achieved through a motion for debate. A motion is a proposal made for the purpose of eliciting a decision of the House.

Petitions are citizen-initiated written requests for Parliament to investigate a specific cause or issue. Under the Standing Orders,

a petition must be endorsed by an MP who is willing to table the matter in Parliament. A total of 19 motions were deliberated in the House. Additionally, a total of 5 petitions were received in the House and which were referred accordingly to the Standing Committees with jurisdiction.

Parliament Motions and Petitions

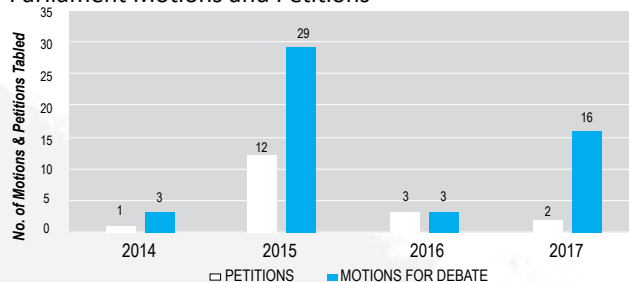


Figure 3: Analysis of Parliament motions and petitions tabled in Parliament from 2014-2017

Bills

The Department ensures that MPs and their caucus staff are assisted with the procedures for the introduction, passage and amendment of Bills in the House. It also manages a Bills database that is continuously updated, ensuring the most current information is available to MPs and the public.

Bills Considered in Parliament

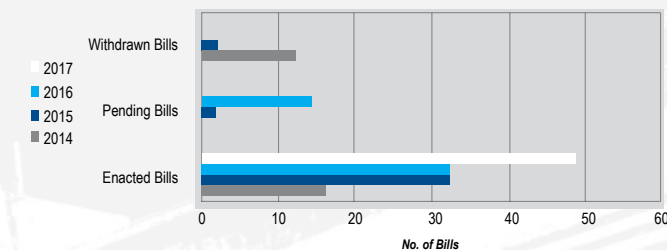


Figure 4: Analysis of Bills tabled in House from 2014-2017

A total of 94 Bills were tabled in the House during the period.

Tabled Annual Reports

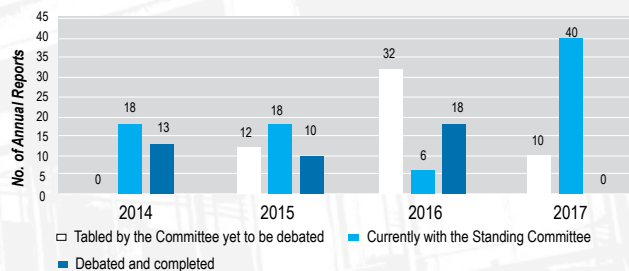
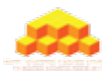


Figure 5: Analysis of Annual Report tabled in the House from 2014 – 2017

Annual Reports from Ministries and Departments and Statutory organisations are also tabled in the House. There were only 46 reports received during the period. This again provides the high level of scrutiny and consultations required at the Standing Committee level before a report qualifies to be tabled back to the House.



Tabled Treaties

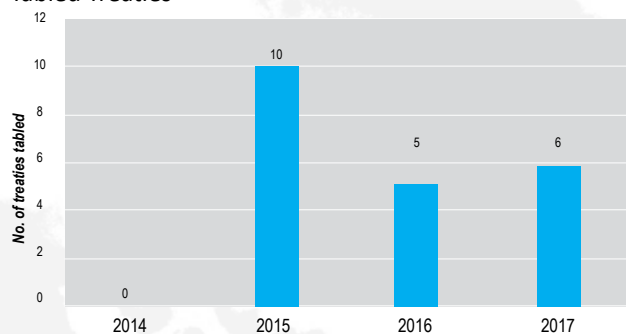


Figure 6: Analysis of Treaties tabled in Parliament from 2014-2017

Treaties are conventions or other bilateral or multi-lateral agreements signed by the Government of Fiji that binds the Government of Fiji to meet certain standards or to implement a particular legal or policy framework and includes any schedules, appendices, or other attachments to the agreement. There were 11 Treaties tabled during the period.

STANDING COMMITTEE REPORTS

The Department ensures that relevant support is provided to Chairpersons and members of all Standing Committees. A total of 37 reports were tabled in 2017, which is a 184% increase from 2016.

Standing Committee Reports

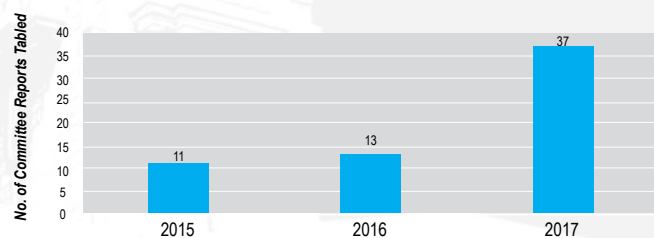


Figure 7: Analysis of Committee Reports tabled by Standing Committees from 2015-2017

PARLIAMENTARY COMMITTEES RELATED STATISTICS

The Department continuously provides high level administrative and secretariat support services to all Standing Committees as well as Select Committees and any other Special Committees convened by Parliament.

Standing Committee Meetings

The Department is committed to providing exceptional services to its Members and feedback received from surveys were used to improve on services. A total of 972 meetings were facilitated during the period.

Standing Committees Meeting Summary

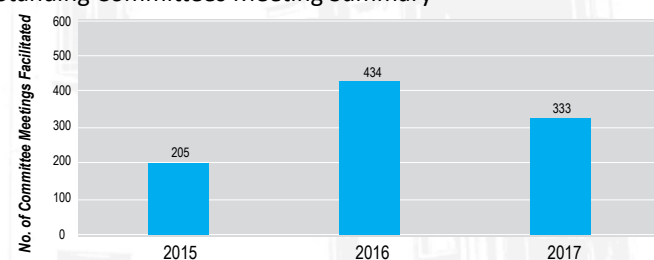


Figure 8: Analysis of Committee Meetings facilitated by the Committees Unit in 2015-2017.

Public Consultations

Public consultations were undertaken in the four Divisions – Central/Western/Eastern and Northern and focus on issues referred to the Standing Committees. Site visits are also conducted for better understanding and physical verification of issues discussed.

A total of 21 public consultations and 27 site visits were conducted during the period of this report.

Standing Committee Public Consultations and Site Visits

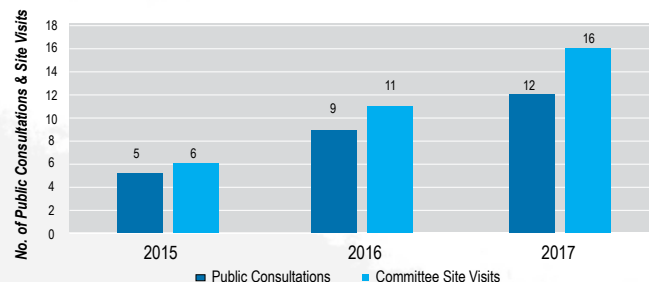


Figure 9: Analysis of Public Consultations and Site Visits facilitated by the Committee Unit.

HANSARD RELATED STATISTICS

Hansard Reports For The House

The Department ensures that the deliberations in the House, Standing Committees and other approved forums are accurately and promptly reported. A thorough process of transcription, translation, editing, dissemination, storage, archiving and retrieval is undertaken.

Hansard Report

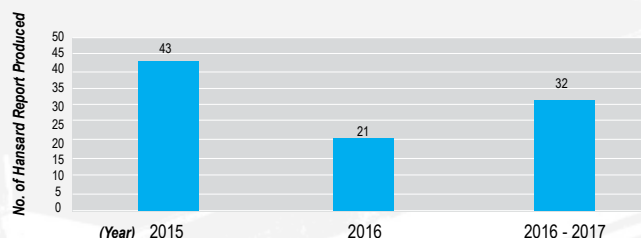


Figure 10: Analysis of Hansard Reports produced from 2015-2017

Reports For Standing Committees

The proceedings and deliberations of the Standing Committees and other approved forums are also recorded.

A total of 472 reports for the Standing Committees, 4 reports for the Select Committee and 5 reports for the Special Committee were produced during the period. The Department ensures all processes to uphold accuracy, timeliness and reliability are adhered to.

Reports For Standing Committees

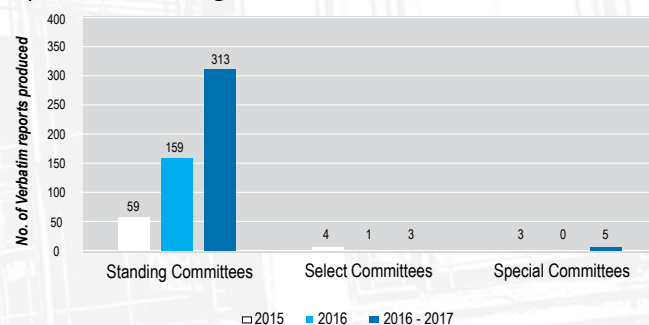
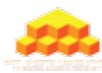


Figure 11: Analysis of verbatim reports facilitated by the Hansard Unit from 2015-2017



PART 2 : PARLIAMENTARY SERVICES PERFORMANCE REPORT

RESEARCH SERVICES

The highlight for 2016 was the publication of Bill summaries for nine Bills that had been tabled in the February sitting. The Bill summaries were produced to help MPs better understand the proposed laws, the first for the Fijian Parliament. The intention was to equip Members with comprehensible information they needed to effectively participate in debates and Committee deliberations during scrutiny of the Bills. An experienced consultant and counterpart from the National Assembly of Wales, made possible through the generous support of the UNDP Fiji Parliament Support Project (UNDP-FPSP), assisted the Department.

As this was a new initiative, a Bills workshop was conducted in April for the MPs. Officials from the relevant Government ministries were also invited to give presentations on the Bills. The workshop was an opportunity for MPs to receive information and ask questions in a non-political environment to equip them to engage in the debates when the Bills were considered by Parliament.

Another key achievement was the publication of Budget briefs to assist MPs with the 2016 – 2017 National Budget debate that was held in July 2016, again a first for the Fijian Parliament. With the support of the UNDP-FPSP, the research team together with counterparts from the Parliament of Australia (Federal Parliament), Parliament of Victoria, New Zealand Parliament and the Scottish Parliament produced budget briefs to support MPs in understanding the proposed appropriations for the 2016 – 2017 financial year.

A key achievement for the year was the launching of the Gender Toolkit in March 2017. Parliament through the UNDP-FPSP launched the toolkit as a practical guide for MPs and Committees to include gender analysis when reviewing legislation or undertaking oversight work. The development of the toolkit was made possible with the assistance of a consultant and counterpart from the National Assembly of Wales.

The Department with UNDP-FPSP support published budget briefs and conducted budget workshops to assist MPs with the 2017-2018 National Budget debate held in July 2017. Moreover, for the first time, a budget workshop for the Civil Society Organisations (CSOs) was conducted.

The Department undertook several other research initiatives which were all first for the Fijian Parliament and continued to provide research support services through briefs, information papers, and concept papers for MPs official engagement abroad.

Provision of Research Services

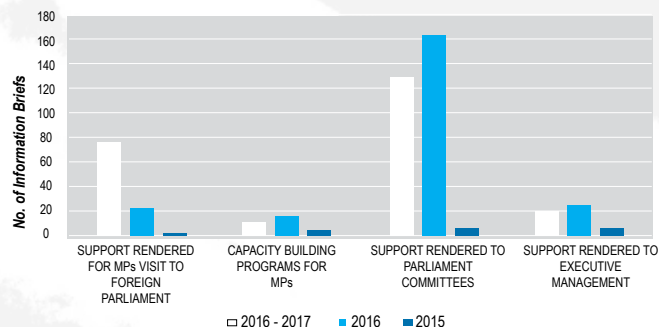


Figure 12: Analysis of research services provided to MPs and Executive Management

LIBRARY SERVICES

The Department strengthened its library services in 2016 with the setting up of the Inter-Library Management System (ILMS) using the Liberty software by Softlink. About 1,000 books were registered and catalogued in this electronic library database. The Library services continues to support MPs through requests and loans made for parliamentary publications and reference materials. Furthermore, MPs use the library for research purposes to assist with their parliamentary work.

Various publications relevant to the work of Parliament were procured and registered in the ILMS. More than 1,500 books were catalogued and registered in the System.

Analysis on the Utilisation of the Library Services

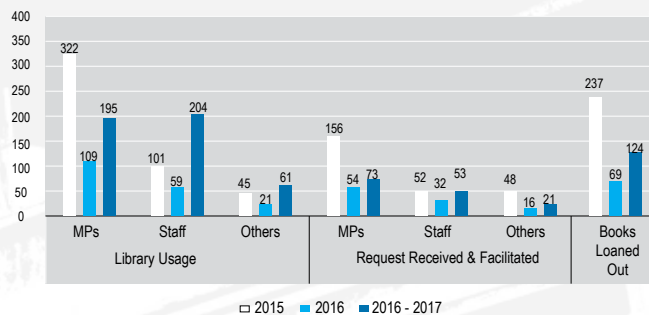
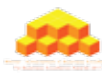


Figure 13: Analysis of the Utilisation of the Library Services from 2015 - 2017

INTER-PARLIAMENTARY RELATIONS

The Department developed, maintained and strengthened relations with other Parliaments and various inter-parliamentary organisations regionally and globally. It ensured provision of high level and quality support for inter-parliamentary conferences, outgoing and incoming parliamentary delegations and advice to the Speaker and MPs through the Secretary-General to Parliament on international, parliamentary matters and protocol issues.

In doing this, the Department aims to support external relations for the Parliament with a view to achieving productive and amicable international and regional relationships with other Parliaments and parliamentary bodies and organisations.



Strengthening Inter-Parliamentary Relations

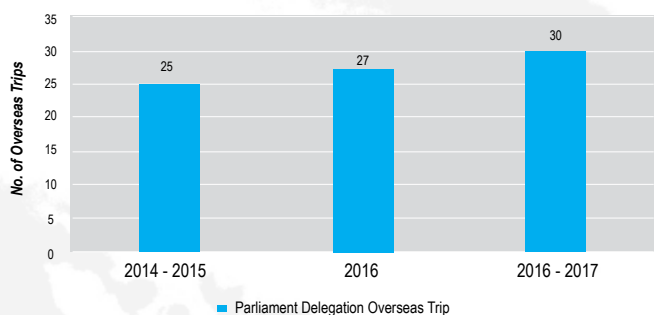


Figure 14: Analysis of Parliament delegation overseas trips to strengthen Inter-Parliamentary relations

During the period, the Department facilitated 57 official engagements abroad for Honourable Members of Parliament and the Executive Management.

Signing of Parliamentary Partnership Agreements

The Department facilitated the signing of 2 Memorandum of Understanding (MOU) with two other Parliaments.

No.	DATE	MOU
1.	12 October 2016	MOU with the Council of the Federation of the Federal Assembly of the Russian Federation on Enhancing Inter-Parliamentary Cooperation.
2.	17 January 2017	MOU on Cooperation between the Parliament of the Republic of Fiji and the National Assembly of the Republic of Korea.

EXECUTIVE SUPPORT SERVICES

The Department continues to ensure high level and quality support and customer services are accorded to the Office of the Speaker and to all our visiting dignitaries and partners in development. A total of 51 courtesy calls for the Honourable Speaker and the Secretary-General to Parliament was facilitated during the period.

Courtesy Calls made to the Hon. Speaker and SGP:

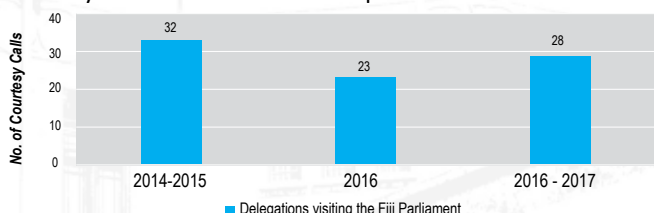


Figure 15: Analysis of official visits to Parliament from 2014-2017

The Department continued to receive technical and funding assistance from the UNDP FPSP for the conduct of capacity building workshops for MPs and Secretariat staff during the period. This has capacitated Honourable Members and staff to effectively perform their various roles.

Workshops organised by the Fijian Parliament under the UNDP Funded Projects

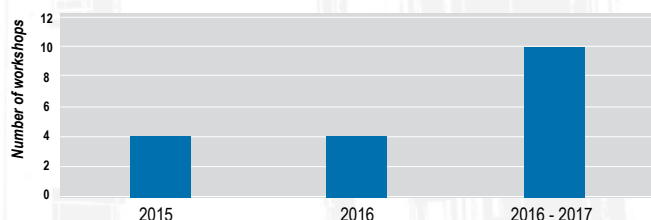


Figure 16: Analysis of workshop organised under the UNDP Funded Projects

A total of 14 workshops were facilitated through this assistance during the period and was aligned to IPU and CPA activities. Several other initiatives were conducted namely - first IPU Needs Assessment Mission on SDGs and Equality Introductory Workshop and related meetings involving experts from IPU, members of Parliament and other relevant stakeholders.

The Department worked closely with partners in the coordination of the first IPU Regional Workshop on the Implementation of SDGs with a Human Rights Perspective. Members of Parliament and secretariat staff attended the workshop with members from the Pacific nations of Fiji, Kiribati, Marshall Islands, FSM, Nauru, Palau, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

ENGAGING WITH THE COMMUNITY

The Department is committed to enlighten the citizens of Fiji on the roles and functions of the Parliament through the use of multi-dimensional platforms of communication. It aims at empowering the people with the knowledge on their civic rights and obligations regarding Fiji's parliamentary democracy and provides services to increase public knowledge and awareness of, and interaction with, the work of the Parliament.

2016	2016-2017
Your Parliament (Cards) - 10	Women's Parliament conducted from 17 th – 18 th August 2016.
Role Play Parliament - 1	Education Materials launching – 16/04/17
Inside Parliament Documentary - 1	Education Materials published <ul style="list-style-type: none"> a. 8 international cards for schools with Teachers Guide b. Our S.A.Y module for Secondary Schools c. Our S.A.Y module for Primary Schools
Factsheet - 3	Education Materials distributed: <ul style="list-style-type: none"> a. 16 primary schools b. 88 secondary schools
Other Info materials - 3 (English, Hindi, Itaukei – You and your MP)	Factsheets – 4 (drafts)
Modules for Schools - 4 (Ongoing) (Revision of Curriculum)	Education Videos - 10
Teachers Workshop - 1	

Civic Education and Community Engagement

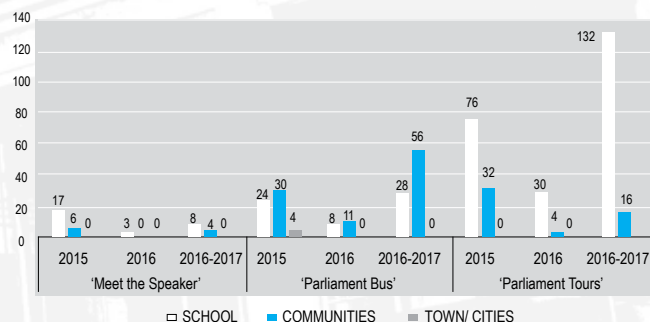
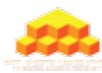


Figure 17: Analysis of Civic Education and Community engagement Programmes from 2015-2017

During the period, the Department facilitated 15 Meet the Speaker Programmes, 103 Parliament Bus Programmes and 148 Parliament Tours. Statistics indicates that awareness on the role of Parliament and the parliamentary process continues to increase especially in schools.



Effectiveness of Community Engagement Programmes

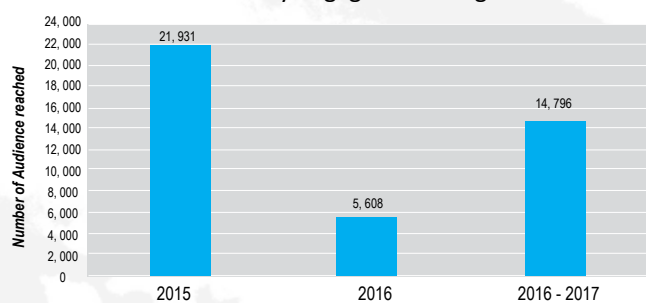


Figure 18: Analysis of the effectiveness of Community Engagement Programmes from 2015-2017

The Department's reach to the public through our community engagement programme showed that between 2015-2017, we have targeted and educated 42,335 people. We are committed to ensuring that the wider Fiji population is educated to understand the role of Parliament and more importantly their responsibility in Fiji's democratic process. This shall be aggressively pursued in future.

Parliamentary Information Engagement

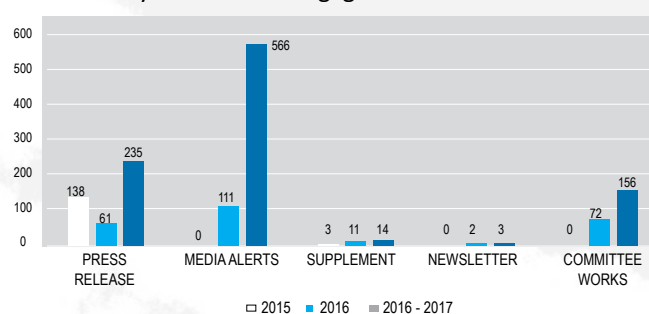


Figure 20: Analysis of Parliamentary Information through the media

The dissemination of Parliament information using the above modes remain a critical role of the Department and it would ensure that this is further strengthened to meet the demands and needs of our diverse customers and stakeholders.

Social Media Initiatives

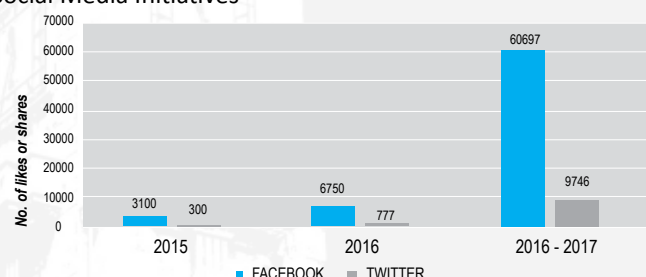
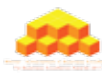


Figure 19: Analysis of the effectiveness of the Social Media Initiatives

With the modern era of technology, the Department capitalises on various social media platforms such as Facebook and Twitter to increase Parliament's visibility to all Fijians. As at July 2017, it had over 2,000 followers. The Twitter account is used to inform Members, the media, and the public about Parliament activity. The Parliament's Facebook page is used to update important developments, particularly in relation to the work of Standing Committees.



PART 3 : CORPORATE SERVICES PERFORMANCE REPORT

A. WORKFORCE PROFILE

The Department is complemented by a dynamic and young workforce. During the period, the Department managed its recruitment process from screening resumes to coordinating interviews and processing new employees thoroughly to ensure fairness and compliance to policy and legislative frameworks in place.

With 17 staff in 2014, the recruitment process continued in 2015 through 2017 thus the increase in labour costs and achievements as reflected in the preceding sections of this report. An internal restructure was implemented during the period with the aim of meeting the needs of the Standing Committees through additional staffing, aligning to staff requirements from other Parliaments and a lean and more effective Corporate Services Division.

Staff Establishment 2014-2017

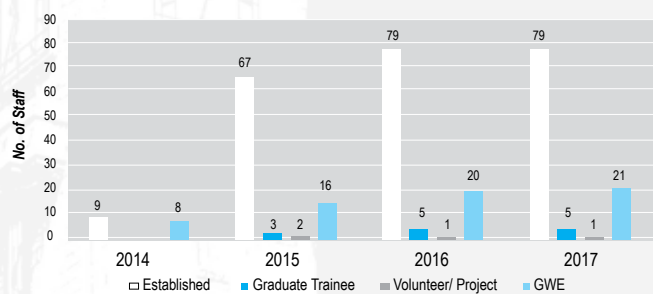


Figure 21: Analysis of the staff establishment 2014-2017

Staffing numbers increased by 19.3% in 2016 as compared to 2015. It was only in 2017 that the establishment was fully fledged with majority of the functional areas at 100% staffing strength. Staff turnover increased in 2017 as compared to 2016.

Recruitment and Selection (R&S)

R&S in 2016 followed the Point Scoring System whereby shortlisting of candidates for interview are done on the basis of meeting the Minimum Qualification Requirement. Assessment of candidates were then presented to the Staff Board for final recommendations to the Secretary-General for a decision.

In 2017, the Department adopted the Open Merit Recruitment and Selection System (OMRS) whereby selection is based on a defined and transparent process and criteria. Candidates are assessed on what they can bring to the organisation - Knowledge, Experience, Skills and Abilities (KESA). Adopting a new system can be challenging however, the Department arranged for staff to undertake the OMRS training to ensure sustainability in the implementation of the relevant processes.

Post processing statistics	Staff Profile		
	2016-2017	2016	Total
CONTRACTS			
Contract on promotion	5	9	14
Renewal of Contract	1	0	1
Contract Expiry	1	0	1
Resignation	8	1	9
Retirement	0	1	1
APPOINTMENTS			
Internal Promotion	3	9	12
Ministry Transferal	0	1	1
Transferal on Promotion	4	1	5
New Acting Appointment	4	11	15
Extension of Acting Appointment	2	2	4
Re-grading	0	0	0
Upgrading	1	3	4

Workforce Qualification

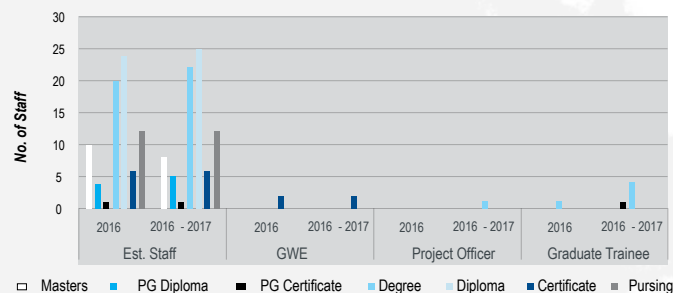


Figure 22: Workforce Profile on qualification level

The Department has a diverse and qualified workforce. It continues to encourage its staff to pursue further education and also to undertake relevant training that enhances their ability to perform their roles to the highest level of excellence.

Workforce Gender Analysis

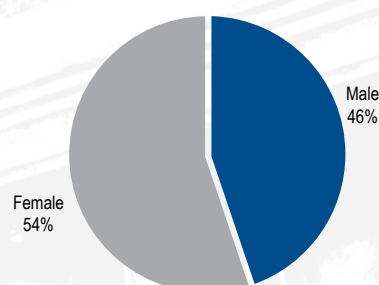
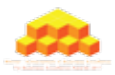


Figure 23: Analysis of the workforce gender statistics in 2016-2017



The pie chart above clearly illustrates that the Department has more female employees than male which indicates our approach on Equal Employment Opportunity. It is committed to ensuring that initiatives and activities implemented have a good representation of both gender. The Executive Management of the Department is 100% Female whilst the Senior Management Team has a composition of 57% Male and 42% Female.

Workforce Age Structure

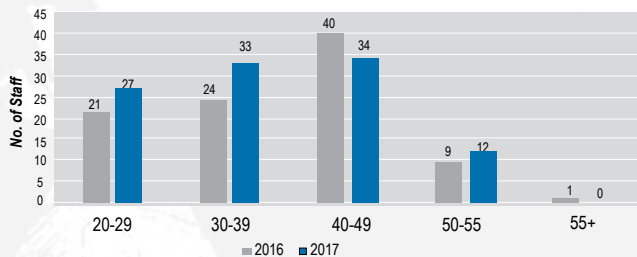


Figure 24: Analysis of the workforce age structure 2016-2017

The graph illustrates the age group of the Department's workforce. With almost 64% of the workforce within the age category of 30-49, the Department strategises to ensure that the service delivery to our diverse customers especially Members of Parliament are not disrupted or compromised due to staff turnover or other workforce issues that is often faced in a typical workplace.

B. INFORMATION TECHNOLOGY SERVICES

The Department is committed to strengthening its ICT Infrastructure to promote transparency, accessibility and accountability of parliamentary documents and processes. This was partly achieved during the period through the launching of the revamped website, and the deployment of Parliament Apps to Android for Members of Parliament.

The hosting of the 25th Asia-Pacific Parliamentary Forum allowed the Department to utilise international standard conferencing requirement with provisioning of simultaneous interpretations services for 6 languages, 2 Dome cameras, 350 receivers and 150 microphones. It was also an opportunity for our staff to be exposed to such high level technology. The event was a success with unlimited internet access provided in the plenary and secretariat room, multifunction printing machines to facilitate delegates' IT needs.

With the increasing need for safety and security of MPs, visitors to Parliament and its staff, the Department upgraded its security surveillance cameras during the period. With the continued implementation of the ICT project for the period, the following were achieved.

Listed below is the 2016/2017 IT projects:

Output	Status
APPF Conferencing System	• Project Commissioned and payment done.
Parliament Website	• Officially launched on 22/05/2017.
Parliament Application	• Officially launched on 22/05/2017.
Security camera CCTV	• Project successfully completed.
Parliament PABX systems	• Work in Progress

Upgrading of Committee rooms	• Work in Progress
Human Resource Information System	• The system has been deployed to the network for data entry.
Parliament Chambers Conferencing for Parliament Sitting & Recording of Committee meetings	• Ensuring conference system is fully operational and captures records of sittings and meetings
General Administration	<ul style="list-style-type: none"> • Printing and Compilation of Parliament Sittings and Committee Sittings, staff request and ensure reports and submissions are presentable • Ensuring presentable visual communications materials produced for Parliament.

A few projects have been shifted to the next financial year as more in depth scoping works was required to ensure required standards are met with regards to such sophisticated projects. A major one is the upgrading of Committee rooms to broadcasting. This project is aimed at airing live broadcast of selected Standing Committee deliberations.

Whilst the Department continues to face challenges with coordination and approval of processes relating to ICT procurement, it is envisaged that with rigorous consultations with ITC, these challenges could be addressed in future.

TRAINING AND QUALITY MANAGEMENT

The workforce learning and growth shows the commitment of the Department towards its workforce for its investment which has led to high performance. The Department took a significant step to participate in the Fiji Business Excellence Award to ensure that it not only has quality systems in place but to achieve excellence in all aspects.

Through greater collaboration and business improvements driven and implemented during the period, the Department attained the Achievements Award in the FBEA in 2016. Through the FBEA feedback report of 2016, the Department will continue to strive for excellence and improvements in its business systems and processes.

Analysis of the trainings conducted from 2015 - 2017

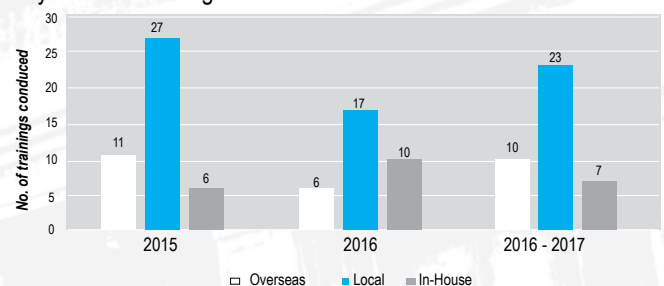
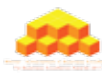


Figure 25: Analysis of training conducted from 2015-2017

Staff are encouraged to attend training programmes that address competency gaps to ensure that they perform to the optimum.



Gender Analysis on the training conducted

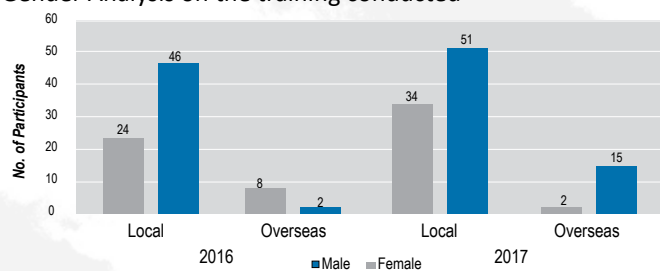


Figure 26: Gender Analysis of Parliament Staff appointed to attend trainings from 2016-2017

Training opportunity is fairly distributed across the organisation based on relevancy to individual positions.

CATERING SERVICES

Effectiveness of the provision of Catering Services

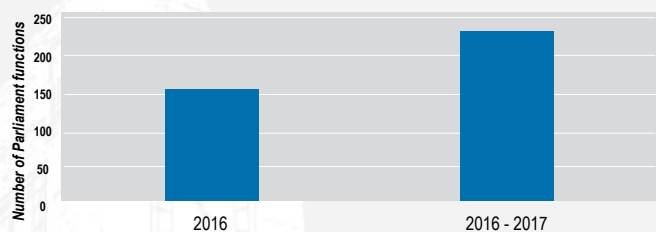


Figure 27: Analysis of the provision of catering services facilitated by the Human Resources Unit 2016-2017

Upon gauging feedback from our customers (MPs) on their dietary requirements, catering services were continuously reviewed to ensure customer satisfaction.

ASSETS MANAGEMENT

The Department manages its assets in line with prescribed legislative and policy frameworks in place and this is embedded in its internal policies. Asset replacements undergo the process of Board of Survey. The Department undertakes annual stocktakes, impairment and revaluation reviews, which are used to update and verify the accuracy of assets records and to review the condition and ongoing utility of assets.

The Department also manages a set of Government registered leased vehicles issued by the Ministry of Economy for official use by staff and for parliamentary business for MPs. The Department has 14 vehicles in its fleet.

Fleet Management

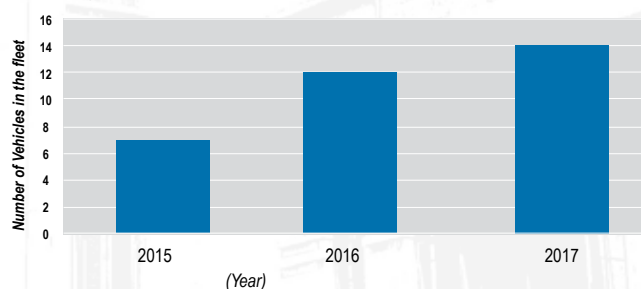


Figure 28: Department Fleet management from 2015 - 2017

EFFECTIVE PLANNING AND ACCOUNTABILITY

In 2016-17, human resources management played a key role in enabling the Department to deliver on its corporate plan and business objectives.

During the period, a number of human resources and organisational policies were developed through a consultative process to support its operation. The internal policies operationalised the relevant provisions of the Constitution and other legislative and police frameworks that governs our work. Review of existing policies are done by way of Internal Circulars to staff.

It was during this period that the Department also embarked on formulating its 2nd and 3rd Annual Corporate Plans, Business Plans and other related documents.

To ensure that our performance is measured and funds are utilised effectively, a Monitoring and Evaluation Framework was developed to ensure that we keep track of progress in the implementation of the Key Performance Indicators set out in the ACP 2016. The M&E Framework confirmed the need for accountability and transparency for all output and activities implemented.

Policy Implementation

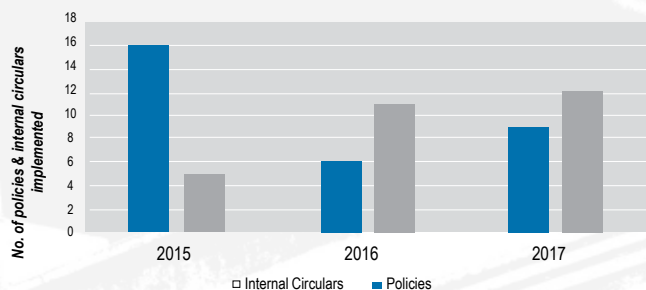
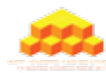


Figure 29: Analysis of policies implemented from 2015-2017



PARLIAMENT AT WORK



Handing over of library and research materials from the Fiji Parliament Support Project to the Speaker, Hon. Dr Jiko Luveni – March 7, 2016



First-ever Speaker's Debate on Climate Change – "Was the Paris Climate Change Agreement a good deal for Fiji?" – March 9, 2016



Members of the Standing Committee on Natural Resources with secretariat staff during a public submission – June 5, 2016



Speaker Hon. Dr Jiko Luveni releases balloons to mark the Fiji Day celebrations – October 8, 2016



Opening of the new session of Parliament by His Excellency the President Major-General (Ret'd) Jioji Konrote – September 9, 2016



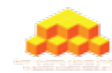
Minister for Employment, Productivity and Industrial Relations Hon. Jone Usamate during a Parliament sitting in April 2016.



Parliament tour by the students of Delainamasi Government School – May 7, 2016



Site visit at the Nadi International Airport by the members of the Standing Committee on Foreign Affairs and Defence – November 15, 2016



PARLIAMENT AT WORK



Villagers looking at Parliament photos on display at Mau village – November 3, 2016



Rishen Anish Chand of Bhawani Dayal Arya College receiving his prize from the British High Commissioner HE. Melanie Hopkins, at the Oratory Contest to mark Commonwealth Day 2017 – March 13, 2017



Group photo after the official traditional welcoming ceremony for the 25th Asia-Pacific Parliamentary Forum – January 16th, 2017



Launch of the Parliament of Fiji Handbook – L-R Prime Minister Hon. Voreqe Bainimarama, Speaker Hon. Dr Jiko Luveni, Leader of the Opposition Hon. Ro Teimumu Kepa and National Federation Party Leader Hon. Prof. Biman Prasad – February 7, 2017



Launch of the toolkit on 'Scrutinising Legislation from a Gender Perspective' – March 13, 2017



Manager Civic Education & Media Mr Vatimosi Delailovu briefing Tongan Parliament staff during their visit to Parliament in 2017 – October 16, 2017



Parliament staff planting mangroves to mark World Oceans Day – June 9, 2017



Speaker Hon. Dr Jiko Luveni with the UNDP Country Director and Head of Policy and Programme Mr Bakhodir Burkhanov perusing the educational materials after the official launching – March 16, 2017



DISCLOSURES AND FINANCIAL COMPLIANCE

FINANCIAL PERFORMANCE FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

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FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 JULY 2017

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FINANCIAL PERFORMANCE FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

- INDEPENDENT AUDIT REPORT -

OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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Website: <http://www.oag.gov.fj>



INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements

Audit Opinion

I have audited the financial statements of the Parliament Office, 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 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 Parliament Office 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 Parliament Office is responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004 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.

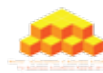
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Parliament Office's internal control.
- Evaluate the appropriateness of accounting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

I communicate with the Parliament Office regarding, amongst 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
26 May 2017



MANAGEMENT CERTIFICATE

PARLIAMENT OFFICE

MANAGEMENT CERTIFICATE

FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of Parliament Office for the seven months period ended 31 July 2016; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and the Finance Instructions 2010.

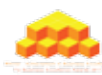
Viniana Namosimalua

Secretary-General to Parliament

Miriama Vereivalu

Manager Finance

Date: 19/05/17

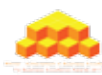


STATEMENT OF RECEIPTS AND EXPENDITURE

PARLIAMENT OFFICE

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

	Notes	7 months 2016 (\$)	12 months 2015 (\$)
RECEIPTS			
State Revenue		17,129	1,121
Agency Revenue		1,390	1598
TOTAL REVENUE		18,519	2,719
EXPENDITURE			
Established Staff		2,608,147	3,898,000
Government Wage Earners		196,070	269,989
Travel & Communication		724,319	807,487
Maintenance & Operations		414,333	1,257,096
Purchase of Goods & Services	3(a)	616,446	537,103
Operating Grants & Transfers		750,000	750,000
Special Expenditure		72,800	92,380
Total Operating Expenditure		5,382,115	7,612,055
Capital Construction		-	-
Capital Purchase		-	-
Total Capital Expenditure		-	-
Value Added Tax	3(b)	193,838	-
TOTAL EXPENDITURE		5,575,953	7,612,055



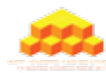
APPROPRIATION STATEMENT

PARLIAMENT OFFICE

APPROPRIATION STATEMENT

FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

SEG	Item	Budget Estimate (\$)	Appropriation Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry- Over (\$)	Lapsed Appropriation (\$)
1	Established Staff	-	-	-	-	-	-
2	Government Wage Earners	-	-	-	-	-	-
3	Travel & Communication	-	-	-	-	-	-
4	Maintenance & Operations	-	-	-	-	-	-
5	Purchase of Goods & Services	-	-	-	-	-	-
6	Operating Grants & Transfers	9,850,878	-	9,850,878	5,382,115	-	4,468,763
7	Special Expenditure	-	-	-	-	-	-
	Total Operating Expenditure	9,850,878	-	9,850,878	5,382,115	-	4,468,763
8	Capital Construction	-	-	-	-	-	-
9	Capital Purchase	-	-	-	-	-	-
10	Capital Grants & Transfers	-	-	-	-	-	-
	Total Capital Expenditure	-	-	-	-	-	-
13	Value Added Tax	-	-	-	193,838	-	(193,838)
	TOTAL EXPENDITURE	9,850,878		9,850,878	5,575,953		4,274,925



STATEMENT OF LOSSES

PARLIAMENT OFFICE

STATEMENT OF LOSSES

FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

Losses of Money

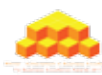
Parliament Office was issued \$2,000 Imprest Account in 2016. There were no losses of petty cash.

Losses of Revenue

There were no losses of revenue as there were no sales of goods and services in 2016.

Losses of Assets (Other than Money)

Parliament Office conducted a Board of Survey exercise in 2016. Write-off of obsolete and unserviceable items which included furniture and office equipment valued at \$8,016.



NOTES TO THE FINANCIAL STATEMENTS

PARLIAMENT OFFICE

NOTES TO THE FINANCIAL STATEMENTS FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

NOTE 1 REPORTING ENTITY

The Parliament is the voice of the people of Fiji, charged with passing laws to ensure public safety, promote economic opportunity, guarantee equality under the law, provide needed administrative services and functions, and provide for the education, health and welfare of all the Fijian people. It also is responsible for deciding how Government funds should be spent and for overseeing the operations of the Government.

The primary function of the Parliament is provided for under Section 46(1) of the Fijian Constitution, which states that: "the authority and power to make laws for the State is vested in Parliament consisting of the Members of Parliament and the President and is exercised through the enactment of Bills passed by Parliament and assented to by the President".

NOTE 2 STATEMENT OF ACCOUNTING POLICIES

a) Basis of Accounting

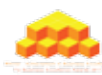
In accordance with Government accounting policies, the financial statements of the Office is prepared under the cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

The financial statements are presented in accordance with the Financial Management Act 2004 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.

b) Accounting for Value Added Tax (VAT)

All 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 sub-contractors for expenses incurred.

The VAT payment as per the Statement of Receipts and Expenditures relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue and Customs Authority. Actual amount paid to Fiji Revenue and Customs Authority during the year represents the difference between VAT Output and VAT Input.



PARLIAMENT OFFICE

NOTES TO THE FINANCIAL STATEMENTS (continued) FOR THE 7 MONTHS PERIOD ENDED 31 JULY 2016

c) Comparative Figures

The financial year end for Government was changed from 31 December to 31 July in accordance with the Financial Management (Amendment) Act 2016.

The financial statements for the period ended 2016 reflect a seven months period whereas the financial statements for the year ended 2015 is for a twelve months period.

As a Constitution Office, the Parliament's budget from 2015 was reflected as a one-line item and this was administered by the Secretary General to Parliament.

d) Revenue Recognition

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

NOTE 3 SIGNIFICANT VARIATIONS

- a) The increase in expenditure for Purchases of Goods and Services resulted from the increased procurements of office equipment and furniture and fittings for the 7 months period for 2016 compared to the 12 months period for 2015.
- b) The Department resumed VAT payment in January 2016.



FINANCIAL PERFORMANCE FOR THE YEAR ENDED 31 JULY 2017

- INDEPENDENT AUDIT REPORT -

OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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INDEPENDENT AUDITOR'S REPORT

PARLIAMENT OFFICE

I have audited the financial statements of the Parliament Office, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2017, 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, Finance Instructions 2010 and Finance (Amendment) Instructions 2016.

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 Parliament Office 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

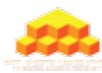
The management of the Parliament Office is responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004, Financial Management (Amendment) Act 2016, Finance Instructions 2010 and Finance (Amendment) Instructions 2016, and for such internal control as 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.



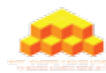
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Parliament Office's internal control.
- Evaluate the appropriateness of accounting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

I communicate with the Parliament Office 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
22 November 2017



MANAGEMENT OF CERTIFICATE

PARLIAMENT OFFICE

MANAGEMENT CERTIFICATE FOR THE YEAR ENDED 31 JULY 2017

We certify that these financial statements:

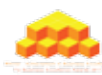
- (a) fairly reflect the financial operations and performance of Parliament Office for the year ended 31 July 2017; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, Financial Management (Amendment) Act 2016 and the Finance Instructions 2010.

Viniana Namosimalua
Secretary-General to Parliament

Date: 20/11/17

Miriama Vereivalu
Manager Finance

Date: 20/11/2017

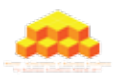


STATEMENT OF RECEIPTS AND EXPENDITURE

PARLIAMENT OFFICE

STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 JULY 2017

	Notes	12 months 2017 (\$)	7 months 2016 (\$)
RECEIPTS			
State Revenue		11,523	17,129
Agency Revenue		151	1,390
TOTAL REVENUE		11,674	18,519
EXPENDITURE			
Established Staff		4,523,347	2,608,147
Government Wage Earners		387,200	196,070
Travel & Communication	3(a)	2,068,416	724,319
Maintenance & Operations		686,670	414,333
Purchase of Goods & Services		545,203	616,446
Operating Grants & Transfers		437,500	750,000
Special Expenditure	3(b)	1,485,628	72,800
Total Operating Expenditure		10,133,964	5,382,115
Capital Purchase		261,651	-
Total Capital Expenditure		261,651	-
Value Added Tax		440,157	193,838
TOTAL EXPENDITURE		10,835,772	5,575,953

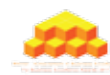


APPROPRIATION STATEMENT

PARLIAMENT OFFICE

APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 JULY 2017

SEG	Item	Budget Estimate (\$)	Appropriation Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry- Over (\$)	Lapsed Appropriation (\$)
1	Established Staff	-	-	-	-	-	-
2	Government Wage Earners	-	-	-	-	-	-
3	Travel & Communication	-	-	-	-	-	-
4	Maintenance & Operations	-	-	-	-	-	-
5	Purchase of Goods & Services	-	-	-	-	-	-
6	Operating Grants & Transfers	10,838,878	-	10,838,878	10,395,615	-	443,263
7	Special Expenditure	-	-	-	-	-	-
Total Operating Expenditure		10,838,878	-	10,838,878	10,395,615	-	443,263
8	Capital Construction	-	-	-	-	-	-
9	Capital Purchase	-	-	-	-	-	-
10	Capital Grants & Transfers	-	-	-	-	-	-
Total Capital Expenditure		-	-	-	-	-	-
13	Value Added Tax	-	-	-	440,157	-	(440,157)
TOTAL EXPENDITURE		10,838,878		10,838,878	10,835,772		3,106



STATEMENT OF LOSSES

PARLIAMENT OFFICE

STATEMENT OF LOSSES

FOR THE YEAR ENDED 31 JULY 2017

Losses of Money

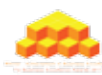
There was no loss of money recorded for the year ended 31 July 2017.

Losses of Revenue

There was no loss of revenue recorded for the year ended 31 July 2017.

Losses of Assets (Other than Money)

The Parliament Office conducted a Board of Survey exercise in 2017. Obsolete and unserviceable items that were written-off were valued at \$74,556. The write-offs were approved by the Ministry of Economy.



NOTES TO THE FINANCIAL STATEMENTS

PARLIAMENT OFFICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 JULY 2017

NOTE 1 REPORTING ENTITY

The primary function of the Parliament is provided for under Section 46(1) of the Fijian Constitution, which states that, "the authority and power to make laws for the State is vested in Parliament consisting of the Members of Parliament and the President and is exercised through the enactment of Bills passed by Parliament and assented to by the President". It also is responsible for deciding how Government funds should be spent and for overseeing the operations of the Government.

The Parliament's budget ensures that the people's elected representatives have the resources necessary to carry out their responsibilities. The budget includes the maintenance of the Parliament building, salaries for Members of Parliament other than Ministers, staff, sitting allowance for members of various standing and select committee, and administration of Parliament's activities.

The Parliament's budget is reflected as a one-line item and this will be administered by the Secretary General to Parliament who is appointed pursuant to section 79 of the Fijian Constitution.

NOTE 2 STATEMENT OF ACCOUNTING POLICIES

a) Basis of Accounting

In accordance with Government accounting policies, the financial statements of the Office is prepared under the 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 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.

b) Accounting for Value Added Tax (VAT)

All expenses are VAT exclusive. The Office 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 sub-contractors for expenses incurred.



PARLIAMENT OFFICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JULY 2017

The VAT payment as per the Statement of Receipts and Expenditures relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue and Customs Services. Actual amount paid to Fiji Revenue and Customs Services during the year represents the difference between VAT Output and VAT Input.

c) Comparative Figures

The financial year end for Government was changed from 31 December to 31 July in accordance with the Financial Management (Amendment) Act 2016.

The financial statements for the period ended 2016 reflect a seven months period whereas the financial statements for the year ended 2017 is for a twelve months period.

As a Constitution Office, the Parliament's budget from 2015 was reflected as a one-line item and this was administered by the Secretary General to Parliament.

d) Revenue Recognition

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

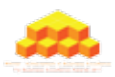
NOTE 3 SIGNIFICANT VARIATIONS

- a) The increase in expenditure for Travel and Communication resulted from the enactment of the new determination of allowances and benefits for Members of Parliament. This increased local subsistence, accommodation and meals. Increase in overseas travel led to increase overall expenses in this allocation due to increase travel cost, insurance, per diem and Vodafone roaming charges.
- b) The increase in expenditure for Special Expenditure resulted from the hosting of the 25th Asia Pacific Parliamentary Forum at the Intercontinental Resort and the increase in Members of Parliament sitting allowance from \$80 to \$200.



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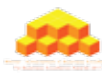


APPENDIX 1 – PARLIAMENTARY PROCEEDINGS STATISTICS 2014 – 2017

	2014	2015	2016	2017
Oral Questions asked:	33	179	91	132
Supplementary Questions asked:	50	505	243	577
Questions withdrawn:	0	11	6	11
Written Questions:	0	38	10	29
Urgent Oral Questions:	3	11	0	1
Motions for debate:	1	29	45	74
Urgent Motions for Debate:	2	0	0	0
Weekly Adjournment Motions/ End of Week Statements:	3	3	1	6
Petition:	1	12	3	2
Treaties:	0	10	5	6
Bills:	28 Bills tabled out of which Bills No. 2–13 were withdrawn under Standing Order 90 and Bills No. 14–28 were moved to be considered by Parliament without delay under Standing Order 51	36	53	41
Acts:	16	32	32	48
No. of sitting days:	18	44	25	32

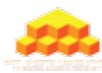
APPENDIX 2 – BILLS TABLED AND ENACTED IN PARLIAMENT 2016 – 2017

2016 ACTS					
ITEM NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
1	1	EMPLOYMENT RELATIONS (AMENDMENT)	AN ACT TO AMEND THE EMPLOYMENT RELATIONS PROMULGATION 2007 AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 10th day of February 2016	Comes into force on the date of its publication in the Gazette.
2	2	PUBLIC SERVICE (AMENDMENT)	AN ACT TO AMEND THE PUBLIC SERVICE ACT 1999	Debated and passed by the Parliament of the Republic of Fiji this 10th day of February 2016	Comes into force on the date of its publication in the Gazette.
3	3	COMPANIES (AMENDMENT)	AN ACT TO AMEND THE COMPANIES ACT 2015	Debated and passed by the Parliament of the Republic of Fiji this 10th day of February 2016	1 January 2016



2016 ACTS

ITEM NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
4	4	CIVIL AVIATION (MONTREAL CONVENTION 1999)	AN ACT TO GIVE EFFECT TO THE PROVISIONS OF THE MONTREAL CONVENTION, 1999 CONCERNING INTERNATIONAL CARRIAGE BY AIR AND FOR PURPOSES CONNECTED THEREWITH	Debated and passed by the Parliament of the Republic of Fiji this 11th day of February 2016	9 January 2016
5	5	SEA PORTS MANAGEMENT (AMENDMENT)	AN ACT TO AMEND THE SEA PORTS MANAGEMENT ACT 2005	Debated and passed by the Parliament of the Republic of Fiji this 11th day of February 2016	Comes into force on the date or dates appointed by the Minister by notice in the Gazette
6	6	REVISED EDITION OF THE LAWS (AMENDMENT)	AN ACT TO AMEND THE REVISED EDITION OF THE LAWS ACT (CAP. 6)	Debated and passed by the Parliament of the Republic of Fiji this 11th day of February 2016	Comes into force on the date of its publication in the Gazette.
7	7	DIPLOMATIC MISSIONS AND INTERNATIONAL ORGANISATIONS	AN ACT TO EXEMPT TAXES AND PROVIDE EFFICIENT ENTRY ASSISTANCE FOR DIPLOMATIC MISSIONS, INTERNATIONAL ORGANISATIONS AND INTERNATIONAL BODIES AND FOR OTHER RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 11th day of February 2016	Comes into force on the date or dates appointed by the Prime Minister by notice published in the Gazette
8	8	REGISTRATION OF SKILLED PROFESSIONALS	AN ACT TO PROVIDE FOR THE ESTABLISHMENT OF A COMMITTEE TO EVALUATE THE NEED FOR PROFESSIONALS IN FIJI AND TO PROVIDE FOR SPECIAL REGISTRATION OF THE PROFESSIONALS AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 11th day of February 2016	Comes into force on the date or dates appointed by the Minister by notice in the Gazette
9	9	FALSE INFORMATION	AN ACT TO ESTABLISH LIABILITY FOR THE PROVISION OF FALSE INFORMATION TO ANY OFFICER, AGENT OR REPRESENTATIVE OF THE GOVERNMENT OR AN ENTITY	Debated and passed by the Parliament of the Republic of Fiji this 26th day of April 2016	Comes into force on a date or dates appointed by the Attorney-General by notice in the Gazette
10	10	FINANCIAL MANAGEMENT (AMENDMENT)	AN ACT TO AMEND THE FINANCIAL MANAGEMENT ACT 2004	Debated and passed by the Parliament of the Republic of Fiji this 27th day of April 2016	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
11	11	FAIR REPORTING OF CREDIT	AN ACT TO MAKE PROVISIONS FOR THE REGULATION, ADMINISTRATION AND LICENSING OF CREDIT REPORTING AGENCIES AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 27th day of April 2016	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
12	12	PREVENTION OF BRIBERY (AMENDMENT)	AN ACT TO AMEND THE PREVENTION OF BRIBERY PROMULGATION 2007	Debated and passed by the Parliament of the Republic of Fiji this 1st day of June 2016	Comes into force on a date or dates appointed by the Minister by notice in the Gazette

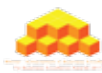


2016 ACTS

ITEM NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
13	13	FIJI INDEPENDENT COMMISSION AGAINST CORRUPTION (AMENDMENT)	AN ACT TO AMEND THE FIJI INDEPENDENT COMMISSION AGAINST CORRUPTION PROMULGATION 2007	Debated and passed by the Parliament of the Republic of Fiji this 1st day of June 2016	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
14	14	PASSPORTS (AMENDMENT)	AN ACT TO AMEND THE PASSPORTS ACT 2002	Debated and passed by the Parliament of the Republic of Fiji this 2nd day of June 2016	Comes into force on a date or dates appointed by the Minister by notice in the Gazette

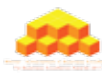
2017 ACTS

ITEM NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
1	1	PUBLIC ORDER (AMENDMENT)	AN ACT TO AMEND THE PUBLIC ORDER ACT 1969	Debated and passed by the Parliament of the Republic of Fiji this 8th day of February 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
2	2	FINANCIAL TRANSACTIONS REPORTING (AMENDMENT)	AN ACT TO AMEND THE FINANCIAL TRANSACTIONS REPORTING ACT 2004	Debated and passed by the Parliament of the Republic of Fiji this 8th day of February 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
3	3	WORKMEN'S COMPENSATION (AMENDMENT)	AN ACT TO AMEND THE WORKMEN'S COMPENSATION ACT 1964	Debated and passed by the Parliament of the Republic of Fiji this 8th day of February 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
4	4	VALUE ADDED TAX (AMENDMENT)	AN ACT TO AMEND THE VALUE ADDED TAX ACT 1991	Debated and passed by the Parliament of the Republic of Fiji this 8th day of February 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
5	5	ELECTORAL (AMENDMENT)	AN ACT TO AMEND THE ELECTORAL ACT 2014	Debated and passed by the Parliament of the Republic of Fiji this 9th day of February 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
6	6	COP 23 PRESIDENCY TRUST FUND	AN ACT TO ESTABLISH A TRUST FUND FOR THE FUNDING OF THE STATE'S ROLE AS PRESIDENT OF COP 23 AND TO ASSIST THE GOVERNMENT TO FINANCE PROGRAMMES, PROJECTS AND ACTIVITIES THAT RELATE TO THE PARIS AGREEMENT AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 9th day of February 2017	Comes into force on the date it is published in the Gazette
7	7	FIJI INTERCHANGE NETWORK (PAYMENTS)	AN ACT TO PROVIDE FOR THE REGULATION OF PAYMENT SYSTEMS AND SERVICES THROUGH THE FIJI INTERCHANGE NETWORK AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 9th day of February 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
8	8	ELECTRONIC TRANSACTIONS (AMENDMENT)	AN ACT TO AMEND THE ELECTRONIC TRANSACTIONS ACT 2008	Debated and passed by the Parliament of the Republic of Fiji this 9th day of February 2017	Comes into force on the date the Electronic Transactions Act 2008 comes into force



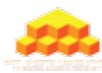
2017 ACTS

ITEM NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
9	9	PUBLIC ORDER (AMENDMENT) (NO. 2)	AN ACT TO AMEND THE PUBLIC ORDER ACT 1969	Debated and passed by the Parliament of the Republic of Fiji this 9th day of February 2017	Comes into force on the date or dates of its publication in the Gazette
10	10	ENDANGERED AND PROTECTED SPECIES (AMENDMENT)	AN ACT TO AMEND THE ENDANGERED AND PROTECTED SPECIES ACT 2002	Debated and passed by the Parliament of the Republic of Fiji this 21st day of March 2017	Comes into force on the date of its publication in the Gazette
11	11	LAND TRANSPORT (AMENDMENT)	AN ACT TO AMEND THE LAND TRANSPORT ACT 1998	Debated and passed by the Parliament of the Republic of Fiji this 21st day of March 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
12	12	NATIONAL EMPLOYMENT CENTRE (AMENDMENT)	AN ACT TO AMEND THE NATIONAL EMPLOYMENT CENTRE ACT 2009	Debated and passed by the Parliament of the Republic of Fiji this 22nd day of March 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
13	13	ELECTRICITY	AN ACT TO PROMOTE THE DEVELOPMENT OF THE ELECTRICITY INDUSTRY BY THE APPOINTMENT OF AN INDEPENDENT REGULATOR TO LICENSE THE GENERATION, TRANSMISSION AND SUPPLY OF ELECTRICITY AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 22nd day of March 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette, provided however, that the Minister may, by notice in the Gazette, prescribe different dates as to when this Act comes into force with respect to a public agency
14	14	EMPLOYMENT RELATIONS (AMENDMENT)	AN ACT TO AMEND THE EMPLOYMENT RELATIONS ACT 2007	Debated and passed by the Parliament of the Republic of Fiji this 23rd day of March 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
15	15	INCOME TAX (AMENDMENT)	AN ACT TO AMEND THE INCOME TAX ACT 2015	Debated and passed by the Parliament of the Republic of Fiji this 23rd day of March 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
16	16	DIPLOMATIC MISSIONS AND INTERNATIONAL ORGANISATIONS (AMENDMENT)	AN ACT TO AMEND THE DIPLOMATIC MISSIONS AND INTERNATIONAL ORGANISATIONS ACT 2016	Debated and passed by the Parliament of the Republic of Fiji this 26th day of April 2017	Comes into force on a date or dates appointed by the Prime Minister by notice in the Gazette
17	17	MEDICAL AND DENTAL PRACTITIONER (AMENDMENT)	AN ACT TO AMEND THE MEDICAL AND DENTAL PRACTITIONER ACT 2010	Debated and passed by the Parliament of the Republic of Fiji this 26th day of April 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
18	18	PHARMACY PROFESSION (AMENDMENT)	AN ACT TO AMEND THE PHARMACY PROFESSION ACT 2011	Debated and passed by the Parliament of the Republic of Fiji this 26th day of April 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
19	19	HIGHER EDUCATION (AMENDMENT)	AN ACT TO AMEND THE HIGHER EDUCATION PROMULGATION 2008	Debated and passed by the Parliament of the Republic of Fiji this 27th day of April 2017	Comes into force on the date or dates of its publication in the Gazette
20	20	NATIONAL RESEARCH COUNCIL	AN ACT TO ESTABLISH THE NATIONAL RESEARCH COUNCIL AND TO REGULATE THE OPERATIONS OF THE NATIONAL RESEARCH FUND AND RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 27th day of April 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette

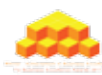


2017 ACTS

ITEM NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
21	21	FIJI SERVICEMEN'S AFTER-CARE FUND (AMENDMENT)	AN ACT TO AMEND THE FIJI SERVICEMEN'S AFTER-CARE FUND ACT 1944	Debated and passed by the Parliament of the Republic of Fiji this 23rd day of May 2017	This Act comes into force on 1 August 2017
22	22	2017—2018 APPROPRIATION	AN ACT TO APPROPRIATE A SUM OF \$3,996,721,026 FOR THE ORDINARY SERVICES OF GOVERNMENT FOR THE FINANCIAL YEAR ENDING 31 JULY 2018	Debated and passed by the Parliament of the Republic of Fiji this 13th day of July 2017	Comes into force on 1 August 2017
23	23	WATER RESOURCE TAX (BUDGET AMENDMENT)	AN ACT TO AMEND THE WATER RESOURCE TAX ACT 2008	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
24	24	SUPERYACHT CHARTER (BUDGET AMENDMENT)	AN ACT TO AMEND THE SUPERYACHT CHARTER ACT 2010	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
25	25	SERVICE TURNOVER (BUDGET AMENDMENT)	AN ACT TO AMEND THE SERVICE TURNOVER TAX ACT 2012	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
26	26	INCOME TAX (BUDGET AMENDMENT)	AN ACT TO AMEND THE INCOME TAX ACT 2015	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
27	27	TAX ADMINISTRATION (BUDGET AMENDMENT)	AN ACT TO AMEND THE TAX ADMINISTRATION ACT 2009	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
28	28	PENSIONS (BUDGET AMENDMENT)	AN ACT TO AMEND THE PENSIONS ACT 1983	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
29	29	TERTIARY SCHOLARSHIP AND LOANS (BUDGET AMENDMENT)	AN ACT TO AMEND THE TERTIARY SCHOLARSHIP AND LOANS ACT 2014	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
30	30	STAMP DUTIES (BUDGET AMENDMENT)	AN ACT TO AMEND THE STAMP DUTIES ACT 1920	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
31	31	FINANCIAL MANAGEMENT (BUDGET AMENDMENT)	AN ACT TO AMEND THE FINANCIAL MANAGEMENT ACT 2004	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
32	32	LAND TRANSPORT (BUDGET AMENDMENT)	AN ACT TO AMEND THE LAND TRANSPORT ACT 1998	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
33	33	VALUE ADDED TAX (BUDGET AMENDMENT)	AN ACT TO AMEND THE VALUE ADDED TAX ACT 1991	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
34	34	EXCISE (BUDGET AMENDMENT)	AN ACT TO AMEND THE EXCISE ACT 1986	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 30 June 2017
35	35	OMNIBUS ELECTRONIC FARE TICKETING (BUDGET AMENDMENT)	AN ACT TO AMEND THE OMNIBUS ELECTRONIC FARE TICKETING ACT 2014	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on the date the Omnibus Electronic Fare Ticketing Act 2014 comes into force
36	36	ENVIRONMENTAL LEVY (BUDGET AMENDMENT)	AN ACT TO AMEND THE ENVIRONMENTAL LEVY ACT 2015	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017



2017 ACTS					
ITEM NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
37	37	CUSTOMS (BUDGET AMENDMENT)	AN ACT TO AMEND THE CUSTOMS ACT 1986	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 30 June 2017
38	38	FIJI REVENUE AND CUSTOMS AUTHORITY (BUDGET AMENDMENT)	AN ACT TO AMEND THE FIJI REVENUE AND CUSTOMS AUTHORITY ACT 1998	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
39	39	CUSTOMS TARIFF (BUDGET AMENDMENT)	AN ACT TO AMEND THE CUSTOMS TARIFF ACT 1986	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 30 June 2017
40	40	ACCIDENT COMPENSATION	AN ACT TO ESTABLISH THE ACCIDENT COMPENSATION COMMISSION FIJI AND TO MAKE PROVISION FOR COMPENSATION IN RESPECT OF PERSONS WHO SUFFER PERSONAL INJURY OR DEATH AS A RESULT OF AN ACCIDENT IN FIJI AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
41	41	COMMERCE COMMISSION (BUDGET AMENDMENT)	AN ACT TO AMEND THE COMMERCE COMMISSION ACT 2010	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on 1 August 2017
42	42	REGULATION OF BUILDING PERMITS	AN ACT TO PROVIDE FOR THE ESTABLISHMENT OF A COMMITTEE TO COORDINATE AND FACILITATE THE PROCESS FOR OBTAINING A BUILDING PERMIT AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
43	43	INTERNATIONAL FINANCIAL ORGANISATIONS (AMENDMENT)	AN ACT TO AMEND THE INTERNATIONAL FINANCIAL ORGANISATIONS ACT 1971	Debated and passed by the Parliament of the Republic of Fiji this 14th day of July 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
44	44	INTERNATIONAL ARBITRATION	AN ACT TO MAKE PROVISION FOR THE CONDUCT OF INTERNATIONAL ARBITRATIONS BASED ON THE MODEL LAW ADOPTED BY THE UNITED NATIONS COMMISSION ON INTERNATIONAL TRADE LAW ON INTERNATIONAL COMMERCIAL ARBITRATION AND TO GIVE EFFECT TO THE NEW YORK CONVENTION ON THE RECOGNITION AND ENFORCEMENT OF FOREIGN ARBITRAL AWARDS AND FOR RELATED MATTERS	Debated and passed by the Parliament of the Republic of Fiji this 15th day of September 2017	Comes into force on a date or dates appointed by the Attorney-General by notice in the Gazette
45	45	PERSONAL PROPERTY SECURITIES	AN ACT TO REGULATE THE LENDING OF MONEY SECURED BY PERSONAL PROPERTY AS COLLATERAL	Debated and passed by the Parliament of the Republic of Fiji this 15th day of September 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
46	46	LAND TRANSPORT (AMENDMENT) (NO. 3)	AN ACT TO AMEND THE LAND TRANSPORT ACT 1998	Debated and passed by the Parliament of the Republic of Fiji this 15th day of September 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
47	47	FIJI REVENUE AND CUSTOMS SERVICE (AMENDMENT) (NO. 2)	AN ACT TO AMEND THE FIJI REVENUE AND CUSTOMS SERVICE ACT	Debated and passed by the Parliament of the Republic of Fiji this 15th day of September 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
48	48	TAX ADMINISTRATION (AMENDMENT) (NO. 2)	AN ACT TO AMEND THE TAX ADMINISTRATION ACT 2009	Debated and passed by the Parliament of the Republic of Fiji this 15th day of September 2017	Comes into force on a date or dates appointed by the Minister by notice in the Gazette

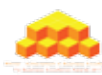


APPENDIX 3 – COMMITTEE REPORTS TABLED IN PARLIAMENT 2016 – 2017

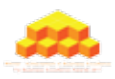
COMMITTEE REPORTS TABLED — 2016–2017					
YEAR	Annual Reports	Bills	Treaties	Petitions	TOTAL
2016	14	3	2	4	23
2017	18	7	9	3	37
TOTAL	32	10	11	7	60

COMMITTEE REPORTS TABLED : 2016

2016	
NO.	ANNUAL REPORTS
1	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 9 February 2016 as— “Review Report of the Committee on the Ministry of Social Welfare, Women and Poverty Alleviation’s 2013 Annual Report” PP 8 of 2016
2	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 10 February 2016 as— “Report on the Maritime Safety Authority of Fiji – 2013 Annual Report” PP 56 of 2015
3	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 10 February 2016 as— “Review Report of the Standing Committee on Social Affairs on the University of the South Pacific’s (USP) 2013 Annual Report” PP 9 of 2016
4	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 11 February 2016 as— “Review Report of the Committee on the Fiji Higher Education Commission’s 2013 Annual Report” PP 10 of 2016
5	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 26 April 2016 as— “Report on Annual Review of the Ministry of, National Security and Immigration, 2013” PP 48 of 2016
6	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 31 May 2016 as— “Review Report on the Ministry of iTaukei Affairs 2014 Annual Report” PP 65 of 2016
7	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 27 September 2016 as— “Review Report on the iTaukei Trust Fund Board 2014 Annual Report” PP 87 of 2016
8	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 28 September 2016 as— “Consolidated Report on the Reserve Bank of Fiji’s 2015 / 2014 Annual Reports and 2014 / 2013 Insurance Annual Reports” PP 85 of 2016
9	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 28 September 2016 as— “Review Report on the Ministry of Education, National Heritage, Culture and Arts – 2013 & 2014 Annual Reports” PP 88 of 2016
10	The Chairperson of the Standing Committee on Public Accounts tabled the report on “Clearing the Backlog of Audit Reports from 2009” on 28 September 2016 as— “Report of the Public Accounts Committee on the Audits of Government Commercial Companies and Commercial Statutory Authorities 2009–2013 Volume One” PP 86 of 2016

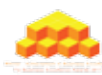


11	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 28 September 2016 as— “Consolidated Report on the Ministry of Finance’s 2013 Annual Report and Independent Audit Report of the Whole of Government Financial Statements and Appropriation Statement of the Republic of Fiji Islands – Annual Financial Statement for the ended 31 December 2013” PP No. 84 of 2016
12	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 28 September 2016 as— “Consolidated Report on the Annual Reports for the Ministry of Industry and Trade (2013) and Tourism Fiji (2010–2012)” PP 82 of 2016
13	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 28 September 2016 as— “Report on the Fiji Electricity Authority’s Annual Report” PP 83 of 2016
14	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 29 September 2016 as— “Review Report of the Committee on the Ministry of Foreign Affairs and International Co-operation 2013 Annual Report” PP 89 of 2016
BILLS	
1	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 1 June 2016 as— “Report on the Higher Education (Amendment) Bill (Bill No. 2 of 2016)” PP 57 of 2016
2	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 1 June 2016 as— “Report on the Endangered and Protected Species (Amendment) Bill (Bill No. 6 of 2016)” PP 60 of 2016
3	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 2 June 2016 as— “Report on the National Research Council Bill (Bill No. 5 of 2016)” PP 58 of 2016
TREATIES	
1	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 1 June 2016 as— “Report on the ratification of the United Nations Convention on the Rights of Persons with Disabilities” PP 62 of 2016
2	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 27 September 2016 as— “Report on the Hague Convention on the Jurisdiction, Applicable Law, Recognition, Enforcement and Co-operation in Respect of Parental Responsibility and Measures for the Protection of Children (‘1996 Convention’)” PP 77 of 2016
PETITIONS	
1	The Committee Report was tabled on Tuesday 9 February 2016 by the Chair of the Standing Committee on Social Affairs as— “Report on the petition of Navisabasaba Village, Nadroga” PP 7 of 2016
2	The Committee Report was tabled on Wednesday 10 February 2016 by the Chair of the Standing Committee on Natural Resources as— “Report on the petition by the landowners of Nawailevu, Bua for the payment of full and fair share of royalties for the mining of bauxite” PP 55 of 2015
3	The Committee Report was tabled on Wednesday 10 February 2016 by the Chair of the Standing Committee on Natural Resources as— “Report on the petition regarding the Vaturu Dam” PP 56 of 2015
4	The Committee Report was tabled on Wednesday 28 September 2016 by the Chair of the Standing Committee on Justice, Law and Human Rights as— “Report on the petition by Yavusa Navauvau” PP 18 of 2016



COMMITTEE REPORTS TABLED : 2017

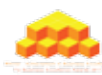
2017	
NO.	ANNUAL REPORTS
1	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 8 February 2017 as— “Report on the Ministry of Agriculture Annual Report 2008—2009” PP 10 of 2017
2	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 8 February 2017 as— “Report on the Ministry of Agriculture Annual Report 2011—2012” PP 11 of 2017
3	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 8 February 2017 as— “Report on the Water Authority of Fiji Consolidated Annual Report 2010—2012” PP 13 of 2017
4	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 8 February 2017 as— “Review Report of the Committee on the Ministry of Defence, National Security and Immigration Annual Report 2014” PP 8 of 2017
5	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 8 February 2017 as— “Review Report of the Committee on the Fiji Police Force 2014 Annual Report” PP 42 of 2016
6	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 21 March 2017 as— “The Consolidated Report No. 1 on the Review Conducted on the following list of Annual Reports: <ol style="list-style-type: none"> 1. Fiji Ports Corporation Limited (FPCL) 2013 and 2014 Annual Reports 2. Public Rental Board (PRB) 2013 and 2014 Annual Reports 3. Fiji National Provident Fund (FNPF) 2014 Annual Report 4. Ministry of Health and Medical Services 2014 Annual Report 5. Ministry of Infrastructure and Transport 2014 Annual Report 6. Fiji Roads Authority (FRA) 2014 Annual Report 7. The Fiji Public Trustees Corporation Limited (FPTCL) 2014 Annual Report 8. Airports Fiji Limited (AFL) 2012, 2013, and 2014 Annual Reports 9. Fiji National University (FNU) 2014 Annual Report 10. Consumer Council of Fiji (CCoF) 2014 Annual Report 11. Ministry of Local Government, Urban Development, Housing and Environment 2009, 2010 and 2011 Annual Reports 12. Land Transport Authority (LTA) 2013 Annual Report 13. Housing Authority (HA) 2013 Annual Report” PP 21 of 2017
7	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 21 March 2017 as— “The Consolidated Review Report No. 2 for the Review of nine (9) 2015 Annual Reports: <ol style="list-style-type: none"> 1. Ministry of iTaukei Affairs; 2. iTaukei Trust Fund Board; 3. University of the South Pacific (USP); 4. Ministry of Youth and Sports; 5. Ministry of Health and Medical Services; 6. Ministry of Education, National Heritage and Arts; 7. Fiji Public Trustee Corporation; 8. Fiji National Sports Commission; and 9. Airports Fiji Limited (AFL)” PP 22 of 2017
8	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 22 March 2017 as— “Report on the Ministry of Rural & Maritime Development & National Disaster Management Annual Report 2014” PP 12 of 2017
9	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 22 March 2017 as— “Reserve Bank of Fiji Insurance Annual Report 2015” PP 16 of 2016



10	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 22 March 2017 as— “Report on Fiji Electricity Authority” PP 78 of 2016
11	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 22 March 2017 as— “Report on Fiji Intelligence Unit Annual Report 2015” PP 73 of 2016
12	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 22 March 2017 as— “Report on the Fiji Meat Industry Board Annual Report 2013” PP 51 of 2016
13	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 22 March 2017 as— “Report on the Fiji Development Bank Annual Report 2014 and 2015” PP 55 of 2017
14	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 24 April 2017 as— “Review Report on the National Fire Authority 2012 Annual Report” PP 5 of 2016
15	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 25 April 2017 as— “Review Report of the Committee on the Fiji Police Annual Report 2013” PP 50 of 2016
16	The Chairperson of the Public Accounts Committee tabled the review report of the Committee on 28 April 2017 as— “Report of the Public Accounts Committee on the Audits of Government Commercial Companies and Commercial Statutory Authorities 2009–2013. Volume Two of Three” PP 9 of 2017
17	The Chairperson of the Public Accounts Committee tabled the review report of the Committee on 28 April 2017 as— “Report of the Public Accounts Committee on the Audits of Government Commercial Companies and Commercial Statutory Authorities 2009–2013. Volume Three of Three” PP 56 of 2017
18	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 23 May 2017 as— “Review Report of the Committee on the Fiji Police Force Annual Report 2015” PP 47 of 2016
	BILLS
1	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 8 February 2017 as— “Report on Fiji Interchange Network (Payments) Bill, 2016 (Bill No. 15 of 2016)” PP 25 of 2016
2	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 9 February 2017 as— “Report on Public Order (Amendment) Bill, 2016 (Bill No. 23 of 2016)” PP 24 of 2017
3	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 9 February 2017 as— “Report on Electronic Transactions (Amendment) Bill, 2016 (Bill No. 53 of 2016)” PP 23 of 2017
4	The Deputy Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 21 March 2017 as— “Report on the Electricity Bill, 2017 (Bill No. 7 of 2017)” PP 57 of 2017
5	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 22 March 2017 as— “Committee Report for an Act to amend the National Employment Centre Decree 2009 (Bill No. 31 of 2016)” PP 63 of 2017
6	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 12 September 2017 as— “Report on the International Arbitration Bill 2017 (Bill No. 37 of 2017)” PP 109 of 2017
7	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 12 September 2017 as— “Report on the Personal Property Securities Bill 2017 (Bill No. 38 of 2017)” PP 110 of 2017
	TREATIES
1	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 7 February 2017 as— “Report on the World Trade Organisation (WTO) – Facilitation Agreement” PP 5 of 2017



2	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 7 February 2017 as— “Report on the Protocol Amending the WTO Trade-Related Aspects of Intellectual Property Rights (TRIPS) Agreement” PP 6 of 2017
3	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 7 February 2017 as— “The Report on the United Nations Convention on the Use of Electronic Communications in International Contracts 2005” PP 7 of 2017
4	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 21 March 2017 as— “The Report on the United Nations Convention on Contracts for the International Sale of Goods” PP 54 of 2017
5	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 25 April 2017 as— “Report on the United Nations Convention Against Transnational Organised Crime and the Protocols thereto: (i) Protocol to prevent, suppress and punish trafficking in persons, especially women and children, (‘Trafficking in Persons Protocol’); (ii) Protocol against the smuggling of migrants by land, sea and air, (‘Smuggling of Migrants Protocol’); and (iii) Protocol against the illicit manufacturing of and trafficking in firearms, their parts and components and ammunition (‘Trafficking in Firearms Protocol’).” PP 65 of 2017
6	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 23 May 2017 as— “Report on the Multilateral Convention to Implement Tax Treaty Related Measures to Prevent Base Erosion and Profit Shifting” PP 82 of 2017
7	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 11 July 2017 as— “Report on the review of the Doha Amendment to the Kyoto Protocol to the United Nations Framework Convention on Climate Change” PP 88 of 2017
8	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 11 July 2017 as— “Report on the review of the Asian Infrastructure Investment Bank – Articles of Agreement” PP 89 of 2017
9	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 11 July 2017 as— “Report on the review of the Framework Agreement on the establishment of the International Solar Alliance (ISA)” PP 90 of 2017
PETITIONS	
1	The Committee Report was tabled on Wednesday 22 March 2017 by the Chair of the Standing Committee on Economic Affairs as— “Report on the Petition to Introduce Service Fee in Tourism Industry” PP 100 of 2016
2	The Committee Report was tabled on Wednesday 22 March 2017 by the Chair of the Standing Committee on Economic Affairs as— “Report on the petition for TLTB to review the distribution of lease to personal accounts and the land rent premised on unimproved capital value” PP 101 of 2016
3	The Committee Report was tabled on Monday 24 April 2017 by the Chair of the Standing Committee on Social Affairs as— “Report on the Petition to Remove the Discriminatory Double Penalty System, Ill Treatment, and Illegal Booking on Drivers by LTA Officials” PP 68 of 2017



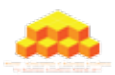
APPENDIX 4 – PARLIAMENT COMMITTEE MEETINGS 2015 – 2017

PARLIAMENT COMMITTEE MEETINGS			
	2015	2016	2017
	NO. OF MEETINGS	NO. OF MEETINGS	NO. OF MEETINGS
STANDING COMMITTEE			
Public Accounts	29	44	62
Foreign Affairs and Defence	28	73	63
Justice, Law and Human Rights	77	107	67
Natural Resources	30	74	51
Economic Affairs	20	45	39
Social Affairs	21	91	51
SELECT COMMITTEE			
Privileges	3	2	2
Standing Orders	2	4	1
Business	19	13	12
House	0	1	2
SPECIAL COMMITTEE			
Emoluments	3	12	-

APPENDIX 5 – INTER-PARLIAMENTARY RELATIONS OVERSEAS TRIPS 2016 – 2017

For the period ending 31 July 2016, a total of twenty seven [27] trips overseas was facilitated by the Inter-Parliamentary Relations and Protocol Unit. For the new financial year period ending 31 July 2017, the Unit facilitated a total of thirty [30] overseas trips.

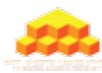
No.	INVITATION	COUNTRY	DATE	DELEGATION
1	CPA UK Asian Regional Workshop on Sustainability, Energy & Development	New Delhi, India	18 th – 21 st January	1. Hon. Joeli Cawaki 2. Hon. Kiniviliame Kiliraki 3. Mrs Kalo Galuvakadua
2	Asia Pacific Parliamentary Forum (APPF)	Vancouver, Canada	17 th – 21 st January	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Alexander O'Conner 3. Hon. Mikaele Leawere 4. Mr Sakiusa Rakai
	International Leadership Conference (ILC) sponsored by the Universal Peace Federation (UPF)	Seoul, Korea	12 th – 16 th February	1. Hon. Ratu Suliano Matanitobua
3	Natural Resources Standing Committee Site Visit to New Crest Mine & Australian Bauxite Limited (ABL) - (Fully funded by Namosi Joint Venture and ABL)	New South Wales and Sydney, Australia	15 th – 19 th February	1. Hon. Ro Kiniviliame Kiliraki 2. Hon. Alivereti Nabulivou 3. Hon. Samuela Vunivalu 4. Hon. Jiosefa Dulakiverata 5. Hon. Netani Rika 6. Mrs Akanisi Rumasakea



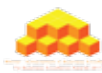
No.	INVITATION	COUNTRY	DATE	DELEGATION
4	Inter-Parliamentary Study program with the Canberra Parliament	Canberra, Australia	15 th – 25 th February	1. Mrs Jeanette Emberson
5	Regional Network Meeting organised by the General Federal Foreign Office, Training for International Diplomats – half funded by the Regional Network Meeting for Alumni in the Asia Pacific Region	Jakarta, Indonesia	28 th February – 2 nd March	1. Mr Seniteli Wainiu
6	Pan Pacific and South East Asia Women's Association (PPSEAWA)	New York, USA	14 th – 24 th March	1. Hon. Dr Jiko Luveni (Speaker) 2. Mr Seniteli Wainiu
7	41 st ACP Parliamentary Assembly & International Meetings of the ACP-EU Joint Parliamentary Assembly	Brussels, Belgium	15 th – 18 th March	1. Hon. Ashneel Sudhakar
8	134 th IPU Assembly and Related Meetings	Lusaka, Zambia	19 th – 23 rd March	1. Hon. Alvick Maharaj 2. Hon. Jilila Kumar 3. Hon. Anare Vadei 4. Mrs Viniana Namosimalua 5. Mr Joeli Ditoka
9	Africa, Regional Cooperation & The Future of the South-South	Morocco	17 th – 22 nd March	1. Hon. Dr Jiko Luveni (Speaker) 2. Mr Seniteli Wainiu
10	Pacific Women's Parliamentary Partnership Forum (PWPP)	Apia, Samoa	4 th – 8 th April	1. Hon. Lorna Eden 2. Hon. Veena Bhatnagar 3. Hon. Jilila Kumar 4. Hon. Ro Teimumu Kepa 5. Hon. Salote Radrodoro 6. Hon. Ratu Isoa Tikoca 7. Hon. Tupou Draunidalo
11	United Nations Development Cooperation Forum (DCF)	Brussels, Belgium	6 th – 8 th April	1. Hon. Dr Brij Lal
12	G7 Global Conference of Parliamentarian on Population & Development (AFPPD)	Tokyo, Japan	26 th – 27 th April	1. Mrs Lois Vakarau
13	Whips Training and Attachment	Victoria Parliament, Melbourne Australia	2 nd – 7 th May	1. Hon. Ashneel Sudhakar 2. Hon. Netani Rika 3. Hon. Ratu Isoa Tikoca 4. Hon. Salote Radrodoro 5. Hon. Prem Singh
14	RSIS-WTO Parliamentarian Workshop on International Trade 2016	Singapore	17 th – 19 th May	1. Hon. Viliame Gavoka 2. Hon. Lorna Eden
15	2016-2017 World Bank-McGill International professional Development Program for Parliamentary Staff	Montreal, Canada	16 th – 20 th May	1. Mrs Jeanette Emberson
16	Parliamentary Attachment at the Parliament of Victoria	Melbourne, Australia	23 rd – 25 th May	1. Mrs Viniana Namosimalua
17	27 th Commonwealth Parliamentary Seminar	Queensland, Australia	5 th – 11 th June	1. Hon. Veena Bhatnagar 2. Mrs Rukalisi Vecena



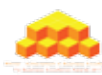
No.	INVITATION	COUNTRY	DATE	DELEGATION
18	42 nd Session of the ACP Parliamentary Assembly & 31 st Session of ACP-EU Joint Parliamentary Assembly	Windhoek, Namibia.	8 th – 15 th June	1. Hon. Ashneel Sudhakar
19	CWP Pacific Region Mentoring Programme	Wellington, New Zealand	27 th June – 1 st July	1. Hon. Ro Teimumu Kepa 2. Hon. Jilila Kumar
20	Australia-New Zealand Scrutiny of Legislation Conference	Parliament House, Perth, Australia	11 th – 14 th July	1. Hon. Lorna Eden 2. Hon. Niko Nawaikula 3. Mr Joeli Ditoka
21	47th Presiding Officers and Clerks Conference (POCC) and Pacific Clerks Workshop (PCW)	Kingdom of Tonga	11 th – 13 th JULY (POCC) & 14 th July (PCW)	1. Hon. Ruveni Nadalo (Deputy Speaker) 2. Mrs Viniana Namosimalua 3. Mr Mateo Lagimiri
22	1 st Commonwealth Women's Leaders' Summit	London, Great Britain	14 th July 2016	1. Hon. Dr Jiko Luveni (Speaker) 2. Mr Josua Namoce
23	UN High Level Political Forum on Sustainable Development	New York, USA	18 th – 20 th July	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Netani Rika 3. Hon. Semesa Karavaki 4. Mr Josua Namoce
24	Courtesy Call to Korea – MOU between Fiji Parliament and the Korean Parliament	Seoul, Korea	22 nd – 26 th July	1. Hon. Dr Jiko Luveni (Speaker) 2. Mr Josua Namoce
25	5th Biennial High-level Meeting of the Development Cooperation Forum (DCF)	New York, USA	21 st – 22 nd July	1. Hon. Dr Brij Lal
26	Asia Pacific Regional Workshop for Parliamentarian on Cybersecurity and Cybercrime, Parliament of Queensland	Brisbane - Australia	25 th – 28 th July	1. Hon. Balmindar Singh 2. Hon. Ratu Sela Nanovo
27	International Leadership Conference	Kathmandu, Nepal	28 th – 31 st July	1. Hon. Ro Teimumu Kepa 2. Hon. Mohammed Dean
28	Chinese People's Institute of Foreign Affairs	China	1 st – 7 th Aug	1. Hon. Viam Pillay 2. Hon. Veena Bhatnagar 3. Hon. Salote Radrodro 4. Hon. Anare Vadei 5. Hon. Ruveni Nadalo (Deputy Speaker) 6. Mr Savenaca Koro 7. Mr Lemeki Senibale
29	Annual Parliamentary Educators' Conference	Darwin, Australia	9 th – 11 th August	1. Mrs Viniana Namosimalua 2. Mr Joeli Ditoka 3. Mr Vatosi Delailovu
30	"Building a Nuclear-Weapon Free World"	Astana; Kazakhstan	28 th – 29 th August	1. Hon. Ruveni Nadalo (Deputy Speaker) 2. Hon. Netani Rika 3. Hon. Ratu Isoa Tikoca 4. Mr Nikotimo Rasei



No.	INVITATION	COUNTRY	DATE	DELEGATION
31	AFPPD – NZPPD Agenda 2030 Workshop for Pacific Parliaments on Prioritising the ICPD Agenda in the SDG's	Wellington, New Zealand	28 th – 29 th September	1. Mrs Atelaite Rokosuka 2. Mr Josua Namoce 3. Mr Senitieli Wainiu
32	Diplomatic visit to the Federation Council of the Federal Assembly of the Russian Federation.	Moscow, Russia	7 th – 14 th October	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Inia Seruiratu 3. Hon. Jiosefa Dulakiverata 4. Mr Vatimosi Delailovu
33	43 rd Session of ACP PA and Inter-sessional meetings of the JPA – Bureau and Committees	Brussels ACP House and European Parliament	11 th – 14 th October	1. Hon. Ashneel Sudhakar
34	Visit to the Victorian Parliament	Melbourne, Australia	12 th – 13 th October	1. Hon. Ruveni Nadalo (Deputy Speaker)
35	RANZCOG 2016 Annual Scientific Meeting	Perth, Australia	17 th – 19 th October	1. Hon. Dr Jiko Luveni (Speaker) 2. Mr Senitieli Wainiu
36	135 th IPU Assembly and related meetings	GENEVA, (CICG)	23 rd – 27 th October	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Mereseini Vuniwaqa 3. Hon. Semesa Karavaki 4. Mrs Jeanette Emberson 5. Mr Joeli Ditoka
37	11th Women Ministers and Parliamentarians Conference (AFPPD)	Bangkok, Thailand	4 th – 5 th Nov	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Mereseini Vuniwaqa 3. Mrs Jeanette Emberson
38	Pacific Network of Public Accounts Committees (PANPAC)	Honiara, Solomon	7 th – 9 th Nov	1. Hon. Ratu Sela Nanovo
39	18 th General Assembly of the Asia Pacific Parliamentarians Conference on Environment & Development (APPCED)	Seoul, Korea	10 th – 12 th Nov	1. Hon. Mikaele Leawere 2. Hon. Vijay Nath 3. Ms Miriama Vereivalu
40	Pacific Parliamentary Forum	New Zealand	14 th – 18 th Nov	1. Hon. Lorna Eden 2. Hon. Iliesa Delana 3. Hon. Aseri Radrodoro
41	2 nd Annual Meeting of the Asia-Pacific Parliamentarian Forum on Global Health	Seoul, Korea	24 th – 25 th Nov	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Alexander O'Connor 3. Hon. Ratu Suliano Matanitobua 4. Mr Senitieli Wainiu
42	2016 CPA Australia & Pacific Regional Conference	Rarotonga, Cook Islands	28 th – 30 th Nov	1. Hon. Ruveni Nadalo (Deputy Speaker) 2. Mrs Viniana Namosimalua 3. Mr Mateo Lagimiri
43	11 th Meeting of Women Speakers of Parliament United Arab Emirates December 2016	UNITED ARAB EMIRATES	12 th – 13 th Dec	1. Hon. Dr Jiko Luveni (Speaker) 2. Mrs Kalo Galuvakadua
44	62 nd Commonwealth Parliamentary Conference (CPC), General Assembly and Association Meetings.	London, UK	11 th – 17 th Dec	1. Hon. Dr Jiko Luveni (Speaker) 2. Mrs Kalo Galuvakadua
45	France-Pacific Islands Inter-Parliamentary Friendship Group	Paris, France	19 th Dec	1. Hon. Dr Jiko Luveni (Speaker) 2. Mrs Kalo Galuvakadua



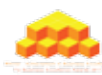
No.	INVITATION	COUNTRY	DATE	DELEGATION
46	44 th Session of ACP PA and 32 nd session of the JPA	Nairobi, Kenya	14 th – 21 st Dec	1. Hon. Ashneel Sudhakar
47	A world of Blue: Preserving the oceans, safeguarding the planet, ensuring human well-being in the context of the 2030 Agenda	United Nations HQ, New York	13 th – 16 th Feb	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Inia Seruiratu 3. Hon. Semi Koroilavesau 4. Hon. Jone Usamate 5. Hon. Osea Naiqamu 6. Mrs Lois Vakarau
48	Pacific Island Westminster Seminar on Parliament Practice and Procedure	Brisbane, Australia	15 th – 18 th March	1. Hon. Lorna Eden 2. Hon. Mataiasi Niumataivalu 3. Ms Melini Vuniwai
49	ACP-EU Joint Parliamentary Assembly	Brussels, Belgium	21 st – 24 th March	1. Hon. Ashneel Sudhakar
50	136 th Inter Parliamentary Union (IPU)	Dhaka, Bangladesh	1 st – 5 th April	1. Hon. Dr Jiko Luveni (Speaker) 2. Hon. Mereseini Vuniwaqa 3. Hon. Laisenia Tuitubou 4. Mrs Viniana Namosimalua 5. Mrs Jeanette Emberson 6. Mr Senitieli Wainiu
51	Australian Council of Public Accounts Committees	Brisbane, Australia	19 th – 21 st April	1. Hon. Ratu Sela Nanovo 2. Hon. Alexander O'Connor 3. Ms Sherleen Lal
52	Regional Seminar on Achieving Sustainable Development Goals for the Parliaments in the Asia-Pacific Region	Ho Chi Minh City, Vietnam	11 th – 13 th May	1. Hon. Ruveni Nadalo (Deputy Speaker) 2. Hon. Lorna Eden 3. Mrs Viniana Namosimalua 4. Mr Vatimosi Delailovu 5. Mrs Rukalisi Vecena
53	S.Rajatnam School of International Studies (RSIS)-World Trade Organisation (WTO) Parliamentarian Workshop 2017	Singapore	15 th – 17 th May	1. Hon. Ruveni Nadalo (Deputy Speaker) 2. Hon. Lorna Eden 3. Mrs Viniana Namosimalua 4. Mr Josua Namece 5. Mrs Rukalisi Vecena
54	Information Seminar on the Structure and Functioning of the Inter-Parliamentary Union ('IPU')	Geneva, Switzerland	16 th – 19 th May	1. Mr Mateo Lagimiri
55	Youth Federation of World Peace	Bangkok, Thailand	12 th – 13 th June	1. Hon. Netani Rika
56	The 48th Annual Conference on Presiding Officers and Clerks [POCC]	Sydney, Australia	2 nd – 7 th July	1. Hon. Dr Jiko Luveni (Speaker) 2. Mrs Jeanette Emberson 3. Mrs Kalo Galuvakadua
57	14th Regional Meeting (Pacific) of the ACP_EU Joint Parliamentary Assembly	Port Vila, Vanuatu	19 th – 21 st July	1. Hon. Ashneel Sudhakar



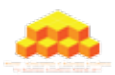
APPENDIX 6 – PARLIAMENT OFFICIAL VISITORS 2016 – 2017

Fifty-one [51] courtesy calls on the Honourable Speaker were facilitated by the Inter-Parliamentary Relations and Protocol Unit during the said period.

NO.	DATE	NAME OF DELEGATION
1.	15/02/16	Lord Fakafanua and Fane Fakafanua – Speaker of Tonga
2.	15/02/16	H.E. Vladamir Morozon, Russian Ambassador
3.	17/02/16	Hon. Murray McCully Minister for Foreign Affairs, New Zealand
4.	18/02/16	Mr Ali Dastgeer, Landell – Mills, Brussels
5.	25/02/16	Mr. Ugo Astuto, Rond Point Schumen, Brussels (EEAS)
6.	02/03/16	Ms. Yoriko Yasukawa, UNFPA Regional Director for Asia & Pacific from Bangkok
7.	09/03/16	Mr.Roberto Brant Campos, Kadavu House, 3 rd Floor, UNAIDS
8.	01/04/16	Mr Mario Rodriguez, new Non-Residents Ambassador-designate of Cuba to Fiji
9.	04/04/16	Kaitlyn Rachel Cavu, 20 North Beach Place, Muduimba
10.	20/04/16	Mr Wu Zhiming, Chairman of the Chinese People's Political Consultative Conference (CPPCC) Shanghai Committee and HE Ambassador Zhang Ping of the Chinese Embassy
11.	21/04/16	H.E. Mario Bot, Non-Resident High Commissioner-Designate of Canada, based in Wellington, New Zealand
12.	22/04/16	Hon. Kristopher Faafoi, New Zealand Opposition MP
13.	28/04/16	H.E. Fenkoun Fylla, new non-resident Ambassador of the Republic of Guinea
14.	06/05/16	Mr Kinley Tenzin, SG Bhutan Parliaments National Council
15.	11/05/16	Mr Simon Gimson Director, Political Division, Commonwealth Secretariat & Sarah Linton, Political Officer, Commonwealth Secretariat
16.	12/05/16	Ms. Leena Ri Leena Rikkila Tamang, Director for Asia and the Pacific Regional Programme of International IDEA
17.	17/05/16	Mrs Kila Gege, PNG High Commission
18.	17/05/16	H.E. Zhang Ping, Chinese Ambassador
19.	14/06/16	H.E. Vladamir Morozov, Russian Ambassador
		Mr Alex Adoersky, Russian Diplomat
		Mr Igar Chibisov, Russian Diplomat
20.	20/06/16	PNG MPs and Bougainville House of Reps members
21.	20/06/16	British High Commission: <ul style="list-style-type: none"> • Ms Sarah Hulton - Head of Pacific Department, Foreign and Commonwealth Office • Mr Dave Jones - new Deputy High Commissioner • Ms Joyce Rounds - Projects Officer & Political Researcher
22.	07/07/16	<ol style="list-style-type: none"> 1. Hon Telmo Languiller, Speaker of the Legislative Assembly 2. Hon Bruce Atkinson, President of the Legislative Council 3. Mr Ray Purdey, Clerk of the Legislative Assembly & Legislative Council 4. Ms Tatiana Astudillo, Spouse 5. Mrs Elizabeth Atkinson, Spouse 6. Mrs Kaye Purdey, Spouse



23.	28/07/16	IPU Mission Assessment Team
24.	02/08/16	Deputy Head of Mission, French Embassy, Mr Jules Irrmann
25.	04/08/16	Head of Mission and Deputy Head of Mission, Taiwan Embassy
26.	10/08/16	Foreign Affairs and Unification Committee of the National Assembly of the Republic of Korea, HON. MP Mr YOON Young-seok and Mr YOON Sang-hyun
27.	11/08/16	High Commissioner of India to the Republic of Fiji, His Excellency Mr Vishvas Sapkal
28.	17/08/16	Regional Representative of OHCHR, Ms Chitrlekha Massey
29.	08/09/16	KOICA Vice President Mr Kim & Delegation
30.	10/09/16	French Senate Delegation of the France-Pacific Islands Inter-Parliamentary Friendship Group, delegation: <ul style="list-style-type: none"> • Mrs Catherine PROCACCIA - Chairperson of the France-Pacific Island friendship group • Mr François LONGEOT - Vice-President • Mr Robert LAUFOAOULOU - Chairman delegate of the friendship group, in charge of the Republic of Fiji • Mrs Dephine BATAILLE - Parliamentary assistant • Mrs Dinah Desjardins - staff member from the Senate • Mr Michael JEHENNE - English-French interpreter
31.	11/09/16	UNFPA Pacific Sub-Regional Office, Mr Bruce Campbell New Director and Representative for UNFPA
32.	19/09/16	Solomon Islands High Commission, H.E. John Patteson Oti and Counsellor Tony Kabasi and delegation
33.	30/09/16	Non – Resident High Commissioner of Pakistan to Fiji, H.E. Naela Chohan
34.	30/09/16	Chinese Embassy in Fiji, Political Counsellor Mr GU
35.	14/10/16	Japanese Embassy in Fiji, Counsellor Kazuo Tsukada, Head of Protocol/Political and General Affairs Division
36.	17/11/16	Head of CIVICUS, Dr Dhananjayan Srisankarajah and Special Projects Officer for the Pacific Islands Association of Non-Government Organisation (PIANGO), Mr Akmal Ali
37.	22/12/16	Ambassador – Designate of the Russian Federation to Fiji, H.E. Grigory Logvinov
38.	16/01/17	Vice Chairman of Standing Committee of the National People's Congress of China H.E. Mr Ailigeng
39.	23/01/17	Chinese Delegation
40.	24/02/17	WHO Representative/Director, Pacific Technical Support, Dr Corinne Capuano
41.	29/03/17	UNFPA Executive Director, Dr Babatunde Osotimehin
42.	20/04/17	Non Resident Ambassador of the Kingdom of Morocco, H.E. Karim Medrek
43.	30/04/17	Secretary-General Commonwealth Parliamentary Association, Mr Akbar Khan
44.	01/05/17	Secretary-General of the Liberal Democratic Party of Japan, Mr Nikai
45.	03/05/17	WHO Regional Director for the Western Pacific, Dr Shin Young-soo
46.	23/05/17	Ambassador-Designate of Denmark to Fiji, Mr Tom Noring
47.	24/05/17	Minister of State of External Affairs, Gen (Dr) V. K. Singh (Ret'd Minister of State of External Affairs of India)
48.	26/05/17	Canadian Minister, Hon. Carolyn Bennett
49.	14/06/17	Delegation from Korea's National Assembly, Hon. NAM In-soon and Dr KIM Yong-ik
50.	20/06/17	Delegation from the Papua New Guinea National Parliament and Bougainville House of Representatives
51.	26/07/17	Ambassador Designate for Russia to Fiji, H.E. Grigory Logvinov



APPENDIX 7 – PROTOCOL FACILITATION 2016 – 2017

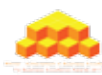
Twenty-one [21] protocol facilitations were undertaken by the Inter-Parliamentary Relations and Protocol Unit during the said period.

No.	DATE	PROGRAMME
1	09/05/16	Parliament Speaker's Debate – "Was the Paris Climate Change Agreement a good deal for Fiji?" Venue – GPH, Suva
2	09/05/16	Parliament Speaker's Debate – "Is Fiji making progress in tackling violence against women and girls?" Venue – GPH, Suva
3	01/08/16	Parliament Speaker's Debate – "Is Fiji's economic growth benefitting all Fijians?" Venue – GPH, Suva
4	12/09/16	Opening of New Session of Parliament
5	17/09/16	Parliament Speaker's Debate – "Is Fiji's education system effectively contributing to the country's sustainable development?" Venue – Nadi Civic Centre, Nadi
6	14–19/01/17	25 th Asia Pacific Parliamentarian Forum – Natadola
7	01/02/17	Parliament Speaker's Debate – "How can Fiji's fishing industry be protected to ensure long term sustainability?" Venue – GPH, Suva
8	02/02/17	Launching of Parliament of Fiji Handbook – BCR, Parliament
9	13/03/17	Commonwealth Day Celebration Oratory Contest, Hon. Speaker-BCR, Parliament
10	13/03/17	Launch of Gender Toolkit – BCR, Parliament
11	16/03/17	Launching of Parliament Educational materials – Albert Park Pavilion
12	25/03/17	Department of Immigration – Recognising the achievement of 2016. Chief Guest – Hon. Speaker
13	27/03/17	Parliament Speaker's Debate – "Is it time for Fiji to toughen rules on junk food and drink to tackle diabetes and heart disease?" Venue – GPH, Suva
14	05/04/17	Raising the Standards in the Delivery of Elections in Fiji - Fiji Elections Office and the Electoral Commission
15	22/05/17	Launch of Website and Mobile App
16	29/05/17	Parliament Speaker's Debate – "Do Communities in Fiji value our Youth?" Venue – GPH, Suva
17	16/06/17	Closing Ceremony for the National Women Expo at the Vodafone Arena - Hon. Speaker
18	29/06/17	2017-2018 Budget Announcement- Parliament Chamber
19	24/07/17	Parliament Speaker's Debate – "Will Fiji's Tourism industry lead to greater economic prosperity for the country as a whole?" Venue – GPH, Suva
20	28/07/17	Fiji Development Bank 50 th year of establishment attended by the Hon. Speaker
21	29/07/17	Fiji National University Alumni Homecoming Event – "Celebrating the past – Embracing the Future". Chief Guest – Hon. Speaker

APPENDIX 8 – UNDP FPSP CONSULTANCY PROGRAMME 2016 – 2017

Experts and Consultants who provided assistance under the UNDP FPSP:

No.	Name of Consultant	Details of work carried out:
1.	Claire Slatter	Committees in Parliament
2.	Debra Angus	Legal Adviser (Parliament Sitting)
3.	Frank Fuelner	Feasibility Study on establishing Satellite offices in Fiji
4.	Marc Gage	Media and Communications training for MPs and Executive Management
5.	Mark Burton	Committees in Parliament
6.	Rob Oakeshott	PAC support

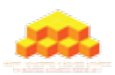


7.	Sarmite Bulte	JLHR Adviser
8.	Steve Lee	Curriculum Development and Web Media
9.	Akaash Maharaj	Code of Conduct training for MPs
10.	Brimblecombe Consultancy	Broadcasting Experts
11.	Garry Wiseman	Proposal writing training for Secretariat Staff
12.	John Patteson	Committees in Parliament
13.	Kevin Deveaux	Committees in Parliament

APPENDIX 9 – PROFESSIONAL DEVELOPMENT FOR MEMBERS OF PARLIAMENT 2016 – 2017

Listed below are workshops/seminars organised by the Fijian Parliament under the UNDP FPSP:

No.	Invitation	Date	Delegation
1.	Committees in Parliament workshop	8-9 March 2016	All Members of Parliament
2.	Ethics, Leadership & Codes of Conduct, GPH	9-10 May 2016	All Members of Parliament
3.	Achieving SDG16 in Melanesia: Creating Political and Parliamentary Stability to Catalyse Development, Radisson Hotel Denarau	27-28 June 2016	Hon. Speaker Mrs Jeanette Emberson Mr Joeli Ditoka Mr Sefanaia Tudonu
4.	IPU Mission Assessment Introductory Workshop	24-30 July 2016	All Members of Parliament
5.	Parliamentary Powers and Privileges	1-2 Aug 2016	All Members of Parliament
6.	Role of Parliament in Extractive Industries	24-26 Aug 2016	All Members of Parliament
7.	MPs workshop on Wording of Motions and Questions	6 March 2017	All Members of Parliament
8.	Parliament Media Roundtable Part 1	17 March 2017	Selected MPs
9.	MPs Briefing on Non-Communicable Diseases (NCDs)	27 March 2017	All Members of Parliament
10.	Global Parliamentarians Against Corruption (Fiji Chapter)	31 March 2017	All Members of Parliament
11.	UNDP workshop for Chairs/Dep. Chairs and Whips	31 March 2017	Chairs/ Deputy Chairs and Whips
12.	Pacific Parliamentary Seminar on Enhancing the work of committees	10-12 April 2017	Chairs/ Deputy Chairs and Whips
13.	Sharing knowledge from Inter-Parliamentary Events	29 May 2017	All Members of Parliament
14.	Embracing today's technology to enhance participation	15-16 June 2017	All Members of Parliament

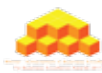


APPENDIX 10 – PROFESSIONAL DEVELOPMENT FOR PARLIAMENT SECRETARIAT 2016 – 2017

A. LOCAL TRAININGS

Listed below are local trainings/workshops/seminars attended by the Parliament Secretariat:

No	Training Name	University/ Training facility	Start Date:	End Date:	Duration	No of participants
1.	TOTS 1	NTPC, FNU Nabua	25/01/2016	29/01/2016	5 days	4
2.	Management Development Program - Module 1	NTPC, FNU Nabua	15/02/2016	16/02/2016	2 days	1
3.	Strategic Management Leadership	NTPC, FNU Nabua	29/03/2016	30/03/2016	2 days	2
4.	Tables Training by UNDP		10/03/2016	11/03/2016	2 days	
5.	TOTS 3	NTPC, FNU Nabua	09/05/2016	10/05/2016	2 days	1
6.	Professional Secretary	NTPC, FNU Nabua	11/05/2016	12/05/2016	2 days	2
7.	Ethics, Leadership & Codes of Conduct (UNDP)	GPH	09/05/2016	10/05/2016	2 days	9
8.	Professional Development Seminar	GW Room, UNDP	26/02/2016	26/02/2016	1/2 day	20
9.	Project Planning	FNU	16/06/2016	17/06/2016	2 days	1
10.	Achieving SDG16 in Melanesian creating Political & Parliamentary stability to catalyse Development	Nadi	27/06/2016	28/06/2016	2days	2
11.	Building Better work relationship	FNU	04/07/2016	05/07/2016	2days	3
12.	Responding to conflicts	FNU	06/07/2016	06/07/2016	1day	2
13.	National Training Convention	Tanoa International	07/07/2016	08/07/2016	2 days	3
14.	Purchasing and Supplier Management	FNU, Nasese	21/07/2016	22/07/2016	2 days	3
15.	TOTs 4	FNU. Nabua	27/07/2016	29/07/2016	3 days	1
16.	Fiji Institute of Accountants	Shangri-La	23/07/2016	24/07/2016	2 days	4
17.	IPU needs assessment	GPH	25/07/2016	29/07/2016	5 days	10
18.	Strategic Change Leadership	USP Pacific TAFE	20/09/2016	22/09/2016	3 days	3
19.	Fiji Law Convention	Pearl Resort	09/09/2016	10/09/2016	2 days	6
20.	Certified Professional Accounting	Fijian Shangri-La	01/09/2016	02/09/2016	2 days	7
21.	Modern Data Analysis	Statham Campus, USP	05/09/2016	06/09/2016	2 days	5
22.	2017 FBEA Desktop Writing	Fiji National University	13/03/2017	14/03/2017	2 Days	3
23.	FBEA Seminar 2017	Fiji National University	09/02/2017	10/02/2017	2 days	2
24.	Minute Take Workshop	University/Training Facility	24/02/2017	24/02/2017	1	1
25.	Healthy Workplace	Ministry of Health			2 days	2
26.	Recognizing & Preventing Workplace Harassment	Fiji National University	12/04/2017	12/04/2017	1 day	2
27.	Effective Business Writing		19/04/2017	20/04/2017	2	3
28.	Strategic Workplace Planning	Fiji National University	24/04/2017	25/04/2017	2 Days	1
29.	HR Audit Measurement	Fiji National University	26/04/2017	27/04/2017	2 Days	1
30.	NTPC Leadership Development Program Workshop	Fiji National University	15/05/2017	17/05/2017	3 days	3
31.	Computer's at Intermediate Level	Fiji National University	01/05/2017	05/05/2017	4 days	5
32.	Computers at Advanced Level	Fiji National University	08/05/2017	12/05/2017	5 days	1
33.	OHS Module 1 & 2	University of the South Pacific	15/05/2017	17/05/2017	3 days	6
34.	Disciplinary Training for Senior Management	Ministry of Civil Service	05/06/2017	06/06/2017	2 days	8
35.			08/06/2017	09/06/2017		



36.	Investigation Officers	Ministry of Civil Service	05/06/2017	07/06/2017	3 days	9
37.			07/06/2017	09/06/2017		
38.	2017 Better Business Conference	Fiji National University	10/03/2017	10/03/2017	1 Day	4
39.	Fiji Institute of Accountant		21/04/2017	22/04/2017	2 days	4
40.	Institute of Internal Auditor		05/06/2017	06/05/2017	2 days	4
41.	TOPEX Conference	Fiji Premier Employer Organisation	23/06/2017	24/06/2017	2 days	3
42.	Trainers Conference	Fiji National University	06/07/2017	07/07/2017	2 days	3

B. OVERSEAS TRAININGS

Listed below are overseas trainings/workshops/seminars attended by the Parliament Secretariat:

No	Training Name	Country	Start Date:	End Date:	Duration	No of participants
1.	NZ work attachment (UNDP)	New Zealand	29-03-16	04-04-16	5 days	1
2.	JICA Training	Japan	08-05-16	25-05-16	13 days	2
3.	PNG Parliament Project	PNG	14-05-16	22-05-16	7 days	2
4.	Australia work attachment (UNDP)	Australia	04-01-16	09-01-16	6 days	1
5.	World e-parliament Conference (UNDP)	Chile	28-06-16	30-06-16	2days	2
6.	Study Visit (Melbourne and Canberra Parliament)	Australia	04-07-16	08-07-16	5days	2
7.	APEC 2016 Darwin	Australia	09-08-16	11-08-16	3days	3
8.	AHRI - Human Resources Workshop	Australia	03-08-16	05-08-16	3days	2
9.	NZ work attachment (Wellington)	New Zealand	22-08-16	26-08-16	1 week	2
10.	Australia work attachment (Victoria)	Australia	29-08-16	02-09-16	1 week	1
11.	NZ work attachment (Wellington)	New Zealand	31-08-16	07-09-16	1 week	1
12.	2016 Seminar for Senior Republic servants from Fiji	China	25-08-16	13-09-16	3 weeks	2
13.	NZ work Attachment	New Zealand	21-09-16	28-09-16	1 week	1
14.	Victoria Parliament and Federal Parliament Canberra	Australia	12-09-16	24-09-16	2 weeks	3
15.	Inter Parliament Study Programme	UNDP - Australia	13-03-17	23-03-17	2 weeks	1
16.	Australia Council of Public Accounts Committee Conference	Queensland Parliament, Brisbane, Australia	20-04-17	21-04-17	2 days	1

C. IN-HOUSE TRAININGS

Listed below are in-house trainings/workshops attended by the Parliament Secretariat:

No	Training Name	Dates	Duration	Participants	No of participants	Training Facility
1.	Drivers Training	13.01.16	1 day	Drivers/ transport officers	10	Government Building
2.	Basic Computer Skills	21.01.16	1 day	All Officers	12	Old Parliament Complex
3.	Hansard Training (Improving Writing Skills)	25.01.16	1 day	Hansard Officers	11	Government Building
4.	Quality Management	March	1 day	All Officers	21	Old Parliament Complex
5.	FBEA Awareness	22.03.16	1 day	FBEA members	15	Old Parliament Complex
6.	Induction training	06.04.16	1 day	New Staff	20	Old Parliament Complex



7.	ACP, FBEA, M & E, Policy Formulation	21.04.16	1 day	All Staff	36	Old Parliament Complex
8.	Customer Service Skills Workshop	26.05.16 - 27.05.16	2 day	All Staff	29	FICAC Training Room
9.	OHS Awareness	14.06.16	1 day	All Staff		Ministry of Defence Conference Room
10.	Protocol Training/Policy Awareness	14.07.16 - 15.07.16	1day	AOs, EOs, COs	40	Pearl South Pacific
11.	Induction Training	03-03-17	1 day	All Level	15	HOD's parliament
12.	Advanced Microsoft Excel		1 day	EO and above	20	USP Walu Bay
13.	Employment Relations Promulgation - In House	12-06-17	1 day	AO and Below	13	Parliament Complex
14.	Negotiation Skill and Conflict Management Workshop	30-08-17	1 Day	SAO, AO, EO level	26	Parliament Complex
15.	Project Proposal Preparation	22nd - 23rd August	2 days	Appointed Staff	10	Parliament Complex
16.	Speech Writing	28th - 30th August	2 days	Appointed Staff	15	Parliament Complex

D. PARLIAMENT INTERNSHIP PROGRAMME

Listed below are officers engaged through the Parliament Internship programme.

Name:	Start Date	End Date:	Unit of Attachment:	Current Employment Status:
Mateo Lagimiri	10/08/15	09/08/17	IPRP Unit	Appointed as Committees Officer as at 11.03.2016
Shrutkeertee Devi	10/08/15	09/08/17	R&L Unit	Appointed as Senior Research Officer as at 28.07.2016
Sheron Narayan	27/07/15	26/07/17	Committees Unit	Appointed as Senior Committee Officer as at 15.12.2017
Darolin Vinisha	05/9/16	04/9/18	Committees Unit	Graduate Intern
Krishnesh Prakash	05/9/16	04/9/18	Committees Unit	Graduate Intern
Priya Chand	29/8/16	28/8/18	Committees Unit	Graduate Intern
Marica Tuisoso	29/8/16	28/8/18	Committees Unit	Graduate Intern
Jackson Cakacaka	29/8/16	28/8/18	Committees Unit	Graduate Intern



Winner - Achievement in Business Excellence
Fiji Business Excellence Awards 2017

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