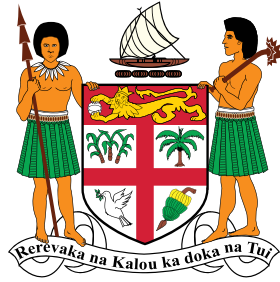


Table of Content

	Letter from
Letter from the Permanent Secretary to the Prime Minister	2
Permanent Secretary's Summary	3
Corporate Profile	4
Organisation Structure	6
The Office of the Prime Minister 2013 Annual Corporate Plan Deliverables	7
Cabinet Office	8
Private Office	10
Policy Analysis Unit	12
Development Cooperation & Facilitation Division	15
Poverty Monitoring Unit	21
Strategic Framework for Change Coordinating Office	26
Corporate Service Division	34
Financial Statements & Reports	38
2013 Ministry's Outputs and Performance Targets	55
Acronymns	58

Letter from the Permanent Secretary to the Prime Minister



30th July, 2014

Rear Admiral (ret.) Josaia Voreqe Bainimarama
Prime Minister of the Republic of Fiji
Government Buildings
SUVA

Dear Sir,

I am pleased to present to you the Annual Report covering the work of the Office of the Prime Minister for 2013.

This is respectfully submitted as specified in my contract of employment with the Public Service Commission and also as required in the Finance Management Act 2004.

This report should provide a general awareness and understanding of the functions, responsibilities and an overview of the activities conducted by the office and in the national context provides an expression of accountability to the people of Fiji.

A handwritten signature in black ink, appearing to read 'Pio Tikoduadua', is positioned above the printed name.

Pio Tikoduadua
Permanent Secretary, Office of the Prime Minister

Permanent Secretary's Summary

In 2013 the Ministry has achieved its deliverables as outlined in its (Strategic Plan) and Annual Corporate Plan and further worked extensively with various agencies, on institutional (critical) projects assigned to the Office namely; Fiji Roads Authority, Fiji Broadcasting Commission, Mahogany Industry Council, Rural Integrated Rural Sports Complex as well as a number of co-shared responsibilities with line Ministries and agencies. The Ministry also attained landmark achievements with its on-going commitment towards Constitutional and Elections awareness programs across the 14 Provinces. With the primary focus on keeping all Fijians informed on Government initiatives and programs the Ministry remained at the forefront.

I am also pleased with the Ministry's achievements at the 2013 Service Excellence Awards. I commend all staff for their collaborated effort, in attaining the Prize Award in recognition of the Ministry's demonstrated efforts to continually strive for excellence in our standards of services and in everything that we do.

I also commend the "Green Team" of SFCCO & Legislature for scooping the Energy Prize Award and Best Energy Team Award.

With regard to our overall Ministry achievements as per SFCCO's quarterly assessments, the Ministry attained an average rating of 91% as at 30 September with the highest rating of 97% in the 3rd Quarter, 97.85% in 4th Quarter.

While the "open-door" policy has encouraged feedback from the people in regards to government services and other services offered by other sectors, the Ministry will continue to explore ways of improving its processes of addressing and handling complaints



Pio Tikoduadua

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



CORPORATE PROFILE



ROLE OF THE OFFICE PRIME MINISTER

The primary role of the Office of the Prime Minister is to provide sound policy and administrative support to the Prime Minister in his role under the provisions of Section 92 of the Constitution. The Prime Minister's Office also has a central place in facilitating the decision-making responsibility of Cabinet and its collective responsibility to Parliament under the provisions of Section 91 of the Constitution, and ensures the implementation of Government's policies.

These responsibilities are undertaken through activities within the Prime Minister's Office

namely Administration and the Cabinet Office. This includes the facilitation of infrastructure development, disseminations of Government's intentions and objectives inclusive of the Constitution, administration of poverty alleviation programmes, oversight of national projects (Fiji Roads Authority, Public Service Broadcasting contract & Mahogany Industry development) and the promotion and monitoring of government initiatives by the Strategic Framework for Change Coordinating Office are also relevant in this regard.

Vision

A better Fiji for all through strong leadership and excellence in service.

Our Mission

To achieve our vision, we will effectively provide sound policy advice and administrative support to the Prime Minister and Cabinet in an efficient manner and through a commitment to the highest levels of professional integrity that is founded and driven by its values.

Our Values

Loyalty to the government of the day;

Respect for one another and for the rule of law;

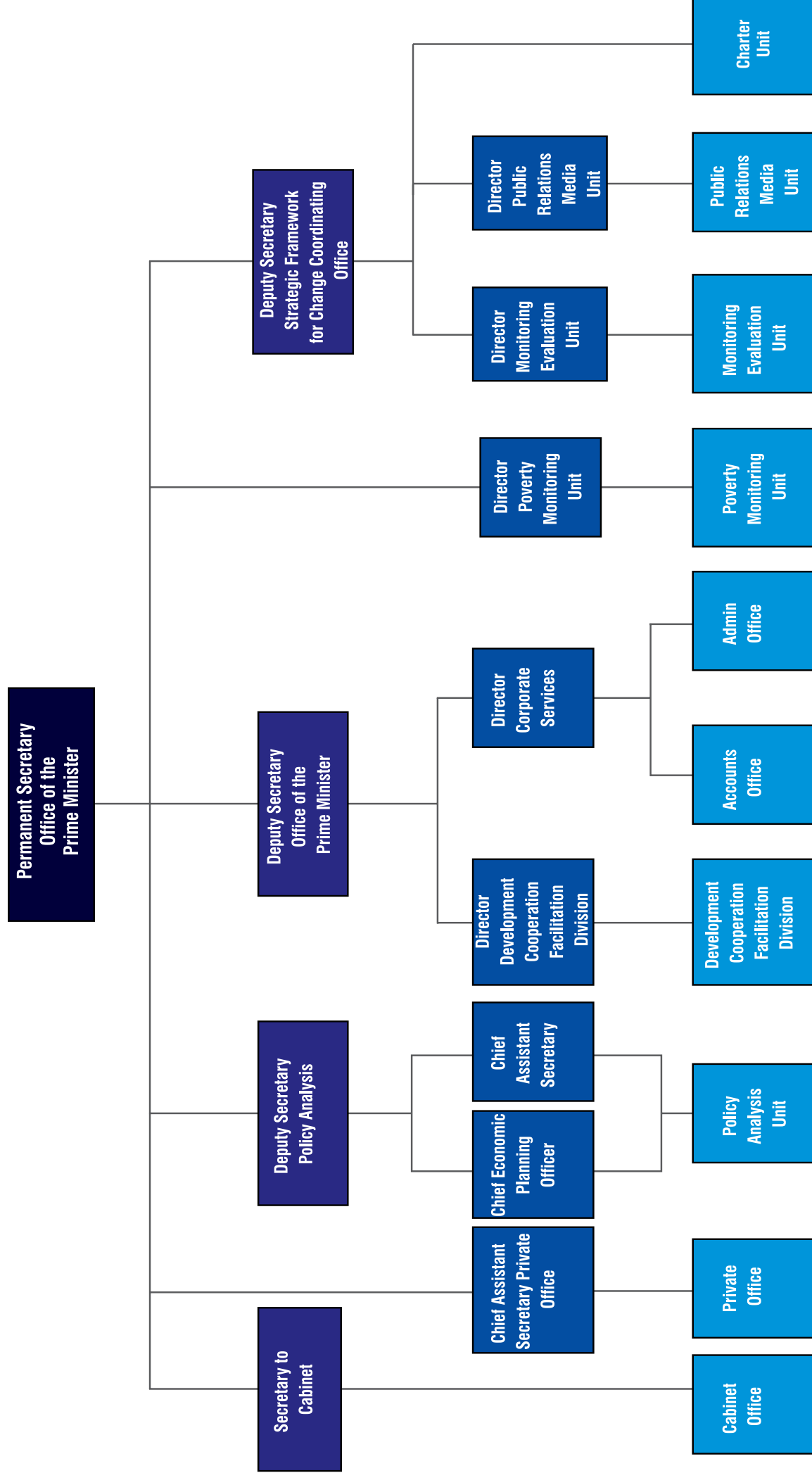
Reliability to do our jobs properly and assuring the Government that it can depend on us for support;

Accountability for everything that we do and the decisions we make;

Professionalism through a high level of competence, honesty and fairness in the delivery of our services;

Tolerance for individual differences and working together without prejudice, bias, or discrimination; and we also uphold the values and ethics of the Fiji Public Service.

Office of the Prime Minister, Organisation Structure



The Office of the Prime Minister 2013 Annual Corporate Plan Deliverables

Targeted Outcome (RDSSED)	Ministry's Outputs for 2013
1. Development of a new Constitution	<ul style="list-style-type: none"> • Preparation of the Drafting Process
2. Enhancing the Accountability Framework	<ul style="list-style-type: none"> • Facilitate Decision making • Support for civil society and improve cooperation with international and regional agencies on good governance • Corporate support services • Management of payments Pensions and other Accounting/ Financial Services • Client Complaint Investigation • Compliance & Monitoring
3. Public Sector Reform	<ul style="list-style-type: none"> • Internal realignment of positions for better Service delivery. • Compliance and Monitoring • Organizational Management and Improvement
4. Leadership	<ul style="list-style-type: none"> • Political and Public Leadership Model
5. Building National Identity	<ul style="list-style-type: none"> • Consultation/awareness on National Identity and Social Cohesion • Commission of Healing Reconciliation, Truth and Justice • Anti-Discrimination Consultation Framework in place • Appropriate categorization of record
6. Poverty Alleviation	<ul style="list-style-type: none"> • Integrated National Poverty Eradication Programmes (INPEP)
7. Gender Equality and Women	<ul style="list-style-type: none"> • Adhere to the Equal Employment in Development Opportunities (EEO) policy and Gender based reporting.
8. Rural and Outer Island Development	<ul style="list-style-type: none"> • Community development (Small Grant) & Infrastructure development • Provide Marketing Assistance to established rural farmers

CABINET OFFICE



3.0 Cabinet Office

Cabinet is the highest policy making body in Fiji. It is chaired by the Prime Minister and comprises Ministers who are assigned different portfolios. The Cabinet Secretariat, also known as Cabinet Office, and facilitates effective decision making by Cabinet. It is based in the Office of the Prime Minister and is headed by the Secretary to the Cabinet. The Cabinet Office has four established staff, a temporary staff, and two support staff.

The Office is tasked with ensuring that the central decision and policy-making processes of Cabinet and the Executive Government is conducted and maintained effectively, and in accordance with accepted constitutional and statutory conventions.

The Cabinet Office facilitates the swearing – in of Cabinet Ministers, and the issuing of their individual roles and responsibilities through the Ministerial Assignment. It facilitates good decision-making by ensuring that Cabinet Papers submitted to Cabinet are of the highest quality. It coordinates flow of information and Decisions of Cabinet between the Ministries, the Ministers and the Prime Minister. It administers laws relating to Parliamentary pension, Ex-Prime Minister's and Ex-President's Pension, Flying of the Fiji Flag, and the Coat of Arms.

Highlights 2013

The Cabinet Office coordinated 15 Cabinet Meetings in 2013, with the corresponding set of minutes provided to the Prime Minister, the rest of the Cabinet Ministers, and His Excellency the President. The Office facilitated 307 Decisions of Cabinet and the dissemination of the same to the relevant Ministries for implementation. The Office also issued 63 Cabinet Notes on Cabinet related matters to the Minister, and 14 Briefs on Cabinet Decisions to His Excellency the President.

The Office carried out 5 Awareness/Training Sessions with Ministries of Government on Cabinet Paper Preparation.

In addition, the Office facilitated Ministerial Leave and Overseas Travel with 88 Leave and Overseas Travel requests for Official Engagements facilitated. The Office also administered its statutory requirements by providing 107 Advice on Pension requests, flying of the Fiji Flag and use of the image of the Fiji Coat of Arms.

Result / Tables

TRAINING CONDUCTED ON CABINET PAPER PREPARATION		
Ministry	2012	2013
PSC (CTD)		1
Ministry of Women, Social Welfare and Poverty Alleviation	1	1
Ministry of Works Transport and Public Utilities		1
Ministry of Foreign Affairs and International Cooperation	1	
Ministry of Rural and Maritime Development		
Ministry of Health	1	1
Ministry of Defence, National Security and Immigration		
Ministry of Youth and Sports	1	
Ministry of Agriculture, Fisheries and Forests		1

Number of Cabinet Papers Tabled in
Cabinet from 2011 - 2013



PRIVATE OFFICE



4.0 Private Office



Commodore J V Bainimarama, Prime Minister of Fiji meeting with Hon. Dimitry Medvedev Prime of Russia on one-on-one meeting in June 2013



Signing of the MOU and MOA in Russia by Fiji's Ambassador Japan, H.E. Isikeli Mataitoga and the Russian Representative in the presence of the two Prime Ministers in June 2013

The Private Office core role is to provide administrative, logistic and security support to the Prime Minister in conjunction with the Republic of Fiji Military Forces and Fiji Police Force. Also provide logistic and protocol service to the Prime Minister's and his spouse.

Co-ordinate with the Permanent Secretary in handling all Prime Minister's correspondences. The office also co-ordinate appointments, interviews and invitations to the Prime Minister logistics requirements. Attend to the public in their requests/complaints and so forth. In line with the Prime Minister's open door policy, attends to the public complaints in line and any other duties assigned by the Prime Minister.

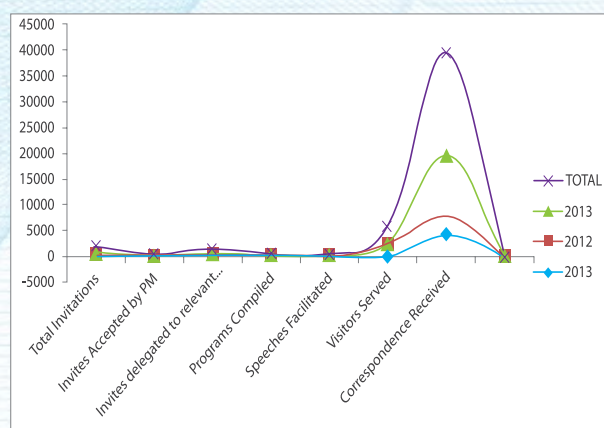
Highlights 2013

In facilitating decision making & administrative/logistic support to the Prime Minister, the Private Office to 445 invitations from local and international organizations; 112 local and international invites were accepted by the Prime Minister; 112 programs were compiled; 100 speeches facilitated for the Prime Minister; and 333 invitations were delegated by the Prime Minister to relevant Ministers. Under the Prime Ministers open door policy, 458 visitors were attended and 11,821 correspondences received.

Results

Summary of results for past three (3) years;
2011 – 2013:

- Total invitations received was 1008 (2011 – 84; 2012 – 479; 2013 – 445)
- Total invites accepted by the Prime Minister was 264 (2011 – 54; 2012 – 98; 2013 112)
- Invitations delegated by the Prime Minister to other Ministers was 748 (2011 – 34; 2012 – 381; 2013 – 333)
- Total number of programs compiled was 264 (2011 – 54; 2012 – 98; 2013 – 112)
- Total number of speeches facilitated was 208 (2011 – 24; 2012 – 84; 2013 – 100)
- Total number of visitors/public served was 2817 (2011 – 75; 2012 – 2284; 2013 – 458)
- Total number of correspondence received was 19,701 (2011 – 4181; 2012 – 3699; 2013 – 11,821)



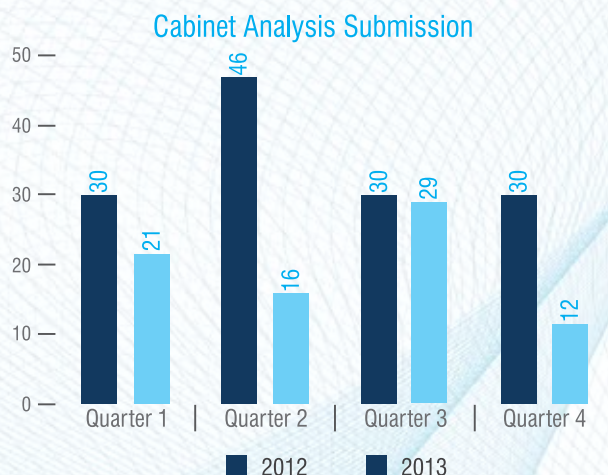
POLICY ANALYSIS UNIT



5.0 Policy Analysis Unit



The Policy Analysis Unit (PAU) is a Strategic Business Unit whose primary role is to provide sound and independent policy advice to the Prime Minister on a wide range of issues as and when required. The unit undertakes consultations with Ministries and other stakeholders to enable the provision of accurate, factual information. It also engages with the civil society and the general public on a number of economic and social development programs and projects of national interest. A key responsibility is the facilitation of appropriate ways and means in assisting members of the public that seek the assistance of the Office of the Prime Minister and ensure timely and consistent follow ups and liaison with relevant Ministries.



Highlights 2013

Provision of Policy Advice and Policy Analysis for the Prime Minister.

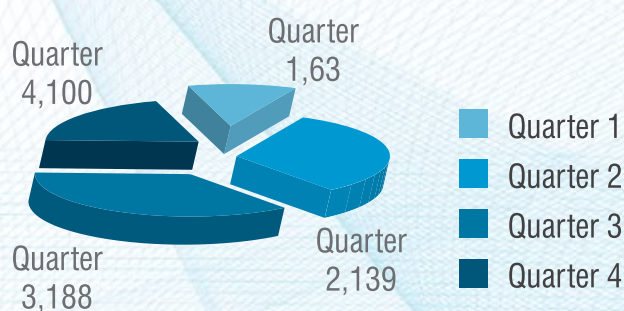
The Unit presented 78 analyses on Cabinet papers which were cleared by the Permanent Secretary for the Prime Minister during scheduled and Special Cabinet Meetings held in 2013. These analyses covered a wide spectrum of issues from national, public and private sector in the contexts of social, economic, political and legal programs and projects. Furthermore the unit provided analyses and comments on correspondences that were assigned from the Prime Minister and Permanent Secretary during the year.



Effective Coordination of Government Activities and Development Programs

The Unit facilitated consultations with development partners within and outside of Government on the implementation of economic and social development initiatives. This included 119 inter-ministerial and ad hoc committee meetings as well as management of special projects assigned to the Office of the Prime Minister. These included the Vatukoula Social Assistance Trust Fund, Mahogany Industry Council, Fiji Mahogany Trust, 2014 Budget Utilization Consultations, Foundation for the Education of Needy Children (FENC Fiji), Budget & Aid Coordination Committee, Macro Economic Committee, Works Permit Committee, and Steering Committee on Public Sector Reform and also co-shared projects such as Fiji Roads Authority and Agricultural Marketing Authority.

Complaints 2013



Facilitation of Corporate Responsibilities

The Deputy Secretary PAU was the Chair for the Ministry's Staff Board. The Unit coordinated the HOD Refresher Workshops held in May, and the monthly secretariat roles for the Ministry's internal committees (WSSC and OHS).

The unit carried out their 2014 Business Plan formulation over a 2 day workshop at the Pearl Resort in Pacific Harbor in October.

Open Door Facilitation/ Complaints

As part of the Prime Minister's open door policy for the general public, a total of 490 cases by members of the public, civil society and private sectors were received and processed by the unit. The cases were mostly assistance requests and complaints that ranged from Land issues (ITLTB, agricultural lease cases, crown leases, family disputes on land), FNPf assistance, private disputes, employment termination and creation cases, welfare assistance, and matters relating to Public Utilities (FEA, WAF and FRA).



DEVELOPMENT COOPERATION FACILITATION DIVISION



6.0 Development Cooperation Facilitation Division (DCFD)



The DCFD was established under the umbrella of the PM's Office to resolve the shortfalls and inconsistencies which exist in the engagement process and coordination of subsequent follow up action on developmental cooperation assistance made available to Fiji by multilateral, bilateral and non-governmental donor agencies.

Most donor assistance was not being implemented for the simple reason that there was poor internal coordination resulting in funding not being utilized. There was the need to be more proactive in getting project profiles and dossiers prepared for harnessing donor assistance and subsequently pursuing necessary follow up actions until the projects were implemented. DCFD's role was to coordinate closely with line Ministries; Ministry of Finance and other central agencies in order to secure donor assistance and loans and to ensure the effective and efficient utilization of funds resulting in the quick physical manifestation of donor projects on the ground. DCFD was then established to provide a central point for liaison with donors and overseas loans from Cabinet Decisions to relevant ministries and agencies in the area of fulfilling appropriate projects documentation comprising of agreements and contracts with accompanied approvals of government agencies without which none of the projects would be implemented. It also has the role of properly administering budgetary allocations for the development of rural communities under the Small Grant Scheme and the minority group like the Rotuma Island Council under the Rotuma Council Act, Rabi Island within the Banaban Settlement Act and the Kioa Island Council. In addition it is also responsible for the development of the Melanesian- Vasu i Taukei through a separate funding.



To successfully administer the above, DCFD establishes internal systems and processes to manage and coordinate the implementation of donor assistance and overseas loans and other projects, all within the ambit of the relevant government legislations and regulations. Proper monitoring, assessment and reporting of project progress, completion and commissioning are also an integral part of any project management.



Highlights 2013

Chinese Gratuitous Aid Projects 2013



*Signing of Completion Certificate for the China –aided
Kiuva Seawall Project, Tailevu*



*Signing of MOU for the extension of electricity to the
integrated rural sporting facilities*



Handing of assistance to the Yellow Ribbon Project

Work on the construction of the Navua Hospital continued during the year in line with the Construction Contract for the project to be completed in 20 months from the date of commencement in September 2012. Meanwhile the Chinese contractor appointed to construct the Somosomo Hydro Power Station also began preparatory works assisted by the Fiji side to facilitate the actual commencement of construction works.

After receiving confirmation from the Chinese Embassy, the Fiji side finalized all logistic arrangements for the arrival of a six (6) member technical team for two (2) years for the Vanua Levu Rice Industry Development project. The arrangements include making provision for accommodation and office and setting aside 200 hectares of land in Dreketi for the rice demonstration farming.

The Mushroom project likewise is awaiting the arrival of six (6) experts who will be based at the Leqaleqa Research Station in Nadi for two (2) years and will assist in setting up trials and training locals.

A feasibility study of the proposed sports complexes at Korovou, Vunidawa and Seaqqa was undertaken by Chinese engineers, which led to a unanimous agreement being signed on the way forward for the construction of the sporting complexes. The Fiji side will make further comments after it receives the feasibility study report from the Chinese team.

Following request by Fiji, the Chinese Embassy sent a formal Letter of Exchange to the Prime Minister in December 2013 advising that a team of Chinese experts would be sent to conduct survey and feasibility study for the re-construction of the Stinson Parade and the Vatuwaqa Bridges. The feasibility study is expected to be undertaken in January 2014.

To explore the possibility of bilateral cooperation and assistance in solar energy in Fiji, the Office of the Prime Minister also facilitated a week long feasibility study by a Chinese team of solar energy experts.

The above updates for projects under the Chinese Gratuitous Aid in 2013 are provided in detail as at Appendix A.

China-Aided Projects Facilitated By The Office of the Prime Minister
Update As At 31/12/13

No.	Project Name	Estimated Cost	Implementing Agency	Status	Remarks
1	New Navua Hospital, Namelimele, Navua	\$FJ8-10m	Ministry of Health	Construction Stage 1; 70% complete. Part of the hospital medical equipment also arrived in Fiji from China.	On schedule and progressing well. Expected to be completed by June 2014.
2	Somosomo Mini Hydro Power Station, Taveuni, Cakaudrove	\$FJ12m	Ministry of Works, Transport and Public Utilities	Hunan Construction Engineering Group Corporation of China was appointed as the contractor for the project by the Chinese side.	The contractor began site preparatory works assisted by the Fiji side to facilitate the actual commencement of the project.
3	Vanua Levu Rice Industry Development Project	Amount not established yet	Ministry of Agriculture	Field survey completed by Chinese side with Fiji side agreeing to a proposal on the Technical Cooperation Program proposed by the Chinese side. Letters of Exchange from the Chinese Embassy on the dispatch of a six (6) member technical team for a period of two (2) years was received at the Office of the Prime Minister on 27/12/13.	As part of preparation, the Ministry of Agriculture set up quarters for accommodation and office for the Chinese Team and also made available 200 hectares of land in Dreketi for the rice demonstration farming.
4	Mushroom Project, Leqaleqa, Nadi	Amount yet to be established	Ministry of Agriculture	Feasibility study by the Chinese side and formalities of Letters of Exchange were completed in 2013.	Fiji side awaits the dispatch of 6 experts to Fiji for a term of 2 years to set up trials, trainings etc.
5	Rural Sports Complexes – Vunidawa, Korovou & Seaqaqa	Amount not established yet	Office of the Prime Minister	Lease & EIA completed and submitted to the Chinese Embassy. China Hunan Provincial Architectural Design Institute, entrusted by the Chinese Government, carried out a feasibility study of the sports complexes between November 17th and December 10th 2013 leading to the signing of the Minutes of Meeting reaching an unanimous agreement on matters concerning the construction of the sporting complexes at Vunidawa, Seaqaqa & Korovou.	Fiji side awaits the Chinese team's feasibility study report.
6	Reconstruction of the Stinson Parade and Vatuwaqa Bridges	Amount yet to be established	Office of the Prime Minister and Fiji Roads Authority	Letters of Exchange formalities agreeing to the dispatch of a team to Fiji to conduct the surveying and feasibility study for the reconstruction of the Stinson Parade and Vatuwaqa Bridges was received at the Office of the Prime Minister on 13/12/13.	OPM to send a formal reply.

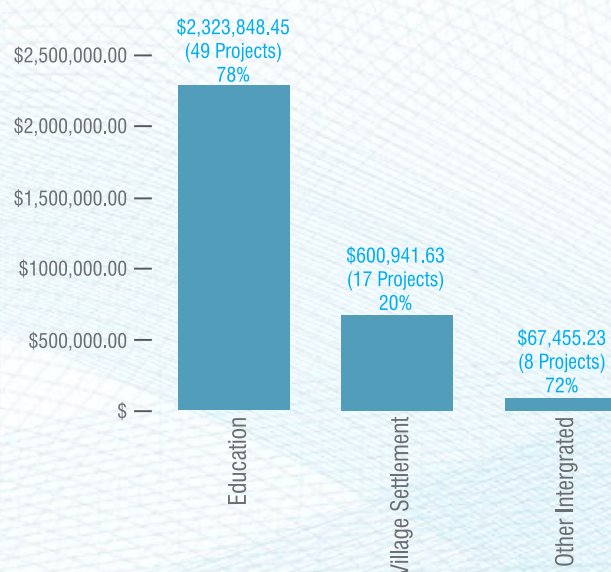
Projects to Explore the Possibility of Bilateral Cooperation and Assistance

No.	Project Name	Estimated Cost	Implementing Agency	Status	Remarks
1	Solar Energy Projects		Office of the Prime Minister and Ministry of Works, Transport and Public Utilities	The China New Era International Engineering Corporation conducted a week long feasibility study in Fiji from 8th to 13th December 2013 to explore the possibility of bilateral cooperation and assistance in solar energy	DCFD facilitated the week long feasibility study.

Small Grants Scheme (SGS)

The Small Grants Scheme (SGS) programme was allocated \$3 million from the National Budget to fund community-based projects identified by the Prime Minister which include small infrastructure development projects such as roads, foot-crossings, bridges, schools and income-generating projects.

Value & % Funding by Sector of Projects Under 2013 Small Grants Scheme



The graph shows that the education sector received the highest funding assistance compared to the other two sectors. Projects funded under this sector targeted towards improving school facilities, providing school furniture and equipment to enhance learning and development in line with Key Pillar No. 9 of the People's Charter for Change, Peace and Progress

Funds Utilisation

For 2013, a total of 74 projects were funded from the SGS. Out of this, 49 projects or 78% of the total provision or \$2,992,245.31 was spent on the education sector mainly on the construction/renovation of school buildings, school access roads, purchase of furniture and equipment. 17 projects worth \$600,941 or 20% was utilised on Village/Settlement development and 8 projects worth \$67,455.23 or 2% of the total provision was utilised on other integrated development.



Handing over of new generator for Wailotua District School, Tailevu by the Permanent Secretary, Prime Minister's Office, Col Pio Tikoduadua on 13th September, 2013

Minority Communities



The Prime Minister as Minister responsible for the Rotuman and Banaban Communities as stipulated under the Rotuma Act, Cap 122 and Banaban Settlement Act, Cap 123 continue to allocate Subvention Funds to these two communities.

Rotuma was allocated \$209,000.00 and Rabi with \$105,000.00. These funds were used to assist in payment of the operational costs of both Councils. Part of these funds was also used to pay for development projects like water, boat & outboard engines, repair to village generators etc that all contributed to the socio-economic development of the grassroots

people. A total of eleven (11) development projects valued at around \$133,000.00 were funded on Rotuma and Rabi in 2013.

Furthermore, the Office of the Prime Minister also provided funding assistance of \$50,000.00 to Kioa Communities under Kioa Development Fund and \$100,000.00 to Melanesian/Vasu I Taukei Communities. A total of fifteen (15) development projects were funded during the year. These projects were identified by Kioa Island Council and the Provincial Administrators and have contributed to the improvement in the living standard of these communities.



*Opening of Banaban Primary School Ablution Block
Rabi, September 2013*



POVERTY MONITORING UNIT



7.0 Poverty Monitoring Unit



Creating awareness on government pro poor programme during International Day for the Eradication of Poverty at Natewa, Cakaudrove



Focus Group survey on impact of rural health centres in Seagaqa, Macuata.



In relation to its strategic role in Government, the Poverty Monitoring Unit's sees to increase the effectiveness of program that seek to address and reduce poverty. Its strategic role is to monitor program that seek to alleviate poverty in order to help improve them and make them more effective. Its key performance measure is the number of improvements made to pro-poor program as a result of its suggestions, advice and support.

For 2013, the Unit's core business included:

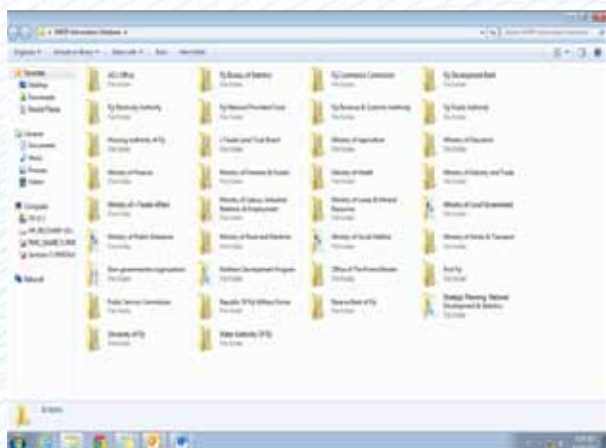
- i. Program Information Database
- ii. Conduct Program, Process and Impact Evaluations
- iii. Policy Briefs to PM and
- iv. Poverty Reduction Awareness/Information Dissemination

Additional responsibilities included Client Complaints Investigation, SEA implementation and Corporate Support Services.

Conduct Program, Process and Impact Evaluations

The Unit worked closely with its M&E counterpart 3ie and the Ministry of Education regarding the collation of available statistics and baseline information on the Busfare Subsidy. Rigorous reporting and consultation with Ministry of Education resulted in the Unit submitting all relevant baseline information to 3ie who were commissioning this exercise.

To improve our processes in this area, the Unit sent staff for training in the areas of Strategic Communications & Impact Assessment and Monitoring and Evaluation to London under the RIPA International Institute.



A screen shot of the PMU Information database

Program Information Database

This was the major achievement in the Unit for the year 2013. Through data collated from the Program Implementers and Central Agencies, the culmination of the database saw other Units within OPM utilizing the information stored in it. Information included in the Database include:

Programs plans and budgetary allocations, Quarterly Performance Reports, Reports on Consultations with Beneficiaries, Press Clippings and Media Updates pertaining to the respective Programs.

Highlights for 2013

Monitor, Evaluate and Report on the Implementation of INPEP

The Unit monitored 12 programs implemented by Government with regards to Poverty Alleviation and Rural and Outer Island Development.

They are as follows:

- i. Renewable Energy Projects
- ii. Rural Health Centers
- iii. Upgrading of Rural and Outer Island Jetties
- iv. Other Rural Water Supply
- v. Rural Housing Assistance
- vi. Upgrading of Existing Cane Access Roads
- vii. Grants to CATD
- viii. Northern Development Program
- ix. Student Loan Scheme
- x. Multi-Ethnic Affairs Scholarship
- xi. I-Taukei Affairs Scholarship
- xii. Foundation of the Education for Needy Children (FENC)

Beneficiary Consultations in the form of Focus Group Surveys were conducted in samples sites in order to gauge the progress and impact of these pro-poor programs on the people. Program Reports and Policy Briefs were generated and this proved very useful for Government Agencies in evaluating their respective poverty alleviation programs and rural and outer island initiatives.

In 2013 the Unit conducted its monitoring work in conjunction with the advice given by the Programme Implementers on the sites and the Team visited the Provinces of Ra, Ba, Tailevu, Naitasiri, Cakaudrove, Bua, Macuata, Rewa, Serua, Namosi, Nadroga and Navosa.



Monitoring of NDP funded goat farm in Tabia Labasa by PMU



Consultation on impact of IHRDP funded fish pond project in Kuku, Tailevu

Poverty Reduction Awareness/Information Dissemination

This was a strategy mooted by the Director to enable the Unit to target our rural communities through dissemination of information on the services and assistance made available by Government with reference to Economic Growth, Increasing Basic Social Services, Targeted Services for the Disadvantaged & Poor and Improving Participation and Empowerment.

This was the highlight for the last two quarters of the year, which saw the Team carrying out rigorous training on Participatory Learning and Action and commemorating the International Day for the Eradication of Poverty (IDEP) in the remote rural setting at the Natewa District in the Province of Cakaudrove. The IDEP 2013 focused on the theme “Working together towards a World without Discrimination - Building on the Experience and Knowledge of People in Extreme Poverty”.

The rural economy is mostly agricultural based and is vital in the economic livelihood of Fijians in the rural

areas. Government sees this as very important sector to focus on and relatively important in the alleviation of poverty in the country thus it is quite imperative to sustain a productive and able sector. The IDEP gave an opportunity for people to access information on services and assistance made available by Government to empower those living in hardship and also recognizes the part played by stakeholders to help reduce poverty in the country.

Apart from Agriculture, other Development Stakeholders were also present during these three days event to disseminate information about their Ministry. This integrated approach taken up by Government during IDEP becomes an effective exercise in making available services as a one stop shop during that period. The Official Programme was opened by the Deputy Secretary Policy Mrs Peniana Lalabalavu and officially closed by the Divisional Commissioner North, Mr Alipate Bolalevu.

2013 International Day for the Eradication of Poverty (IDEP) - NATEWA



DS Policy Mrs Peniana Lalabalavu & Divisional Commissioner North Mr Alipate Bolalevu officiating at the Opening and the Closing of the commemoration of the IDEP 2013

Participatory Learning And Action Research Coverage

Participatory Learning and Action Research is an approach for learning about and engaging with communities. It combines an ever-growing toolkit of participatory and visual methods with natural interviewing techniques and is intended to facilitate a process of collective analysis and learning.

The approach is used by the Poverty Monitoring unit to identify needs, planning, monitoring and evaluating projects and programs. Whilst a powerful tool, it offers the opportunity to go beyond mere consultation but promotes the active participation of communities in the issues and interventions that affects and shape their lives. It unlocks their ideas not only on the nature and causes of the issues but also on realistic solutions. The Unit conducted Participatory Learning and Action Training at 41 Villages in the Districts of Natewa, Tunuloa & Wailevu East & Wailevu West, Tavua and Tabalei.

The coverage for PLA were as follows:

Province	District	No. of Villages
Cakaudrove	Natewa	7
	Tunuloa	6
	Wailevu	26
Ba	Tavua	1
Ba	Tabalei	1
Total	5	41

Participatory Learning Action - Tavua



Participatory Learning Action (PLA) - Tabalei



This feature of the INPEP Programme has been quite beneficial for the Unit in terms of its deliverables in the OPM ACP and also meeting our mandate and requirements on our International Obligations. This exercise also allowed the Unit to improve relations with NGOs, CSOs, UNOs & Government Agencies



and stakeholders in disseminating information to assist the public in better understanding the mechanics and services made available by Government and its Development Partners in order to assist people to get out of Hardship or Poverty.

STRATEGIC FRAMEWORK FOR CHANGE CO-ORDINATION OFFICE



8.0 Strategic Framework for Change Co-ordination Office

The primary role of the SFCCO is to provide necessary support in terms of policy advice and programmes on the Roadmap for Democracy Sustainable Socio-Economic Development (RDSSSED) and the Strategic Framework for Change (SFC) implementation.

In carrying out this role, SFCCO:

- Ensures that the Roadmap (RDSSSED) is mainstreamed into Strategic Plans (2010 – 2014) in all Government Ministries' and Agencies' Annual Corporate Plans(ACP)s;
- Ensures the alignment of Ministries' and Departments' ACP key deliverables to the Roadmap;
- Monitors, audits and analyses the implementation of ACPs, Government Development Projects and Cabinet Papers quarterly ;
- Markets and Promotes the SFC and Roadmap; and
- Is Secretariat to the National Peoples Charter Advisory Council (NPCAC).

Public Relations & Media Division

The Public Relations and Media Division, is tasked primarily to facilitate and widely disseminate government's intent as outlined in the People's Charter for Change, Peace and Progress (PCCPP) through Media and Public Relations.

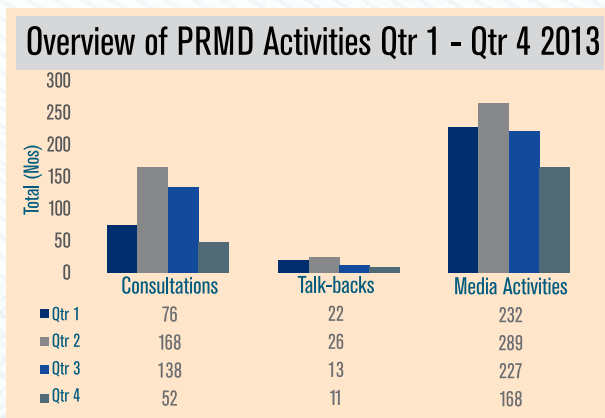
Since the establishment of the Division in 2009, it has facilitated the endorsement and implementation of the PCCPP with the formulating body of the National Council for Building a Better Fiji. The Division continues to facilitate and conduct its nation-wide awareness of the PCCPP ensuring that All Fijians are aware of government's functions and achievements and further facilitate the necessary mechanisms to assist every Fijian through the government assistance programmes provided. Public Relations and Media Division conducted awareness, programmes, civic education, radio talk back shows, exhibitions and media engagement to engage the nation in the drawing of a new Constitution and marketing of the constitution processes through these forums and media.

The division involved in partnership with the following:-

- District Advisory Councils
- Provincial Council Meetings
- Tikina Councils
- Municipalities, CSOs, NGOs, Youths, Women's group, Civil Servants and Corporate Bodies (Private Sectors)
- Radio Talkback shows and Exhibitions to get maximum participation

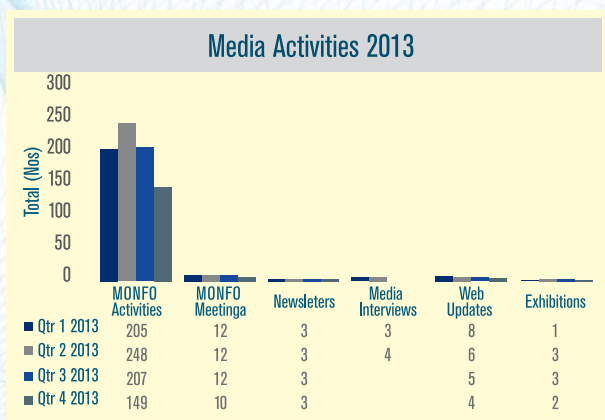
Consultations were held in all the four divisions and focused primarily on the current political developments, as government transits into the next phase which is the political phase of the SFC.

It was evident with the analysis reports over the four quarters that support for Government's political developments and the intent of Government increased steadily. Over the 12 months PRMD conducted a total of 430 meetings throughout the country meeting over 14,662 people. The division conducted consultations in the 14 provinces as well as the Suva's Peri-urban.

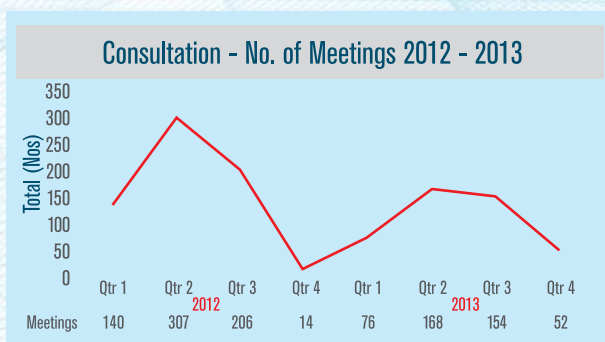


Graph 1.1 Overview of PRMD Activities

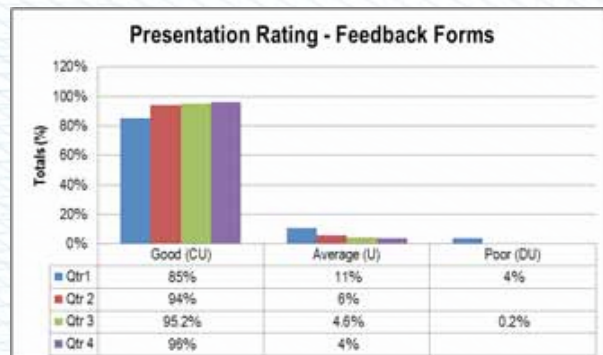
Over the first 6 months of the year the PR team focused in the People's Charter for Change Peace & Progress and the various political phases of development. Although PRMD had to focus largely on a number of Major PR Media activities they also managed to complete other responsibilities: Customer Complaints Referral, administration, Quarterly reports, staff, maintaining service excellence culture, community work, review of corporate documents, plans and logistics.



Graph 1.2 Overview of Media Activities by PRMD



Graph 1.3 Comparison on number of consultation conducted between 2012 and 2013 by PRMD.



Graph 1.4 Audience Rating of Officers' presentations during consultations.



Karalaini Waqanidrola (PRMD) and Suliano Driti (MEU) at OPM booth during Agriculture Show at Lautoka



PR Officers, George Katonivualku, Epeli Vuase and Kisoko Cagituevei (left-right) during the group strategy planning

While the PR team was able to address many issues raised by the people, the division was also challenged with various factors such as:-

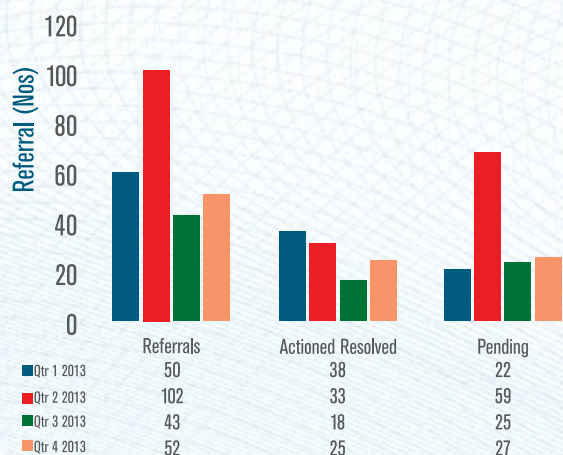
- Influences from certain (anti-government political parties, politicians, non-government organizations and civic society organization) groups that have hidden agendas against the Government's intent;
- Poor service delivery in many rural areas (by civil servants)
- Transactional vs Transitional change.



DS SFCCO, Mr Edward Tunidau (2nd from left) with Director Poverty Monitoring Unit (left), Mr Meleti Bainimarama and DS OPM Mr Naipote Katonitabua (garland) touring at the exhibitions at the Poverty Awareness in Sigatoka

The Partnership process between the Government and Civil Society Organization, Private Sectors and Non-Profit Organization has been ongoing during the year. Workshops, meetings and consultation took place during the year as part of the Partnership processes.

Referral Analysis for 2013



Graph 1.5 Analysis of Referrals received by PRMD for 2013.



Referral Officer, Jerry Tavua and Director PRMD, Mr Joeli Besetimoala attend to customers during Public Service Day Exhibition

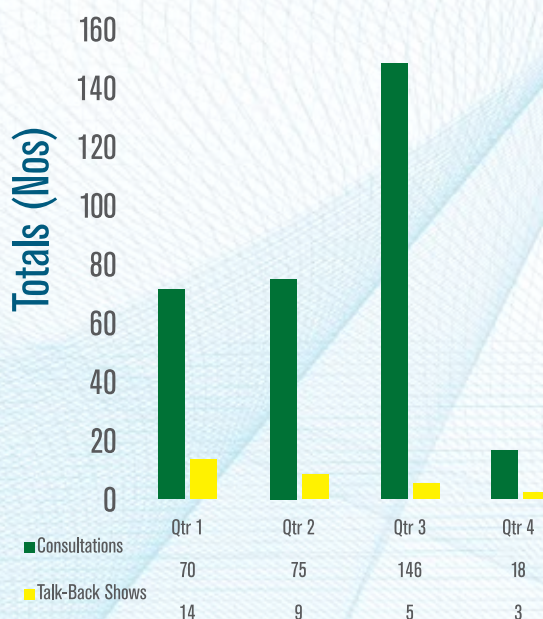
Majority of cases related to complaints of:

- Land disputes
- Utility services or bills
- Landlord and tenant issues
- Business licensing and investments e.g. Homestay
- Unfair business dealings and payments

National Identity continued to be a challenge in 2013. The PRMD unit promoted National Identity through workshops, talk back shows, provincial council meetings communities and respective target groups. It was also communicated through briefings by the Deputy Secretary to diplomatic corps.

It was noted that although Government has worked extensively to protect and secure the rights of all the Fijians including the i-taukei, people were still concerned over land ownership and security, traditional leadership, traditional or village-by-laws, Christian state and traditional institutions

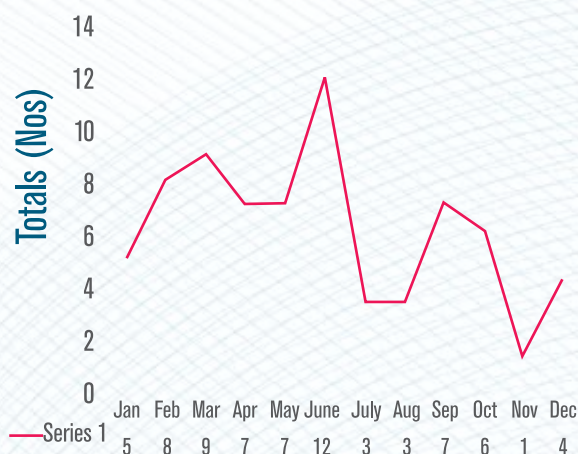
Analysis on activities conducted for NI



Graph 3.1 Summary of Activities on National Identity

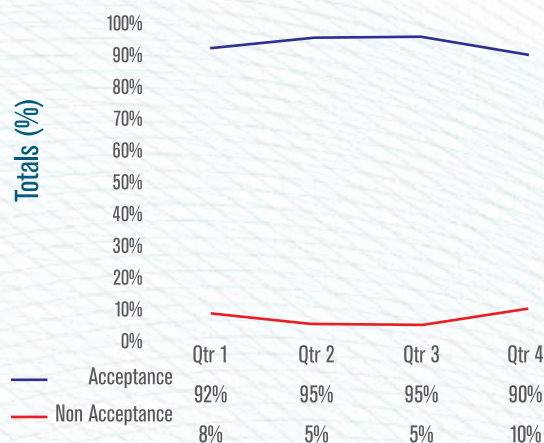
Radio talk back shows focused on number of issues such as political issues, issues on development and education sectors and socio economic concerns. At every broadcast there has been an expectation of 95% overall coverage (an approximate total of 339,362 people) of the entire Fiji group for each radio station.

Number of Talk-back Shows per Month for 2013



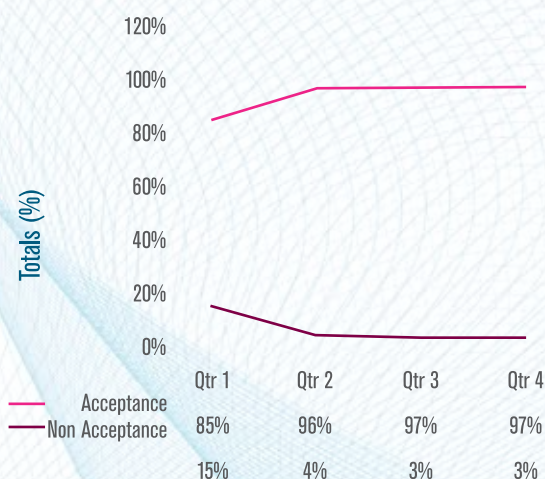
Graph 3.2 Analysis of talkback shows for January - December 2013

Support of PE Programs



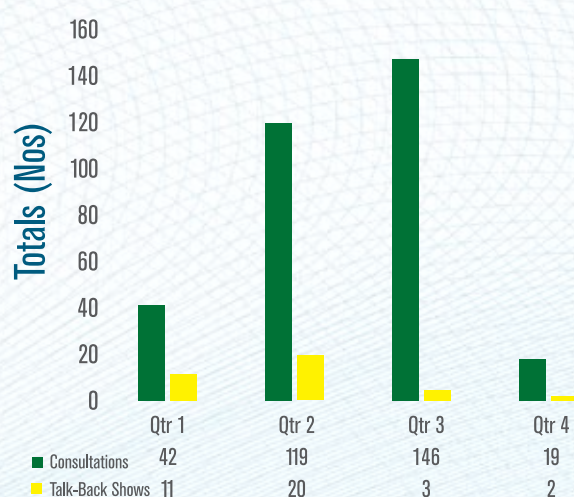
Graph 4.1 Support for Government Poverty Eradication Programs

Acceptance for NI



Graph 3.3 Summary of Activities of acceptance of Common National Identity

Analysis on activities conducted for PE



Graph 4.2 Summary of Issues raised in each of the Quarters

Empowerment and Awareness Programmes were conducted by the PRMD and Monitoring & Evaluation unit that included the briefs consultations and meetings.

Poverty reduction was a core objective of all the development partners and the first MDG concerns the eradication of extreme poverty and hunger. The programmes conducted provided Poverty Eradication mechanisms that people can use and the longevity of the programs.

The graph below shows the support for Government's Poverty Eradication Programmes.

The critical aspect of promoting gender equality is the empowerment of women, with a focus on identifying and redressing power imbalance and giving women more autonomy to manage their own lives. It's a vital sustainable development and the realization of human rights for all. PRMD conducted awareness programmes and was also involved in the workshops with the Youth Forum, FEM-link and UNDP etc. It promoted equality between men and women through emphasizing on the sharing equally in the distribution of power and influence, equal opportunities for financial independence through work, through setting up businesses, enjoy equal access to education and the opportunity to develop personal ambitions.

CharterUnit



NPCAC meeting at the Holiday Inn

SEA Evaluators meet with PS OPM and OPM Heads of Department.

The Unit plays the role of Monitoring the Peoples Charter Pillar Implementation Progress; Facilitating promotion of Peoples Charter; Preparing the Pillar Progress Report to the NPCAC and NPCAC Sub Committees; Provision of secretarial support to the NPCAC and NPCAC Sub Committees; Provision of logistics, secretarial and support services; Promote awareness of OHS Policy Compliance with Financial Management Reform and compliance with Government Procedures and Regulations; Ensure good governance practice, compliance with Public Service Values, Code of Conduct, PSC HR Policies/PSC Delivery, Service Charter as well as implementation of SEA principles; Facilitate management and development of Human Resources and Facilitate Recruitment Process The Charter Unit provides the Corporate Functions of SFCCO and the focused on the following in 2013;- 12 National Peoples Charter Advisory Council Sub-committee and five NPCAC meetings were conducted.

A meeting for the New Constitution was also conducted and the report was submitted to the Prime Minister. Pillar Implementation reports on the 3 sectors were also presented and presentations from Ministries and Departments were made to the Council on issues that needed more information and clarification.

Transportation services were provided by the four SFCCO vehicles, Office of the Prime Minister Vehicles as well as rentals. Rentals were hired for the facilitation of peri-urban consultation, out of station engagement and site visitations for Monitoring & Evaluation visitations and meetings. The vehicles were well maintained. All are in good running conditions and there were no accidents or traffic infringements throughout the year.

The Unit was very efficient in providing logistics support for all Consultations, Verifications, Meetings, talk back shows and other activities. Travel arrangements, accommodation and meal claims were facilitated for officers who worked overtime and those that went for site visits or workshops outside Suva.

All the Human Resource Activities was also carried out by the Unit including the Performance Assessments for Units to the collation of ACP Evidences.

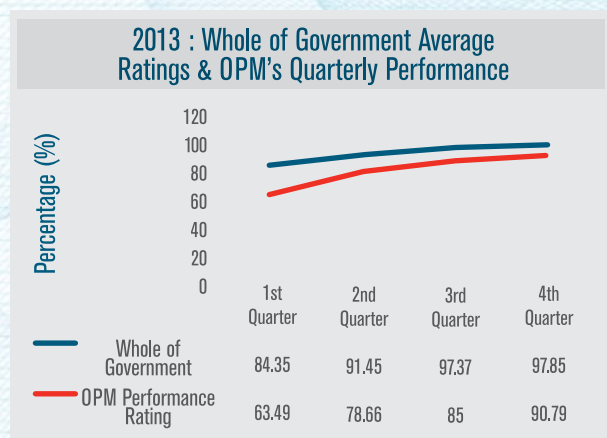




Vanuabalavu Bio-fuel plant (MEU verification)

Monitoring & Evaluation Unit

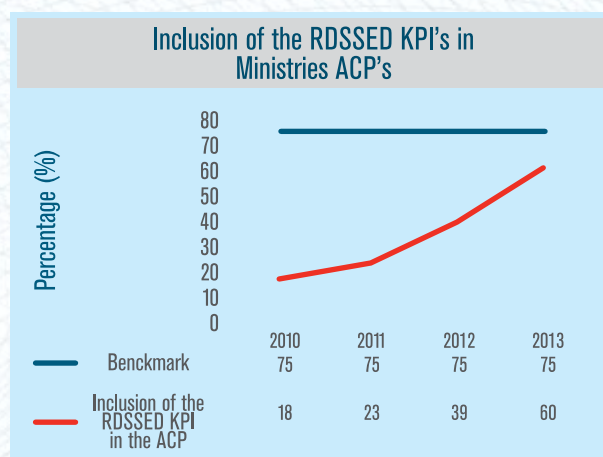
The Role of the Monitoring & Evaluation Unit or MEU is to Ensure alignment and mainstreaming of the SFC and RDSSED into Ministries and Departments Strategic and Annual Corporate Plans; Provide support to Ministry of Strategic Planning on capital and PSIP Projects monitoring and implementation; Support the PSC in the performance review of permanent secretaries; Monitor, audit and analyze implementation of ACPs, Government Development Projects Cabinet Papers; Provide regular briefs and quarterly progress reports and updates to PM and Ministries; and Provide brief and updates to other key stakeholders of Government Monitoring and Evaluation Unit continued with the monitoring of the RDSSED implementation across Government which includes 24 Ministries and 3 Departments in the four quarters of 2013. The quarterly monitoring and compilation of Government quarterly performance reports were also prepared.



Graph 2.1 Quarterly Performance of whole government in 2013 and the OPM quarterly ACP performance ratings

From 2012, the implementation of targeted activities in Ministries ACP improved significantly in 2013. This has attributed to the establishment of the monitoring system and processes within implementing Ministries and central agencies. This includes the adoption of a reporting and monitoring culture in the public service.

The Way Forward of the MEU in 2014 was the consideration of quality measures and quality indicators, encouraging Ministries to start establishing measures and processes to enable the evaluation of impacts of their deliverables to the national objectives and broad outcomes of government. Through the monitoring process over the last five years, MEU has identified timely quality indicators and then used to consider as performance measure.



Graph 2.2 Progress of inclusion of RDSSED objectives and KPI onto Ministry since 2010

The performance ratings of Government ministries show quantitative results with composition of processes achievements. In few cases, performance ratings still consist of achievements which do not have significant impact on the national outcomes or objectives of government.



MEW Officer, Mere Varani with Senior Ministry of Health officers during verification



Acting PAO, Varanise Tawake during the 1st Quarter verification with Ministry of Information



Acting PAO, Varanise Tawake during verification of the refurbished Raiwaga Health Centre

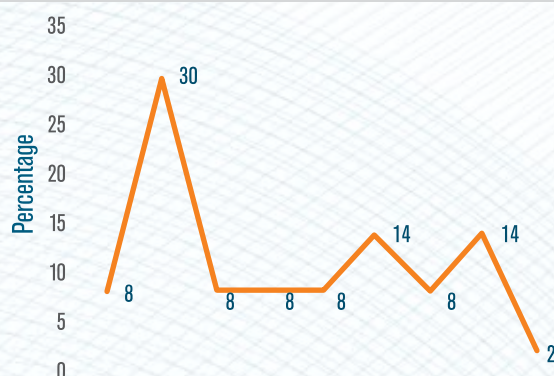


MEU Officer, Josefata Waqalala and Petero Saniele conducting verification with Fiji Police Force



Verification of the new Disability Centre in Labasa

Challenges & Issues of Concern raised by Ministries/Stakeholders in 2013



Graph 2.3 Summary of Feedback from Ministries / Stakeholders, captured through briefings, consultation, meetings and verifications

The MEU conducts continuous consultation with ministries to ensure RDSED indicators and objectives are included and addressed in Annual Corporate Plans every year. One of the performance measures was the effectiveness of the consultation processes with Ministries and stakeholders of government.

Divisional (includes Vanua Levu, Tailevu, Central & Eastern Division, Levuka, Kadavu and Western Division) site visits were also done after verification of the reports by the MEU team. MEU enormously worked on the data entries of various ministries/department's ACP 2013 into Monitoring & Evaluation System (MES). A total of 43 performance feedback briefings were conducted in 2013 with Ministries/Departments, with 23 being conducted in the 1st Quarter and 20 in the 2nd Quarter and the nearly the same for the other two quarters. Dr. Sundaran Annamalai of the World Bank was also briefed on Government's performance. Feedback to Ministries and Department on their performances for the quarter is part of the monitoring process and the feedback session gives the ministries and departments the opportunity to provide valuable feedback to the MEU for continuous improvements in the monitoring processes.

These feedbacks are documented by the MEU for guidelines on processes review and improvements. Apart from Ministries/ Departments, other government stakeholders were referred to the MEU to be enlightened on the government monitoring process, progress and achievements.

CORPORATE SERVICES DIVISION

Civil Service Medal Award



*Mr. Kisoko Cagituivei, Principal Information Officer ,
PRMD ,SFCCO*



Mr Isireli Vuli , Messenger / Cleaner

9.0 Corporate Services Division

The Corporate Services Division (CSD) provides corporate services to the eight (8) functional units/divisions in the OPM. The key operational areas for the division are: Finance; Administration Management; Records Management; Human Resources Management; Human Resource Development; Asset Management; Organization Management and Productivity Management.

Highlights 2013

Finance Support Service

In compliance to the Ministry of Finance's legislative requirements, the following were undertaken:

- 95% of our reconciliation was submitted.
The reports are in the form of Trusts reconciliation, Salary reconciliation, Drawings, IDC, SLG, Petty cash reconciliation as well as adhering to all instructions issued by Ministry of Finance via Finance Circulars.
- Timely submission of the Agency Financial Statement to the office of the Auditor General and 80% of our Audit queries for 2012 addressed.
- 98% payments to Suppliers and balance 2% due to supplier's non-compliance.
- Adherence to Closing of 2013 Accounts on time as set out by the Ministry of Finance.
- Meeting the Financial requirements of the Office in support of its business operation.

Finance

Budget Utilization Target Approved Provision vs Actual



From 2010-2011 & 2013, OPM spent within its approved budget allocation.

Human Resources Management and Development

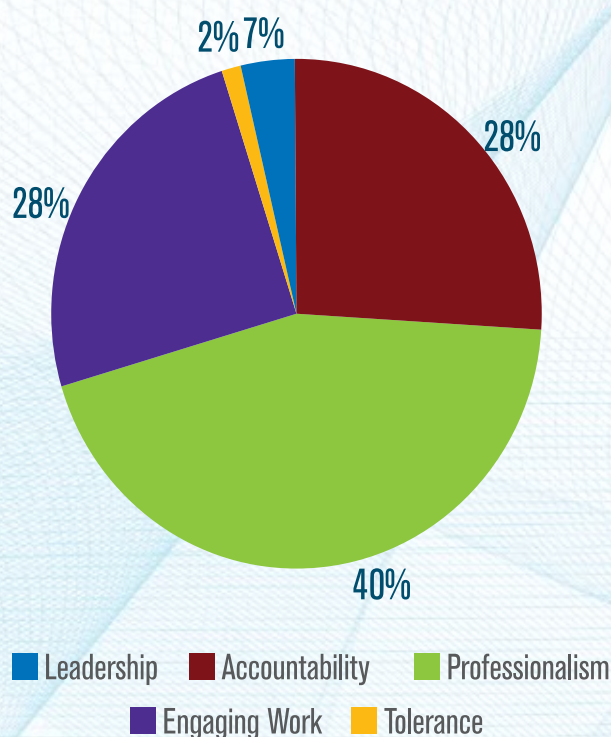
In ensuring better human resource management and development, ongoing reviews were undertaken on the Strategic Workforce Plan (SWP), Learning & Development Plan (LDP) and Succession Plan (SP) towards a competent workforce.

OPM Staff

Status – Employment	2010	2011	2012	2013
Full-time Employees (FTEs)	83	80	97	88
Part-time Employees	3	3	6	8
Temporary Employees	15	9	9	22
Contract Employees	20	38	53	60

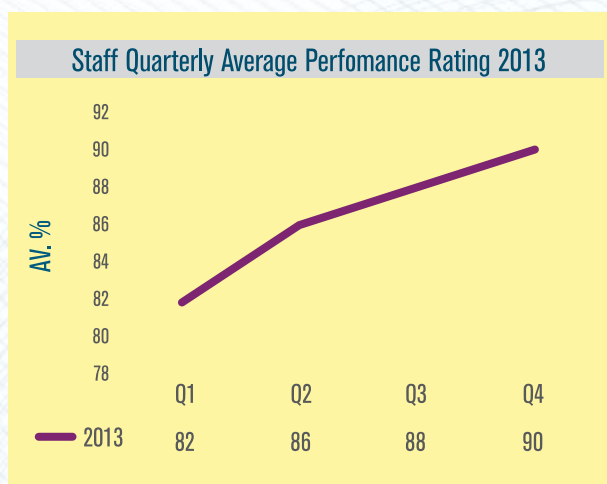
Human Resource Development

Focal Training Areas - Learning Development Plan



Based on the 2013 Learning and Development Plan, OPM concentrated on five major areas for Staff development. An illustration on the major areas and percentage of staff trained in each area is shown.

Performance Management

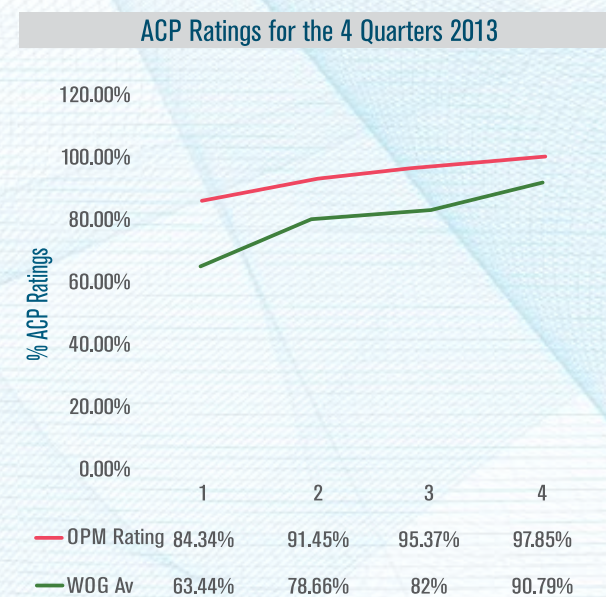


Under the Performance Management, the average quarterly performance ratings of the staff had improved from 82% in the first quarter to 90% in the fourth quarter, 2013.

Organizational Management

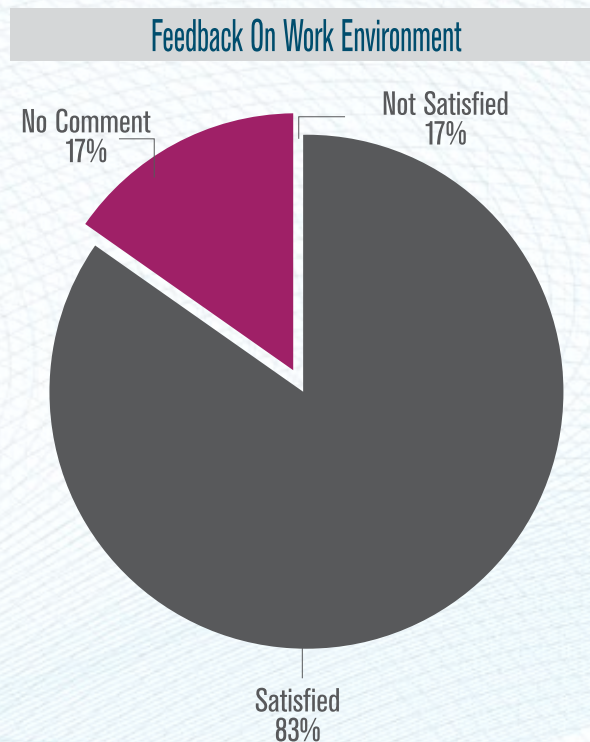
Under the OPM accountability framework compliance, the OPM Strategic Plan 2011-2014 was reviewed in May 2013 together with the Annual Corporate Plan.

OPM ACP assessment for 2013, had improved consistently from the first quarter at 84.34% to 97.85% in the fourth quarter. Illustrated below is OPM's ACP ratings for the four (4) quarters against the whole of government average.



Occupational Health and Safety

The Occupational Health and Safety Committee (OHSC) of the OPM conducted a health audit, promoting a healthy workforce. There were also numbers of other programs undertaken in compliance to the OPM OHS policy. The OPM ensured all staff were fully equipped and OHS compliant in the work environment to effectively and efficiently deliver at the standards of excellence for the OPM.



Productivity Management

The OPM was awarded the "Prize Award for Service Excellence" in 2013, indicative of a holistic team effort of the OPM staff under the leadership of the Permanent Secretary.

Social and Welfare Committee

OPM's WSSC was critical in ensuring staff participation in a number of corporate and social responsibility activities through volunteerism.

- 1ST QTR: community work at Fiji National Council for Disable Persons @ Brown Street,
- 2ND QTR- community work at Vanuakula Catholic School coincided with the handing over of school furniture – desks & chairs, mattresses & teachers cupboards
- End of the Year Function- held at the Novatel House, Lami on the 13th of December. The function the mini OPM SEA awards night.



10.0 Financial Statements & Reports

OFFICE OF THE PRIME MINISTER

AND

PUBLIC SERVICE COMMISSION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 DECEMBER 2013

OFFICE OF THE PRIME MINISTER
AND
PUBLIC SERVICE COMMISSION

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

TABLE OF CONTENTS

INDEPENDENT AUDIT REPORT.....	40
MANAGEMENT CERTIFICATE.....	42
STATEMENT OF RECEIPTS AND EXPENDITURE.....	43
APPROPRIATION STATEMENT.....	44
STATEMENT OF LOSSES.....	46
CHINESE GRANT TRUST FUND ACCOUNT – STATEMENT OF RECEIPTS AND PAYMENTS....	47
TAIWAN GRANT TRUST FUND ACCOUNT – STATEMENT OF RECEIPTS AND PAYMENTS.....	48
TRADING AND MANUFACTURING ACCOUNT – INCOME STATEMENT.....	49
TRADING AND MANUFACTURING ACCOUNT – BALANCE SHEET.....	50
NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS.....	51



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



REPUBLIC OF FIJI
OFFICE OF THE AUDITOR GENERAL

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



Excellence in Public Sector Auditing

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 DECEMBER 2013

INDEPENDENT AUDIT REPORT

Scope

I have audited the special purpose financial statements of the Office of the Prime Minister and Public Service Commission which have been prepared under the cash basis of accounting and notes thereon for the year ended 31 December 2013, as set out on pages 6 to 17. The financial statements comprise the following:

- (a) Statement of Receipts and Expenditure;
- (b) Appropriation Statement;
- (c) Statement of Losses;
- (d) Trust Account Statement of Receipts and Payments – Chinese Grant;
- (e) Trust Account Statement of Receipts and Payments – Taiwan Grant;
- (f) Trading and Manufacturing Account – Income Statement; and
- (g) Trading and Manufacturing Account – Balance Sheet.

The Office of the Prime Minister and Public Service Commission are responsible for the preparation and presentation of the special purpose financial statements and the information contained therein.

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

My audit was conducted in accordance with the International Standards on Auditing to provide reasonable assurance as to whether the special purpose financial statements are free of material misstatements. My audit procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the special purpose financial statements and evaluation of accounting policies. These procedures have been undertaken to form an opinion as to whether, in all material respects, the special purpose financial statements are fairly stated and in accordance with government policies stated in Note 2, the Audit Act and the Financial Management Act 2004, so as to present a view which is consistent with my understanding of the financial performance of the Office of the Prime Minister and Public Service Commission for the year ended 31 December 2013.

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

Qualifications**Chinese Grant and Taiwan Grant trust funds**

1. The Chinese Grant and Taiwan Grant trust funds shows ending balances of \$4,654,853 and \$68,127 respectively as shown in their Statement of Receipts and Payments. Contrary to section 58 (3) of Finance Instruction 2010, the two trust general ledger accounts were not balanced nor reconciled with their respective bank reconciliations and other subsidiary records. As such I am unable to express an opinion on these two trust fund account balances as at 31 December 2013.

Operating fund

2. There are un-reconciled differences of \$6,392,024 between the Drawings account reconciliation with its subsidiary records and the general ledger (FMIS) balance for the Office of the Prime Minister. Therefore, I was not able to ascertain the accuracy of the Drawings account balance shown in Note 5 of the accounts.

Qualified Audit Opinion

In my opinion, except for the matters referred to in the qualification paragraphs:

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

Without further qualifying the opinion, I draw attention to the following matter:

The Public Service Commission did not reconcile the expenditure in the FMIS general ledger as no expenditure ledger was maintained. It prepared its financial statements from the FMIS general ledger. As a result I was not able to ascertain the accuracy of the amounts stated in the Statement of Receipts and Expenditure.

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



Tevita Bolanavanua
AUDITOR GENERAL

Suva, Fiji

28 May 2014



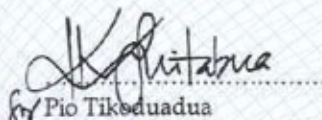
OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

MANAGEMENT CERTIFICATE

FOR THE YEAR ENDED 31 DECEMBER 2013

We certify that the financial statements:

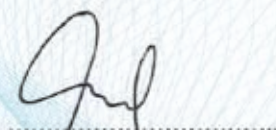
- (a) fairly reflect the financial performance of the Office of the Prime Minister and Public Service Commission for 2013; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004, the Finance Instructions 2010.

Pio Tikoduadua
Permanent Secretary - Prime Minister's Office

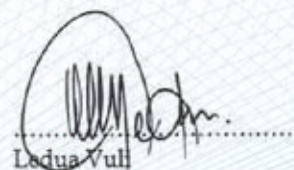
Date: 27 MAY 2014

Naomi Vonovono
Acting Principal Accounts Officer

Date: 27 MAY 2014

Parmesh Chand
Permanent Secretary for the Public Service

Date: 28.05.14

Ladua Vuli
Principal Accounts Officer

Date: 27/05/2014.

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

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

	Notes	2013 (\$)	2012 (\$)
RECEIPTS			
Agency Revenue		20,924	433,981
TOTAL REVENUE	3 (a)	20,924	433,981
EXPENDITURE			
Operating Expenditure			
Established Staff	3 (b)	6,454,445	6,084,453
Government Wage Earners	3 (c)	577,706	489,037
Travel & Communication	3 (d)	1,485,164	840,079
Maintenance & Operations	3 (e)	25,229,694	24,509,136
Purchase of Goods & Services	3 (f)	682,246	537,950
Operating Grants & Transfers	3 (g)	21,301,962	16,741,150
Special Expenditure	3 (h)	1,262,187	1,110,667
Total Operating Expenditure		56,993,404	50,312,472
Capital Expenditure			
Construction	3 (i)	143,825	5,210,894
Purchases	3 (j)	394,136	639,293
Capital Grants & Transfers	3 (k)	5,329,295	3,986,650
Total Capital Expenditure		5,867,256	9,836,837
Value Added Tax		4,075,502	4,826,896
TOTAL EXPENDITURE		66,936,162	64,976,205

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

APPROPRIATION STATEMENT

FOR THE YEAR ENDED 31 DECEMBER 2013

SEG	Item	Budget Estimate (\$)	Appropriation Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry- Over (\$)	Lapsed Appropriation (\$)
Operating Expenditure							
1	Established Staff	6,612,905	(149,277)	6,463,628	6,454,445	---	9,183
2	Government Wage Earners	554,385	41,235	595,620	577,706	---	17,914
3	Travel & Communication	971,576	532,886	1,504,462	1,485,164	---	19,298
4	Maintenance & Operations	25,380,510	9,992	25,390,502	25,229,694	---	160,808
5	Purchase of Goods & Services	582,515	136,785	719,300	682,246	---	37,054
6	Operating Grants & Transfers	17,194,300	4,152,842	21,347,142	21,301,962	---	45,180
7	Special Expenditure	2,438,100	(1,143,004)	1,295,096	1,262,187	---	32,909
Total Operating Expenditure		53,734,291	3,581,459	57,315,750	56,993,404	---	322,346
Capital Expenditure							
8	Construction	---	260,870	260,870	143,825	---	117,045
9	Purchases	400,000	---	400,000	394,136	---	5,864
10	Capital Grants & Transfers	6,170,000	(20,000)	6,150,000	5,329,295	---	820,705
Total Capital Expenditure		6,570,000	240,870	6,810,870	5,867,256	---	943,614
13	Value Added Tax	4,465,800	(80,687)	4,385,113	4,075,502	---	309,611
TOTAL EXPENDITURE		64,770,091	3,741,642	68,511,733	66,936,162	---	1,575,571

Appropriation Movements

In 2013, Cabinet approved the redeployment of \$169,999 from the Office of the Prime Minister's budget to other Ministries and Department budget and \$3,911,641 from other Ministries and Department budget to the Public Service Commission budget.

Other movements were as follows:

Virement No.	From	To	Amount (\$)
Public Service Commission			
DV0233	Various	Various	45,000
DV0239	Various	Various	25,650
DV0236	Various	Various	70,600
V02001/13	Various	Various	420,100
DV0205	SEG 6	SEG 5	38,000
DV0228	SEG 1	SEG 3	30,000

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

APPROPRIATION STATEMENT (continued...)

FOR THE YEAR ENDED 31 DECEMBER 2013

Virement No.	From	To	Amount (\$)
DV0226	Various	Various	47,200
DV0232	Various	Various	23,000
DV0237	Various	Various	15,000
Dv0238	Various	Various	180,000
V02003/12	Various	Various	60,000
Office of the Prime Minister			
Various	SEG 1	SEG 2	9,378
DV02	SEG 1	SEG 3	20,000
DV03	SEG 1	SEG 4	15,000
DV04	SEG 1	SEG 5	15,000
DV01	SEG 1	SEG 7	10,000
Various	SEG 3	SEG 2	12,051
DV63	SEG 4	SEG 3	57
Various	SEG 5	SEG 2	3,807
DV17	SEG 7	SEG 2	49,224
Various	SEG 7	SEG 3	609,730
Various	SEG 7	SEG 4	177,828
Various	SEG 7	SEG 5	57,392
DV25	SEG 7	SEG 8	260,870

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

STATEMENT OF LOSSES

FOR THE YEAR ENDED 31 DECEMBER 2013

Loss of Money

There was no loss of money recorded for the year ended 31 December 2013.

Loss (other than money)

The Board of Survey was conducted in 2013. The Permanent Secretary of Finance is yet to approve the write-off of the unserviceable assets reported in the Board of Survey report. The following section's assets amounting to \$51,045 for the Office were reported to be unserviceable:

Section	Amount for Unserviceable Items \$
Accounts	19,350
Development Cooperation & Facilitation	4,965
Administration	26,510
Policy Advisory	220
Total	51,045

The following section's assets amounting to \$30,374 for the Commission were reported to be unserviceable:

Section	Amount for Unserviceable Items \$
Government Service Centre	1,240
MIS Office	250
Office Accommodation	1,720
PS Performance Division	1,460
Policy Research & Advisory Division	530
Tribunal Office	220
Corporate Division	960
Information Management & Communication	23,994
Total	30,374

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

CHINESE GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

	Notes	2013 (\$)	2012 (\$)
RECEIPTS			
Interest		3,232	618
Other Receipts		5,341,863	1,227,621
Total Receipts		5,345,095	1,228,239
PAYMENTS			
Assistance to Schools		---	177,299
Installation - PM Office		---	9,150
Others		---	28,396
RFMF Engineers		---	66,618
Tax Clearance		---	107
Cheque Book Fees		---	8
Assistance to various entities and projects	7	1,712,021	---
Total Payments		1,712,021	281,578
Net Surplus		3,633,074	946,662
Balance as at 1 January		1,021,779	75,117
Closing Balance as at 31 December 2013		4,654,853	1,021,779

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

TAIWAN GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS

FOR THE YEAR ENDED 31 DECEMBER 2013

	2013 (\$)	2012 (\$)
RECEIPTS		
Interest Received	178	1,690
Total Receipts	178	1,690
PAYMENTS		
Assistance to Community Projects	14,325	77,965
Assistance to Schools	160,587	382,655
Assistance to RFMF	20,798	---
Gift - Fiji Government to the Solomon Island	13,525	---
Office Equipment	---	9,630
Resident Withholding Tax	24	---
Water Supply - Rural Areas	---	10,680
Total Payments	209,259	480,930
Net Deficit	(209,081)	(479,240)
Opening Balance as at 1 January	277,208	756,444
Closing Balance as at 31 December 2013	68,127	277,208

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION
TRADING AND MANUFACTURING ACCOUNT - INCOME STATEMENT
FOR THE YEAR ENDED 31 DECEMBER 2013

	Note	2013 (\$)	2012 (\$)
INCOME			
Rental Income	8	4,527,192	3,563,652
Total Income		<u>4,527,192</u>	<u>3,563,652</u>
EXPENDITURE			
Direct Labour		64,011	7,601
Travel and Communication		910	---
Maintenance and Operations		---	(27,380)
Purchase of Goods and Services		3,812,669	3,229,508
Special Expenditure		7,960	322,769
Total Payments		<u>3,885,551</u>	<u>3,532,498</u>
Net Profit		<u>641,641</u>	<u>31,154</u>

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

TRADING AND MANUFACTURING ACCOUNT - BALANCE SHEET

AS AT 31 DECEMBER 2013

	Note	2013 (\$)	2012 (\$)
Current Assets			
Cash at Bank		1,873,827	951,157
NET ASSETS		<u>1,873,827</u>	<u>951,157</u>
Liability			
Deposits and Deduction		58,566	31,150
Equity			
Accumulated Fund	9	1,815,261	920,007
TOTAL EQUITY AND LIABILITY		<u>1,873,827</u>	<u>951,157</u>

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2013**

NOTE 1: REPORTING ENTITY**Office of the Prime Minister**

The primary role of the Prime Minister's Office is to provide sound policy and administrative support to the Prime Minister and to the Cabinet. The Prime Minister's Office has a central place in facilitating the decision-making responsibility of Cabinet and in ensuring the implementation of Government's policies. These responsibilities are undertaken through activities within the Prime Minister's Office, namely Administration and the Cabinet Office. The administration of Poverty Alleviation Programme through housing assistance grants and seed grants for Income Generating Projects to eradicate poverty are also relevant in this regard.

Public Service Commission

The Public Service Commission under the State Services Decree 2009 No.6 act as a Central Agency that is responsible for the effective management and development of human resources; organizational and systems management and continuous improvement of the public services.

The Commission, under the Decree No. 6 subject to subsections 2, 3, 4 and 5 of this Section has the following functions:

- (a) To make appointments;
- (b) To remove persons from public offices; and
- (c) To take disciplinary action against holders of public offices.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES**(a) Basis of Accounting/ Presentation**

In accordance with government accounting policies, the financial statements of the Office of the Prime Minister and the Commission are 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 and the requirements of Section 71 (1) of the Finance Instruction 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies, except for that of the Trading and Manufacturing Accounts.

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2013**

(b) Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Office and Commission 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 expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue & Customs Authority (FRCA). Actual amount paid to FRCA during the year represent the difference between VAT Output and VAT Input.

(c) Comparative Figures

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

(d) Revenue Recognition

Revenue is recognised when cash is actually received.

NOTE 3: SIGNIFICANT VARIATIONS

- (a) Total Revenue decreased by \$413,057 or 95% in 2013 compared to 2012. This was due to the rectification of trading and manufacturing income incorrectly recorded as miscellaneous revenue in previous years.
- (b) The Established Staff costs increased by \$369,992 or 6% in 2013 due to the increase in staff establishment and payment of allowances.
- (c) The Government Wage Earners costs increased by \$88,669 or 18% in 2013 due to the increase in wages costs.
- (d) The Travel and Communication costs increased by \$645,085 or 77% in 2013 due to the increase in overseas travel costs together supplemented with the payment of per diem and meal allowances. In addition, increase in costs of communication with respect to mobile phones, fax, and internet.

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION**NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2013**

-
- (e) The Maintenance and Operation costs increased by \$720,558 or 3% in 2013 due to increase in costs of rent for quarters and offices and high costs of repairs and maintenance of vehicle and equipment.
 - (f) The Purchase of Goods and Services costs increased by \$144,296 or 27% in 2013 due to increase in costs for Board meeting and training costs for officials.
 - (g) The Operating Grants and Transfers increased by \$4,560,812 or 27% in 2013 compared to 2012. This was mainly due to the increase in scholarship payments by the Public Service Commission resulting in the redeployment of funds from other Ministries and Departments.
 - (h) The Special Expenditure costs increased by \$151,520 or 14% in 2013 due to increase in the poverty awareness programme undertaken by the Office of the Prime Minister.
 - (i) The Capital Constructions costs decreased by \$5,067,069 or 97% in 2013 due to the reduction in capital works undertaken by the Office of the Prime Minister.
 - (j) The Capital Purchases costs decreased by \$245,157 or 38% in 2013 compared to 2012. This was mainly due to the reduction in Office Fittings expenses by the Public Service Commission.
 - (k) The Grants & Transfers vote increased by \$1,342,645 or 34% in 2013 due to increase in small grant assistance provided by the Office of the Prime Minister.

NOTE 4: OPERATING TRUST FUND ACCOUNT

At balance date, there were funds amounting to \$12,698 for the Public Service Commission and \$513,582 for the Office of the Prime Minister that relates to various employee deductions.

NOTE 5: DRAWINGS ACCOUNT

At balance date, there were funds amounting to \$25,061,106 and \$1,726,167 under Drawings Account for the Office of the Prime Minister and the Public Service Commission respectively. These monies relate to cheques written by the Office and the Commission that have yet to be presented to the Bank.

OFFICE OF THE PRIME MINISTER AND PUBLIC SERVICE COMMISSION

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 DECEMBER 2013**NOTE 6: REVOLVING FUND ACCOUNT**

At balance date, there were funds amounting to \$2,013,571 and \$155,800 under Revolving Fund Account for the Public Service Commission and the Office of the Prime Minister respectively. The major component of this account was the repayment of scholarship.

NOTE 7: TRUST FUND ACCOUNT COMPARATIVE FIGURES

The assistance to various entities from the Chinese grant trust fund in 2013 were not categorised according to the expenditure classifications as per 2012 audited accounts.

NOTE 8: TMA - RENTAL INCOME

The Rental Income includes rental income from Government Quarters amounting to \$4,518,966 and Miscellaneous Revenue of \$8,226.

NOTE 9: TMA - Equity	2013 \$	2012 \$
Opening Balance	920,007	2,720,461
Net Profit	641,641	31,154
Add Transfer VAT Output to Equity	---	211,152
Transfer to Consolidated Fund Account	253,613	(2,042,760)
Closing Balance	<u>1,815,261</u>	<u>920,007</u>

2013 Ministry's Outputs and Performance Targets

OUTPUT	OUTPUT INDICATORS	2013 Target	2013 Achievements	Comparison to National Rating Percentage
TARGETED OUTCOME 1 – NEW CONSTITUTION				
Output 1.1: Constitution Awareness	Feedback report after promulgation.	4	4	National Rating: 5% Actual achievement: 5%
TARGETED OUTCOME 2 – THE ACCOUNTABILITY FRAMEWORK				
Output 2.1: Facilitate Decision Making	No. of Cabinet meetings facilitated	24<	15	National Rating: 30% Actual achievement: 28.95%
	Quarterly reports on advice issued by Cabinet office including reports	4<	4	
	No. of policy or cabinet papers initiated by OPM	10<	10	
	No. of quarterly reports regarding briefing papers prepared for the Prime Minister	4	10	
	No. of quarterly reports regarding speeches/ messages/releases prepared for the Prime Minister	4	8	
	No. of quarterly reports on Prime Minister’s engagement	4	4	
	No. of quarterly reports on HOD engagements	4	4	
Output 2.2: Support for civil society and improve cooperation with international and regional agencies	No. of quarterly reports on stakeholder consultations	4	16	National Rating: 30% Actual achievement: 28.95%
Output 2.3: Corporate Support services	No. of quarterly Analysis Reports on corporate services	4	4	
	No. of quarterly updates re implementation of Risk Management plan	4	4	
Output 2.5: Client Complaint Investigation	No. of consolidated Quarterly Analysis Reports on Complaints	4	4	National Rating: 30% Actual achievement: 28.95%
OUTCOME 3 – PUBLIC SECTOR REFORM				
Output 3.1: Review and Streamline Organizational Structure	No. of Quarterly reports on new ministerial assignments, unit restructure, staff& positional movements.	4	4	National Rating: 22% Actual achievement: 20.9%
Output 3.2: Compliance and Monitoring	No of Ministries monitored on compliance with the RDSSED	25	26	
	No. of quarterly reports on critical PSIP projects (Top 10) monitored	10	12	
	No. of Ministries performance report	25	26	

OUTPUT	OUTPUT INDICATORS	2013 Target	2013 Achievements	Comparison to National Rating Percentage
OUTCOME 3 – PUBLIC SECTOR REFORM				
Output 3.3 Charter Implementation	Quarterly PCCPP monitoring progress reports	4	4	National Rating: 22% Actual achievement: 20.9%
	Quarterly NPCAC meetings	4	4	
Output 3.4 Organizational Management Improvement	Bi-Annual Implementation Report of LDP, SWP & SP	2	2	
	Quarterly Implementation Report of Service Excellence Framework	4	4	
Output 3.5 Re-organization of the Department of National roads to Fiji Roads Authority	Fiji Road Advisory Committee or Board meetings	10	12	
Output 3.6 Institutional Strengthening of Parliament	No of quarterly updates from the renovation & Parliament working committee	3	1	
OUTCOME 4 – NATIONAL IDENTITY & SOCIAL COHESION				
Output 4.1 Consultations and awareness on National identity	No. of quarterly reports on consultations &awareness on national identity	4	4	National Rating: 3% Actual achievement: 3%
OUTCOME 5 – POVERTY REDUCTION				
Output 5.1 Integrated National Poverty Eradication Programmes (INPEP)	No. of Quarterly updates for the 12 programmes monitored by the Unit	4	4	National Rating: 10% Actual achievement: 10%
	No. of Quarterly updates of the Programme Information Database	4	4	
	No. of Bi-annual updates on Research and Feedback reports for the 12 programmes	4	4	
	No of Quarterly Updates on the progress regarding Impact Evaluation of 1 Pro-poor Programme.	4	4	
	No of quarterly updates on the implementation of activities related to the Conference	4	4	
OUTCOME 6 –GENDER EQUALITY & WOMEN IN DEVELOPMENT				
Output 6.1 Implementation of Gender Mainstreaming Strategies	No. of Quarterly Implementation Reports	4	4	National Rating: 2% Actual achievement: 2%
OUTCOME 7 – RURAL & OUTER ISLANDS DEVELOPMENT				
Output 7.1 Community Development (Small Grant & Infrastructure Development)	Database for DCFD projects	1	1	National Rating: 13% Actual achievement: 13%
	No. of Quarterly project reports including impact assessment	4	4	
	No. of Quarterly reports on Aid and Loan projects implemented	4	4	

OUTPUT	OUTPUT INDICATORS	2013 Target	2013 Achievements	Comparison to National Rating Percentage
OUTCOME 7 – RURAL & OUTER ISLANDS DEVELOPMENT				
Output 7.2 Provide Marketing Assistance to Established Rural Farmers	No of Quarterly Implementation reports of AMA's 2013 ACP	4	4	National Rating: 13% Actual achievement: 13%
OUTCOME 8 – INFORMATION AND TELECOMMUNICATIONS				
Output 8.1 Effective management and administration of broadcast services	Quarterly implementation of FBC progress report and PSB contract	3	3	National Rating: 8% Actual achievement: 8%
OUTCOME 9 – FORESTRY				
Output 9.1 Oversight of Mahogany Industry	No of Quarterly Council meetings facilitated	4	4	National Rating: 2% Actual achievement: 2%
Output 9.2 Effective management of Fiji Mahogany Trust	Quarterly implementation report of FMT ACP	4	4	
OUTCOME 10 – FINANCIAL SERVICES				
Output 10.1 Agency Financial Statements	AFS Report	4	4	National Rating: 5% Actual achievement: 5%

Acronyms

ACP	Annual Corporate Plan
CSO'S	Civil Society Organizations
DCFD	Development Cooperation & Facilitation Division
DS	Deputy Secretary
FTG	Forces Training Group
GWE	Government Wage Earners
HOD	Head of Department
HR	Human Resources
IDEP	International Day for Eradicating Poverty
INPEP	Integrated National Poverty Eradication Programme
MEU	Monitoring and Evaluation Unit
MES	Monitoring Evaluation System
NGO'S	Non-Government Organizations
NPCAC	National People's Charter Advisory Council
OHS	Occupational Health and Safety
OPM	Office of the Prime Minister
PAU	Policy Analysis Unit
PM	Prime Minister
PMO	Prime Minister's Office (used interchangeably with OPM)
PMU	Poverty Monitoring Unit
PS	Permanent Secretary
PSC	Public Service Commission
PSIP	Public Sector Investment Programme
PSO	Personal Security Officers
PLA	Participating Learning and Exercise
PRM	Public Relations and Media
RDSSSED	Roadmap for Democracy, Sustainable Socio Economic Development
RFMF	Republic Fiji Military Forces
SEA	Service Excellence Awards
SFCCO	Strategic Framework For Change Coordinating Office
SGS	Small Grants Scheme
UN	United Nations
WSSC	Welfare, Sports & Social Committee