



# ANNUAL REPORT 2016 – 2017





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## Vision, Mission and Values

<b>Vision</b>	Dynamic Youth, Live Better Through Sports
<b>Mission</b>	Empowering Youth and Fostering a Culture of Sporting Excellence for All
<b>Values</b>	<p>We in the Ministry of Youth and Sports are committed to delivering our services based on the following seven elements of success that are depicted in the seven stars of our logo;</p> <ol style="list-style-type: none"> <li>1. Focus</li> <li>2. Integrity</li> <li>3. Ambition</li> <li>4. Drive</li> <li>5. Passion</li> <li>6. Perseverance and</li> <li>7. Positive Attitude</li> </ol>

## Branding

### Logo elements

**1**

**DYNAMIC INDIVIDUAL**

Dynamic individual represented by the graphic and colour

Adaptability and flexibility represented by the graphic

Individual is striving and reaching for the stars

**2**

**7 STAR PERFORMANCE**

7 Stars represent striving for greater success

7 Stars represent: 7 elements of success: "Passion, Perseverance, Focus, Integrity, Ambition, Drive & Positive Attitude"

**3**

**BRIGHT FUTURE**

The bright light is of the sun which represents a bright future and the power of dreams by optimizing natural talents with the right support from all

**4**

**PATRIOTISM & PRIDE**

Fiji Flag and shield represents the country, thus patriotism and pride, both with youth and sports

The Fiji flag also represents support for youth and sports from all

### colour concepts

Red represents action, confidence, vitality and courage

Black represents endless potential

Blue represents youth, spirituality, inspiration and sincerity

Orange/Gold represents wealth, prosperity, wisdom and positivity

**youth sports**

Building values that lead to success

## Permanent Secretary's Letter



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## Ministry of Youth and Sports

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GOVERNMENT BUILDINGS  
SUVA, FIJI

"DYNAMIC YOUTH, LIVE BETTER THROUGH SPORTS"

## OFFICE OF THE PERMANENT SECRETARY

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

Honorable Minister

## Annual report 2016-2017

I am delighted to present to you the Annual Report for the period August 2016 to July 2017 for the Ministry of Youth and Sports. This report covers the new financial year period. The document provides an overview of the Ministry's performance and outlines the Ministry's achievements against its annual corporate plan.

During the period, a significant focus was placed on addressing issues of good governance, including the development of internal policies, the implementation of the Civil Service reforms, the training of our officials in anti-corruption led by the Fiji Independent Commission Against Corruption and in gender sensitivity led by the Fiji Women's Crisis Centre.

The Ministry also began the review of the National Sports Policy with public consultation through both the use of an online questionnaire as well as face-to-face interviews. This will be finalized in the new financial year. With sport being part of the heartbeat of Fiji, it was with great excitement that we saw the return on the investment made by the Government through the Fiji National Sports Commission in the national 7s rugby team and Team Fiji as a whole. There is no doubt that the first Olympic Gold medal, following on from the Honorable Assistant Minister's Gold medal in the 2012 Paralympic Games, will be a talking point for years to come.

We deepened our cooperation with the multi-lateral organisations within the United Nations' umbrella and extended this to include the International Labour Organisation. We signed a memorandum of understanding with the Peace Corps which has been operating in Fiji since 1968, being the first Ministry to do so and we stabilised and began to expand the Duke of Edinburgh International Award in the country.

The change in direction of the Ministry as the Ministry for All Youth began to take shape and exciting times lie ahead for the Ministry and the sector.

Yours faithfully,

ALISON BURCHELL  
Permanent Secretary

## Permanent Secretary's Statement



With the Civil Service Reforms picking up pace, a significant amount of time was dedicated to ensuring the open merit recruitment and selection was implemented across the Ministry in a consistent way. This required training of a significant number of staff but it bore fruit as a number of new appointees from outside the Ministry and the civil service were appointed adding a new dimension to the work of the Ministry. Similarly in the

period under review, preparations were made for the job evaluation process and a fairly smooth transition was made in the Ministry.

As part of improving the planning process of Ministries through the civil service reforms, the Ministry reviewed its strategic plan. From the end of the financial year, the focus is on "building values that lead to success" through being a "Ministry for all youth" and integrating sport and youth development into the mainstream work of the Ministry. This has also allowed a more inclusive approach with some priority being given to youth at risk in line with Government's stated objective of leaving no-one behind. There are areas of improvement including more services being provided in urban areas, to women and persons with disabilities as well as changing from outputs to outcomes and impacts.

In other areas, the Ministry began to focus on delivering accredited training with a number of accredited service providers. This has helped ensure greater cooperation in the sector and to improve the standard of training. In line with this, the Ministry also began the process of "practising what we preach" and worked with the Fiji Higher Education Commission to get our youth training centres, our trainers and our training programmes accredited. Through the initiative of our Honorable Minister, the Ministry also accepted three young people, two men and one woman, from Tuvalu to train in carpentry and organic farming at the Youth Training Centre in Sigatoka. All three completed their training and opened the door for more young people to come to Fiji to train at our Youth Training Centres as part of our commitment to "south-south cooperation".

As part of our ongoing commitment to youth development, the Ministry took the initiative to put those staff interacting with youth on a course to become trainers. This is so that their time in the field becomes more rewarding as they take on a training role in addition to consulting and monitoring. This will further enable the Ministry to meet the commitment made at the Commonwealth Youth Ministers' Meeting to mainstream youth development work within this Ministry and throughout Ministries. With

over 60% of Fiji's population being in the youth category, this is appropriate and requires coordination by the Ministry to ensure complementary and focused quality service delivery.

During the year, the Ministry assisted those youth in villages affected by TC Winston, in cooperation with the Ministry of Women, Children and Poverty Alleviation, to learn how to rebuild their homes. This was done through offering accredited training with the Technical College of Fiji. To support this initiative further, the Ministry provided basic carpentry equipment to each village. The fact that several women underwent this training and that some of the trainees were able to secure jobs afterwards were additional and significant benefits.

The Ministry also began cooperation with the Maritime Safety Authority of Fiji in offering boat master's training to youth based in maritime areas. While not accredited, this training is the only such training available and, for the first time, women were encouraged and took up the challenge of undergoing this training.

A new avenue of cooperation was also pursued in working with the Fiji Corrections Service to put young people through the Seeds of Success programme run by the Ministry. This is to instill a level of discipline based on understanding responsibilities as well as building self-confidence. This programme started in Suva and will expand to the Western and Northern Divisions. On a related front, the Ministry and Fiji Police Force worked together on particularly sports related programmes to develop discipline, teamwork, respect for rules, as well as improved fitness through physical activity. Both of these programmes will continue and expand.

On the sports front, the Ministry has supported the development of sport through the Fiji National Sports Commission and the Fiji Sports Council. The Ministry also re-established the Boxing Commission of Fiji to begin the revival of professional boxing in the country. Netball Fiji happily won the bid to host the U20 World Netball Cup and Weightlifting Fiji won the bid to host the 2019 World Junior Weightlifting Championships – both feathers in Fiji's cap as part of the developing sports tourism strategy. Throughout the year, there were processes put in place to develop memoranda of understanding (MOU) with other countries. This included renewing the MOU with Tuvalu through the Ministry of Education, Heritage and Arts, discussing four MOUs with the Ministry of Sport and three prefectures and cities in Japan, an MOU on sport with Korea among others.

Our thanks go to our partners, including foreign embassies and multi-lateral agencies, to our stakeholders in sport and to the non-formal education sector for your ongoing contributions. Thanks also to our clients in the youth and sports sector for your support.

Our thanks also go to the Honorable Minister and Assistant Minister for their ongoing guidance and commitment to the cause of both youth and sports development as well as for pushing the Ministry to meet our ongoing commitments to the highest standards possible.

ALISON BURCHELL

## 1. Organizational Profile

### 1.1. Roles and Responsibilities

The Ministry of Youth and Sports' core responsibilities are to establish a policy environment that provides strategic support systems, initiatives for personal development, character building, sports policy implementation and community based youth led programs.

There are two core programmes coordinated and facilitated by the Ministry of Youth and Sports.

- **Youth Development:** The programme centres on the provision of assistance to youths through advisory, empowerment and capacity building including specific skills training.
- **Sports Development:** The programme focuses on the development of sports and its infrastructure nationwide through the provision of grants to the Fiji National Sports Commission, National Sporting Organisations and the Fiji Sports Council as well as the provision of basic sports equipment and the development of rural playing fields.

### 1.2. Legislations and Policies

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

#### Primary Legislation:

1. Fiji Sports Council Act 1978
2. Boxing Commission of Fiji Act No.13 of 2008
3. Fiji National Sports Commission Act 5 of 2013.

#### Existing Secondary Legislation:

A number of Acts directly impact and are linked to the Ministry's functions and these are:

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

#### Policies:

There are two main policies that guide the work of the Ministry of Youth and Sports:

1. National Youth Policy
2. National Sports Policy

### 1.3. Divisional Offices

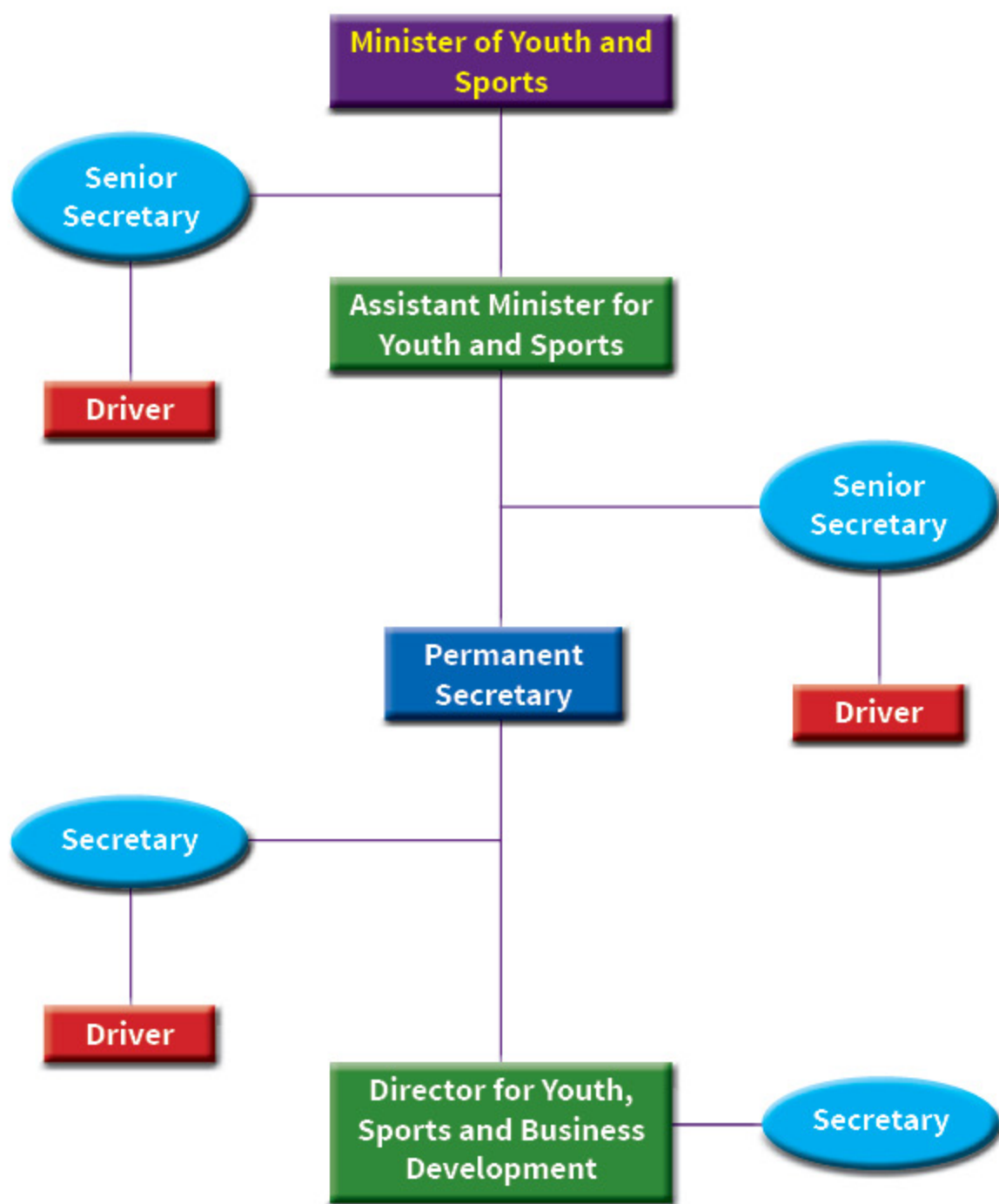
The Ministry of Youth and Sports (MYS) has four divisional offices based in each of the four divisions namely Central, Eastern, Western and Northern.

**Table 1: Location of MYS Offices**

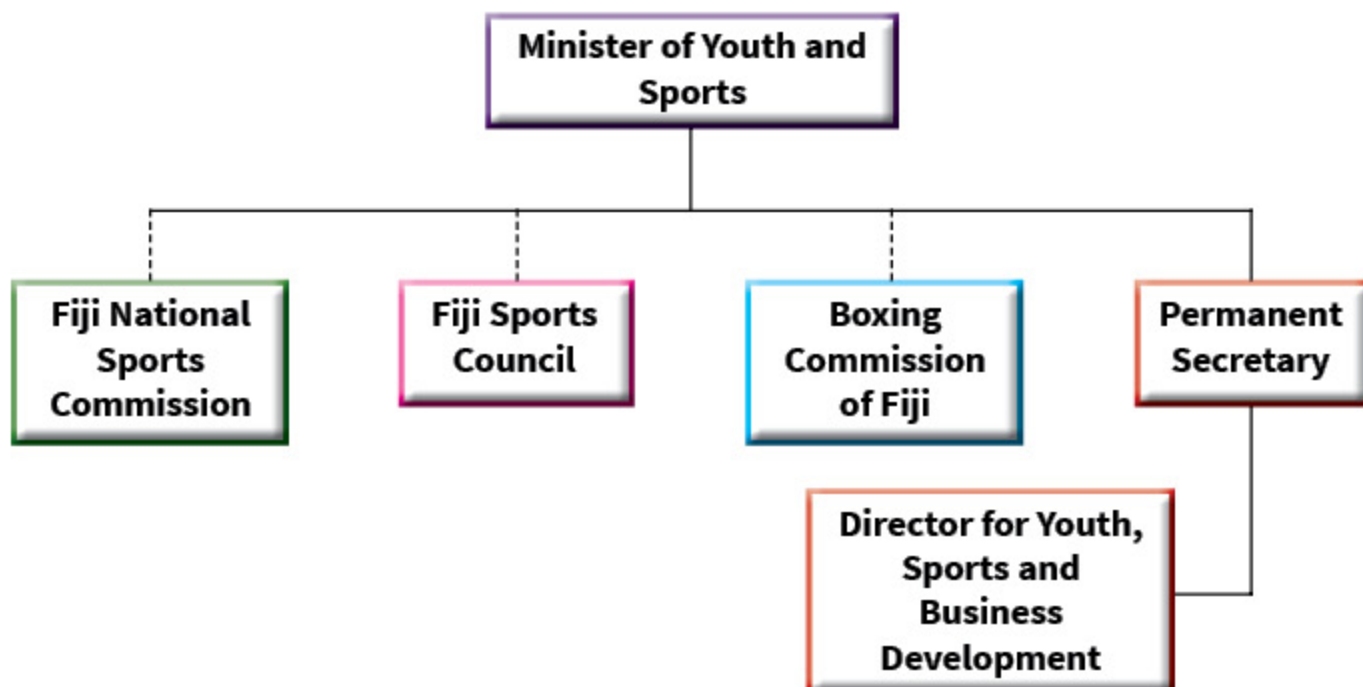
Office	Location
<b>Headquarters</b> <ul style="list-style-type: none"> <li>• Office of the Honourable Minister of Youth and Sports</li> <li>• Office of the Honourable Assistant Minister of Youth and Sports</li> <li>• Office of the Permanent Secretary Youth and Sports</li> <li>• Office of the Director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

## 2. Structure

## 2.1. Executive Office Structure

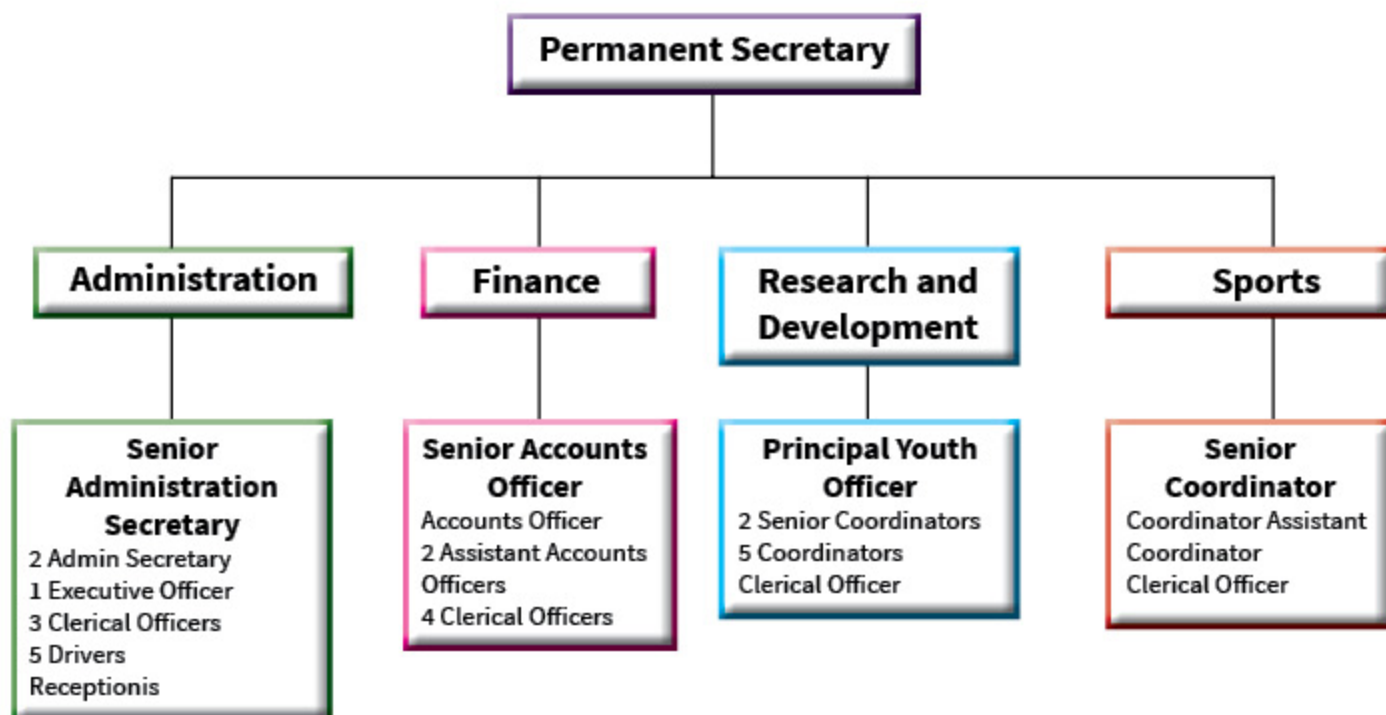


## 2.2. Divisional Structure



DIVISIONS				
CENTRAL	EASTERN	NORTHERN		WESTERN
Principal Youth Officer	Principal Youth Officer	Principal Youth Officer		Principal Youth Officer
Senior Youth Officer Youth Officers x 3 Youth Administrators x 4 Secretary/Typist Clerical Officer Driver	Senior Youth Officer Youth Officers x 2 Youth Administrators x 4 Driver	Senior Youth Officer Youth Officers x 2 Youth Administrators x 3 Clerical Officer Secretary/Typist Messenger/Cleaner Driver		Senior Youth Officer Youth Officers x 3 Youth Administrators x 3 Secretary/Typist Clerical Officer Driver
YTC Valelevu	YTC Yavitu	YTC Naqere	YTC Naleba	YTC Nasau
Trainers x 3 Clerical Officer Volunteer Bandsmen/women x15	Carpentry Trainer Assistant Trainer Caretaker Kitchen hand	Assistant Trainer Caretaker Kitchen hand	Trainer Assistant Trainer Caretaker Kitchen hand	Carpentry Instructor Agriculture Instructor Clerical Officer x 2 Store person Driver Stockman Farm hand Labourer x 2 Kitchen hand x 2

## 2.3. Corporate Section Structure



### 3. Linkages between MYS Outcomes and Government Development Frameworks



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

Key Pillar(s) PCCPP	Targeted Outcomes outlined in the Roadmap for Democracy and Sustainable, Socio-Economic Development (RSSEd)	Outcome Performance Indicators/Measures	Ministry's Outputs
4	Outcome 6 Public Sector Reform	<ul style="list-style-type: none"> <li>Cabinet Papers accepted and approved by Cabinet</li> <li>New policies approved for implementation</li> <li>National Youth Council Fiji (NYCF) quarterly activity reports submitted</li> <li>Endorsement of NYP implementation report</li> <li>New youth research papers endorsed for policy direction</li> <li>Review of situational analysis reports</li> <li>Skills identified through Training Needs Surveys</li> <li>Endorsement of Monitoring and Evaluation Reports</li> <li>Accurate, up-to-date accessible MYS data online</li> </ul>	Output 1: Portfolio Leadership, Policy Advice and Secretariat Support
3, 9	Outcome 31 Gender Equality and Women In Development	<ul style="list-style-type: none"> <li>35% of young women into Self Help Projects through MYS Multi Skills Training</li> <li>50% Success Rate of Young Women in Self Help Projects</li> <li>Gender Equality Training for Youths</li> </ul>	Output 2: Youth Capacity Building and Project Establishment for Improved Livelihood

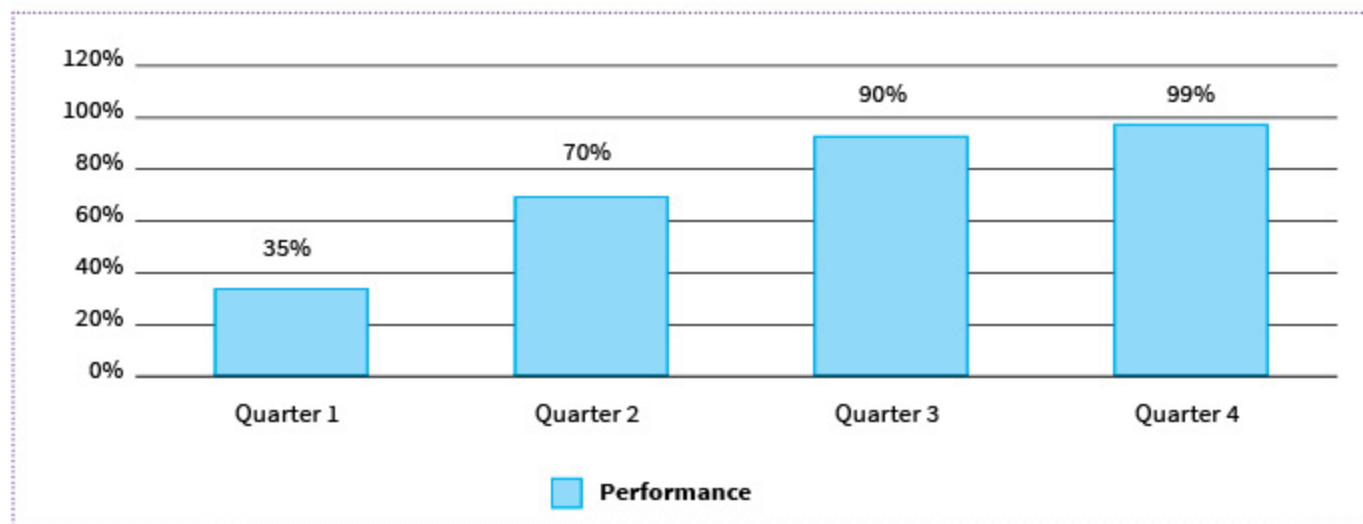
Key Pillar(s) PCCPP	Targeted Outcomes outlined in the Roadmap for Democracy and Sustainable, Socio-Economic Development (RSSEd)	Outcome Performance Indicators/Measures	Ministry's Outputs
2, 3, 5, 7, 8, 9, 10	Outcome 32 Children and Youth	<ul style="list-style-type: none"> <li>• Youth and Sports resolutions developed and endorsed through the successful completion of the National Youth and Sports Conferences</li> <li>• Endorsement of Youth Coordinators' reports and release of quarterly allowances</li> <li>• Increase in MYS Media Releases</li> <li>• Active participation in Radio Talkback shows and live broadcasts</li> <li>• Publication of MYS IEC materials and advertisements</li> <li>• Timely publication of electronic newsletters and MYS quarterly newsletters</li> <li>• Effective and timely updates posted on MYS website and social media pages</li> <li>• Establishment of fully functional and accessible Resource Centre at YTC Nasau</li> <li>• Increased participation of youths with special needs in MYS programmes</li> <li>• New MOUs endorsed and implemented and Technical Working Group (TWG) reports endorsed</li> <li>• Facilitation of MYS stakeholder workshops</li> </ul>	Output 2: Youth Capacity Building and Project Establishment for Improved Livelihood
2, 9, 10	Outcome 33 Sports Development	<ul style="list-style-type: none"> <li>• Increase number of organizations assisted with sports equipment</li> <li>• Development of standardized sports field</li> <li>• Successful completion of phase 1 and 2 of sports complex development</li> <li>• Inclusion of special needs athletes in Sports for All and MOUs endorsed and administered with key stakeholders</li> <li>• Administration and release of grants to Fiji National Sports Commission</li> <li>• Administration and release of grants to Fiji Sports Council</li> <li>• Improved rankings through the participation of national teams in international sporting events</li> <li>• Greater participation in the National Sports and Wellness Day programmes</li> </ul>	Output 4 Sports Development

## 4. 2016 - 2017 Performance

The Ministry of Youth and Sports' Annual Report assessment for 2016-2017 covers the progress of implementation of the 2016 - 2017 Annual Corporate Plan from the period 1 August 2016 to 31 July 2017.

The graph below illustrates a trend analysis of the Quarterly Performance rating given by the Research and Development Section with regards to the Ministry's achieved outputs as outlined in its 2016-2017 Annual Corporate Plan.

**Figure 2: Ministry of Youth and Sports' cumulative performance ratings for 2016-17 by quarter**



The figure above shows the cumulative percentage of outputs achieved over the four quarters within the 2016-2017 Financial Year.

The table below provides a summary of the Outcomes achieved for the 2016-2017 financial year which contributed to the overall rating achievement for the year.

**Table 3: 2016-17 Performance rating by outcome**

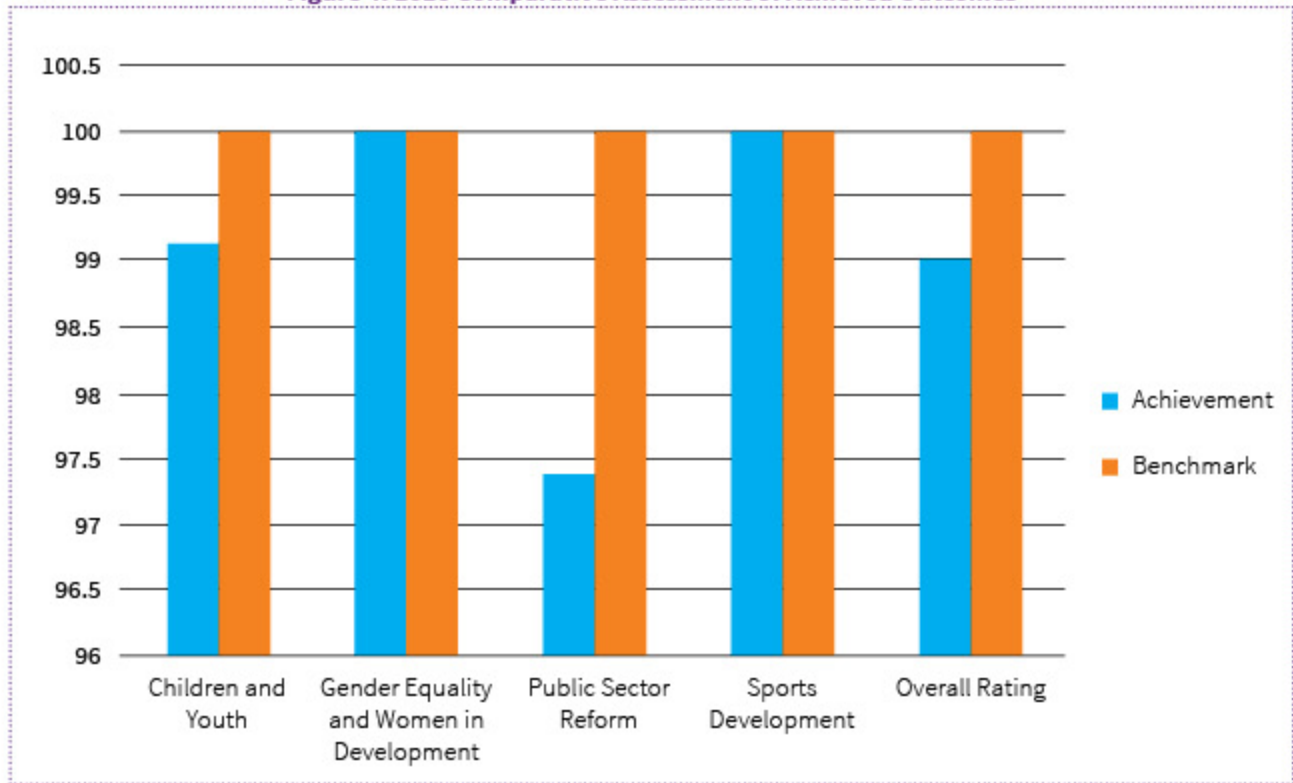
DIVISIONS	Achievement (%)	Target (%)
Children and Youth	99.15	100
Gender Equality and Women in Development	100	100
Public Sector Reform	97.38	100
Sports Development	100	100
Overall Rating	99	100



**Table 4: Below is a snapshot of the actual figures that represent the percentage ratings in the previous table**

Children and youths	502 youth groups registered 112 youth family gardens established 65 NGOs, Youth Organizations and Youths benefiting from Youth Grants 3111 youths trained through various forms of Non-Formal Education 229 youths graduating from the 5 Youth Training Centres
Gender Equality and Women and Development	290 female youths completed multi-skills training
Public Sector Reform	22 activity reports submitted 3 research papers 8 Cabinet Papers approved 13 approved policy papers
Sports Development	7 improved/developed sports field/centres 102 youth groups assisted through sports equipment donations

Figure 4: 2016 Comparative Assessment of Achieved Outcomes



The trend analysis shown above again positively reflects the commitment shown by the operational arms of the Ministry of Youth and Sports to accomplish the targets set for each deliverable under the four outcomes.

## 5. Highlights of 2016

### 5.1. Outcome 6: public sector reform

Table 5: Achievements for Outcome 6 - Public Sector Reform

Public Sector Reform KEY PERFORMANCE INDICATORS	Target	Achievement	Percentage
Number of Cabinet Papers Approved	6	8	133%
Number of New Policies Developed	5	13	260%
Number of MYS's ACP Quarterly Reports Submitted	4	4	100%
Number of Quarterly Reports Submitted on SYPTD	4	4	100%
Number of reports submitted on review, implementation, Monitoring and Evaluation of Policies	2	2	100%
Number of Youth Research Papers formulated on MYS Programmes	3	3	100%
Number of monitoring conducted and Quarterly Reports submitted	4	4	100%
Number of MYS Programmes Evaluated and reports submitted	12	8	66%

### 5.2. Outcome 31: gender equality and women in development

Gender Equality and Women in Development is a key strategic outcome of the Ministry of Youth and Sports that cuts across all Ministries and departments with national pursuit of mainstreaming gender equality into all Government sectorial policies.

Table 6: Achievement for Sub-Output 3- Life Skills Training and Programme

KEY PERFORMANCE INDICATORS	Annual Target	Achievement	Percentage
Number of young women completed Multi-Skills training programme and reports submitted	225	290	128%

The table below shows the achievement of this Outcome across the Divisions which culminates in the above score. Details of the above against the Divisional target is shown on the table below with a percentage achievement rating.

Table 7: Divisional distribution of Multi Skills Training for young women in FY 2016/2017

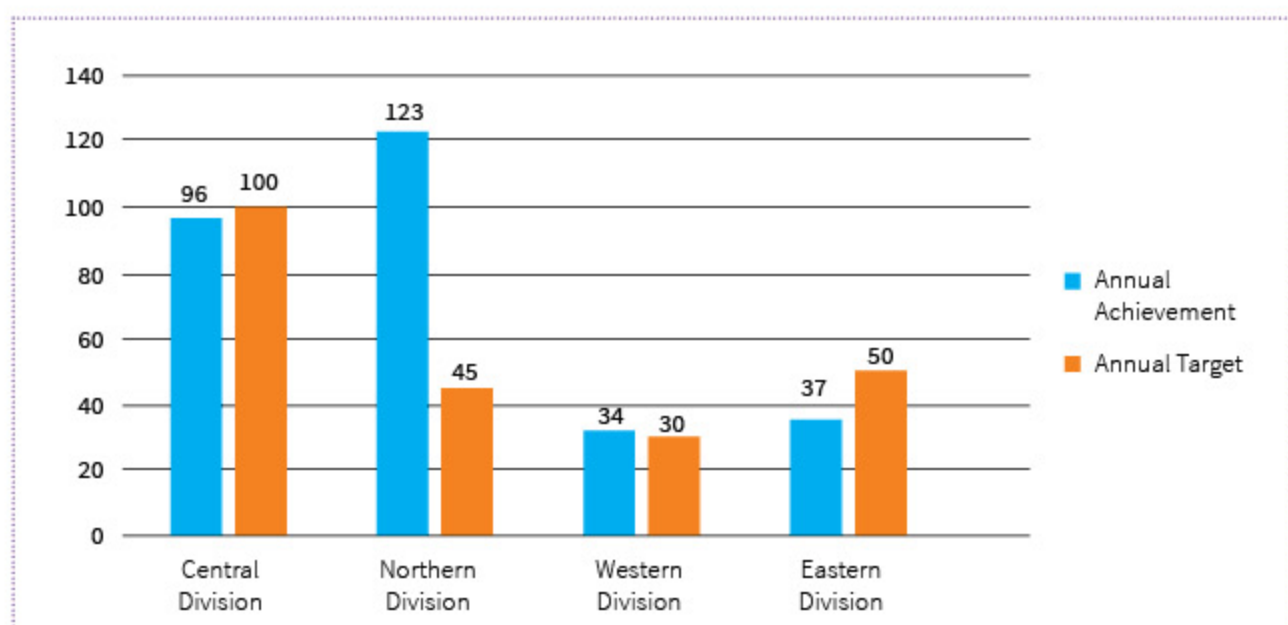
Division	Type of Training Conducted	Number of young women attended	Annual Achievement	Annual Target	Percentage Achieved
Central	1. Body Massage Therapy and Tourism Training 2. Front Desk Management & Restaurant Service 3. Basic Computing 4. Basic Cooking 5. Basic Electrical Repair Course 6. Carpentry	96*	96	100	96%
Northern	1. Screen Printing; 2. Tie and Dye; 3. Baking and Pastry 4. Basic Hairdressing and Beauty Therapy	123	123	45*	273%

Western	1. Tour Guide, F&B and House Keeping Services	16	34	30	113%
	2. House Keeping Services and F&B	18			
Eastern	Sexual Reproductive and Human Rights; Gender Based Violence	20	37	50	74%
		17			

Table 8: Achievements for Outcome 6 - Public Sector Reform

	Central	Eastern	Northern	Western
Number of young women completed multi-skills training	96	37	123	34

Figure 5: Divisional comparison against annual targets



## 5.4. Outcome 32: Children and Youth

Table 9: Achievements for Activity 32.1.1

OUTPUT 32.1: Youth capacity building and project establishment for improved livelihood			
Activity 32.1.1: Advocate, coordinate and youth in communities and promote youth development initiatives			
	Target	Achievement	Percentage
Youth Groups registered, supported, monitored and are active	240	502	209%
Young Entrepreneurs Established through MYS Training Programmes and reports submitted	40	41	102.5%



Figure 7: Recipients of the Duke of Edinburgh's International Award

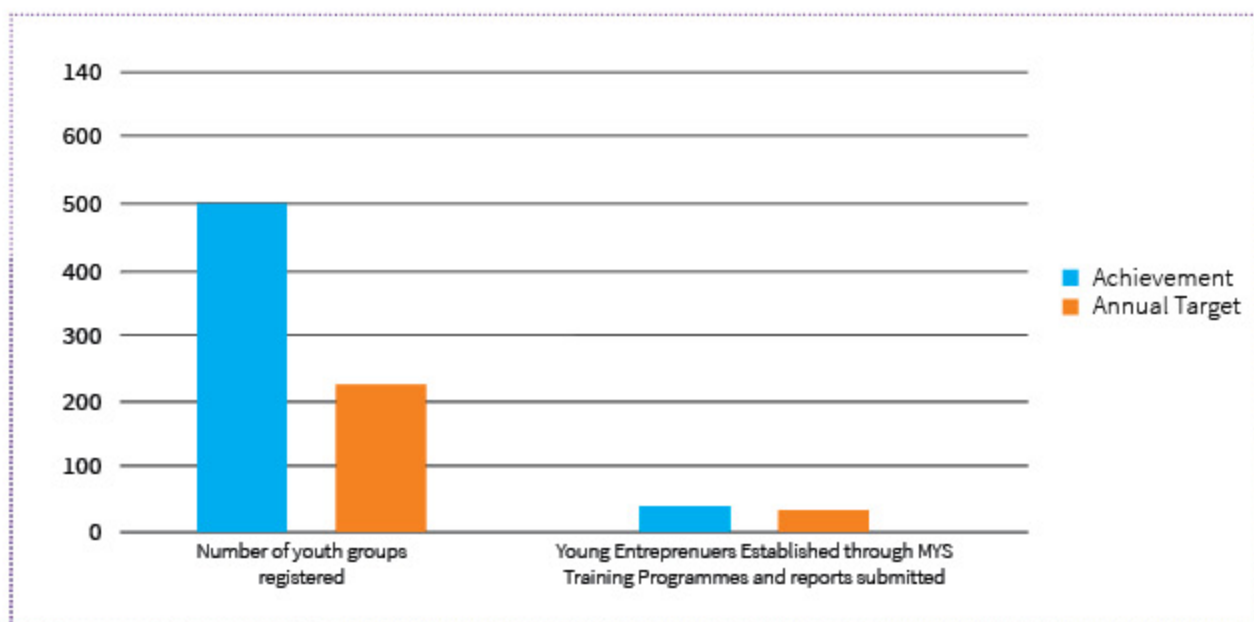


Figure 8: Comparisons against the target for Activity 32.1.1

Table 10: Achievements for Activity 32.1.2

OUTPUT 32.1: Youth capacity building and project establishment for improved livelihood  
 ACTIVITY 32.1.2: Empowerment training effectively implemented

	Target	Achievement	Percentage
Trainees completing Empowerment Training and Reports Submitted	720	1429	198%
Youths Completed Leadership Training	180	140	77%
Youth family gardens established nationwide and reports submitted	110	112	101%

Figure 9: Comparisons against the Targets for Activity 32.1.2



Table 11: Achievements for Activity 32.1.3

OUTPUT 32.1: Youth capacity building and project establishment for improved livelihood  
 ACTIVITY 32.1.3: improved livelihoods through specific skills training

	Target	Achievement	Percentage
Number of Youths graduated from Youth Training centres and Reports Submitted	145	229	157%



Figure 10: Raiwai Youths undertaking Seeds of Success Training

The Ministry coordinates the training of youths, who have fallen out of the formal education sector, in 5 Youth Training Centres around Fiji. Established in 1993, most of these Youth Training Centres focus on Basic Agriculture and Carpentry Training with the provision of non-formal education training to interested youths who are out of the school system.

Objectives of the training centres include the following:

- To provide appropriate vocational training to ensure career development and sustainable self-employment for the youths in Fiji;
- To pursue economically viable enterprises;
- To provide character development training as a vehicle to complement up-skilling programmes and ensure holistic development of youths for improved livelihood.

A cumulative total of 229 Youths graduated from the 5 Youth Training Centres by the end of 2016.



Figure 11: The National Youth Band from the Youth Training Centre in Valelevu in one of their entertainment drill

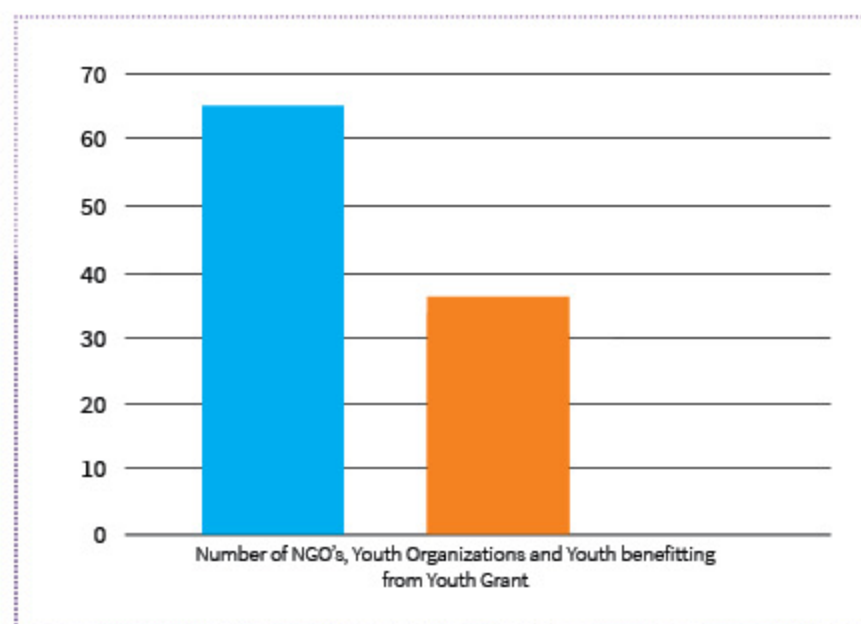
Table 11: Achievements for Activity 32.1.3

OUTPUT 32.1: Youth capacity building and project establishment for improved livelihood

Activity 32.1.4: Effective utilization of Youth Grant

	Target	Achievement	Percentage
Number of NGO's, Youth Organisations and Youth benefitting from Youth Grant	36	65	180%

Figure 12: Comparisons against the Target for Activity 32.1.4



### 5.5. Youth Grant Programme:

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

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

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



Figure 13: Assistant Minister for Youth and Sports Honourable Iliesa Delana hands over carpentry tools to the Youth Clubs in the Ra Province

#### Objectives of Youth Grant

- Support registered youth clubs, faith based organisations and non-governmental organisations in the areas of youth training, capacity building and youth projects including small micro-enterprises.
- Strengthen networking and partnerships between civil society organizations and the Ministry of Youth and Sports.
- Elevate and strengthen youth development work in Fiji.

In 2016 – 2017 period, a total of 65 recipients were assisted through the Youth Grant Programme.

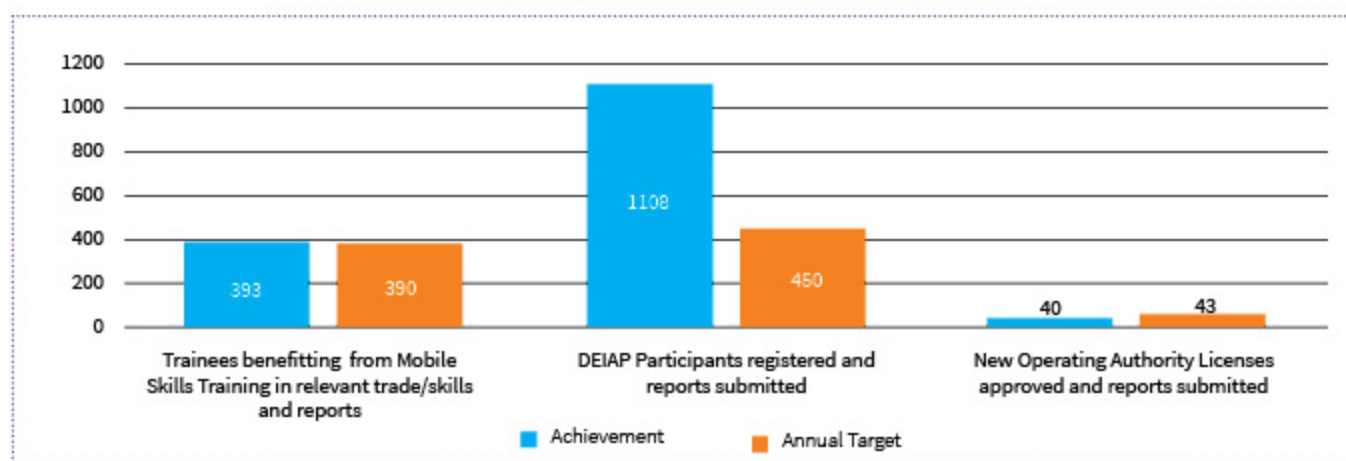
The grant focuses on activities and projects initiated by individual youth, youth clubs and non-governmental organisations such as Youth Empowerment Training, Youth Leadership Training, Youth Camps, Sports Recreation Training, Youth Workshops, Seminars and Income Generating projects.

## 5.6. Duke of Edinburgh's International Award

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

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

Figure 14 Comparison against target for Activity 32.1.5



There are three award levels:

1. Bronze - for those over 14 years and minimum participation of 6 months.
2. Silver - for those over 15 years and minimum participation of 12 months.
3. Gold - for those over 16 years and minimum participation of 18 months.

Each level of the award has four (4) mandatory sections:

1. Service
2. Physical Recreation
3. Skills and
4. Adventurous Journey

The Gold level has an additional section where participants undertake a residential project.

Participants are to complete a minimum of one (1) hour for each section per week for the minimum period required for the respective levels. In Fiji, the Award is currently delivered in registered secondary schools and a total of 1108 students registered for the programme for the 2016-2017 period.

Table 13: Achievement for Activity 32.1.5

OUTPUT 32.1 YOUTH CAPACITY BUILDING AND PROJECT ESTABLISHMENT FOR IMPROVED LIVELIHOOD			
Activity 32.1.5 - Encourage life skills initiatives for young people			
	Target	Achievement	Percentage
Trainees benefitting from Mobile Skills Training in relevant trade/skills and reports	390	393	100%
DEIA Participants registered and reports submitted	450	1108	246%
New Operating Authority Licences approved and reports submitted	43	40	93%



Figure 15: DEIA participants undertaking skills training in catering services

## 5.7. Outcome 36: Sports Development

### A. Rural Sports Facilities Development Program

#### 1. Background

The Rural Sports Facilities Development Program is one example of the type of assistance provided by the Ministry of Youth and Sports for ensuring development and promotion of sports at all levels. This involves the provision of appropriate sports facilities for schools and communities in rural areas and to offer opportunities and encourage more active participation of all citizens in sports and recreational activities.

#### 2. Benefits

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

#### 3. Process for Prioritizing Facilities that are to be Developed

- Short listing of facilities to be developed. This is from written requests received.
- Site visits by relevant officials to determine the need to construct or upgrade sports facilities.
- Reports on the visit compiled and submitted to PSYS for endorsement and confirmation of the number of Rural Sports Facilities Development Program (RFSDP) developed.
- Once endorsed then necessary paper work through the budgetary process for capital projects is undertaken.

#### 4. Government's Support

Government provided funding of \$200,000 for the development program for 2016 – 2017 period. An additional \$69,752 was requested and provided for the completion of the planned projects.

## 5. Achievements

**Table 13: Achievement for Activity 32.1.5**

Fields/centres developed/improved in 2016/2017	Facilities carried over to 2016/2017
Ratu Filimoni Loco	Korovuto College Ground
Chevalier Training Centre	Dawasamu
Shiri Gurunanak Khalsa Secondary School	Vunimono
Labasa Sangam Primary School	
Navosa College Multipurpose	

### 5.8. National Sports and Wellness Day Holiday

#### 1. Background

The National Sports and Wellness Day holiday is especially set aside by Government to allow all citizens of Fiji to understand the benefits of participating in sporting activities and to celebrate sports as a means of acquiring required physical fitness for a healthy lifestyle. The Day is used to promote physical and sports activities as a tool to promote health and wellbeing and to address Non-Communicable Diseases which are now a significant burden on the national health system.

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

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

#### 2. Allocation - \$30,000

#### 3. Major event centres were in Suva, Lautoka and Labasa

#### 4. Small centre's - All assisted with basic sports equipment from the Ministry

- 20 North Division
- 12 Central Division
- 11 Eastern Division
- 9 Western Division



**Figure 16: Organized wellness event held at the Subrail Park in Labasa**

## 5.9. Donation of Sports Equipment

### Background

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

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



### Eligibility and beneficiaries

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

### Criteria for considering applications for assistance

- Written requests are to be witnessed officially i.e. a request signed by the President is to be witnessed by the Vice President, Secretary or Treasurer.
- Requests from Schools should be written on school's letterhead and stamped with school stamp for verification purposes.
- Sporting items to be collected by writer or if there is an appointee, he or she should produce a certified letter from the youth group or school on stamped letterhead with production of valid ID.

- There will be an interval of no less than three years before assistance can be given again to the same school or youth club.
- Officials of the club will not claim ownership of the equipment and whatever assistance they obtain for the Club during their term of office will always remain the property of the club.

### Assistance

There were a total of 102 youth groups assisted through the sports equipment donation programme.

Types of assistance rendered:

- Weightlifting equipment
- Basic sporting equipment including:
  - PE cones
  - Netball Balls
  - Volleyball Nets
  - Kicking Tees
  - Rugby Balls
  - Soccer Balls
  - Water Bottles with 1 Rack

## 6. Infrastructure works and refurbishments at youth training centers (capital projects 2016-2017)

Upgrading Youth Training Centres through refurbishment and infrastructure development is a priority of the Ministry of Youth and Sports. Table 7 outlines the capital works carried out at the various Training Centres for the 2016-2017 financial year.

**Table 14: Progress of Youth Training Centres - Capital Project 2016-2017**

Youth Training Centre (YTC)	Progress of Capital Works	Achievement
YTC Nasau	<b>Approved and Certified Construction of School Hall</b> <ul style="list-style-type: none"> <li>• Building plan certification fees</li> <li>• Footing to floor Level</li> <li>• Wall construction</li> <li>• Roof construction</li> <li>• Fixture installation (Water/ Electricity)</li> <li>• Furniture</li> </ul>	100%
YTC Yavitu	<b>Standard Staff Quarters and backup generator</b> <ul style="list-style-type: none"> <li>• Purchasing material</li> <li>• Foundation to floor level</li> <li>• Wall Construction</li> <li>• Roof construction and finishing</li> <li>• Purchasing Vunisea workshop tools</li> <li>• Vunisea backup generator</li> </ul>	100%
YTC Naleba	<b>Proper Water source from the Borehole and Procurement of correct Equipment, Installation of VT Set with Backup Generator</b> <ul style="list-style-type: none"> <li>• Electrical power extension</li> <li>• VT Set Installation</li> <li>• Procurement of equipment for mini gym</li> <li>• Procurement of flat screen TV</li> <li>• Procurement of dining hall furniture</li> <li>• New backup generator</li> <li>• Purchasing office equipment</li> <li>• Purchasing quarters equipment</li> <li>• Boreholes construction</li> <li>• Construction of smokeless stove</li> </ul>	100%
YTC Naqere	<b>Standard construction of staff Quarters, Purchasing, Power and Water extension with driveway upgrade</b> <ul style="list-style-type: none"> <li>• Construction of a new 24x16 house</li> <li>• Smokeless stove construction</li> <li>• Purchase dining hall furniture</li> <li>• Building plan certification fees</li> <li>• Procurement of equipment for mini gym</li> <li>• Procurement of flat screen TV</li> <li>• Purchase of paints and fencing material</li> <li>• Caretaker's furniture</li> <li>• Purchasing office equipment</li> <li>• Gravel of new land driveway</li> </ul>	95%
YTC Valelevu	<b>Studio upgrade</b> Construction work for recording studio	100%

## 7. Human Resource Development and Financial Management

The Administration Unit is responsible for the overall human resource management, staff recruitment, development, performance, observance of regulations of the Ministry. These key human resource activities involve additional activities that cover job evaluation, human resource planning, recruitment and selection, performance appraisal and human resource development, compensation, benefits, employee relations and effective health and safety programs. This Unit also oversees the registry, transport and the upkeep of Ministry buildings.

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

The Finance Unit also provides an advisory role and discharges responsibilities of the Ministry in accordance with Government financial and procurement regulations. The Unit maintains financial records and undertakes reconciliations to reflect correct expenditure. In keeping with developing good governance, the Unit also liaises with FICAC.

**Table 14: Establishment as at 31 July 2017**

Position/Title	Band	App. Est.	Vacant	Filled	Gender	
					M	F
Minister		1		1	1	
Assistant Minister		1		1	1	
Permanent Secretary		1		1		1
Director	J	1		1	1	
Coordinator	F	19	1	18	15	3
Personal Assistant	F	2		2		2
Administrative Assistant	E	1		1		1
Secretary	E	2		2		2
Clerical Officer	C	16	2	14	3	11
Senior Coordinator Finance	H	1		1	1	
Assistant Coordinator	E	4	1	3	1	2
Manager	H	5	2	3	3	
Senior Coordinator	G	8	1	7	5	2
Store Person	C	1		1	1	

**Table 15: Ministry's General Wage Earners Establishment as at 31 July 2017**

Position/Title	App. Est.	Vacant	Filled	Gender	
				M	F
Driver	10	1	9	9	
Receptionist	1		1		1
Cleaner/Gardner	1		1		1
Messenger /Cleaner	1		1	1	
Stockman IV	1		1	1	
Storeman	1		1	1	

**Table 16: Divisional Staff as at 31 July 2017**

Division	Established		GWE	
	M	F	M	F
Administration Unit	2	8	5	1
Finance Unit	2	6		
R&D Unit	4	2		
Sports Section	2	1		1
Central Division	7	3	1	
Eastern Division		2		
Northern Division	4	5	2	
Western Division	11	2	4	

*NB – Divisional Staff Establishment includes acting and Temporary Relieving (TR) appointments*

## 7.1. Recruitment and Selection Process

The Ministry adheres to the policies put in place by the Public Service Commission on Recruitment and Selection processes. Vacant positions are advertised and filled through the normal process as and when vacancies arise under the Open Merit Recruitment and Selection Guidelines.

**Table 17: New Appointments as at 31 July 2017**

Division	Post	Band	Gender	
			M	F
Executive	Director Youth, Sports and Business Development	J	1	
Finance	Senior Coordinator Finance	H	1	
Executive	Personal Assistant (AMYS Office)	F		1
Corporate	Clerical Officer	C		1
Eastern	Manager	H	1	
Western	Manager	H	1	
Eastern	Clerical Officer	C	1	
Central, Eastern, Northern & Western	Youth Administrator	E	11	4
Eastern	Carpentry Instructor Yavitu	F	1	
Central	Trainer – NYB	C	2	1
R&D Unit	Senior Coordinator	G	1	
R&D	Coordinator	F		1

17: New Appointments as at 31 July 2017

Engagement Status	Division/Units	Gender	
		M	F
Volunteers (NEC)	<ul style="list-style-type: none"> <li>R&amp;D Unit (7)</li> <li>Central Division (2)</li> <li>Northern Division (3)</li> <li>Sports Section (3)</li> </ul>	8	7
Volunteers (International)	<ul style="list-style-type: none"> <li>R&amp;D (2)</li> <li>Western Division (1)</li> <li>Central Division (2)</li> <li>Northern Division (1)</li> <li>YTC Nasau (1)</li> <li>Sports Section (1)</li> </ul>	3	5
Retirements	<ul style="list-style-type: none"> <li>Corporate Support Division (1)</li> </ul>		1
Suspension		0	0
Resignation	<ul style="list-style-type: none"> <li>Executive Division (1)</li> <li>Corporate Support Division (1)</li> <li>Central Division (1)</li> <li>Eastern Division (1)</li> <li>R&amp;D Unit (3)</li> <li>Sports Section (2)</li> </ul>	6	3
Deemed to have Resigned		0	0
Terminations		0	0
Deaths		0	0
Postings and Transfers – Inward		0	0
Postings and Transfers – Outward		0	0

## 7.2. Staff Development

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



Figure 17: Sexual Reproductive Health Rights Training at Nadave Complex

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

The Staff Training Report is in Appendix 1.

**Table 17: New Appointments as at 31 July 2017**

Leave Types	Divisions/Units							
	Admin	Acc	R & D	Sports	C	E	W	N
A/L	98	50	94	24	92	32	81	52
SLWSS	19	21	17	15	55	10	52	7
SLWOSS	16	18	18	10	20	17	25	11
B/L	20	8	10	5	15	7	21	3
M/L	-	-	-	-	-	-	1	-
Long Service Leave	1	-	-	-	1	1	-	1
Study Leave	-	-	1	-	-	-	1	-
Sporting Tour Leave	-	-	-	-	-	1	-	-
Overseas Training Tours	-	-	1	-	-	-	-	-
Leave Without Pay	-	-	-	-	-	-	-	-
Overseas Leave	-	-	-	-	-	-	-	-
Time off	82	16	29	4	11	8	17	12

## 7.3. Secretariat Support Services to Management

The Administration Unit provided Secretariat Support Services to Management meetings held in the year 2016 - 2017.

## 7.4. Asset Management (vehicles, property, assets):

### i) Annual BOS

The 2016-2017 Annual Board of Survey was conducted at 12 different Sections, Divisions and Units. Special Boards of Survey were also conducted during the year as and when there was a need.

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

The Ministry’s assets for the Youth Training Centres are managed by respective Divisions.

### ii) Office Space

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

## iv) Transport Fleet

No.	Registration No.	Vehicle Make	Division Section
1	GQ 115	Prado	Minister
2	GQ 123	Prado	Assistant Minister
3	GQ 144	Prado	Permanent Secretary
4	GP 612	Trail Blazer	Administration - Pool
5	GQ 070	Kia Sorento	Administration - Pool
6	GP 462	Chevrolet car	Administration - Pool
7	GQ 264	Twin cab (4x2)	Administration - Pool
8	GQ 422	15-seater Minibus	Administration - Pool
9	GP 675	3 Ton Truck	Administration (YTC Valelevu)
10	GP 260	Prado	Eastern Division
11	GP 404	Twin Cab (4x4)	Central Division
12	GQ 248	Twin Cab (4x4)	Western Division
13	GN 264	Mini Pajero	Western Division – currently under maintenance
14	GN 524	Twin Cab (4x4)	Youth Training Centre – Nasau, Sigatoka
15	GM 968	Pajero	Youth Training Centre – Nasau, Sigatoka
16	GP 717	3 Ton Truck	Youth Training Centre – Nasau, Sigatoka
17	GP 617	Trail Blazer	Northern Division
18	GP 987	Twin Cab (4x4)	Northern Division
19	GM 914	Twin Cab (4x4)	Northern Division – currently under maintenance

## 7.5. Registry Management

Registry serves as the core of an organization. The Ministry's Registry also serves a very important role in storing and safe keeping of subject files and information that is received on a daily basis.

The Registry also plays an important role in processing leave applications. The leave applications processed are reflected under Leave Management shown above.

## 7.6. Service Charter

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

The Customer Service Charter reassures our customers that the Ministry will deliver services within the timeframe and the Charter is posted on the Ministry's website and made available in all our Divisional offices and outlets where our customers physically go to acquire our services.

## 8. Appendix 1

### 8.1. Ministry of Youth and Sports Staff Training Report 2016-2017

SRL	NAME OF OFFICER	DIVISION/ SECTION	TRAINING / WORKSHOP	INSTITUTION	DATES	DUR			
1.	Pauliasi Nasegai	Central	TOTs Module 1 Training	FNU	17/10/2016 to 21/10/2016	32hrs			
2.	Jaoji Dobui					32hrs			
3.	Matinaba Chet					32hrs			
4.	Mesake Vuniwai					32hrs			
5.	Nemia Waqabuli	Eastern				32hrs			
6.	Manoa Tupou	Western				32hrs			
7.	Mere Ratukonadi	Northern Division	TOTs Module 1 Training (In house)	FNU	09/01/2017 to 12/01/2017	32hrs			
8.	John Koloba					32hrs			
9.	Elenoa Vavana					32hrs			
10.	Anare Sikoa					32hrs			
11.	Etuete Colati					32hrs			
12.	Timoci Tuiwainunu					32hrs			
13.	Akanisi Mateyawa					32hrs			
14.	Paula Nakavu					32hrs			
15.	Sitienali Naikocoa					32hrs			
16.	Shailedra Bishwa					32hrs			
17.	Moireen Arti kiran					32hrs			
18.	Viliame Jiuta					32hrs			
19.	Mere Ratukonadi	Northern Division	TOTs Module 2 Training (In house)	FNU	18/12/2017 to 21/12/2017	32hrs			
20.	John Koloba					32hrs			
21.	Elenoa Vavana					32hrs			
22.	Anare Sikoa					32hrs			
23.	Etuete Colati					32hrs			
24.	Timoci Tuiwainunu					32hrs			
25.	Akanisi Mateyawa					32hrs			
26.	Paula Nakavu					32hrs			
27.	Shailedra Bishwa					32hrs			
28.	Moireen Arti kiran					32hrs			
29.	Viliame Jiuta					32hrs			
30.	Joseva Tuqiri	Central	TOTs Module 1 Training (In house)	FNU	20/02 /2017 to 24/02/17	32hrs			
31.	Rakesh Kumar					32hrs			
32.	John William Tamanikaisawa					32hrs			
33.	John Vukicewa Tuinanuya					32hrs			
34.	Semisi Raicebe	Eastern				32hrs			
35.	Sarah Tafo’ou					32hrs			
36.	Iliesa Marawa					32hrs			
37.	Mei Mili					32hrs			
38.	Vasiva Adimailagi	Western				32hrs			
39.	Karuangaran Nair					32hrs			
40.	Lorna Foster	Sports				32hrs			
41.	Peni Baleilabasa					32hrs			
42.	Miriama Drava					32hrs			

SRL	NAME OF OFFICER	DIVISION/ SECTION	TRAINING / WORKSHOP	INSTITUTION	DATES	DUR
43.	Pauliasi Niusama	Central	Gender, Violence Against Women and Children Training	FWCC	28/11/2016 to 02/12/2016	40hrs
44.	Joseva Tuqiri					40hrs
45.	John William Tamanikaisawa					40hrs
46.	Jone Vukicewa Tuinanuya					40hrs
47.	Rakesh Kumar					40hrs
48.	David					40hrs
49.	Yolanda					40hrs
50.	Manjit Lal					40hrs
51.	Peni Baleilabasa					40hrs
52.	Masinet Naba					40hrs
53.	Sarah Tafo'ou	Eastern	Gender, Violence Against Women and Children Training			40hrs
54.	Vasiva Adimailagi					40hrs
55.	Mr Etuate Bari	Northern				40hrs
56.	Ms Diana					40hrs
57.	Tevita Nakaba	Western				40hrs
58.	Kinivuwai Naba					40hrs
59.	Kaminiela Matai Satadra					40hrs
60.	Shalendra Bishwa	Northern				40hrs
61.	Anare Sikoa					40hrs
62.	Elenoa Vavana Matekiwai					40hrs
63.	George Francis		Gender, Violence Against Women and Children Training	FWCC	05/06/2017 to 12/06/2017	24hrs
64.	Peni Vasuturaga					24hrs
65.	Vignesh Naidu					24hrs
66.	Reapi L. Dakuitoga					24hrs
67.	Setaita Rabuli					24hrs
68.	Miriama Wasasala					24hrs
69.	Virisila Tuimalo					24hrs
70.	Silivia Rokosawa Salabiau					24hrs
71.	Abdul Rasheed					24hrs
72.	Roselyn V. Ram					24hrs
73.	Venina N. Tuinagigia					24hrs
74.	Niteshni J. Singh					24hrs
75.	Joni R. Vatuvatu					24hrs
76.	Marurua F. Vodivodi					24hrs
77.	Suliasi T. Rarawa					24hrs
78.	Menani Numileva					24hrs
79.	Fane Vakaruru					24hrs
80.	Pragna Patel					24hrs
81.	Diven Sami					24hrs
82.	Iveri Naba					24hrs
83.	Jeanne Kamoe					24hrs
84.	Nazreen Bi					24hrs
85.	Mere Rokocina					24hrs

# MINISTRY OF YOUTH AND SPORTS

SRL	NAME OF OFFICER	DIVISION/ SECTION	TRAINING / WORKSHOP	INSTITUTION	DATES	DUR
86.	Philip Hereniko		Gender, Violence Against Women and Children Training	FWCC	05/06/2017 to 12/06/2017	24hrs
87.	Kolinio Saukuru					24hrs
88.	Olivia Tawaqa					16hrs
89.	Filise Beranavere					24hrs
90.	Shamim Banu					24hrs
91.	Pauliasi Nasegai					16hrs
92.	Elenora Vereiloma					24hrs
93.	Iowane Soko					24hrs
94.	Manjit R. Lal					24hrs
95.	Etuate Bari					24hrs
96.	Litia Nukutubu					24hrs
97.	Rajesh Kumar					24hrs
98.	Iliesa Marawa					24hrs
99.	Leilani Saukawa					24hrs
100.	Sitiveni Rokoro					24hrs
101.	Iosefo Koroidimuri					24hrs
102.	Miriama Drava					24hrs
103.	Jaoji Dobui					24hrs
104.	Viema Niqara					24hrs
105.	Mesake Vuniwai					24hrs
106.	Makita Raiyawa	24hrs				
107.	Peni S. Baleilabasa	24hrs				
108.	George Francis	Corporate Unit	Information Sessions	MCS and CSRMU	20/06/2017	2 ½hrs
109.	Setaita Rabuli	R&D				2 ½hrs
110.	Philip Hereniko					2 ½hrs
111.	Elenora Vereiloma					2 ½hrs
112.	Joni Vatuvatu					2 ½hrs
113.	Marurua Vodivodi					2 ½hrs
114.	Suliana Raiyawa					2 ½hrs
115.	Kolinio Saukuru					2 ½hrs
116.	Namarta Singh					2 ½hrs
117.	Niteshni Singh	Finance Unit				2 ½hrs
118.	Mere Degei					2 ½hrs
119.	Iveri Naba					2 ½hrs
120.	Jeanne Kamoe					2 ½hrs
121.	Roselyn Kumar					2 ½hrs
122.	Nazreen Hussein					2 ½hrs
123.	Venina Nahimo					2 ½hrs
124.	Abdul Rasheed					2 ½hrs
125.	Peni Vasuturaga	Corporate Unit				2 ½hrs
126.	Prem Lata					2 ½hrs
127.	Vignesh Naidu					2 ½hrs

SRL	NAME OF OFFICER	DIVISION/ SECTION	TRAINING / WORKSHOP	INSTITUTION	DATES	DUR
128.	Virisila Tuimalo	Corporate Unit	Information Sessions	MCS and CSRMU	20/06/2017	2 ½hrs
129.	Pragna Patel					2 ½hrs
130.	Fane Vakaruru					2 ½hrs
131.	Silvia Rokowasa					2 ½hrs
132.	Viema Niqara					2 ½hrs
133.	Diven Chetty					2 ½hrs
134.	Iowane Soko	Central Division				2 ½hrs
135.	Shamim Bano					2 ½hrs
136.	Manjit Lal					2 ½hrs
137.	Pauliasi Nasegai					2 ½hrs
138.	Etuete Bari	Eastern Division				2 ½hrs
139.	Avila Nabainivalu					2 ½hrs
140.	Litia Cakautata					2 ½hrs
141.	Iliesa Marawa					2 ½hrs
142.	Sitiveni Rokoro	Sports Unit				2 ½hrs
143.	Peni Baleilabasa					2 ½hrs
144.	Makita Raiyawa					2 ½hrs
145.	Miriama Drava					2 ½hrs
146.	Taniela Tuinaceva	Northern Division				2 ½hrs
147.	Mere Ratukonadi					2 ½hrs
148.	John Kaloba					2 ½hrs
149.	Reshmi Prasad					2 ½hrs
150.	Alifereti Adriu					2 ½hrs
151.	Jale Vakaoti					2 ½hrs
152.	Maova Nalagi					2 ½hrs
153.	Kanchan Lata					2 ½hrs
154.	Nazreen Hussein	Finance Unit	VAT for Accounting Purposes	USP	04/03	8Hrs
155.	Jeanne Kamoe					8Hrs
156.	Niteshni Singh					8Hrs
157.	Venina Nahimo					8Hrs
158.	Vignesh Naidu	Corporate	Minute Takers	USP	23/02	8hrs
159.	Iveri Naba	Finance	Investigating Fraud	USP	14/03 – 15/03	16hrs
160.	Roselyn Kumar					16hrs
161.	Mere Degei					16hrs
162.	Abdul Rasheed	Finance	Taxation of Fringe Benefits and Allowable Deductions in Fiji	USP	10/05 – 11/05	16hrs
163.	Iveri Naba					16hrs
164.	Jeanne Kamoe					16hrs
165.	Niteshni Singh					16hrs
166.	Niteshni Singh		Investigating Financial Statement Fraud	USP	1/06 – 2/06	16Hrs
167.	Venina Nahimo					16hrs
168.	Iveri Naba		Fiji Institute of Accountants Technical Workshop	FIA	23/06 – 24/06	16hrs
169.	Abdul Rasheed					16hrs

# MINISTRY OF YOUTH AND SPORTS

SRL	NAME OF OFFICER	DIVISION/ SECTION	TRAINING / WORKSHOP	INSTITUTION	DATES	DUR
170.	Iveri Naba	Finance	Investigating Fraud in the Public Sector	USP	11/07 – 12/07	16hrs
171.	Abdul Rasheed					16hrs
172.	Kinivuwai Naba		Workshop on Sexual Reproductive Health and Rights (SRHR)	In house	21/08 –24/08	32hrs
173.	Manoa Tupou					32hrs
174.	Mere Ratukonadi					32hrs
175.	Elenoa Vavana					32hrs
176.	Anare Sikoa					32hrs
177.	Sarah Taafoou					32hrs
178.	John Tamani					32hrs
179.	Rakesh Kumar					32hrs
180.	Vasiva Adimailagi					32hrs
181.	Jaoji Dobui					32hrs
182.	Reshmi Prasad	North	India	International Trainers Training on Entrepreneurship and Promotion of Income Generation Activities (TT-EPIGA)	5/12/16 -27/01/17	304hrs
183.	Peni Baleilabasa	Sports	Japan	Regional Development through Sports development	29/09 -23/10/17	136hrs
184.	Shamim Bano	Central	Disciplinary Training	MCS and CSRMU	11/05 -12/05/17	16hrs
185.	Iowane Soko					16hrs
186.	Sitiveni Rokoro	Sports				16hrs
187.	Iveri Naba	Finance				16hrs
188.	Abdul Rasheed				18/05 – 19/05/17	16hrs
189.	George Francis	Corporate Services				16hrs
190.	Peni Vasuturaga					16hrs
191.	Vignesh Naidu					16hrs
192.	Prem Lata					16hrs
193.	Apenai Vatucicila	YTC Nasau			17/07 -18/07	16hrs
194.	John Kaloba	Northern Division			22/08 – 24/08	16hrs
195.	Reshmi Prasad	Northern				16hrs
196.	Valami Naloga	Western				16hrs
197.	Iliesa Marawa	Eastern Division			18/05 – 19/05/17	16hrs
198.	Iosefo Koroidimuri				17/07 -18/07	16hrs
199.	Shamim Bano	Central	Investigation Training	MCS and CSRMU	09/05 - 11/05/17	24Hrs
200.	Iowane Soko					24Hrs
201.	Sitiveni Rokoro	Sports				24Hrs
202.	Iveri Naba	Finance				24Hrs
203.	Abdul Rasheed				16/05 – 19/05	24Hrs

SRL	NAME OF OFFICER	DIVISION/ SECTION	TRAINING / WORKSHOP	INSTITUTION	DATES	DUR
204.	George Francis	Corporate	Investigation Training	MCS and CSRMU	16/05 – 19/05	24Hrs
205.	Peni Vasuturaga					24Hrs
206.	Iosefo Koroidimuri	Eastern			14/08 -16/08	24hrs
207.	Valami Naloga	Western				24hrs
208.	Reshmi Prasad	Northern				24hrs
209.	Philip Hereniko	R&D				24hrs
210.	Iliesa Marawa	Eastern				24hrs
211.	Apenai Vatucicila	Western				24hrs
212.	Manjit Lal	Central	Effective Business Writing Training	FNU	06/12 – 07/12	16hrs
213.	Pragna Patel	Corporate				16hrs
214.	Setaita Rabuli					16hrs
215.	Peni Baleilabasa	Sports				16hrs

## 9. Appendix 2: Ministry of Youth and Sports Agency Financial Statement for the Period Ended 31 July 2017

### 9.1. Independent auditor's report

#### OFFICE OF THE AUDITOR GENERAL

Excellence in Public Sector Auditing



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

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



#### INDEPENDENT AUDITOR'S REPORT

##### MINISTRY OF YOUTH AND SPORTS

I have audited the financial statements of the Ministry of Youth and Sports, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the 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 Ministry in accordance with the ethical requirements that are relevant to my audit of the financial statements in Fiji and I have fulfilled my other responsibilities in accordance with these requirements. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

##### Management's Responsibilities for the Financial Statements

The management of the Ministry 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.

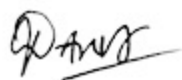
As part of an audit in accordance with ISA, I exercise professional judgment and maintain professional skepticism throughout the audit. I also:

## INDEPENDENT AUDITOR'S REPORT (Continued)

## Auditor's Responsibilities (Continued...)

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Ministry's internal control.
- Evaluate the appropriateness of accounting policies used and related disclosures made by the Ministry.

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



Ajay Nand  
AUDITOR GENERAL



Suva, Fiji  
11 January 2018

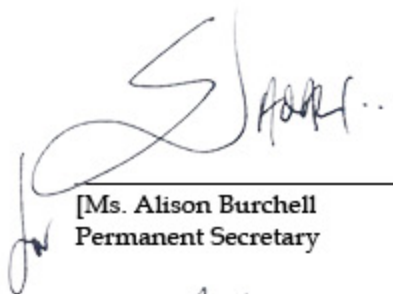
## 9.2 Management Certificate

MINISTRY OF YOUTH AND SPORTS  
MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2017

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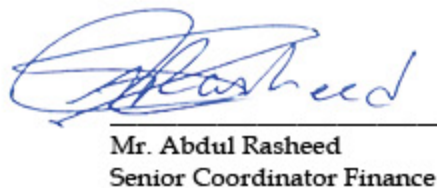
We certify that these agency financial statements:

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



[Ms. Alison Burchell  
Permanent Secretary

Date: 08/01/18



Mr. Abdul Rasheed  
Senior Coordinator Finance

Date: 03/1/2018

### 9.3 Statement of receipts and expenditure

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

	Notes	12 MONTHS 31 JULY 2017 (\$)	7 MONTHS 31 July 2016 (\$)
<b>REVENUE</b>			
<b>State Revenue</b>			
Commission		1,834	892
Recovery Current Year		30	2,107
<b>Total State Revenue</b>		<b>1,864</b>	<b>2,999</b>
<b>Agency Revenue</b>			
Sale from Farm Produce Surplus	3(a)	57,678	25,873
Miscellaneous Revenue	3(b)	34,976	10,435
<b>Total Agency Revenue</b>		<b>92,654</b>	<b>36,308</b>
<b>Total Revenue</b>		<b>94,518</b>	<b>39,307</b>
<b>EXPENDITURE</b>			
Established Staff	3(c)	1,809,214	1,085,738
Government Wage Earners	3(d)	261,057	123,104
Travel and Communications	3(e)	318,623	137,596
Maintenance & Operations	3(f)	356,920	125,373
Purchase of Goods and Services	3(g)	1,210,826	527,540
Operating Grants and Transfers		6,753,553	7,454,528
Special Expenditures		1,472,394	1,643,674
<b>Total Operating Expenditure</b>		<b>12,182,587</b>	<b>11,097,553</b>
Capital Grants and Transfers	3(h)	7,934,687	1,799,303
<b>Total Capital Expenditure</b>		<b>7,934,687</b>	<b>1,799,303</b>
Value Added Tax		202,270	164,981
<b>Total Expenditure</b>		<b>20,319,544</b>	<b>13,061,837</b>

## 9.4 Appropriation statement

### MINISTRY OF YOUTH AND SPORTS APPROPRIATION STATEMENT FOR THE YEAR ENDED 31 JULY 2017

SEG Item	Budget Estimate (\$)	Changes (Note 4) (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Actual Expenditure (\$)	Carry- Over (\$)	Lapsed Appropriation (\$)
1 Established Staff	1,912,717	(98,901)	1,813,816	1,809,214	1,809,214	-	4,602
2 Government Wage Earner	208,003	54,351	262,354	261,057	261,057	-	1,297
3 Travel and Communications	278,350	42,392	320,742	318,623	318,623	-	2,119
4 Maintenance & Operations	299,550	58,263	357,813	356,920	356,920	-	893
5 Purchase of Goods & Services	1,290,900	(54,738)	1,236,162	1,210,826	1,210,826	-	25,336
6 Operating Grants & Transfers	7,220,968	(4,216)	7,216,752	6,753,553	6,753,553	-	463,199
7 Special Expenditures	1,820,000	51,248	1,871,248	1,472,394	1,472,394	-	398,854
<b>Total operating expenditure</b>	<b>13,030,488</b>	<b>48,399</b>	<b>13,078,887</b>	<b>12,182,587</b>	<b>12,182,587</b>	<b>-</b>	<b>896,300</b>
10 Capital Grants and Transfers	3,054,000	5,000,000	8,054,000	7,934,687	7,934,687	-	119,313
<b>Total Capital Expenditure</b>	<b>3,054,000</b>	<b>5,000,000</b>	<b>8,054,000</b>	<b>7,934,687</b>	<b>7,934,687</b>	<b>-</b>	<b>119,313</b>
13 Value Added Tax	295,200	(48,399)	246,801	202,270	202,270	-	44,531
<b>Total expenditure</b>	<b>16,379,688</b>	<b>5,000,000</b>	<b>21,379,688</b>	<b>20,319,544</b>	<b>20,319,544</b>	<b>-</b>	<b>1,060,144</b>

## 9.5 Statement of losses

### MINISTRY OF YOUTH AND SPORTS STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2017

#### Loss of Money

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

#### Loss of Revenue

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

#### Loss of Assets

In addition, the following items worth \$34,273.45 were written off with the approval of the Permanent Secretary for Economy on 18/08/17 following Ministry's Board of Survey conducted in 2016/2017 financial year.

Location	Description of Item	Assets Value (\$)
National Headquarters	Stores and Equipment	2,419.00
VB Complex	Furniture and Equipment	5,475.00
Labasa Headquarters	Stores and Furniture	2,230.00
Youth Training Centre - Naleba	Stores and Equipment	1,607.00
Youth Training Centre - Naqere	Stores, Equipment & Furniture	1,632.00
Western Division (Lautoka Office)	Stores and Equipment	2,547.95
Youth Training Centre - Nasau	Stores and Equipment	12,285.00
Youth Training Centre - Valelevu	Furniture and Equipment	4,755.00
Youth Training Centre - Yavitu	Stores and Equipment	1,322.50
Total Value of items Written-Off		34,273.45

## 9.6 Notes to and forming part of the agency financial statements

### MINISTRY OF YOUTH AND SPORTS NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2017

---

#### NOTE 1 REPORTING ENTITY

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

The Ministry is responsible for engaging with Fiji's young people to help develop skills that help them reach their full potential and access greater opportunity to better themselves and uplift their communities. The Ministry carries out work to foster and support community networks and run initiative that help young people build character, learn valuable life lessons and promote entrepreneurship and innovation.

The Ministry also drives sporting development in Fiji to encourage healthy lifestyle choices among the Fijian people and to maintain Fiji's position as the hub of athletic competition in the Pacific. The Ministry's work falls within the framework of a number of existing policies that govern national sports development.

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

#### NOTE 2 STATEMENT OF ACCOUNTING POLICIES

##### a) Basis of Accounting/Presentation

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

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

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

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

The VAT payment as per the Statement of Receipts and Expenditure related to VAT input claimed on the payments made to the suppliers and sub-contractors for the expenses incurred and VAT payments to Fiji Revenue and Customs Service (FRCA). Actual amount paid to FRCS during the year represent the difference between VAT Output and VAT Input.

##### c) Comparative Figures

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

“For the purpose of comparison of results for the seven (7) months period covering January to July 2016, the corresponding result for the financial period (fiscal 2016-2017) can be prorated by dividing the respective figure by twelve (12) and multiplying by seven (7).”

**d) Revenue Recognition**

Revenue is recognized when cash is actually received by the Ministry. The major sources of revenue are income from sale from farm produce from Nasau Youth Training Centre, hire fee for National Youth Band, hire of mattresses and tents from Valelevu Youth Training Centre.

**NOTE 3 SIGNIFICANT VARIATIONS**

- a) The Sale of Farm produce from Nasau was \$57,678. This revenue is collected from sale of pigs, chickens and vegetables.
- b) Miscellaneous revenue collected for 2016-2017 was \$34,976. These revenues are collected through hire of mattresses, National Youth Dance and Brass Bands and portable tents.
- c) The Established staff cost for 2016-2017 financial year was \$1,809,214. The increase was due to the filling of vacant positions within its approved staff establishments.
- d) The Government Wage Earners cost for 2016-2017 financial year was \$261,057. This includes virement of funds to cater for overtime payment for drivers.
- e) The Travel, Subsistence and Communication costs for 2016-2017 financial year was \$318,623. The increase was due to increased staff mobility during the financial year for program implementation, monitoring and evaluation and assessment of Youth and Sports development programs. Funds were also committed for executive staff's official travel overseas including airfares, accommodation and per diem for non-donor funded trips. Increase in telecommunication cost was due to implementation of VT set at Yavitu as on-going cost and also new installation of VT at Naleba training Centre to further improve communications.
- f) The Maintenance and Operations cost for 2016-2017 financial year was \$356,920. The increase was due to increase in operational cost such as water and sewage, power supply, Stationery/printing, spare part and maintenance cost and fuel cost to effectively implement the programs as per financial year achievement targets.
- g) The Purchase of Goods and Service cost for 2016-2017 was \$1,210,826. The increase was due to effective implementation of targeted programs for the entire financial year.
- h) The Capital Grants and Transfers cost for 2016-2017 was \$7,934,687. This includes \$5million being re-deployed through the Ministry of Economy upon Cabinet decision DP (17) 181 approved on 31 July 2017, for the upgrade and maintenance of Fiji Sports Council (FSC) facility (Vodafone Arena). An agreement was executed between the Ministry of Economy and the Fiji Sports Council on 31 July 2017.

## 9.6 Notes to and forming part of the agency financial statements

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

#### NOTE 4 DETAILS OF APPROPRIATION CHANGES

The following virements were approved in line with Section 10 of Financial Instructions 2010 by the Ministry of Economy for 2016-2017 to incur further expenditure on critical arrears of Ministry of Youth and Sports budgetary allocation:

The Permanent Secretary approved the following virements under delegation from the Minister for Economy:

From	To	Amount (\$)
SEG 01	SEG 01	79,868.00
SEG 01	SEG 02	46,657.00
SEG 01	SEG 03	397.00
SEG 01	SEG 04	22,572.00
SEG 01	SEG 05	55,512.00
SEG 01	SEG 06	4,216.00
SEG 01	SEG 07	37,560.00
SEG 02	SEG 04	6,000.00
SEG 03	SEG 03	11,000.00
SEG 03	SEG 05	114.00
SEG 04	SEG 03	6,725.00
SEG 04	SEG 05	2,872.00
SEG 04	SEG 07	12,027.51
SEG 05	SEG 01	19,000.00
SEG 05	SEG 03	19,884.00
SEG 05	SEG 04	18,315.00
SEG 05	SEG 05	34,600.00
SEG 05	SEG 07	81,512.96
SEG 06	SEG 06	135,492.56
SEG 06	SEG 07	4,216.00
SEG 07	SEG 01	10,092.00
SEG 07	SEG 03	15,500.00
SEG 07	SEG 04	33,000.00
SEG 07	SEG 05	25,477.00
SEG 07	SEG 07	35,000.00
SEG 10	SEG 10	87,578.00
SEG 13	SEG 13	10,984.43

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

The Minister for Economy approved the following supplementary virements:

From	To	Amount (\$)
SEG 13	SEG 1	34,705
SEG 13	SEG 2	13,694

Funding was re-deployed from the Ministry of Economy appropriation as follows:

From	To	Amount (\$)
HEAD 50	SEG 10	5,000,000

\*There was re-deployment of \$5,000,000 within the 2016-2017 through the Ministry of Economy as per Cabinet Decision CP (17) 181 of 31 July 2017 for the Upgrade and Maintenance of Fiji Sports Council Facilities allocated for the Vodafone Arena. Funds were re-deployed into Program 2; Activity 1; SEG 10. An agreement was executed between the Ministry of Economy and the Fiji Sports Council on 31 July 2017.

**NOTE 5 OPERATING TRUST FUND ACCOUNT**

At balance date, there were funds of \$59,798.63 that mostly related to the monies held for employees' deductions such as FNPF, PAYE, Project Retention balances and VAT on farm revenue withheld in the Ministry's operating trust fund account (SLG 86 Account). These deductions were withheld directly from Payroll and VAT inputs, which will be paid accordingly in the following month.

At balance date, there were funds of \$13,967.97 (SLG 89), which related to unestablished payroll deductions, project retention funds as per memorandum of agreements and funds related to grants received from the Chinese embassy for divisional youth projects.

**NOTE 6 MINISTRY'S DRAWING ACCOUNT**

At balance date, there was a total of \$18,366.19 worth of cheques that remained unrepresented for the Financial Year ended 31 July 2017. MYS has fully complied with EFT payments system from 2012 for Drawings Account and had timely increased EFT implementation.

## Glossary

ACP	–	Annual Corporate Plan
A/L	–	Annual Leave
B/L	–	Bereavement Leave
BOS	–	Board of Survey
CSRMU	–	Civil Service Reform Management Unit
DEIA	–	Duke of Edinburgh's International Awards
FASANOC	–	Fiji Association of Sports and National Olympic Committee
FNCS	–	Fiji National Sports Committee
IEC	–	Information Education Communication
KAB	–	Know About Business
M/L	–	Maternity Leave
MCS	–	Ministry of Civil Service
MOU	–	Memorandum of Understanding
MYS	–	Ministry of Youth and Sports
NYCF	–	National Youth Council of Fiji
NYP	–	National Youth Policy
PCCPP	–	Peoples' Charter for Change, Peace and Progress
RDSSD	–	Roadmap for Democracy and Sustainable, Socio – Economic Development
SLWSS	–	Sick Leave with Sick Sheet
SLWOSS	–	Sick Leave Without Sick Sheet
SYOB	–	Start Your Own Business
SYPTD	–	Strengthening Youth Participation in Transition to Democracy
ToT	–	Training of Trainers
TR	–	Temporary Relieving
TWG	–	Technical Working Group
YTC	–	Youth Training Centre







