



PARLIAMENT OF THE
REPUBLIC OF FIJI

LEGISLATURE

ANNUAL REPORT

2017–2018



ABOUT THIS REPORT

This Annual Report highlights the results of targeted Department activities contributing to the achievement of our strategic objectives over the 2017–2018 reporting year. This is benchmarked against the targets published in our Operational Plan and Strategic Plan 2018–2022.

This report including the financial statements and audit report is available on the Parliament’s website at www.parliament.gov.fj.

REFERRAL LETTER

Hon. Aiyaz Sayed-Khaiyum
Attorney-General and Minister for Economy, Civil Service and Communications
Office of the Attorney-General
Level 7 Suvavou House
Victoria Parade
SUVA

RE: 2017–2018 ANNUAL REPORT

Dear Sir,

I have pleasure in forwarding to you the Annual Report (**‘Report’**) on the operations of the Department of Legislature (**‘Department’**) for the period 1 August 2017 to 31 July 2018.

The Report highlights the Department’s performance and achievement in delivering services to the Honourable Speaker of Parliament, the Honourable Members of Parliament and the Fijian people, as reflected in the Department’s Operational Plan and Strategic Plan 2018–2023.

This Report has been prepared in accordance with the provisions of the Financial Management Act 2004 and encapsulates the commitment and diligence of all staff in the Department.

.....
Viniana Namosimalua (Mrs)
Acting Secretary-General to Parliament



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ACRONYMS

SDGs	Sustainable Development Goals
UNDP	United Nations Development Programme
ICT	Information Communication Technology
Department	Department of Legislature
MP(s)	Member(s) of Parliament
IPU	Inter-Parliamentary Union
CPA	Commonwealth Parliamentary Association
PWPP	Pacific Women's Parliamentary Partnership
FPSP	Fiji Parliament Support Project
PABX	Private Automatic Branch Exchange
FBEA	Fiji Business Excellence Awards



FOREWORD: HONOURABLE SPEAKER OF PARLIAMENT



The Parliament of the Republic of Fiji has since October 2014 been ably supported by a secretariat functioning as the Department of Legislature (**'Department'**). In a democratic system of governance this support to Members of Parliament (**'MPs'**) as representatives of the people is critical to a highly-functional and effective Parliament. The role of the Government and the Opposition in Fiji's Parliamentary democracy is strongly enhanced by the provision of professional services in procedural advice, capacity building, engaging with the public and strengthening relations with other Parliaments.

My role and responsibility as Speaker is significant in ensuring that the legislators and decision makers are well equipped and professionally supported to serve the Fijian people. While I had not been present during the 2017–2018 period, I am fully cognizant that the Speaker then, the late Hon. Dr Jiko Luveni shared the same sentiments and always delivered to the best of her abilities.

Her visionary leadership and the specific initiatives she spearheaded during her tenure are fully acknowledged.

How the Parliament has functioned from 2014 reflects the strong support it has been rendered from a Government-funded one line budget, executive support to the Speaker and capacity building both to the Members of Parliament as representatives of the people, and to the Department as the secretariat.

The effective facilitation of Parliament sittings in scrutinising the budget and Bills, and meetings of standing committees have been made possible with developments in the Information Communication Technology (**'ICT'**) and a communication strategy that encourages citizen interaction with Parliament.

Engagements with other Parliaments through MOUs and with the Inter-Parliamentary Union (**'IPU'**), the Commonwealth Parliamentary Association (**'CPA'**) and other Parliamentary forums have allowed for peer-to-peer learning and professional development in Parliamentary procedures and practice.

I was especially pleased to learn that the Fijian Parliament had made great strides in the Sustainable Development Goals (**'SDGs'**) when it became the first Parliament in the world to carry out a self-assessment exercise on this global agenda.

Through the Parliamentary processes, the SDGs were being mainstreamed into the work of Members through legislative scrutiny, civic education and capacity building.

In all of these developments, I fully commend the ongoing commitment of the Department in its partnership with the Fiji Parliament Support Project (**'FPSP'**), the Parliament of Victoria as Fiji's twin Parliament and all our stakeholders.

I thank everyone for their continued support to the Parliament and to that end, the people of Fiji.

H.E Hon. Ratu Epeli Nailatikau
Speaker of the Parliament of the Republic of Fiji



STATEMENT: SECRETARY-GENERAL TO PARLIAMENT

By 2017, the Department of Legislature had consolidated its systems and processes and progressed from a secretariat that was new and lacking in corporate strength and direction when Parliament resumed in 2014.

2017 was the third year of the Parliamentary term and by this time, the Department had been satisfactorily capacitated to provide the highest level of support to the Honourable Speaker and the Honourable Members of Parliament.

I share the sentiments of the Hon. Speaker Ratu Eveli Nailatikau, as I pay homage to the leadership of the late Speaker the Hon. Dr Jiko Luveni and thank her most sincerely for her efforts in making our Parliament visible and relevant during her tenure.

Consolidating our policies, workforce, finances, capacity, and support have been key to sustaining our services to the Honourable Speaker and Honourable Members of Parliament.

Our partnerships with other Parliaments and Parliamentary forums have been invaluable in our endeavour to be relevant and effective. The support of the FPSP as a partner in development has remained strong and we have continued to work jointly together to capacity build our Members and staff.

Our investment in newer technologies and expansion into more diverse communication platforms have enhanced our goals of making the Parliament committees system work effectively and equally important disseminating information to the public on issues that affect them.

Third year into the Parliament in 2017 and our communication strategy has been strengthened with many schools and communities reached with our 'Meet the Speaker' and 'Parliament Bus' programmes. The frequency of school visits to the Parliament speak volumes of the effectiveness of educational videos and factsheets.



Social media is without a doubt the platform frequently accessed by the public for information on Parliament. The Department is fully aware that providing quality and current content is key to assisting the people engage effectively with Parliament.

In 2017, we embarked on the development of a 4 year Strategic Plan that set the guard rails for our future. As it evolves, the Plan should shape our organisation's thinking and practice and more importantly strengthen our capacities.

I acknowledge the staff for their commitment to providing professional support to the Parliament.

I am honoured to present this Annual Report for the period 1 August 2017 to 31 July 2018.

Viniana Namosimalua (Mrs)

Acting Secretary-General to Parliament



Our Purpose

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

Under the leadership of the Secretary-General to Parliament, the Department provides services and support to the Fijian Parliament, and the work of the Parliamentarians to ensure –

- * the effective functioning of Parliament and its Committees;
- * that Members of Parliament fulfil their Parliamentary roles; and
- * that our customers have reasonable access to the Parliament precincts and information pertaining to the role and function of Parliament.

Our Vision

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

Our Mission

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

Our Approach

- * Equal Employment Opportunities;
- * Provision of services that are responsive to changes in its operating environment; and
- * Provision of services are delivered efficiently and effectively.

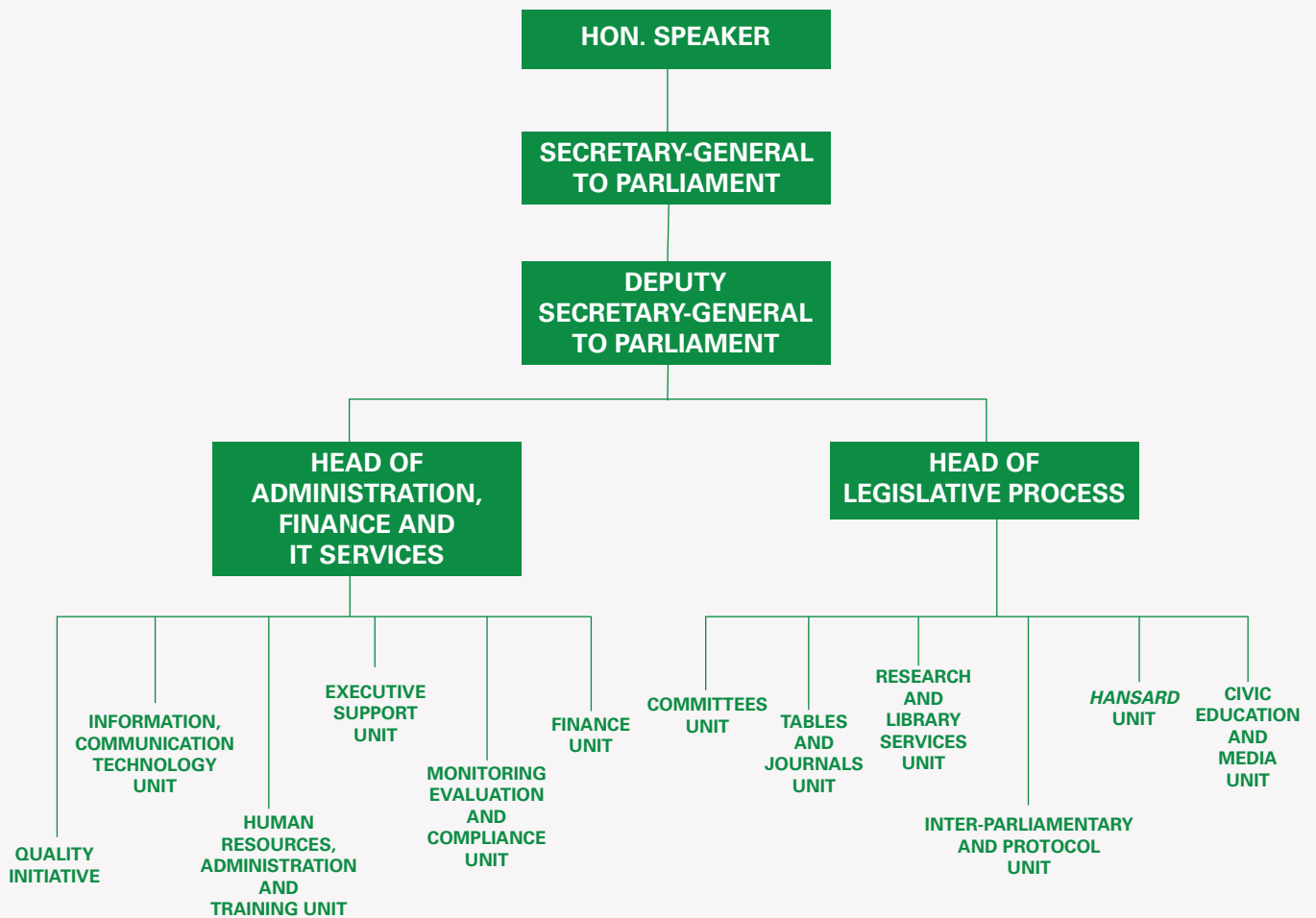
Our Values

- * Professionalism
- * Recognition
- * Integrity
- * Commitment
- * Impartiality and Independence
- * People Centeredness
- * Teamwork
- * Excellence

Our Customers	
Internal Customers	External Customers
Office of the Speaker	Government Ministries/Departments
Members of Parliament	Other Parliaments
Office of the Secretary-General	Diplomatic Missions
Caucus Office	Donor Agencies
Deputy Secretary-General to Parliament	Schools/Institutions
Head of Legislative Process	Private Sector
Head of Administrative, Finance and IT Services	Business Sector/Suppliers
Legislative Processes Division	International Organisations
Corporate Services Division	General Public
	Media Organisations



ORGANISATION STRUCTURE



OUR ROLE

The Department of Legislature provides secretariat services to the Members of Parliament. It is headed by the Secretary-General who manages the administrative affairs of the Parliament on a day-to-day basis and provides procedural advice to the Speaker.

Through its functional units, the Department serves the needs of Members of Parliament and its desired outcome is that the requirements of the Members are satisfactorily met, in accordance with all relevant laws, subsidiary laws and policies in place.



PERFORMANCE OVERVIEW

The way the Parliament has functioned is measured by what it has achieved in terms of its role as the law-making institution of the State. The democratic process of which Members of Parliament are key is facilitated by the services provided by the Department of Legislature.

The services delivered are driven by five strategic priorities. These are —

- (i) Respect for the relevance and independence of Parliament;
- (ii) An effective Parliament with exceptionally capable people;
- (iii) Sustainable service delivery through operational excellence;
- (iv) ICT to facilitate the services of Parliament; and
- (v) Extensive engagement and effective communications.

RESPECT FOR THE RELEVANCE AND INDEPENDENCE OF PARLIAMENT

Parliament operates as an apolitical and independent body.

Parliament Sittings and Standing Committee Meetings

Parliament Sitting Days

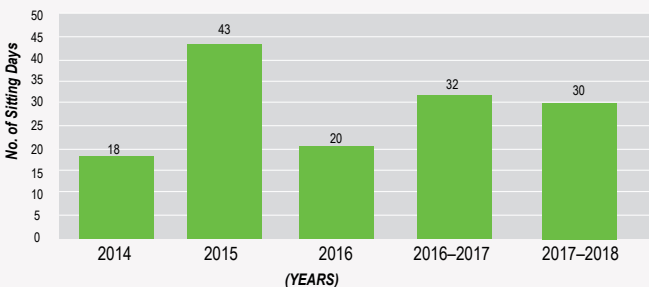


Figure 1: Total number of Parliament sitting days as per the respective annual Parliament Sitting Calendar

Figure 1 shows the trend in the sitting days with 30 Parliament sittings in this reporting period. There were fewer sittings in 2018, given that this was an election year with the 4 year term of Parliament drawing to an end.

Oversight – Parliament Questions

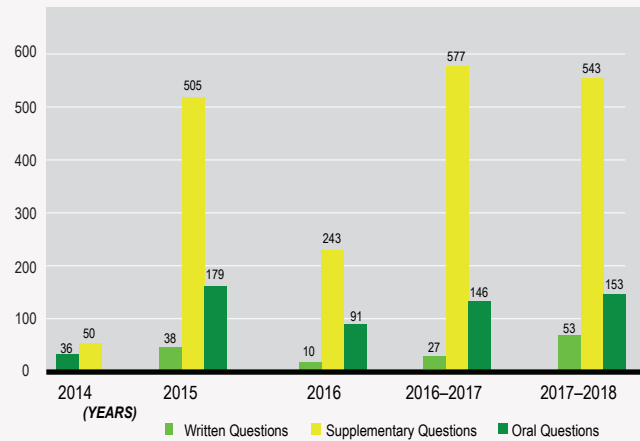


Figure 2: Total number of questions asked during Parliament sittings

As reflected in Figure 2, 749 questions were asked during this period with 153 oral questions, 543 supplementary questions and 53 written questions. In terms of impact, question time and budget scrutiny provided effective oversight of the Executive and allowed for responsive governance as questions were answered and information clarified in the process. Following the resumption of Parliament in 2014, a gradual increase in the number of questions in the House was observed largely due to the familiarisation of Members of Parliament on their roles.

Petitions tabled in Parliament

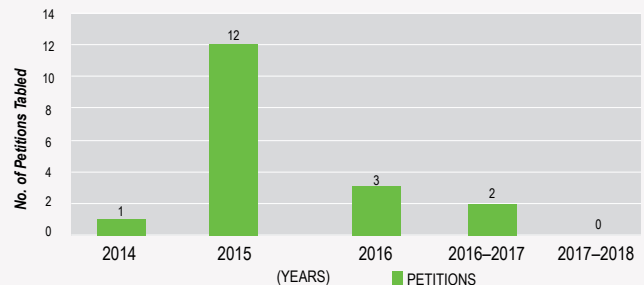


Figure 3: Parliament Petitions tabled during the Parliament term 2014-2018

Petitions are permitted under the Standing Orders and deliberated for referral to the relevant standing committee for investigation. This is an avenue for people to be made aware of issues that have been brought to the Parliament by their representatives.

Bills Passed in Parliament

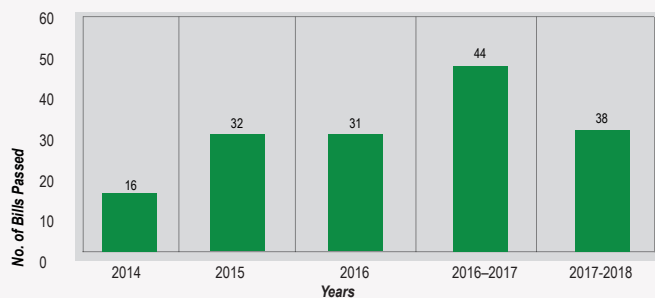


Figure 4: Bills passed during the Parliament term 2014–2018

Figure 4 shows 38 Bills were passed by Parliament during this reporting period. The decrease in the number of Bills passed by Parliament compared to the previous period is attributed to the fact that 2018 was an election year and preparations were being geared towards that process.

Treaties tabled in Parliament

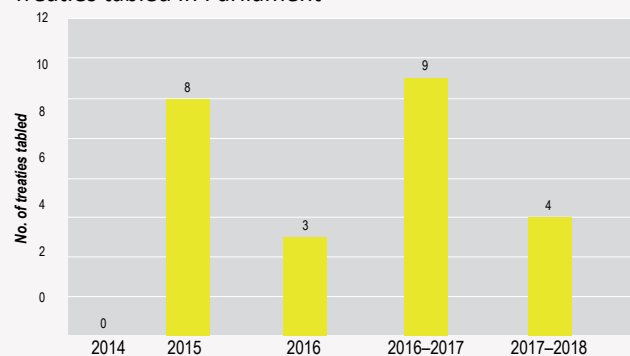


Figure 5: Treaties tabled during the Parliament term 2014–2018

For this reporting period, 4 treaties were tabled and passed by Parliament. Additional information is presented at the end of this report for reference.

SCRUTINY OF BILLS AND POLICIES

The Department ensures that the debates during the Parliament sittings, Standing Committee meetings and other approved forums are accurately and promptly reported. A thorough process of transcription, translation, editing, dissemination, storage, archiving and retrieval is undertaken. A total of 31 *Hansard* reports were produced during the 2017–2018 period as reflected in Figure 6.

Production of *Hansard* Reports

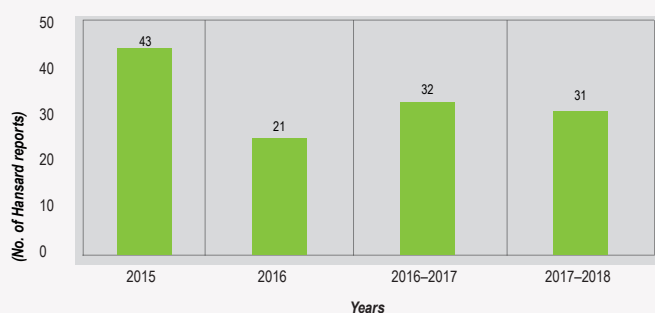


Figure 6: No. of *Hansard* reports produced from 2015–2018

2017 recorded the highest number of meetings compared to 2018 as shown in Figure 7, following the consolidation of systems and processes of the Department in 2017.

This ensured accountability in committee meeting attendances and payments of applicable allowances to Members. Members guidelines formed an important part of the governance oversight.

Parliament Standing Committee Meeting Summary

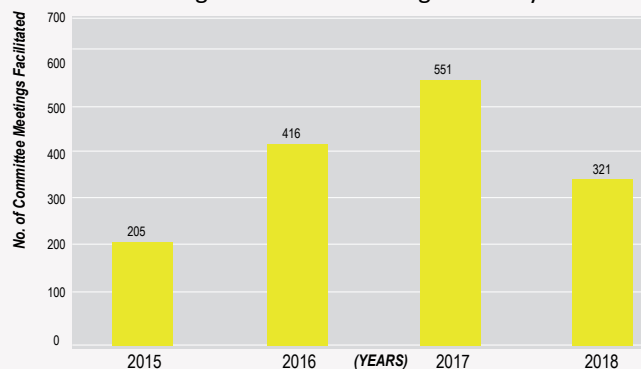


Figure 7: Standing Committees meetings facilitated during the Parliament term 2014–2018



“The Members Guideline assisted us in ensuring that all protocols and rules were met during Committee meetings by the Honourable Members of Parliament.

The Submitters Guideline was developed to reduce anxiety and confusion as most organisations

submitting for the first time before a committee did not know what was expected of them. It ensured that all parliamentary protocols (dress code, mannerisms) were adhered to. Each time we invited organisations to submit, we would email the Guidelines to them.”

Komal Khushboo,
Senior Committee Clerk

Standing Committee Reports tabled

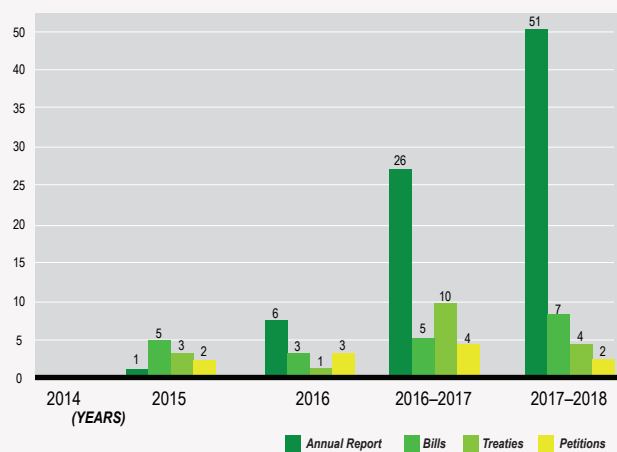


Figure 8: Standing Committees – reports tabled during the Parliament term 2014–2018

A total of 64 reports were tabled during the 2017–2018 period in Figure 8.

The work of the Standing Committees was strengthened to a great extent by the assistance of the Fiji Parliament Support Project who in this period provided technical experts on Long Term Agreements supporting Committees upon request. Both Members and staff were greatly assisted with this specific support from experts as it enabled them to have a better understanding of issues that were often technical in nature.

Production of Verbatim Reports

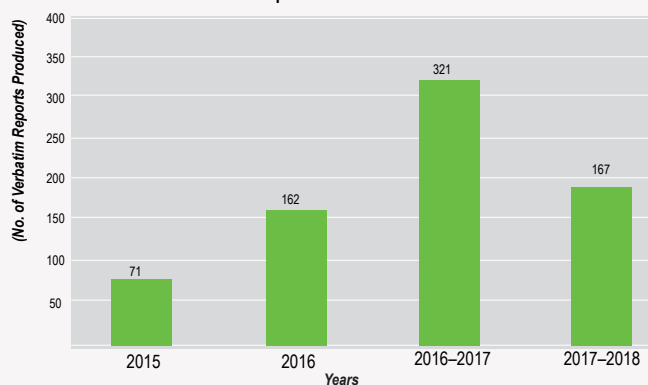


Figure 9: Verbatim Reports produced by the Hansard Unit from 2015-2018

In addition to this, a total of 167 verbatim reports (Figure 9) were produced during the period. *Hansard* reports are also made available to the public on the Parliament website and are a very useful source of information. During this period, *Hansard* support faced challenges in terms of timeliness and accuracy and was rectified through the assistance from the FPSP in terms of specific staff training and exposure to Parliament best practices abroad.

MANAGING EXECUTIVE SERVICES

Executive support services are accorded to the Office of the Speaker and the Office of the Secretary General to Parliament, in terms of high-level quality support and customer services. Work regarding visiting dignitaries and partners in development are facilitated by these services. As shown in Figure 10, a total of 27 courtesy calls were recorded.

Courtesy Calls made to Parliament

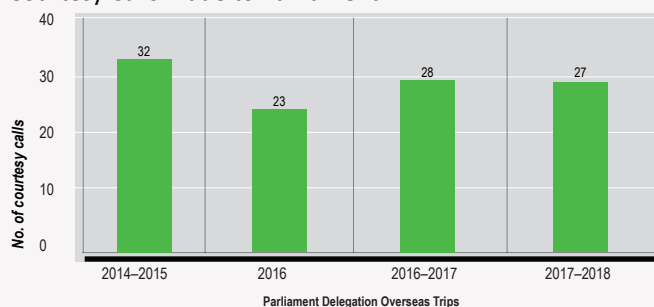


Figure 10: Official visits to Parliament during the 2014-2018 period

STRENGTHENING INTER-PARLIAMENTARY RELATIONS

The Department developed, maintained and strengthened relations with other Parliaments and various Inter-Parliamentary organisations regionally and globally. It ensured the provision of high-level and quality support for Inter-Parliamentary conferences, outgoing and incoming Parliamentary delegations, and advice to the Speaker and MPs.

In doing so, the Department aimed to support external relations for the Parliament with a view to achieving productive and amicable international and regional relationships with other Parliaments and Parliamentary bodies and organisations. The Department facilitated the signing of a Memorandum of Understanding on 6 September 2017 with the House of Representatives of the Republic of Indonesia pertaining to Inter-Parliamentary Partnership.

Strengthening Inter-Parliamentary Relations

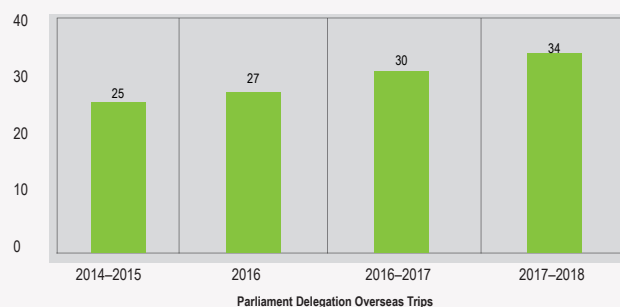


Figure 11: Official Parliament delegation overseas to strengthen Inter-Parliamentary relations

During this period, the Department facilitated 34 official engagements abroad for Members of Parliament and the Executive Management. Such engagements exposed MPs to Parliament best practices and dialogue on Parliamentary matters. A significant event during this period was the 2017 United Nations Climate Change Conference held from 6 to 17 November 2017 in Bonn, Germany. With Fiji holding the Chairmanship, it was essential for the Fijian Parliament to foster support through the participation of the Speaker as a panelist at the IPU Parliamentary meeting on 12th November.



MANAGING OF ASSETS

The Assets Management Unit manages the Parliament’s assets in accordance with the policy frameworks.

A key achievement for the unit during this period was the construction of ramps for persons living with disability and also for the Department in its implementation of Sustainable Development Goal 10 which aimed at reducing inequality based on disability. This provided ease of access to persons living with disability.

AN EFFECTIVE PARLIAMENT WITH EXCEPTIONALLY CAPABLE PEOPLE

One of the priorities for the Department is to build a high-performance culture with professionalism developing a highly skilled workforce.

BUILDING A DYNAMIC WORKFORCE

The Department managed its recruitment process from screening resumes to coordinating interviews and processing applications thoroughly to ensure fairness and compliance to policy and legal frameworks in place.

Staff Establishment 2014–2018

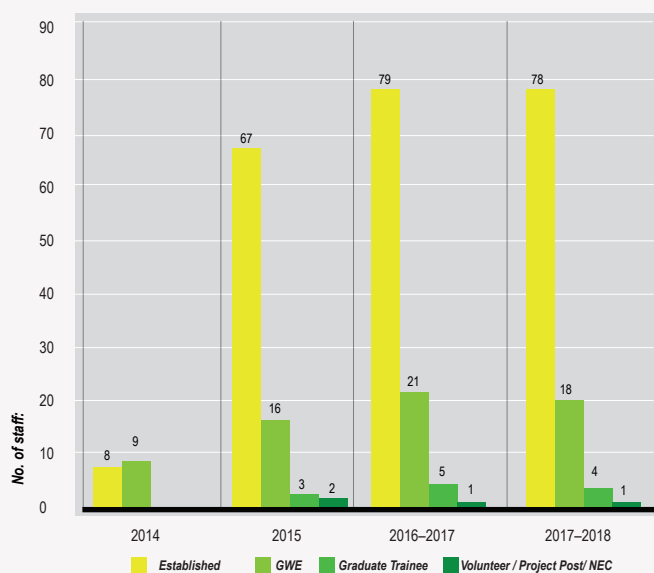


Figure 12: Staff Establishment as at 31 July 2018

Staff numbers decreased by 0.05% in the 2017–2018 period compared to the 2016–2017 period. Staff turnover increased in this financial reporting period as staff found better opportunities elsewhere, promotions and family/personal movements both locally and abroad.

Whilst there has been a diverse and qualified workforce, the Department continues to encourage staff to pursue further education and undertake relevant training to enhance capabilities.

Workforce Gender Analysis

Male : 46%
Female : 54%



Figure 13: Workforce Gender Statistics as at 31 July 2018

In terms of gender balance, there are more females than males in the Department. As an equal opportunity employer, the Department is committed to maintaining a balanced gender composition.

Workforce Age Structure

40–49 : 32%
50–55 : 15%
20–29 : 21%
30–39 : 32%
55+ : 0%

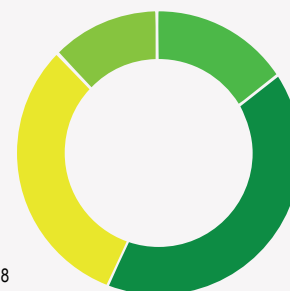


Figure 14: Workforce Age Structure as at 31 July 2018

Figure 14 illustrates that the Department has a relatively young workforce with almost 64% within the 30–49 years age category. In light of this, the challenge has been the retention of our skilled workforce.

The Department embarked on consultations to reorganise its organisational and salary structure as a retention strategy. During the 2017–2018 period, the Senior Management Team and Managers Forum were put in place as mechanisms for improving consultative processes and thereby ensure that decisions made were not unilateral.

“I thank the senior management staff for their abilities to deliver positive changes within the Department and for the teamwork demonstrated since 2014.”

(Hon. Dr Jiko Luveni – Speaker)



MONITORING AND EVALUATION

Policy Implementation

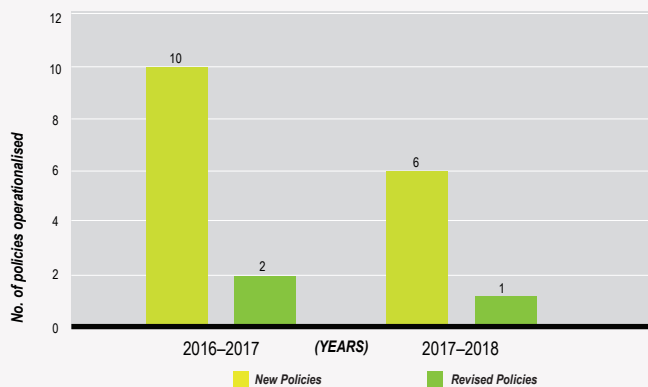


Figure 15: Policies implemented as at 31 July 2018

Figure 15 shows the work undertaken in the revision of current policies and the development of new ones. Through the assistance of the FPSP and the Parliament of Victoria, staff from the Corporate Services Division attended a specific Strategic Planning programme in June 2018. Positive feedback was received from staff as it enhanced their knowledge and skills in relation to strategic planning in the Parliamentary context. The result of this engagement was the development of the first five (5) year strategic plan 2018–2022.

INVESTING IN PEOPLE DEVELOPMENT

Staff Development

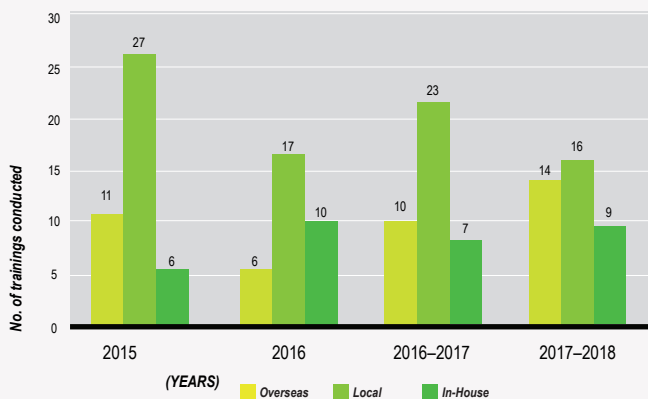


Figure 16: Trainings conducted for staff as at 31 July 2018

Staff development and training address competency gaps and ensure that staff perform to the optimum. Figure 16 shows that training opportunity is fairly distributed across the organisation based on relevance to individual positions. Staff capacity development trainings were organised jointly with the FPSP during the period of reporting and needs were identified accordingly.

The Department participated in the National Quality Convention to improve business systems and processes. Through greater collaboration and business improvements driven and implemented during the period, the Department attained the

Achievements Award in the Fiji Business Excellence Awards ('FBEA') in 2017. Through the FBEA feedback report of 2017, the Department will continue to strive for excellence and improvements in its business systems and processes.

As part of people development, the *Hansard* Unit had the opportunity to share its knowledge and skills with the National Parliament of Papua New Guinea through a South-South attachment facilitated by the FPSP.

It was also an opportunity for both Parliaments to strengthen their relationship through the sharing of good practices and learning how to overcome similar challenges.

SUSTAINABLE SERVICE DELIVERY THROUGH OPERATIONAL EXCELLENCE

The Department is focused on best practice and strengthening of governance and accountability at all levels.

STRENGTHENING QUALITY RESEARCH

The Department enhances efficient and effective delivery of research and library services.

The highlight of the 2017–2018 period was the practical implementation of lessons and experiences gained from capacity-building initiatives. This involved improving templates, research content and information briefs. Standing Committees and the Senior Executives rely on quality research.

In July 2018, the unit took on the responsibility of facilitating its third budget briefing exercise for Members, this time, with a reduced number of overseas researchers under the FPSP. The task involved providing the necessary budget briefs through succinct accurate information and relevant imagery. A milestone achievement was the selection of 2 research staff who joined a team of international researchers who formed the Floating Budget Analysis Unit that supported the National Parliament of the Solomon Islands and Legislative Assembly of Tonga in the analysis of their national budgets.

A major achievement of the unit was its facilitation of the Parliament's SDGs self-assessment exercise. The research team, with the assistance of the FPSP and the IPU undertook this initiative in October 2017. This entailed Parliament undertaking a process of international benchmarking and assessing its state of preparedness for engagement with the Sustainable



Development Goals. The report titled *The Parliament of Fiji and the Sustainable Development Goals: A Self-Assessment report* was presented in Parliament by the Speaker during the Parliament sitting on 7 March 2018.

The IPU commended the Fijian Parliament, for being the first Parliament in the world, to undertake the SDG self-assessment exercise.

“Fiji is the first country in the world to undertake this exercise aimed at helping Parliaments assess their capacity and readiness to engage in the SDG implementation.”

(Martin Chungong – IPU Secretary General)

ICT TO FACILITATE THE SERVICES OF PARLIAMENT

Technology is a key tool for the Department in the continued improvement of its systems and support services.

IMPROVING SERVICES THROUGH ICT

During the said period, the Department procured a Cloud hosted Private Automatic Branch Exchange (**PABX**) Telephone system.

As the unit responsible for ensuring and maintaining a workable and efficient ICT infrastructure for Parliament, it advised on the upgrading of the PABX. There was great benefit in this new system as it was purely software based and was hosted on the Cloud.

In this reporting period, two Video Conferencing systems were installed at the two committee rooms for the Standing Committee meetings. Through the assistance of the FPSP, scoping of the broadcasting of public submissions during the Standing Committee meetings and the realignment of cameras in the Parliament Chambers were undertaken. It was absolutely necessary to move into developing a broadcasting system as Parliament was mandated under the Fijian Constitution to conduct its business in a transparent manner.

The goal in this exercise was to procure specific broadcast equipment to enable the Parliament to produce television and online coverage of Parliament sittings in the Chambers and the two committee rooms. This was especially significant as it would

demonstrate Parliament’s compliance with the provisions of the Constitution requiring transparency in hearings and sittings.

In the spirit of sharing, during the same reporting period, the Department through its ICT unit, heeded a call for assistance from the Legislative Assembly of Tonga following the devastating rampages of Cyclone Gita. The debating Chamber of the Legislative Assembly was completely destroyed by the Cyclone and had to be relocated to a building more than two kilometres away from the initial site. It was therefore necessary to set up audio recording systems, conferencing systems and also undertake staff training. With the assistance rendered by the ICT team, the Legislative Assembly of Tonga was able to continue with its business. This support saw the strengthening of ties between the two Parliaments.

EXTENSIVE ENGAGEMENT AND EFFECTIVE COMMUNICATIONS

One of the Department’s priorities is to enhance public outreach and education services to ensure awareness of the Parliament’s role and its impact.

ENGAGING WITH THE COMMUNITY

Civic Education and Community Engagement

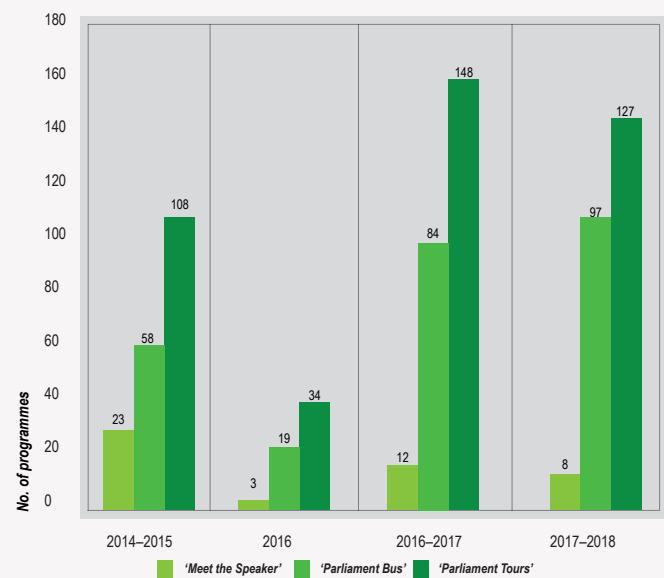


Figure 17: Civic Education and Community Engagement Programme for 2014–2018

During this reporting period, 8 Meet the Speaker programmes, 97 Parliament Bus Programmes and 127 Parliament Tours were facilitated. The Department is committed to ensuring that the wider Fijian population is made aware of the role of Parliament. Public outreach programmes helped to reach communities that might not otherwise have the means to access information on the Parliament or be able to use avenues available for citizens engagement.



The Speaker’s debate series organised jointly with the FPSP assisted in raising awareness on the SDGs and the role of Parliament. During such events, the public has the opportunity to engage with MPs and other panelists and ask questions based on the debate topic.

Tours to Parliament drew a lot of interest and increased in the period reported. This can be attributed to the publicity given to the Parliament through the Meet the Speaker and Parliament Bus Programmes.

Parliamentary Information Engagement

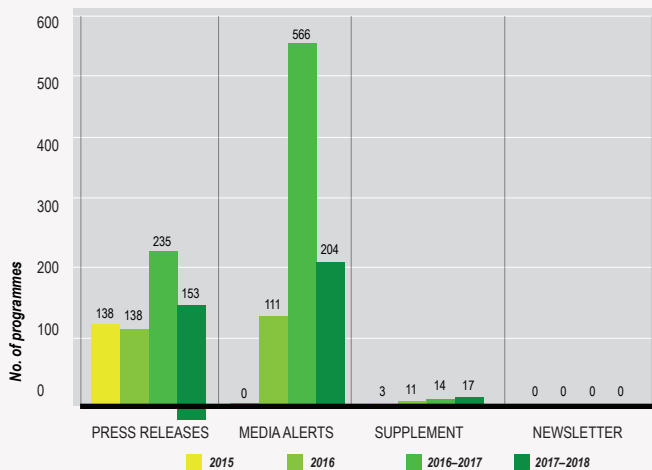


Figure 18: Dissemination of Parliament Information through the media

Figure 18 shows a reduction in the publications during the said period when compared to 2015 and 2016. With the modern era of technology, the Department had capitalised on various social media platforms such as Facebook and Twitter to increase the Parliament’s visibility not only in Fiji but on a global scale. The challenge has always been to strengthen capacities to meet the demands and needs of its diverse customers and stakeholders.

SOCIAL MEDIA PLATFORMS

The Twitter account is used to inform Members, the media, and the public about Parliament activities. The Parliament’s Facebook page is primarily used to update the public on the important developments, particularly in relation to the work of the Standing Committees.





DISCLOSURES AND FINANCIAL COMPLIANCE





OFFICE OF THE AUDITOR GENERAL

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INDEPENDENT AUDITOR'S REPORT

PARLIAMENT OFFICE

I have audited the financial statements of the Parliament Office, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2018, 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, Finance Instructions 2010 and the Finance (Amendment) Instructions 2016.

Basis for Opinion

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

Management's Responsibilities for the Financial Statements

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

Auditor's Responsibilities

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

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

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from



error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

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

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

Ajay Nand
AUDITOR-GENERAL



Suva, Fiji
06 February 2019



PARLIAMENT OFFICE

**MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 JULY 2018**

We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of Parliament Office for the year ended 31 July 2018; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act, Finance Instructions 2010 and the Finance (Amendment) Instruction 2016.

Viniana Namosimalua
Acting Secretary-General to Parliament

Date: 05/02/19

Miriama Vereivalu
Manager Finance

Date: 05/02/2019



PARLIAMENT OFFICE

**STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2018**

	Notes	2018 (\$)	2017 (\$)
RECEIPTS			
State Revenue		12,068	11,523
Agency Revenue		194	151
TOTAL REVENUE		12,262	11,674
EXPENDITURE			
Established Staff		4,792,066	4,523,347
Government Wage Earners	3(a)	322,178	387,200
Travel & Communication	3(b)	2,695,508	2,068,416
Maintenance & Operations	3(c)	848,115	686,670
Purchase of Goods & Services		472,952	545,203
Operating Grants & Transfers	3(d)	750,000	437,500
Special Expenditure	3(e)	569,931	1,485,628
Total Operating Expenditure		10,450,750	10,133,964
Capital Purchase	3(f)	50,988	261,651
Total Capital Expenditure		50,988	261,651
Value Added Tax		391,719	440,157
TOTAL EXPENDITURE		10,893,457	10,835,772



PARLIAMENT OFFICE
APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 JULY 2018

SEG	Item	Budget Estimate (\$)	Appropriation Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry- Over (\$)	Lapsed Appropriation (\$)
1	Established Staff	-	-	-	-	-	-
2	Government Wage Earners	-	-	-	-	-	-
3	Travel & Communication	-	-	-	-	-	-
4	Maintenance & Operations	-	-	-	-	-	-
5	Purchase of Goods & Services	-	-	-	-	-	-
6	Operating Grants & Transfers	10,997,878	-	10,997,878	10,501,738	-	496,140
7	Special Expenditure	-	-	-	-	-	-
	Total Operating Expenditure	10,997,878	-	10,997,878	10,501,738	-	496,140
8	Capital Construction	-	-	-	-	-	-
9	Capital Purchase	-	-	-	-	-	-
10	Capital Grants & Transfers	-	-	-	-	-	-
	Total Capital Expenditure	-	-	-	-	-	-
13	Value Added Tax	-	-	-	391,719	-	391,719
	TOTAL EXPENDITURE	10,997,878	-	10,997,878	10,893,457	-	104,421



PARLIAMENT OFFICE

STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2018

Losses of Money

There was no loss of money recorded for the year ended 31 July 2018.

Losses of Revenue

There was no loss of revenue recorded for the year ended 31 July 2018.

Losses of Assets (Other than Money)

There was no reported loss (other than money) recorded for the year ended 31 July 2018. However, following the 2018 Board of Survey, the items worth \$48,675 were written off as approved by the Permanent Secretary for Economy.

Category	Cost (\$)
Office Equipment	4,285
Furniture & Fittings	4,890
Motor Vehicles	39,500
Total	48,675



PARLIAMENT OFFICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2018

NOTE 1 REPORTING ENTITY

The primary function of the Parliament is provided for under Section 46(1) of the Fijian Constitution, which states that, “the authority and power to make laws for the State is vested in Parliament”. The Parliament is the voice of the Fijian people, and it is responsible for ensuring representative government, openly debating relevant issues and providing oversight of government activities.

NOTE 2 STATEMENT OF ACCOUNTING POLICIES

a) Basis of Accounting

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

The financial statements are presented in accordance with the Financial Management Act and the requirements of Section 71(1) of the Finance Instructions 2010. The preparation and presentation of a Statement of Assets and Liabilities is not required under the current Government policies.

b) Accounting for Value Added Tax (VAT)

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

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

c) Comparative Figures

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

The financial statements for the year ended 2017 and the financial statements for the year ended 2018 are both for a twelve months period.

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



PARLIAMENT OFFICE

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (continued) FOR THE YEAR ENDED 31 JULY 2018

d) Revenue Recognition

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

NOTE 3 SIGNIFICANT VARIATIONS

- a) The government wage earners cost reduced by \$65,022 or 17% in 2018 compared to 2017. This was due to the reduction in establishment and decrease overtime payment.
- b) The travel and communications cost increased by \$627,092 or 30% due to increase number of overseas official engagements attended by Honourable Speaker and members of Parliament. The members of Parliament had to attend Parliament sittings, Committee sittings and public consultations which resulted in increase in local subsistence spending. There was increased charges for internet services utilised by executives, members of Parliament and staff for research purposes.
- c) The maintenance and operations cost increased by \$161,445 or 23% due to increase activities and demand for stationeries and printing. The Office also procured and installed a generator which increased expenditure in this allocation. Additionally, there was an incline in refreshments and catering for Members of Parliament during Parliament and Committee sittings and secretariat management meetings.
- d) The operating grants and transfers cost increased by \$312,500 or 71% due to the full payment of the grant to the political office compared to 2017 where less was paid.
- e) The special expenditures cost decreased by \$915,697 or 62% in 2018 compared to 2017 due to the reduction in the expenses for the 25th Asia-Pacific Parliamentary Forum.
- f) The capital purchases cost decreased by \$210,663 or 80% due to less capital procurements in 2018 compared to 2017 resulting from delay in tender process relating to the IT projects.



ADDITIONAL INFORMATION

AUGUST 2017–JULY 2018 ACTS					
NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
1	44 of 2017	INTERNATIONAL ARBITRATION	AN ACT TO MAKE PROVISION FOR THE CONDUCT OF INTERNATIONAL ARBITRATIONS BASED ON THE MODEL LAW ADOPTED BY THE UNITED NATIONS COMMISSION ON INTERNATIONAL TRADE LAW ON INTERNATIONAL COMMERCIAL ARBITRATION AND TO GIVE EFFECT TO THE NEW YORK CONVENTION ON THE RECOGNITION AND ENFORCEMENT OF FOREIGN ARBITRAL AWARDS AND FOR RELATED MATTERS	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 15 SEPTEMBER 2017	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE ATTORNEY-GENERAL BY NOTICE IN THE GAZETTE
2	45 of 2017	PERSONAL PROPERTY SECURITIES	AN ACT TO REGULATE THE LENDING OF MONEY SECURED BY PERSONAL PROPERTY AS COLLATERAL	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 15 SEPTEMBER 2017	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
3	46 of 2017	LAND TRANSPORT (AMENDMENT) (NO. 3)	AN ACT TO AMEND THE LAND TRANSPORT ACT 1998	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 15 SEPTEMBER 2017	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
4	47 of 2017	FIJI REVENUE AND CUSTOMS SERVICE (AMENDMENT) (NO. 2)	AN ACT TO AMEND THE FIJI REVENUE AND CUSTOMS SERVICE ACT	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 15 SEPTEMBER 2017	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
5	48 of 2017	TAX ADMINISTRATION (AMENDMENT) (NO. 2)	AN ACT TO AMEND THE TAX ADMINISTRATION ACT 2009	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 15 SEPTEMBER 2017	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
6	1 of 2018	EMPLOYMENT RELATIONS (AMENDMENT) ACT	AN ACT TO AMEND THE EMPLOYMENT RELATIONS ACT 2007	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 8 MARCH 2018	COMES INTO FORCE ON A DATE APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
7	2 of 2018	MEDICINAL PRODUCTS (AMENDMENT) ACT	AN ACT TO AMEND THE MEDICINAL PRODUCTS ACT 2011	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 8 MARCH 2018	COMES INTO FORCE ON A DATE APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
8	3 of 2018	PUBLIC ENTERPRISE (AMENDMENT) ACT	AN ACT TO AMEND THE PUBLIC ENTERPRISE ACT 1996	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 8 MARCH 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
9	4 of 2018	RIGHTS OF PERSONS WITH DISABILITIES ACT	AN ACT TO MAKE PROVISIONS FOR THE PROTECTION OF THE RIGHTS OF PERSONS WITH DISABILITIES IN ACCORDANCE WITH THE UNITED NATIONS CONVENTION ON THE RIGHTS OF PERSONS WITH DISABILITIES AND FOR RELATED MATTERS	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 MARCH 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
10	5 of 2018	CRIMES (AMENDMENT) ACT	AN ACT TO AMEND THE CRIMES ACT 2009	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 15 MARCH 2018	COMES INTO FORCE ON A DATE APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
11	6 of 2018	SUCCESSION, PROBATE AND ADMINISTRATION (AMENDMENT) ACT	AN ACT TO AMEND THE SUCCESSION, PROBATE AND ADMINISTRATION ACT 1970	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 15 MARCH 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
12	7 of 2018	FINANCIAL TRANSACTIONS REPORTING (AMENDMENT) ACT	AN ACT TO AMEND THE FINANCIAL TRANSACTIONS REPORTING ACT 2004	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 19 APRIL 2018	COMES INTO FORCE ON A DATE APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE



AUGUST 2017–JULY 2018 ACTS

NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
13	8 of 2018	ONLINE SAFETY ACT	AN ACT TO ESTABLISH THE ONLINE SAFETY COMMISSION FOR THE PROMOTION OF ONLINE SAFETY, DETERRENCE OF HARMFUL ELECTRONIC COMMUNICATION AND FOR RELATED MATTERS	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 16 MAY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
14	9 of 2018	INFORMATION ACT	AN ACT TO GIVE EFFECT TO SECTIONS 25 AND 150 OF THE CONSTITUTION OF THE REPUBLIC OF FIJI, TO FACILITATE THE RIGHT OF ACCESS TO INFORMATION HELD BY THE GOVERNMENT AND PUBLIC AGENCIES, TO CORRECT OR DELETE FALSE OR MISLEADING INFORMATION THAT DIRECTLY AFFECTS A PERSON, TO PROMOTE ACCESS TO INFORMATION AND FOR RELATED MATTERS	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 16 MAY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE, PROVIDED HOWEVER THAT THE MINISTER MAY, BY NOTICE IN THE GAZETTE, PRESCRIBE DIFFERENT DATES AS TO WHEN THIS ACT COMES INTO FORCE WITH RESPECT TO A PUBLIC AGENCY
15	10 of 2018	COMMUNITY-BASED CORRECTIONS ACT	AN ACT TO PROVIDE FOR A COMMUNITY-BASED CORRECTIONS SYSTEM THAT FOSTERS COMMUNITY-BASED SENTENCING OPTIONS AND THE REHABILITATION AND REINTEGRATION OF OFFENDERS AND FOR RELATED MATTERS	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 16 MAY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
16	11 of 2018	FAIR SHARE OF MINERAL ROYALTIES ACT	AN ACT TO GIVE EFFECT TO SECTION 30 OF THE CONSTITUTION OF THE REPUBLIC OF FIJI, TO ESTABLISH THE PROCESS FOR THE FAIR SHARING OF ROYALTIES FOR THE EXTRACTION OF MINERALS AND FOR RELATED MATTERS	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 16 MAY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
17	12 of 2018	2018–2019 APPROPRIATION	AN ACT TO APPROPRIATE A SUM OF FOUR BILLION, TWO HUNDRED AND FORTY NINE MILLION, TWENTY NINE THOUSAND TWO HUNDRED AND NINETY EIGHT DOLLARS FOR THE ORDINARY SERVICES OF GOVERNMENT FOR THE YEAR ENDING 31 JULY 2019	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
18	13 of 2018	TAX ADMINISTRATION (BUDGET AMENDMENT)	AN ACT TO AMEND THE TAX ADMINISTRATION ACT 2009	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
19	14 of 2018	INCOME TAX (BUDGET AMENDMENT)	AN ACT TO AMEND THE INCOME TAX ACT 2015	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
20	15 of 2018	VALUE ADDED TAX (BUDGET AMENDMENT)	AN ACT TO AMEND THE VALUE ADDED TAX ACT 1991	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
21	16 of 2018	SERVICE TURNOVER TAX (BUDGET AMENDMENT)	AN ACT TO AMEND THE SERVICE TURNOVER TAX ACT 2012	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
22	17 of 2018	ENVIRONMENT AND CLIMATE ADAPTATION LEVY (BUDGET AMENDMENT)	AN ACT TO AMEND THE ENVIRONMENT AND CLIMATE ADAPTATION LEVY ACT 2015	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
23	18 of 2018	FIJI REVENUE AND CUSTOMS SERVICE (BUDGET AMENDMENT)	AN ACT TO AMEND THE FIJI REVENUE AND CUSTOMS SERVICE ACT 1998	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
24	19 of 2018	EXCISE (BUDGET AMENDMENT)	AN ACT TO AMEND THE EXCISE ACT 1986	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 29 JUNE 2018
25	20 of 2018	CUSTOMS (BUDGET AMENDMENT)	AN ACT TO AMEND THE CUSTOMS ACT 1986	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018



AUGUST 2017–JULY 2018 ACTS

NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
26	21 of 2018	CUSTOMS TARIFF (BUDGET AMENDMENT)	AN ACT TO AMEND THE CUSTOMS TARIFF ACT 1986	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 29 JUNE 2018
27	22 of 2018	DRAINAGE (BUDGET AMENDMENT)	AN ACT TO AMEND THE DRAINAGE ACT 1961	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
28	23 of 2018	EMPLOYMENT RELATIONS (BUDGET AMENDMENT)	AN ACT TO AMEND THE EMPLOYMENT RELATIONS ACT 2007	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
29	24 of 2018	TELECOMMUNICATIONS (BUDGET AMENDMENT)	AN ACT TO AMEND THE TELECOMMUNICATIONS ACT 2008	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
30	25 of 2018	TERTIARY SCHOLARSHIP AND LOANS (BUDGET AMENDMENT)	AN ACT TO AMEND THE TERTIARY SCHOLARSHIP AND LOANS ACT 2014	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
31	26 of 2018	PARLIAMENTARY RETIREMENT ALLOWANCES (BUDGET AMENDMENT)	AN ACT TO AMEND THE PARLIAMENTARY RETIREMENT ALLOWANCES ACT 1989	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
32	27 of 2018	PUBLIC HOSPITALS AND DISPENSARIES (BUDGET AMENDMENT)	AN ACT TO AMEND THE PUBLIC HOSPITALS AND DISPENSARIES ACT 1955	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
33	28 of 2018	MEDICAL AND DENTAL PRACTITIONER (BUDGET AMENDMENT)	AN ACT TO AMEND THE MEDICAL AND DENTAL PRACTITIONER ACT 2010	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
34	29 of 2018	NURSING (BUDGET AMENDMENT)	AN ACT TO AMEND THE NURSING ACT 2011	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
35	30 of 2018	WORKMEN'S COMPENSATION (REPEAL)	AN ACT TO REPEAL THE WORKMEN'S COMPENSATION ACT 1964 AND FOR RELATED MATTERS	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
36	31 of 2018	PUBLIC HEALTH (BUDGET AMENDMENT)	AN ACT TO AMEND THE PUBLIC HEALTH ACT 1935	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON 1 AUGUST 2018
37	32 of 2018	FIJI NATIONAL UNIVERSITY (AMENDMENT)	AN ACT TO AMEND THE FIJI NATIONAL UNIVERSITY ACT 2009	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE
38	33 of 2018	FIJI TEACHERS REGISTRATION (AMENDMENT)	AN ACT TO AMEND THE FIJI TEACHERS REGISTRATION ACT 2008	DEBATED AND PASSED BY THE PARLIAMENT OF THE REPUBLIC OF FIJI ON 12 JULY 2018	COMES INTO FORCE ON A DATE OR DATES APPOINTED BY THE MINISTER BY NOTICE IN THE GAZETTE

COMMITTEE REPORTS TABLED IN PARLIAMENT — AUGUST 2017–JULY 2018

YEAR	ANNUAL REPORTS	BILLS	TREATIES	PETITIONS	TOTAL COMMITTEE REPORTS TABLED
2017	–	2	–	–	2
2018	51	5	4	2	62
Total	51	7	4	2	64



COMMITTEE REPORTS TABLED IN PARLIAMENT – AUGUST 2017–JULY 2018

NO.	ANNUAL REPORTS
1	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 5 March 2018— “Review Report on Unit Trust of Fiji 2015 Annual Report” PP 22 of 2018
2	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 5 March 2018— “Review Report on Public Rental Board 2015 Annual Report” PP 23 of 2018
3	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 5 March 2018— “Review Report on Consumer Council of Fiji 2015 Annual Report” PP 24 of 2018
4	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 7 March 2018— “Reserve Bank of Fiji January–July 2016 Report” PP 96 of 2017
5	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 7 March 2018 as— “Report on Pacific Fishing Ltd 2015 Annual Report” PP 92 of 2016
6	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 7 March 2018— “Report on Fiji Electricity Authority Annual Report 2016” PP 103 of 2017
7	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 7 March 2018— “Committee Report on the Fiji Higher Education Commission’s 2014 Annual Report” PP 25 of 2018
8	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 7 March 2018— “Review Report on Fiji Association of Sports and National Olympic Committee (FASANOC) 2016 Annual Report” PP 29 of 2018
9	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 7 March 2018 as— “Reserve Bank of Fiji Insurance Annual Report 2016” PP 95 of 2017
10	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 7 March 2018— “Committee Review on the Consolidated Ministry of Employment, Productivity and Industrial Relations 2004 to 2009 Annual Report” PP 25 of 2018
11	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 7 March 2018— “Committee Report on the Ministry of Rural and Maritime Development and National Disaster Management 2015 Annual Report” PP 25 of 2018
12	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 8 March 2018— “Review Report of the Committee on the Ministry of Defence, National Security and Immigration 2015 Annual Report” PP 35 of 2018
13	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 8 March 2018— “Review Report of the Committee on the Fiji Corrections Service 2015 Annual Report” PP 34 of 2018
14	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 8 March 2018— “Report on Fiji Financial Intelligence Unit Annual Report 2014” PP 97 of 2016
15	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 8 March 2018— “Report on Fiji Financial Intelligence Unit Annual Report 2016” PP 91 of 2017
16	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 12 March 2018— “Consolidated Review Report on iTaukei Trust Fund Board 2013 and 2016 Annual Report” PP 21 of 2018
17	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 12 March 2018— “Committee’s Review Report on the University of the South Pacific’s (USP) 2016 Annual Report” PP 28 of 2018



NO.	ANNUAL REPORTS
18	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 March 2018— “Committee’s Review Report on the Fiji National University (FNU) 2015 Annual Report” PP 27 of 2018
19	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 March 2018— “Review Report on Fiji Ports Corporation Limited 2015 Annual Report” PP 26 of 2018
20	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 14 March 2018— “2014 & 2015 Consolidated Annual Review of the Department of Forestry” PP 33 of 2018 The Chairperson recommended that due to inconsistencies found in the 2014 and 2015 Annual Reports for the Department of Forestry, it be withdrawn from Parliament and returned to the Department.
21	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 18 April 2018— “Report on Fiji Development Bank Annual Report 2016” PP 60 of 2018
22	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 14 May 2018— “Consolidated Report on Fiji Commerce Commission 2014 and 2015 Annual Reports” PP 72 of 2018
23	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 14 May 2018— “Reserve Bank of Fiji August 2016–July 2017 Report” PP 57 of 2018
24	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 14 May 2018— “Report on the Fiji Revenue and Customs Service 2016/17 Annual Report” PP 75 of 2018
25	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 15 May 2018— “Consolidated Report on Investment Fiji 2015 and 2016 Annual Reports” PP 71 of 2018
26	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 15 May 2018— “Report on Pacific Fishing Company Limited Annual Report 2016” PP 59 of 2018
27	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 15 May 2018— “Report on Ministry of Industry, Trade and Tourism 2014 Annual Report” PP 58 of 2018
28	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 15 May 2018— “Review Report of the Committee on the Fiji Higher Education Commission’s 2015 Annual Report” PP 82 of 2018
29	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 15 May 2018— “Review Report on the Fiji National Provident Fund’s 2017 Annual Report” PP 62 of 2018
30	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 15 May 2018— “Committee Consolidated Review Report on the Ministry of Labour, Industrial Relations and Employment 2010 to 2013 Annual Reports” PP 74 of 2018
31	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 15 May 2018— “Review Report on the Fiji Public Trustee Corporation Limited (FPTCL) 2016 Annual Report” PP 61 of 2018
32	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 16 May 2018— “Review Report of the Committee on the Fiji Corrections Service 01 January–31 July 2016 Annual Report” PP 53 of 2018
33	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 16 May 2018— “Review Report on the Ministry of Youth and Sports 2016 Annual Report” PP 83 of 2018
34	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 16 May 2018— “Review Report on the Ministry of Local Government, Urban Development, Housing and Environment’s 2012, 2013 and 2014 Annual Reports” PP 81 of 2018



NO.	ANNUAL REPORTS
35	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 17 May 2018— "Report of the Public Accounts Committee on the Audits of Government Ministries and Departments for the year ended 31st December, 2014 (Volume 1 to Volume 4)" PP 42 of 2018
36	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 17 May 2018— "Report of the Public Accounts Committee on the Audits of Municipal Councils for the year ended 31st December 2014" PP 38 of 2018
37	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 17 May 2018— "Report of the Public Accounts Committee on the Audits of Government Ministries and Departments for the year ended 31st December, 2015 (Volume 1 to Volume 4)" PP 43 of 2018
38	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 17 May 2018— "Review Report on the Fiji National University 2016 Annual Report" PP 63 of 2018
39	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 17 May 2018— "Review Report on the Airports Fiji Limited (AFL) 2016 Annual Report" PP 64 of 2018
40	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 18 May 2018— "Report of the Public Accounts Committee on Special Projects for the year ended 31st December 2014" PP 41 of 2018
41	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 18 May 2018— "Report of the Public Accounts Committee on Performance Audits for the year ended 31st December 2014 (Volume 1)" PP 39 of 2018
42	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 18 May 2018— "Report of the Public Accounts Committee on Performance Audits for the year ended 31st December 2014 (Volume 2)" PP 40 of 2018
43	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 18 May 2018— "Consolidated Report on the Office of the Auditor General's 2014 and 2016 & 2017 Annual Reports" PP 79 of 2018
44	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 12 July 2018— "Consolidated Report on Fiji Broadcasting Corporation Limited 2010–2015 Annual Report" PP 103 of 2018
45	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 12 July 2018— "Review Report on the Consumer Council of Fiji 2016 Annual Report" PP 95 of 2018
46	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 12 July 2018— "Review Report on the Fiji Ports Corporation Limited (FPCL) 2016 Annual Report" PP 94 of 2018
47	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 12 July 2018— "Review Report on the Ministry of Health and Medical Services January–July 2016 Annual Report" PP 84 of 2018
48	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 12 July 2018— "Review Report on the Unit Trust of Fiji 2016 Annual Report" PP 93 of 2018
49	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 12 July 2018— "Review Report of the Fiji Police Force January–July 2016 Annual Report" PP 90 of 2018
50	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 12 July 2018— "2013 Annual Review of the Ministry of Agriculture" PP 111 of 2018
51	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 12 July 2018— "2014, 2015 and 2016 Annual Review of the Ministry of Employment, Productivity and Industrial Relations" PP 110 of 2018



BILLS	
1	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 12 September 2017— "Report on the International Arbitration Bill 2017 (Bill No. 37 of 2017)" PP 109 of 2017
2	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 12 September 2017— "Report on the Personal Property Securities Bill 2017 (Bill No. 38 of 2017)" PP 110 of 2017
3	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 7 March 2018— "Committee Report on the Rights of Persons with Disabilities Bill (Bill No. 12 of 2016)" PP 31 of 2018
4	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 13 March 2018— "Report on the Kava Bill (Bill No. 24 of 2016)" PP 14 of 2017
5	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 14 May 2018— "Report on the Community-Based Corrections Bill 2016 (Bill No. 33 of 2016)" PP 69 of 2017
6	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 14 May 2018— "Report on the Information Bill 2016 (Bill No. 34 of 2016)" PP 85 of 2018
7	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 15 May 2018— "Report on the Online Safety Bill 2018 (Bill No. 7 of 2018)" PP 66 of 2018
TREATIES	
1	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 17 May 2018— "Report on the International Covenant on Civil and Political Rights" PP 76 of 2018
2	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 17 May 2018— "Report on the International Covenant on Economic, Social and Cultural Rights" PP 77 of 2018
3	The Committee report was tabled back to Parliament on 10 July 2018— "Report on the Agreement on Port State Measures to Prevent, Deter and Eliminate Illegal, Unreported and Unregulated Fishing" PP 88 of 2018
4	The Committee report was tabled back to Parliament on 10 July 2018— "Report on the World Health Organisation Protocol to Eliminate Illicit Trade in Tobacco Products" PP 89 of 2018
PETITIONS	
1	The Committee Report was tabled on Wednesday 13 March 2018 by the Chair of the Standing Committee on Economic Affairs— "Public Petition for Parliament to urgently look into the ill treatment faced by staff and former staff of the Grand Pacific Hotel" PP 98 of 2017
2	The Committee Report was tabled on 18 April 2018 by the Chair of the Standing Committee on Foreign Affairs— "Report on the Public Petition for Parliament to Review and Redress the Vast Anomaly present in the recent Police Back-Pay Out of 2015" PP 124 of 2017



INTER-PARLIAMETARY RELATIONS OVERSEAS TRIPS 2017–2018

NO.	INVITATION	COUNTRY	DATE	DELEGATION
1	Asia-Pacific Parliamentarian Forum on Global Health [APPPGH]	Tokyo, Japan	24–25 August 2017	Hon. Dr Jiko Luveni (Speaker) Hon. Rosy Sofia Hon. Anare Vadei Mr Sakiusa Rakai
2	The IVLP – International Visitor Leadership Program	Washington DC, USA.	12 August–2 September 2017	Hon. Ashneel Sudhakar
3	Forum on “Achieving the SDGs Agenda 2030 Through Inclusive Development”	Bali, Indonesia	6–7 September 2017	Hon. Dr Jiko Luveni (Speaker) Hon. Howard Politini Hon. Mohammed Dean Hon. Ro Kiniviliame Kiliraki Hon. Parmod Chand Mr Tarun Lal Mrs Masilina Raumakita
4	81st Council meeting and 47th General Assembly of the Asian-Pacific Parliamentarians Union (APPU)	Beppu, Oita, Japan	18–20 September 2017	Hon. Ruveni Nadalo (Deputy Speaker) Hon. Viliame Gavoka Mrs Atelaite Rokosuka
5	Pacific Women Parliamentary Partnerships Forum (PWPP)	Honiara, Solomon Islands	25–28 September 2017	Hon. Dr Jiko Luveni (Speaker) Hon. Mereseini Vuniwaqa Hon. Ro Teimumu Kepa Hon. Veena Bhatnagar Hon. Salote Radrodoro Hon. Jilila Kumar Mrs Serei Naicavu
6	47th Session of the ACP Parliamentary Assembly and Intercessional Meetings of the ACP-EU Joint Parliamentary Assembly	Brussels, Belgium	9–12 October 2017	Hon. Ashneel Sudhakar
7	International Day of Democracy and the celebration of the twentieth anniversary of the adoption of the Universal Declaration on Democracy and 137th IPU Assembly	St Petersburg, Russia	14–18 October 2017	Hon. Dr Jiko Luveni (Speaker) Hon. Jone Usamate Hon. Mikaele Leawere Hon. Salote Radrodoro Mrs Lois Vakarau Mrs Jeanette Emberson
8	2017 CPA Australia and Pacific Regional Conference and Hot Topic Seminar	Sydney, Australia	23–27 October 2017	Hon. Dr Jiko Luveni (Speaker) Hon. Netani Rika Mr Senitielei Wainiu
9	63rd Commonwealth Parliamentary Conference	Dhaka, Bangladesh	1–8 November 2017	Hon. Dr Jiko Luveni (Speaker) Hon. Mataiasi Akauola Hon. Prem Singh Mr Senitielei Wainiu
10	23rd Session of the Conference of the Parties to the UN Convention on Climate Change	Bonn, Germany	6–17 November 2017	Hon. Dr Jiko Luveni (Speaker) Hon. Mereseini Vuniwaqa Hon. Jiosefa Dulakiverata Mr Senitielei Wainiu
11	4th IPU Global Conference of Young Parliamentarians	Ottawa, Canada	17–18 November 2017	Hon. Alvick Maharaj Mr Avinesh Sharma
12	Australasian Parliamentary Educators' Conference	Melbourne Australia	22–24 November 2017	Hon. Ruveni Nadalo (Deputy Speaker)
13	2017 Westminster workshop for PAC and CAPAC Conference	London, UK	4–7 December 2017	Hon. Ashneel Sudhakar Hon. Aseri Radrodoro Mr Mateo Lagimiri
14	Seminar for Pacific Public Account Committees	Wellington, New Zealand	12–13 December 2017	Hon. Alexander O'Connor Hon. Mohammed Abe Dean Hon. Ratu Suliano Matanitobua Ms Priya Chand
15	4th Session of the ACP-EU Joint Parliamentary Assembly	Port-au-Prince, Haiti	13–19 December 2017	Hon. Ashneel Sudhakar
16	24th Conference of Speakers and Presiding Officers of the Commonwealth	Mahe, Seychelles	8–13 January 2018	Hon. Dr Jiko Luveni (Speaker) Mr Sakiusa Rakai
17	Meeting with Speaker of UAE Parliament	United Arab Emirates	15 January 2018	Hon. Dr Jiko Luveni (Speaker) Mr Sakiusa Rakai



NO.	INVITATION	COUNTRY	DATE	DELEGATION
18	26th Annual Meeting of the Asia Pacific Parliamentary Forum	Hanoi, Vietnam	18–21 January 2018	Hon. Dr Jiko Luveni (Speaker) Hon. Ratu Inoke Kubuabola Hon. Laisenia Tuitubou Hon. Alexander O'Connor Hon. Samuela Vunivalu Hon. Semesa Karavaki Hon. Nikolau Tuiqamea Mrs Viniana Namosimalua Mr Sakiusa Rakai Mr Josua Namoce Ms Ruci
19	International Leadership Conference (ILC)	Seoul, Korea	18–22 February 2018	Hon. Dr Jiko Luveni (Speaker) Ms Ane Navunivere
20	International Women's Conference (ILC)	Bangalore, India	23–25 February 2018	Hon. Dr Jiko Luveni (Speaker) Ms Ane Navunivere
21	Commonwealth Parliamentarians' Forum 2018	London, UK	26 February–1 March 2018	Hon. Mahendra Reddy Hon. Ro Teimumu Kepa Mr Nikotimo Rasei
22	Induction Training for Committee Chairs/Deputies of PNG National Parliament	Port Moresby, PNG	27–28 February 2018	Hon. Netani Rika
23	9th Session of the ACP PA and Inter-Sessional Meetings of the ACP-EU JPA	Brussels, Belgium	20–22 March 2018	Hon. Ashneel Sudhakar
24	138th IPU Assembly and related meetings	Geneva	24–28 March 2018	Hon. Dr Jiko Luveni (Speaker) Hon. Laisenia Tuitubou Hon. Mereseini Vuniwaqa Hon. Joweli Cawaki Hon. Biman Prasad Mrs Kalo Galuvakadua Mr Senitieli Wainiu Ms Ane Navunivere
25	President Bula Seminar and Hong Kong Legislative Council	Hong Kong	2–3 April 2018	Hon. Dr Jiko Luveni (Speaker) Hon. Laisenia Tuitubou Hon. Mereseini Vuniwaqa Hon. Joeli Cawaki Mrs Kalo Galuvakadua Mr Senitieli Wainiu Ms Ane Navunivere
26	2018 Pacific Islands Parliamentary Workshop	Wellington, NZ	12–14 April 2018	Hon. Jilila Kumar Hon. Parmod Chand Ms Susana Korovou
27	12th Summit of Women Speakers	Bolivia	25–26 April 2018	Hon. Dr Jiko Luveni (Speaker) Mrs Jeanette Emberson Mr Alipate Tuwai
28	Universal Peace Federation International Conference – "Toward Interdependence and Mutual Prosperity: The Role of Religious Leaders and Parliamentarians."	Parkhotel Schönbrunn, Vienna	28–30th April 2018	Mrs Viniana Namosimalua Ms Lois Vakarau
29	Parliamentarians for Global Action (PGA) Regional Pacific Islands States Parliamentary Workshop	Apia, Samoa	26–27 April 2018	Hon. Netani Rika
30	50th session of the ACP Parliamentary Assembly and 35th Session of the ACP-EU Joint Parliamentary Assembly	Brussels, Belgium	13–20 June 2018	Hon. Ashneel Sudhakar
31	2018 High Level Political Forum on Sustainable Development and related IPU activities	New York, US	16–18 July 2018	Hon. Dr Jiko Luveni (Speaker) Hon. Osea Naiqamu Hon. Jone Usamate Hon. Kiniviliame Kiliraki Mr Vatimosi Delailovu Mrs Rukalisi Dileqa Mr Alipate Tuwai
32	Pacific Parliamentary Partnership on Human Development and Maritime Sustainability	Jakarta, Indonesia	23–24 July 2018	Hon. Dr Jiko Luveni (Speaker) Hon. Joeli Cawaki Hon. Mere Samisoni Mr Senitieli Wainiu



PROFESSIONAL DEVELOPMENT FOR MEMBERS OF PARLIAMENT

NO.	INVITATION	DATE	DELEGATION
1	Retreat for MPs: Trade, COP23 and Low Value Minerals at Marriott Hotel, Momi Bay	15–17 August 2017	All MPs
2	Workshop for MPs on Parliamentary Engagement with the 2030 Agenda and SDGs at GPH	2 October 2017	All MPs
3	Budget Briefing for MPs with Ministry of Economy	3 July 2018	All MPs

PARLIAMENT OFFICIAL VISITORS 2017–2018

NO.	DATE	COURTESY CALL FOR	NAME OF DELEGATION
1	04–08–17	Hon. Dr Jiko Luveni (Speaker)	New Ambassador of Japan to Fiji, H.E Mr Masahiro Omura
2	08–08–17	Hon. Dr Jiko Luveni (Speaker)	Korean Delegation: Mr Lee Ju-young Mr So Byung Hoon Mr Cho Yong Tak
3	09–08–17	Hon. Dr Jiko Luveni (Speaker)	Member of the Liberal Democratic Party (LDP) of Japan, Hon. Yoichi Anami
4	12–09–17	Hon. Dr Jiko Luveni (Speaker)	Farewell call – European Union Head of Delegation, H.E Mr Andrew Jacobs
5	09–10–17	Hon. Dr Jiko Luveni (Speaker)	President of the National Graduate Institute of Policy Studies (GRIPS) of Japan, Dr Akihiko Tanaka
6	31–10–17	Hon. Dr Jiko Luveni (Speaker)	Courtesy Call for Hon. Speaker – Hon. Dr Jiko Luveni to the new Hon. Speaker of the Singapore Parliament with MIPR – follow up on the MOU [Fiji – Singapore]
7	09–11–17	Hon. Ruveni Nadalo (Deputy Speaker)	Vice Chairman of Liaoning Province Standing Committee and Delegation – Mr Zhou Zhongxuan
8	09–11–17	Hon. Dr Jiko Luveni (Speaker)	Deputy Chief of Mission Mr Michael Goldman
9	06–12–17	Hon. Ruveni Nadalo (Deputy Speaker)	Coordinator For The Scaling Up Nutrition (Sun) Movement and Un Assistant Secretary General – Ms Gerda Verburg
10	07–12–17	Hon. Dr Jiko Luveni (Speaker)	High Commissioner – New Zealand to Fiji , H.E Mr Mark Ramsden and Second Secretary, Mr Alex Jebson
11	14–12–17	Hon. Dr Jiko Luveni (Speaker)	Vice Chairman of the Standing Committee of National People's Congress (Vice-Premier Level), Mrs YAN Junqi
12	15–01–18	Mrs Viniana Namosimalua (SGP)	The new NZ Deputy High Commissioner Ms Halia Haddad and the Acting High Commissioner Ms Amanda Vercoe.
13	25–01–18	Hon. Dr Jiko Luveni (Speaker)	Korean delegation headed by Vice Speaker Mr SHIM Jae-Cheol and other MPs
14	30–01–18	Hon. Dr Jiko Luveni (Speaker)	Speaker of Cook Islands Parliament – Hon. Niki Rattle
15	31–01–18	Hon. Dr Jiko Luveni (Speaker)	Fiji's Honorary Consul in Hong Kong, Mr Desmond Lee with Seven (7) member delegation from the Fiji Chamber of Commerce in Hong Kong.
16	05–02–18	Hon. Dr Jiko Luveni (Speaker)	Farewell Call – The USA Ambassador to Fiji – H.E Ms Judith B. Cefkin
17	07–02–18	Hon. Dr Jiko Luveni (Speaker)	The new Ambassador of the Chinese Embassy – H.E Mr Qian Bo
18	09–02–18	Hon. Dr Jiko Luveni (Speaker)	New Resident High Commissioner of Australia to Fiji – H.E John Mathew Feakes
19	09–02–18	Hon. Dr Jiko Luveni (Speaker)	Meeting with the Chinese Delegation
20	12–02–18	Hon. Dr Jiko Luveni (Speaker)	UN High Commissioner for Human Rights – His Excellency Zeid bin Ra'ad Hussein
21	14–02–18	Mrs Viniana Namosimalua (SGP)	French Ambassador – H.E Mr Sujiro SEAM



NO.	DATE	COURTESY CALL FOR	NAME OF DELEGATION
22	19-02-18	Hon. Dr Jiko Luveni (Speaker)	Australian High Commission – Mr Peter Raab
23	14-03-18	Hon. Dr Jiko Luveni (Speaker)	New Non-Resident Ambassador of Georgia to Fiji – H. E George Dolidze
24	09-04-18	Hon. Dr Jiko Luveni (Speaker)	Ambassador of Korea to Fiji – H.E. Hhin'hee CHO
25	06-04-18	Hon. Dr Jiko Luveni (Speaker)	UNAIDS Country Director – Ms Renata Ram
26	03-05-18	Hon. Dr Jiko Luveni (Speaker)	New Zealand High Commissioner – His Excellency Mr Jonathan Curr
27	08-06-18	Hon. Dr Jiko Luveni (Speaker)	Ambassador Extraordinary and Plenipotentiary of the Republic of Indonesia to the Republic of Fiji – H.E Raden Mohammad Benyamin Scott Carnadi
28	21-06-18	Hon. Dr Jiko Luveni (Speaker)	Regional Director for the Asia-Pacific Regional Office of the United Nations Population Fund (UNFPA) – Mr Bjorn Anderson
29	04-07-18	Hon. Dr Jiko Luveni (Speaker)	Japanese Delegation of four (4) is headed by H.E Mr Yasuhisa Shiozaki Dr Takeshi Kasai Dr Hiroki Nakatani Dr Chieko Ikeda

PROFESSIONAL DEVELOPMENT FOR PARLIAMENT SECRETARIAT – LOCAL TRAININGS

NO.	TRAINING NAME	UNIVERSITY	DATE	DURATION	MALE	FEMALE
1	Leadership for Junior and Middle Executives Training	Training Facility	31 August–1 September	2 days		2
2	Investigating Financial Statement Fraud	NTPC, FNU	20–21 September	2 days	1	1
3	Fiji Human Resource Convention	USP, TAFE	27–28 October	2 days	2	2
4	19th AG's Conference	Attorney-General's Office	8 September 2017	2 days	1	1
5	Basic Food Management	NTPC, FNU	18–19 January 2018	2 days		2
6	Income Tax Training	TAFE, USP	24 February 2018	1 day	2	1
7	2018 Applicant Information Seminar – FBEA	NTPC, FNU	15–16 February 2018	2 days	1	2
8	Training of Trainers I	NTPC, FNU	19–23 March 2018	5 days	1	2
9	Mind Lecture	International Mind Education Institute	6–7 March 2018	2 days	1	1
10	Executive Coaching Leadership Training	USP.	1–2 May 2018	2 days		1
11	Writing Reports and Skills	USP, TAFE	2 May 2018	1 day	3	1
12	Handling Difficulty Employee	NTPC, FNU	3–4 May 2018	2 days		2
13	Networking Success Training	NTPC, FNU	9 May 2018	2 days		
14	Successfully Supervising	NTPC, FNU	22–23 May 2018	2 days		1
15	Professional Development for Office Administrator, Secretaries and Personal Assistants Training	USP, TAFE	30–31 May 2018	2 days		1
16	MS Excel Intermediate and Advanced	USP, TAFE	21–22 June 2018	2 days	3	2



PROFESSIONAL DEVELOPMENT FOR PARLIAMENT SECRETARIAT – OVERSEAS TRAININGS

NO.	TRAINING NAME	UNIVERSITY/ TRAINING FACILITY	DATES	DURATION	MALE	FEMALE
1	Australia – National Liberty User Group	Softlink Australia	24–25 August 2017	2 days		1
2	Chinese Executive Leadership Academy Pudong Training – China	China Government	12–20 September 2017	14 days	1	
3	Australasian Parliamentary Educators Conference – Australia	Parliament of Victoria	22–24 November 2017	3 days	1	1
4	Pacific Women Parliamentary Partnerships Research Skills	Australia	6 November–2 December 2017	30 days		1
5	UK House of Commons for UNDP staffs and the various Parliament projects supported by UNDP	United Kingdom	20–23 November 2017	4 days		1
6	UK House of Parliament and Scottish Parliament. – Work attachment	CPA–UK	21 February–13 March 2018	20 days	1	1
7	Professional Development Residency Course at Kenya	CPA–Kenya	18–23 March 2018	5 days	1	
8	Commonwealth Parliament Forum	CPA–UK	26 February–1 March 2018	5 days	1	
9	IT Work Attachment at Korea	National Assembly of Korea, Seoul	18–28 June 2018	10 days	2	
10	Professional Development – Work Attachment Australia Parliament (Canberra and Melbourne)	Federal and Victoria Parliament	1–23 June 2018	14 days	1	
11	China Executive Leadership Pudong Training	Republic of China	20–30 June 2018	10 days		1
12	Professional Development attachments with the Victoria Parliament	Parliament of Victoria	27–29 June 2018	3 days		3
13	CEO Symposium, Kuala Lumpur	ASEANCO Symposia	16–17 July 2018	2 days		1
14	Professional Development attachments with the Victoria Parliament	Parliament of Victoria	23–27 July 2018	5 days	2	

PROFESSIONAL DEVELOPMENT FOR PARLIAMENT SECRETARIAT – IN-HOUSE TRAININGS

NO.	TRAINING NAME	DURATION	NO. OF PARTICIPANTS
1	Negotiation Skill and Conflict Management Workshop	1 day	26
2	Project Proposal Preparation	2 days	10
3	Speech Writing	2 days	15
4	Time and Stress Management	1 day	25
5	Emotional Intelligence	1 day	20
6	Emotional Intelligence	1 day	15
7	Performance Management Phase II, Training	1 day	21
8	Risk Management Workshop	1 day	23
9	Quality Circle	1 day	11



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