



2020 - 2021 ANNUAL REPORT

**OFFICE OF THE PRIME MINISTER
AND FIJIAN IMMIGRATION DEPARTMENT**

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REFERRAL LETTER FROM THE PERMANENT SECRETARY

30th November, 2021

Honourable Prime Minister

Josaia Voreqe Bainimarama
Level 4, Government Building new Wing
Suva

RE: 2020-2021 ANNUAL REPORT

Dear Sir,

It is with pleasure that I submit for your information and presentation to Parliament, the Annual Report for the Office of the Prime Minister and Fijian Immigration Department for the period of 1st August 2020 – 31st July 2021.

The report highlights the Ministry's performance and achievement in delivering services to our valued stakeholders as reflected in the 2020-2021 Annual Operational Plan.

This report has been prepared in accordance with the provision of the Financial Management Act 2004.

The Report further captures the commitment and diligence of all staff within the Ministry.

Yours Sincerely,

A stylized blue ink signature of Yogesh J. Karan, consisting of a large, flowing 'Y' and 'K' followed by a horizontal line.

Yogesh J. Karan
Permanent Secretary



ABOUT THIS REPORT

This Biannual Report details our performance and commitments in our focus areas of robust leadership and equitable development for all. It provides data and examples that highlight our progress and describe our approach.

The report has been prepared in line with the Financial Management Act *and Section 14 of the Amended of the Public Service Act 1999 which states that “(1) Within 2 months after the end of each year ending on 31 December, the Commission must provide the Minister with an annual report and a report of the performance of each permanent secretary during the year.”*

This report entails the following:

1. The Organisation Structure in the Office of the Prime Minister; Department of Immigration and
2. Outlines our contribution of the respective Division/ Units Outcomes, Outputs and Key Performance Indicators; and
3. Highlights the Achievements and Results in the Office of the Prime Minister and Fijian Immigration Department.



REVIEW BY THE PERMANENT SECRETARY

The Ministry 2020–21 operating context was shaped by the ongoing impacts of a global pandemic. Our response was crafted with the clear understanding that our work makes an enormous difference to the lives and wellbeing of all Fijians. In a year of heavy workloads, our staff brought their best effort and intellect to dealing with the full range of issues for which the Office of the Prime Minister (OPM) and Fijian Immigration Department (FID) were responsible. The Government's priorities for 2020–21 were the foundation for our annual program of work. They encompassed suppression of the virus and delivery of the vaccine, an economic recovery with a focus on job creation, and continuing to guarantee the essential services that all Fijians rely on.

Within that program, OPM & FID delivered its responsibilities in policy and implementation across the range of Government priorities as per its core deliverables. We also supported the logistics and administration of Cabinet to manage the complexities of COVID-safe working and virtual meetings. We provided high-quality operational support to facilitate the Prime Minister's relationships and engagement with other leaders, including through virtual summits and official visits. Fijians increasingly expect a high level of interaction on matters that affect them and seek timely responses to their correspondence from the Prime Minister and portfolio ministers. OPM & FID worked hard throughout the reporting period to support the provision of accurate and unambiguous information to all Fijians.

The pandemic was a stark example of how our increasingly interconnected world presents challenges and opportunities in shaping an informed and timely national response. The lessons that we learned from the vaccine rollout will contribute to our resilience and recovery in the face of future crises. The pandemic's profound impact on international engagement included restrictions on travel and a rapidly changing domestic environment. OPM & FID was adaptable and technologically adept in supporting the Government to meet our national obligations on the global stage. We stayed connected and engaged with our workforce through regular viber group and other social media network. Inside OPM & FID, our COVIDSafe Plan for keeping our workplaces healthy, safe and virus-free was developed to ensure we had the most up-to-date safety measures in place. We continued to support the Cabinet Ministers through the 10 Cabinet meetings it held during 2020–21.

It was also in this year, that the Ministry received an unqualified audit opinion on its Agency Financial Statements. This was the first time for the Ministry to achieve this.

The OPM & FID will continue to take on the challenges and work towards achieving its roles and functions and to serve the Hon Prime Minister and Cabinet well.

I must acknowledge the decisive and visionary leadership of the Honorable Prime Minister, the Senior Management Team and other staff of the Ministry

Yogesh J Karan
Permanent Secretary

ACRONYMS

Table 1.1 – Acronym and its description used in the report by various Unit within the Office of the Prime Minister and Department of Immigration.

ACRONYM	DESCRIPTION
ACP	Annual Corporate Plan
BCO	Border Control Officer
CI	Compliance and Investigation
CSD	Corporate Services Division
CO	Cabinet Office
CSU	Client Services Unit
DOI	Department of Immigration
ESO	Executive Support Office
FENC	Funds for Education of Needy Children
FHCL	Fiji Hardwood Corporation Limited
FRCA	Fiji Revenue & Customs Authority
FPF	Fiji Police Force
GWEs	Government Wage Earners
ICAO	International Civil Aviation Organisation
ILO	International Labour Organisation
MIC	Mahogany Industry Council
MOU	Memorandum of Understanding
MRP's	Machine Readable Passports
MVT	Melanesian Vasa I Taukei
OHS	Occupational Health & Safety
PD	Policy Division
PO	Private Office
PI	Prohibited Immigrant
POI	Person of Interest
PRMD	Public Relation & Media Division
PV	Permits and Visa
RDSSED	Roadmap to Democracy Sustainable Socio-Economic Development
SGS	Small Grant Scheme
TIP	Trafficking in Person
UN	United Nations
UNDP	United Nations Development Program
VSATF	Vatukoula Social Assistance Trust Fund

CORPORATE PROFILE

VISION

A Modernized Nation State through Robust Leadership & Equitable Development for All.

MISSION STATEMENT

The Office of the Prime Minister ensures that the Prime Minister is provided with comprehensive policy advice that impacts on Economic, Social, Governance and Cultural Development processes at national and all levels of society.

To achieve our vision, the Office of the Prime Minister will demonstrate:

- 1 Vigilant oversight of National Policies through robust coordination processes;
- 2 High visibility engagement with all key stakeholders; and
- 3 Innovative and Dynamic Processes for effective and sustainable policy development, implementation and evaluation of Government objectives.

VALUES

LOYALTY	to the Government of the day
RESPECT	one another and for the rule of law
RELIABILITY	to do our jobs honestly and diligently
ACCOUNTABILITY	for everything we do and the decision we make
PROFESSIONALISM	Through a high level of competence, honesty and fairness in the delivery of services.
TOLERANCE	For individual differences and working together without prejudice, bias or discrimination.
INTEGRITY	In upholding the values and ethics of the Fijian Public Services.

PART 1 – OVERVIEW OF THE OFFICE OF THE PRIME MINISTER 2020-2021

EXECUTIVE SUPPORT OFFICE (ESO)

The Executive support Office/Permanent Secretary's Office provides executive support to the Permanent Secretary and the Prime Minister. In addition, the Division's special responsibility includes:

- Contribute to Office of the Prime Minister's vision through the provision of timely, strategic, expert advice to Permanent Secretary to enable fully informed evidence-based strategic policy recommendations and decisions.
- Ensure the success of the Prime Minister's bilateral, regional, national and international engagements through the provision of high level executive support and preparatory ground work leading up to the Prime Minister's engagements and thereafter the follow up process on what has been agreed to in the meetings.
- Ensure vigilant oversight of implementation of the objectives the seven (7) divisions of the Office of the Prime Minister that is the Policy Division, Development Cooperation Facilitation Division, Cabinet Office, Corporate Services, International Relations and Private Office through monthly reporting of deliverables of the divisions to the Permanent Secretary.
- Notifying or conveying to relevant agencies the Prime Minister's decisions;
- Update and maintain the Prime Minister and Permanent Secretary's schedule;
- Vet submissions brought to the Permanent Secretary;
- Organizing the Prime Minister and Permanent Secretary's logistics for overseas official visits in liaison with the Ministry of Foreign Affairs.

PRIVATE OFFICE (PO)

The Private Office ensures efficient provision of administrative, logistic support, local protocol and ceremonial matters concerning the Prime Minister and spouse; effective management of their security requirements in conjunction with the Fiji Police Force and the Republic of Fiji Military Force procedures. The Private Office is also responsible for receiving and facilitating complaints addressed to the Prime Minister.

Other duties include:

- Notifying Ministries/Departments of the decisions made on their request for tinting of their respective government vehicles.
- Implementation of the Diplomatic Missions and International Organisations Act, 2016;

CABINET OFFICE (CO)

The roles and responsibilities of the Cabinet Office have expanded with the establishment of Fiji's first genuine democracy under a Parliamentary system. The CO supports the Prime Minister and Cabinet and ensures the effective running of Government. The Office provides advice to the Prime Minister and Ministers on Cabinet matters, coordinates the submission and timely circulation of Cabinet papers; records the deliberations and decisions of Cabinet, facilitates the implementation of its decisions, safeguards confidentiality of Cabinet information, and administers the Former Parliamentarians, Prime Minister's and Presidents' pension laws, the Fiji Flag and the Coat of Arms.

POLICY, RESEARCH AND INTERNATIONAL RELATION DIVISION (PRIRD)

Policy, Research and International Relation Division facilitates timely provision of thoroughly researched, factual and evidenced advice on issues; policies; and programs of National interest to the Prime Minister. These include thorough analysis of policies that impact economic and social developments, governance and cultural contexts. PRIRD facilitates Cabinet briefs to the Prime Minister during Cabinet meetings and consolidates information kits for his overseas engagements.

PROJECT PLANNING AND FACILITATION DIVISION (PPFD)

The Project Planning and Facilitation Division consists of two units namely:

- (i) Project Planning and Facilitation Division (PPFD); and
- (ii) Client Service and Media Unit (CSMU). The collective role of PPFD is to create awareness on Government's intent and objectives through consistent engagement and ensuring high visibility through facilitation of programmes and projects implementation.

PPFD in specific facilitates, conducts and follows up actions on offer of assistance to the Government through OPM by donor countries. The Division complements the work of the Budget and Aid Coordination Committee (BACC) of the Ministry of Economy in soliciting donor funds to be used for development purposes in Fiji.

The Division administers the Prime Minister's Small Grant Scheme, Rotuma Subvention Fund, Rabi Subvention Fund, Kioa Development Fund and MVT Development Fund. It also provides sound policy advice to the Prime Minister on matters pertaining to the Banaban Settlement Act, Banaban Lands Act, and Rotuma Act & Rotuma Lands Act.

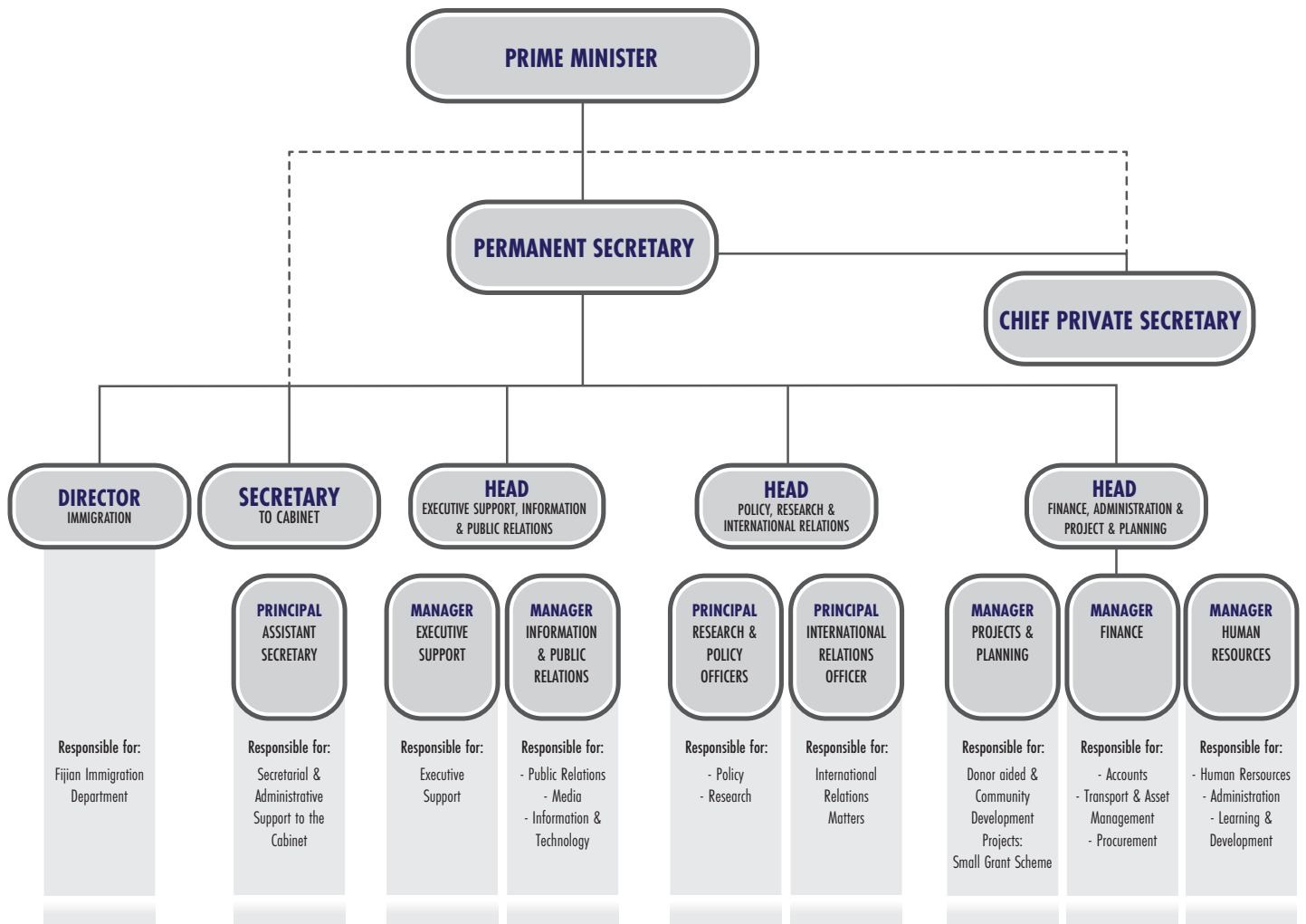
The CSM is responsible for the dissemination of Government's initiatives and policies through public relations activities, media and radio talk back shows, road shows and exhibitions and dealing with the public feedbacks either through face to face consultations, dialogue or complaints. With the continuous inflow of complaints to the OPM, the Division has integrated the Client Services Unit into its work processes.

CORPORATE SERVICES DIVISION (CSD)

The Division provides policy advice, formulate and act on policy issues relating to all Corporate Services to the Office of the Prime Minister (OPM) through four (4) key areas:

- (i) Accounts Unit, Human Resources and Development Unit, Administration & Productivity Unit, and Information Technology Unit with all statutory obligations;
- (ii) The Accounts Unit is responsible for the budget & financial reporting compliance; audit report; procurement compliance report and other financial services within the OPM and the Cabinet Office assignment;
- (iii) The Human Resources and Development Unit is responsible for the Human Resources Management & Staff Development. The Administration & Productivity Unit is responsible for Asset Management, Records Management, Procurement, Logistic Support, Maintenance and Support, and Productivity Management; and
- (iv) The Information Technology Unit manages the information technology function including IT support, trouble shooting, back up, technology upgrades (applications etc.) and advice.

ORGANISATION STRUCTURE



PART 2 – REPORT ON PERFORMANCE

EXECUTIVE SUPPORT OFFICE

Supporting the Prime Minister and Permanent Secretary carry out their roles and functions.

The financial year that began on August 1, 2020 and ended on July 31, 2021 was both a busy and tough time for the division.

Whilst Fiji was able to contain the COVID – 19 pandemic at the border until April 2021, the Prime Minister and the Permanent Secretary had reduced their local engagements in adherence with the COVID – 19 guidelines and 2 meters social distancing.

The Prime Minister's role is set out in the Constitution and Ministerial Assignment and the Permanent Secretary's role as set out in Section 127 of the Constitution.

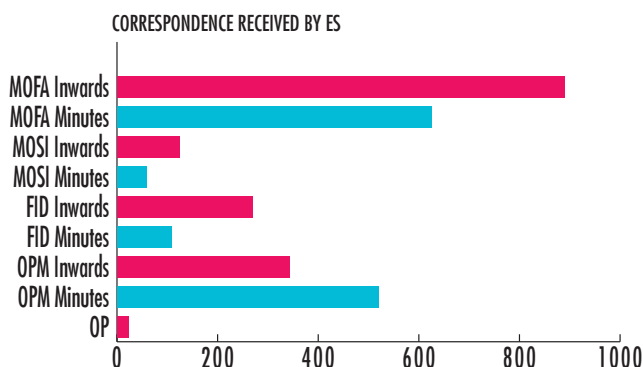
The Prime Minister and the Permanent Secretary did not attend any international meetings or engagements. All meetings were attended virtually with the Prime Minister delivering either recorded or live statements. The ES was actively involved in liaising with stakeholders, organizing the Prime Minister's video recording and ensuring that the video reached the organizers on time.

Apart from the Office of the Prime Minister, the Permanent Secretary also oversaw the Office of the President, Fijian Immigration Department, Ministry of Sugar Industry and the Ministry of Foreign Affairs.

The ES took the lead role in reviewing the Immigration laws during the financial year and organized meetings and consultations to review the law.

With the closure of border, ES was also processing requests to enter Fiji for non - Fiji citizens. The ES team received more than 510 requests/applications to enter Fiji and worked closely with the Ministry of Health and Medical Services, Ministry of Foreign Affairs, Fijian Immigration Department, COVID- 19 Risk Mitigation Taskforce and the Airlines (Fiji Airways and Air New Zealand).

The breakdown of the files are as follows:



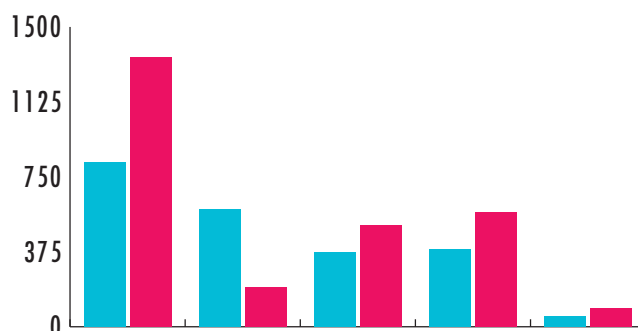
OP	OPM MIN-UTES	OPM IN-WARDS	FID MIN-UTES	FID IN-WARDS	MOSI MIN-UTES	MOSI IN-WARDS	MOFA MIN-UTES	MOFA IN-WARDS
23	520	342	109	270	59	124	626	889

The minutes and inwards received are usually marked to the Officers in the respective Ministries and departments for action. The ES team follows up on the correspondences marked to the officers within OPM and ensures that they provide update once the task is complete.

Apart from the correspondences above, as the line Minister and Permanent Secretary for the Fijian Immigration Department, the Prime Minister and the PSOPM received a total of 4,946 files under the following categories for their final decision.

As per the Immigration Act 2003, the Permanent Secretary is vested with the powers to make the decision on the application of work permit and investor permit, whereas the Prime Minister makes the final decision on applications for citizenship, prohibited immigrants and appeal cases.

**IMMIGRATION FILE PROCESSED BETWEEN
AUG 2020 - JULY 2021**



	WORK PERMIT	INVESTOR PERMIT	CITIZENSHIP	PI UPLIFT	APPEALS
AUG - DEC 2020	825	586	372	390	54
JAN - JUL 2021	1347	200	507	571	94

Prime Minister's Guests

The Prime Minister received 16 dignitaries (10 in 2020 and 6 in 2021) who paid a courtesy call on him. The ES team tables the invitation to the Prime Minister with their analysis, informs the dignitary of the Prime Minister's decision (acceptance or re-scheduling), informs the relevant bureau from the Ministry of Foreign Affairs, ensures that talking points are submitted on time and informs the media unit on the day of the meeting.

A more detailed table of the courtesy calls he received at the Office is as follows:

NAME/DESIGNATION OF DIGNITARIES	TYPE OF MEETING
2020	
High Commissioner of India - H. E. Ms. Padmaja	Farewell call
US Ambassador - H. E. Joseph Cella and New Peace Corps Director	Courtesy call
New CEO – Digicel Fiji – Mr. Farid Mohammed	Courtesy call
New British High Commissioner - H. E. Christopher George Edgar	Courtesy call
US Ambassador - H. E. Joseph Cella to introduce Dr. A. Huerta - Snr Dev. Advisor for USAID	Courtesy call
CEO Bred Bank Fiji - Thierry CHARRAS-GILLOT	Courtesy call
Japanese Ambassador - H. E. Masahiro Omura	Farewell call
Korean Ambassador - H. E. Shinhee Cho	Farewell call
Chinese Ambassador - H. E. Qian Bo	Courtesy call
French Ambassador - H. E. Jean-Francois Fitou	Farewell call
2021	
Secretary General PIFS - Dame Meg Taylor	Farewell call
U. S. Charge d' Affairs ad interim, Tony Greubel	Courtesy call
New Japanese Ambassador - H. E. Kawakami Fumihiro	Courtesy call
New Korean Ambassador - H. E. Young Kyu-Park	Courtesy call
Solomon Islands High Commissioner - H. E. William Soaki	Farewell call
Japanese Ambassador - H. E. Kawakami Fumihiro	Courtesy call

Permanent Secretary's Guests

The Permanent Secretary had 36 high level meeting/ courtesy call in the reporting period. The ES Team drafted the PS's talking points and attended meetings where they were tasked with taking minutes and following up on action items.

DESIGNATION OF DIGNITARIES	TYPE OF MEETING
2020	
New Zealand Deputy High Commissioner and FS Trade and Economy	Meeting
Deputy High Commissioner, British High Commission	Meeting
Ambassador, US Embassy	Meeting
Joint meeting with the UN Resident Coordinator and PS Health	Meeting
Ambassador, Republic of Korean	Meeting
Taiwan Trade Representative	Meeting
New Zealand High Commissioner and FS	Meeting
EU Delegation and Head of Delegation	Meeting
CEO Sugar Cane Growers Council	Introductory meeting
Ambassador, Embassy of France	Meeting
CEO South Pacific Fertilizers Limited	Meeting
Acting High Commissioner, Indian High Commission	Meeting
Ambassador, Embassy of Japan	Meeting
UN Resident Coordinator	Courtesy call
Managing Director for Asia and Pacific at the European External Action Service	Telephone call
Ambassador, Embassy of Russia Federation	Telephone call

DESIGNATION OF DIGNITARIES	TYPE OF MEETING
Regional Representative, Office of the UN High Commissioner for Human Rights	Courtesy call
Ambassador, Embassy of Japan	Farewell call
2021	
Fiji's High Commissioner to New Zealand	Courtesy call
New Ambassador, Embassy of Japan	Courtesy call
Charge D'Affaires, Embassy of Spain	Courtesy call
Ambassador of the EU to the Pacific and Fiji	Meeting
Ambassador, Embassy of China	Meeting
Charge D'Affaires, US Embassy	Courtesy call
New Charge D'Affaires, Embassy of France	Courtesy call
New Ambassador, Embassy of Korea	Courtesy call
High Commissioner, New Zealand High Commission	Meeting
IFRC Head of Delegation, Head of Programme, Fiji Red Cross Director General	Meeting
New Resident Representative, JICA Office	Courtesy call
Ambassador, Embassy of Cuba	Meeting
CEO, Post Fiji	Meeting
UN Resident Coordinator	Meeting
High Commissioner, Australian High Commission	Meeting
New KOICA Country Director	Courtesy call
High Commissioner, UK High Commission	Meeting
Acting High Commissioner, Indian High Commission	Meeting

Advancing Fiji's Interest through enhanced engagement with international partners.

The ES team with the Private Office planned, coordinated and successfully assisted the Prime Minister in delivering statements at 39 events (as per list below) at regional or international level.

The team was actively engaged in liaising with the stakeholders, attending preparatory meetings, consulting relevant Ministries and departments in gathering information and ensuring draft speeches/statements were submitted on time.

DATE	MEETINGS	TYPE OF DELIVERY
2020		
3 August	United Nations Pacific Unite: Saving Lives Together Concert	Virtual recording
24 August	Chief of Defence Conference	Virtual recording
18 September	High Level Meeting Commemorating 75 Anniversary of the UN	Virtual recording
18 September	Fiji's National Statement at UNGA debate	Virtual recording
21 September	High Level Climate Change Roundtable Convened by UN/SG	Virtual recording
21 September	High Level Meeting on 25 Anniversary of 4 th World Conference on Women (Beijing +25)	Virtual recording

DATE	MEETINGS	TYPE OF DELIVERY
22 September	Global Energy Summit Keynote	Virtual recording
25 September	High Level Plenary Meeting - Commemorate & Promote International Day for Total Elimination of Nuclear Weapons	Virtual recording
25 September	UN Summit on Bio-Diversity	Virtual recording
25 September	Leaders Meeting on Financing for Development	Virtual recording
5 October	Climate Vulnerable Forum Leaders Event	Virtual recording
5 October	Statement 71st Session of the UN High Level Commission on Refugees Exe. Committee Meeting	Virtual recording
28 October	Climate and Health Dialogue Statement	Virtual recording
17 November	High Level Panel for Sustainable Ocean Economy	Virtual recording
25 November	International Sugar Organization Council Meeting	Virtual recording
3 December	Statement for Special Session of the UNGA on COVID-19 pandemic	Virtual recording
7 December	Leader Level Virtual Climate Ambition Summit	Virtual recording
10 December	FAO High Level Virtual Dialogue for SIDS	Virtual recording
2021		
28 January	5 th Anniversary of endorsement of Nansen Initiative Protection Agenda	Virtual recording
3 – 4 February	PIFS Virtual Special Leaders Meeting	Virtual meeting
10 February	Opening message at the Pacific Regional consultation in Internal Displacement	Virtual recording
12 February	Statement at the High Level Segment of the 46 th Session of the Human Rights Council (HRC) Meeting	Virtual recording
12 February	8 th World Ocean Summit	Virtual recording
9 March	Statement on Commonwealth Parliamentary Forum on Climate Change	Virtual recording
10 March	PIFS TROIKA Meeting	Virtual Meeting
15 March	Inaugural session of the Int. Conference on Disaster Resilient Infrastructure	Virtual recording
18 March	Statement to support the Systematic Observations Financing Facility Initiative	Virtual recording
7 April	Island Finance Forum 2021	Virtual recording
8 April	Launching of the WHO Global Compact on Diabetes	Virtual recording
20 April	Virtual Global Youth Summit on Mobilization for Generation Disrupted	Virtual recording
20 April	77th ESCAP Commission Session	Virtual recording

2021		
26 April	First Dialogue - Troika Plus & Micronesian Presidents' Summit	Virtual meeting
14 May	Statement for 2021 Seoul 2nd Summit of P4G	Virtual recording
14 May	Opening session of International Dialogue on Migration	Virtual recording
20 May	Virtual CHOGM Regional Roundtable Discussion on Green Recovery, Climate Change and Biodiversity Loss	Virtual meeting
21 May	Forum Leaders Political Dialogue	Virtual meeting
2 July	PALM Meeting	Virtual meeting
8 July	Virtual UK – Pacific High Level Climate Dialogue	Virtual meeting
14 July	High Level Political Forum for SIDS	Virtual recording

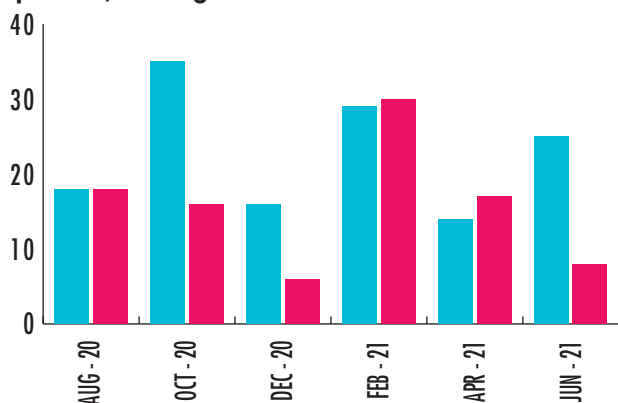
Apart from the above international statements whereby the Prime Minister attended virtual meetings or recorded his statements, he also had 9 bilateral calls with the Head of State, Head of Government and other dignitaries. The list is as follows:

1. Telephone call with President of People's Republic of China - H. E. Xi Jinping
2. Telephone call with Prime Minister of Australia - Hon. Scott Morrison
3. Telephone call with Prime Minister of New Zealand - Rt. Hon. Jacinda Ardern
4. Telephone call with Prime Minister of Japan - Hon. Yoshihide Suga
5. Virtual meeting (on Zoom) with Prime Minister of Tuvalu/ Chair of PIFS
6. Telephone call with Mr. Josep Borell, High Representative of the European Union for Foreign Affairs and Security Policy / Vice-President of the European Commission
7. Telephone call with John Kerry – U. S. Special Presidential Envoy for Climate
8. Telephone call with South African Minister for International Relations & Co-operation, Hon. Dr. G. N. M. Pandor
9. Telephone call with ESCAP Executive Secretary, Ms. Armida Salsiah Alisjahbana

In addition to preparing for the PM and PSOPM's virtual recording, meetings and courtesy calls, the ES team was also part of inter-governmental committees which included the following:

- High Level Panel on Oceans; and
- International Organization for Migration - Migration Governance Exercise, Migration Profiling and Diaspora Report.

Speeches, Messages and Media Outreach

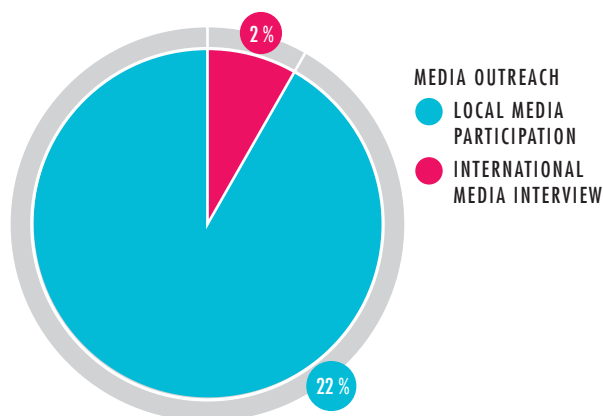


The Executive Support team together with the Private Office was pivotal in the organizing of the draft speeches, formatting and finalizing of the Prime Minister's speeches for his local engagements, international recordings and Parliament speeches. The Prime Minister delivered more than 232 speeches and provided messages in the reporting period.

The peak in the number of speeches are in the month of October, 2021, February 2021 and March 2021 which is due to the Prime Minister's local tours to the Northern, Western and Eastern Divisions. January 2021 recorded the lowest number of speeches as the Prime Minister's focus was on the rehabilitation work carried out in the Northern Division after TC Yasa and TC Ana.

The ES team assisted in drafting the Parliament responses to the oral questions and the motion responses.

Apart from the above speeches, the Prime Minister actively participated in local media shows as well as international interviews.



The Prime Minister regularly participated in the local media outreach programs such as the Noda Prime Minister show which runs every fortnight on Radio Fiji 1 and also participated in TV shows such as Vakekeli Program and Na-I-Katalau program.

The ES team worked closely with the Private Office and the Policy Division in preparing responses for the questions and ensuring that the responses were sent to the Ministry of iTaukei Affairs on time for translation.

Other Responsibilities

Other areas in which the ES team assisted, is through the participation of ES Staff as selection panel members for recruitments, the office also facilitated in the provision of decisions for the following:

- Approvals for tinting of Government vehicles;
- Permanent Secretary's Forum meetings;
- Permanent Secretary's Hour;
- Approval for the use of Albert Park;
- Overseas Official Release of Permanent Secretaries, Commissioner of Police, Commissioner of Fiji Correction Services and Commander of the Republic of Fiji Military Forces;
- Recruitment of Non-Fiji Nationals or Expatriate Appointments;
- Credentials for International meetings;
- Implementation of the Diplomatic Missions Act;
- Requests to enter Fiji for non-Fiji citizens;
- Vetting and finalizing of correspondences/letters for PM and PSOPM; and
- Formatting of PM and PSOPM's speeches, responses and talking points before submission.

PRIVATE OFFICE

The Private Office's primary responsibility is to ensure efficient provision of administrative and logistic support and protocol services to the Prime Minister and his spouse, effective management of their security requirements in conjunction with the Republic of Fiji Military Forces and Fiji Police Force and the facilitation of required services to the residence.

Further to the above, the Private Office also facilitated Decision Making & Administrative/Logistic Support to the Prime Minister.

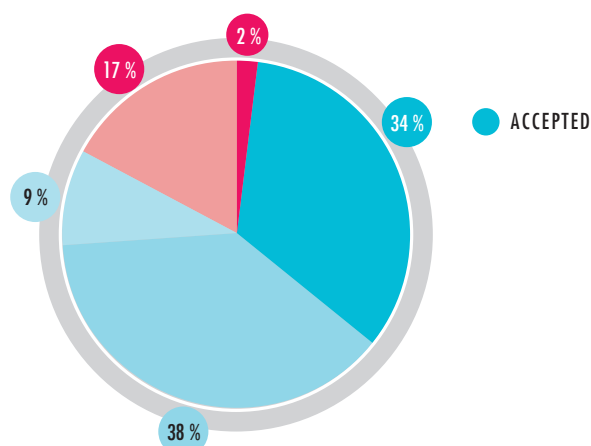
Invitations addressed to the Prime Minister

The Private Office received 64 invitations addressed to the Prime Minister. These correspondences were vetted by the Permanent Secretary. The submission of these correspondences was then tabled to the Prime Minister through a matrix format for ease of reference. The breakdown of the responses is tabulated below:

Accepted	22
Apology	24
No Further Action	6
Another Minister to Deputize	11
Referred	1

The tabulated correspondences above addressed to the Prime Minister are through the Private Office, it is important to note that the Executive Support Office also received correspondences addressed to the Prime Minister through the Permanent Secretary.

Summary of responses to the Matrices tabled before the Prime Minister - August 2020 - July 2021

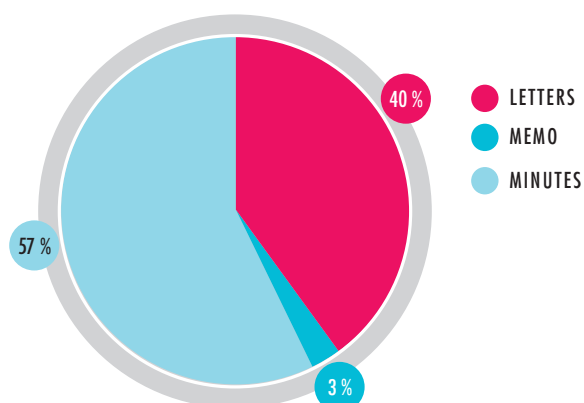


Responses to the invitations addressed to the Prime Minister

Summary of correspondences facilitated by Private Office

Correspondences facilitated by Private Office – 113

- Letters – 45
- Memos – 4
- Minutes - 64



Correspondences facilitated by Private Office

2020 – 2021 Highlights



The Prime Minister in a Press Conference acknowledged the US Government in the provision of the Moderna Vaccine. (July, 2021)



The Prime Minister in a Press Conference acknowledged Australia and New Zealand for their assistance towards Fiji's COVID-19 response efforts. (July, 2021)



The Prime Minister in a statement officially farewelled the Fiji Team athletes to the Tokyo Olympics. (July, 2021) PC: Fiji Rugby Union



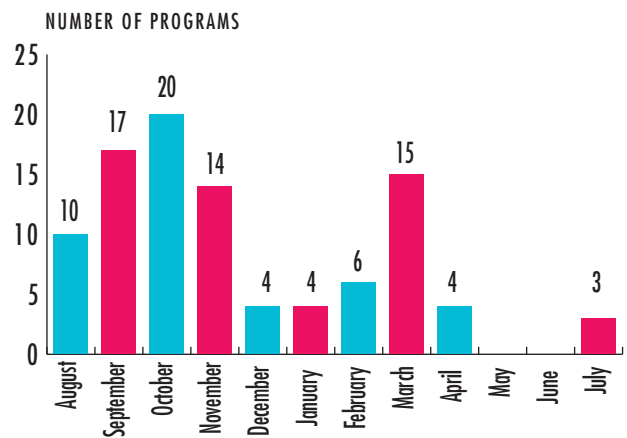
The Prime Minister visited Vutia Village after Tropical Cyclone Yasa. (December, 2020)



The Prime Minister visited a COVID-19 isolation facility in the Central Division. (May, 2021)



The Prime Minister delivered a statement on Fiji's latest COVID-19 case in the second-wave. (April, 2021)



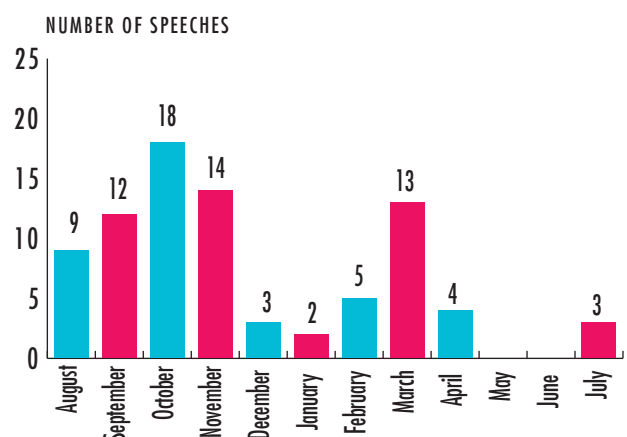
The Prime Minister's local engagements had picked up in the one (1) year when Fiji was COVID free. Since the announcement of Fiji's second-wave in April 2021, majority of the Prime Minister's local engagements were deferred or cancelled. During this reporting period, the Prime Minister conducted all overseas engagements virtually as borders were still closed.

The Prime Minister also visited the following areas which did not require a speech. The Post Cyclone visits were facilitated in conjunction with the Republic of Fiji Military Forces and the Ministry of Rural and Maritime Development and Disaster Management.

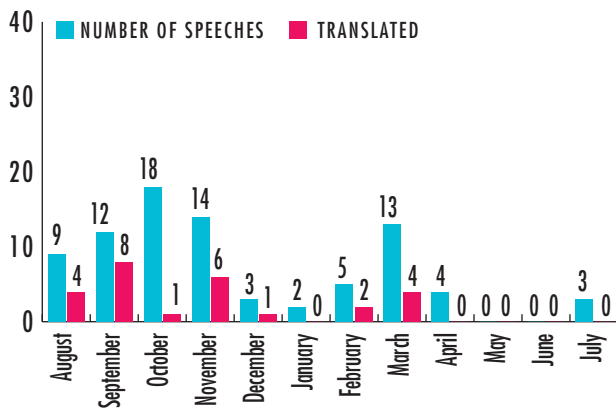
MONTH	PRIME MINISTER'S OTHER ENGAGEMENTS
October 2020	Fiji COVID-19 Frontline Tour
December 2020	Visited affected areas in the Central Division (Rewa & Naqali) post TC Yasa
	Northern Tour of Disaster Areas
January 2021	Northern Tour of Disaster Areas (continued)
	Visited the Agriculture Marketing Authority, Nausori
February 2021	Visited the Disaster Areas in the Central Division post TC Yasa and TC Ana
	Lead the Fijian Government delegation to the funeral of the late Radini Levuka
March 2021	Lead the Fijian Government delegation to the funeral of the late former Minister Cokanasiga

Private Office assisted the Prime Minister's Personal Staff Officers in the facilitation of all logistics for the Prime Minister's local engagements which included travel and accommodation, consultations with relevant stakeholders, traditional protocols as well as travel itineraries.

Summary of Programs prepared for the Prime Minister's Local Engagements – August 2020 – July 2021



Private Office also ensures that the Prime Minister's speeches for all his engagements in the rural settings, for example in villages are translated for better understanding by the audience. All iTaukei translations are facilitated by the Ministry of iTaukei Affairs. Tabulated below are the number of translated speeches against the number of speeches for the reporting period.



Assistance provided to the Executive Support Office (ESO)

The Private Office also assisted the Executive Support Office on the following:

Correspondences marked from the Permanent Secretary (PS) & Head of Executive Support (HES)	126 correspondences facilitated
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Further to the above, PO also assisted ESO on the following activities for the Prime Minister:

- 9 bilateral calls;
- 16 farewell/courtesy calls;
- 39 regional/international events;
- 64 Parliamentary Statements;
- 19 Noda PM Statements;
- 2 Vakekeli; and
- 1 Na-I-katalau.

The Private Office together with the Executive Support Office were fundamental in the facilitation of all the Prime Minister's speeches and programs for his local and overseas engagements.

CABINET OFFICE



The Cabinet Office is an independent administrative arm at the Office of the Prime Minister which functions as a secretariat to Cabinet. The Office is led by the Secretary to the Cabinet who is entrusted with providing advice and support to the Prime Minister as Chair of Cabinet, and the Ministers and Assistant Ministers on matters pertaining to decision-making in Cabinet and the administrative issues on Ministerial emoluments and entitlements. The core role of the Office involves coordination of Cabinet meetings and management of Cabinet records. The mandate of the Office further extends to administration of Ministerial leave, overseas travel, gazettal of acting appointments for Cabinet Ministers in consultation with the Prime Minister, and administration of laws pertaining to Fiji Flag, Coat of Arms and parliamentary pension allowances.

Staffing

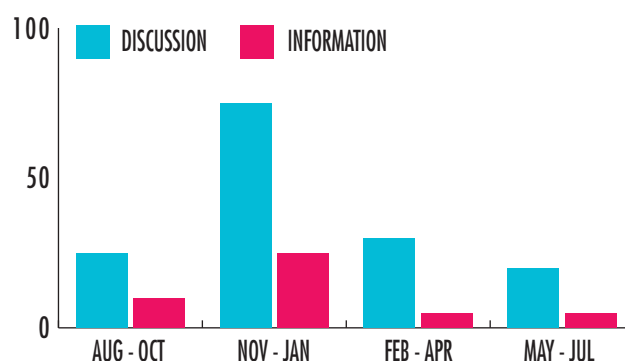
From August 2020 - July 2021, Cabinet Office had three established staff and two support staff.



Our Performance

From August 2020 - July 2021, Cabinet Office coordinated 10 Cabinet Meetings and 3 Special Cabinet Meetings, and facilitated decisions on 183 Cabinet paper submissions from the Ministries. These decisions were on legislations, regional and international meetings and conferences, financial matters, policy issues, and matters pertaining to regional and international cooperation. 125 Annual Reports were also tabled in Cabinet.

PAPERS TABLED IN CABINET FROM AUGUST 2020 TO JULY 2021



Tabulated below are the Annual Reports tabled in Cabinet

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Sugar Industries	<ol style="list-style-type: none"> 1. Ministry of Sugar Industry 2016 -2017 Annual Report 2. Ministry of Sugar Industry 2017 – 2018 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Sugar Industries	<ol style="list-style-type: none"> Sugar Industry Tribunal 2016 Annual Report Fiji Sugar Corporation 2019 Annual Report Sugar Cane Growers Council 2018 Annual Report Sugar Cane Growers Fund 2018 Annual Report Sugar Research Institute of Fiji 2016 Annual Report Sugar Research Institute of Fiji 2017 Annual Report Sugar Research Institute of Fiji 2018 Annual Report Sugar Cane Growers Council 2019 Annual Report Sugar Research Institute of Fiji 2019 Annual Report Sugar Cane Growers Fund 2019 Annual Report
Ministry of iTaukei Affairs	<ol style="list-style-type: none"> iTaukei Trust Fund Board 2019 Annual Report
Ministry of Foreign Affairs	<ol style="list-style-type: none"> Ministry of Foreign Affairs 2017 – 2018 Annual Report Ministry of Foreign Affairs 2018 - 2019 Annual Report
Solicitor-General's Office	<ol style="list-style-type: none"> Fiji Financial Intelligence Unit 2019 Annual Report Fiji Financial Intelligence Unit 2020 Annual Report Accident Compensation Commission, Fiji 2018 Annual Report Fiji Airports 2018-2019 Annual Report Fiji Corrections Services 2018 - 2019 Annual Report
Ministry of Economy	<ol style="list-style-type: none"> Reserve Bank of Fiji Insurance 2019 Annual Report Reserve Bank of Fiji August 2019 – July 2020 Annual Report. Fiji National Provident Fund 2020 Annual Report Energy Fiji Limited 2020 Annual Report Office of the Auditor-General 2020 Annual Report Fiji Revenue and Customs Service 1 August 2017 to 31 July 2018 Annual Report Fiji Public Trustee Corporation Pte. Limited 2018 annual Report
Ministry of Defence, National Security and Policing	<ol style="list-style-type: none"> Fiji Police Force August 2018 to July 2019 Annual Report Ministry of Defence and National Security 2017 - 2018 Annual Report
Ministry of Employment, Productivity and Industrial Relations	<ol style="list-style-type: none"> Ministry for Employment, Productivity and Industrial Relations, 1 August 2016 – 31 July 2017 Annual Report
Ministry of Youth and Sports	<ol style="list-style-type: none"> Fiji National Sports Commission August 2018 – July 2019 Annual Report Ministry of Youth and Sports 2018 – 2019 Annual Report
Ministry of Local Government	<ol style="list-style-type: none"> Nadi Town Council 2004 Annual Report Nadi Town Council 2005 Annual Report Nadi Town Council 2006 Annual Report Nadi Town Council 2007 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Local Government	<ol style="list-style-type: none"> Nadi Town Council 2008 Annual Report Nadi Town Council 2009 Annual Report Nadi Town Council 2010 Annual Report Suva City Council 2006 Annual Report Suva City Council 2007 Annual Report Suva City Council 2008 Annual Report Suva City Council 2009 Annual Report Suva City Council 2010 Annual Report Sigatoka Town Council 2005 Annual Report Sigatoka Town Council 2006 Annual Report Sigatoka Town Council 2007 Annual Report Sigatoka Town Council 2008 Annual Report Sigatoka Town Council 2009 Annual Report Nausori Town Council 2005 Annual Report Nausori Town Council 2006 Annual Report Nausori Town Council 2007 Annual Report Nausori Town Council 2008 Annual Report Nausori Town Council 2009 Annual Report Nausori Town Council 2010 Annual Report Nausori Town Council 2011 Annual Report Nausori Town Council 2012 Annual Report Nausori Town Council 2013 Annual Report Nausori Town Council 2014 Annual Report Levuka Town Council 2005 Annual Report Levuka Town Council 2006 Annual Report Levuka Town Council 2007 Annual Report Levuka Town Council 2008 Annual Report Levuka Town Council 2009 Annual Report Levuka Town Council 2010 Annual Report Ba Town Council 2006 Annual Report Ba Town Council 2007 Annual Report Ba Town Council 2008 Annual Report Ba Town Council 2009 Annual Report Ba Town Council 2010 Annual Report Tavua Town Council 2006 Annual Report Tavua Town Council 2007 Annual Report Tavua Town Council 2008 Annual Report Tavua Town Council 2009 Annual Report Tavua Town Council 2010 Annual Report Sigatoka Town Council 2010 Annual Report Nadi Town Council 2011 Annual Report Nadi Town Council 2012 Annual Report Nadi Town Council 2013 Annual Report Nadi Town Council 2014 Annual Report Nadi Town Council 2015 Annual Report Lautoka City Council 2006 Annual Report Lautoka City Council 2007 Annual Report Lautoka City Council 2008 Annual Report Lautoka City Council 2009 Annual Report Lautoka City Council 2010 Annual Report Sigatoka Town Council 2011 Annual Report Sigatoka Town Council 2012 Annual Report Sigatoka Town Council 2013 Annual Report Sigatoka Town Council 2014 Annual Report Sigatoka Town Council 2015 Annual Report Sigatoka Town Council 2016 Annual Report Sigatoka Town Council 2017 Annual Report Sigatoka Town Council 2018 Annual Report Rakiraki Town Council 2011 Annual Report Rakiraki Town Council 2012 Annual Report Rakiraki Town Council 2013 Annual Report Rakiraki Town Council 2014 Annual Report Rakiraki Town Council 2015 Annual Report Rakiraki Town Council 2016 Annual Report Rakiraki Town Council 2017 Annual Report Rakiraki Town Council 2018 Annual Report Savusavu Town Council 2005 Annual Report Savusavu Town Council 2006 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
	74. Savusavu Town Council 2007 Annual Report 75. Savusavu Town Council 2008 Annual Report 76. Savusavu Town Council 2009 Annual Report 77. Savusavu Town Council 2010 Annual Report 78. Public Rental Board 2018 Annual Report 79. Housing Authority 2016 Annual Report 80. Housing Authority 2017 Annual Report
Ministry of Agriculture	1. Ministry of Agriculture 2016 (Jan – July) Annual Report
Ministry of Fisheries	1. Ministry of Fisheries 2017 – 2018 Annual Report 2. Ministry of Fisheries Fiji 2018 – 2019 Annual Report
Ministry of Forestry	1. Department of Forestry 2016 (January – July) Annual Report 2. Ministry of Forestry Aug 2016 to July 2017 Annual Report
Ministry of Infrastructure and Meteorological Services	1. Fiji Roads Authority 2016/2017 Annual Report; and 2. Fiji Roads Authority 2017/2018 Annual Report.
Ministry of Lands and Mineral Resources	1. Ministry of Lands and Mineral Resources 2015 Annual Report
Ministry of Education, Heritage and Arts	1. Fiji National University 2019 Annual Report 2. August 2016 - July 2017 Annual Report
Ministry of Commerce, Trade, Tourism and Transport	1. Film Fiji 1 January to 31 July 2016 Annual Report 2. Film Fiji 1 August 2016 to 31 July 2017 Annual Report 3. Fijian Competition and Consumer Commission 2017 - 2018 Annual Report

In addition, the Office continued to administer the Ministerial leaves, overseas travel and acting appointments in consultations with the Prime Minister. The Office also administered seven new pension applications, and sent out the bi-annual Life Certificates to the pensioners in September 2020 and March 2021. Currently there are 205 pensioners administered by the Office. During this period, the office also attended to 80 requests from the ministries for Cabinet papers and Cabinet Decisions, and eleven requests for the use of Coats of Arms and/or the Fiji Flag.

During this period, four papers for Cabinet's information on the Implementation of the Cabinet Decisions by the ministries, for Quarters 2, 3 and 4 of 2020 and Quarter 1 of 2021 were also tabled.

The Office continued to provide constant guidance to the ministries on Cabinet submissions and delivered a one-day each, in-house trainings on Cabinet paper writing to five ministries.



POLICY RESEARCH AND INTERNATIONAL RELATION DIVISION

Executive Summary

This report provides an overview of tasks and deliverables of the Policy Division between August 2020 and July 2021. The Division is responsible of six (6) outputs which focus mainly on advisory support to the Prime Minister for his local and overseas engagements. The division facilitates timely provision of thoroughly researched, factual and evidenced based advice on issues, policies and programmes. The division analyzed subject papers on national, regional and international issues, drafted talking points, speeches and messages, prepared briefs on Parliamentary motions and debates, drafted media releases and statements and analyzed iTaukei Land Trust Board (TLTB) and iTaukei Affairs Board (TAB) papers. In addition, the division facilitated the PM's participation in media programmes such as the Noda PM fortnightly program, provided secretariat support to the Mahogany Industry Council and handled all referrals from the Prime Minister and the Permanent Secretary.

By the end of the fiscal year, the staffing of the Division was strengthened with the inclusion of new staff. The division was overseen by the Head of Executive Support, Information and Public Relations, and the team was made of four (4) Principal Research and Policy Officers (PRPOs), one (1) new Principal International Relations Officer and two (2) new Senior Research and Policy Officers (SPROs) supported by an Executive Officer.

There were a number of policy briefs and papers submitted during the year such as an analysis of the Container Deposit Scheme, Socio Economic Impacts of COVID, Analysis of the National Ocean Policy and a paper on Financing a Green and Inclusive Recovery amongst others.

The fiscal year was over shadowed by the COVID-19 pandemic which affected the operations of the division as staff had to adjust from office desk work to a new norm of "Work from Home" (WFH) and working in bubbles.

Outcomes And Output Matrix

OUTCOME	OUTPUTS
Outcome 1 Provision of Sound Policy Advice	1.1 Parliament motion briefs
	1.2 Cabinet briefs
	1.3 Subject paper analysis and policy briefs
	1.4 iTaukei Land Trust Board meeting (iTLTB) – board paper briefs
	1.5 Representation to Committees
Outcome 2 – Facilitation and Support for Prime Minister Local and Overseas Engagements	2.1 Draft speeches
	2.2 Draft messages
	2.3 Facilitate media program (Noda PM Program)
Outcome 3 – Facilitating Special Assignments	3.1 Secretariat support to the Mahogany Industry Council
	3.2 Social assistance to Vatukoula Goldmine strike
	3.3 Review of the Immigration Policy.
Outcome 4 Facilitation of OPM Management and Human Resources	4.1 Action of correspondences from PS's office
	4.2 Selection Panels and Moderation Committee within Government agencies

OUTCOME	OUTPUTS
	4.3 Referrals from the PS and the Prime Minister

OUTCOME 1: PROVISION OF SOUND POLICY ADVICE

OUTPUTS

1.1 Parliament Motion Briefs

The Division continued to provide support and briefs on motions debated in Parliament. The briefs provided background and purpose of motions, its policy implications, impact on the nation and way forward in terms of whether the motion should be supported or otherwise.

The division ensured that motion briefs were prepared for all motions that fell under the PM's ministerial portfolios such as the Prime Minister's Office, Foreign Affairs and International Cooperation, iTaukei Affairs, Sugar Industry and Immigration.

The division consulted the respective ministries and provided briefs according to contributions received from the ministries.

1.2 Cabinet Briefs

A total of 49 Cabinet briefs were prepared for the Prime Minister during the period. The briefs provided the purpose, background and brief analysis on the Social, Economic and Governance impacts of the Cabinet memorandums submitted for Cabinet's consideration.

The Cabinet memorandums consisted of Cabinet Information Papers on Government programs administered by various ministries, memorandum of agreements between ministries and development partners, papers seeking reviews and amendments to policies and acts, establishment of diplomatic missions in foreign countries and the implementation of a National Ocean Policy amongst others.

Figure 1: Cabinet Paper Analysis

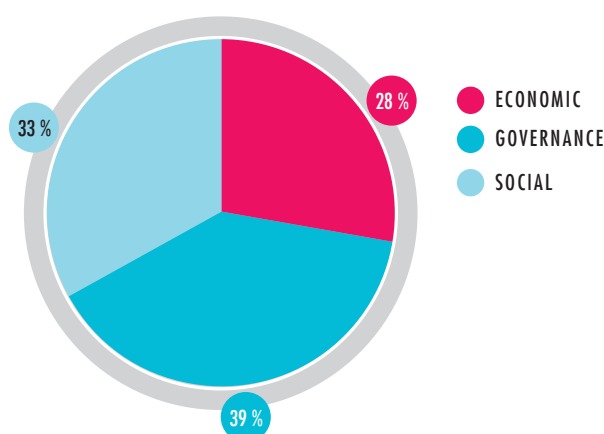
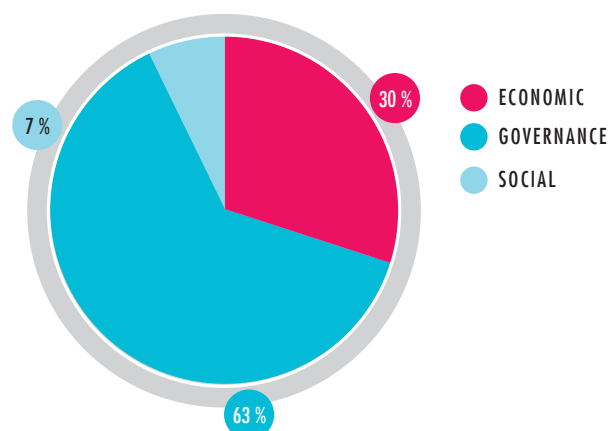


Figure 1 provides an illustration of the cabinet briefs that were prepared in relation to its particular sector of influence. Majority of briefs submitted were related to the Governance sector signifying governments focus in the financial year and the majority of papers received for analysis from ministries that fall under the sector.

1.3 Subject Paper Analysis And Policy Briefs

Policy briefs on national and international issues were prepared for advice to the Permanent Secretary and as information for the Prime Minister.

Figure 2: Policy Briefs



Additionally, the Division provided policy advice on new and revised policies, analysis of various subject papers and comments/contribution of the Office of the Prime Minister on various policy related papers. The division conducts extensive research and consultation with stakeholders in the analysis of these papers. Papers were prepared to reflect the socio economic impact of COVID-19 and issues to be considered in the event of a full lockdown. The various ministries and departments provided their views on how service delivery will be affected during a full lockdown and how the impact of the lockdown could be cushioned to ensure there was minimal impact on the general public.

Figure 2 reveals that majority of the papers fell under the Governance sector followed by the Economic and Social sectors. Similar to the Cabinet paper submissions by the division, most of the subject papers analysed were from ministries and departments under the Governance sector and papers drafted and researched by the division was also related to the sector.

Listed below are some subject papers drafted and analysed by the Division during the period:

- i. Project Proposal - Upgrading of the LaKaRo Solar Hybrid Project;
- ii. Mahogany Industry Council Paper – New Mahogany Log Prices
- iii. Analysis of the Container Deposit Scheme;
- iv. EU Global response approval to COVID-19 Recovery packages for EU Partner Countries
- v. VAT Reimbursement - Convention on Trade and Development – UNCTAD
- vi. Review of the TLTB Annual Report 2019;
- vii. Vunabaka Bay Development
- viii. Policy paper on the National Budget 2019-2020 Update;
- ix. Socio-Economic Impacts of COVID-19;

- x. Strategic Policy Institute ToR
- xi. World Bank Group Fiji Partnership Framework Report (2021-2024);
- xii. COVID 19- Lockdown Issues for Consideration;
- xiii. Comments on the National Ocean Policy;
- xiv. Comments on Fiji's Immigration Policy
- xv. Draft Standards and Guidelines for Exploitation of Mineral Resources in the Area
- xvi. Proposed MoU between Australia Pacific Security College with Min. of Defence
- xvii. Ratification of the 2005 Agreement Establishing the Pacific Islands Forum
- xviii. MoU between Ministry of Fisheries (MoF) and the Overseas Fishery Cooperation Foundation (OFCF) of Japan
- xix. Validation of Fiji's NDC Investment Plan for the Energy efficiency and Transport
- xx. Financing a Green and Inclusive Recovery
- xxi. Uneven Recovery Economic Update
- xxii. Sustainable Development Goal Task Force ToR and the 2022 Voluntary National Report Work Plan
- xxiii. Auditor General Report 2017-2018 Financial Statements of Government
- xxiv. World Ecological Development Bank
- xxv. Highlights from the World Leaders Summit
- xxvi. Global Access Partners – Pacific Summit
- xxvii. 2050 Strategy National Consultation

1.4 Itaukei Land Trust Board Meeting (Itltb) – Board Paper Briefs.

The Division continued to provide analysis on TLTB Board Papers received and succinct analysis and recommendations were provided to the Chair of the Board. The briefs outlined the purpose and background of the papers, benefits to landowners, contribution to growth, improvement of service delivery of the Board and recommendations for consideration by the Chair.

1.5 Representation To Committees

The Division continued to represent the Office of the Prime Minister in national and sectorial committees. The Division actively participated in these committee meetings through sharing and ensuring that national objectives and strategies outlined in the National Development Plan and other strategic documents were taken into consideration and the impacts of the projects/program to the nation and the people affected were meaningful. Apart from Committees, the division also represented the Office in interagency committees of visiting dignitaries and international engagements.

The Division was a member of the following National Committees: National Financial Inclusion Taskforce, Review of the

Fisheries Sector Committee, Maritime Affairs Coordinating Committee, Macroeconomic Technical Committee, Macro Economic Committee, Committee on Better Utilisation of Land, MTC Trade & BOP Meeting, UN Food System Committee, Steering Committee on the National Relocation Taskforce for Planned Relocation and Offshore Fisheries Development.

OUTCOME 2: FACILITATING AND SUPPORTING THE PRIME MINISTER IN HIS LOCAL AND OVER-SEAS ENGAGEMENTS

OUTPUTS

2.1 Draft Speeches

The Division facilitated the PM's engagements through drafting and editing of speeches and preparation of talking points. A total of 7 speeches were drafted for the PM. Listed below are some of the speeches drafted during the period:

- i. Address by PM at the High Level Roundtable on Climate Action ii.
- ii. Contributed to PM's Budget Address Speech
- iii. Rakiraki Market Talanoa Speech
- iv. PM's Speech – Australian War College
- v. Eulogy Speech for Rt. Tevita Momoedonu
- vi. Courts Inter-District Tournament
- vii. World Meteorological Organisation

2.2 DRAFT MESSAGES

The division was also involved in the drafting and vetting of PMs Messages to his counterparts. This included drafting of congratulatory messages for national day events, messages of appreciation, messages of sympathy and messages for local organisations. In addition, messages were also drafted for the Permanent Secretary who at times represented the PM in local engagements.

Some of the messages that were drafted over the period for local organisations are listed as follows:

- i. PMs Message for Arya Pratinidhi Sabha of Fiji
- ii. PMs Message for Fiji Football Association Souvenir Magazine
- iii. PMs Message on the 150th Birth Anniversary of Mahatma Gandhi
- iv. PMs Message for the 2021 Fiji Bitter Marist 7s Tournament Souvenir Magazine
- v. PMs Message on World Earth Day
- vi. PSs Goodwill Message – India Fiji Friendship Forum E-Magazine

Additionally, the Division prepared response to letters addressed to the PM regarding engagements, situations and circumstances. Diplomatic notes were received from the following renowned dignitaries, to which responses were made accordingly:

- i. Letter to HE Mr Abe Shinzo, former PM of Japan
- ii. Letter to France for Bastille Day
- iii. Letter to Kiribati for National Day
- iv. Letter to Vanuatu for National Day
- v. Letter of appreciation to FSC Chairman
- vi. Letter of sympathy to Germany
- vii. Letter of sympathy to Belgium
- viii. Letter of sympathy to Netherlands
- ix. Congratulatory Letter to UNSG
- x. Congratulatory Message to PM Narendra Modi
- xi. Response Letter to Fiji's Permanent Representative at the UN

2.3 Facilitate Media Program (Noda Pm Program)

The Division continued with the preparation of the PM's responses to the public relation program with the Fiji Broadcasting Commission known as the Noda PM program. The PM was interviewed on questions from the general public and the division was responsible for coordinating the drafting of responses to these questions with respective ministries, departments and private entities. During the period, a total of 11 radio interviews were conducted, with questions ranging from prevalent issues, social media discussions, Parliament discussions, emerging issues, Government programs, national policies and other issues.

In addition, the PM also participated in other programs such as the "Vakekeli" and Naikatalau" which were similar to the Noda PM. The program was an ideal opportunity for the PM to update Fijians on pertinent issues that affected their nation and address any misperception that exist about Government.

OUTCOME 3: FACILITATION OF SPECIAL ASSIGNMENTS

OUTPUTS

3.1 Secretariat Support To The Mahogany Industry Council And Grant To Fiji Mahogany Trust

A total budget of \$250,000 was allocated to Fiji Mahogany Trust (FMT) in 2020-2021. Funding request was received and processed by OPM in a timely manner to ensure that FMT continued to operate efficiently. Funding utilisation was at 100 percent by the end of the 2020-2021 financial year.

Utilization of funding by the FMT mainly entailed landowner affairs, meetings, administration, and salaries & wages of FMT staff. The focus was to strengthen capacity building for Forest Based Companies through landowner training in financial literacy, forest business management and technical training. FMT would work with landowners to operate plantations as business ventures in processing and marketing and encourage the economic empowerment of landowners.

The Mahogany Industry Council (MIC) was unable to meet during the period due to the ongoing priority of the whole of Government response to the COVID-19 pandemic. However, a draft MIC Paper for a proposed price change was drafted and was circulated to MIC members for their decisions.

3.2 Social Assistance To Vatukoula Goldmine Strike

A Cabinet Paper was prepared on the payment options for the Fiji Mine Workers Union (FMWU) and the proposed payment was considerably lower than the amount demanded by the union. The FMWU did not accept the payment options. Instead, they opted to seek further avenues through the Attorney General (AG). Given that the FMWU did not pursue further negotiations, PS OPM advised FMRU that OPM had exhausted all possible options. This special assignment has been closed.

3.3 Review Of The Immigration Policy

The Division was actively involved in the review of the Immigration Policy which required research and analysis of best international benchmarks, identifying policy and regulation gaps and proposing amendments to the regulations. Further, the team ensured that domestic interest was protected and revenue generation for Government was not undermined in the improvement of systems and processes of the overall Immigration Policy. Major areas that the division worked on was the inclusion of targeted sector activities, amendment to the minimum investment threshold for investors, investment regulations and policies, permit extensions, monitoring and compliance and recommending the development of an Integrated Information System to enable data sharing by the various agencies involved in immigration issues.

- iv. Public assistance request by Ms. Shalin Reddy
- v. Public assistance request by Mr. Anton Schwenk
- vi. PS Referral – Fiji Pine Trust
- vii. PM Referral – Mr. Tueli
- viii. PM Referral – Mr. Ropate Sivo
- ix. PM Referral – Mr. Sivorosi Logavatu
- x. Waidamu River Dredging Project
- xi. Min of Forest Report for EFL Compensation - Nairukuruku Village
- xii. Tamavua Rezoning and Residential Property Development
- xiii. Bula Mushroom Company Ltd
- xiv. Kaybee Hatchery
- xv. Logging License – Fugang Pte Ltd
- xvi. Investor Permit - Mr. Guang Cheng Niu

OUTCOME 4: FACILITATION OF OPM MANAGEMENT AND HUMAN RESOURCES PROCESSES

OUTPUT

4.1 Action Of Correspondences From Ps's Office

Correspondences received by the OPM in the form of memos, letters, emails, invitations, proposals, reports or publications were facilitated by the unit, in accordance with the requirements of the PS. A total of 48 correspondences were registered to the policy unit for its officers to provide written responses.

4.2 Selection Panels And Moderation Committee Of Government Agencies

The Principal Officers were part of selection panels for internal positions within the OPM and the posts were for two (2) Senior Research and Policy Officers, one (1) Principal Research and Policy Officer and one (1) Manager Information & Public Relations. A Principal Policy Officer was part of a selection panel at the Ministry of Civil Service (MCS) for a Senior Policy Officer post and another Principal was a selection panel member for the Divisional Planning Officer Central post at the Ministry of Rural and Maritime Development.

4.3 Referrals From Ps And Prime Minister

There were referrals addressed to the Division from the Prime Minister and the office of the Permanent Secretary. Stakeholders were consulted and update briefs submitted to PM or PS outlining the recommended way forward.

Listed below are 14 referrals addressed by the Division during the period:

- i. Public assistance request by Mr. Josefa Tosokiwai
- ii. Public assistance request by Mr. Sakiusa Ravai
- iii. Public assistance request by Mr. Ilisoni Rarasea

INFORMATION PUBLIC RELATION UNIT

1.0 OVERVIEW

The Information Public Relation Unit presents its annual report for financial period 01 August 2020 and ending 31 July 2021. The report highlight the overall functions and performance of the Unit during the last financial year. In the reporting period, the Unit received 8176 complaints and referred 2342 cases to line agencies, and resolved 5438 cases.

To that end, the report also identifies agencies that have collaborated and facilitated complaint and issues that were received at OPM. Further the report highlights the nature of complaints raised to this Office under the Prime Minister's open door policy.

2.0 Staffing, Role and Description of the Unit

The unit reports to the Head of Executive Support Information Public Relation and consist of five (5) staffs lead by a Senior Information & Public Relations officer, a Public Relations Officer and three (3) Executive Officers.

The Unit, through the Customer Service Centre, provides a doorway for the Ministry to engage directly with members of the public to communicate government policies as well as facilitate concerns of the public through the appropriate arms of government

The Unit recognizes the importance of consistent messaging as well as an organized approach to addressing issues raised through the Office of the Prime Minister, therefore it is committed to its quarterly review of operating procedures and associated training in order to meet the demand from internal and external stakeholders.

There are several modes of handling complaints at the Office of the Prime Minister and they are as follows:

1. Letters through postal means or hand delivery;
2. Walk In Customers;
3. Phone calls;
4. Emails;
5. Complaints received through the OPM Website
6. Complaints received through the OPM Social Media Handles;
7. Referrals from Prime Minister;
8. Referrals from the Permanent Secretary;
9. Complaints received through the Prime Minister's Talanoa Session.

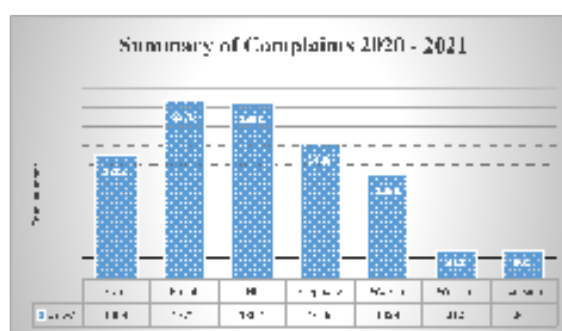
The unit works closely with the Registry team in the opening and indexing of files, and attaching of relevant papers before action items are updated for each complaint received.

All records of complaints are maintained in an excel database which is continuously updated and shared with other divisions through the file server.

The unit strictly adheres to COVID-19 measures in all its operations.

3.0 Summary and Analysis of Complaints

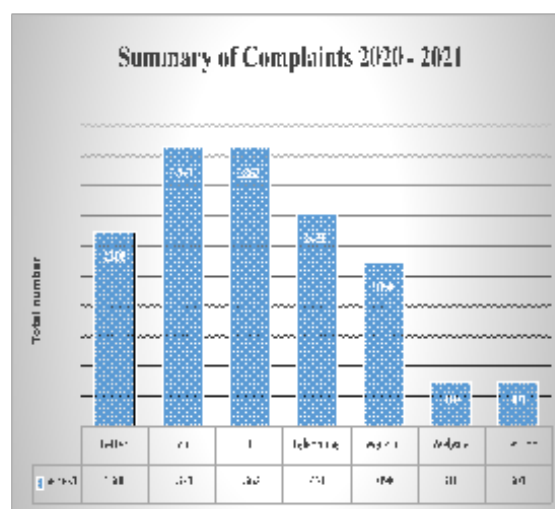
Graph 1:



The following graph illustrates the summary of complaints received by month.

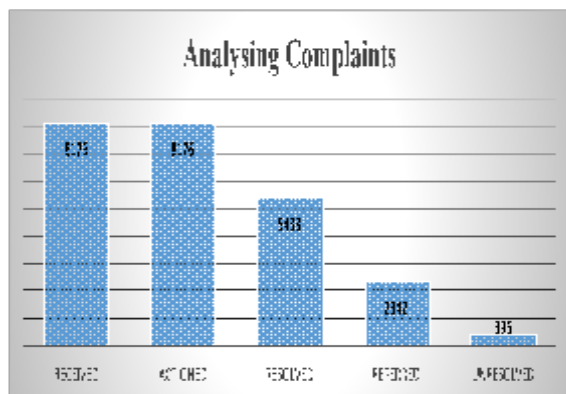
2021 a total of 8176 of complaints were received and recorded. Recording of cases, was made possible through the consolidation efforts by Team, Registry and the Media Team. Email, OPM Facebook page and telephone lodgement of complaints were the most preferred mode of lodgement for members of the public during the COVID-19 Lockdown and movement restrictions.

Graph 1:



The following graph illustrates the summary of complaints received by month.

Graph 2:

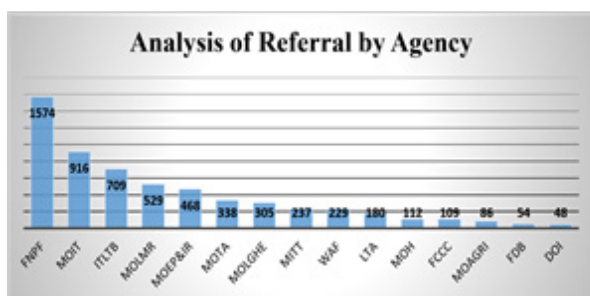


The illustration of Graph 2 summarizes the status of complaints received.

The illustrations of Graph 2 summarizes the status of complaints received. Actioned cases included the assessment and validation of complaints to determine the nature of complaints. From the total of 8176 complaints received, 67% percent of complaints were resolved through dialogue, advice and consultation with parties and stakeholders. 29 % of the complaints were referred to regulatory agencies for resolution as issues were compliance in nature. 5 % of the cases received were not resolved as complaints were civil in nature.

4.0 Analysis of Complaints by Agencies and Categories

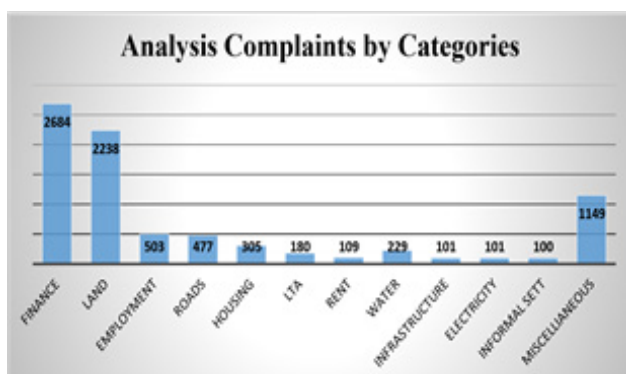
Graph 3:



Graph 3 illustrates the top 15 agencies that the Unit referred issues and complaints to. 20% of the

Graph3: illustrates the top 15 agencies that the unit referred issues and complaints to 20% of the complaints received were related to requests from FNPF members to withdraw funds while 53% were complaints which were referred to line agencies for further advice and facilitation as per the relevant agency's policy, guideline and process. 27% of the complaints received were resolved by OPM through dialogue, mediation and advisory services.

Graph 4:



Graph 4 represents the top 12 categories of issues and complaints. It's noted that 33% of the complaints and assistance were related to financial issues. 27% were land issue related and centered on consent dealing, follow up on new lease process, land dispute, waiver of arrears of rent and family disputes and landownership. 25% complaints were regulatory related as issues impacted agency budgetary allocation and implementation programme. 15% of the complaints were categorized as miscellaneous as nature of issues identified were out of the scope of OPM to resolve however advice was provided.

5.0 Trend Analysis of Complaints

Graph 5:

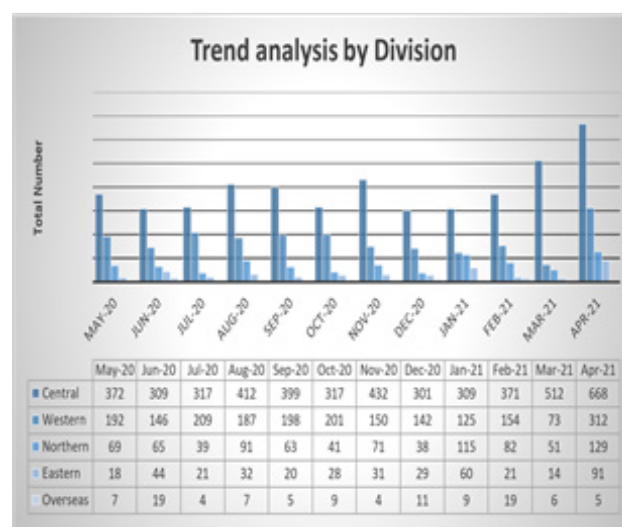


Graph 5 illustrates the trend of complaints received at OPM for the past three (3) years. The trend is expected to increase based on the demand by members of the public. For the period ending 31.07.21 21,857 complaints were facilitated with an average achievement of 88.5% cases facilitated and resolved.

All though there are avenues (such as Legal Aid Commission; FCCC; Consumer Council; Small Claim Tribunal; Judiciary etc) members of the public continue to lodge complaints to OPM..

The skill training development and increase in capacity through experience in handling issues and better knowledge of the government machinery has contributed to the improvement in assessing and resolving complaints for the past three (3) years.

Graph 6:



Graph 6 shows the trend of complaints received by Division. It's noted that the Central Division utilizes the OPM assistances mainly due to its central location and accessibility. Cases recorded from the Divisions were referred to agencies within the same division for ease of clarification and validation of complaints.

6.0 Recommendation

To further facilitate complaints effectively, it is recommended that an integrated approach is utilized whereby all government agencies are involved during the process of response.

It is noted that prior to members of the public approaching OPM, they had utilized the local government services within their Divisions and were not satisfied with the response, therefore Divisional Offices to be strengthen with service oriented and honest feedback.

The development of a Complaints Management System by ITC to be embedded and integrated across all Government Ministries for prompt resolution, needs to be considered at this point of technology.

PROJECTS PLANNING AND FACILITATION DIVISION

The Project Planning and Facilitation Division is responsible in the administering of the Prime Minister's Small Grant Scheme program, Donor Aid Projects and special funding assistance for Rotuma, Rabi, Kioa and Melanesian Vasu I Taukei Communities. The projects funded under the Small Grants Scheme are those identified by the Prime Minister during his consultation and talanoa session with members of the community especially in the rural and maritime areas.

The Division is also tasked in overseeing the facilitation and implementation of various projects funded under the Donor Aid Projects. The Division continues to carry out its role in overseeing other agencies in order to secure donor assistance on capital projects.

The administering of budgetary allocations for the development of minority groups like Rotuma, Rabi, Kioa and the Melanesian Vasu I Taukei is also the core responsibility of the Division.

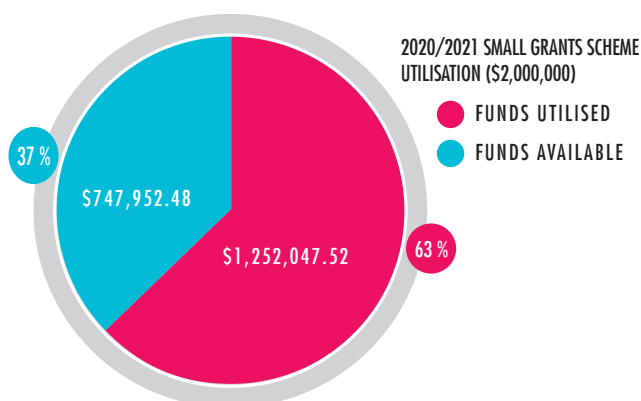
Internal systems, standard operational procedures and processes are in place and these are used by staff in facilitating and administering these funds.

The second wave of COVID-19 pandemic which started in April 2021 directly affected the Division's work program especially in the last quarter of the financial year which led to projects not being facilitated, implemented and funded.

1.0 SMALL GRANTS SCHEME

1.1 Of the \$2m allocated under the 2020/2021 National Budget for the SGS program, \$1,252,047.52 was utilized for the funding of 35 projects. From this total utilization: \$1,068,524.89 (85%) for village/settlement developments; \$97,340.30 (8%) other integrated projects and \$86,182.33 (7%) for the education sector.

Figure 1: Small Grant Scheme Utilisation



Implementation & Monitoring of SGS Projects

The Division coordinates the implementation and monitoring of SGS funded projects with relevant government agencies. Regular site inspection of construction projects were undertaken in phases with technical officers from the Department of Buildings & Government Architect to ensure compliance to the standard building code, specification, drawing and the contract agreement. On outright purchase such as purchasing of water tanks, kitchen utensils to name a few, the Division worked closely with Divisional Commissioners, Provincial Administrators and the suppliers in facilitating these projects.

Commissioning and Handing Over of SGS Projects

The commissioning and handing over of SGS projects is carried out by the Prime Minister and those he directed to undertake on his behalf. The Division managed to successfully fund 35

projects during the period and out of this 30 projects have been completed and the remaining five (5) are in progress.

Commissioning and handing over of SGS projects is facilitated by the Division in consultation with the Divisional Commissioners and the Provincial Administrators.

Given below are some of photographs of SGS projects commissioned and handed over in the 2020-2021 financial year.



Caption 1: Commissioning of Cautata District School teacher's quarters in Tailevu



Caption 2: Commissioning of Sawanikula Primary School Teachers Quarters in Naitasiri



Caption 3: Handing Over of Fiberglass boats funded from the SGS for the Lau Group



Caption 4: Handing over of Kitchen utensils to Lokia Women's Group, Tailevu

2.0 GRATUITOUS / DONOR AIDED PROJECTS

2.1 China Aid Project

The Project Planning and Facilitation Division coordinate and facilitate the Donor Aid Projects.

Tabulated below are Donor Aid projects and implementation Status.

TABLE 1: DEFECTS LIABILITY PERIOD ENDED		
#	NAME OF PROJECT	STATUS
1	2 nd Phase Juncao (Mushroom) Technical Cooperation Project	Technical team arrived in July 2018 to use the Demonstration Center for training and cultivation of mushroom and term expired in July 2021. They have constructed a building to accommodate technical people for research and conducted various training throughout Fiji.

TABLE 2: ON-GOING PROJECTS		
#	NAME OF PROJECT	STATUS
1	Kiuvu and Korolevu Jetty	Chinese Technical team conducted the Geotechnical for Korolevu Jetty and discuss the implementation agreement of the project. Kiuvu Jetty Geotechnical will be conducted after Fiji boarder is open (Covid 19 pandemic).
2.	Valelevu Sports Complex	Fiji government awaits Chinese side Budget consideration.

TABLE 2: ON-GOING PROJECTS		
3	3rd Phase Phase Juncao (Mushroom) Technical Cooperation Project	Fiji government and Chinese government working on the 3rd Phase.
4	Fiji-China Rice Development	Technical team arrived on 21 September 2018 for training of farmers and producing of rice varieties for 3 years, term will expired in November 2021.
5	Dredger, Ice Plants and Early Warning System	Agreement has been signed between Fiji and Japan awaiting the awarding of tender to supply the items to Fiji.
6	Solar Products	Solar Products were received by the Fijian Government to be distributed to rural communities not accessible to Fiji Electricity Grid.
7	LED light and Solar Home System	Fiji and United Nation South-South Cooperation working on the MOU and Cabinet paper.

Rice Development Projects



Juncao Mushroom



TABLE 3: FEASIBILITY STUDY			
#	NAME OF PROJECT		STATUS
1	Valelevu Sports Ground	Unknown	Memorandum of Understanding signed in 2018 and drawing had been done awaiting China Budget consideration.
2	Renovation of Vodafone Sporting Complex	Unknown	Technical team will be coming to undertake the work after Fiji Boarder open.

3.0 MINORITY COMMUNITIES

- 3.1** The Division also administers the funding assistance provided to Rotuma, Rabi, Kioa and Melanesian/Vasu i Taukei Communities. Over \$500,000.00 was allocated to assist these communities in payment of their operational costs and funding of development projects such as water, electricity, seawall, footpath, boats, outboard engines and other small income generating projects. The funding assistance contributed significantly to the social and economic development of these minority communities.
- 3.2** The development projects are identified by the communities and submitted to the Office of the Prime Minister for funding consideration. The implementation and monitoring of projects is undertaken by the Division in consultation with the community leaders.
- 3.3** As part of its legislative role, the Division also provides sound policy advice to the Prime Minister on matters pertaining to the Banaban Settlement Act, Cap 123, Banaban Lands Act, Cap 124, Rotuma Act, Cap 122 and Rotuma Lands Act, Cap 138 and other issues affecting the minority communities.

CORPORATE SERVICES DIVISION

1.0 HUMAN RESOURCES & ADMINISTRATIVE

Human Resources & Administration Unit has primary responsibility for managing, assisting and dealing with all staff related matters including functions such as policy administration, recruitment and selection, employment and labor laws, new employee induction and orientation, learning and development activities, leave management and administration, performance management, personnel record retention, counseling and discipline, and also supports and provides employee assistance programs.

In addition, the Unit also upholds the vision of the Office of the Prime Minister by fostering a positive and engaging work environment while identifying and responding to the changing needs of the reform initiatives.

COVID-19 Impact

Furthermore, the past twelve (12) months has been challenging with the second wave of the COVID-19 impacting the country from the beginning of 2021.

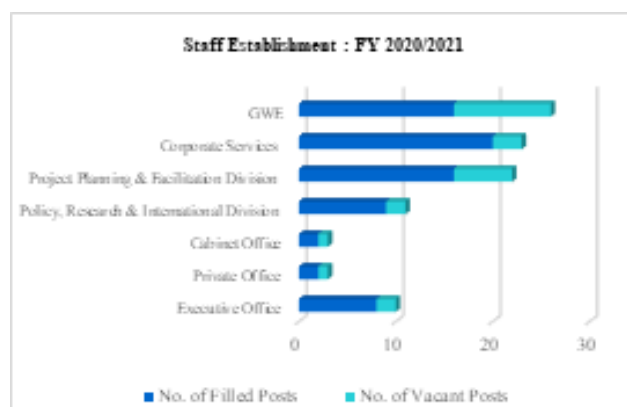
Nevertheless, this has not deterred the Unit in providing its core functions to staff. In the “new normal” the Unit optimised virtual platforms for continuous service delivery.

Staff Establishment

Staffing

The total number of staff employed by the Office of at the end of the Financial Year 2020/2021 are as follows:

DIVISION	NUMBER ON THE GROUND		NUMBER OF VACANT POSTS	TOTAL APPROVED ESTABLISHMENT
	Male	Female		
Executive Office	2	6	2	10
Private Office	0	2	1	3
Cabinet Office	0	2	1	3
Policy, Research & International Division	4	5	2	11
Project Planning & Facilitation Division	12	4	6	22
Corporate Services	6	14	3	23
GWE	12	4	10	26
TOTAL	36	37	25	98

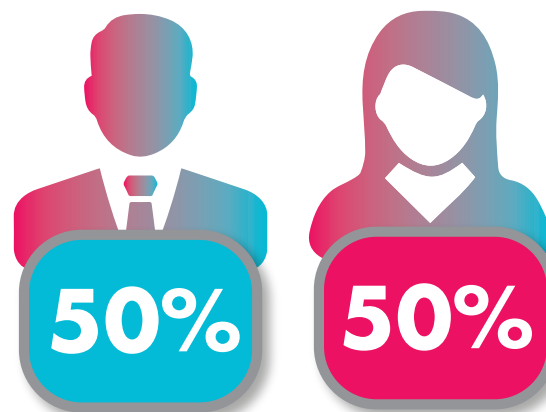


The Office of the Prime Minister has an approved establishment of 98 from which 73 positions are substantively filled and 25 vacant.

Gender

At the end of the financial year, the Office had a shift in its gender balance whereby both male and female had equal ratio. The male classification includes one (1) short-term contract holder.

Tabulate below is the gender data for the Office:



CLASSIFICATION	MALE	FEMALE
Established	24	33
Government Wage Earners	13 (including short-term employment)	4
TOTAL	37	37

The above table depicts that OPM provides equal employment opportunity to both genders.

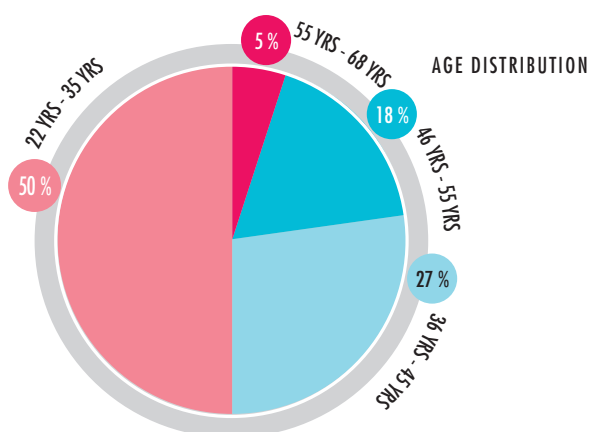
Age Distribution

In terms of age distribution, majority of OPM staff falls in the age category of 22years - 35years which covers 50% of the workforce at the end of the financial year.

This also indicates that OPM has a young workforce.

The age profile for OPM staff is represented in the following graph:

AGE GROUP	NO. OF STAFF				TOTAL
	ESTABLISHED		GWES		
	MALE	FEMALE	MALE	FEMALE	
55yrs – 68yrs	1	1	0	2	4
46yrs – 55yrs	3	5	4	1	13
36yrs – 45yrs	7	9	3	1	20
22yrs – 35yrs	13	18	6	0	37
Total	24	33	13	4	74



Demographically, the workforce has an average age of 39 years. The average age is reasonably spread across the Divisions.

Also, OPM has a distribution of supervisory level positions at each age group.

RE-ORGANISATION OF STRUCTURE

Re-Organisation

The Office has taken the approach to strengthen its existing key functional areas in ensuring high level of visibility and engagement at all levels from regional, national to community level. This will support OPM's vision towards the modernised national state through robust leadership and equitable development for all.

The review of the OPM structure is an initiative to promote productivity, increase in operational efficiency, accountability, quick turnaround time and improve communication and decision making in order to meet the strategic direction of the Office and also support needed by the Prime Minister.

Noting the re-organisation of structure, the Office has maintained its service delivery while reducing the establishment size by two (2) positions, in comparison to the last financial year. This exercise has not impacted any staff employment status.

RECRUITMENT & SELECTION 2020/2021

Recruitment & selection

The Office uses fair and effective recruitment process under the Open Merit based Recruitment & Selection process to employ the right person for each vacant role. This process ensures workforce capability and capacity.

RECRUITMENT & SELECTION 2020-2021		
NO.	TYPES OF APPOINTMENTS	TOTAL
1	Acting Appointment	1
2	New Appointment	12
3	Extension of Contract	1
4	Renewal of Contract	10
5	Resignation	4
6	Re-engagement	3
TOTAL		31

- OPM has made 12 new appointments in the 2020/2021 Financial Year, which is 12% of its approved staff establishment.
- Extension of contract was given to staff whose contract was expiring for continuity of work.
- Automatic renewal of Contract of Service is granted to those staff whose performance are assessed and met 70% & above of their Planned KPIs.

Learning & Development

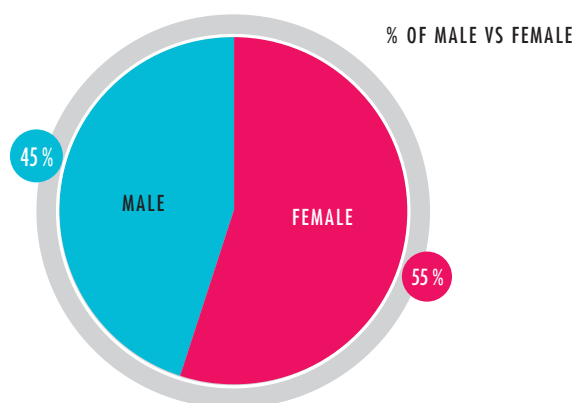
In terms of Learning & Development, the Office ensures that staff are up-skilled and competent in their areas of focus and work.

From August 2020 to July 2021, there has been a total of thirty one (31) different trainings provided which was evenly distributed to 85 staff (repeat trainings to some), depending on their learning and development needs. This means that 100% staff were given some form of learning and development opportunity.

Further note that overseas travel restrictions impacted overseas based trainings and also limitation to gathering impacted local trainings, hence the trend.

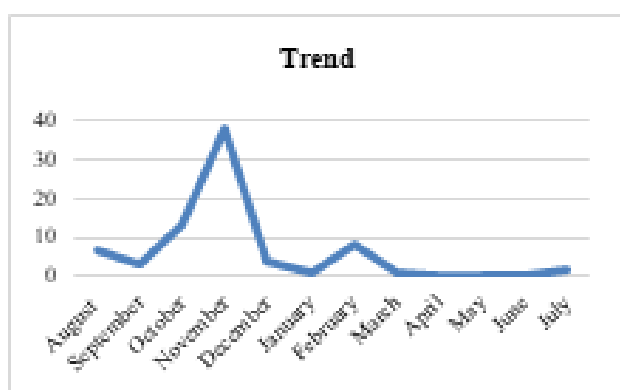
Tabulated below is the number of learning and development activities for the financial year 2020/2021:

Month	Local Training		Overseas Training		Virtual Training	
	Male	Female	Male	Female	Male	Female
August	2	3	-	-	-	-
September	2	-	-	-	-	-
October	1	1	-	-	-	-
November	10	12	-	-	1	-
December	6	5	-	-	-	-
January	2	4	-	-	-	-
February	2	3	-	-	-	-
March	3	3	-	-	-	-
April	-	-	-	-	-	-
May	-	-	-	-	1	-
June	-	-	-	-	3	15
July	-	-	-	-	5	1
TOTAL	28	31	-	-	10	16



In this transitional arrangements, no staff was disadvantaged as all contracts were automatically renewed considering at staff performed above the 70% benchmark.

DIVISION	MALE	FEMALE	SALARY BAND(S)
Executive Support Office	-	1	E
Private Office	-	-	-
Cabinet Office	-	1	F
Policy Research & IR Division	-	-	-
Development, Cooperation & Facilitation Office (DCFO)	3	-	E,F & G
Corporate Services	3	2	B,C,E,G & I
TOTAL	6	4	



The above table shows that 38(45%) males and 47(55%) females were given some sort of training in the 2020/2021 financial year.

Performance Management

The Office has 100% implementation of auto-renewal of contract of service for those staff who had their contract expiring during the financial year 2020/2021 through the adoption of the Transitional Arrangement Performance Management Framework which was introduced by the Ministry of Civil Service in mid-2020.

Even though, there was no salary step movement or performance payment while transitional arrangement are in place, the Office continues to maintain the implementation of the performance management for renewal of contracts and at the same time for staff to be made aware of their performance assessment.

The auto-renewal of contracts were based on performance for those staff who met 70% of the planned Key Performance Indicators, and any renewal was subject to the organisational need. All contract renewal were at Tier 4 and below level positions.

Tabulated below is the summary of contract expiry that were renewed for the financial year 2020/2021:

DEPARTMENT OF IMMIGRATION

PERFORMANCE REPORTS BY SECTIONS

Throughout 2020-21, the Department continued to demonstrate its ability to operate in a complex, intensified and high demanding context. Although COVID-19 has continued to impact operations, the Department has effectively responded to both existing and emerging threats to help safeguard our borders.

Restrictions on travel and social distancing requirements had a significant impact on how we were able to carry out our regulatory work. Whilst this impacted our activity in the first and second quarter of the year, through introducing online services we were able to overcome these challenges.

The Department confronted and successfully overcame a variety of new challenges to the critical services we deliver and how we respond to the threat we do and how we do it. However, in 2020-21, we were better prepared, more resilient and ever adaptable to ensure even the greatest threats and challenges did not weaken our performance.

The Department drew on its many drivers of prosperity to support Fiji's economic recovery from COVID-19 in 2020-21. Despite having imposed unprecedented international travel restrictions on the majority of travelers, the Department effectively balanced genuine grounds for exemption against risks to some of the operations. The Department supported the successful implementation and management of policy and process changes to how we manage the inward and outbound movement of travelers.

This report provides an overview of tasks and deliverables between August 2020 and July 2021.

Through our 2020-21 Operational Plan we set out a program of activities in support of our three (3) key strategic priorities. Performance against these priorities are measured on a monthly basis through the section monthly report. The following section provides a summary of our performance against these priorities.

COMPLIANCE & INVESTIGATIONS (C&I)

RESULT

OUTPUT 6.2.1: Introduce contingency plans to prevent any form of illegal incursions into Fiji

The Section has significantly contributed in the strengthening and management of Fiji's border through continued collaboration and cooperation with border law enforcement agencies, international and regional partners, capacity development and implementation of internal policies and procedures to mitigate potential risks in the supply chain (Immigration process).

To mitigate on the legislation gaps on people exploitation with ulterior motive, the Section also contributed in the amendment of the Immigration Act and Regulation.

In its fight against irregular migration the number of illegal migrants has significantly reduced to 2188 in March 2021 compared to 7044 in 2020. This was achieved through the use of advertisement, notices and work of mouth to all foreign nationals stranded in the country to regularize their status, whilst in the country.

We have worked very closely with our relevant stakeholders and our partners in ensuring that we exchange reliable information for the protection of our borders. The network that we established in Fiji and in the region, together with the learnings gained during COVID19 has positively impacted the new norm and how things should be progressed forward. As the "hub of

the Pacific" and noting the volume of passengers arriving and transiting into Fiji, we noted that we cannot do it alone but rather rely on the information shared by our partners to initiate intervention. This was evident in the number of intervention, refusal and removal done at the border.

To support our regulatory, enforcement and engagement work the staff continued to receive capacity development to strengthen their skills and knowledge advancement against migration threats. Two (2) officers graduated from the Criminal Investigation course with the Fiji Police Force (FPF) and Two (2) officers also graduated from an Intelligence course with FFP and Australian Federal Police.

OUTPUT 6.3.1: Establish Task Force on Human Trafficking

Throughout 2020-21, the Section effectively contributed and worked very closely with the

Interagency Working Group on Human Trafficking in finalizing the National Anti-Human Trafficking Strategy and National Action Plan.

Through prevention of Trafficking in Person (TIP), the Department has offered to house the Joint Anti Human Trafficking Taskforce Team. The Department participated in the mapping and harmonizing of referral mechanism of human trafficking to allow

relevant stakeholders to understand and be aware of their roles, responsibilities and the referral pathways.

Mutual agreement with the Birth, Death and Marriage Office for the pre-screening and interview of all foreign nationals intending to marry our locals. This has been very successful noting the number of intervention at the interview stage.

Another effort in eliminating human trafficking was the launching of "Operation Sasamaki" in September 2021 to target foreign workers in the country (illegal and legal workers) aimed to identify and assess the migration challenges encountered.

Joint inspection with Fiji Police Force and Ministry of Employment were conducted on the complaints received from non-citizens, who are permit holders to ascertain the nature of allegation. This was further scrutinized and assessed to establish the elements of human trafficking or labour exploitations that may exists. The Department also assisted in the "well-being" of non-citizens for sustainability and victim protection, whilst in Fiji.

The Department worked very closely with FPF in presenting TIP cases to the Office of Director of Public Prosecutions (DPP) for legal opinion.

Through our partnership initiative, we have strengthened our collaboration and cooperation with, not only the law enforcement but as well as other state actors and civil society organizations. We have attended number of workshops and dialogues with partners in ensuring that we build a formidable taskforce to

counter TIP. Through our partnership, discussions on the refurbishment of our Nadi safe house was initiated.

Summary



Figure 1: Numbers of Inspection, Complaint/Investigation, Removal and Surveillance, 2020-2021

The Section over the period conducted 287 inspections; 167 complaints were received and investigations conducted; 60 removals were facilitated; and 4 surveillances were carried out.

The increase in Inspection is due to the number of complaints received and Immigration applications referred to the Section for further examination and inspection purposes.

Surveillance is conducted when alerted by stakeholders or when there is an alert notice

received by the Section. The decrease in surveillance is due to the impact of border closures during the pandemic.

PERMITS AND VISA

RESULT

OUTPUT 7.1.1: Enhancement of all Immigration Services

In response to COVID-19, the Department ensured that permits policy settings continue to support critical industries and economic activities through the formulation of new requirements to suit the pandemic. In ensuring that various permit holders who were laid off and whose permits expired whilst in the country smoothly transition to another permit without breaching the immigration law.

Although the Department's primary focus was on delivering critical COVID-19 response and economic recovery initiatives, the Department also continued to focus on delivering efficiencies and implement online services. Many of these initiatives were focused on increasing efficiency and effectiveness in the design and delivery of permit and visa applications to respond to COVID-19, this included the enabling online lodgment for subsequent applications for permits and visa.

Stakeholders are encouraged to use the Department's website for updated information and information was amended from time to time to capture the new changes as a result of COVID-19 and to offer a consistent and comprehensive source of whole-of-government information.

Summary

Number of Permits and Visa Issuance: August 2020 – July 2021

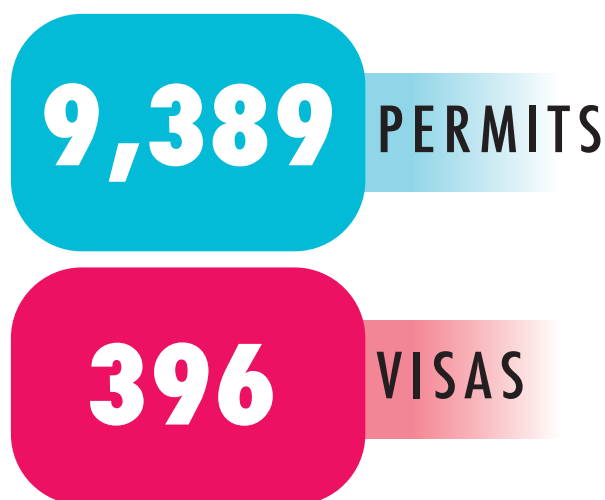
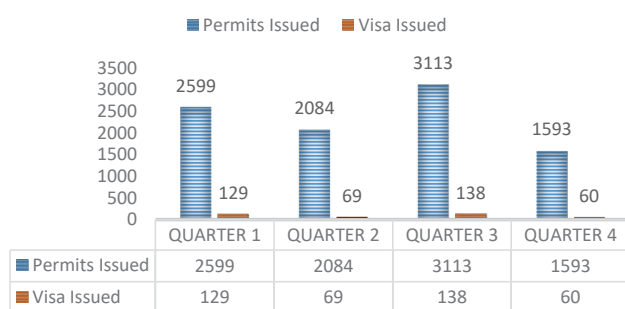


Figure 2: Numbers of Permits and Visa Issuance, 2020-2021



The 2020-21 financial year noted a decrease in the number of permits and visa issued, this

was due to the impact of COVID-19. Furthermore, there was not much movement due to border closures and restrictions that has put in place to combat the pandemic.

PASSPORT AND CITIZENSHIP

RESULT

OUTPUT 6.2.2: Invest in technology to improve passport issuance

The Department has invested in technology to handle processing of ePassport preventing the issuance of legitimate documents under false identities to strengthen border security. EPassport Appointment System and pre-enrollment services are available online to ease accessibility for ePassport services. Offline mode and upload enrollment options has been made available in all the enrollment kits in Fiji and to some of our overseas mission based for our Fijian diaspora.

OUTPUT 7.1.1: Enhancement of all Immigration Services

The Department is committed to the delivery of timely and high quality services to our customers. Throughout 2020-21, the Section continued to improve its service delivery arrangements and supporting technology to keep pace with the continued growth in customer's expectations.

ePassport enrollment kits has been installed in some of our Fiji missions based overseas to assist our Fijian diaspora accessing the biometric services for Fijian passport. Embassies that are equipped with enrollment kits are London, Washington DC, San Francisco, Wellington, Sydney, Canberra, Abu Dhabi, Geneva and Tokyo. The embassies staffs were also provided with the necessary trainings on enrollment and processes.

Summary

During COVID-19 period and lockdowns, those aspiring for passport also felt impact of the pandemic, this is reflected in fewer numbers of passport applications received.



Figure 3: Numbers of Passport Received vs Issuance, 2020-2021

According to the figures there are more passport applications received compared to the number issued. A total of 12,778 applications received and 12,464 were issued. This was due to some applications not fulfilling the documentary requirements however, the Department constantly sent reminders to the applicants to submit the required document/information and applications were processed upon the receipt of the pending document.

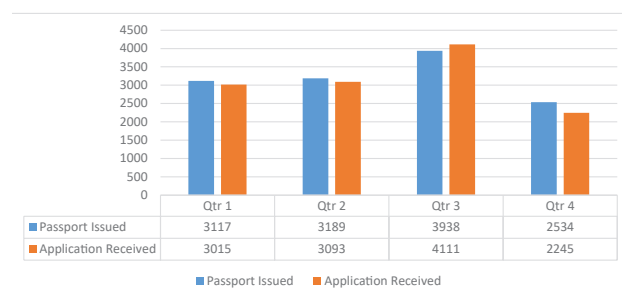


Table 2: Number of Passport Applications Received vs Issuance, 2020-2021

CITIZENSHIP

Performance improvements to citizenship application processing have been demonstrated through reduced processing timelines.

Some categories of citizenship, applicants are required to attend in-person citizenship interview appointment, as part of the application process. However, the appointments were disrupted to various extents, by changes to COVID-19 risks and restrictions ultimately the Department implemented COVID-19 safe service delivery to mitigate the issues.

Summary

In summary, there are less applications received (615) compared to the number issued (844). The less number in applications received depicts the COVID19 restrictions and the large number through issuance is due to applications previously accepted with pending information/document however, the applications were processed upon the receipt of the pending documents. Additionally, on occasion when applications are being referred to the Compliance and Investigation Section for further

verifications and assessments, applications may take longer at times to process.



Figure 4: Numbers of Citizenship Application Received vs Issuance, 2020-2021

BORDER CONTROL

RESULT

OUTPUT 6.2.1: Introduce contingency plans to prevent any form of illegal incursions into Fiji

The Section have collaborated extensively with the border agencies, with Government more broadly and with industry partners, enhancing our capabilities and contributing to safeguarding Fiji's national security. This is evident in the response to COVID-19, where we played a crucial role in the whole-of-government response to mitigate the risk posed to health and safety of the Fijian community. We will continue to play a crucial role in protecting Fiji from COVID-19 and in contributing to Fiji's post-COVID-19 economic recovery, through the facilitation of re-opening of Fiji's borders.

OUTPUT 7.1.1: Enhancement of all Immigration Services

Restrictions on travel and social distancing requirements had a significant impact on how we were able to carry out our regulatory work. During COVID-19 related impacts continued to affect our border processes, as a result of ongoing travel restrictions and health measures at the border however, mitigation strategies were implemented whereby virtual clearances was conducted at our seaports.

The Section also administered the process of Prohibited Immigrant (PI) Uplift application, Appeal and Controversial List.

As the pandemic worsened, Fiji closed all borders and ports in March 2020 with strong COVID-19 checking measures in place. However, repatriation flights were still in operations this allow our fellow citizens to travel home and vice versa for our visitors to travel to their country of residence.

Blue Lane initiative was introduced for yachts to enter the country correspondence with the sailing season nevertheless, with strict COVID-19 controlling measures.

COVID-19 related impacts continued to affect the movements of passengers, flights and vessels, as a result of ongoing travel restrictions and border closures. Overall, the impacts of COVID-19 are tremendous, as it can be seen by the Movement of Passengers, Vessels and Flights - with references to the previous years.

Summary

1.0 Movement of Passengers



Figure 5: Movement of Passengers by reason of visit, 2020-2021

The figures depicts the total number of passengers arrived (air/sea) at the borders. Overall, 20,426 passengers were cleared upon arrival at the all borders. It is noted that the visitors arrived at the border recorded the highest with 12,754 (62%). The Fijian citizens recorded the second highest of 5,968 (29%) this is due to their return home because of COVID-19 and Permit holders recorded the least of 1,704 (8%).

2.0 Movement of Vessels

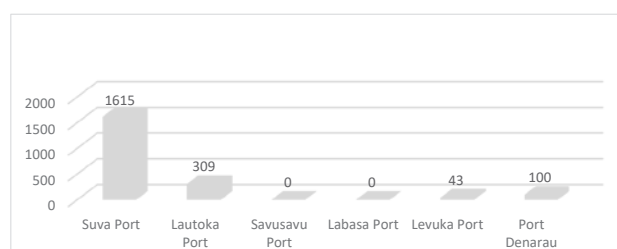


Table 3: Movement of Vessels by designated ports of entry, 2020-2021

The impact of COVID-19 is remarkable and is evident that there was only minimal movement of passengers occurred at the border. Suva Port only recorded 1,615 arrivals and these are merely, Fiji registered fishing vessels returning from fishing grounds, and also vessels providing medical assistance and support through respond to COVID-19 crisis.

3.0 Movement of Flights

During the reporting period it is witnessed the largest decline in the movement of flights which has reduced the inbound and outbound flights and have resulted in the dramatic drop of passenger's movement.

A total of 1,079 inbound flights were recorded with Nadi recorded the utmost of 1,066 flights and Nausori, the lowermost with only 13 recorded.

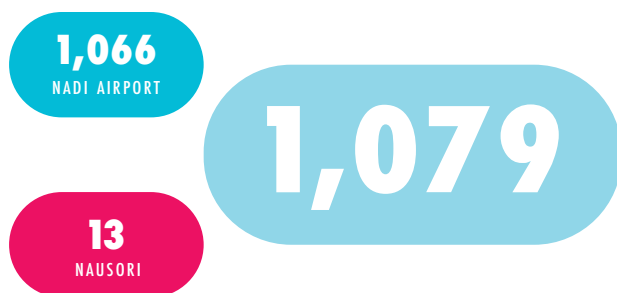


Figure 6: Movement of Flights by designated airports, 2020-2021

4.0 Referral Cases

COVID-19 posed challenges for travelers learning to operate with the new travel restrictions. However, it has been difficult for the travelers to keep up with the constant changes in government COVID-19 travel requirements which necessitate them to be referred whilst arriving at the border.



Figure 7: Number of Referred Cases by designated ports, 2020-2021 (IBMS data)

The above record denotes the number of Referral Cases occurred at the borders mostly on the entry requirements under COVID-19.

INFORMATION TECHNOLOGY, RESEARCH AND DEVELOPMENT

RESULT

OUTPUT 6.2.3: Reduce threats of transnational crimes by adopting and implementing the best border management practices at all ports of entry

The Department continued to improve collaboration and responses by ongoing regular engagement with relevant stakeholders to reduce threats and implement best border management practices at all ports of entry. To support this, the Department continued to deliver technical trainings, enhanced operational capabilities and improved information and intelligence sharing. For the reporting period the team:

- Conducted two (2) Induction Training for Immigration and Support staffs;
- Facilitated one (1) Primary Line Officer's training;
- Facilitated information request from locally based foreign missions, border agencies, Government Ministries/Departments, regional immigration offices and regional organization; and
- Information sharing to border agencies and relevant key stakeholders

The following projects and process improvements have been implemented in order to strengthen border security:

- IBMS Hardware Upgrade and Data Migration Project. The hardware's for current border management system had reached its end of life and therefore a need to upgrade. A budget of FJ\$1.2m was allocated to this project. The project was done in two phases. Firstly the procurement of hardware which includes servers, switches routers and racks. This phase has been completed and setup done. Phase 2 will start in January 2022. This will include data migration from current server to the newer ones.
- Immigration process automation and online lodgment.

The permit process was revised and an online application lodgment platform was implemented using Jot Forms.

Passport Appointment System. The IT unit implemented on-line appointment system which allowed citizens to make appointments to do biometric enrolment for passports. This was also a safety measure for COVID-19 to reduce crowd in Immigration Offices.

OUTPUT 6.2.5: Research and Development

The Section have embarked on numerous changes in order to better facilitate its objectives. The Section have commenced effort to:-

- developed SOPs/Checklists to suit the pandemic;
- developed/revised SOPs to be aligned with legislations and best practices;
- developed /updating of the checklists;
- consistently updating information on the website; and
- re-designing of immigration forms;

In addition, the Section has also been engaged with various projects under the "Vuvale Agreement", "Hakili Matangi" and IOM by providing administrative assistance and support.

OUTPUT 7.1.2: Enhance Publicity and Public Awareness

The Department is committed to the effective and efficient immigration service delivery to our stakeholders. The Department continued to improve its service delivery arrangements and supporting technology to keep pace with the continued growth in stakeholders expectations. Overall in 2020-21, demand for Departmental services was significantly impacted by COVID-19.

The Department's website was consistently updated to offer relevant and up-to-date information besides stakeholders are

encouraged to utilize this platform. This approach has been critical to the success of the Department managing the flow of information.

The Department continued to engage with and receive feedbacks from our stakeholders to ensure that our services are continuously improved. The suggestion box available at all our immigration offices provide avenues for stakeholders to provide their feedbacks including, complaints, compliments and suggestions.

CORPORATE SERVICES (HUMAN RESOURCES)

RESULT

OUTPUT 8.1.1: Strategic HR documents/guidelines

The Department's Strategic Plan and Corporate Plan is in order for the organization during the reporting year.

OUTPUT 8.1.2: Policy advice & Support on HRM

The Section provides the support service arm of the Department and the provision of policy advice on all HR issues related to all matters pertaining to appointment (contractual/permanent), recruitment, posting, resignation, deaths, retirements, internal posting, performance assessment, job evaluation, acting/extension of acting, post processing, termination, suspension, disciplinary, leave administration and other personnel related issues including supervision of Registry procedures.

OUTPUT 8.2.1: Recruitment, Selection & Appointments

The Section ensured that the Department followed OMRS Guidelines to ensure fairness and transparency in the recruitment and selection processes. The Department ensures that competent officers (experienced and qualified) are placed in the right positions at the right time. Staff were given an equal opportunity to attend OMRS guideline trainings conducted by the Ministry of Civil Service to ensure they have the knowledge required to be on the panel and are familiar with the recruitment process.

OUTPUT 8.2.3: Compliance to Disciplinary Guideline & Code of Conduct

There was one (1) ongoing case with the Fiji Independent Commission against Corruption [FICAC]. In order to minimize disciplinary issues, the Department continuously provided awareness and refresher trainings on Civil Service disciplinary guidelines. As a result, staff were encouraged and given the opportunity to attend investigators training to upgrade their knowledge and familiarize with the revised disciplinary processes and procedures.

Two (2) Officers attended the Investigators training conducted by the Ministry of Civil Service during the year.

OUTPUT 8.3.1: Conduct Staff Performance

The Department continued to conduct staff performance by adhering to the Ministry of Civil Service (MCS) Circular No. 08/2020 on "Performance Management Framework Transition Arrangement" dated 09 June 2020 which was effective from 02 June 2020.

There was no substantial change to the previous Performance Management framework however transition arrangement only required two (2) Managers to contribute to the assessment of an employee, that is the Immediate Supervisor or Manager (the person the employee works most closely with and reports on day to day) and a higher-level Manager (at Tier 2 unless otherwise formally approved by the Permanent Secretary).

Accordingly, the Department conducted performance assessment and seventeen (17) contracts were further renewed for three years.

OUTPUT 8.4.1: Facilitate Training & Development

The Department build talent through active professional development and training that supports the development of our workforce and continued to focus on ensuring our staff had access to a range of core skills training.

During this reporting period, the Department facilitated sixteen (16) trainings that were delivered through local courses and a total of forty eight (48) Officers attended.

Due to the covid19 pandemic restrictions, there was a significant decrease in the number of trainings.

OUTPUT 8.4.2: Effective Leave Administration & Management

To effectively monitor the leave administration, staffs who have excessive leave have been continuously reminded to utilize their leave through email reminders, internal circulars and memorandums.

OUTPUT 8.4.3: Reconciliation information on P2P with Accounts/Update of variation notices

The Department continued to reconcile information on P2P (Person to Post) and made update of post variation notices. During this period, the Department had no record of variation notices.

OUTPUT 8.4.4: Review of Job Descriptions/Formation on internal JE Committees

The Department ensured that approval is sought from the Ministry of Civil Service for new appointments prior to the advertisement and continued to review Job Descriptions. As a result to this, the Manager Human Resources position on band H was evaluated on Band I.

OUTPUT 8.4.5: Effective Office Administration

The Section was headed by the Manager Human Resources and assisted by officers which includes one (1) Senior Administrative Secretary (SAS), one (1) Administrative Secretary (AS), two (2) Executive Officers (EO), five (5) Clerical Officers (CO), and two (2) Government Wage Earners (GWE) positions.

The roles of the HR would be challenging at times comparing the number of support staff against technical positions in the Department, but with the qualified experience staff in the Section, HR managed to successfully carry out its roles and responsibilities. Staff were encouraged to continue up skilling themselves in order to meet the current demand and Minimum Qualification Requirement (MQR) of higher positions in the Department and also outside the Civil Service.

During the Financial year 2020/2021, approved staff establishment of 143 comprising of 132 Established and 11 GWE positions. Out of the 132 established positions, 110 were filled with remaining 22 vacant. Out of the 11 GWE positions, 10 filled and 1 vacant. Thus, leaving a total of 23 vacant positions which also included one (1) critical position at Tier 3 (Deputy Director) level.

The Department total staff turnover decreased in comparison with same period last year and most Officers left the Department due to resignations, retirement, termination, suspension, deemed to have resigned and non-renewal of contracts. There was high staff turnover during the reporting period. Resignations reported as the highest as most opted for greener pastures, better job opportunities and incentives.

OUTPUT 8.4.6: OHS

The Department has an OHS Committee and members had attended training organized for Fire Wardens and OHS Training. This was organized by OPM Headquarters for all staff but co-shared with the Department. The committee took proactive approach ensuring that Covid19 protocols were maintained at all times and also assisted in supplying Personal protective equipment to staff at all stations.

FINANCE

RESULT

OUTPUT 8.5.1: Compliance in Financial Instructions and Regulations

The accounting operations of the Department is performed in accordance with the Financial Regulations and relevant Policies, Manuals and Circulars issued by the Ministry of Economy or Department.

OUTPUT 8.5.2: Sound Financial Advice to the Permanent Secretary and HODs

The Section is responsible for coordinating the preparation and presentation of a monthly management report outlining the overall financial performance of the Department.

OUTPUT 8.6.1: Budget Submission 2020/2021

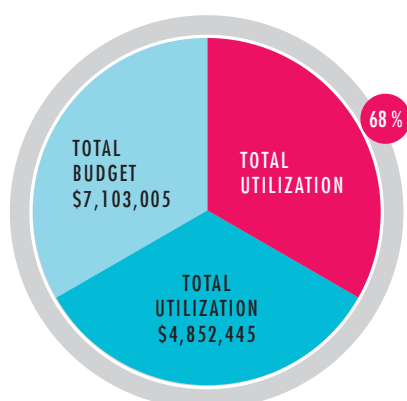


Figure 8: Budget Utilisation

RESULT

In 2020-21, a total budget of \$7,103,005 was allocated to the Department. Over the course of the reporting period, \$4,852,445 (68%) was utilized. This is due to the impact of COVID-19, whereby not many transactions took place.

OUTPUT 8.6.2: Managing of Payroll

The payroll is processed in accordance with the Payroll User Manual available from Ministry of Economy. The payroll is managed through the availability of funds in SEG 1 and the timely Payroll reconciliation are carried out to detect fraud and error.

OUTPUT 8.7.1: Timely processing of Payments

The payment is processed in accordance with the Finance Instruction and Finance Manual 2013. All payments are processed through payment vouchers prepared by respective Accounts Staffs. The separate vouchers are used for separate payees and for the payment of different services.

OUTPUT 8.7.3: Preparation and submission of Financial Reports

The Section is responsible for the preparation and timely submission of a monthly financial report to the Minister and Permanent Secretary.

OUTPUT 8.7.4: Agency Financial Statement

The Section prepare the Agency Accounts and arrange submis-

sion to the office of the Auditor General by October, each year and copy to the Ministry of Economy.

OUTPUT 8.8.1: Annual Procurement Plan 2020/2021

The Section prepare and submit the Annual Procurement Plan with the Financial Year Budget Submission to Ministry of Economy.

OUTPUT 8.8.2: Annual Board of Survey

The Annual Board of Survey is carried out annually and the report is submitted to Ministry of Economy. The Department write-offs any items with accordance with the BOS report.

OUTPUT 8.8.3: Fleet Management

The Fleet Management helps reduce costs, whereby the report reflects the detailed management of vehicles is submitted to Ministry of Economy on a monthly basis. The Section ensures that the Fleet Management system is in place, to ensure that potential problems are caught early and dealt with before a costly problem occurs.

The Department has a total of nine (9) Government vehicles in our pool. Out of the 9, six (6) were allocated to Suva Office, two (2) for Western Office (Nadi/Lautoka) and one (1) for Northern Office(Labasa/Savusavu) as tabled below:

No.	Vehicle Registration	Station	Type of Vehicle	Age (Years)	Status	Condition
1	GQ 588	Nadi	Kia Sorento	3 yrs. 4 Mths	Leased	Good
2	GQ 545	Lautoka	Kia Sorento	2 yrs. 5 Mths	Leased	Good
3	GQ 314	Labasa	Toyota Hilux 4X4 T/Cab		Leased	Good
4	GQ 719	Suva	Kia Sorento	3 yrs. 6 Mths	Leased	Good
5	GQ 700	Suva	Kia Optima	3 yrs. 6 Mths	Leased	Good
6	GR 589	Suva	Toyota Hiace	2 yrs. 7 Mths	Leased	Good
7	GQ312	Suva	Toyota Hilux 4X4 T/Cab	5 yrs. 9 Mths	Leased	Good
8	GP 994	Suva	Hyundai Santa Fe	5 yrs. 2 Mths	FID Owned	Good
9	GR 016	Suva	Maxus Mini Bus	2 yrs. 3 Mths	FID Owned	Good

Table 4: Vehicles allocation and status, 2020-2021

OUTPUT 8.8.5: Management of Office Assets

The Department maintains the Fixed Asset Register which indicated the status of items purchased and its useful life. The Register is updated at all times to determine the accurate location of the assets, how they are used, and when changes have been made to them.

OUTPUT 8.8.6: Procurement of goods and services

The Department ensures that all items and services are properly acquired so that operations can proceed efficiently and successfully. The procurement management is made in accordance to the Procurement Regulation.

OUTPUT 8.8.7: Annual BOS of Drawings Account

The Annual Board of Survey is carried out in accordance with Clause 49 of the Financial Instruction to ensure that the unrepresented cheques in the Drawings Account are unrepresented in the Bank Statement at the end of the financial year.

OUTPUT 8.8.8: Internal Controls

The Department is carrying out the accounting processes in accordance with the internal control measures in accordance with the Finance Regulations. This internal controls are designed to safeguard processes and minimize risks and protect assets, ensure accuracy of records, promote operational efficiency, and adherence to policies, manuals, regulations and laws.



**OFFICE OF THE PRIME MINISTER AND
DEPARTMENT OF IMMIGRATION**

FINANCIAL STATEMENT

for the year ended 31 July 2021

OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability through our Audits



Level 1, Modyl Plaza
Karsanji St. Vatuwaqa
P. O. Box 2214, Government Buildings
Suva. Fiji



Telephone: (679) 330 9032
E-mail: info@auditorgeneral.gov.fj
Website: www.oag.gov.fj



File: 345

16 September 2022

The Honourable Josaia Voreqe Bainimarama
Prime Minister and Minister for iTaukei Affairs, Sugar Industry, Foreign Affairs and Forestry
Government Building, New Wing
SUVA

Dear Sir

OFFICE OF THE PRIME MINISTER AND FIJIAN DEPARTMENT OF IMMIGRATION AUDITED FINANCIAL STATEMENTS - 31 JULY 2021

The audited financial statements for the Office of the Prime Minister and the Fijian Department of Immigration for the year ended 31 July 2021 together with my audit report on them are enclosed.

Particulars of errors and omissions arising from the audit have been forwarded to the Management of the Office of the Prime Minister and the Department of Immigration for their necessary action.

Yours sincerely

Sairusi Dukuno
ACTING AUDITOR-GENERAL

cc: Permanent Secretary for the Office of the Prime Minister

Encl.

**OFFICE OF THE PRIME MINISTER AND FIJIAN
IMMIGRATION DEPARTMENT**

CONSOLIDATED FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JULY 2021

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2021

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OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability through our Audits



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E-mail: info@auditorgeneral.gov.fj
Website: www.oag.gov.fj



INDEPENDENT AUDITOR'S REPORT

Report on the Audit of the Financial Statements of the Office of the Prime Minister and Fijian Department of Immigration

Opinion

I have audited the financial statements of the Office of the Prime Minister and Fijian Immigration Department, which comprise the Statement of Receipts and Expenditure, Appropriation Statement, Statement of Losses and Trust Fund Account Statement of Receipts and Payments for the financial year ended 31 July 2021, and notes to the financial statements, including a summary of significant accounting policies.

In my opinion, the accompanying financial statements of the Office of the Prime Minister and Fijian Immigration Department are prepared, in all material respects, in accordance with the Financial Management Act 2004 and Finance Instructions 2010.

Basis for Opinion

I have conducted my audit in accordance with International Standards on Auditing (ISA). My responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of my report. I am independent of the Office of the Prime Minister and Fijian Immigration Department in accordance with the International Ethics Standards Board for Accountant's *Code of Ethics for Professional Accountants* (IESBA Code) together 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 and the IESBA Code. I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of the Management and Those Charged with Governance for Financial Statements

The Management are responsible for the preparation of the financial statements in accordance with the Financial Management Act 2004 and Finance Instructions 2010, and for such internal control as the Management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Those charged with governance are responsible for overseeing the Office of the Prime Minister and the Fijian Immigration Department's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

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 or 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 judgement and maintain professional scepticism 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 Office of the Prime Minister and Fijian Immigration Department's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the management of Office of the Prime Minister and Fijian Immigration Department.

I communicate with those charged with governance 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.



Sairusi Dukuno
ACTING AUDITOR-GENERAL



Suva, Fiji
16 September 2022

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2021

	Notes	2021 (\$)	2020 (\$)
RECEIPTS			
Operating Revenue		6,882,682	12,061,538
Miscellaneous Revenue		48,403	35,720
TOTAL REVENUE	3 (a)	6,931,085	12,097,258
EXPENDITURE			
Operating Expenditure			
Established Staff	3 (b)	4,498,763	5,121,105
Government Wage Earners	3 (c)	414,419	558,387
Travel & Communication	3 (d)	360,980	1,583,276
Maintenance & Operations		1,328,789	1,347,514
Purchase of Goods & Services	3 (e)	995,688	3,055,352
Operating Grants & Transfers		419,167	404,831
Special Expenditure	3 (f)	85,289	212,415
Total Operating Expenditure		8,103,095	12,282,880
Capital Expenditure			
Capital Construction	3 (g)	---	43,133
Capital Purchase	3 (h)	576,924	---
Capital Grants & Transfers		1,252,048	1,300,427
Total Capital Expenditure		1,828,972	1,343,560
Value Added Tax	3 (i)	267,761	366,856
TOTAL EXPENDITURE		10,199,828	13,993,296

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 JULY 2021

SEG	Item	Budget Estimate	Appropriation Changes	Revised Estimate	Actual Expenditure	Carry- Over	Lapsed Appropriation
			Note 5	a	b		(a-b)
		(\$)	(\$)	(\$)	(\$)	(\$)	(\$)
	Operating Expenditure						
1	Established Staff	5,375,846	(39,579)	5,336,267	4,498,763	---	837,504
2	Government Wage Earners	628,207	(40,000)	588,207	414,419	---	173,788
3	Travel & Communication	879,000	(167,000)	712,000	360,980	---	351,020
4	Maintenance & Operations	1,437,560	212,500	1,650,060	1,328,789	---	321,271
5	Purchase of Goods & Services	1,963,073	91,375	2,054,448	995,688	---	1,058,760
6	Operating Grants & Transfers	821,000	---	821,000	419,167	---	401,833
7	Special Expenditure	229,000	(57,296)	171,704	85,289	---	86,415
	Total Operating Expenditure	11,333,686	---	11,333,686	8,103,095	---	3,230,591
	Capital Expenditure						
9	Capital Purchase	1,041,547	---	1,041,547	576,924	---	464,623
10	Capital Grants & Transfers	2,000,000	---	2,000,000	1,252,048	---	747,952
	Total Capital Expenditure	3,041,547	---	3,041,547	1,828,972	---	1,212,575
13	Value Added Tax	499,500	---	499,500	267,761	---	231,739
	TOTAL EXPENDITURE	14,874,733	---	14,874,733	10,199,828	---	4,674,905

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CONSOLIDATED STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2021

Loss of Money

There was no loss of money recorded for the Office of the Prime Minister and Fijian Immigration Department for the financial year ended 31 July 2021.

Loss of Revenue

There was no loss of revenue recorded for the Office of the Prime Minister and Fijian Immigration Department for the financial year ended 31 July 2021.

Loss of Assets

The following fixed assets were recorded as losses for the financial year ended 31 July 2021 by the Office of the Prime Minister. Loss reports have been forwarded to Ministry of Economy for their decision on surcharge actions against officers responsible.

SECTION	ITEM	AMOUNT (\$)
IT Media Division	Nikon Camera (D5600)	2,599
Policy Division	Umbrella	88
Total		2,687

There were no losses recorded by the Fijian Immigration Department for the financial year ended 31 July 2021.

The following items worth \$11,882 were written off, following the Board of Survey for the Office of the Prime Minister for the period ended 31 July 2021.

Section	Amount (\$)
Motor vehicles	---
Office Equipment	7,170
Furniture and Fittings	4,112
Others	600
Total	11,882

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

**CONSOLIDATED STATEMENT OF LOSSES
FOR THE YEAR ENDED 31 JULY 2021**

The following items worth \$16,294 were written off, following the Board of Survey for the Fijian Immigration Department for the period ended 31 July, 2021.

Section	Amount (\$)
Motor vehicles	---
Office Equipment	10,410
Furniture and Fittings	4,805
Others	1,079
Total	16,294

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

CHINESE GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2021

	Notes	2021 (\$)	2020 (\$)
RECEIPTS			
Interest		363	497
Total Receipts	3 (j)	363	497
PAYMENTS			
Kiuva Village Project		23,469	---
Repair of Protocol Vehicles		62,082	126,125
Withholding Tax		36	50
Bank Audit Certificate		---	40
Total Payments		85,587	126,215
Net (Deficit)/ Surplus		(85,224)	(125,718)
Opening balance as at 1 August 2020		415,505	541,223
Closing Balance as at 31 July 2021	4 (a)	330,281	415,505

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

TAIWAN GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2021

	Notes	2021 (\$)	2020 (\$)
RECEIPTS			
Interest Received		389	406
Total Receipts	3 (k)	<u>389</u>	<u>406</u>
PAYMENT			
Assistance to Community Projects		1,500	15,304
Withholding Tax		39	41
Total Payments		<u>1,539</u>	<u>15,345</u>
Net (Deficit)/ Surplus		(1,150)	(14,939)
Opening Balance as at 1 August 2020		389,615	404,554
Closing Balance as at 31 July 2021	4 (b)	<u>388,465</u>	<u>389,615</u>

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

RETENTION FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2021

	Notes	2021 (\$)	2020 (\$)
RECEIPTS			
Interest		1,083	1,303
Retention for Ballantine Memorial School		---	29,730
Retention for Biausevu Village Women's Group		---	1,618
Retention for Nasivikoso Village School		---	5,022
Retention for Suva Methodist Primary School		---	40,381
Retention for Immaculate Conception College		---	13,455
Retention for Korovou Crematorium		---	9,548
Retention for Natadradave Evacuation Center		29,519	6,317
Total Receipts	3 (l)	30,602	107,374
PAYMENTS			
Bank Fee		108	---
FRCS payments		4,555	11,783
Retention Payment - Nausori Primary School		---	38,186
Retention for Natadradave Evacuation Center		17,096	---
Retention payment - Nasivikoso Village School		11,978	---
Retention payment - Tavua District School		---	12,368
Retention Payment - Biausevu Village Women's Group		6,948	6,947
Retention payment - Ballantine Memorial School		31,912	---
Retention payment - Bukuya Health Centre		---	21,168
Retention payment - Kubulau District School		9,697	---
Retention payment - Nausori District School		---	22,266
Retention payment - Naseyani Primary School		---	9,851
Retention payment - Cautata District School		---	6,958
Retention payment - Navuso District School		---	7,342
Retention payment - Raiwai Youth Hall		---	56,301
Retention payment - Sawanikula Primary School		8,112	---
Retention payment - Immaculate College		---	16,026
Retention payment - Dogotuki District School		---	6,760
Retention Payment - Nabukaluka Primary School		---	7,042
Retention payment - Qelemumu Primary School		6,869	6,760
Retention payment - Ratu Veikoso Primary School		---	7,293
Retention payment - Suvavou Village		7,282	---
Retention payment - Uluivalili College		13,402	---
Retention payment - Suva Methodist Primary School		28,485	27,179
Retention payment - Korovou Crematorium		4,555	4,555
Total Payments		150,999	268,785
Net (Deficit)/ Surplus		(120,397)	(161,411)
Opening Balance as at 1 st August 2020		1,168,346	1,329,757
Closing Balance as at 31st July 2021	4(c)	1,047,949	1,168,346

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

MAHOGANY INDUSTRY COUNCIL FUND ACCOUNT - STATEMENT OF RECEIPTS
AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2021

	Notes	2021 (\$)	2020 (\$)
RECEIPTS			
Interest		40	7,294
Total Receipts	3 (m)	<u>40</u>	<u>7,294</u>
PAYMENTS			
Audit certificate fee		-	50
Bank Charges		60	62
Withholding Tax		4	818
License Fees		-	54,249
Branding Legal Fee		-	311
Loan Repayment		-	1,700,000
Total Payments		<u>64</u>	<u>1,755,490</u>
Net (Deficit)/ Surplus		(24)	(1,748,196)
Opening Balance as at 1 st August 2020		4,375	1,752,571
Closing Balance as at 31 July 2021	4 (d)	<u>4,351</u>	<u>4,375</u>

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

IMMIGRATION TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2021

	Notes	2021 (\$)	2020 (\$)
RECEIPTS			
Immigration Bond Received in WBC account		28,347	1,361,007
Immigration Bond Received in HFC account		2,398,015	5,061,036
Total Received	3 (n)	2,426,362	6,422,043
Interest Earned in WBC Bank Account		2,046	7,073
Interest Earned in HFC Bank Account		550,548	790,662
Total Interest Earned		552,594	797,735
Adjustment of fund transferred from WBC to HFC		---	25,000,000
TOTAL RECEIPTS		2,978,956	32,219,778
PAYMENTS			
Immigration Bond Payment in WBC account		17,627	4,929,342
Immigration Bond Payment in HFC account		2,855,625	1,967,914
Total Paid		2,873,252	6,897,256
Bank charges for WBC Bank Account		301	403
Bank charges for HFC Bank Account		55,490	79,616
Total Bank Charges		55,791	80,019
TOTAL PAYMENTS		2,929,043	6,977,275
Net (Deficit)/ Surplus		49,913	25,242,503
Opening Balance as at 1 August 2020		30,838,531	5,596,028
Closing Balance as at 31 July 2021	4 (e)	30,888,444	30,838,531

OFFICE OF THE PRIME MINISTER AND FIJIAN IMMIGRATION DEPARTMENT

NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2021

NOTE 1: REPORTING ENTITY

Office of the Prime Minister

The Office of the Prime Minister ('OPM') assists the Prime Minister in his role as Head of Government and the Chairperson of Cabinet by providing administrative and logistical support. The Cabinet Office of the OPM provides Cabinet and the Prime Minister with secretarial support to ensure timely decisions for the effective running of Government.

The OPM also administers the implementation of a number of programmes, including the development of the mahogany industry, administration of small grants and the coordination of donor funding for community development projects (particularly in rural and maritime areas) and the administration of the Rotuma, Rabi, Melanesian Vasu-i-Taukei and Kioa Island Councils.

The OPM also has authority over the Fijian Immigration Department, which is responsible for managing the flow of people across Fiji's borders. This includes passport issuance for Fijian citizens, entry and departure permits and the processing of applications for citizenship. The Department is in the process of introducing new technologies to improve internal operations and deliver more effective services to the public, namely through the installation of a Biometric Verification System.

NOTE 2: STATEMENT OF ACCOUNTING POLICIES

(a) Basis of Accounting/Presentation

In accordance with government accounting policies, the financial statements of the Office of the Prime Minister and Fijian Immigration Department are prepared under the cash basis of accounting. All payments related to purchases of fixed assets have been expensed.

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

(b) Accounting for Value Added Tax (VAT)

All income and expenses are VAT exclusive. The Office and Department 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 the sub-contractors for expenses incurred.

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The VAT payment as per the statement of receipts and expenditure relates to the VAT input claimed on payments made to the suppliers and sub-contractors for expenses incurred and VAT payments to Fiji Revenue & Customs Service (FRCS). Actual amount paid to FRCS during the year represent the difference between VAT Output and VAT Input.

(c) Comparative Figures

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

(d) Revenue Recognition

Revenue is recognised when cash is actually received.

(e) Consolidated Accounts

The financial statements of the Office of the Prime Minister and Fijian Immigration Department are consolidated as stated in the year 2020 – 2021 Annual Appropriation Act.

NOTE 3: SIGNIFICANT VARIATIONS

(a) Total revenue decreased by \$5,166,173 or (43%) for the financial year ending 31 July 2021 compared to 31st July 2020. This was mainly due to the decrease in passport fees, permit fees, visa fees, citizenship fees and search fees received by the Fijian Immigration Department.

(b) Established Staff costs decreased by \$622,342 or (12%) for the year end ending 31st July 2021 compared to 31st July 2020. This was mainly due to the decrease in overtime payments, recruitment costs and vacant positions for Established Staff that were not filled at the Office of the Prime Minister and Fijian Immigration Department.

(c) Government Wage Earners decreased by \$143,968 or (26%) for the year end ending 31st July 2021 compared to 31st July 2020. This was mainly due to the decrease in overtime payments, recruitment costs and vacant positions for Government Wager Earners that were not filled at the Office of the Prime Minister and Fijian Immigration Department.

(d) Travel and communication costs decreased by \$1,222,296 or (77%) for the financial year ending 31st July 2021 compared to 31st July 2020. This was mainly due to the decrease in overseas travels and telecommunication expenses for the Office of the Prime Minister and the decrease in travel and subsistence expenses by the Fijian Immigration Department.

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(e) Purchase of goods and services costs decreased by \$2,059,664 or (67%) for the financial year ending 31 July 2021 compared to 31st July 2020. This was mainly due to the decrease in purchase of office equipment and public outreach expenses for the Office of the Prime Minister and decrease in purchases of passports and training fees for the Fijian Immigration Department.

(f) Special expenditure costs decreased by \$127,126 or (60%) for the financial year ending 31st July 2021 compared 31st July 2020. This was mainly due to the decrease in Former PM and President Benefits expenses for the Office of the Prime Minister.

(g) Capital construction costs decreased by \$43,133 for the financial year ending 31st July 2021 compared to 31st July 2020. This was due to the decrease in capital construction for the upgrade of the Fijian Immigration Department as there was no budget provided in the 2020 -2021 financial year.

(h) Capital Purchase costs increased by \$576,924 for the financial year ending 31st July 2021 compared to 31st July 2020. This was due to the increase in IBMS upgrade costs and new application server as there was no budget provided in the 2019 – 2020 financial year.

(i) Value added tax costs decreased by \$99,095 or (27%) for the financial year ending 31st July 2021 compared to 31st July 2020. This was due to a decrease in purchases of goods and services with value added tax.

(j) The decrease in Chinese grant trusts receipts is mainly attributed to the decrease in interest received from the bank during the year.

(k) The decrease in Taiwan grant trusts receipts is mainly attributed by the decrease in interest received from the bank during the year.

(l) The decrease in Retention trust receipts is mainly attributed to the decrease in small grant scheme projects undertaken. The decrease in projects have led to less payments to contractors which has resulted in a decrease in amounts retained while projects are carried out.

(m) The decrease in Mahogany Industry Council trust receipts is mainly attributed to the decrease in interest received from the bank during the year.

(n) The decrease in immigration trust receipts is mainly attributed to the closure of international borders during the year.

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NOTE 4: MAIN TRUST FUND ACCOUNTS

Trust money is to be accounted for separately from public money and other money. Trust money is to be kept in a separate bank account pending its withdrawal for use. The Office of the Prime Minister operates and maintains 4 main trust fund bank accounts whereas the Fijian Immigration Department maintains one and includes the following;

(a) Chinese Grant Trust Fund Account

The trust fund account is used to record and maintain grants that are provided by the Chinese Government to the Fiji Government through bilateral agreements in the form of letter of exchange. The funds are generally used to cater for those projects that are committed by the Honourable Prime Minister through requests from the communities and evaluated based on its need and priority.

These are mainly projects that assist communities in the areas of education, integrated village/settlement developments, youth developments, women's and minority group settlement developments and are not provided for in the national budget estimates. The approval authority for the funding of assistance under this trust fund is the Honourable Prime Minister.

(b) Taiwan Grant Trust Fund Account

The trust fund account is used to record and maintain grants that are provided by the Taiwanese Government to the Fiji Government through bilateral agreements. The funds are generally used to cater for those projects that are committed by the Honourable Prime Minister through request from the communities and evaluated based on its need and priority. These are mainly projects that assist in the areas of education, integrated village/settlement developments, youth developments, women's and minority group settlement developments and are not provided for in the national budget estimates. The approving authority for the funding of assistance under this trust fund is the Honourable Prime Minister.

(c) Retention Fund Account

This trust fund account is used to maintain retention funds for various projects as per the conditions on the agreement. The funds will be paid out to contractors when certificate of completion is submitted and all conditions of the contract are met.

(d) Mahogany Industry Council Trust Fund Account

The Mahogany Industry Council Trust Fund ('Fund') was established in July 2015 for the sole purpose of administering all license fees paid by Mahogany Industry license holders. The license fees concept was introduced in June 2011 following the Mahogany Industry Development Decrees of 2010 and 2011. The administration of the proceeds was handled by the Ministry of

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Economy and was only transferred to the Office of the Prime Minister, as Secretariat of the Mahogany Industry Council ('Council'), in August 2015.

(e) Immigration Trust Fund Account

The Immigration Security bond trust fund account was established for the sole purpose of retention of money paid by non- Fiji citizens as security prior to the granting of the permit. Bonds are kept with the Department until such time, they leave the country then it will be refunded.

NOTE 5: APPROPRIATION MOVEMENTS

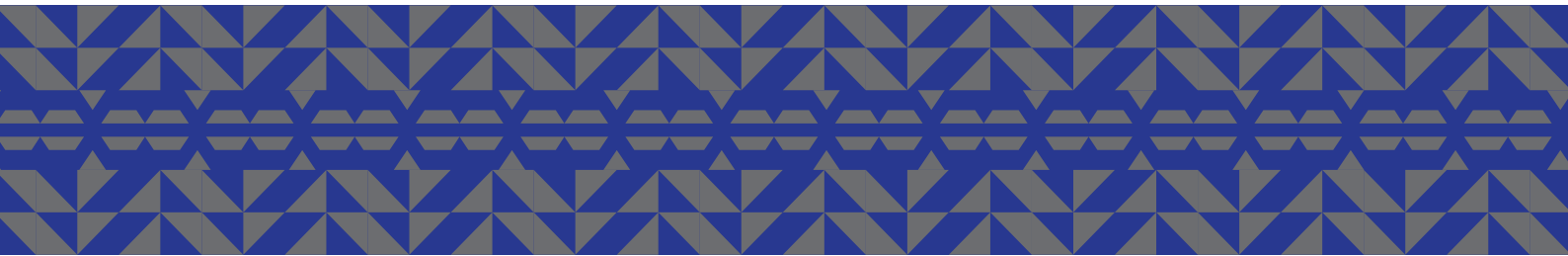
There was no redeployment of the Office's funds during the year ended 31 July 2021. Other movements were made through virements as follows:

5.1 Office of the Prime Minister

Virement No	From		To	Amount (\$)
1/2020-2021	Various		Various	\$200,500
02/2020-2021	Various		Various	\$10,100

5.2 Fijian Immigration Department

Virement No	From		To	Amount (\$)
01/2020-2021	Seg 1		Seg 5	\$10,969
02/2020-2021	Seg 1		Seg 5	\$23,110
03/2020-2021	Seg 1		Seg 4	\$5,500
04/2020-2021	Seg 7		Seg 5	\$5,295
05/2020-2021	Various		Seg 3	\$80,000
06/2020-2021	Seg 7		Seg 4	\$7,000
07/2020-2021	Seg 4		Seg 4	\$18,000
08/2020-2021	Seg 2		Seg 5	\$20,000
10/2020-2021	Various		Seg 5	\$25,000
11/2020-2021	Seg 3		Seg 4	\$25,000



Office of the Prime Minister
P.O. Box 2532 Government Buildings, Suva
New Wing, Government Building, Suva
Ph: 3211 300 Fax: 3317 620
Web: www.pmooffice.gov.fj