



2019 - 2020 ANNUAL REPORT

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

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REFERRAL LETTER FROM THE PERMANENT SECRETARY

30th November, 2020

Honourable Prime Minister

Josaia Voreqe Bainimarama
Level 4, Government Building New Wing
Suva

RE: 2019-2020 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 2019 – 31st July 2020.

The report highlights the Ministry's performance and achievement in delivering services to our valued stakeholders as reflected in the 2019-2020 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 handwritten signature in blue ink, appearing to be 'Yogesh J. Karan'.

.....
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 and Fijian Immigration Department
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 Prime Minister's Office was established to strongly support the Hon. Prime Minister and his Cabinet in their critical role of providing of effective and efficient leadership and through overseeing and monitoring of whole of the Government policy development, formulation and implementation. The Financial year 01 August 2019 to 31 July 2020 was an extremely busy period as well as a challenging time for the Office. With the COVID - 19 pandemic reaching Fiji's shore and the community transmission of the early cases in March, 2020, the Prime Minister and Staff of OPM were actively involved in the process of containing the spread of the infection.

The second half of 2019-2020 was overshadowed by the COVID-19 Pandemic which disrupted work output of the entire Office and Government. Work from Home (WFH) policy was initiated within the Office while entire area lockdowns were enforced by Government. While challenging, this fiscal year gave rise to new opportunities for the Office. The OPM staff was able to adapt its core activities to virtual settings while not compromising key deliverables and strategic objective.

In 2019, the Prime Minister attended international engagements such as the United Nations General Assembly. He attended the International Sugar Organization meeting as the Minister of Sugar Industry and attended the COP 25 in Madrid Spain to advance the climate urgency on behalf of Fiji and the Pacific region. He was also invited for an official visit to Australia and Cuba. In total, the Office prepared twelve (12) international engagements in from July to December, 2019. In 2020, there were only 3 overseas engagement before flights were suspended due to COVID - 19.

The OPM also implements a number of programmes, including the development of the mahogany industry, issuance of small grants, the coordination of donor funding for community development projects (particularly in rural areas and outer islands), and the administration of the Rotuma, Rabi, Kioa Island Councils and Melanesia vasu-itaukei.

The OPM has authority over the Fijian Immigration Department, which is responsible for providing efficient and effective immigration services, ensuring the integrity of Fiji's borders. This includes issuance of permits and pre-entry visa to eligible persons, passports to Fiji citizens, granting of citizenship, and the identification, apprehension and removal of persons who have breached conditions of their visa and prohibited immigrants.

The Department's ePassport system, introduced in 2019, has improved the security of Fiji's passport and protects against forgery and identity theft. New passport enrolment kits and printers are planned to be procured to address the high demand and avoid long waiting time to acquire a passport.

In making the permit services more accessible, the Department has undertaken sweeping digital transformation including semi-automated system of online permit lodgement and payments, a dedicated team of Customer Services Officers and kiosk at its stations. The Department will be introducing a fully automated system for online lodgement and payment through the Internet Payment Gateway by 31 July 2023. There are plans to further upgrade the IT infrastructure, digitise arrival card and establishing supporting structures to enable seamless movements at ports of entry.

The Department continues to strengthen its border security capacity, management and processes to undertake Advance Passenger Processing. This would be in calibration development partners, in particular, Australia Border Force and Immigration New Zealand. Furthermore, a strengthened multi-agency border security approach would assist in disruption of transnational organised crime in Fiji and Pacific. Improvements to border security will benefit Fiji and ultimately strengthen Pacific borders.

The Office of the Prime Minister and Fijian Immigration Department was allocated a total of \$16.09 million in the 2019-2020 Budget. At the end of the Financial year, the Ministry expended \$14.0 million or 87% of its budget.

We continue to build our people's skills, capabilities now and for the future, to create an environment where our people to fulfill their potential and deliver for our customer's. The resilience of our staff have been the underlying basis of all our efforts and results. Their talents and agility allowed us to successfully navigate a tough operating environment. I wish to thank them and their families for their loyalty and dedication to their work through all the challenges we faced together.

The dedication and professionalism of staff right across the Ministry was consistently demonstrated in a year that required great commitment, flexibility and stamina. Through our shared sense of purpose and collective effort we remained focused on advancing an ambitious, resilient and well-governed Fiji.

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 .

ACRONYM	DESCRIPTION
ACP	Annual Corporate Plan
CSD	Corporate Services Division
CO	Cabinet Office
CSU	Client Services Unit
DCFD	Development Cooperation and Facilitation Division
DCFO	Development Cooperation and Facilitation Office
ESO	Executive Support Office
FENC	Funds for Education of Needy Children
FHCL	Fiji Hardwood Corporation Limited
FID	Fijian Immigration Department
HOD	Head of Department
MIC	Mahogany Industry Council
MOU	Memorandum of Understanding
MVT	Melanesian Vasu I Taukei
OHS	Occupational Health & Safety
OPM	Office of the Prime Minister
PRIRD	Policy Research And International Relation Division
PO	Private Office
PRMD	Public Relation & Media Division
PPFD	Project Planning And Facilitation Division
SGS	Small Grant Scheme
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 2019-2020

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 Facilitaion Division consists of two units namely:

- (i) Project Planning and Facilitaion 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.

DEPARTMENT OF IMMIGRATION (DOI)

The Fijian Immigration Department (FID) under the Office of the Prime Minister, Sugar Industry and Immigration is responsible for providing an efficient and effective immigration service through the administration and enforcement of the following laws:

- Immigration Act 2003;
- Immigration Regulation 2007;
- Fijian Constitution 2003;
- Citizenship Act 2009; and
- Citizenship of Fiji Regulations 2009;

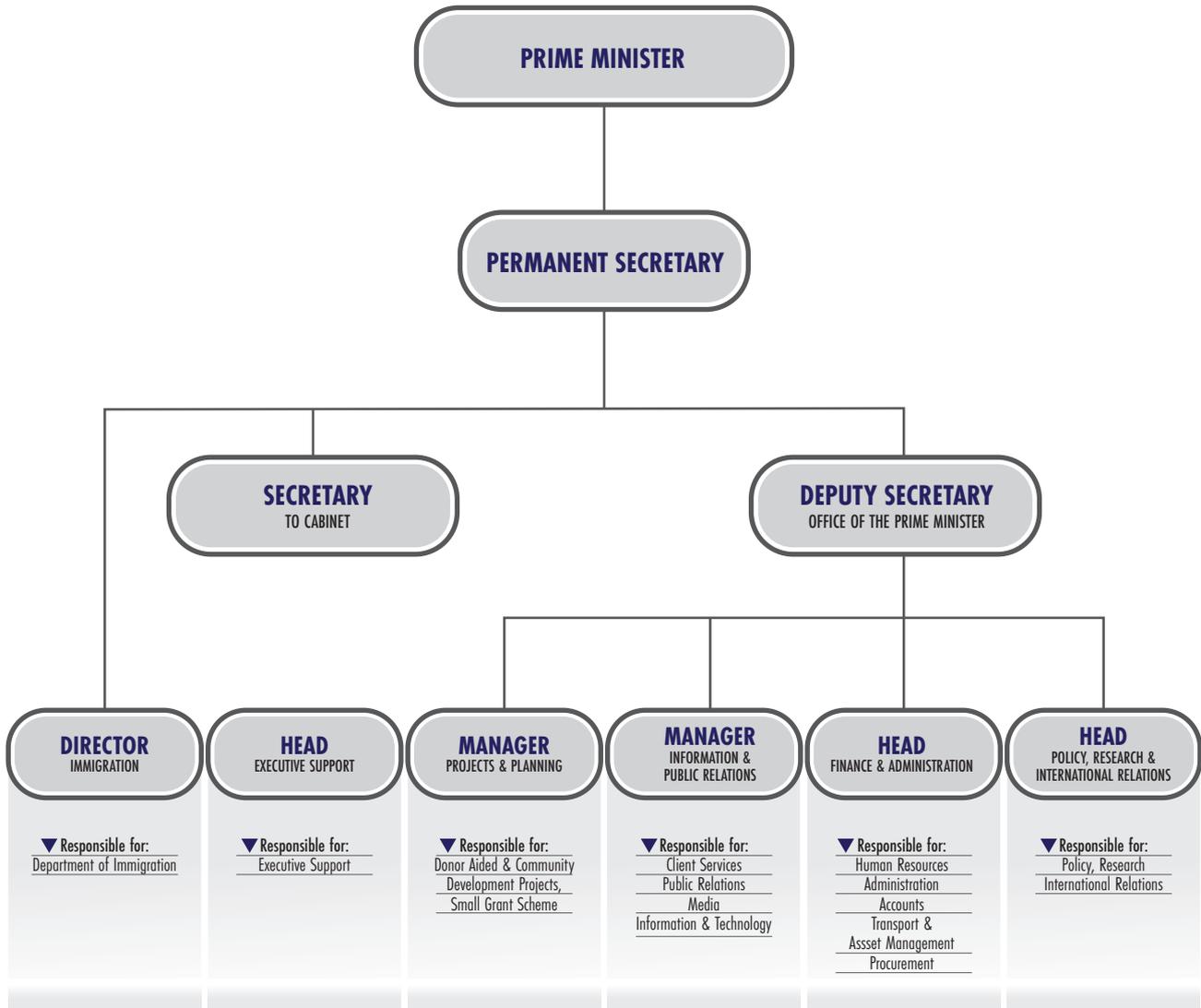
Apart from the abovementioned Acts, Decree and Regulations the following international conventions and standards are also relevant to Immigration work:

- UN Convention on Refugee;
- UN Convention on Transnational's Organized Crime and its Protocols [TIP];
- ILO Convention [Labour Mobility]; and
- ICAO [Passports and other Travel Documents].

There are six (6) major Sections in the Department, namely: -

- Compliance and Investigation;
- Permits and Visa;
- Passport and Citizenship;
- Border Control;
- Research, Development and Information Technology; and
- Corporate Services Section (HR & Accounts)

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 01 August 2019 to 31 July 2020 was an extremely busy period as well as a challenging time for the division. With the COVID-19 pandemic reaching Fiji's shore and the community transmission of the early cases in March, 2020, the Prime Minister and the Permanent Secretary were actively involved in the process of containing the spread of the infection.

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

In 2019, the Prime Minister attended international engagements such as the United Nations General Assembly. He attended the International Sugar Organization meeting as the Minister of Sugar Industry and attended the COP 25 in Madrid Spain to advance the climate urgency on behalf of Fiji and the Pacific region. He was also invited for an official visit to Australia and Cuba. ES Division prepared for 12 international engagements in from July to December, 2019. In 2020, there were only 3 overseas engagement before flights were suspended due to COVID-19.

However, the Prime Minister virtually attended his international engagements. ES was involved in liaising with stakeholders, organizing the Prime Minister's video recording and ensuring that the video reached the organizers on time.

The Permanent Secretary oversaw the Office of the President, Ministry of Sugar Industry and the Department of Immigration. From August 2019, the Permanent Secretary also oversaw the Ministry of Foreign Affairs.

The Department of Immigration launched the E-passport project in September, 2019 and ES was involved in liaising with the Solicitor General's office in finalizing and vetting contracts and also in assessing passport applications when the old passport was phased out. ES took the lead role in reviewing the Immigration laws during the financial year and organized meetings and consultations to review the law.

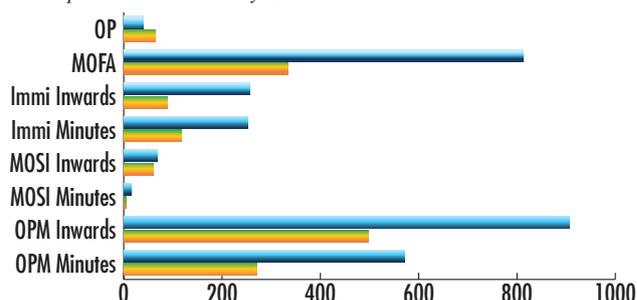
From April 2020 onwards, ES was also processing requests to enter Fiji for non-Fiji citizens. Since the suspension of flights, individuals wishing to enter Fiji required to apply for entry. For this period, ES received 31 requests which was forwarded for a decision to the Ministry of Health and applicants were informed accordingly to the risk assessment.

For the period August 2019 – July 2020, the ES supported the Minister and Permanent Secretary in reaching decisions on more than 4,373 files or correspondences which were processed through the ES Division.

The correspondences were those Ministries/ Departments under the Permanent Secretary's portfolio which includes Office of the Prime Minister (OPM), Office of the President (OP), Ministry of Sugar Industry (MOSI), Ministry of Foreign Affairs (MOFA) and Fijian Immigration Department (Immi).

The breakdown of the files are as follows:

Correspondences received by ES

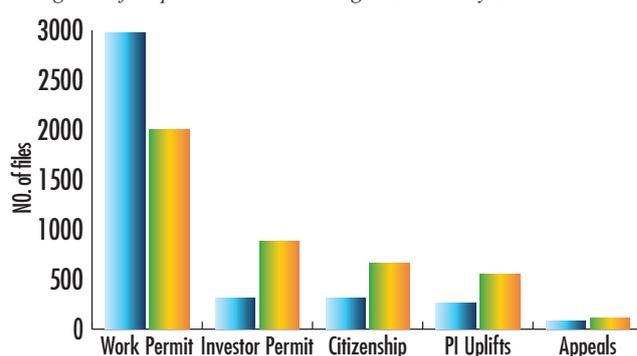


	OPM Minutes	OPM Inwards	MOSI Minutes	MOSI Inwards	Immi Minutes	Immi Inwards	MOFA	OP
2020	572	907	15	68	252	257	812	39
2019	270	498	5	61	118	89	345	65

Apart from the correspondences above, ES also processed Immigration files that requires the Minister and Permanent Secretary endorsement. A total of 8,158 files were processed for the following categories:

1. Work permits – these include new permits and extension of work permits and volunteers;
2. Investor permits – new permits and those that are seeking a balance of their permit period after submission of their progress report;
3. Citizenship – includes application of former Fiji citizens, minors those either or both parent are Fiji citizens, spouse of Fiji citizen and those that meet the criteria to allow for naturalized citizenship;
4. Prohibited Immigrant (PI) uplift – applications for those that had either overstayed their stay in Fiji or were removed from Fiji. Before they re-enter Fiji, they are required to apply for PI uplift. They are only allowed to enter Fiji if their application was successful; and
5. Appeals - applications on review of decision.

Immigration files processed between August 2019 - July 2020



	Work Permit	Investor Permit	Citizenship	PI Lifts	Appeals
2019	2970	311	310	267	81
2020	2005	887	663	552	112

Guests of the Office of the Prime Minister & Important National Events

The Prime Minister received 15 dignitaries (6 in 2019 and 9 in 2020) who paid a courtesy call on him. The number of dignitaries has reduced from the previous financial year due to the COVID - 19 pandemic and the suspension of flights.

Among the dignitaries the Prime Minister received the following dignitaries:

1. Prime Minister of Australia;
2. President of Israel; and
3. Prime Minister of New Zealand

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

2019	Name	Type of meeting
5 Aug	Commander Rear Admiral Daisuke Kajimoto – Japanese Naval Training Squadrons	Courtesy Call
5 Aug	Director General Kitteridge - NZ Secret Intelligence Service	Courtesy Call
11 October	Prime Minister Scott Morrison	Bilateral Meeting
11 November	General Li Zuocheng - Chief of Joint Staff Chinese People's Liberation Army	Courtesy Call
20 November	President Human Rights Council, Coly Seck	Meeting
26 November	H. E. Sujiro Seam Ambassador for the EU in the Pacific	Courtesy Call
2020	Name	Time of meeting
8 January	H. E. Joseph Cella, US Ambassador to Fiji	Courtesy call
8 January	H.E. Jean - Francois Fitou, French Amb. To Fiji	Courtesy call
8 January	H. E. William McDonald Soaki, Solomon Islands HC to Fiji	Courtesy call
21 January	Farewell Courtesy call, Mr. Verghese Mathews, Singapore Non- Resident Ambassador	Farewell call
20 February	President of Israel, H. E. Reuven Rivlin	Courtesy call
25 February	Prime Minister of New Zealand, Rt. Hon Jacinda Ardern	Bilateral Meeting
26 February	H. E. Nakayawa Northiro, Parliamentary Vice Minister for Foreign Affairs, Japan, Courtesy call	Courtesy call

2019	Name	Type of meeting
18 May	H. E. Joseph Cella, US Ambassador to Fiji	Courtesy call
24 June	H. E. Melanie Hopkins, British High Commissioner	Farewell call

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

The ES team with the Policy Division planned, coordinated and successfully delivered 15 of the Prime Ministerial visits overseas and events/meetings in 9 countries.

2019	Meetings	Venue
12 – 16 Aug	Pacific Island Forum Meeting	Funafuti, Tuvalu
12-16 Sept	Official Visit to Australia	Sydney and Canberra, Australia
19-22 Sept	Rugby World Cup	Tokyo, Japan
23 – 30 Sept	United Nations General Assembly	New York, USA

2019	Meetings	Venue
1 – 3 Oct	Official visit to Cuba	Havana, Cuba
15- 16 Oct	Seventh Asia Pacific Urban Forum,	Penang Malaysia
17 Oct	Australia Fiji Business Council Forum,	Brisbane, Australia
24 – 28 Oct	Fiji Day Celebrations	Sydney, Australia
22 Nov	Fiji Airways Airbus,	Sydney, Australia
26 – 27 Nov	ISO London	London, UK
1 Dec – 15 Dec	COP 25	Madrid, Spain
17-18 Dec	Fiji Exhibition area at LACC and bring Fiji Airways Airbus from LA,	Los Angeles, USA
2020		
13-15 Jan	Sustainability week and Sustainable Future Summit	Abu Dhabi, UAE
7 – 13 Feb	World Urban Forum	Abu Dhabi, UAE
5 – 8 Mar	Handing over ceremony for RFNS Savenaca,	Perth, Australia

Apart from the above international engagements. The Prime Minister also had 8 bilateral meetings during the international engagements. The details are as follows:

1. Bilateral Meetings with Prime Minister of Australia during the Official Visit to Australia in September, 2019;
2. Bilateral Meetings during UNGA in September, 2019:
 - a. President of the General Assembly, H. E. Tijjani Mohamed Bande;
 - b. Prime Minister of New Zealand - Rt. Hon. Jacinda Ardern;
 - c. Vice President of Indonesia, H. E. Jusuf Kalla;
 - d. President of Ireland, H. E. Michael Higgins; and
 - e. United Nations Secretary General, H. E. Antonio Guterres
3. Bilateral Meeting with Cuban President H. E. Miguel Diaz – Canel in Cuba, 2019;

4. Bilateral Meeting 1 - The Rt Hon Claire Perry MP, COP26 President in London, 2019;
5. Bilateral Meeting with the Secretary General of the Commonwealth Secretariat Baroness Patricia Scotland in London, 2019;
6. Bilateral Meeting with the Secretary General of the International Maritime Organization Mr. Kitrack Lim in London, 2019;
7. Meeting with HRH the Prince of Wales in London, 2019;
8. Courtesy Call to HH Sheikh Mohammed Bin Zayed Al Nahyan – Crown Prince of Abu Dhabi in UAE, 2020.

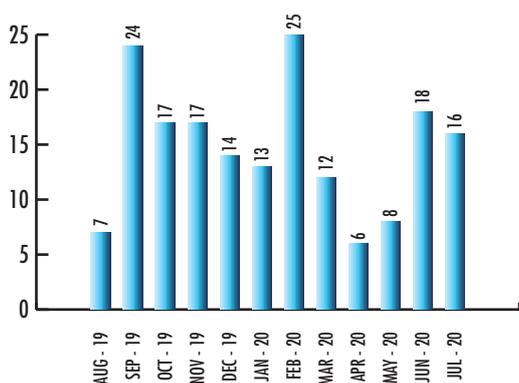
- POL, COMPRI and CRFMF;
- Recruitment of Non-Fiji Nationals or Expatriate Appointments;
- Implementation of the Diplomatic Missions Act;
- Requests to enter Fiji for non-Fiji citizens.

In addition, the Prime Minister officiated at 2 regional events organized in Fiji.

1. Keynote speaker at the 5th Pacific Urban Forum organized by UN Habitat on 2 July, 2019 in Nadi; and
2. Opened the Pacific Islands Development Forum Governance meeting on 30 July, 2019 in Nadi.

Speeches and Messages

Speeches, Messages and Meeting Notes



The Executive Support team, was pivotal in the organizing of the draft speeches, formatting and finalizing of the Prime Minister's speeches. The Prime Minister delivered more than 177 speeches and provided messages in the reporting period.

The peak in the number of speeches are from the Prime Minister's overseas engagements in September and February and well his local tour in June 2020.

Other Responsibilities

- 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, COM-POL, COMPRI and CRFMF;
- Recruitment of Non-Fiji Nationals or Expatriate Appointments;
- Implementation of the Diplomatic Missions Act;
- Requests to enter Fiji for non-Fiji citizens. 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, COM-

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

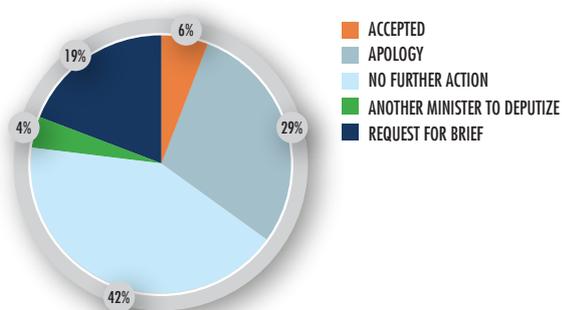
The Private Office received 69 invitations addressed to the Prime Minister. These correspondences were vetted by the Permanent Secretary. The submission of these correspondences was then tabled to the Prime Minister through a matrix format for ease of reference. The breakdown of the responses is tabulated below:

Accepted	20
Apology	29
No Further Action	3
Another Minister to Deputize	13
Request for Brief	4

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 2019 - July 2020

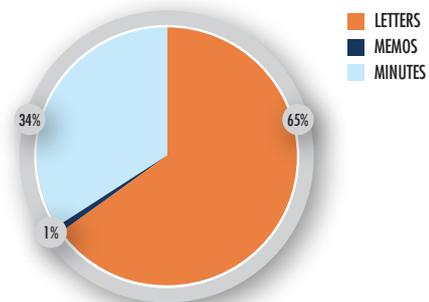
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Responses to the invitations addressed to the Prime Minister

Summary of correspondences facilitated by Private Office

- Correspondences facilitated by Private Office – 250
 - Memos – 3
 - Letters – 162
 - Minutes - 85



Correspondences facilitated by Private Office

2019-2020 Highlights



The Prime Minister met with His Excellency President Rivlin on his visit to Fiji in February.



The Prime Minister met with Her Excellency Mrs Jacinda Ardern, Prime Minister of New Zealand.



Handing over of relief supplies to the villagers of Vatoa in May as part of his tour to the Lau Group where he had the opportunity to witness firsthand the devastation caused by TC Harold.



Opening of the new Namaka Market in Nadi which has two floors of selling space and offices, 288 vendor stalls and 40 beds.



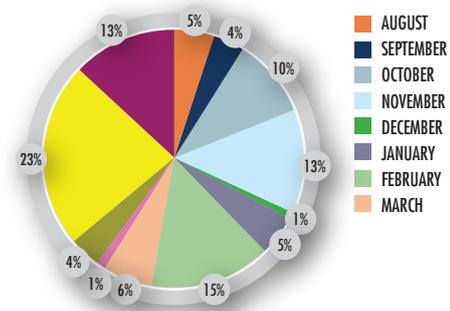
The Prime Minister in April delivered his statement updating the nation on Fiji's recovery from Cyclone Harold and COVID-19.



The Prime Minister was hosted a talanoa session by the Fijian Community in Funafuti, Tuvalu in the margins of the Pacific Island Forum Meeting in August.

Summary of Programs prepared for the Prime Minister – August 2019 – July 2020

Month	Number of Programs
August	5
September	4
October	10
November	13
December	1
January	5
February	16
March	6
April	1
May	4
June	24
July	13
Total	102



Since Fiji reported its first case of COVID-19 in March, the Prime Minister's confirmed engagements in April were either cancelled or postponed to a later date. All local engagements thereafter were facilitated taking into consideration COVID-19 restrictions that were in place to combat the corona virus while the Prime Minister's overseas engagements were facilitated virtually. A Private Office staff was appointed as the Incident Management Team (IMT) Task Force Liaison Officer for the Office of the Prime Minister. During this reporting period, a total of 75 Situation Reports have been circulated to the Office of the Prime Minister staff.

Assistance provided to the Executive Support Office (ESO)

The Private Office also assisted the ESO on the following:

Correspondences marked from the Permanent Secretary (PS) & Head of Executive Support (HES)	Immigration Matters
Facilitated 74 correspondences	Work Permits Processed – 425

Further to the above, PO also assisted ESO on the following activities:

- Facilitation of 15 High Level meetings for the Prime Minister; and
- Facilitation of more than 177 speeches, meeting notes and messages for virtual recordings for the Prime Minister.

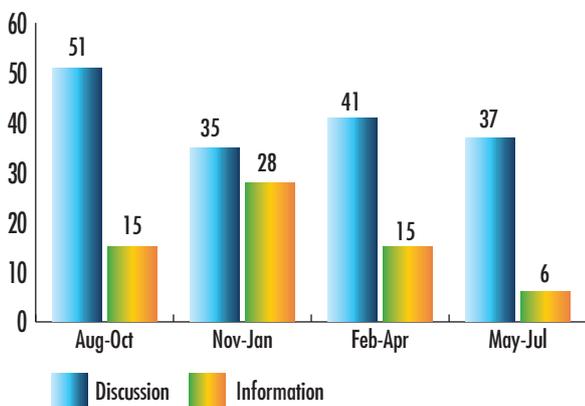
CABINET OFFICE



Our Performance

From August 2019 - July 2020, the Cabinet Office coordinated 12 Cabinet Meetings, and facilitated decisions on 228 Cabinet paper submissions from the Ministries under the portfolio of 13 Cabinet Ministers. These decisions were on legislations, regional and international meetings and conferences, financial matters, policy issues, and matters pertaining to regional and international cooperation. 52 Annual Reports were also tabled in Cabinet.

Papers Tabled in Cabinet from August 2019 to July 2020



Tabulated below are the Annual Reports tabled in Cabinet:

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Office of the Prime Minister	<ol style="list-style-type: none"> Office of the Prime Minister 2016 Annual Report (January – July) Office of the Prime Minister 2016 Annual Report (January – July) Office of the Prime Minister 2016 – 2017 Annual Report
Ministry of iTaukei Affairs	<ol style="list-style-type: none"> MTA Annual Report 2016-2017.
Solicitor-General's Office	<ol style="list-style-type: none"> Electoral Commission 2017 Annual Report Electoral Commission 2018 Annual Report Electoral Commission 2019 Annual Report: Human Rights and Anti-Discrimination Commission Annual Report 2016 Human Rights and Anti-Discrimination Commission Annual Report 2017 Human Rights and Anti-Discrimination Commission Annual Report 2018 Fiji Financial Intelligence Unit 2018 Annual Report Fiji Corrections Service 2017 – 2018 Annual Report Fiji Airports 2017 Annual Report
Ministry of Economy	<ol style="list-style-type: none"> Fiji National Provident Fund 2019 Annual Report Reserve Bank of Fiji August 2018 – July 2019 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Economy	3. Pacific Fishing Company Pte. Ltd. 2018 Annual Report 4. Energy Fiji Limited (EFL) 2019 Annual Report 5. Fiji Development Bank 2019 Annual Report
Ministry of Defence, National Security and Policing	1. Ministry of Defence and National Security 2016 – 2017 Annual Report
Ministry of Foreign Affairs	1. Ministry of Foreign Affairs and International Cooperation 2014 Annual Report: 2. Ministry of Foreign Affairs 2015 Annual Report 3. Ministry of Foreign Affairs 2016 -2017 Annual Report
Ministry of Local Government	1. Water Authority of Fiji 2016 Annual Report 2. National Fire Authority 2013 Annual Report
Ministry of Agriculture	1. Ministry of Agriculture 2014 Annual Report 2. Ministry of Agriculture 2015 Annual Report
Ministry of Women, Children and Poverty Alleviation	1. Ministry of Women, Children and Poverty Alleviation 2017 – 2018 Annual Report
Ministry of Youth and Sports	1. Ministry of Youth and Sports 2018 - 2018 Annual Report 2. Fiji National Sports Commission August 2017 – July 2018 Annual Report
Ministry of Forestry	1. Department of Forestry 2014 Annual Report 2. Department of Forestry 2015 Annual Report
Ministry of Infrastructure and Meteorological Services	1. Ministry of Infrastructure and Transport 2015 Annual Report 2. Ministry of Infrastructure and Transport 2016/2017 consolidated Annual Report.
Ministry of Lands and Mineral Resources	1. Ministry of Lands and Mineral Resources 2011 Annual Report; 2. Ministry of Lands and Mineral Resources 2012 Annual Report; and 3. Ministry of Lands and Mineral Resources 2013 Annual Report. 4. Ministry of Lands and Mineral Resources August 2016 – July 2017 Annual Report 5. Ministry of Lands and Mineral Resources August 2017 – July 2018 Annual Report

GOVERNMENT MINISTRIES	ANNUAL REPORTS
Ministry of Education, Heritage and Arts	1. Fiji National University 2018 Annual Report 2. University of the South Pacific 2018 Annual Report 3. Fiji Museum Annual Report 2015 4. Fiji Museum Annual Report 2016 5. Fiji Museum Annual Report 2016-2017
Ministry of Commerce, Trade, Tourism and Transport	1. Investment Fiji Annual Report Financial Year 2016/17 2. Ministry of Industry, Trade and Tourism 2016 -2017 Annual Report 3. Fiji Commerce Commission 2016 – 2017 Annual Report 4. Tourism Fiji 2013 Annual Report 5. Tourism Fiji 2014 Annual Report 6. Ministry of Industry, Trade and Tourism 2017 – 2018 Annual Report 7. Investment Fiji 2017 - 2018 Annual Report 8. Investment Fiji 2018 – 2019 Annual Report 9. 8 Consumer Council of Fiji 2017 - 2018 Annual Report

During this time, three papers for Cabinet information on the Update of Implementation of Cabinet Decisions for Quarter 3 and 4 of 2019 and Quarter 1 of 2020 were also tabled.

The Office continued to provide constant guidance to the Ministries on Cabinet submissions and delivered a 'one-day' each Cabinet paper writing trainings to five Ministries for the Permanent Secretary and the officers involved in Cabinet paper writing. The Office also conducted a two-day training in November for officers from various ministries.

In April 2020, Cabinet Office facilitated the Cabinet reshuffle of the Ministerial Assignment and the swearing-in ceremony for Hon. Faiyaz Koya.

In addition, the Office continued to administer the Ministerial leaves, overseas travel and acting appointments in consultations with the Prime Minister, and to facilitate requests for the use of the Fiji Flag and the Coat of Arms, and the parliamentary retirement allowances for former members of Parliament, Former Prime Ministers and Presidents.



POLICY RESEARCH AND INTERNATIONAL RELATION DIVISION

Executive Summary

The Policy Research and International Relations Division is tasked with providing critical analytical advice on Government's policies, plans and strategies to the Prime Minister and the Permanent Secretary.

This section of the Annual Report highlights the achievements of the Policy Division in the fiscal year August 2019 to July 2020. It provides an overview of the Divisions outputs as implemented during the reporting period. The Division was responsible for four (4) Outputs focused mainly on providing sound policy advice, supporting local and overseas engagements of the Prime Minister, facilitating Special Assignments, and management services.

The core deliverables for the period included:

1. drafting responses and preparing summary reports on Parliament sessions
2. analysis of Cabinet Papers, sector strategies and policies
3. preparing Policy briefs that analyse Government policies/initiatives,
4. reviewing Papers for iTaukei Lands & Trust Board and iTaukei Affairs Board
5. representing the interests of the Prime Minister at meetings and other forums
6. drafting speeches and messages
7. supporting the Mahogany Industry Council
8. providing advice on the 1991 Vatukoula Goldmine strike
9. facilitating the Noda Prime Minister Radio Programme
10. addressing public concerns through referrals made to the Division

A highlight for year was the attendance and engagement of two Staff with the Prime Minister to the 74th United Nations General Assembly in New York in September 2019. The team provided critical advice on a range of issues as well as reviewing the Prime Minister's Speeches and Talking Points for the twenty side-engagements including Fiji's National Statement.

One staff attended diplomatic training on 'Blue Economy – Enhancing Sustainable Economic Development of the Oceans' that was held in the Netherlands from 29th January to 12th February 2020. Topics covered included economic ocean diplomacy, aquaculture, offshore and sustainable energy, international law, international negotiations and strategic planning skills.

In March 2020, a high level delegation including a staff of the Division, was led by the Prime Minister to officially receive the Guardian-Class Patrol Boat, RFNS Savenaca from the Australian Government in Perth. The delivery of the Patrol Boat was made possible through the "Vuvale Partnership" between the Fiji and Australian Government.

The second half of 2019-2020 was overshadowed by the

COVID-19 Pandemic which disrupted work output of the entire Office and Government. Work from Home (WFH) policy was initiated within the Office while entire area lockdowns were enforced by Government.

While challenging, this fiscal year gave rise to new opportunities for the Division and the Office. The Division was able to adapt its core activities to virtual settings while not compromising key deliverables and strategic objectives.

Outcomes And Output Matrix

Outcome	Outputs
Outcome 1 – Provision of Sound Policy Advice	1.1 Parliament motion response
	1.2 Cabinet briefs
	Subject paper analysis and policy briefs
	1.4 iTaukei Land Trust Board meeting – 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)
	2.4 UNGA 74
Outcome 3 – Facilitating Special Assignments	3.1 Secretariat support to the Mahogany Industry Council
	3.2 Social assistance to Vatukoula Goldmine strike
Outcome 4 – Facilitation of OPM Management and Human Resources	4.1 Action of correspondences from PS's office
	4.2 Referrals from PS and the Prime Minister

Outcome 1: Provision Of Sound Policy Advice

Outputs

1.1 Parliament Motion Response

As part of support to the Prime Minister during Parliament sessions, the Division prepared motion briefs on debates for each Parliament sitting. Part of the brief was drafting possible responses to various Parliament motions.

From May 2019 to April 2020, a total of seven Parliamentary sessions were held. Responses for Motions for Debate, Oral Questions and other interactions were prepared for the Prime Minister as when requested.

The drafted responses were developed keeping in mind Government objectives and sectoral strategies. Alignment to national plans especially those implemented by Ministries was essential to avoid ambiguity.

Research was undertaken ensuring that responses remained rel-

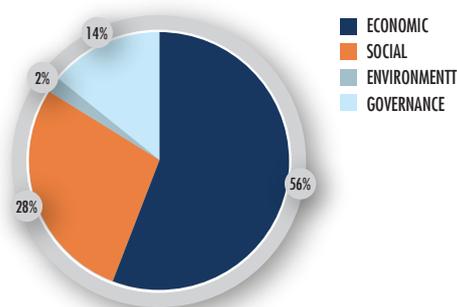
evant to the debate. This included literature review of up to date points and policy strategies both nationally and internally.

Briefs were prepared in consultation with the respective Ministries and Agencies including statutory organisation. In addition to motion briefs, the Division assisted with the revision of responses to oral question provided by Ministries.

1.2 Cabinet Briefs

During the period a total of 35 Cabinet briefs were prepared for the Prime Minister for Cabinet Meetings. Advice provided to the Prime Minister through these briefs were well researched and through active consultation with stakeholders.

Figure 1 – Cabinet Paper Analysis



While the quality and timely submission of briefs were prioritised – the Division was given only a single working day or a few hours to prepare the briefs. Regardless, the Division was able to submit briefs on all Cabinet Papers provided to the Division.

Cabinet Briefs were assessed at the sectoral level, inter-Ministerial level and across other related areas, including international commitments such as the Sustainable Development Goals (SDGs).

Cabinet Papers assessed by the Policy Division included updating legislations and regulations (Foreign Investment), reviewing/ new national policies (Disaster Risk Reduction and Ease of Doing Business), forming bilateral country agreements (Japan), and facilitating national and international meetings (Transport and Trade), among others.

In addition to the Cabinet briefs for the Cabinet meetings, the Division also provided comments on draft Cabinet Papers requested directly by Ministries. Comments were provided on 15 draft Cabinet Papers as part of the consultation process of Ministries of which an additional three were for international engagements.

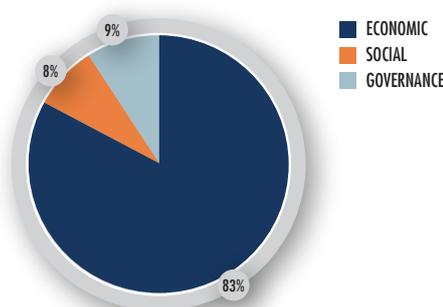
1.3 Subject Paper Analysis And Policy Briefs

Over the course of the twelve month period, a total of 63 Policy briefs were prepared for advice to the Permanent Secretary and the Prime Minister. Depending on the particular issue, some briefs required extensive research and consultations with stakeholders over a number of weeks before a reliable recommendation or advice could be provided.

Policy briefs were prepared on important issues brought to the attention of the Policy division. Policy briefs were also generated by the Policy staff themselves on issues facing Government, improving economic performance, of concern to the general

Fijian people or of importance to the Prime Minister and national Government.

Figure 2 – Policy Briefs



The majority of briefs were concentrated on the economic sector (83 percent) covering issues in the primary productive sector particularly Mahogany, Agriculture, Fisheries, Commerce, Trade and Investment. This was followed issues in Governance (9 percent) concerning issues specific to the Office of the Prime Minister and administration of Fijian legislation. Social issues (8 percent) included coverage of Sports, Health, Social assistance and Youth.

Below are highlights of a few Policy brief's prepared by the Division over the period:

- i. Ease of Doing Business
- ii. Investment Paper
- iii. National Financial Inclusion
- iv. Pacific Labour Scheme
- v. World Bank East Asia Pacific Economic Update
- vi. GDP Macroeconomic Update
- vii. National Oceans Policy
- viii. 2020-2021 Budget Guide
- ix. National Sugar Policy
- x. PACER Plus

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

The Prime Minister is the Chairman of the TLTB Board of Trustees. There were three iTLTB Board meetings held during the period. Most of the issues discussed was regarding the operations and administrations of TLTB. This include policies guiding its functions and objectives of administrating iTaukei land.

A brief was prepared for each Board Meeting with analysis for each Board Paper. The brief outlined the purpose of the paper, benefits to landowners, contribution to growth and service delivery of the Board and recommended decisions.

The Prime Minister is also the Minister for iTaukei Affairs and the Chairperson of the iTaukei Affairs Board. The Policy Division also analysed Board Papers for Board meetings in August 2019 and May 2020.

1.5 Representation To Committees

One of the core roles of the Division is to represent the Office of the Prime Minister at National and Sectorial Committees. The Division contributed at each of these committees providing critical comments and working towards solutions that ensure optimum net benefit to Fijians.

A salient guiding point is the strategies and targets set out in the

National Development Plan, Sector Plans and the 2013 Fijian Constitution. This ensures that programmes, projects and policy directives are meaningful.

Apart from these Committees, the Division also represented the Office of the Prime Minister to interagency committees of visiting dignitaries and international engagements.

The Division was a member of the following National Committees:

- i. Maritime Affairs Coordinating Committee (MACC)
- ii. Macroeconomic Technical Committee (MTC)
- iii. Pacific Games Bid Committee
- iv. Fiji 50 Steering Committee
- v. Coronavirus Steering Committee
- vi. National Financial Inclusion Taskforce (NFIT)
- vii. Committee for Better Utilisation for Land (CBUL)
- viii. Pacific Labour Scheme Committee
- ix. Digital Government Management Committee
- x. Reversion of NG2 Mataqali Nadala
- xi. Basic Industry Pte Ltd (BIL) Audit Sub Committee
- xii. Fiji Geospatial Information Management Council

Outcome 2: Facilitating And Supporting The Prime Minister In His Local And Overseas Engagements

Outputs

2.1 Draft Speeches

The Division facilitated the engagements that the Prime Minister attended through the drafting and editing of speeches as well as the preparation of talking points. A total of 17 speeches were drafted or reviewed by the Policy Division which included divisional tours made by the Prime Minister.

Below are highlights of speeches and talking points drafted/reviewed during the period:

- i. 74th United Nations General Assembly (UNGA) Parliament Speech
- ii. PM Talanoa Session at the Opening of the Rakiraki Market
 - a. COVID-19 and its impact on the Fijian Economy
 - b. Fiji Airways flight staff layoffs amidst COVID-19
 - c. Flea market fire and Fijian Government response efforts
- iii. Meeting with World Bank
- iv. Norway-PICs Scholarship
- v. United Nations Human Settlement Programme (UN-Habitat)
- vi. Seventh Asia-Pacific Urban Forum (APUF-7)
- vii. Two Bilateral Meetings (New Zealand and Australia)
- viii. Fiji National University (FNU) 10th Year Anniversary Interview
- ix. Fiji Mahogany Trust Board Meeting

2.2 Draft Messages

The Prime Minister was also invited to share his thoughts through various messages during 2019-2020. This includes the drafting of congratulatory messages for national, regional and international occasions, events and celebrations. A total of 17 messages were drafted/reviewed over the period. Major highlights include:

- i. International Monetary Fund Finance & Development Magazine
- ii. Arya Pratinidhi Sabha of Fiji Magazine
- iii. Fiji-Canada Magazine Message
- iv. Fiji Diwali Message
- v. 25th Australia Fiji Business Forum
- vi. World Earth Day
- vii. Ghandi Memorial
- viii. Bulolo Sanatan Dharm School

Additionally, the Division prepared response letters for the Prime Minister regarding engagements, given situations and circumstances. Diplomatic notes were received from the following, to which responses were made accordingly.

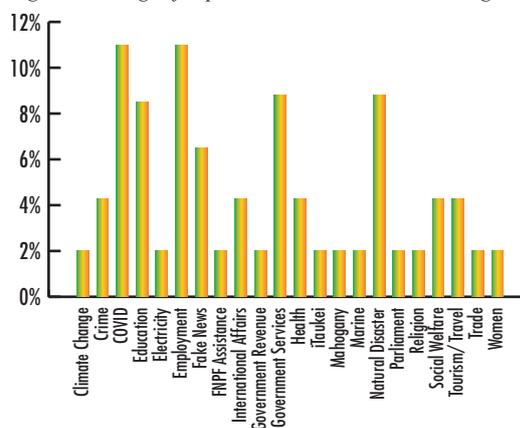
- i. 73rd Anniversary of Independence of the Republic of India
- ii. Letter of Appreciation to Australian PM
- iii. Letter of Response to join Group on Earth Observations (GEO) Community
- iv. Letter to President of the Peace and Sport International Forum

2.3 Facilitate Media Program (Noda PM Program)

A Public Relation program with the Fiji Broadcasting Commission continued with the Prime Minister being interviewed over 15 Episodes in 2019-2020. Questions asked and issues discussed were of interest to the general public and covered a range of topics.

The Division coordinated responses to these question with respective Ministries, Departments and other private entities. Once received, a thorough review was undertaken with necessary amendments to draft write-ups. When required, Policy staff were hands on and actually drafted responses to certain questions.

Figure 3 – Range of Topics discussed on Noda PM Programme



It can be ascertained that the major issues discussed in 2019-2020 was the COVID-19 pandemic and its impact on peoples livelihoods including employment. In turn there was an uptake in interest on Government services, social welfare and other assistance.

The Prime Minister also addressed concerns on the impact on the education of Fijian children and university students. While the Pandemic was prominently featured in various episodes, existing concerns remained relevant such as Natural Disasters and Climate Change impact.

Highlights of issues discussed throughout the year include:

- i. Change of Fees for Births, Deaths and Marriages

- Registry
- ii. Seasonal Workers Scheme
- iii. Free Medicine Scheme
- iv. Share of Royalty to landowners
- v. Impact of Severe Tropical Cyclone Harold and assistance
- vi. Updates on COVID-19
- vii. New Zealand, Australia and Fiji Travel Bubble
- viii. Fake News
- ix. FNPF Withdrawal Assistance
- x. Termination of more than 700 Fiji Airways workers

2.4 UNGA 74

The 74th Session of the United Nations General Assembly was held in September 2019. The annual meeting was attended by the Prime Minister and his delegation which included staff of the Policy Division.

The Fijian delegation included the Minister for Defence, National Security & Foreign Affairs, the Minister for Economy, Civil Service & Communications, and the Minister for Women, Children & Poverty Alleviation.

The Prime Minister contributed to many important summits held in parallel during UNGA74 including raising climate action, universal health coverage, sustainable development, financing for development and reviewing the mid-term progress of the Small Island Developing States Accelerated Modalities of Action (SAMOA Pathway).

The Policy Division was represented by Ms. Amelia Komaisavai and Mr. Martin Nabola. The Policy staff provided critical advice to the Prime Minister and his delegation. This included reviewing talking points for bilateral meetings with Palau, Barbados and Ireland.

The officers also reviewed the Speeches and Talking Points used by the Prime Minister at the twenty engagements during the UNGA including Fiji's National Statement, Fiji Government Media Releases and a Project Proposal on Solar Home Systems.

Outcome 3: Facilitation Of Special Assignments

Outputs

3.1 Secretariat Support To The Mahogany Industry Council

Consultations were held with Mahogany Licensees, the Fiji Mahogany Trust, Fiji Hardwood Corporation (FHCL), the Department of Public Enterprises and the Fijian Competition & Consumer Commission (FCCC) on a proposed change in pricing structure of Mahogany logs.

After numerous revisions a Policy Paper was prepared and submitted to the Mahogany Industry Council seeking their decision.

A budget of \$250,000 was allocated to Fiji Mahogany Trust (FMT) in 2019-2020. A Grant Agreement was drafted and cleared with the Solicitor General's office before being signed by the Chairperson of the Fiji Mahogany Trust and the Permanent Secretary for the Office of the Prime Minister.

Funding request was received and processed by the Office of the Prime Minister in a timely manner to ensure that the Fiji Mahogany Trust (FMT) continued to operate efficiently. Funding

utilisation was at 100 percent by the end of the 2019-2020 financial year.

Funding request broadly entailed activities including 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 also worked with landowners to operate plantations as business ventures in processing and marketing, and encourage the economic empowerment of landowners.

3.2 Social Assistance To Vatukoula Goldmine Strike

The plight of the former Emperor Gold Mines (now Vatukoula Gold Mines) workers started in 1991. Decades have since passed with many attempts made to resolve the issue.

The Solicitor General's office provided its legal opinion on the matter in March 2019. It was stated that the employer correctly terminated the workers under their terms of contract.

Furthermore, that Government does not have any legal obligation to compensate the workers. However Government could make a policy based decision to make an ex-gratia payment to the workers in view of resolving the grievance issues.

An amount was considered by the Office of the Prime Minister in 2020 but unfortunately could not be settled with the Fiji Mine Workers Union (FMWU).

The Policy Division continued to meet the FMWU with the objective of bring the issue to an amicable end.

Outcome 4: Facilitation Of OPM Management And Human Resources Processes

Outputs

4.1 Action Of Correspondences From Ps's Office

Correspondences received by the Office of the Prime Minister in the form of memos, letters, emails, invitations, proposals, reports or publications were facilitated by the unit, in accordance with the requirements of the Permanent Secretary.

4.2 Referrals From PS And The Prime Minister

The Division also received referrals from the Prime Minister, the Permanent Secretary and other staff in the Office of the Prime Minister. These were special interest issues raised to the Office that required a dedicated Officer to overlook and monitor progress.

A total of 36 Referrals were made to the Policy Division in 2019-2020. Issues brought to the attention of Policy Division staff were predominately due to delays in Government services by line Ministries. The bureaucracy of Government services remain a concern that needs to be address.

Referrals to the Policy Division were in the areas of Aviation, Banking, Housing, Land, Mahogany, Trade, Maritime Shipping, Waterways, Construction, iTaukei issues and Commerce.

Important referrals that are sensitive in nature were addressed and consultation held with stakeholders. Update briefs were submitted to the Prime Minister and/or the Permanent Secretary outlining the recommended way forward.

PROJECT PLANNING AND FACILITATION DIVISION

The Project Planning and Facilitation Division (PPFD) was responsible in the administering of the Prime Minister’s Small Grant Scheme program, Donor Aid Projects, Rabi Council of Leaders, Rotuma Island Council and Melanesian Community. The projects funded under the Small Grant Scheme are those identified by the Prime Minister after his consultation and during the *talanoa* session with members of the community especially in the rural and maritime areas. The PPFD normally check with other government agencies to ensure that projects identified are not in their budgetary allocation.

The Unit was also tasked in overseeing the facilitation and implementation of various projects funded under the Donor Aid Projects. The Unit has vigorously continued with its role in overseeing other agencies in order to secure donor assistance on capital projects.

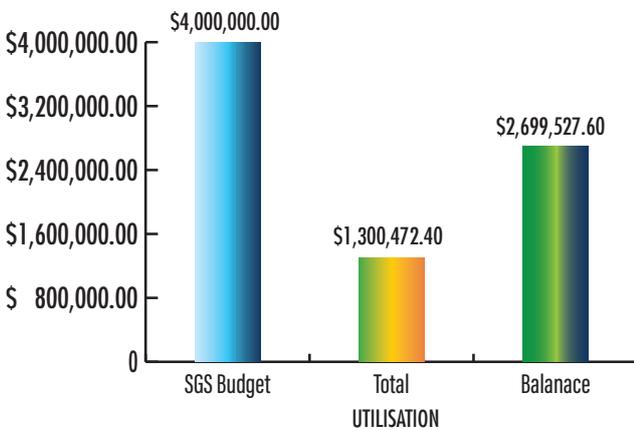
The administering of budgetary allocations for the development of the minority group like the Rotuma, Rabi, Kioa and the Melanesian Vasu I Taukei is also the core responsibility of the PPFD.

To successfully administer the above, the PPFD established internal systems and processes, all within the ambit of the relevant government legislations and regulations.

1.0 Small Grant Scheme

A total of \$4m was allocated under the 2019/2020 National Budget for the SGS program. At the end of the financial year \$1,300,427.40 was utilized for the funding of 24 projects. From this total utilization: \$1,009,082.83 (78%) was for the education sector; \$165,664.57 (13%) for village/settlement development; and \$125,680.00 (9%) for other integrated projects.

Figure 1: Small Grant Scheme Utilisation



2.0 Implementation & Monitoring of SGS Projects

2.1 The PPFD is responsible in the implementation and monitoring of SGS funded projects. This is a very important phase of project management and project officers are responsible in ensuring that projects approved are facilitated and monitored regularly to ensure that they are completed accordingly and in a timely manner. For construction projects, stakeholder’s engagement are paramount to ensure compliance to the standard building code, specification, drawing and the contract agreement. For outright purchase such as purchasing of water tanks, desks and chairs, the PPFD worked closely with Divisional Commissioners and the vendors and ensure that the items are supplied accordingly.

3.0 Commissioning and Handing Over of SGS Projects

3.1 The commissioning and handing over of SGS projects

is carried out by the Prime Minister, Government Ministers and the Senior Officers at the OPM. The Unit managed to successfully complete 28, of which 24 projects were commissioned and handed over.

3.2 Of the 24 projects commissioned and handed over, 18 were construction projects that roll over from the 2018-2019 financial year.

3.3 Facilitation on the commissioning and handing over of SGS projects were also carried out by the project officers at the PPFD.

3.4 Given below are some of the photographs of SGS projects commissioned and handed over in the 2019-2020 financial year.

Renovation of Teachers Quarters, Classroom Blocks & Kitchen of Balantine Memorial School



Renovation of Teachers Quarters, Classroom Blocks & Kitchen of Balantine Memorial School



Purchase of water pipes and assorted fittings for Natoaika District School, Baulevu Rd, Naitasiri Province



Purchase of water pipes and assorted fittings for Natoaika Village, Baulevu Rd, Naitasiri Province



Commissioning of Tamusua Nursing Station in Yasawa by the Prime Minister on 18 June 2020



23ft Fiberglass Boat with accessories & 40HP Yamaha Outboard Engine

Matuku Methodist Church Circuit, Lau Group; Ratu Mocevakaca District School, Southern Lau Group; Moala Methodist Church Circuit, Southern Lau Group; Moala Methodist Church Circuit, Southern Lau Group; Vatoa Village, Southern Lau Group; Macuata-i-wai Community, Bua.



6.0 Gratuitous/Donor Aided Projects

- 6.1 The Project Planning and Facilitation Division coordinate and facilitate the Chinese Aid project implementation and logistics.
- 6.2 Of the 10 projects, 1 new project undertaken for the financial year, while 10 projects are still on feasibility study, defect liability period and ongoing stages.
- 6.3 Memorandum of Understanding (MoU) for the reconstruction of the Wellness Center of the State House was signed on 30 April 2018 between the Republic of Fiji and the People's Republic of China. Reconstruction of the Squash Court commenced on 1st July 2019 and Completed on 22 August 2019 at a cost of FJ \$2 million.



Tabulated below are 10 Chinese Aid projects that are under Feasibility Study (2), Defect Liability period (2) and ongoing implementation (6).

7.0 Defect Liability Period Ended

No	Name of Project	Status
1	Renovation of Suva Civic Auditorium	Renovation commenced on 13 March 2017 and completed on 13 September 2018: Auditorium; High level meeting room, conference room, dining room. Defects Liability period expired on 13 September 2019
2	Marist Brother High School Ground upgrading (Guangdong Provincial Government)	Ground has been completed on 14 September 2018 and handed over to Fiji Government: 100m running track; international rugby ground and 15m jumping pit. Defect Liability will expired on 14 September 2019

8.0 On-Going Projects and Completed

No	Name of Project	Status
1	10 Jetties (Viti Levu and Vanualevu)	Chinese technical team conducted the feasibility study and design in May 2019 and review design completed in July
2.	Valelevu Sports Complex (Guangdong Provincial Government)	MOU signed in 2018 Chinese Technical Team will conduct Feasibility study in September 2019
3	2nd Phase Juncao (Mushroom) Technical Cooperation Project	Technical team arrived in July 2018 to use the Demonstration Center for training and cultivation of mushroom.
4	Fiji-China Rice Development	Technical team arrived on 21 September 2018 for training of farmers and producing of rice varieties for 3 years

No	Name of Project	Status
5	Navua Hospital Technical Cooperation	Technical team arrived in May 2016 to conduct repair and maintenance and provide technical training on medical equipment usage. The 3 years term ended on 2 June 2019
6	X-ray Scanner Machines	X Ray machines and been installed to track illegal items enter the port of entries. Equipment being currently installed in Nadi and Suva and handed to the Fiji Revenue Custom and Services

9.0 Feasibility Study

#	Name of Project	Cost	Status
1.	Valelevu Sports Ground	Unknown	Memorandum of Understanding signed in 2018 and Feasibility Study team from China will arrive in September 2019
2	Renovation of Vodafone Sporting Complex	Unknown	Feasibility Study team from China will arrive in September 2019

10.0 Minority Communities

10.1 The Office of the Prime Minister through the PPF also administered subvention and development funds allocated for Rotuma, Rabi, Kioa and Melanesian/Vasu i Taukei Communities. A total of \$565,000 was allocated and were used to assist these communities in payment of their operational costs and development projects such as water, electricity, education, health and other small income generating projects as part of economic development within the communities.

10.2 The development projects are identified by the communities and submitted to the OPM for funding consideration. The OPM is also responsible in the monitoring of these projects and ensure that they are implemented and completed accordingly. Projects funded under this assistance have been completed and handed over to the communities.

10.3 As part of its legislative role, the PPF 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.

COPPORATE SERVICES DIVISION

The Human Resources & Administrative Unit was responsible for the overall Human Resource management, staff recruitment, development, performance management and observance of the policies and regulations of the Ministry.

Human Resource management include job analysis, human resource planning, recruitment & selection, performance assessment and learning and development.

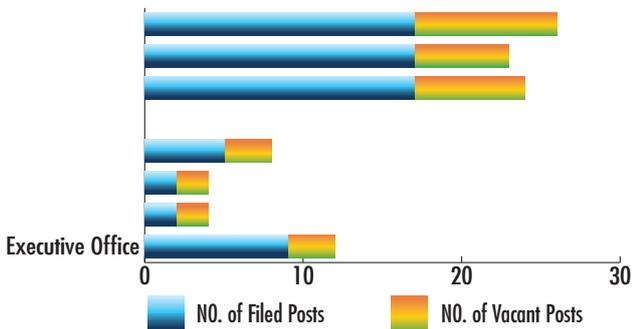
In addition, the Human Resources & Administration Unit supports and upholds the vision of the Office of the Prime Minister by fostering a positive and engaging work environment while identifying and responding to the changing needs of the reform initiatives.

Staffing

The total number of staff employed by the Office of at the end of the Financial Year 2019/2020 are as follows:

Division	Number On The Ground		Number of Vacant Posts	Total Approved Establishment
	Male	Female		
Executive Office	3	6	3	12
Private Office	0	2	2	4
Cabinet Office	0	2	2	4
Policy, Research & International Division	4	2	3	9
Project Planning & Facilitation Division	12	5	6	23
Corporate Services	6	11	5	22
GWE	13	4	9	26
TOTAL	38	32	30	100

Staff Establishment: FY 2019/2020



The Office of the Prime Minister has an approved establishment of 100 from which 70 positions are substantively filled and 30 vacant.

Recruitment & Selection 2019-2020

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.

Tabulated below was the total number of activities undertaken in Recruitment & Selection for the financial year 2019/2020:

Recruitment & Selection 2019-2020	
Types of appointments	TOTAL
Acting Appointment	6
New Appointment	22
Extension of Contract	3
Renewal of Contract	9
Resignation	4
Re-engagement	3
TOTAL	47

- OPM has made 22 new appointments in the 2019/2019 Financial Year, which is 20% of its approved staff establishment.
- Extension of contract was given to those staff whose contract was expiring for continuity of work.
- Automatic renewal of Contract of Service is granted to those staff whose performance are assessed as fully competent.

Training & Development

The Office has always been committed to ensuring that staff are provided with some form of learning and development opportunity.

This not only enhances their capability, but also provides a positive attitude towards work.

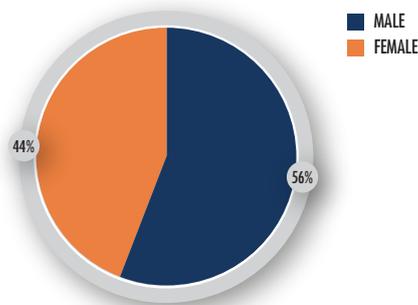
There was a decrease in learning and development opportunities due to the pandemic restrictions beginning in late February 2020.

The closing of borders impacted all overseas based trainings whereby limitation to gathering impacted local trainings, hence the trend.

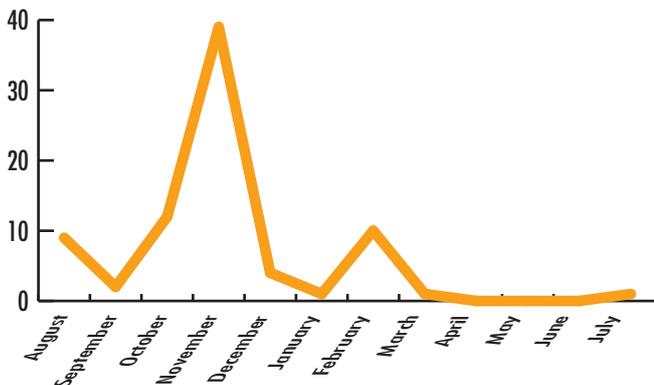
Month	Local Training		Overseas Training		Online Training	
	Male	Female	Male	Female	Male	Female
August	2	3	1	1	-	-

Month	Local Training		Overseas Training		Online Training	
September	3	-	-	-	-	-
October	6	6	1	-	-	-
November	25	13	-	-	-	-
December	1	3	-	-	-	-
January	-	-	1	-	-	-
February	4	4	-	-	-	-
March	-	-	-	-	-	1
April	-	-	-	-	-	-
May	-	-	-	-	-	-
June	-	-	-	-	-	-
July	1	1	-	-	-	-
TOTAL	41	34	3	1	-	1

% of Male vs Female



Trend



The table shows that 44 (56%) males and 35 (44%) females were given some sort of training in the 2019/2020 financial year.

Performance Management

Following the result of the moderated performance assessment for assessment period May 2018 to April 2019 which was confirmed for implementation in June 2019, it is to note that salary movement and payment of salary arrears was made in year 2020 in alignment with the Performance Management Framework.

Total of 50 Performance Assessment Forms were moderated whereby 44 tier 4 & below performance assessment forms were moderated by the Ministry Moderation Committee and six (6) tier 2 & 3 forms moderated by the Inter Ministry Moderation

Committee.

For this exercise, tabulated below was the summary of the confirmed staff performance results in terms of salary movement by Work Unit/Division:

Work Unit	Step 1-2	Step 2-3	Step 3-4	Step 1-3	Step 1-4	Step 2-4	No Step Movement
Executive Support Office	0	1	2	0	0	0	4
Private Office	0	0	1	0	0	0	2
Cabinet Office	0	0	0	0	0	0	2
Research, Policy Division & IR	0	0	1	0	0	0	2
Development, Corporation & Facilitation Office (DCFO)	0	0	1	0	0	0	7
Corporate Services	0	6	4	0	0	1	16
TOTAL	0	7	9	0	0	1	33
50							

It was to note that OPM had 100% implementation of the Performance Management outcome for financial year 2018/2019 with no appeals by staff on the moderated outcome.

Accounts Division

The major role of the Finance section was to provide support services to the Honorable Prime Minister and OPM staff in order to ensure the Ministry's deliverable is met and there are no disruptions to daily operations. The Finance section is divided into three units and briefly highlighted below are their roles;

- i. Accounts- Ensures timely processing of payments, pensions, salaries and wages. Maintains proper financial processes and records to ensure adherence to financial regulations. Provide financial advice to Senior Management for decision making.
- ii. Asset Management & Procurement- Ensures proper implementation of asset management procedures and facilitate procurement on a timely basis. Ensuring all requests are facilitated in accordance to the procurement regulations and OPM Finance Manual.
- iii. Fleet Management- Ensures timely movement of OPM staff during official engagements. Maintains efficiency and proper management of government vehicles.

In the 2019 – 2020 financial year, the following major financial and accounting functions were achieved:

- 100% of reconciliations submitted to the Ministry of Economy
- 79% of overall approved budget was utilized
- 100% payment to parliamentary pensioners
- 100% submission of monthly and quarterly reports
- Timely submission of Agency Financial Statement to Auditor General with no significant audit issue raised.
- Timely submission of 2020 – 2021 budget submission
- Timely submission of Annual Procurement Plan
- Timely submission of Budget loading for new financial year.
- Timely submission of Annual Board of Survey report to the Ministry of Economy
- Facilitation of payments in accordance to OPM Finance Manual and Finance Instructions. These include urgent payments such as per diems, grant payments, sports trust

- sponsorship
- Timely submission of Reports to senior management for sound decision making.
- Adherence to deadlines set in the 2019 – 2020 close of accounts circular
- Attendance of module trainings conducted by the Ministry of Economy

Budget Overview Of The Office Of The Prime Minister

The Office of the Prime Minister received a total budget of \$8.59 million for the 2019 – 2020 financial year compared to \$17.86 million for the 2018 - 2019 financial year.

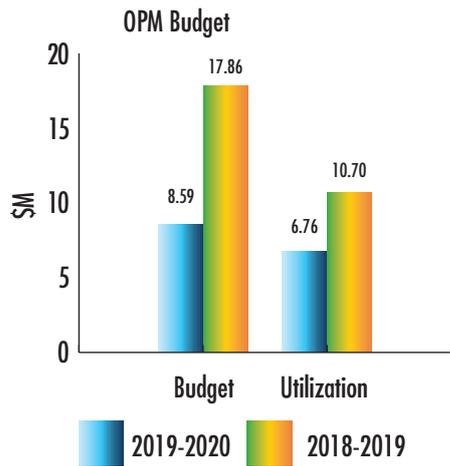


Figure 1: Accounts Team



DEPARTMENT OF IMMIGRATION

COMPLIANCE & INVESTIGATIONS (C&I)



Quarters	Inspection	Detainees	Investigation	Removal	Surveillance
Qtr 1	134	-	9	4	2
Qtr 2	21	3	6	33	2
Qtr 3	72	-	15	3	2
Qtr 4	47	1	47	7	2

The Section over the period conducted 274 inspections; 77 complaints were received and investigations conducted; 47 removals were facilitated; 08 surveillances were carried out; and 04 were detained.

The Ground for inspection is often conducted in:

- Companies employing foreign nationals for employer rectification of identified immigration legislation violations that has been reported;
- Report cases and statements received from individuals, stakeholders or information from the media about violations by employers of the governing legislations;
- Possible violation by an employer of mandatory requirements of legislation upon compliance monitoring within its competence;
- Unscheduled inspection based on the “information” given;
- Immigration application files received from various Sections within the Department for verifications, assessment and determination processes.

Result

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

The value of our strong working relationships with border agencies, law enforcement agencies and other organizations continues to grow, as we work closely together towards an open, prosperous, and inclusive engagements. The Section supported frequent, high-level engagement with key stakeholders this helped to further expand our cooperation in priority areas such as to prevent any form of illegal incursions into Fiji.

The Section continue to work with key partners to facilitate information-sharing and collaboration such as; Fiji National Provident Fund (FNPF), Fiji Revenue Custom Services (FRCS), Fiji Police Forces (FPF), Fiji Independent Commission Against Corruption (FICAC), Transnational Crime Unit (TCU), and Counter Terrorism Unit (CTU). The Section in achieving its admissibility, removal and timeliness targets successfully identify and locate foreign nationals who are or may be inadmissible

or that pose risk are arrested and detained and subject to an enforceable removal order. There is a continued network intelligence collaborations with relevant enforcement agencies and stakeholders, as it helps ensure foreign nationals who may pose a threat and those who may become inadmissible are detected, investigated, arrested or detained where necessary, monitored and/or removed.

To strengthen the investigative skills amongst the staff, two (2) Police Officers from the Criminal Investigation Department (CID) are being seconded to the Section for a three (3) years term to share intelligence and resources. It is very beneficial to see when law enforcement agencies on both side of the border share information and experience in encountering organized crime.

1.2 Output 6.3.1: Establish Task Force on Human Trafficking

The Section’s work across the year demonstrated the Department’s critical importance to establish task force on human trafficking. The ambition with key stakeholders drove regular and deep engagement on a wide range of bilateral, regional, and strategic issues. The staff attended training to enhance immigration knowledge and investigative techniques conducted by our Australia and New Zealand counterparts.

The Section continue to held regular meetings with relevant stakeholders on Human Trafficking cases, this provides excellent opportunities to share issues of practical cooperation and agreements.

PERMITS & VISA



\$5,485,910.92
BOND REFUNDED



1,086
VISAS ISSUED



17,527
PERMITS ISSUED

CATEGORIES	QUATER 1	QUATER 2	QUATER 3	QUATER 4
Permit Applications Received	5940	4939	5943	3807
Permits Issued	5019	4030	5114	3364
Permits Refused	43	54	75	49
Visa Applications Received	1125	1226	889	76
Visa Issued (non-visa exempted co's)	460	403	209	14
Visa Refused	0	4	11	6

The total number of Visa Application received includes applications from both Visa Exempted and Visa Required Countries. The number of Visa Issued is to foreign nationals from Non-Visa Exempted Countries, hence the variance between Visa Application received vs Visa Issued.

Result

Output 7.1.1: Enhancement of all Immigration Services

While improving service and security within an environment of unpredictable demand for our services, the Section have drastically reduced its existing backlog and achieved a better average processing standard for nearly all permit applications received. With the exception of cases delayed for reasons outside the Sections control, such as those waiting for a response from the customer and investigations.

To enable the Section to effectively fulfill its function, stakeholder engagements is part of a daily operations. In partnership with respective stakeholders, on-going collaborations is taking place to look at avenues on how best they can assist us in delivering our services more efficiently and effectively. This partnership and collaborations will ensure both agencies work together in a manner that increases security and decreases delays with the security checks required for immigration case processing.

PASSPORT & CITIZENSHIP



A total of 34,139 Passport Applications received, 33,851 were processed and issued during the reporting period. The high number of Passport Application received due to transition from paper-based Passport to ePassport; British Army recruitment and initiation of Pacific Labour Scheme with Australia and New Zealand. During this transition period, the Department still has a backlog of approximately 300 applications awaiting biometric enrolment.

The number of passport applications received declined in Quarter 3 and 4 due to COVID-19 restrictions.



Figure 2: Citizenship Applications have different processing timelines hence the variance between Citizenship Application received and granted. (Timeline for Minor and Former, is within 1 months; Naturalisation and Spouse within 6 months and 3 months, respectively. A total of five (5) applications were refused and six (6) nationals renounced their Fiji citizenship status to acquire new adopted country's citizenship.

Result

Output 6.2.2: Invest in technology to improve passport issuance

To mitigate the handling, processing, and preventing the issuance of legitimate documents under false identities, the Department invested heavily in technology to strengthen border security. Firstly, the rollout of our new ePassport, which was

launched in September 2019 will no doubt strengthen border security, streamline customs and immigration process, passenger processing time that creates efficient travel experience in Fiji. ePassport include a chip containing bio-metric details for verification as an added security and to protect against forgery and identify theft. Secondly, the introduction of official ePassport to be used by Senior officials of Government and members of the disciplined forces, who travel on official visits abroad and Tour of Duty (TOD).

Output 7.1.1: Enhancement of all Immigration Services

With the rolled out of the country's new ePassport in September 2019, the Department now has greater confidence in the application of biometric technology worldwide and the durability of the microchips containing holder biometrics which are embedded in the passports. The new travel documents are enhanced and designed to increase security and this will make it more difficult for people to change the data recorded on the passport which will also limit the chances of fraud.

The staff were provided with the necessary training aspects on the operation of the ePassport equipment, printing and new processes.

The mobile enrolment kits were also provided to some of our Fiji Missions abroad to cater for our Fijian diaspora besides the mission staffs were provided with the required training.

BORDER CONTROL

PI UPLIFT APPLICATION

1,156

APPLICATION RECEIVED

1,123

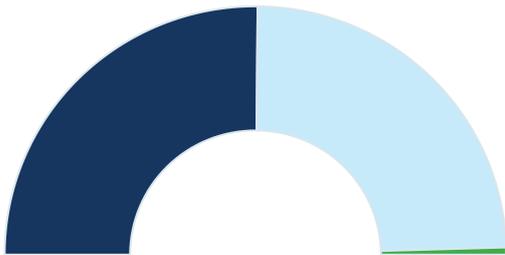
APPLICATION GRANTED

21

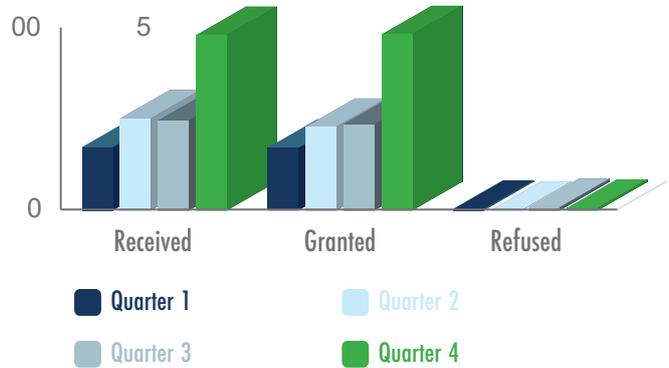
APPLICATION REFUSED

PI UPLIFT
(Figure 3)

Received 1,156
Granted 1,123
Refused 21



QUARTERLY REPORT
(Figure 4)



APPEAL APPLICATION

210

APPLICATION RECEIVED

201

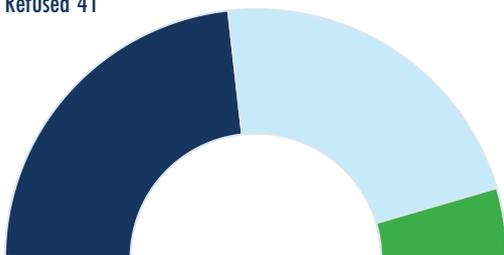
APPLICATION GRANTED

41

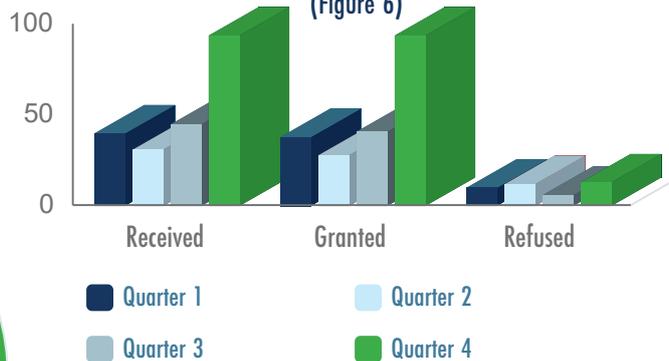
APPLICATION REFUSED

APPEAL
(Figure 5)

Received 210
Granted 201
Refused 41



QUARTERLY REPORT
(Figure 6)



BORDER CONTROL (Cont...)

CONTROVERSIAL LIST (CL) ENTRY/DELETION

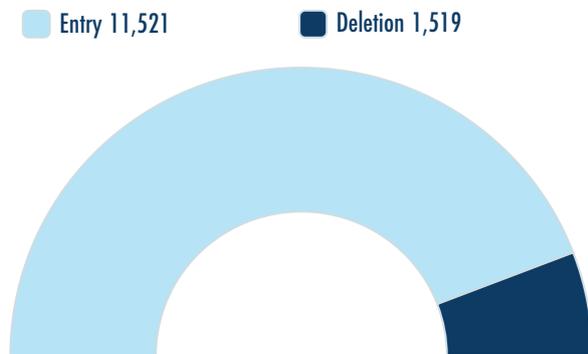
11,521

CL Entries

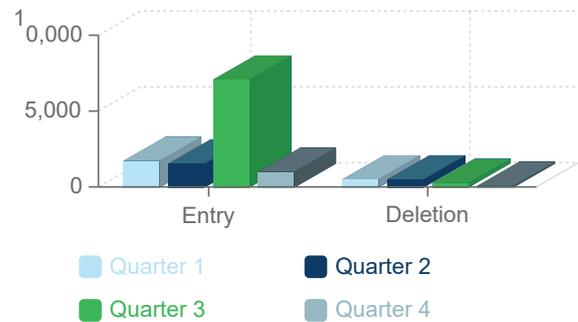
1,519

CL Deletion

ENTRY VS. DELETION
(Figure 7)



QUARTERLY REPORT
(Figure 8)



PASSENGER MOVEMENT (ENTRY/CLEARANCE DATA)

275,551

Visitors Permit

23,599

Permit Holders

542

Visa on Arrival

QUARTERLY REPORT
(Figure 9)



BORDER CONTROL (Cont...)

SEA VESSEL MOVEMENT (ENTRY/CLEARANCE DATA)

1,842

Suva Port

542

Lautoka Port

166

Savusavu Port

8

Labasa Port

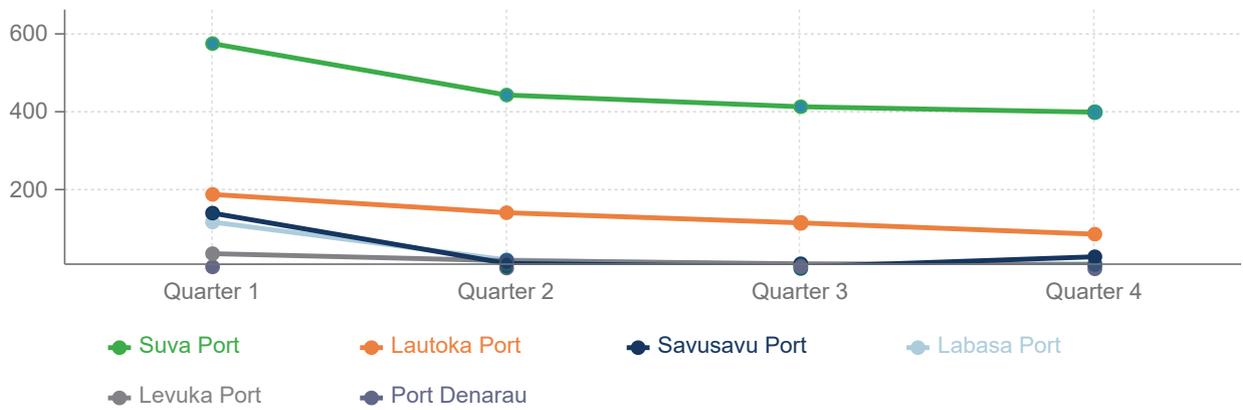
11

Levuka Port

31

Port Denarau

QUARTERLY REPORT
(Figure 10)



AIR VESSEL MOVEMENT (ENTRY/CLEARANCE DATA)

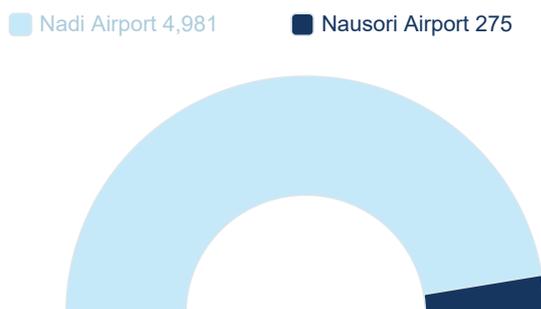
4,981

Nadi Airport

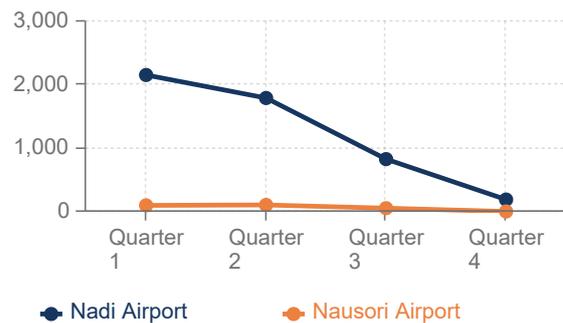
275

Nausori Airport

NADI VS. NAUSORI AIRPORT
(Figure 11)



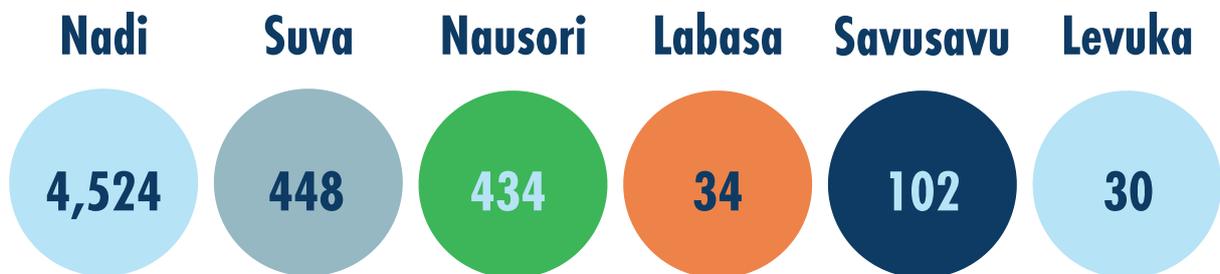
QUARTERLY REPORT
(Figure 12)



BORDER CONTROL (Cont...)

REFERRAL CASES

5,572
REFERRAL CASES



RESULT

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

The BCOs play a crucial role in processing and handling the movement of people. They are essential actors in the overall process of gathering and providing first-hand information to other Border Agencies in making initial assessments regarding issues encountered at the border. Our BCOs are the key decision-makers determining whether travelers' may enter or leave the country. Part of their tasks is to ensure early detection of crimes in general and, more specifically, with respect to migrant smuggling and trafficking in persons, BCOs have the responsibility to identify victims of trafficking and smuggled migrants, provide evidence for investigation and prosecution, play a key role in identifying vulnerable migrants, providing information for processing refugee and asylum seekers claim.

Output 7.1.1: Enhancement of all Immigration Services

To strategically contribute preventing any form of illegal incursions in the country the Section continue to strengthen intelligence information sharing between the border agencies and relevant key stakeholders. In addition, the section assist in reviewing/developing MOUs and enhance collaborations with enforcement and border agencies to encounter migration issues at the border. The Department will continue investing in innovation and advocacy in support of our strong border protection settings and engage internationally to enhance all our services.

RESEARCH & DEVELOPMENT

Induction Training

Training was held in Suva on for two (2) days from 23-24 January, 2020 with 28 new appointed officers attended. As newly appointed officers, they were trained to understand all the immigration processes with its abided laws, regulations and policies; understand the importance of powers vested upon Immigration Officers under the Immigration Act and Regulations and understand the roles and functions of all Sections, etc.

Human Trafficking Workshop

The workshop was conducted due to the increase number of trafficking cases been dealt with by the Department, the workshop is to assist Officers to identify, prevent and prosecute cases of human trafficking. With the assistance by the New Zealand Immigration under the Hakili Matangi Agreement, 3 day's workshop was conducted from 26th to 28th November 2019 attended by seven (7) officers, together with officers from the Fiji Police Forces to strengthen dialogue, share experience and learning opportunities.

TOTs Session

Two (2) sessions were conducted, this is a very interactive sessions whereby technical officers deliberated on burning issues concerning their roles. It is a good way of making sure the correct level of arousal is present for a performance. The Managers and Supervisors get staffs into the right frame of mind for challenging performances. At the same time, also appreciating them and encouraging the development of skills and collaboration.

US Travel Document Examination

Training was held to consolidate the competencies of front-line inspection officers to examine travel documents effectively, allowing them to expedite the movements of legitimate travelers while intercepting high-risk individuals. A one (01) day training was conducted in Suva with 20 officers from the Department and FRCS on 26.06.2020. The series of the same training was held in Suva from 30th June – 02nd July, 2020 with 6 officers attended, together with officers from the Fiji Police Force and FRCS. The same training was also held in Nadi and Savusavu for our officers in the West and North, respectively.

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 various elements to reduce threats the Section continue to build, balance, and integrate the necessary tools to combat transnational crimes and related threats to national security. Transnational crime is a significant threat to global security, that emphasizes collaboration and engagement. The Section establishes priority actions in facilitating training both internal and external for capacity enhancement and to strengthen cooperation with other Border agencies, the following trainings were conducted:

- Border Control Officers Training with other Border Agencies;
- Induction training;
- Conduct in-house training for "Technical Officers Talanoa Sessions" (TOTS);
- Liaising with international and regional partners to conduct other relevant Immigration and technical trainings.

The other priority actions were:

- Enhance intelligence and information sharing;
- Build International Capacity, Cooperation, and Partnerships; and
- Inter-agency consultations and ad-hoc meetings

Output 6.2.5: Research and Development

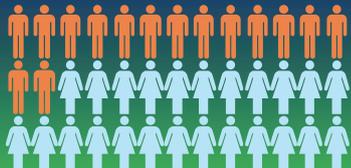
To improve efficiency and effective delivery of Immigration Services within the Department the Section provides up-to-date and analytical managerial information for planning and policy formulation. The Section continue to enhance and expand services delivery through the:

- Development of databases for relevant information,
- Update and develop SOPs;
- Compilation of Migration Trends Reports;
- Preparation of Customer Service Report;
- Assist in the reviewing of the legislations;
- Assist formulation of MOUs and MOAs with MOFA and other Border Agencies;
- Assist formulation of Cabinet Papers; and
- Focal points for international and regional partners and ensuring that a dynamic image is presented to the Department in all its dealings with migration issues.

Output 7.1.2 Enhance Publicity and Public Awareness

- Updating of the website content;
- Facilitate awareness materials during Provincial/Tikina meetings

CORPORATE SERVICES - HR

124 TOTAL ESTABLISHMENT  **31%** OF MALE **69%** OF FEMALE

STAFF APPOINTMENTS

TYPE OF APPOINTMENT	TOTAL
New Appointment	20
New Acting Appointment	-
Extension of Acting Appointment	4
Renewal of Contracts	-
Expiry of Contract	1
Expiry of Acting Appointment	-
Internal Posting	1
TOTAL	26

Staff Training

30 → **13 + 17**

TRAININGS
CONDUCTED

OVERSEAS
TRAINING

LOCAL
TRAINING

	OVERSEAS TRAINING	LOCAL TRAINING
MALE	6	5
FEMALE	7	11

LEAVE REPORT

TYPE OF LEAVE	NUMBER OF STAFF
Local Leave	90
Leave Abroad	13
Bereavement Leave	55
Sick Leave Without Sick Sheet	93
Sick Leave with Sick Sheet	87
Leave Without Pay	2
Inpatient	1
Study Leave with Pay	-
Maternity Leave	3

CORPORATE SERVICES - HR

132
ESTABLISHED
STAFF

11
GWE's

STAFF TURNOVER

MALE

FEMALE

Resignation	5	8
Retired	-	-
Non-renewal of contract	1	1
Termination	3	-
Suspension	1	1
Deemed to have resigned	-	2

FILLED

VACANT

112

10

FILLED

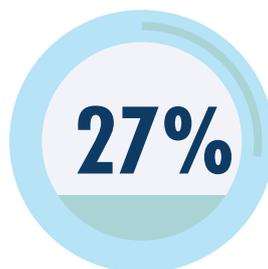
VACANT

9

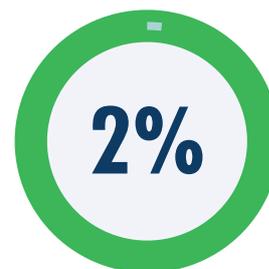
2



Technical Officers



Support Officers



Senior Executive

SECTION

FEMALE

MALE

TOTAL APPROVED
ESTABLISHMENT

Compliance & Investigation

5

2

9

Passport

9

3

15

Citizenship

3

1

5

Permits & Visa

11

6

21

Research & Development

3

-

4

Suva Border Control Office

4

2

7

Nadi Office

13

6

22

Lautoka Office

2

4

7

Labasa Office

3

2

7

Savusavu Office

2

1

5

Levuka Office

1

-

1

Rotuma Office

1

-

1

Corporate Services

5

19

26

IT Section

-

2

2

GWEs

1

8

11

TOTAL

63

56

143

CORPORATE SERVICES - HR

VEHICLE REPORT

NO.	VEHICLE REGISTRATION	STATION	TYPE OF VEHICLE	AGE (YEARS)	STATUS	CONDITION
1	GQ 588	Nadi	Sorenton	1 Year	Leased	Good
2	GQ 545	Lautoka	KIA Cerato	1 Year 7 months	Leased	Good
3	GQ 314	Labasa	4x2 Toyota Hilux	2 Years 7 months	Leased	Good
4	GQ 719	Suva	Kia Sorento	1 Year 6 months	Leased	Good
5	GQ 700	Suva	KIA Optima	1 Year 6 months	Leased	Good
6	GR 589	Suva	Toyota Hiace	10 months	Leased	Good
7	GQ 312	Suva	4x2 Hilux Toyota	3 Years 10 months	Leased	Good
8	GP 994	Suva	Hyundai Santa Fe	4 Years 2 months	FID owned	Good
9	GR 016	Suva	Maxus Mini Bus	3 months	FID owned	Good

REGISTRY UPDATES

PERMITS	NEW	EXTENSION
Work Permit	983	1169
Investor Permit	220	303
Residence Permit	-	-
Assured Income	193	145
Special Purpose	429	129
Co-Extensive	515	281
Appeal	194	-
Short term Permit	146	281
Variation	4	-
PI Uplift	866	-
TOTAL	3550	2172

RESULT

Output 8.1.1: Strategic HR documents/guidelines

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

Output 8.1.2: Policy Advice & Support on HRM

Policy Advice & Support on HRM include advise 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, advertisement, termination, suspension, disciplinary, leave administration and other personnel related issues including supervision of Registry procedures.

Output 8.2.1: Recruitment, Selection & Appointments

FID adhered to OMRS Guidelines in ensuring that recruitment and selection processes are consistent and transparent. FID ensures that competent officers (experience and qualified) are recruited in the right position at the right time. Ensuring that consistency is maintained and transparency in the recruitment and selection process staff were given equal opportunity to attend OMRS guidelines trainings conducted by the Ministry of Civil Service.

Output 8.2.3: Compliance to Disciplinary Guideline & Code of Conduct

FID had a total of seven (7) disciplinary cases that were executed in accordance with the Disciplinary guidelines. Out of the seven (7) disciplinary cases, four (4) staff were terminated and two (2) officers was issued with warning letters for breaches of the Public Service Code of Conduct whilst the remaining one (1) was ongoing case with the Fiji Independent Commission Against Corruption [FICAC]. The Department continuously provided awareness and refresher trainings on Civil Service disciplinary guidelines in its effort to minimize disciplinary issues hence staff were encouraged and given opportunity to attend investigators training to upgrade their knowledge and to be well versed with the revised disciplinary processes. A total of twelve (12) officers attended the Investigators training conducted by the Ministry of Civil Service during the year.

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Output 8.3.1: Conduct Staff Performance

- 1.1 The Ministry of Civil Service (MCS) had issued a Circular No. 08/2020 on "Performance Management Framework Transition Arrangement" dated 09 June 2020 which was effective from 02 June 2020.
- 1.2 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).
- 1.3 Accordingly, FID conducted annual performance assessment for eighty six (86) staff including three (3) Government Wage earners. Based on the assessment 88% staff were rated above 70% whilst 11% were encouraged and coached to improve their performance to be in par with the standard required by the Department.

Output 8.4.1: Facilitate Training & Development

During the period, 13 trainings were delivered through overseas and local courses and a total of 26 Officers attended. There was notable decline in the number of trainings due to the covid19 pandemic restrictions.

Output 8.4.2: Effective Leave Administration & Management

Staff 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 FID had a variation in the Person to Post during the reporting period as follows:

- i) Principal Admin Officer position on Band H was traded off to fill the position of Manager Human Resources on Band I; and
- ii) System Analyst project position on band G was created to manage IT issues and other infrastructure developments.

Output 8.4.4 Review of Job Descriptions/Formation on internal JE Committees

Continuous reviewing of Job Descriptions was on-going. HR will also clear the same from Ministry of Civil Service before a position is advertised. There were also trained personnel in the Department who were part of the internal Job Evaluation Committees. Manager Human Resources position on band H was evaluated to Band I.

Output 8.4.5 Effective Office Administration

The Section was headed by a Principal Administrative Officer level position and assisted by officers which include one (1) SAS position, one (1) AS position, two (2) EO levels, five (5) Clerical Officers, and 2 GWEs 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 upskilling themselves in order to meet the current demand and MQR of higher positions in the Department and also outside the Civil Service.

During the Financial year 2019/2020, approved staff establishment of 143 comprising of 132 Established and 11 Government Wage Earners [GWE] positions. Out of the 132 established positions, 114 were filled with remaining 18 vacant. Out of the 11 GWE positions, 10 filled and 1 vacant. Thus, leaving a total of 18 vacant positions which also included two (2) critical positions at Tier 2 (Director) and Tier 3 (Deputy Director) level.

The Department total staff turnover rate was 8% increase 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.

FID has a total of nine (9) Government vehicles in our pool. Out of the 9, six (6) were allocated to Suva Office, two (02) for Western Office (Nadi/Lautoka) and one (1) for the Northern Office (Labasa/Savusavu).

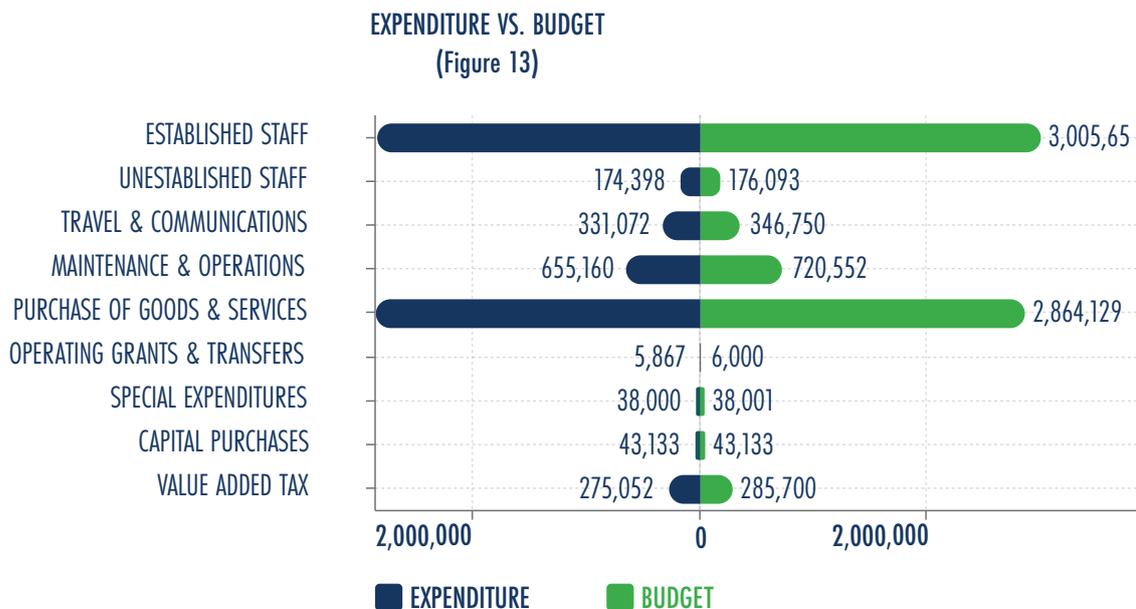
A total of four thousand two hundred and seventy [4270] mails were received during the reporting period. There was an increase in permit applications received in this period due to the increase number of local companies employing foreign nationals.

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 localities.

CORPORATE SERVICES - ACCOUNTS

EXPENDITURE VS. BUDGET



\$7.2m
Total Utilization

97%
Total Utilization (%)

\$7.5m
Total Budget

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 a monthly management report outlining the overall financial performance of the Department.

Output 8.6.1 Budget Submission 2019/2020

The Department has utilized 97% (\$7.2m) of the total budget of \$7.5m for financial year, 2019-2020.

Output 8.7.1 Timely processing of Payments

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 2. The timely Payroll reconciliation are carried out to detect fraud and error.

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 submission 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 2019/2020

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.

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 Section 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 un-presented cheques in the Drawings Account are un-presented 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
FIJIAN IMMIGRATION DEPARTMENT
FINANCIAL STATEMENT**

For the year ended 31 July 2020

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

10 August 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 DEPARTMENT OF IMMIGRATION
AUDITED FINANCIAL STATEMENTS - 31 JULY 2020

The audited financial statements for the Office of the Prime Minister and the Department of Immigration for the year ended 31 July 2020 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 2020

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 JULY 2020

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OFFICE OF THE AUDITOR GENERAL

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INDEPENDENT AUDITOR'S REPORT

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

Opinion

I have audited the financial statements of the Office of the Prime Minister and the Department of Immigration, 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 2020, 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 the Department of Immigration 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 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 ethical 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 Department of Immigration'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.

Auditor's Responsibilities for the Audit of the Financial Statements (Cont'd)

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 Department of Immigration'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 Department of Immigration.

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



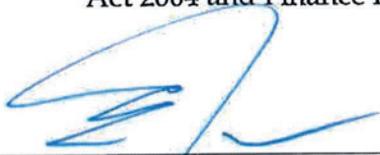
Suva, Fiji
10 August 2022

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

**MANAGEMENT CERTIFICATE
FOR THE YEAR ENDED 31 JULY 2020**

We certify that the consolidated financial statements:

- (a) fairly reflect the financial performance of the Office of the Prime Minister and Department of Immigration for the year ended 31 July 2020; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act 2004 and Finance Instructions 2010.



Yogesh Jitendra Karan
Permanent Secretary - Office of the PM

Date: 28/7/22



Amelia Kotobalavu Komaisavai
Director - Immigration



Benito Veramu
Principal Accountant
Office of the PM

Date: 27/07/22



Umeshwar Ram
Principal Accountant
Immigration

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
CONSOLIDATED STATEMENT OF RECEIPTS AND EXPENDITURE
FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
RECEIPTS			
Operating Revenue		12,061,538	11,433,053
Miscellaneous Revenue		35,720	536
TOTAL REVENUE	3 (a)	12,097,258	11,433,589
EXPENDITURE			
Operating Expenditure			
Established Staff		5,121,105	5,350,211
Government Wage Earners		558,387	563,334
Travel & Communication	3 (b)	1,583,276	1,481,311
Maintenance & Operations		1,347,514	1,315,523
Purchase of Goods & Services	3 (c)	3,055,352	560,679
Operating Grants & Transfers	3 (d)	404,831	347,856
Special Expenditure	3 (e)	212,415	273,134
Total Operating Expenditure		12,282,880	9,892,048
Capital Expenditure			
Capital Construction	3 (f)	43,133	---
Capital Purchase			---
Capital Grants & Transfers	3 (g)	1,300,427	5,248,132
Total Capital Expenditure		1,343,560	5,248,132
Value Added Tax	3 (h)	366,856	194,564
TOTAL EXPENDITURE		13,993,296	15,334,744

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
CONSOLIDATED APPROPRIATION STATEMENT
FOR THE YEAR ENDED 31 JULY 2020

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	5,518,803	(50,020)	5,468,783	5,121,105	---	347,678
2	Government Wage Earners	591,629	3,770	595,399	558,387	---	37,012
3	Travel & Communication	1,782,415	(87,379)	1,695,036	1,583,276	---	111,760
4	Maintenance & Operations	1,088,832	521,416	1,610,248	1,347,514	---	262,734
5	Purchase of Goods & Services	2,579,710	569,950	3,149,660	3,055,352	---	94,308
6	Operating Grants & Transfers	821,000	(234,958)	586,042	404,831	---	181,211
7	Special Expenditure	200,000	26,001	226,001	212,415	---	13,586
	Total Operating Expenditure	12,582,389	748,780	13,331,169	12,282,880	---	1,048,289
	Capital Expenditure						
8	Capital Construction	---	43,133	43,133	43,133	---	---
10	Capital Grants & Transfers	2,986,054	(791,913)	2,194,141	1,300,427	---	893,714
	Total Capital Expenditure	2,986,054	(748,780)	2,237,274	1,343,560	---	893,714
13	Value Added Tax	508,700	---	508,700	366,856	---	141,844
	TOTAL EXPENDITURE	16,077,143	---	16,077,143	13,993,296	---	2,083,847

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CONSOLIDATED STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2020

Loss of Money

There was no loss of money recorded for the Office of the Prime Minister and Department of Immigration for the financial year ended 31 July 2020.

Loss of Revenue

There was no loss of revenue recorded for the Office of the Prime Minister and Department of Immigration for the financial year ended 31 July 2020.

Loss of Assets

There were no losses recorded by the Office of the Prime Minister and the Department of Immigration for the financial year ended 31st July 2020.

The following assets worth \$146,934 were written off following the Board of Survey for the Office of the Prime Minister for the period ended 31st July 2020.

Fixed Asset Category	AMOUNT (\$)
Motor Vehicles	100,444
Office Equipment	37,016
Furniture & Fittings	2,940
Others	6,534
Total	146,934

The following items worth \$78, 545 were written off, following the Board of Survey for the Department of Immigration for the period ended 31st July 2020.

Fixed Asset Category	Amount (\$)
Motor vehicles	---
Office Equipment	33,668
Furniture and Fittings	21,448
Others	23,429
Total	78,545

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CHINESE GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
RECEIPTS			
Interest		497	551
Total Receipts	3 (i)	<u>497</u>	<u>551</u>
PAYMENTS			
Assistance to Fiji Bowls		---	10,000
Repair of Protocol Vehicles		126,125	---
Withholding Tax		50	55
Bank Audit Certificate		40	---
Total Payments		<u> </u>	<u>10,055</u>
Net (Deficit)/Surplus		(125,718)	(9,504)
Opening balance as at 1 August 2019		541,223	550,727
Closing Balance as at 31 July 2020	4 (a)	<u>415,505</u>	<u>541,223</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

CHINESE GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
RECEIPTS			
Interest		497	551
Total Receipts	3 (i)	497	551
PAYMENTS			
Assistance to Fiji Bowls		---	10,000
Repair of Protocol Vehicles		126,125	---
Withholding Tax		50	55
Bank Audit Certificate		40	---
Total Payments		126,215	10,055
Net (Deficit)/Surplus		(125,718)	(9,504)
Opening balance as at 1 August 2019		541,223	550,727
Closing Balance as at 31 July 2020	4 (a)	415,505	541,223

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

TAIWAN GRANT TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
RECEIPTS			
Interest Received		406	435
Total Receipts	3 (j)	<u>406</u>	<u>435</u>
PAYMENTS			
Assistance to Community Projects		15,304	30,840
Assistance to Schools		---	---
Bank Charges			40
Withholding Tax		41	43
Total Payments		<u>15,345</u>	<u>30,923</u>
Net (Deficit)/ Surplus		(14,939)	(30,488)
Opening Balance as at 1 August 2019		404,555	435,043
Closing Balance as at 31 July 2020	4 (b)	<u>389,615</u>	<u>404,555</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

RETENTION FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
RECEIPTS			
Interest		1,303	1,420
Retention for Nabua Resource Centre		---	8,513
Retention for Ballantine Memorial School		29,730	14,865
Retention for Naseyani Primary School		---	8,373
Retention for Tavua District School		---	14,258
Retention for Nubu Primary School		---	2,425
Retention for Dogotuki District School		---	2,726
Retention for Vuya District School		---	8,753
Retention for Kubulau District School		---	9,714
Retention for Immaculate Conception Primary School		---	6,312
Retention for Dama District School		---	12,070
Retention for Bukuya Health Centre		---	29,633
Retention for Raiwai Youth Hall		---	35,405
Retention for Suvavou Kindergarten		---	3,391
Retention for Rukurukulevu Village		---	14,925
Retention for Nausori District School		---	15,558
Retention for Biausevu Village Women's Group		1,618	20,563
Retention for Qelemumu Primary School		---	21,970
Retention for Bocalevu Village		---	3,995
Retention for Ratu Veikoso Primary School		---	14,585
Retention for Uluivalili College		---	26,805
Retention for Navuso District School		---	8,077
Retention for Cautata District School		---	8,022
Retention for Lomaiviti Nursing		---	30,826
Retention for Nabukaluka Primary School		---	8,118
Retention for Nasivikoso Village School		5,022	20,087
Retention for Sawanikula Primary School		---	17,004
Retention for Suva Methodist Primary School		40,381	16,591
Retention for Immaculate Conception College		13,455	1,500
Retention for Korovou Crematorium		9,549	
Retention for Nadaradave Evacuation Center		6,317	
Total Receipts	3 (k)	107,373	386,484

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

RETENTION FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS

(continued...)

FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
PAYMENTS			
Bank fee			142
Resident Withholding Tax			---
Withdrawal Transfer			---
FRCS Payments		11,783	32,156
Retention Payment - Nausori Primary School		38,186	---
Retention Payment - Mamanuca Primary School			---
Retention Payment - Vunisaiki Primary School			54,385
Retention Payment - Nabua Resource Centre			16,607
Retention Payment - Vatulele District School			---
Retention Payment - Tavua District School		12,368	12,368
Retention Payment - Biauvalu Village Women's Group		6,947	32,777
Retention Payment - Vuya District School			25,844
Retention Payment - Nubu Primary School			14,149
Retention Payment - Bukuya Health Centre		21,168	21,168
Retention Payment - Kubulau District School			9,253
Retention Payment - Nausori District School		22,266	22,266
Retention Payment - Queen Victoria School			11,336
Retention Payment - Naseyani Primary School		9,851	9,851
Retention Payment - Cautata District School		6,958	6,958
Retention Payment - Navuso District School		7,342	7,006
Retention Payment - Raiwai Youth Hall		56,301	56,301
Retention Payment - Sawanikula Primary School			8,112
Retention Payment - Dama District School			8,528
Retention Payment - Rukuruku Village School			6,820
Retention Payment - Immaculate College		16,026	8,892
Retention Payment - Bocalevu Village			3,812
Retention Payment - Dogotuki District School		6,760	6,760
Retention Payment - Nabukaluka Primary School		7,042	7,042
Retention Payment - Qelemumu Primary School		6,760	6,760
Retention Payment - Ratu Veikoso Primary School		7,293	6,958
Retention Payment - Suvavou Village			7,281
Retention Payment - Lomaiviti Nursing			20,656
Retention Payment - Uluivalili College			615
Retention Payment - Vaturova High School			10,982
Retention Payment - Suva Methodist Primary School		27,179	-----
Retention Payment - Korovou Crematorium		4,555	-----
Total Payments		268,786	435,785
Net (Deficit)/Surplus		(161,412)	(49,301)
Opening Balance as at 1 August 2019		1,329,757	1,379,059
Closing Balance as at 31 July 2020	4 (c)	1,168,345	1,329,758

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

MAHOGANY INDUSTRY COUNCIL FUND - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
RECEIPTS			
Interest		7,294	18,738
Total Receipts	3 (I)	<u>7,294</u>	<u>18,738</u>
PAYMENTS			
Audit Fees		50	100
Bank chargers		62	63
Withholding Tax		818	1,874
License Fees		54,249	394,346
Branding Legal Fees		311	25,753
Loan Repayment		1,700,000	-----
Total Payments		<u>1,755,490</u>	<u>422,136</u>
Net (Deficit)/ Surplus		(1,748,196)	(403,398)
Opening Balance as at 1 August 2019		1,752,571	2,155,969
Closing Balance as at 31 July 2020	4 (d)	<u>4,375</u>	<u>1,752,571</u>

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

IMMIGRATION TRUST FUND ACCOUNT - STATEMENT OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 JULY 2020

	Notes	2020 (\$)	2019 (\$)
RECEIPTS			
Immigration Bond Received in WBC account		1,361,007	6,276,246
Immigration Bond Received in HFC account		5,061,036	
Total Received	3 (m)	6,422,043	6,276,246
Interest Earned in WBC Bank Account		7,073	-----
Interest Earned in HFC Bank Account		790,662	-----
Total Interest Earned		797,735	-----
Adjustment of fund transferred from WBC to HFC		25,000,000	-----
TOTAL RECEIPTS		32,219,778	-----
PAYMENTS			
Immigration Bond Payment in WBC account		4,929,342	4,404,845
Immigration Bond Payment in HFC account		1,967,914	-----
Total Payments		6,897,256	4,404,845
Bank charges for WBC Bank Account		403	-----
Bank charges for HFC Bank Account		79,616	-----
		80,019	-----
TOTAL		6,977,275	-----
Net Surplus		25,242,503	1,871,401
Opening Balance as at 1 August 2019		5,596,028	28,724,628
Closing Balance as at 31 July 2020	4 (e)	30,838,531	30,596,029

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2020

NOTE 1: REPORTING ENTITY

Office of the Prime Minister and Department of Immigration

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 Department of Immigration, 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 Department of Immigration 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, 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/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.

**OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2020**

NOTE 2: STATEMENT OF ACCOUNTING POLICIES (Continued...)

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 the actual cash is received by the Office/Department.

(e) Consolidated Accounts

The financial statements of the Office of the Prime Minister and Department of Immigration are consolidated as stated in the year 2019 - 2020 Appropriation Promulgation or Annual Appropriation Act.

NOTE 3: SIGNIFICANT VARIATIONS

- (a) Total revenue increased by \$663,669 or 6% for the financial year ending 31 July 2020 compared to 31st July 2019. This was mainly due to the increase in miscellaneous revenue received by the Office of the Prime Minister and increase in permits, visa, citizenship and search fees received by the Department of Immigration.
- (b) Travel and communication costs increased by \$101,965 or 7% for the financial year ending 31st July 2020 compared to 31st July 2019. This was mainly due to the increase in overseas travels and increase in telecommunication bills by staff of the Department of Immigration.
- (c) Purchase of goods and services costs increased by \$2,494,673 or 445% for the financial year ending 31 July 2020 compared to 31st July 2019. This was mainly due to the increase in the purchase of office equipment for the Office of the Prime Minister and increase in the purchases of passports by the Department of Immigration.
- (d) Operating grants and transfers costs increased by \$56,975 or 16% for the financial year ending 31st July 2020 compared to 31st July 2019. This was mainly due to the increase in grants paid out to the Rabi Island Council by the Office of the Prime Minister and the increase in operating grant for PIDC (Pacific Immigration Director's Conference) for the Department of Immigration which is now being paid from SEG 7.

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2020

NOTE 3: SIGNIFICANT VARIATIONS (*Continued...*)

- (e) Special expenditure costs decreased by \$60,719 or 22% for the financial year ending 31st July 2020 compared 31st July 2019. This was mainly due to the reduction in protocol and hospitality expenses for the Office of the Prime Minister.
- (f) Capital construction costs increased by \$43,133 for the financial year ending 31st July 2020 compared to 31st July 2019. This was due to the increase in capital construction for the upgrade of the Department of Immigration Office as there was no budget provided in the 2019 -2020 financial year.
- (g) Capital grants and transfers costs decreased by \$3,947,705 or 75% for the financial year ending 31st July 2020 compared to 31st July 2019. This was due to the decrease in the volume of payments facilitated for the small grants' projects received through the development co-operation and facilitation office.
- (h) Value added tax costs decreased by \$172,292 or 89% for the financial year ending 31st July 2020 compared to 31st July 2019. This was due to the reduction for the purchases of goods that are VAT inclusive.
- (i) The decrease in Chinese grant trusts receipts is mainly attributed to the decrease in interest received from the bank during the year.
- (j) The decrease in Taiwan grant trusts receipts is mainly attributed by the decrease in interests received from the bank during the year.
- (k) The decrease in Retention trust receipts is mainly attributed by the decrease in small grant scheme projects undertaken. The decrease in projects have led to less payments to contractors resulting in the reduction of retained amounts while projects are carried out.
- (l) The decrease in Mahogany Industry Council trust receipts is mainly attributed by the low interests received from the bank during the year.
- (m) The increase in Immigration Bond received was due to an increase in permits issued.

**OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2020**

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 four main trust fund bank accounts.

The Department of Immigration operates and maintains one main trust fund bank accounts. Given below are the details of these accounts:

(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 request 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 approving 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 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 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.

**OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
FOR THE YEAR ENDED 31 JULY 2020**

(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 Act of 2010 and Mahogany Industry (licensing and branding) Act of 2011. The administration of the proceeds was handled by the Ministry of Economy and was only transferred to the Office of the Prime Minister, as Secretariat of the Mahogany Industry Council ('Council'), in August 2015. The use of the proceeds is at the discretion of the Mahogany Industry Council.

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. The Department changed the Immigration Trust account from Westpac bank to HFC bank as HFC provided higher interest rates than Westpac bank and other banks. The HFC immigration Trust account was opened on the 30th August 2018. Now the department is depositing the Trust fund received and processing bond refunds from HFC Immigration Trust Account. The department did not close the Westpac account because there is still money in that account.

NOTE 5: APPROPRIATION MOVEMENTS

There was no redeployment of the Office/Department's funds during the year ended 31 July 2020. Other movements were made through virements as follows:

5.1 Office of the Prime Minister

Virement No	From	To	Amount (\$)
01/2019-2020	SEG 6	Various	107,958
02/2019-2020	SEG 2	SEG 2	8,000
03/2019-2020	SEG 1	SEG 1	6,000
04/2019-2020	SEG 2	SEG 2	2,000
05/2019-2020	SEG 2	SEG 2	2,000
06/2019-2020	SEG 1	SEG 1	1,200
07/2019-2020	SEG 6	Various	127,000
08/2019-2020	SEG 1	Various	2,077
09/2019-2020	SEG 3	Various	173,000
20/2019-2020	SEG 10	Various	257,021
24/2019-2020	SEG 10	SEG 5	534,892

OFFICE OF THE PRIME MINISTER AND DEPARTMENT OF IMMIGRATION
 NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS (continued...)
 FOR THE YEAR ENDED 31 JULY 2020

NOTE 5: APPROPRIATION MOVEMENTS (*Continued...*)

5.2 Department of Immigration

Virement No	From	To	Amount (\$)
01/2019-2020	SEG 7	SEG 5	36,000
02/2019-2020	SEG 5	SEG 8	47,926
03/2019-2020	SEG 9	SEG 5	300,000
04/2019-2020	SEG 8	SEG 5	80,000
05/2019-2020	SEG 7	SEG 5	30,000
06/2019-2020	SEG 2	SEG 1	9,799
07/2019-2020	SEG 2	SEG 3	50,000
08/2019-2020	SEG 5	SEG 7	20,000
09/2019-2020	SEG 2	SEG 3	40,000
10/2019-2020	SEG 1	SEG 3	40,000
12/2019-2020	SEG 1	SEG 3	27,5192
13/2019-2020	SEG 5	SEG 4	2,412
14/2019-2020	SEG 1	SEG 4	5,000
15/2019-2020	SEG 2	SEG 2	5,000
16/2019-2020	SEG 7	SEG 4	6,798
17/2019-2020	SEG 4	SEG 5	2,224
18/2019-2020	SEG 3	SEG 3	6,230
19/2019-2020	SEG 1	SEG 4	20,000
20/2019-2020	SEG 10	Various	257,021
21/2019-2020	Various	SEG 4	8,024
22/2019-2020	SEG 5	SEG 7	38,000
23/2019-2020	SEG 5	SEG 8	23,716
24/2019-2020	SEG 10	SEG 5	534,892

Office Location

Level 3 & 4 Government Building, New Wing, Suva.
&
Carnarvon Street, Suva – Corporate Service Office.

Postal Location

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Fax : (679) 3317620
Web: www.pmooffice.gov.fj

Fijian Immigration Department (Head Office)- Suva

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