

**PARLIAMENT OF THE  
REPUBLIC OF FIJI**

# 2018-2019 ANNUAL REPORT

## PARLIAMENT

Parliamentary Paper No. 76 of 2023



## ABOUT THIS REPORT

This Report reviews the performance of the Parliament of the Republic of Fiji (**'Parliament'**) over the 2018–2019 reporting period against the targets published in the 2018 Operational Plan and Strategic Plan 2018–2022.

This Report including the financial statements and audit report is available on the Parliament's website at [www.parliament.gov.fj](http://www.parliament.gov.fj).

The images used in this Report were captured throughout the 2018–2019 financial year.

## REFERRAL LETTER

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

### **RE: 2018–2019 ANNUAL REPORT**

Dear Sir,

I have pleasure in forwarding to you the Annual Report (**'Report'**) on the operations of the Parliament for the period 1 August 2018 to 31 July 2019.

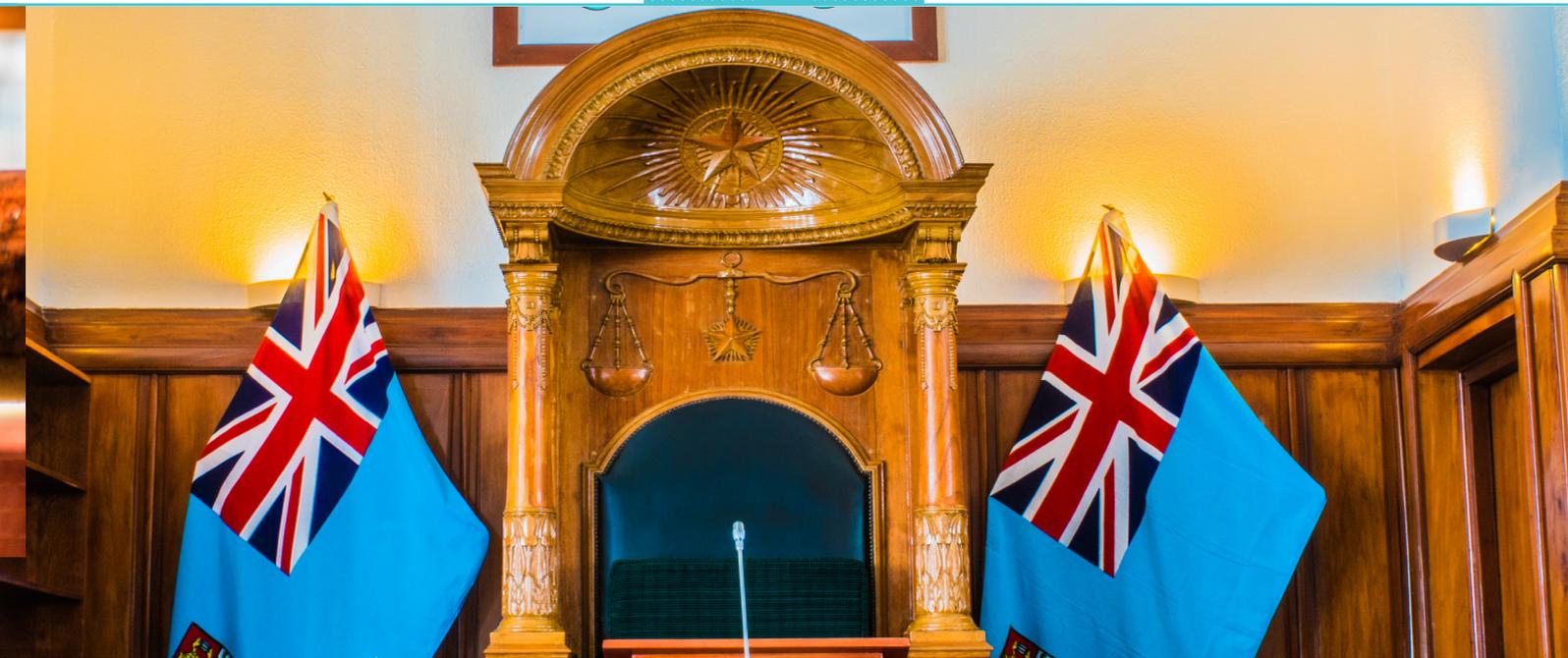
The Report highlights the Parliament's performance and achievement in delivering services to the Honourable Speaker of Parliament, the Honourable Members of Parliament and the Fijian people.

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

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

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**ACRONYMS**

<b>CPA</b>	Commonwealth Parliamentary Association
<b>CSOs</b>	Civil Society Organisations
<b>CWP</b>	Commonwealth Women Parliamentarians
<b>FBEA</b>	Fiji Business Excellence Awards
<b>FPSP</b>	Fiji Parliament Support Project
<b>ICT</b>	Information Communication Technology
<b>IPU</b>	Inter-Parliamentary Union
<b>MP(s)</b>	Member(s) of Parliament
<b>SDGs</b>	Sustainable Development Goals
<b>UNDP</b>	United Nations Development Programme
<b>USP</b>	University of the South Pacific



## FOREWORD: HONOURABLE SPEAKER OF PARLIAMENT

Parliament was dissolved on 30 September 2018, signalling the end of the first Parliamentary term under the 2013 Constitution. The general election was held on 14 November 2018. In 4 years, the Parliament had grown from strength to strength, supported by stakeholders and serviced by a well-trained secretariat, enabling a functional and vibrant Parliament.

On 22 December 2018, my predecessor and Speaker of the Parliament, Hon. Dr Jiko Luveni sadly passed away. She had accepted the role in 2014, at a critical time when Fiji had just the year before, promulgated a new Constitution. The late Dr Luveni, was determined to make Parliament work under her tenure and it was through the initiatives she spearheaded, that gave the Parliament the much-needed visibility, under a new Constitution.

I am pleased to note that a special tribute dedicated in her honour, is in this report.

My tenure as Speaker began in February 2019. Having served previously as Speaker prior to 2014, this responsibility was not taken lightly and I endeavoured to do my best to serve the new term of Parliament effectively and thereafter, continue the good work the late Speaker had started.

With 25 new Members of Parliament (**‘MPs’**) and 26 returning MPs, the Parliament prepared itself to take on the challenges of a new term. Notably there was an increase in the number of women (10) and the Parliament strived to strategise its programmes/ services, resource and capacity support accordingly.

My re-entry into the Parliament arena could not have come at a better time, as on Thursday, 16 May 2019, Parliament was graced with the presence of the United Nations Secretary-General H.E Antonio Guterres who addressed Members of Parliament during the Parliament sitting. This historic visit was indeed an honour in this early stage of my tenure as Speaker in the new term.

*“This legislature demonstrates another of Fiji’s important achievements. Representatives from different political parties, backgrounds and experiences are here together to debate*



*and decide on national issues. This was not always the case in many parts of the world, and I congratulate you on your efforts to make this Parliament – and Fiji itself – a place of inclusiveness, equality, diversity and tolerance.”*

*(H.E Antonio Guterres, Secretary-General of the United Nations)*

The Achievement Award won by the Parliament for its successful implementation of the Business Excellence Framework and its recognition as the best Innovative team at the 2018 National Quality Convention, placed it in good stead to effectively deliver in the new term of Parliament. Previous connections made both on a regional and international level, afforded opportunity for the Fijian Parliament to find meaningful and good standing amongst the ranks of Parliaments in the world.

I commend the Parliament for its steadfastness in consolidating the lessons learned from the challenges of a new Parliament, ensuring a vibrant and dynamic Parliament and I thank all stakeholders for their continued dedication and support.

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



## STATEMENT: SECRETARY-GENERAL TO PARLIAMENT

The Parliament strived to provide through its services and new initiatives the highest level of support to the Honourable Speaker and the Honourable Members of Parliament in the new term. The Parliament collaborated to facilitate its core activity of Parliament sitting days for the period 1 August 2018 to 31 July 2019.

The Parliament considered that the ‘Dissolution of Parliament’ was a completely new process and necessary as a Constitutional requirement.

After the 4-year term of Parliament, the process was required to be activated before the general election took place on 14 November 2018. In light of this, a dissolution pamphlet was put together jointly with the United Nations Development Programme (‘UNDP’) Fiji Parliament Support Project (‘FPSP’) with the aim of preparing the Honourable Members for dissolution of Parliament. Parliament was dissolved on 30 September 2018 and the Parliament smoothly transitioned to prepare for the new term, falling back on its developed systems and processes.

The re-appointment of the Speaker and the appointment of a new Deputy Speaker both females, heralded in the new term of Parliament along with the swearing in of the 51 elected MPs. As 2018 drew to a close, the Parliament was unfortunately beset with the untimely demise of the Speaker on 22 December and the Deputy Speaker took over the reigns until the new Speaker was appointed on February, 2019.

In the new term, the Parliament was committed to allocating relevant funds and assigning resources to cater for gadgets, awareness/capacity building and training programmes, Parliamentary peer-to-peer learning/networking and infrastructural upgrade, with the aim of fully supporting the Honourable Members as lawmakers and representatives of the people.

Each of the six Standing Committees were serviced by its own secretariat skilled to provide the necessary support accompanied by the IT capacity that ensured submissions to committees had efficient coverage and *Hansard* support.

The launching of the new media gallery during this financial year, signified the important relationship between Parliament and the media and was a significant part of efforts to reach out to the public, civil society groups and the wider community.



The Parliament continued to enhance its outreach through the ‘Parliament Bus’ and ‘Meet the Speaker’ programmes and whilst the latter slowed down, due to pressing engagements of the Speaker, there was still a huge interest in the workings of Parliament, which resulted in a high number of visits to the Parliament and an increase in following on the Parliament’s social media platforms.

At this juncture, I wish to pay tribute to two of our dear staff Mrs Vika Katalau and Ms Loraini Korovusere, who suddenly left us in February and July 2019 respectively. Our heartfelt gratitude to them and their families for the dedication they demonstrated as employees of the Parliament.

Notably in 2018, an organisational review and salary restructure was undertaken for the Parliament staff and was successfully implemented in January of the following year. This exercise was necessary to ensure a workforce that had the correct skills set to serve the Parliament and paid the appropriate remuneration accordingly.

I acknowledge the staff of the Parliament and stakeholders for their commitment to the work of Parliament.

I am honoured to present this Annual Report for the period 1 August 2018 to 31 July 2019.

.....  
 Viniana Namosimalua (Mrs)

**Acting Secretary-General to Parliament**



## TRIBUTE TO THE LATE SPEAKER OF PARLIAMENT

The late Hon. Dr Jiko Luveni was appointed on 6 October 2014 as the first female Speaker of the Fijian Parliament, a position she held until her demise on 22 December 2018.

She served as a Cabinet Minister prior to her appointment as Speaker.

The late Speaker's commitment to Parliament as its procedural and administrative authority was fully recognised by the Members of Parliament, stakeholders and staff of the Parliament. Her vision that the Parliament be on par with the rest of the world resulted in the Fijian Parliament's engagement and participation in regional and international forums that advocated Parliament best practice; the impact of which were the successful adoption of these practices by the Fijian Parliament.

During her tenure, the late Dr Luveni played a significant leadership role in raising awareness of the Sustainable Development Goals ('SDGs') amongst the Members of Parliament and her strong support to the committees in respect of the mainstreaming

of the SDG development initiatives. She was instrumental in bringing to the fore the seventeen (17) SDG goals through the 'Meet the Speaker' initiative and related Parliament activities such as the 'Parliament Bus' programme.

The late Speaker had a strong voice in advocating for women in leadership domestically and led by example in her role, as she championed gender equality and on many occasions was invited to participate in global women leadership forums.

It was through her vision that the sign language interpretation services were introduced in the Parliament sittings and resulted in an agreement signed in February 2019 between the Fiji Association of the Deaf and the Parliament. Under her leadership also, the Parliament media gallery was constructed within the Chambers to allow for effective and accurate reporting of Parliamentary proceedings.

The late Hon. Dr Luveni will always be remembered for her foresight, her services to the Fijian Parliament and invaluable contribution to the nation.



## Our Purpose

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

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

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

## Our Vision

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

## Our Mission

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

## Our Approach

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

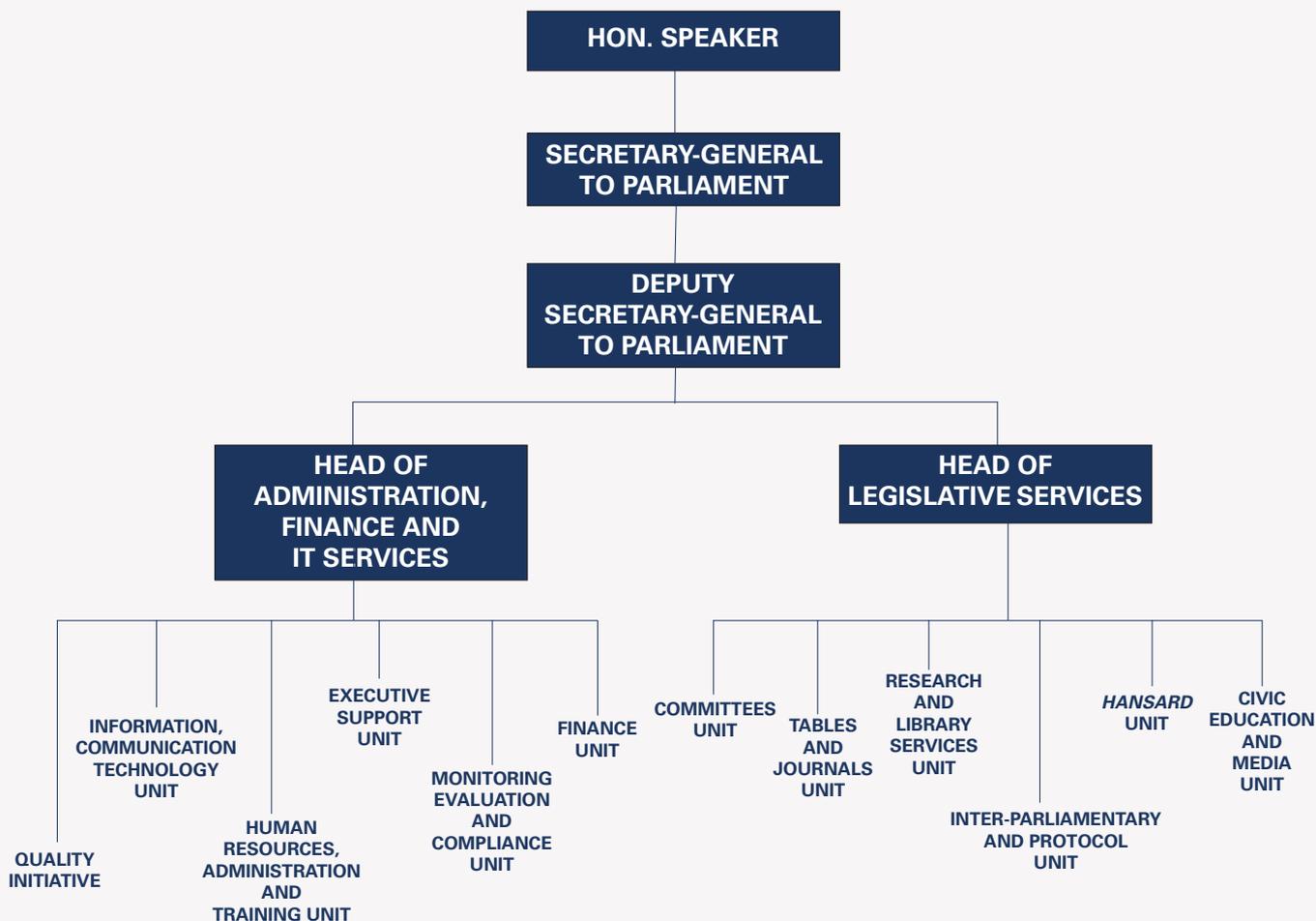
## Our Values

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

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



## ORGANISATION STRUCTURE





## PERFORMANCE OVERVIEW



The 2018–2019 financial year saw the reappointment of His Excellency the President Major-General (Ret'd) Jioji Konusi Konrote in a special sitting of Parliament on 31 August 2018.

The Parliament secretariat prepared the 'What Happens After Parliament's Dissolution' pamphlet just before the 2018 elections to guide the post dissolution processes of Parliament ensuring a smooth transition to a new term.

Parliament was dissolved on 30 September 2018 in accordance with section 58(3) of the Constitution and the general election was held on 14 November 2018.

The elected MPs were sworn in on the morning of 26 November 2018 and the Speaker, the late Hon. Dr Jiko Luveni, was reappointed as Speaker for the second term.

His Excellency the President opened the new Parliament session with the Presidential address on the afternoon of 26 November 2018.

With high anticipation for another successful year, Parliament preparations for the new term took an unexpected pause with the passing of the Speaker in December 2018 and the role was briefly taken over by the Deputy Speaker the Hon. Veena Bhatnagar. The new Speaker H.E Ratu Epeli Nailatikau was appointed on 11 February 2019 and the transition of business was smooth, given that the new Speaker had vast experience, having assumed the role before.

Key to the delivery of services by the Parliament secretariat are its five strategic priorities. These are —

1. Respect for the relevance and independence of Parliament;
2. An effective Parliament with exceptionally capable people;
3. Sustainable service delivery through operational excellence;
4. Information Communication Technology ('ICT') to facilitate the services of Parliament; and
5. Extensive engagement and effective communications.

### 1. RESPECT FOR THE RELEVANCE AND INDEPENDENCE OF PARLIAMENT

One of the primary roles of the Legislative Services Division is to ensure that relevant documents and Parliamentary papers are prepared well in advance along with the provision of accurate advice so that proceedings are conducted in accordance with accepted Parliamentary practices and as provided for under the Standing Orders. All scheduled sittings of the Parliament and Committees were effectively conducted through the provision of professional and administrative support services to the Honourable Members.

This support service also ensured that Committees effectively functioned in accordance with the statutory and procedural requirements as stipulated under the Constitution, Standing Orders and other existing laws in Fiji as well as established practices and procedures of legislative bodies in other jurisdictions that are similar in nature to the Fijian Parliament.



With the gradual improvement to operating systems and processes, staff capacity and capabilities, the secretariat ensured effective and efficient Sitting days particularly with the gradual increase since 2016.

There was a slight decline in the Sitting days in 2018 with Parliament dissolution in September of 2018 and the subsequent general election that was held in mid-November. Notably, Parliament adopted a new sitting calendar for 2019 that had again increased the number of Sitting days.

**Parliament Sitting Days**

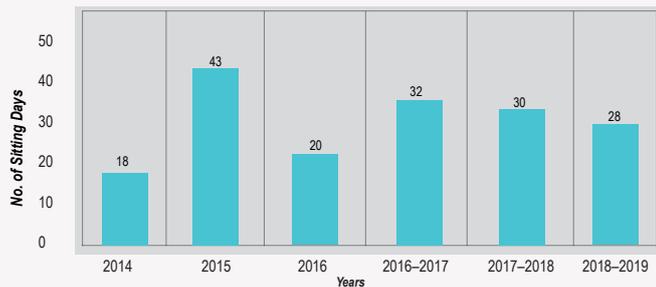


Figure 1: Total number of Parliament sitting days as per the respective annual Parliament Sitting Calendar

There was relatively reduced Sitting days during the election year in view of dissolution and the resumption of Parliament with new Members.

Parliament continued to maintain business, organising its House and Standing Committee meetings.

The Hon. Speaker chaired the 9 Business Committee meetings supported by the secretariat in accordance with the Standing Orders. The business to be considered by Parliament each sitting day is the responsibility of the Business Committee. Almost 50% of Parliament business involved oral questions followed by presentation of papers and certain documents such as annual and audit reports. Written questions, statements and consideration of Bills accounted for the remaining 12%.

**Parliament Business**

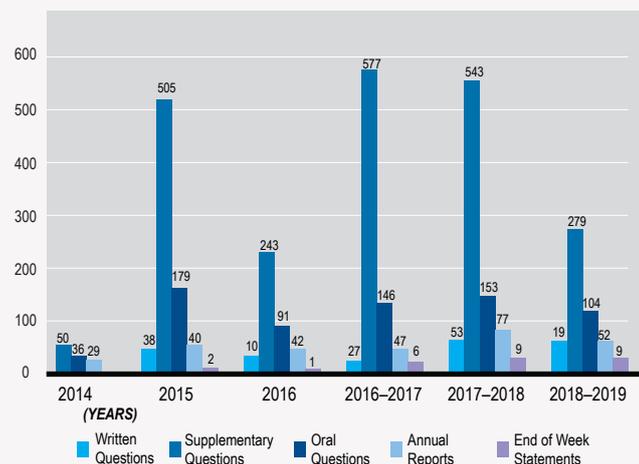


Figure 2: Parliament Business

At the beginning of 2019, the Standing Orders Committee undertook the normal review of the Standing Orders and on 1 April 2019, the Parliament adopted amendments which came into force on the same day.

**Facilitation of Parliament Sittings and Standing Committee Meetings**

All Standing Committees were supported by their respective secretariat throughout this financial year. A total of 26 Bills were introduced and 23 passed in Parliament. There was a notable decrease in the number of Bills due to the lead up to the 2018 general election.

**Bills Introduced and Passed**



Figure 3: Bills passed during the Parliament term 2014-2019

The Parliament witnessed the introduction and approval of a number of legislation on important matters such as anti-corruption, climate finance and budget. During this reporting period, the House introduced 26 Bills and 23 were enacted.

Since the resumption of Parliament in October 2014, MPs have been actively involved in their legislative functions as seen in Figure 3.

**Standing Committee Meetings**

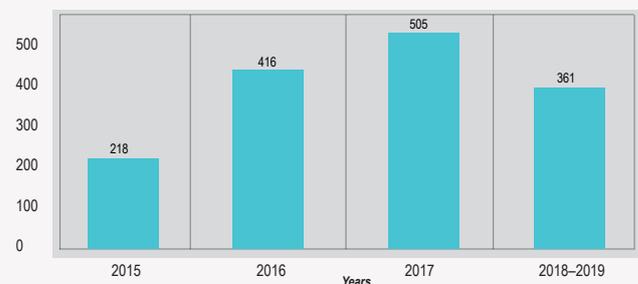


Figure 4: Standing Committee Meetings

The number of committee meetings continued to increase between 2014-2017 and then declined in 2018. As Parliament approached dissolution in mid-2018, the number of meetings reduced. In the new term of Parliament, the secretariat was instrumental



in servicing the meetings, through the provision of meeting papers, minutes and verbatim. The support of the secretariat was also important in providing advice to the committees, coordinating submissions and facilitating field visits, public consultations and official engagements related to the work of the committees.

The secretariat continued to be supported by the UNDP FPSP in the work of committees through a range of activities including trainings for committee Members both locally and abroad, technical assistance to committees and participation of committee Members as resource persons in regional trainings.

**Committee Reports**

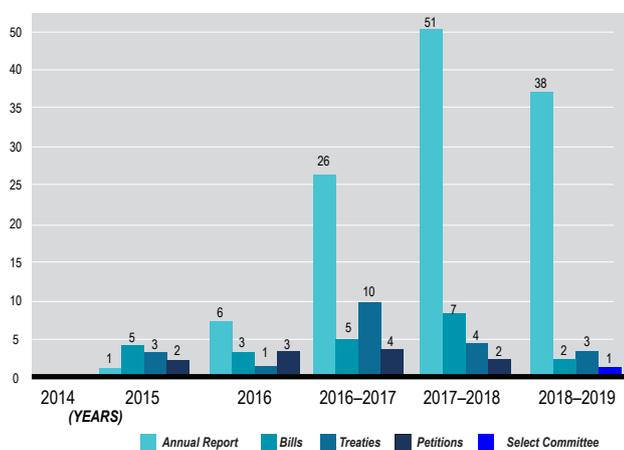


Figure 5: Committee Reports tabled during the Parliament term 2014-2018

An important deliverable of the committee secretariat is facilitating the tabling of reports in Parliament and Figure 5 illustrates that the number of reports increased as the years progressed, with committee review on annual reports being the highest tabled between 2015-2019.

Parliament continued to be strengthened through critical legislative and oversight functions of committees by way of induction, training, workshops and seminars. The UNDP FPSP provided the necessary support by securing technical experts on long term. In view of the election in November 2018 and the decline in the number of committee meetings in 2018, there was a slight decline in support to the committees from the UNDP FPSP in the same year.

Induction for the Parliament Standing Committees was undertaken in early 2019 in view of new Standing Committee Members post-election. This was aimed at enhancing knowledge and skills, sharing information and exchanging of ideas on the workings of the Standing Committees. The

Fijian Parliament with the support of the UNDP FPSP, launched a Guidance Note titled "Oversight of the Implementation of the SDG: Guidance Note for the Standing Committees of the Parliament of the Republic of Fiji". The Guidance Note enhanced the integration of the SDGs across the work of all the Standing Committees. The committees were assisted through actions contained in the note to improve oversight in tracking progress towards the SDGs.

Committee staff were trained on the topic of mainstreaming SDGs in Parliamentary work and communication. They were introduced to the use of the Guidance Note and how to apply the SDGs in the work of the Parliament through the committees.

**Managing Proceedings of the House**

Even with the untimely demise of the head of the *Hansard* unit, *Hansard* reports were successfully delivered 100% in all the sittings during this financial year.

Verbatims continued to be produced for the Standing Committee meetings.

**Strengthening Inter-Parliamentary Relations**

The secretariat facilitated the signing of a Memorandum of Cooperation between the Parliament of Georgia and the Fijian Parliament on 8 March 2019, enabling mutual exchange benefits for MPs and staff of the two Parliaments.

Logistical, protocol services and travel arrangements were provided to the Speaker and the MPs and protocol facilitation for official delegations to the Fijian Parliament were also accorded where appropriate.

**2. AN EFFECTIVE PARLIAMENT WITH EXCEPTIONALLY CAPABLE PEOPLE**

**Building a Dynamic Workforce**

Two senior committee staff were on attachment with the Victoria Parliament to learn more about how committee meetings/hearings are conducted and more importantly to gain insight into how Bills and documents are scrutinised. The attachment provided hands-on learning opportunity that allowed the staff to shadow different committees and observe their working methods, including close interaction with committee staff and those from other units in Parliament.



To effectively assist them undertake their roles, secretariat have been part of professional development and capacity building programmes organised and funded by the UNDP FPSP and other legislatures, in particular Fiji's twin Parliament the Parliament of Victoria in Melbourne, Australia.

Information sharing amongst Clerks in the region and staff from other Parliaments have been valuable and have allowed the Fijian Parliament executives at the Clerks level, to exchange ideas and share best practices through information sharing.

The Fijian Parliament also participated at the Inter-Parliamentary Study Programme at the Australian Parliament, Canberra and the Parliament of Victoria mostly to share knowledge and establish networks for continuous sharing of information on Parliament matters.

Ten staff attended the Pacific Parliament McGill University Phase 1 course which focused on Corporate Governance and later a Phase 2 where the secretariat attended a two-week intensive Parliamentary development course for regional staff.

### Monitoring and Evaluation

Tapping into our long-standing relationship with the Commonwealth Parliamentary Association ('CPA'), the Parliament engaged the services of a consultant from the United Kingdom to provide feedback on the current framework and to advise on its efficiency and effectiveness. To ensure that the framework is sustainable, it is hoped that the Parliament will further its engagement in this area through an exchange programme.

Two new policies were formulated in this fiscal year namely the social media and sexual harassment policies to address challenges that were becoming common in most organisations.

The Operational Plan for the Parliament secretariat was completed and set the direction for budgetary commitments in service delivery of the various functional units.

### Facilitation of Training

Senior staff of the Parliament from the various units, had the opportunity to facilitate and share knowledge gained from the previous term at the pre-sitting induction in the new term, providing duly elected candidates with the required information on Parliament and the first sitting of Parliament.

A Parliament induction retreat was also facilitated jointly with the UNDP FPSP, providing MPs with key information and briefings for chairs and committees and party whips to undertake their duties effectively in the new Parliament term. The MPs also benefited from information sharing sessions by representatives of Civil Society Organisations, the media, the Judiciary, Office of the Auditor-General and the Ministry of Economy.

The senior management of the Parliament Secretariat with the assistance of the UNDP FPSP assisted the Hon. Veena Bhatnagar as the newly appointed Deputy Speaker, through mock Parliament sittings, and possible scenarios that could arise and how she would respond to situations that would require rulings.

As part of its capacity building initiatives the secretariat facilitated three local and three overseas trainings involving women MPs in New Zealand and Whips in Australia.

The secretariat thereafter assisted in the establishment of the women MPs Commonwealth Women Parliamentarians ('CWP') Fiji Group and provided support accordingly. This was an important development in 2019 as the group was established, to address issues relating to women and children at the national level and equally important aimed to advance women's interests.

### Investing in People Development

After close to four years of operation as the secretariat to the law making body of the land, it was decided that an organisational review be undertaken with a view to consolidating positions and reviewing staff salary to commensurate with qualifications. This was consistent with the practice by the Civil Service, to recognise qualifications, performance and reward accordingly. The Job Evaluation exercise was undertaken by the Hay Group Consultancy Firm and staff were placed on salary bands consistent with the practice of the Civil Service. As an outcome of this exercise, increases in staff salaries motivated them to deliver above expectation.

The Parliament has since its operation in previous years worked closely with its stakeholders in particular the UNDP FPSP to develop and assist other Parliaments, thus investing not only within but in other Parliaments that requested assistance in the region.

The Fijian Parliament was host to the Papua New Guinea *Hansard* staff who were assisted with hands-



on training. This also allowed them to observe other units within the Fijian Parliament that have direct interactions with the *Hansard* unit such as the Information Technology (IT), Tables and the Research and Library units.

The developed Strategic Plan gave direction to the secretariat as it fulfilled its mandate of serving the Parliament and was a product of joint consultations with the Victoria Parliament.

In preparation for the election, a two-day senior staff strategic planning retreat was held, preparing them for the new Parliament term including the review of the functions of Parliament during the term 2014–2018. This event also allowed the secretariat to deliberate on specific necessary processes such as induction of MPs and preparations for the swearing in ceremony and subsequent meetings. Senior staff of the Samoan and Solomon Islands Parliaments were also present as part of a knowledge sharing and networking initiative.

Ten (10) Pacific Women Clerks and Deputies including the Secretary-General and her Deputy attended a two-day dialogue to discuss key issues relating to their roles as Clerks and Deputies and equally important challenges of the positions.

During this period also, a one semester internship programme for the University of the South Pacific students with the Fijian Parliament was made possible through a partnership between the UNDP FPSP, USP and the Fijian Parliament. This was an important joint initiative for it helped give experience to interns in working in a Parliament setting, while at the same time enhancing knowledge of Parliamentary democracy in a Westminster system. The experience worked two ways as the various Parliament units were assisted in their specific areas of work and knowledge of Parliament and its processes were being conveyed in a knowledge sharing approach.

The Parliament was once again awarded the Achievement award in 2018 at the Fiji Business Excellence Awards ('FBEA') and was testament to the efforts of the staff to improve services yearly.

### **3. SUSTAINABLE SERVICE DELIVERY THROUGH OPERATIONAL EXCELLENCE**

#### **Strengthening quality research**

Staff from the Research and Library Unit joined a team of international researchers to form the "Floating Budget Office Team", with the objective of

assisting Parliaments in the region in the analysis of their budget.

With staff from selected Parliaments in the region, the team developed general budget analysis and sector specific briefs while at the same time providing capacity building to the staff of the Parliaments being assisted. The experience to the Fiji research staff was immense and of value given the learnings from seeing how other Parliaments operate during budget sessions.

The trend of performance by the Parliament from 2014 was documented successfully through data collected and information put together in a report titled "An overview of the Fiji Parliament: 2014–2018".

This was important on two levels for Parliament, as firstly it reflected its efforts to open up to those the Members represented and secondly was a reliable document that could be relied upon when accessing the performance of a term of the Fijian Parliament.

#### **Financial prudence**

With its one-line budget provision of \$10.8 million for the financial year 2018–2019, there was strict adherence to the requirements of the Financial Management Act 2004 and subsequent regulations and policies. The notable achievement during this period was the annual budget spending of 99.9% within the Parliament's budget provision.

## **4. ICT TO FACILITATE THE SERVICES OF PARLIAMENT**

#### **Improving services through ICT**

In the new term, Members of Parliament were provided with mobile phones, identification access cards and laptops as tools of work. Training to complement provision of these technical items were facilitated by the IT staff and the response from MPs was positive. They were also taken through the use of the conferencing systems in the Chambers, particularly the voting system and microphones. Procurements and instalments of the broadcasting infrastructure for the committee rooms were gradually undertaken during this period.

The Parliament was adamant that it would in this period align to the requirements of the Constitution to conduct its business in an open manner and



subsequently leading to the broadcasting of committee meetings. This required specialist technical know-how and an IT staff was attached to the Victoria Parliament for training and practical sessions on digitisation and information communication technology in preparation for the committee's broadcasting infrastructure.

*“The Broadcasting of the Committee meetings project, replacement and realignment of cameras were a priority for the Parliament and while there were internal and external processes, and hold ups in other IT projects, the support of the consultants, the UNDP FPSP and management and staff, were important in this process of planning, consulting and moving forward. The greenlight given to our unit to progress with this project affirmed our determination for an accessible Parliament and its business conducted in an open manner.”*

(Maika Lakeba, Manager IT)

## 5. EXTENSIVE ENGAGEMENT AND EFFECTIVE COMMUNICATIONS

### Engaging with the community

The Fijian Parliament continued one of its most successful deliverables since Parliament re-opened in 2014. This was reaching out to the community through a communication strategy that highlighted the importance of Parliament and its role in law making and representation in a democracy. The professional development of teachers was an important initiative in this regard and two teacher workshops were conducted with sixty teacher participants.

The Parliament Bus as an educational community outreach tool travelled to Nadi, Lautoka and Rabi. Along with the increase in the use of the Parliament website and social media platforms, the popularity of engagements through community outreaches and the development of Parliament related educational materials, peaked interests in the Parliament and as a result, 105 tours, mostly by schools were recorded.

The Civic Education team held a three days workshop to review its outreach strategy in preparation for the new term of Parliament and in the process, staff were given the opportunity to practice communication skills and public speaking.

Successful partnerships were developed in this period and an important one was having the Fijian Parliament facilitate a refresher seminar for CSOs in the Central Division. This provided an opportunity for both the Parliament and the CSOs to review current practices and processes of interaction in the 2014–2018 Parliament term.

The Speaker in March of 2019, launched the new media gallery which was a Government of the Republic of China funded project. This initiative highlighted the unique and important relationship between Parliament and the media. Parliament media guidelines were reviewed to take into account the newly launched media gallery.

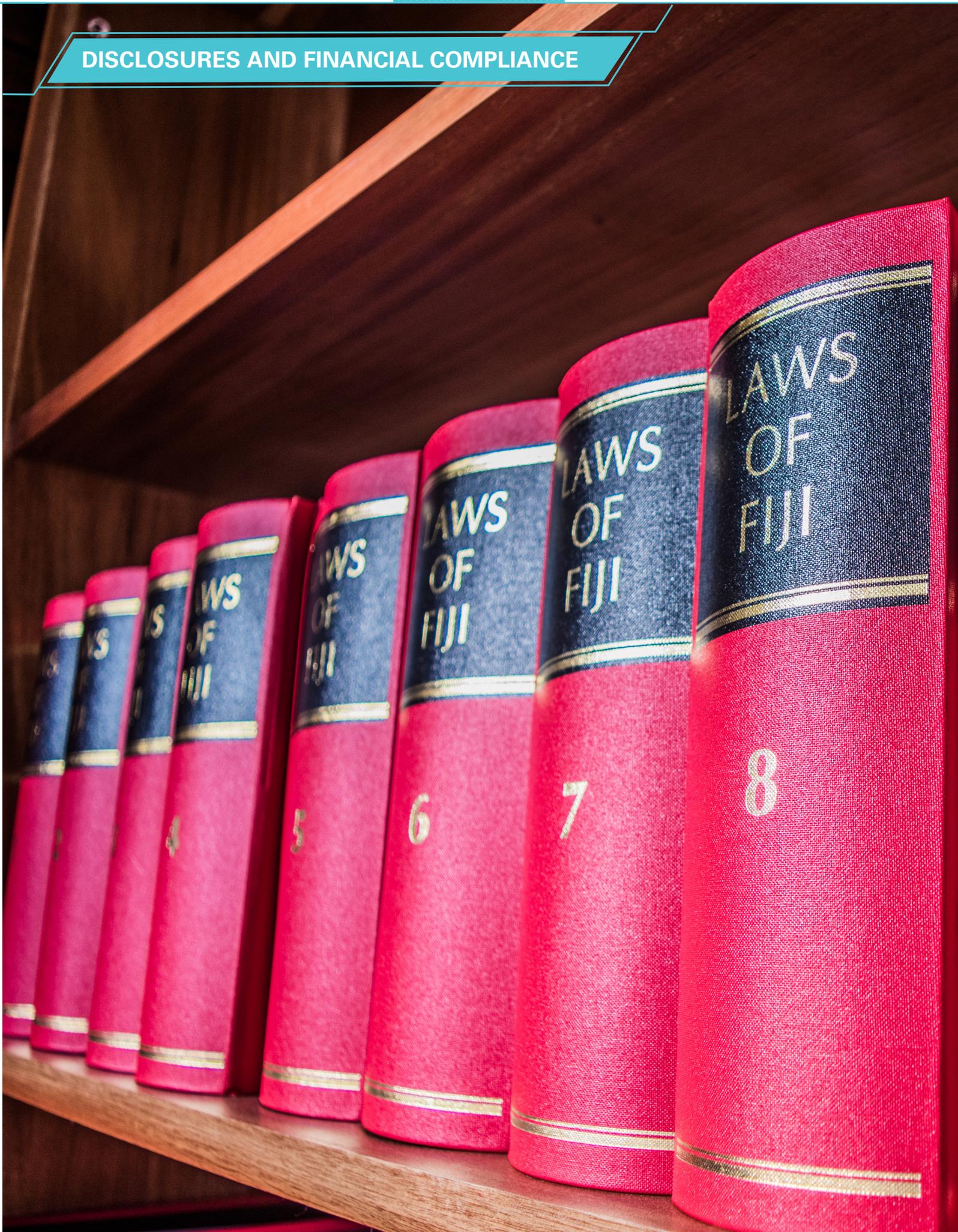


*“The launching of the media gallery today is not an isolated development but part of Parliament's broader initiative under its 2018–2022 Strategic Plan to increase citizen awareness and engagement of Parliament and its Parliamentary processes.”*

(Hon. Ratu Epeli Nailatikau, Speaker)



## DISCLOSURES AND FINANCIAL COMPLIANCE





## OFFICE OF THE AUDITOR GENERAL

Promoting Public Sector Accountability and Sustainability Through Our Audits



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### INDEPENDENT AUDITOR'S REPORT

#### PARLIAMENT OFFICE

I have audited the financial statements of the Parliament Office, which comprise the Statement of Receipts and Expenditure, Appropriation Statement and Statement of Losses for the year ended 31 July 2019, and the notes to the financial statements including a summary of significant accounting policies.

In my opinion, the accompanying financial statements are prepared, in all material respects, in accordance with the Financial Management Act, Finance Instructions 2010 and the Finance (Amendment) Instructions 2016.

#### Basis for Opinion

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

#### Other Matter

Internal controls over procurement and payment processes were generally found to be weak. This is in respect of not issuing local purchase orders, not obtaining competitive quotations and not calling of tenders for procurement of goods and services above \$50,000. These internal controls weakness if not addressed promptly, may result in material misstatements and possible financial losses in the future.

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

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

#### Auditor's Responsibilities

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



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

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

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

A handwritten signature in black ink, appearing to read 'Ajay Nand', with a horizontal line underneath.

Ajay Nand  
**AUDITOR-GENERAL**



Suva, Fiji  
10 August 2020

**PARLIAMENT OFFICE****MANAGEMENT CERTIFICATE  
FOR THE YEAR ENDED 31 JULY 2019**

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We certify that these financial statements:

- (a) fairly reflect the financial operations and performance of Parliament Office for the year ended 31 July 2019; and
- (b) have been prepared in accordance with the requirements of the Financial Management Act, Finance Instructions 2010 and the Finance (Amendment) Instruction 2016.

Handwritten signature of Viniana Namosimalua in black ink.

Viniana Namosimalua

Acting Secretary-General to Parliament

Date:

07/08/20

Handwritten signature of Miriama Vereivalu in black ink.

Miriama Vereivalu

Manager Finance

Date:

07/08/2020



## PARLIAMENT OFFICE

### STATEMENT OF RECEIPTS AND EXPENDITURE FOR THE YEAR ENDED 31 JULY 2019

	Notes	2019 (\$)	2018 (\$)
<b>RECEIPTS</b>			
State Revenue		3,897	12,068
Agency Revenue		16,135	194
<b>TOTAL REVENUE</b>	3(a)	<b>20,032</b>	<b>12,262</b>
<b>EXPENDITURE</b>			
Established Staff		4,632,507	4,792,066
Government Wage Earners	3(b)	256,623	322,178
Travel & Communication	3(c)	1,988,722	2,695,508
Maintenance & Operations	3(d)	700,193	848,115
Purchase of Goods & Services	3(e)	960,244	472,952
Operating Grants & Transfers	3(f)	1,095,626	750,000
Special Expenditure	3(g)	403,670	569,931
<b>Total Operating Expenditure</b>		<b>10,037,585</b>	<b>10,450,750</b>
Capital Purchase	3(h)	400,000	50,988
<b>Total Capital Expenditure</b>		<b>400,000</b>	<b>50,988</b>
Value Added Tax		358,270	391,719
<b>TOTAL EXPENDITURE</b>		<b>10,795,855</b>	<b>10,893,457</b>



## PARLIAMENT OFFICE

 APPROPRIATION STATEMENT  
 FOR THE YEAR ENDED 31 JULY 2019

SEG	Item	Budget Estimate (\$)	Appropriation Changes (\$)	Revised Estimate (\$)	Actual Expenditure (\$)	Carry-Over (\$)	Lapsed Appropriation (\$)
1	Established Staff	-	-	-	-	-	-
2	Government Wage Earners	-	-	-	-	-	-
3	Travel & Communication	-	-	-	-	-	-
4	Maintenance & Operations	-	-	-	-	-	-
5	Purchase of Goods & Services	-	-	-	-	-	-
6	Operating Grants & Transfers	10,800,112	-	10,800,112	10,437,585	-	362,527
7	Special Expenditure	-	-	-	-	-	-
	<b>Total Operating Expenditure</b>	<b>10,800,112</b>	<b>-</b>	<b>10,800,112</b>	<b>10,437,585</b>	<b>-</b>	<b>362,527</b>
8	Capital Construction	-	-	-	-	-	-
9	Capital Purchase	-	-	-	-	-	-
10	Capital Grants & Transfers	-	-	-	-	-	-
	<b>Total Capital Expenditure</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
13	Value Added Tax	-	-	-	358,270	-	(358,270)
	<b>TOTAL EXPENDITURE</b>	<b>10,800,112</b>		<b>10,800,112</b>	<b>10,795,855</b>		<b>4,257</b>



## PARLIAMENT OFFICE

### STATEMENT OF LOSSES FOR THE YEAR ENDED 31 JULY 2019

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#### Losses of Money

There was no loss of money recorded for the year ended 31 July 2019.

#### Losses of Revenue

There was no loss of revenue recorded for the year ended 31 July 2019.

#### Losses of Assets (Other than Money)

There was no reported loss (other than money) recorded for the year ended 31 July 2019. However, following the 2019 Board of Survey, the items worth \$23,779 were written off as approved by the Permanent Secretary for Economy.

Category	Cost (\$)
Office Equipment	17,314
Furniture & Fittings	6,465
<b>Total</b>	<b>23,779</b>



## PARLIAMENT OFFICE

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2019

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#### NOTE 1 REPORTING ENTITY

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

As an Independent Office, the Parliament Office budget is reflected as a one-line item and this is administered by the Secretary General as stated in the Finance (Amendment) Instructions 2017. Hence, the disclosures of expenditures according to the Standard Expenditure Groups (SEGs) in the Statement of Receipts and Expenditures are done voluntarily by the Office.

#### NOTE 2 STATEMENT OF ACCOUNTING POLICIES

##### a) Basis of Accounting

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

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

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

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

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

##### c) Comparative Figures

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

The financial statements for both financial statements are for a twelve months period.



## PARLIAMENT OFFICE

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (*Continued...*) FOR THE YEAR ENDED 31 JULY 2019

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#### d) Revenue Recognition

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

#### NOTE 3 SIGNIFICANT VARIATIONS

- a) Total Revenue increased by \$7,770 or 63% in 2019 compared to 2018. This was mainly due to the revenue collected from the sale of laptops, tablets and mobiles to staff and members of Parliament at the end of the 2018 Parliament term.
- b) Government Wage Earners costs decreased by \$65,555 or 20% in 2019 compared to 2018. This was attributed to the transfer of 3 security officers to the Judicial Department, 2 resignations, 1 retirement and the cessation of employment of 2 NEC volunteers.
- c) Travel and Communication costs decreased by \$706,786 or 26% in 2019 compared to 2018. This was due to no Parliament or Standing Committee sittings from the month of August to November 2018. This further resulted in reduced spending on travel and subsistence for Members of Parliament both locally and abroad.
- d) Maintenance and Operation costs decreased by \$147,922 or 17% in 2019 compared to 2018. This was the result of the reduction in purchase of stationeries, repairs and maintenance of vehicles, utility services, building upkeep, minor improvements and catering services.
- e) Purchase of Goods and Services costs increased by \$487,292 or 103% in 2019 compared to 2018. This was attributed to the procurement of laptops for Members of Parliament, Executive and Senior management. A hands on training for the use of electronic gadgets was facilitated by the IT Unit for Members of Parliament and senior management. The International Democracy Day was aired on Fiji Television and Fiji Broadcasting Corporation Television to promote the democratic process in Parliament. The partial payment to Gencom Limited in New Zealand for the supply and installation of broadcasting cameras and training amounting to \$143,000 was paid out from this allocation.
- f) The Operating Grants and Transfers costs increased by \$345,626 or 46% in 2019 compared to 2018. This was due to the payment of staffing grant and advance payment of 2020 grant from identified savings within the financial year as approved by the Office of the Secretary General.
- g) The Special Expenditure costs decreased by \$166,261 or 29% in 2019 compared to 2018. This was attributed to the non-payment of Members of Parliament sitting allowance between the months of August to November 2018 as the election was held in November.



## PARLIAMENT OFFICE

### NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS (*Continued...*) FOR THE YEAR ENDED 31 JULY 2019

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#### NOTE 3 SIGNIFICANT VARIATIONS (*continued...*)

h

- h) The Capital Purchase increased by \$349,012 or 684% in 2019 compared to 2018. This was due to the partial payment made to Gencom Limited in New Zealand for supply of broadcasting cameras and control room equipment.

#### NOTE 4 DONOR ASSISTANCE

United Nation Development Project (UNDP) provided on-going support for capacity building locally and abroad to Members of Parliament and secretariat staff throughout the financial year. Funding was paid direct to Parliament Members and staff or to the meeting venues where training or workshops was held.

UNDP and Fiji government in partnership co - funded the project for the supply of broadcasting cameras, control room equipment and training which was awarded to Gencom Ltd through ITC contract tender no. 23/2017. The project cost was \$1,600,130.05 in which the UNDP contributed \$1,135,160.44 and the Fiji government contributed \$464,669.75.

Commonwealth Parliamentary Association, Asia – Pacific Parliamentary Forums and Parliament of Victoria also provided capacity building for Members of Parliament and staff to attend overseas conferences and seminars. Some meetings are fully funded whilst few share costs with the Parliament Office.



**ADDITIONAL INFORMATION**

**BILLS PASSED IN PARLIAMENT – AUGUST 2018–JULY 2019**

NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE
1	1 of 2019	Companies (Amendment) Act	An Act to amend the Companies Act 2015	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>12 February 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>12 February 2019</u></li> </ul>	Comes into force on a date appointed by the Minister by notice in the Gazette
2	2 of 2019	iTaukei Land Trust (Amendment) Act	An Act to amend the iTaukei Land Trust Act 1940	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>12 February 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>12 February 2019</u></li> </ul>	Comes into force on a date appointed by the Minister by notice in the Gazette
3	3 of 2019	High Court (Amendment) Act	An Act to amend the High Court Act 1875	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>1 April 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>4 April 2019</u></li> </ul>	Comes into force on a date appointed by the Minister by notice in the Gazette
4	4 of 2019	COP 23 Presidency Trust Fund (Amendment)	An Act to amend the COP 23 Presidency Trust Fund Act 2017	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>13 May 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>15 May 2019</u></li> </ul>	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
5	5 of 2019	Fiji Independent Commission Against Corruption (Amendment)	An Act to amend the Fiji Independent Commission Against Corruption Act 2007	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>13 May 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>15 May 2019</u></li> </ul>	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
6	6 of 2019	Public Enterprises	An Act to provide for the regulation and governance of Public Enterprises and for related matters	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>1 April 2019</u></li> <li>The Committee Report was tabled on <u>13 May 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>15 May 2019</u></li> </ul>	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
7	7 of 2019	2019-2020 Appropriation	An Act to appropriate a sum of three billion, four hundred and thirty four million, four hundred and seven thousand and eight hundred and ninety two dollars for the ordinary services of Government for the year ending 31 July 2020	<ul style="list-style-type: none"> <li>FR – The Bill was moved under SO84(1) and 99 on <u>7 June 2019</u></li> <li>SR – <u>17 June 2019</u></li> <li>TR – <u>20 June 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>20 June 2019</u></li> </ul>	Comes into force on 1 August 2019
8	8 of 2019	Tax Administration (Budget Amendment)	An Act to amend the Tax Administration Act 2009	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>7 June 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>21 June 2019</u></li> </ul>	Comes into force on 1 August 2019
9	9 of 2019	Income Tax (Budget Amendment)	An Act to amend the Income Tax Act 2015	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>7 June 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>21 June 2019</u></li> </ul>	Comes into force on 1 August 2019, except for— (a) sections 2 and 3 which come into force on 1 January 2020; and (b) section 4 which is deemed to have come into force on 1 January 2016



NO.	ACT NO.	SHORT TITLE	LONG TITLE	HISTORY	COMMENCEMENT DATE	
10	10 of 2019	Value Added Tax (Budget Amendment)	An Act to amend the Value Added Tax Act 1991	<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>7 June 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>21 June 2019</u></li> </ul>	Comes into force on 1 August 2019	
11	11 of 2019	Environment and Climate Adaptation Levy (Budget Amendment)	An Act to amend the Environment and Climate Adaptation Levy Act 2015		Comes into force on a date or dates appointed by the Minister by notice in the Gazette	
12	12 of 2019	Stamp Duties (Budget Amendment)	An Act to amend the Stamp Duties Act 1920		Comes into force on 1 August 2019	
13	13 of 2019	Excise (Budget Amendment)	An Act to amend the Excise Act 1986		Comes into force on 1 August 2019	
14	14 of 2019	Customs (Budget Amendment)	An Act to amend the Customs Act 1986		Comes into force on 1 August 2019	
15	15 of 2019	Customs Tariff (Budget Amendment)	An Act to amend the Customs Tariff Act 1986		Comes into force on 8 June 2019	
16	16 of 2019	Financial Management (Budget Amendment)	An Act to amend the Financial Management Act 2004		Comes into force on 1 August 2019	
17	17 of 2019	Tertiary Scholarship and Loans (Budget Amendment)	An Act to amend the Tertiary Scholarship and Loans Act 2014		Comes into force on 1 August 2019	
18	18 of 2019	Fijian Competition and Consumer Commission (Budget Amendment)	An Act to amend the Fijian Competition and Consumer Commission Act 2010		Comes into force on 1 August 2019	
19	19 of 2019	Environment Management (Budget Amendment)	An Act to amend the Environment Management Act 2005		Comes into force on 1 January 2020	
20	20 of 2019	Climate Action Trust Fund (Budget Amendment)	An Act to amend the Climate Action Trust Fund Act 2017		Comes into force on a date or dates appointed by the Minister by notice in the Gazette	
21	21 of 2019	Climate Relocation of Communities Trust Fund	An Act to establish a trust fund for the planned relocation of communities in Fiji that are adversely affected by climate change		Comes into force on a date or dates appointed by the Minister by notice in the Gazette	
22	22 of 2019	Small and Micro Enterprises Development (Repeal)	An Act to repeal the Small and Micro Enterprises Development Act 2002 and for related matters		<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>7 June 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>21 June 2019</u></li> </ul>	Comes into force on a date or dates appointed by the Minister by notice in the Gazette
23	23 of 2019	Companies (Budget Amendment)	An Act to amend the Companies Act 2015		<ul style="list-style-type: none"> <li>FR – The Bill was moved pursuant to SO51 on <u>19 June 2019</u></li> <li>The Bill was moved, debated, voted upon and enacted by the Parliament of the Republic of Fiji on <u>21 June 2019</u></li> </ul>	Comes into force on a date or dates appointed by the Minister by notice in the Gazette

## COMMITTEE REPORTS TABLED IN PARLIAMENT – AUGUST 2018–JULY 2019

YEAR	ANNUAL REPORTS	BILLS	TREATIES	SELECT COMMITTEE	TOTAL COMMITTEE REPORTS TABLED
2018	–	–	–	–	–
2019	38	2	3	1	44
<b>Total</b>	<b>38</b>	<b>2</b>	<b>3</b>	<b>1</b>	<b>44</b>



## COMMITTEE REPORTS TABLED IN PARLIAMENT – AUGUST 2018–JULY 2019

NO.	ANNUAL REPORTS
1	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 13 February 2019— <b>“Review Report of the Fiji Police Force Annual Report August 2016–July 2017”</b> PP 01 of 2019
2	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 1 April 2019— <b>“Report on Annual Review of the iTaukei Trust Fund Board, 2017”</b> PP 02 of 2019
3	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 1 April 2019— <b>“Report on Annual Review of the Housing Authority, 2015”</b> PP 03 of 2019
4	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 1 April 2019— <b>“Report on Annual Review of the Public Rental Board, 2016”</b> PP 04 of 2019
5	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 1 April 2019— <b>“Report on Annual Review of the Fiji Association of Sports and National Olympic Committee, 2017”</b> PP 05 of 2019
6	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 1 April 2019— <b>“Report on Annual Review of the Fiji National University, 2017”</b> PP 06 of 2019
7	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 1 April 2019— <b>“Fiji Development Bank 2017 Annual Report”</b> PP 28 of 2019
8	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 2 April 2019— <b>“Fiji Financial Intelligence Unit 2017 Annual Report”</b> PP 32 of 2019
9	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 3 April 2019— <b>“Pacific Fishing Company Ltd 2017 Annual Report”</b> PP 33 of 2019
10	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 3 April 2019— <b>“Review Report on the Independent Legal Services Commission Annual Report 2016”</b> PP 41 of 2019
11	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 3 April 2019— <b>“Consolidated Review Report on the: Office of the President Annual Report 2011; Office of the President Annual Report 2012; and Office of the President Annual Report 2013”</b> PP 38 of 2019
12	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 4 April 2019— <b>“Reserve Bank of Fiji August 2017–July 2018 Annual Report”</b> PP 11 of 2019
13	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 4 April 2019— <b>“Reserve Bank of Fiji Insurance 2017 Annual Report”</b> PP 27 of 2019
14	The Chairperson of the Standing Committee on Foreign Affairs and Defence tabled the review report of the Committee on 4 April 2019— <b>“Review Report of the Ministry of Defence, National Security and Immigration Bi-Annual Report January–July 2016”</b> PP 25 of 2019
15	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 4 April 2019— <b>“2013–2014 Consolidated Annual Review of the Water Authority of Fiji”</b> PP 19 of 2019
16	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 4 April 2019— <b>“Report on the COP23 Presidency Trust Fund: Second Semi-Annual Report for the period 1 November 2017–30 April 2018”</b> PP 44 of 2019
17	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 May 2019— <b>“Review of Fiji National Provident Fund’s 2018 Annual Report”</b> PP 11 of 2019
18	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 13 May 2019— <b>“Consolidated Review Report on the Office of the Prime Minister Annual Report 2013 and 2014”</b> PP 39 of 2019
19	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 May 2019— <b>“Review of Ministry of Youth and Sports 2016–2017 Annual Report”</b> PP 13 of 2019
20	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 13 May 2019— <b>“Review on the COP 23 Presidency Trust Fund-First Semi Annual Report for the period of May 2017–October 2017”</b> PP 100 of 2018
21	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 May 2019— <b>“Review of Fiji National Sports Commission January–July 2016 and August 2016–2017 Annual Report”</b> PP 15 of 2019
22	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 13 May 2019— <b>“Review of the Office of the Auditor General Annual Report 2015”</b> PP 99 of 2018
23	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 May 2019— <b>“Review of Fiji Public Trustee Corporation Limited 2017 Annual Report”</b> PP 12 of 2019
24	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 May 2019— <b>“Review of University of the 2017 South Pacific Annual Report”</b> PP 14 of 2019



ANNUAL REPORTS	
25	The Chairperson of the Standing Committee on Social Affairs tabled the review report of the Committee on 13 May 2019— <b>“Review of:                      Ministry of Women, Children and Poverty Alleviation 2016 /2017 Annual Report                      Ministry of Women, Children and Poverty Alleviation 1 January to 31 July 2016 Annual Report                      Ministry of Women, Children and Poverty Alleviation 2015 Annual Report                      Ministry of Women, Children and Poverty Alleviation 2014 Annual Report”</b> PP 16 of 2019
26	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 14 May 2019— <b>“Review of the Fijian Electoral Commission Annual Report 2014”</b> PP 73 of 2019
27	The Chairperson of the Standing Committee on Economic Affairs tabled the review report of the Committee on 14 May 2019— <b>“Review of Fiji Meat Industry Board 2014 Annual Report”</b> PP 30 of 2019
28	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 14 May 2019— <b>“Review of the Office of the Prime Minister 2015 Annual Report”</b> PP 76 of 2019
29	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 14 May 2019— <b>“Examination of Audit Report on State-Owned Entities and Statutory Authorities for 2015”</b> PP 80 of 2018
30	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 14 May 2019— <b>“Examination of Audit Reports of Government Ministries and Departments for the year ended 31 July 2016 (Volumes 1–4)”</b> PP 78 of 2018
31	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 15 May 2019— <b>“Review on Follow-Up Audit on the Management of the Land Reform Program”</b> PP 66 of 2019
32	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 15 May 2019— <b>“Review of the Department of Legislature Annual Report 2014–2015”</b> PP 40 of 2019
33	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 15 May 2019— <b>“Review on the Audit Report of Municipal Councils for 2013”</b> PP 67 of 2019
34	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 15 May 2019— <b>“Consolidated Review Report on the Fiji Independent Commission Against Corruption Annual Report 2014 and 2015”</b> PP 75 of 2019
35	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 16 May 2019— <b>“Review of the 2014 General Election Joint Report by the Fijian Electoral Commission and the Supervisor of Elections”</b> PP 74 of 2019
36	The Chairperson of the Standing Committee on Natural Resources tabled the review report of the Committee on 16 May 2019— <b>“Report of the Ministry of Fisheries 2016 &amp; 2017 Annual Report”</b> PP 65 of 2019
37	The Chairperson of the Standing Committee on Public Accounts tabled the review report of the Committee on 16 May 2019— <b>“Review of Audit Report on the Procurement of Biomedical Equipment – Ministry of Health &amp; Medical Services and the Audit of Rural Postal Offices Quarterly Returns”</b> PP 69 of 2019
38	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 16 May 2019— <b>“Review of the Public Service Commission Annual Report 2014”</b> PP 77 of 2019
BILLS	
1	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 4 April 2019— <b>“Review Report on the Code of Conduct Bill 2018 (Bill No. 33 of 2018)”</b> PP 37 of 2019
2	The Chairperson of the Standing Committee on Justice, Law and Human Rights tabled the review report of the Committee on 13 May 2019— <b>“Report on the Public Enterprises Bill 2019-Bill No.4 of 2019”</b> PP 71 of 2019
TREATIES	
1	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 14 May 2019— <b>“Report of the United Nations Convention on International Settlement Agreements Resulting from Mediation”</b> PP 49 of 2019
2	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 14 May 2019— <b>“Report of the International Convention on the Protection of the Rights of All Migrant Workers and Members of their Families”</b> PP 60 of 2019
3	The Standing Committee on Foreign Affairs and Defence report was tabled back to Parliament on 14 May 2019— <b>“Report of the International Convention for the Protection of All Persons from Enforced Disappearance”</b> PP 61 of 2019
SELECT COMMITTEE REPORT	
1	The Leader of the Government tabled the review report of the Standing Orders on 1 April 2019— <b>“Report on the Review of the Standing Orders of the Parliament of the Republic of Fiji – April 2019”</b> PP 43 of 2019



## INTERNATIONAL CAPACITY BUILDING FORUMS

REF.	DATE	INTERNATIONAL FORUMS	DELEGATION:
1	23–24 August 2018	4th Meeting of the Asia-Pacific Parliamentary Forum on Global Health – Manila, Philippines	1. Hon. Dr Jiko Luveni; 2. Hon. Alexander O'Connor; 3. Hon. Mikaele Leawere; 4. Mr Sakiusa Rakai; and 5. Ms Ane Navunivere.
2	12–13 September 2018	United Nations Population Fund (UNFPA)'s Work Addressing Gender-Based Violence in Emergencies in Asia and the Pacific, New York – USA	1. Hon. Dr Jiko Luveni; 2. Mr Avinesh Sharma; and 3. Ms Ane Navunivere.
3	12–13 September 2018	2nd World Parliamentary Forum on Sustainable Development "Partnership Towards Sustainable Energies for All – Seminyak, Bali-Indonesia	1. Hon. Jone Usamate; 2. Hon. Viam Pillay; and 3. Mr Seniteli Wainiu.
4	9–11 October 2018	51st Session of the ACP Parliamentary Assembly and Inter-sessional Meetings of The ACP-EU Joint Parliamentary Assembly – Brussels, Belgium	Fiji Embassy in Brussels attended on behalf of Fiji Parliamentary delegation and was represented by Counsellor Mr Singh and First Secretary Mr Dayal.
5	14–19 October 2018	139th Inter-Parliamentary Union (IPU) Assembly Geneva, Switzerland	1. Hon. Dr Jiko Luveni; 2. Hon. Mereseini Vuniwaqa; 3. Mrs Jeanette Emberson; 4. Mr Silivario Malo; and 5. Mrs Ane Navunivere.
6	30 November–4 December 2018	Asia-Pacific Summit – Nepal	1. Hon. Dr Jiko Luveni; 2. Mr Seniteli Wainiu; and 3. Mr Alipate Tuwai.
7	6–7 December 2018	Parliamentary Meeting on Occasion of the Adoption of Global Compact for Safe, Orderly and Regular Migration – Rabat, Morocco	1. Hon. Dr Jiko Luveni; 2. Mr Seniteli Wainiu; 3. Mr Sefanaia Tudonu; and 4. Mr Alipate Tuwai.
8	14–17 January 2019	27th APPF Meeting Hosted by the Cambodia National Assembly – Siem Reap, Cambodia	Trip was cancelled due to the untimely passing away of the late Hon. Speaker – Dr Jiko Luveni on 24 Dec 2018.
9	10–11 January 2019	Standing Committee of the Conference of Speakers and Presiding Officers of the Commonwealth – Valletta, Malta	Trip was cancelled due to the untimely passing away of the late Hon. Speaker – Dr Jiko Luveni on 24 Dec 2018
10	18–23 February 2019	Women – Parliamentary Workshop and Visit to the New Zealand Parliament – New Zealand	1. Hon. Mereseini Vuniwaqa; 2. Hon. Premila Kumar; 3. Hon. Rosy Akbar; 4. Hon. Selai Adimaitoga; 5. Hon. Lynda Tabuya; 6. Hon. Adi Litia Qionibaravi; 7. Hon. Salote Radrodoro; 8. Hon. Ro Teimumu Kepa; 9. Mrs Jeanette Emberson; 10. Mrs Rukalisi Vecena; and 11. Mrs Ajayeshni Singh.
11	6 March 2019	Funeral of The Late Brigadier Robert Ian Thorpe (Brigadier R.I Thorpe – CBE – Rotorua – New Zealand)	1. H.E Ratu Epeli Nailatikau.
12	13–20 March 2019	53rd Session of The ACP Parliamentary Assembly and The 37th Session of The ACP-EU Joint Parliamentary Assembly – Bucharest, Romania	1. Hon. Alvick Maharaj.
13	6–10 April 2019	140th Inter-Parliamentary Union (IPU) Assembly – Doha Qatar	1. H.E Ratu Epeli Nailatikau; 2. Hon. Premila Kumar; 3. Hon. Adi Teimumu Kepa; 4. Hon. Pio Tikoduadua; 5. Mrs Viniana Namosimalua; and 6. Mr Seniteli Wainiu.
14	16–17 April 2019	Commonwealth Pacific Parliamentary Human Rights Group – Nukualofa, Tonga	1. Hon. Rohit Sharma; 2. Hon. Ratu Suliano Matanitobua; and 3. Mr Ira Komaisavai.
15	20–22 May 2019	Fiji Parliamentary Whips Professional Development Programme Training – Victoria Parliament, Australia	1. Hon. Alvick Maharaj; 2. Hon. Rohit Sharma; 3. Hon. Lynda Tabuya; 4. Hon. Aseri Radrodoro; 5. Hon. Pio Tikoduadua; and 6. Mr Avinesh Sharma.



REF.	DATE	INTERNATIONAL FORUMS	DELEGATION:
16	27–28 May 2019	Asia – Pacific Region Parliament on Achieving the Sustainable Development Goals (SDGs) Ulaanbataar, Mongolia	1. H.E Ratu Epeli Nailatikau; 2. Hon. Selai Adimaitoga; 3. Hon. Prof. Biman Prasad; 4. Hon. Mosese Bulitavu; 5. Mr Sefanaia Tudonu; and 6. Mr Silivario Harry.
17	11–13 June 2019	2019 RSIS – WTO Parliamentarian Workshop on International Trade – Singapore	1. Hon. Veena Bhatnagar; 2. Hon. Ro Filipe Tuisawau; and 3. Ms Komal Khushboo.
18	3–6 June 2019	Parliamentarian Forum within the Framework of the 5th Global Women Deliver Conference – Vancouver, Canada	1. Hon. Salote Radrodro.
19	10–15 June 2019	2019 International Seminar on the Achievements of the SDGs for Parliaments of Developing Countries “Stronger Inter-Parliamentary Exchanges for Better Achievement of the SDGs” – Beijing, Ningxia, Zhejiang in China	1. Hon. Inia Seruiratu; 2. Hon. Rosy Akbar; 3. Hon. Ratu Naiqama Lalabalavu; 4. Hon. Ratu Suliano Matanitobua; and 5. Mr Seniteli Wainiu.
20	25–26 June 2019	Women Political Leaders Summit 2019 – Tokyo, Japan	1. Hon. Mereseini Vuniwaqa; 2. Hon. Salote Radrodro; and 3. Mrs Kalo Takape.
21	1–2 July 2019	Second International Forum on Development of Parliamentarism–Moscow, Russia	1. H.E Ratu Epeli Nailatikau; 2. Hon. Govind Salik Ram; 3. Hon. Nikolau Tuiqamea; and 4. Mr Sefanaia Tudonu.
22	8–13 July 2019	Presiding Officers and Clerks Conference, Brisbane, Australia	1. H.E Ratu Epeli Nailatikau; 2. Mrs Jeanette Emberson; and 3. Mr Sefanaia Tudonu.

## LOCAL CAPACITY BUILDING

REF.	DATE	TRAINING
1	25 November 2018	Members of Parliament Induction Workshop held at the Grand Pacific Hotel
2	4–6 December 2018	MPs Retreat held at the Warwick Resort Fiji
3	22–24 January 2019	MPs Standing Committee Retreat organised by UNDP and held at the Warwick Resort Fiji
4	20–22 May 2019	Fiji Parliamentary Whips Professional Development Training in Victoria Parliament, Australia
5	24–27 June 2019	Training for MP’s – Information Technology Training for Members of Parliament-Warwick Fiji Resort
6	8 March 2019	Bilateral relations – Memorandum of Cooperation Between the Administration of the Parliament of Georgia and the Administration of the Parliament of the Republic of Fiji signed dated



## PARLIAMENT FORMAL ACTIVITIES

REF	DATE	ACTIVITY	PARTICIPANTS
1	12–17 August 2018	ACTIVITY	Host Fijian Parliament
2	7 September 2018		Hon. Ruveni Nadalo; Hon. Ashneel Sudhakar; Hon. Netani Rika; Hon. Jilila Kumar; Hon. Mataiasi Akauola; Hon. Samuela Vunivalu; Hon. Mohammed Dean; Hon. Balmindar Singh; Hon. Alivereti Nabulivou; Hon. Howard Politini; Hon. Brij Lal; Hon. Balmindar Singh; Ms Viniana Namosimalua; Mrs Jeanette Emberson; and Mrs Rukalisi Vecena.
3	13 September 2018		<b>Guests</b> Hon. Speaker; Diplomats; UNDP officials; and Staff from Tonga and Samoa Parliaments
4	12 November 2018	Secretary-General to Parliament meeting with Mr Huang Xuehu – Counsellor-Embassy of China–SG Chamber	
5	20 November 2018	Courtesy Call on Hon. Speaker – H.E Mr Masahiro Omura – Ambassador Japan to Fiji	
6	25 November 2018	Members of Parliament Induction Workshop – GPH	
7	25 November 2018	Swearing In Ceremony for Members of Parliament – Chamber	
8	26 November 2018	Opening of Parliament and Swearing In of Members of Parliament	
9	28 November 2018	H.E Ambassador Mr Qian Bo – Ambassador China to Fiji–Courtesy Call on Hon. Speaker	
10	18 December 2018	H.E Ms Halia Haddad – Deputy High Commissioner, New Zealand	
11	11 January 2019	Government Agency attending the Thanksgiving (Vakavinavinaka) Ceremony for funeral participation of the late Speaker and New Year	
12	17 January 2019	Ms Lucy Lui – Fiji Consular Office in Hong Kong delegation	
13	11 February 2019	Protocol facilitation during the Photo Session with the Hon. Speaker after election of the Speaker	
14	14 February 2019	Protocol facilitation for Hon. Speaker during Business Committee at SCR	
15	15 February 2019	Protocol facilitation for the Women MPs travelling to New Zealand Parliament. SPO provided Briefing for this trip and also present for the Briefing was the Deputy High Commissioner of New Zealand – Ms Halia, Venue – SCR	
16	18 February 2019	Depart for Nadi for New Zealand	
17	8 March 2019	Provided Protocol facilitation during the Official Opening of the Parliament Media Room in the Chambers – BCR	
18	8 March 2019	Provide Protocol Facilitation for delegation from Georgia – Handing over of the Memorandum of Cooperation [MOC] –SCR	
19	8 March 2019	Bilateral Meeting between HS and the delegation from Georgia – HS Chamber	His Excellency Mr George Dolidze Ambassador of Georgia to Fiji Hon. Alexander Khvtisiashvili – Deputy Minister for Foreign Affairs, Georgia. Mr David Kereselidze – Dir. Dept. of Asia and Pac. MOFA, Georgia. Ms Irma Kavtaradze – HOD, Dept. of Asia and Pac. MOFA, Georgia Ms Lali Lomsadze – Counsellor, Embassy of Georgia in Canberra
20	6 April 2019	Launch of the Fiji Parliamentary Reporters Handbook, BCR	
21	25 April 2019	Visit by the US Congress delegation during their transit in Fiji – Pullman Resort, Nadi Accompany the Hon. Speaker in welcoming the US Congress delegation short visit (transit) to Fiji from America Samoa and later host Dinner and Reception	
22	1 May 2019	Launch of Plus Magazine, Paradizo Restaurant, Suva. Accompany the H.E Ratu Epeli Nailatikau – Speaker of Parliament as Chief Guest at the Launch	



REF	DATE	ACTIVITY	PARTICIPANTS
23	14 May 2019	Launch of SDGs Guide for Committees–BCR Ushering and provide protocol facilitation to all MPs and Invited Guests at the launch	
24	15 May 2019	Accompany the Hon. Speaker at the Awards	
25	16 May 2019	UN SG Visit to address Parliament – Parliament Chamber	
26	30 May 2019	Ushering and provide protocol facilitation to all MPs and Invited Guests. South Africa's Freedom Day Event–Holiday Inn, Suva. Accompany the Hon. Speaker at the function	
27	7 June 2019	2019/2020 Budget Announcement – Chamber Ushering and provide protocol facilitation to all MPs and Invited Guests	
28	13 June 2019	Ushering and providing protocol facilitation to all MPs and invited guests for the farewell for Mr Dyfan Jones at the Big Committee Room (BCR).	
29	25 July 2019	Protocol facilitation for H.E Ratu Epeli Nailatikau – Speaker of Parliament as the Chief Guest to the Fiji Navy 44th Anniversary, Naval, Base–Walu Bay.	



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