The Chairman and Members of the Public Administration Sector Steering Committee would like to take this opportunity to acknowledge with great appreciation the support and assistance of all its stakeholders; and here’s wishing you all a happy holiday season and a new year of peace and happiness.

“I think there’s no higher calling in terms of a career than public service, which is a chance to make a difference in people’s lives & improve the world.”

Jack Lew
As we come to the end of another year, the Public Administration Sector is pleased to present the 12th edition of the Public Administration Sector Quarterly Newsletter.

This edition highlights completed, ongoing, and planned activities under the Public Administration Sector Plan 2013/14 – 2017/18.

The PASP aims to achieve a professional and competent public administration providing quality service delivery to its clients, the people of Samoa. It seeks to strengthen the efficiency, effectiveness and transparency of the public administration in its operations.

If you have suggestions on how we can improve the next edition, connect with us!

We look forward to your positive contributions towards the progress of our Sector in 2018.

The Public Administration Sector Coordination Unit
The Public Administration Sector conducted the 3rd and final annual review of the Public Administration Plan 2013/2014 – 2017/2018 on Thursday 25th October 2017. More than 60 participants from government ministries and SOE’s, private sector and non-government organization attended the annual review this year which was held at the Samoa Convention Center.

The review was an opportunity for the Sector and its stakeholders to take stock of where it was with the implementation of the PASP. It also gave stakeholders the chance to identify issues causing delays and possible avenues to address them and ensure that the remaining activities are completed on time.

In his Keynote address, Dr. Tu’uu Ieti Taulealo stated that “the principal goal of the review is to take note of progress made since the last annual review in October 2016, and to make relevant suggestions on how we can better coordinate ourselves to implement the remaining activities before the end of PASP in June 2018.” He further went on to say that “the findings from this review will help us formulate the Terms of Reference and the foundation for the next Public Administration Sector Plan.”

Challenges were also noted in the implementation of activities and overall work of the Sector. The review also revisited priorities set from the last review, which included the:

- Development of National Planning and Management Framework
- Development of Organizational Performance Assessment and Improvement Tool (OPAIT)
- Development of National Human Resource Development Plan
- Development and implementation of Workforce Plans across the public sector

Divisions within the PSC leading the above activities were invited to present on progress made thus far and gauge feedback from stakeholders on way forward.

A final End-of-Plan Review is planned for June 2018, to assess the Sector’s performance against sector outcomes as agreed upon to in 2013/2014, and more importantly look at what impact the Sector has made since the inception of the PASP, prior to developing the next Public Administration Sector Plan for the next five years.

The keynote address delivered by the Chairman of the Public Service Commission- Dr. Tuu’u Ieti Taulealo is on page 8 for more information.
SAMOA JOINS THE INTERNATIONAL COMMUNITY IN COMMEMORATING ANTI-CORRUPTION DAY

Samoa took part for the first time this year in commemorating the Anti-Corruption Day on the 9th December, 2017. The commemoration was made possible through the collaborative work of the United Nations Development Programme (UNDP), the UN Office on Drugs and Crime (UNODC), the UN-Pacific Regional Anti-Corruption Project (UN-PRAC) and the Government of Samoa through the Office of the Public Service Commission.

The annual celebration aims to raise people’s awareness about corruption and the cost to communities and Government. It also looks at the role of the United Nation Convention against Corruption (UNCAC) in preventing and fighting this disease. This year’s theme was “Corruption: An impediment to the Sustainable Development Goals.”

To commemorate this day, the Public Service Commission was able to secure funding from the UNPRAC to fund part of the joint Government-Private Sector-Non Governmental Organization online campaign in Samoa. This consisted of short videos put together with contributions from partners such as the Samoa Chamber of Commerce & Industry Inc., and the Samoa Umbrella for Non-Governmental Organizations.

Moreover, two prominent members of Parliament, the Hon. Allilamelemanu Alofa Tuuau, Chair of the Parliamentary Committee for Finance and Expenditure, and the Hon. Gatoloaifaana Amataga Alesana Gidlow, Vice Chair of the Global Organization of Parliamentarians against Corruption (GOPAC) conveyed their full support towards the fight against corrupt practices and activities within Government, workplaces, in the churches and village communities. There was also a video by the Samoa Audit Office promoting an upcoming anti-corruption project called the Samoa Integrity Organization Network (SION). All of these promotional videos were featured on national television and anti-corruption posters were disseminated throughout Government offices and public notice boards to show Samoa’s robust support in fighting corruption.

The awareness videos can be viewed at the following link: https://www.psc.gov.ws/our-services/pasp/ for more information.

WORKSHOP AIMS TO DEVELOP TOOLS AND STRATEGIES FOR IMPROVING MEDIUM TERM EXPENDITURE PLANNING

The United Nations Economics and Social Commission for Asia and the Pacific (ESCAP) together with the Pacific Financial Technical Centre (PFTC) and the Ministry of Finance (MOF) held a workshop from the 6th – 10th November, 2017 at the Samoa Convention Centre at the TATTE Building. The focus of the week long workshop was on Medium Term Expenditure Planning for National Sustainable Development.
Sustainable development in the Pacific Region requires the integration and balancing of economic, social and environmental considerations to serve the public interest. The need for integrated policy making founded on strong empirical evidence was recognised by the UN Rio+20 outcome document “the future we want” and the Small Island Developing States (SIDS) outcome document “SAMOA Pathway.” Thus, the said workshop provided a platform for the participants to learn, develop tools, strategies and best practices to improve medium term expenditure planning.

The workshop’s five main objectives included:

- Strengthening the collaboration between Analysts in the budget and planning offices to better link development plans into budgets
- Improve linkages between budget and planning offices and central banks at a technical level
- Increase capacity to undertake medium-term fiscal budgeting and planning
- Support peer learning and the formation of professional networks in the region
- Identify countries’ priorities for follow up bilateral technical assistance
- Assist professional finance and planning staff in getting greater acceptance by political decision-makers for disciplined medium-term expenditure forecasting and costing.

The regional workshop brought close to 40 representatives of Ministries of Finance and Central Banks from 16 Pacific countries, particularly budget and planning officers, to share their experiences. Representatives of Samoa’s 14 sectors were also invited to partake in this crucial workshop.

PEOPLE ONE MONITORING & EVALUATION OVERVIEW PRESENTED AT THE HUMAN RESOURCE COORDINATOR’S FORUM

The Human Resource Coordinators (HRC) Group which consists of Corporate Services Assistant Chief Executive Officers (ACEO) from Line Ministries held their last meeting for this year on Thursday 26th October 2017 at the Public Service Commission’s Conference Room.

One of the main agenda items was the presentation by the Human Resource Management Information System Division of the Public Service Commission Office on the “People One Monitoring and Evaluation Overview 2016-2017.” The presentation highlighted updates and progress from different line ministries in terms of the People One System. It also allowed HRC representatives to understand the importance of inputting accurate data for producing reports. Forum representatives also provided feedback and suggestions to improve the system and reduce inconsistency of information used.

The participants shared issues and challenges on several Human Resource matters within each Ministry. Most of these were connected to the new Working Conditions and Entitlements Manual, which included leave entitlements, allowances, position establishments, salary reclassifications and others to name a few. Participants were encouraged to utilise the forum as an avenue to share best practices and to network to help achieve Samoa’s national goals.

More than 30 human resource coordinators and observers from different Ministries attended. The next forum will be held in March 2018.

NATIONAL POLICY COORDINATION COMMITTEE ESTABLISHED

A National Policy Coordination Committee has been established.
established and has been in operation since October 2017. Led by the Ministry of the Prime Minister and Cabinet (MPMC), the Committee comprises of Chief Executive Officers from selected Government Ministries.

The rationale behind the establishment of this Committee is to promote and encourage coordination amongst Government agencies. The Committee is tasked with reviewing national policies being developed before they are passed on to Cabinet for endorsement. To date, two meetings have taken place since its establishment; held on the 31st October and the 5th December 2017. At these meetings, the Terms of Reference for the Committee was discussed and finalized. It also looked into policies that are in the pipeline such as the National Security Policy and the Samoa Possible.

In going forward, the National Policy Coordination Committee will meet on the first Tuesday of every month. The MPMC will be responsible for coordinating and preparing the agenda and minutes for every meeting. Additionally, it is expected that this Committee will operate in close collaboration with its Working Group as well as the Central Agencies Committee.

**HEAD OF STATE ACT UNDER REVIEW**

Pursuant to Cabinet Directive FK(17)33, the Ministry of the Prime Minister and Cabinet (MPMC) led the preparations for the review of the Head of State Act 1965. A Review Committee within the MPMC has been established for this task.

This review was prompted by Cabinet to reflect changes made to the Constitution regarding the Head of State post. Some of these changes include but are not limited to the eligibility criteria, the number of years or the duration of service and the possibility of having a female Head of State in the future. Other key changes that will be proposed deals with changing the agency responsible for administering the Head of State Act from the Legislative Assembly to the Ministry of the Prime Minister and Cabinet.

The Review Instructions which includes the proposed changes is currently being developed and will be forwarded to the Attorney General’s Office upon completion.

**NARCOTICS WORKSHOP AIMS TO REDUCE HEALTH, SOCIAL AND ECONOMIC PROBLEMS IN SAMOA**

The United States Embassy in collaboration with the Ministry of the Prime Minister and Cabinet conducted a training on Narcotics from the 6th-14th November 2017.

The overall goal of the training aimed at reducing the health, social and economic problems associated with substance use disorders by building international treatment capacity for local enforcement staff.

A total of 30 participants from various Government Ministries such as the Samoa Police Services, Ministry of Health, Ministry of Women Community and Social Development, Ministry for Revenue and the Immigration Office together with participants from civil society organizations attended this training and received a certificate under the Universal Treatment Curricula Training for Courses 1 and 2 from the Colombo Plan Drug Advisory Program. There are eight courses, in total, for the Colombo Plan Drug Advisory Program Universal Treatment Curricula and this program covered courses 1 and 2.

Course 1 focuses on a comprehensive overview of addiction, an understanding of the physiology of addiction as a brain disease and the pharmacology of psychoactive substances. Course 2 focuses on the foundation for learning about Substance Use Disorder treatment. It gives an overview of recovery and recovery
management, stages of change, principles of effective treatment, components of treatment and evidence-based practices.

The workshop was held at the Ministry of Health’s Conference Room at Motootua.

PACIFIC LEARNING PROGRAM ON REFUGEES TAKE PLACE IN SAMOA

The United Nation High Commission for Refugees (UNHCR) in partnership with the Ministry of the Prime Minister and Cabinet successfully completed phase 1 of the Pacific Learning Program on Refugees at the Tanoa Tusitala Hotel from the 16th-20th October 2017; the second phase is scheduled for 2018.

The main purpose of this program is to build capacity of National Border Security agencies to enable the development of effective protection measures and sustainable responses to forced migration and statelessness. This is in response to the growing trend of asylum seekers in several countries around the Pacific. It is also in anticipation of any potential impacts that may be associated with an influx of refugees in the future.

This program is expected to assist the Policy Implementation and Monitoring Unit of the Ministry of the Prime Minister and Cabinet with developing the Refugee Policy.

The program was fully funded and facilitated by the United Nation High Commission for Refugees Office.

CAPACITY BUILDING FOR THE “PEOPLE ONE & FINANCE ONE” SYSTEM KICKS OFF

The Office of the Public Service Commission through its Human Resource Management & Information Services (HRMIS) together with the Ministry of Finance’s Payroll and Information Technology Division received assistance through a capacity building training conducted by a consultant from the Australian Technology One Company.

Ms Tracie Capper, the assigned consultant was in Samoa from the 21st – 24th November, 2017 to conduct this training with the main objective of building the capacity of local IT staff in both PSC and MOF in configuring and aligning leave balances for employees in all 14 Ministries; in accordance to the latest Working Conditions Manual 2015.

The training allowed for changes in the following areas:

- Setting up new Accrual Pay components codes and corresponding leave accrual rules
- Zero out old Leave Balances and replace with new and update balances.
- Import new Balances under the new Accrual Rules according to our new Working Condition Manual 2015 for all Employees.
- Test all the Accrual Calculations and all leave liabilities after changes have been made on Production.
- Test and implement new pay advice showing update and correct leave balances.
- Train nominated HR & Payroll key users how to make these changes on the Leave Module

Collaborative work with all government ministries is currently underway to ensure all staff’s leave balance are updated prior to conducting in house training for all Human Resource Coordinators in all government ministries to ensure the effectiveness of the system.
Distinguished guests, ladies and gentlemen.

Talofa lava.

It is my pleasure to welcome you all to the third and final annual review of the Public Administration Sector Plan 2013/14-2017/18. The principal goal of this review is to provide a platform for our stakeholders to take note of progress made since the last annual review in October 2016, and to make relevant suggestions on how we can better coordinate ourselves to implement the remaining activities before the end of PASP in June 2018.

Briefly, the PASP has 3 goals aimed at strengthening the quality of public service delivery, human resource capacities, and integrity within the public sector. Our vision for the public administration sector is to have a professional and competent public administration that provides quality, cost effective and coordinated service delivery to the people of Samoa. To realize this vision, there are 19 activities allocated under the 3 goals to be implemented within the 5 year lifespan of the PASP.

According to the 3rd Annual Review Report distributed, more than half of the 19 activities have been, or are currently being implemented. Six have been completed; 12 are in progress, with 1 ongoing activity. Many of the activities in the PASP are building blocks to the reforms announced by the Minister of Finance, as well as continuous reforms and improvements made to our processes and systems to ensure the Machinery of Government is functioning at an optimal level to serve our people well.

As you may recall from our last annual review, we committed to completing 4 prioritised activities by June 2017. We were not able to do so, unfortunately, as a result of several challenges, some of which were outside of our control. These included changes in organizational priorities and strategic direction; lack of risk management plans developed prior to implementation to address unexpected challenges or results; inadequate estimation in terms of the timeframe and resources required for each activity, as well as administrative and procedural delays. Completion dates for the 4 activities that were planned to be completed by June 2017 have been revised to June 2018.

In addition to the remaining 8 activities planned to be completed around the same time, this means the Sector has 8 months left to complete a total of 12 activities. This would require close collaboration between sector agencies, and ample support from our stakeholders, especially the general public, whom we greatly depend on to provide feedback on how we are performing as a Sector, and as public servants. We aim to have a final End-of-Plan Review by June next year, to assess our performance against the sector outcomes we agreed to in 2013/2014, but more importantly to look at what impact we’ve made since the inception of the PASP. Our findings from this review will help us formulate the Terms of Reference and the foundation for the next Public Administration Sector Plan.

At its best, the Samoa Public Service leads the way in many areas as a result of various reforms that have been undertaken, with a few still in progress. Today, we pause to reflect on the work we’ve done for the past 12 months, celebrate what we’ve accomplished, and renew our focus as we seek ways to work with the public sector to drive organisational change under fiscal pressure.

I look forward to the constructive discussions today and I encourage you all to use this platform to recommend good practice for the Sector, to strengthen implementation for the remaining 2 years of the Plan.

Thank you and Soifua.
Get in touch & find out how you can help strengthen the way we serve you!

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