A word from the Sector Coordination Division

The Public Administration Sector is pleased to present the 13th Edition of the Public Administration Sector Newsletter.

It will highlight 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 the people of Samoa. It seeks to strengthen the efficiency, effectiveness and transparency of the public administration.

The Division is always delighted to discuss and advise on issues relating to the quality of service delivery, human resource management, planning and development.

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

We look forward to your positive contributions for the remaining quarter the financial year.

Best,
The Public Administration Sector Coordination Team!

The Office of the Public Service Commission and the Public Administration Sector welcomes and congratulates its new Chairman, Aloino Mose Pouvi Sua and new Commission Member, Auelua T. Samuelu Enari.

We wish you success during your tenure and we look forward to working with and supporting you for the next 3 years.

The Public Administration Sector wishes each and every one of you a blessed, safe and peaceful Easter.

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PSC BIDS FAREWELL TO ITS CHAIRMAN AND COMMISSION MEMBER

The Office of the Public Service Commission hosted a farewell ceremony for Tuu'u Dr. Ieti Taulealo and Safuneituuga Paaga Neri on Thursday 8th March 2018, at the Conference Center of the Tui Atua Tupua Tamasese Efi (TATTE) Building.

The event officially marked the completion of six years for Tuu'u Dr. Ieti Taulealo as Chairman and Safuneituuga Paaga Neri as Commission Member for the Office of the Public Service Commission.

The Honorable Prime Minister who is also the Minister for the Office of the Public Service Commission, Tuilaepa Dr. Sailele Malielegaoi presented the key note address. In his speech, he acknowledged the many challenges that have been encountered by both outgoing members of the Commission during their tenure at the office and thanked them for their hard work and dedication in leading the Office of the Public Service Commission over the past six years.

Tuu'u Dr. Ieti Taulealo and Safuneituuga Paaga Neri started as Chairman and Commission Member for the Office of the Public Service Commission in 2012. They were later re-appointed at the end of their first three-year contract in 2015, for another three-year term.

HUMAN RESOURCE MANAGEMENT FRAMEWORK REVIEW GETS UNDERWAY

The review of the Human Resource Management (HRM) Framework by the Office of the Public Service Commission (PSC) through the assistance of the Technical Assistance (TA) Facility Fund is underway.

The existing framework has not been reviewed since it was developed during the PSC’s Institutional Strengthening Program (under the auspices of the AusAID), which was part of the Samoa Public Sector (SPS) HRM reforms that took place from 1999-2003.

The review is divided into three phases with Phase 1 which is led by consultant Dr. Willy McCourt; which started in mid-January 2018 and is nearing completion. Dr. Willy McCourt conducted an assessment of the existing HRM Framework in the public service and an analysis of HRM systems and practices currently in operation for all of the 54 government agencies comprising the SPS.

This work is expected to contribute to the realisation of the One Public Sector-One Vision for Good Governance-One Policy work, also led by the PSC in collaboration with the Ministry of Finance and the Ministry of the Prime Minister and Cabinet.

It would also entail looking into further devolution of HR operational functions administered by the PSC. This will help support the PSC’s internal functional review as it moves to place more emphasis on the provision of strategic HRM advice, policy and human resource training and development.
The activity is expected to be completed by June 2018.

**PROACTIVE APPROACH CALLS FOR SUPPORT VISITS TO BUILD BETTER RAPPORT AND CLARITY ON HUMAN RESOURCE MANAGEMENT ISSUES**

The Office of the Public Service Commission (PSC) through its Public Service Performance and Policy Division (PSPP) delivered a brief presentation on the *Samoa Public Service Human Resource Management and Evaluation (SPS HRM) Report for FY2015/16*, and *FY2016/17* at the Human Resource Coordinators Forum. The presentation highlighted major developments in analysing data from the Ministry Quarterly Reports (MQRs) for FY2015/16 and FY 2016/17, including a comprehensive comparative analysis on Human Resource Management components such as:

- Employees Statistics
- Recruitment and Selection
- Working Conditions and Entitlements
- Other Components of Human Resource Management

Taking into consideration all the issues raised in the two reports, the PSC has decided to take a more proactive approach by conducting support visits to each of the Ministries. The primary objective of these visits are to:

- Building better rapport between the PSC and Ministries
- Support and provide clarity on interpretation issues relating to the Working Conditions and Employment Manual 2015
- Support Corporate Services Division of each Ministries by capturing and alleviating internal Human Resource Management issues
- Ensure that Ministries are well equipped in managing functions that will be devolved from the PSC i.e. the counting of years of service.

The tentative dates for the support visits is scheduled for May 2018. The PSPP Division will inform all Ministries of the final schedule to avoid any overlaps with the PSC's Compliance Monitoring and Evaluation visits, and ensure minimal disruption to the usual operations of the Ministries.

**HUMAN RESOURCE COORDINATORS FORUM CALLS FOR IMPROVED COMMUNICATION CHANNELS BETWEEN MINISTRIES AND THE OFFICE OF THE PUBLIC SERVICE COMMISSION**

The Office of the Public Service Commission (PSC) held its 3rd Human Resource Coordinators (HRC) forum for the current financial year on Tuesday 27th March, 2018.

The forum raised the importance of communication between Ministries and the Office of the PSC and called for ways to improve communication channels; by using group emails for faster and reliable responses from PSC regarding any human resource (HR) matters. Thus, all representatives present at the Forum were encouraged to use division emails of the Office of the PSC to ensure swift responses are received from time to time. A list is provided below of division emails for the Office of the PSC to get in touch with should there be any pressing HR matters.
The gathering also provided an opportunity for Ministries to share best practises and provided PSC with an update on HR processes and procedures that are currently being used to improve service delivery. It was also an avenue for PSC to ensure feedback is provided to help Ministries with related HR matters raised during the meeting.

During the forum a presentation was delivered by the PSC's Public Service Performance and Policy Division on ‘Samoa Public Service Human Resource Management and Evaluation Reports for FY 2015/2016 & FY2016/2017.

This was followed by the HRC Roundtable which allowed for discussions on matters such as the Recruitment & Selection Process, Workforce Planning, Overseas Trainings, People One system, as well as Leave updates. The next forum is scheduled for late June 2018.

Please find below the division emails of the Office of the Public Service Commission and touch base with them on any HR matters:

- Corporate and Human Resource Administration Services – chras@psc.gov.ws
- Human Resource Development Division – hrd@psc.gov.ws
- Human Resource Management Division – hrm@psc.gov.ws
- Human Resource Management and Information System Division – hrmis@psc.gov.ws
- Legal & Investigation Division – legal@psc.gov.ws
- Public Administration Sector and Coordination Division – pasc@psc.gov.ws
- Public Service Performance and Policy Division – psp@psc.gov.ws
- Senior Executive Services Division – ses@psc.gov.ws

**DISASTER RISK MANAGEMENT FOR THE PUBLIC ADMINISTRATION SECTOR FINALISED**

The **Disaster Risk Management: Recommended Actions for the Public Administration Sector** has been finalised.

A multi sector approach has called for shared responsibility and positions the sector like the Public Administration Sector (PAS) in the driver's seat to mainstream DRM and building resilience across the PAS.

As noted “The **Recommended Actions for Disaster Resilience in the Public Administration Sector** is aligned with the **Sendai Framework for Disaster Risk Reduction (SFDRR)** and other global and regional agreements including the United Nations Sustainable Development Goals (SDGs), the Paris Agreement on Climate Change, the Pacific Regional Framework for Disaster Risk Reduction, the Small Islands Development States Modalities of Action (S.A.M.O.A.) Pathway and with our National Strategy for the Development of Samoa (SDS).”

The main purpose of the **Disaster Risk Management: Recommended Actions for the Public Administration Sector** is to enhance knowledge, abilities and capacities at all levels for disaster prevention, preparedness, response and recovery within the Public Administration Sector in Samoa.

Its objectives are:

i. To strengthen disaster prevention, preparedness, response and recovery within the Public Administration Sector;

ii. To articulate and integrate PAS contribution to the National DRM Framework, linked to the Sendai Framework, the National Disaster Management Plan 2016-2019 and the DRM National Action Plan 2016-2021;

iii. To mainstream DRM across the Public Administration Sector Plan 2013/14 – 2017/18 and promote cross-sector collaboration;

iv. To provide PAS with an initial framework to strengthen skills and increase capacities.
to effectively provide DRM-related and resilience-based knowledge and services to its’ staff and stakeholders;

v. To contribute to better coordination between the key stakeholders engaged in DRM at national level (through the DAC and the National Disaster Resilience Platform) and at local level (through existing structures), and

vi. To assist in the formulation of “GESI-sensitive” DRM policies, legislation and procedures to ensure attention to cross-cutting issues.

The Recommended Actions advocate a comprehensive approach to risk management that factors risk considerations into all PAS planning, implementation, monitoring and evaluation processes and it includes:

- **Prevention** of adverse impacts and disasters;
- **Avoidance** of adverse impacts of hazards and disasters;
- **Mitigation** to lessen or limit adverse impacts;
- **Preparedness** and being vigilant at all times, and
- **Responsiveness**, through implementation and monitoring of the PAS DRM Strategy.

The Recommended Actions aims to strengthen the role of the Public Service Commission through its Public Administration Sector Coordination Division as the lead implementing agency for the PAS and a key partner in effective DRM. It also aims to build capacity for DRM across the whole of the sector for more effective disaster risk reduction.

Moreover, the Recommended Actions promote partnerships, collaboration and “whole-of-society” engagement and also supports gender equity and social inclusion as critical cross cutting issues and recognizes the essential role that all members of a community play in effective DRM.

The development of this **Recommended Actions for Disaster Resilience in the Public Administration Sector** involved a review of global, regional and national DRM literature as well as consultation between the office of the Ministry of Natural Resource and Environment through its Disaster Management Office and key PAS stakeholders within and outside of the Public Service Commission through a series of interactive workshops held in late August 2016 and was reaffirmed in March 2017.

**FIRST APPEALS WORKSHOP CONDUCTED FOR PUBLIC SERVICE EMPLOYEES**

The Legal and Investigation Services Division conducted an Appeals Workshop for selected Public Service employees late last year with the main objective of providing more awareness and understanding of public service on the process of preparing an appeal and the grounds of the appeal.

This is the first time the Public Service Commission has organized and hosted such workshop and it is intended that these employees will assist other Public Service employees in the future in the preparation of their appeals and to ensure that their appeal comply with the provisions of the Public Service Act 2004.

Five ministries were selected for the said workshop and the Samoa Public Service employees are encouraged to seek the assistance and advice of the following employees when considering an appeal to be lodged:

- Aliitasi Faumuina, MNRE – aliitasi.faumuina@mnre.gov.ws
- Faauluuluga Papalii, MNRE – faauluuluga.papalii@mnre.gov.ws
- Jacob Mark Schuster, MAF – jacob.schuster@maf.gov.ws
The Public Service Commission will schedule another Appeals Workshop in the future and will invite more employees to participate.

**REFRESHER TRAINING CONDUCTED FOR LEAVE AND EMPLOYEE MAINTENANCE ON THE FINANCE ONE SYSTEM**

Following from the training that was delivered by Ms. Tracie Capper in December last year to the staff of the Public Service Commission, the Human Resource Management and Information System (HRMIS) conducted a refresher training on “Leave and Employee Maintenance” for the Finance One System, particularly for staff in the corporate services such as Leave Officers/Clerks and Human Resource data Operators of all Government ministries. This is to ensure a high level of skills are maintained and that all respective staff leave are updated from time to time.

The objectives of the training looked at reviewing and monitoring of processes on issues related to the Leave Module with the focus on improving, strengthen, monitor and reviewing processes within Ministries. The reason for the need to improve and review the processes is due to the recent reconfiguration of the Leave Module to align with the new Working Conditions and Entitlements Manual 2015.

The HRMIS will be assessing whether all the information on the Leave Module are updated on the Leave Management System for all Ministries during its bi-annual Compliance Monitoring & Evaluation Exercise that is proposed for May, 2018.

The refresher training was well received by all Ministries and was held at the conference room of the Office of the Public Service Commission. A total of 16 ministries participated at the training which took place from the 6th – 9th February, 2018.
Remaining Training Calendar FY 2017/2018 (April – June 2018)

<table>
<thead>
<tr>
<th>Training Area</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Data Collection &amp; Analysis</td>
<td>09-13 April 2018</td>
</tr>
<tr>
<td>Time Management for the Public Sector</td>
<td>16-20 April 2018</td>
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<tr>
<td>Team Building</td>
<td>23-27 April 2018</td>
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<tr>
<td>Human Resource Management</td>
<td>07-11 May 2018</td>
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<tr>
<td>Presentation Skills</td>
<td>21-25 May 2018</td>
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<tr>
<td>Monitoring and Evaluation</td>
<td>4-8 June 2018</td>
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<tr>
<td>Basic Computing Skills</td>
<td>11-15 June 2018</td>
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Contact the Human Resource Division on email hrd@psc.gov.ws for more information on phone number 22123 ext. 61, 64 and 71.

- Get in touch & find out how you can help strengthen the way we serve you!
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