The Chairman and Members of the Public Administration Sector Steering Committee would like to take this opportunity to acknowledge with great appreciation the tremendous support and assistance of all its stakeholders throughout this year and we look forward to working together with you all in 2019. May the holiday spirit be with you and yours during this happy season of Christmas and throughout the New Year.

“Christmas is a season not only of rejoicing but of reflection.”

Winston Churchill
MERRY CHRISTMAS AND HAPPY NEW YEAR FROM THE PUBLIC ADMINISTRATION SECTOR

This holiday season, the Public Administration Sector wishes each public servant a very merry Christmas with blessings and happiness and a prosperous New year.
May the Lord bless you all with good health to continue the good work in the respective areas of responsibilities and duties that you have been chosen to work in.
ALL THE BEST WITH 2019

A word from the Sector Coordination Division

As we come to the end of another year, the Public Administration Sector is pleased to present the 16th edition of the Public Administration Sector Quarterly Newsletter.

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

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 2019.

The Public Administration Sector Coordination Unit

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The Office of the Public Service Commission is mandated to strategically develop and implement systems to improve the management of human resources in the public service.

As part of this role the PSC carried out its Monitoring & Evaluation (M&E) activity for financial year 2017/2018 on two separate periods with the first from 28 August – 8 September 2017 and the 2nd from 12 – 22 June 2018.

The intention of the M&E activity looked at identifying current issues and limitations of HRM practices and to assist Ministries in improving the management of its general employees through the effective utilization of the PMS and R&S process.

The findings were made available to all Ministries through a Circular Memorandum (CM) dated 29 November 2018. While improvements were noted within certain Ministries, the overall findings highlighted that the implementation of the PMS had dropped significantly. This requires the undivided attention of the PSC and all agencies to seek ways in accomplishing full compliance in the current financial year (2018/2019).

In light of the above findings, the PSC is coordinating and looking at strengthening efforts towards addressing the issues hindering the implementation of the PMS and R&S process within line ministries.

It has been identified that one of the main issues for non-compliance was due to the lack of commitment by Managers to carry out the performance assessment for their staff despite constant reminders to do so.

It is also important to note that PSC is working on a Performance Rewarding Policy, which will depend on the willingness of Ministries to comply with the PMS (documentation of staff performance assessment).

Despite the low number of line Ministries complying with the implementation of the PMS, the findings showed that there was a slight increase in the compliance with the Recruitment & Selection process. However, there was a lapse in proper documentation and this remains as an ongoing issue. Therefore, all line ministries were strongly reminded that proper filing and documentation is the key to ensure transparency and accountability of their R&S processes.

The next M&E process for Financial Year 2018/2019 has been scheduled to be held on 23 January 2019 with the schedules for Ministries to be confirmed early next year.

A summary of each Ministry’s M&E feedback can be provided upon request by contacting the Human Resource Management Division on email hrm@psc.gov.ws

DEVELOPMENT OF THE NEW PUBLIC ADMINISTRATION SECTOR PLAN PLANNED FOR EARLY NEXT YEAR

The Public Administration Sector Coordination Unit (PASCU) has secured assistance under the Australian funded Samoa Government Support Program (SGSP) for 2 consultants to develop the next five-year Plan for the Public Administration Sector.

One national consultant together with an international consultant will be working together on this assignment. Preliminary work for
this project is expected to start around early February, 2019.

While the End of Sector Plan review has been completed, the consultants will be conducting an external review of the old PASP, before they develop the new one. The consultants will also produce a state of the Public Administration Sector Report which will be a precursor for the new Plan.

This Report will cover important areas such as information on the size of the Public Administration Sector, development and growth, recurring issues and challenges amongst others. This information will provide invaluable insight and data to help determine the priorities as well as the direction that the new Plan will commit to in the next five years.

In addition, the PASCU have also secured assistance under the US Aid Climate Ready Project for a consultant to ensure that Disaster Risk Management and Climate Change issues are mainstreamed into the new Plan. This Consultant is expected to begin his work simultaneously and in collaboration with the two consultants tasked with developing the new Sector Plan.

It is anticipated that the new Public Administrations Sector Plan will be launched by June 2019.


PARTIAL TRANSFER OF STAFF TRAINING AND SCHOLARSHIP COMMITTEE APPROVAL TO PUBLIC SERVICE COMMISSION

The Public Service Commission together with the Ministry of Foreign Affairs and Trade have begun the partial transfer of the Staff Training and Scholarship Committee Approval (STSC) function to the PSC through its Human Resource Development Division.

This was one of the recommendations of the Functional Review that was conducted by PSC in 2016.

As noted, the PSC through the HRD is tasked with providing policy advice to the Commission, Ministries and other Stakeholders on all Human Resource Development matters as well as conducting Monitoring and Evaluation of Human Resource Development and Capability activities for all line Ministries of Government. Therefore, the HRD Division plays a vital role in the assessment and approval of official trips for permanent staff attending overseas training for professional development.

In addition, the Division is also involved in scholarship arrangements such as assessing forms, panelling for scholarship interviews, attending briefings and facilitating bond signing for different scholarship categories.

Furthermore, the HRD Division continues to play an important role in collaborating with donor partners to coordinate training development opportunities for employees to improve human resource capability in the public sector.

The partial transfer of the Staff Training and Scholarships Committee Approval function to PSC was effective on the 1st of November 2018.

ACTING APPOINTMENT ISSUE CLARIFIED AT THE HUMAN RESOURCE COORDINATORS FORUM

The Office of the Public Service Commission through its Human Resource Development Division conducted the 2nd Human Resource Coordinators (HRC) Forum on the 29th of November 2018.
During the forum, HRCs were able to share best practices and solutions on issues raised by other human resource coordinators for discussion.

One of the critical issues that was discussed at the forum was the management of acting appointments particularly when the managers are on duty travel or on leave. Some Ministries were not clear whether to use the conveyance from the Office of the PSC or the Cabinet Directive (FK) as the correct supporting document when processing higher duty allowance.

The PSC clarified that while it is mandatory to have the Cabinet Directive as another supporting document, Ministries will still need the PSC conveyance as it notes the actual dates for the acting appointment (whereas the FK only notes the dates of the meeting, excluding the dates of travel).

The PSC also reminded the human resource coordinators of the penalty that is already stipulated in the revised Working Conditions and Entitlements Manual 2015, and that the responsible person or unit will be penalized for late submission of Acting Appointments at any given time.

The representative from the Ministry of Women, Community and Social Development also suggested to the forum an alternative to avoid the late submission or notification of acting appointment and recommended for principal officers to email or notify the Senior Executive Services Division of the PSC if they are appointed to be acting on behalf of their managers in order to avoid the delay and being penalized.

These HRC forums continue to build good & positive working relationships between HR personnel from different Ministries.

Representatives from the respective line ministries acknowledged the continuous support from the PSC on HR matters/issues when requests are put through for assistance.

The Assistant Chief Executive Officer for the Human Resource Development Division – Sarona Esera Filipo also thanked all for attending the forum and for their continuous support throughout the year.

The next HRC Forum is scheduled to take place in February 2019.

**PAY RISE FOR GOVERNMENT EMPLOYEES COME INTO EFFECT IN JANUARY 2019**

The Government has issued a Cabinet Directive FK (18)41 which confirmed the pay rise for all public servants working in various government agencies to be effective on the 1st January 2019.

There are three categories of the pay rise with the principal and lower level receiving 10% increase, middle level – Assistant Chief Executive Officer receiving a 7% increase and with the Chief Executive Officers and the upper level receiving 5%.

The proposed pay rise will be distributed gradually within the span of 3 years, starting from 2019 to 2021.
Are you uncertain of any issues pertaining to any of the following areas – Functional Analysis, Organisational Performance Assessment and Improvement Tool (OPAIT), Human Resource Management Monitoring and Evaluation (M&E) or the Working Conditions and Entitlements Manual 2015 (WCEM)? If yes, then you are more than welcome to contact the Public Service Performance and Policy Services Division and feel free to contact the assigned person(s):

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GET IN TOUCH WITH THE PUBLIC ADMINISTRATION TEAM AND LET US KNOW HOW YOU CAN HELP STRENGTHEN THE WAY WE SERVE YOU!

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