A word from the Sector Coordination Division

The Public Administration Sector is pleased to present the 21st Edition of the Public Administration Sector Newsletter and also the third one for this Financial Year 2019/2020.

With the previous PASP officially ending in December of 2018, the PAS Steering Committee are happy to announce the we have completed the new Public Administration Sector Plan 2020/2021 -2024/2025.

In this regard, this 21st Edition will highlight some of the activities pertaining to the completion of the new PASP as well as other activities that have been completed over the previous 3 months by the Public Administration Sector.

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

We look forward to your positive contributions for the remaining half of the year and all the best with the start of the new financial year 2019/2020.

Best,
The Public Administration Sector Coordination Team!

What’s in this Edition

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STAY SAFE SAMOA

As we go through these trying times with the worldwide spread of the Corona Virus Pandemic (COVID-19), working together and supporting each other is key. A simple reminder from the Public Administration Sector of some of the simple actions you can do to protect and save our beautiful Samoa and its people from this deadly virus:

- Regularly and thoroughly clean your hands with an alcohol-based hand rub or wash them with soap and water.
- Maintain social distancing. Maintain at least 1-meter (3 feet) distance between yourself and anyone who is coughing or sneezing.
- Avoid touching eyes, nose and mouth.
- Practice respiratory hygiene. Make sure you, and the people around you, follow good respiratory hygiene. This means covering your mouth and nose with your bent elbow or tissue when you cough or sneeze. Then dispose of the used tissue immediately.
- If you have fever, cough and difficulty breathing, seek medical care as soon as possible.
- Stay informed and follow the advice given by your healthcare provider.
The new Public Administration Sector Plan 2020/2021 – 2024/2025 is ready to be launched.

The development of the new Plan was premised on a review of the State of the Service, as well as an independent assessment of the previous PASP which ended in 2018.

The Sector hopes that in the long run, it would have achieved “A trusted, citizen-focused public administration”. It envisages that by the end of another sector planning period, the following would have been realized:

1. Better Public Services
2. Better Public Policies
3. Skilled Workforce

Similarly, with the previous PASP, the new Plan continues to focus on strengthening service delivery across government. The aim is to ensure that all public servants clearly understand and appreciate their role in supporting our citizens and the business community, minimizing bureaucratic red lines to facilitate the needs of our people.

The Plan includes more than 50 activities to be implemented jointly by the Ministry of the Prime Minister & Cabinet, Public Service Commission, Ministry of Women & Social Development, Ministry of Finance, Ministry for Public Enterprise, Ministry of Education, Sports & Culture, National University of Samoa, Ministry of Communications & Technology, Samoa Bureau of Statistics, Samoa Chamber of Commerce & the Samoa Umbrella of Non-Government Organizations.

The Sector had planned to launch the new Plan by early April. However, in light of the unprecedented COVID-19 pandemic, and the subsequent Orders of State of Emergency, the launch has since been cancelled. However, the implementation of the activities as identified in the plan will still go ahead as planned come July 2020.

The Public Service Commission through its PASCD would like to extend its sincere gratitude to all stakeholders involved in this work, from government, development partners, the private sector and community representatives. In particular, we thank the Samoa Governance Support Program financed by the Government of Australia, and the United States Agency for International Development, for the technical assistance provided for this work.

A copy of the new PASP will be made available online by June 30th, at the following website address – www.psc.gov.ws Should you have any queries regarding the new PASP, please do not hesitate to contact the Public Administration Sector Coordination Division at the following email – pasc@psc.gov.ws

SPECIAL WORKING CONDITIONS FOR THE STATE OF EMERGENCY FOR CORONA VIRUS (COVID19) ISSUED

The Public Service Commission issued a Circular Memorandum 2019/2020-22 on the 23rd March 2020 informing all public servants of special working conditions in conjunction with the FK (20) Faapitoa 7th that was issued on Friday 20th March, 2020 declaring a State of Emergency (SOE) in response to the COVID19 global crisis.

The CM highlights the following:

- partial shut-down of non-essential services with the exception of essential services which are expected to remain open;
- new working hours for the whole public service (9am – 3pm);
- encouraging heads of all government agencies to consider roster arrangements
or flexible working hours for employees; and

- making appropriate transportation arrangements for those affected with the partial shutdown, particularly employees who rely on public transportation.

Noting that the SOE period has now been extended, the PSC issued a revised Circular Memorandum 2019/2020-23 on the 5th of April and highlighted a few amendments as follows:

- Extended period for Tier 1 (CEO & DCEO) and Tier 2 (ACEO, Principal Officers) employees to continue working from Home: in special circumstances, the CEO may grant to any employee upon request the opportunity to work from home for such reasons as the CEO sees fit.

- Extended period of Special Leave with Pay for ALL Employees: An employee who is unable to travel back to Samoa due to border shut down or as a result of travel restrictions put in place as a result of the State of Emergency Order.

All working conditions specified in the previous PSC CM 2019/2020-22 continues to be in force.

In addition to the FK and the CMs, the “Public Administration Sector COVID-19 Planning Guidelines” was also issued. It was expected that these would provide guidance for all agencies within the Public Administration Sector to ensure business continuity before, during and after the pandemic. They are meant to support key primary healthcare and pandemic management information issued by the Ministry of Health and the Disaster Advisory Committee. The Guideline can be found or downloaded from the following link: [https://www.psc.gov.ws/wp-content/uploads/2020/03/PAS-COVID19-Planning-Guidelines.pdf](https://www.psc.gov.ws/wp-content/uploads/2020/03/PAS-COVID19-Planning-Guidelines.pdf)

A copy of the “High Risk Self-Assessment Questionnaire” in the above-mentioned Guideline is on page 10 for anyone who wants to assess their risk level.

DETERMINATION 11 (OVERTIME) OF THE WORKING CONDITIONS & ENTITLEMENT REVISED

The Commission at its Special meeting, PSC 2020/01 on the 10th January 2020, considered and approved the amendments to Determination 11 Overtime to address issues in light of recent National events that took place last year such as the Pacific Games 2019 and the Measles Epidemic.

The new added Sub Determination 11A: Time Off in Lieu includes proactive decision-making conditions to support and practically address similar situations that may arise in the future.

An official PSC Circular Memorandum 2020/19 was issued on Monday, 27th January 2020 to All Chief Executive Officers, Government Ministries and Heads of Statutory Bodies.

Moreover, a presentation was conducted on Friday, 5th March 2020 during the HRC Forum to provide clarification for the new amendments.

The Public Service Performance & Policy Division is happy to assist and clarify any queries from public servants should they need further clarification or information regarding the above amendments. Please contact the PSPP Division of the Office of the Public Service Commission at the following email address psp@psc.gov.ws for more information.

TIME OFF IN LIEU CLARIFIED, PLUS ALL OVERSEAS TRAINING ON HOLD

The 3rd Forum for Human Resource Coordinators convened on Thursday 5th of March 2020 at the PSC Conference Room.

One of the main issues discussed was the clarification of Determination 11 – Overtime particularly the Time off in Lieu (TOIL).

The Public Service Commission through its Public Service Performance and Policy Division conducted a presentation to explain the revised Determination as stated in the Working Conditions and Entitlements Manual.
Another issue that was discussed during the forum was the status of Overseas Trainings due to the outbreak of the Coronavirus-19. All HRCs were advised that overseas trainings are currently put on hold until further notice.

The Chairperson acknowledged the support and assistance rendered by all Ministries in the performance of their normal daily duties and also availing their time to be present at the meeting.

The last next HRC Forum will be in June 2020.

**PRIME MINISTER OF SAMOA ATTENDS THE INAUGURAL PACIFIC REGIONAL CONFERENCE ON ANTI-CORRUPTION**

The Honorable Prime Minister of Samoa – Afioga Tuilaepa Lopesoliai Sailele Malielegaoi attended the inaugural Pacific Regional Conference on Anti-Corruption that was held in Tarawa Kiribati on the 3rd-6th February, 2020.

This is the first meeting of its kind for the Pacific Regional Leaders gathering to discuss corruption under the theme of "Pacific Unity Against Corruption. The objective of the Conference was to establish a network on anti-corruption in the Pacific Region and also to provide an opportunity for countries to share best practices and lessons learnt in combating corruption.

**Photo Credit: Nukualofa Times**

The President of Kiribati – His Excellency Taneti Maamau invited Hon. Tuilaepa Sailele as the guest speaker for this important meeting, which was an opportunity to discuss an anti-corruption framework, the role of tradition and culture in combating corruption and the economic and social impact of corruption on small island economies.

Hon. Tuilaepa in his keynote address mentioned that "like natural disasters and health epidemics, corruption, if allowed to flourish would wreak great havoc and misery. As universally acknowledged corruption is present in all countries irrespective of the level of wealth or location on the world map. In our Blue Pacific region, we know and understand the threat that corruption poses to the development of small island economies and the cohesiveness and stability of our communities. Our shared deep regional concern with the damaging effects of corruption has prompted most of our Pacific countries to become members of the UN Convention against Corruption (UNCAC). To date, I am advised that 15 Forum countries are members, with the remainder in the process of acceding. This, indeed, is very encouraging."

The Prime Minister highlighted that Pacific efforts in guarding and fighting against corruption and its corrosive and destructive impacts can be eliminated if there is good and strong political leadership supporting every process of countering corruption. He further noted that without this political will at the highest level, anti-corruption efforts would always struggle to succeed.

The Pacific countries have long standing commitments to good governance and the combating of corruption and it was also at this Pacific Leaders Meeting that Tonga's Minister for Trade and Economic Development – Honorable Samiu Vaipulu announced Tonga's accession to the United Nations Convention Against Corruption, which was great news for the Pacific having all of its member countries accede to the UNCAC.

Samoa’s delegation to this meeting also included the Chairman of the Public Service Commission – Afioga Aiono Mose Sua and the Assistant Chief Executive Officer for the Regional Relations of the Ministry of Foreign Affairs & Trade.

Honorable Tuilaepa Lopesoliai Sailele Malielegaoi’s full keynote address is on page 6 for more information.

**GOVERNMENT HOSTS FAREWELL RECEPTION FOR SCHOLARSHIP STUDENTS**

The Government of Samoa hosted a farewell reception for scholarship students from the NUS Foundation Program and also from Open Category Awardees for the 2020 intake, on Tuesday 14th January 2020 at the NUS Falesamoa. The annual event is seen as a token of appreciation to recognize the awardees and an opportunity for the Honorable Prime Minister to provide a word of encouragement and advice to the students.

The Prime Minister, who is also the Chairman of the Scholarship Committee, delivered the keynote
address. He stressed the importance of utilizing the opportunity they have been awarded wisely.

The Prime Minister of Samoa also conveyed his appreciation and sincere thanks to Samoa’s developing partners such as the Governments of Australia and New Zealand for the assistance in providing scholarship opportunities in enabling not only the foundation students to pursue further studies overseas, but also opportunities available through the Open Category Scholarship Scheme whereby already employed Samoan nationals can upgrade their qualifications and strengthen existing skills.

The High Commissioner for Australia Her Excellency Ms. Sara Moriarty and New Zealand High Commissioner His Excellency Dr Trevor Matheson also delivered statements on behalf of their respective governments.

As noted annually, the Government of Samoa in conjunction with key development partners Australia and New Zealand, provide scholarship awards to successful NUS Foundation students and to employees under the Open category Scheme, to pursue further studies at tertiary educational institutions in Australia, New Zealand and the region.

These scholarship awards respond to skills gaps identified by Samoa, to address limitations in human resource capabilities. The awards are a testament to the commitment Samoa has in ensuring that it has a well-educated and pertinently skilled workforce that will contribute highly to its economic and social development in the future.

The reception was attended by the successful awardees and their parents as well as representatives from the Ministry of Foreign Affairs and Trade and donor agencies.

This was also the first reception coordinated by the Public Service Commission through its Human Resource Development Division since the transfer of the Scholarship Function to PSC last year.
Keynote Address

Hon. Tuilaepa Sailele Malielegaoi
Prime Minister and Minister of Foreign Affairs and Trade
Pacific Regional Conference on Anti-Corruption: *Unity Against Corruption*
3 - 6 February 2020, Kiribati

Madame Moderator
His Excellency Taneti Maamau, President of the Republic of Kiribati
Excellencies, Heads of State and Government of the Pacific
Honourable Ministers
Secretary General of the Pacific Islands Forum Secretariat
Regional Representative of the United Nations Office on Drugs and Crime for Southeast Asia and the Pacific
Adviser and Head, Public Sector Governance of the Commonwealth Secretariat
Distinguished Delegates
Ladies and Gentlemen,

I am honored to be asked to speak at the opening of this important Pacific Regional Conference on Anti-Corruption: *Pacific Unity Against Corruption*.

I deliver these remarks at a time when, at the beginning of the new decade, we find ourselves faced with a myriad of challenges that require, now more than ever, the collective unity and strength of our Pacific island countries and peoples to try and overcome. There is no doubt as to the destructive impacts of climate change and natural disasters on all Pacific peoples. Our thoughts and prayers are with Australia and her people at this difficult time, recognizing also the bravery of the firefighters and volunteers who continue to risk their lives to save others. Likewise, with the governments and peoples of Tuvalu, Fiji, Tonga and Niue as they recover from the impacts of the two recent cyclones.

The ease and speed with which health epidemics spread, as shown with the measles outbreak and now the novel corona virus, is a major and urgent concern for all our countries. The consequences of an epidemic are most tragic and the costs huge as we found out in Samoa. Our experience also demonstrated yet again the immense value of the strong support of regional and international partners in helping us through that time of crisis. Samoa is very grateful. We hope and look forward to the continued mobilization of similar cooperative partnerships to prepare and respond to disasters and health epidemics our Pacific region faces including the imminent threat of the new virus.

Like natural disasters and health epidemics, corruption, if allowed to flourish would wreak great havoc and misery. As universally acknowledged corruption is present in all countries irrespective of the level of wealth or location on the world map. In our Blue Pacific region, we know and understand the threat that corruption poses to the development of small island economies and the cohesiveness and stability of our communities. Our shared deep regional concern with the damaging effects of corruption has prompted most of our Pacific countries to become members of the UN Convention against Corruption (UNCAC). To date, I am advised that 15 Forum countries are members, with the remainder in the process of acceding. This, indeed, is very encouraging.

**Early Experience**

Early in my career in our government as a public service officer, I served in our then Treasury Department (now the Ministry of Finance) as Deputy Financial Secretary. One time when I was acting Financial Secretary, the Department’s Administration Officer in charge of personnel provided me with a report on a couple of Officers (one of them a senior staff) who signed in for overtime work when they were actually partying at a nightclub nearby. It was something that these officers had been doing on different occasions but were now finally caught with sufficient evidence for the report to be put together. After discussions with the Public Service Commission as required by process, I called in the charged officers. They tried to evade the evidence
but when faced with immediate dismissal, they pleaded for leniency. They were still sacked. Not doing so would send out the wrong message.

The other part of this story was that another Treasury Officer came and saw me to ask for the decision to be reversed; the reason being that the Administration Officer who put together the report was an ‘overseas newcomer’ to the Department - an expatriate. I was seen as taking the side of an ‘outsider’ against officers who were local and part of the ‘Treasury family’. This officer was immediately told to return to her desk while she still had a job.

This real-life story from the 1970s demonstrated the often-insidious nature of official corruption and its high costs if we are not careful. The cost in this case of fraudulent overtime claims, if not stopped, would eventually amount to large amounts of money lost that would otherwise be available to provide needed public works and services. The penalty was appropriate for fraudulent actions, and more importantly, sent a clear message of the consequences to any officer contemplating fraud to resist temptation, or for an officer not yet caught, to stop.

As the UN Secretary General very aptly said in his 2018 message on International Anti-Corruption Day, “Corruption begets more corruption, and fosters a corrosive culture of impunity”. The UN Secretary General also noted that corruption “robs societies of schools, hospitals, and other vital services, drives away foreign investment and strips nations of their natural resources”. In one form or another, all our Pacific countries have suffered these examples of the costs of corruption.

National institutions

My small story, as I mentioned, was from the 1970s. I am sure that many stories of similar, or even worse experiences abound in our Pacific countries from that time period. All of our Pacific countries have since taken steps to strengthen governance/accountability mechanisms, and build institutional and agency capacities to combat corruption.

As examples, in Samoa’s Public Service today, preventative measures include regular reminders to public officials not to accept money from the public, as well as awareness messages on television and radio to the public not to give officials money for the delivery of government work and services, or to enable a person to ‘jump the queue’ to obtain priority consideration in a government program. Transgressions would be investigated as breaches of the official code of conduct and extending to criminal charges as warranted. A transparent and vigorously enforced tender process is in place to award contracts for medium and large-scale government projects. Even procurement at departmental level also requires at least three quotes for supply. In terms of development cooperation with our partners; every MOU or agreement have clauses emphasizing zero tolerance for fraud and corrupt practices with compliance firmly enforced. Another subtle corrupt common practice which we are familiar with and now prevent is multinational and big companies offering visits to their headquarters on the pretext of inspecting and viewing their operations with all costs covered.

The Samoa institutions within the anti-corruption framework have also much improved and include the: Office of the Attorney General; Ministry of Police; Office of the Auditor-General; Office of the Ombudsman; Central Bank of Samoa (Money Laundering Preventative Authority); Public Service Commission; Ministry of Finance; Ministry of Customs and Revenue; Ministry of Justice and Courts Administration; and the Office of the Electoral Commissioner, to name the main ones. Between them, they have an extensive range of functions and powers to prevent and detect corruption, and to address corruption after it has occurred.

However, as we are finding out, methods of corruption are becoming increasingly complex, subtle and difficult to unravel. This is on top of an increasing number of corruption cases coming to light as a result of greater dissemination of information and awareness programmes on how to recognize and report corruption, as well as better official confidentiality protective measures of so called ‘whistleblowers’.

What this translates into is additional resources requirements in terms of specialist expertise in areas such as forensic accounting and information technology. These are on top of the need for more trained investigators in the police and other anti-corruption agencies as well as up-skilling prosecutors, judges of the courts, and adjudicators in institutions like the Ombudsman and the Public Service Commission to handle complex fraud cases. It is therefore in areas such as specialist expertise and skills training which is a challenge and where the engagement and support of partners and exchanges of experiences and information
amongst regional countries is vital. The training of several of our public service officers as Certified Fraud Examiners with Australia’s assistance is an example of help that strengthens detection and investigative capacities of anti-corruption agencies.

I should also mention in the context of good governance standards, the indispensable role of Parliament in fighting corruption. Our Parliamentary sessions in Samoa are now broadcast live on television in addition to the traditional radio broadcasts to make use of technology available. The widened coverage better informs the public first hand, of not only issues affecting the country but very importantly, new legislations and the allocation of government budget resources for work and services that impact livelihoods and the country’s development. Additionally, there are informal pre-sitting meetings for Members of Parliament to obtain briefings from officials on legislation and important topics to be introduced in Parliament to help them prepare for debate in formal sessions.

As well, there are periodic workshops on integrity-capacity building to acquaint and remind members of the important oversight responsibilities of Parliament, exercised through Parliament sessions and in Parliamentary Committees. These workshops are particularly useful as at every General Election, around 50 per cent of our MPs lose their seats to new members. We expect the same scenario at our next General Election in 2021 next year.

The General Elections expresses the wishes of our people in the members of Parliament and the Government and Leadership they want. (Choices that are not always compatible but a topic for another time to share experiences especially for us politicians!). The important part, of course, is the freedom of electors to make their choices and for corruption-free elections. Keeping elections free from corrupt practices (by candidates) is a challenge. Our Office of the Electoral Commissioner is one of our Anti-Corruption institutions and with legislative changes last year, it now has powers to investigate and prosecute corruption. Since 1982 when our HRPP Party came into power, we have held commissions of enquiries after every election to recommend changes to our election laws to try and reduce corruption by candidates. What we have discovered is that as often as we close up known loopholes, new ones are created - candidates are extremely creative on new ways around electoral laws to get elected.

Parliament Sessions are fully covered by media outlets and reporters sit in the gallery and may happily interview any Minister or MP as they wish. The media plays an important part in fighting corruption and I hold weekly interviews, sometimes 2 or 3 times a week, with media representatives to inform on government decisions and programs and reply to their questions. The media write and report as ‘they see it’ and I try and correct inaccuracies the next time. They often don’t take any notice but neither do I tire in my reminders for them to report fairly. It is part and parcel of the vibrant open relationship we have with our media in promoting public awareness and in helping combat corruption. Besides the mass media, the social media undeniably also makes an important contribution in exposing corruption. But there are also its misuses to abuse and to hurt people which must be vigorously addressed. When used behind an electronic barrier of anonymity and secrecy to spread information intended to destabilize communities it becomes particularly dangerous in our small communities. It is very difficult to address this misuse. Fortunately, through the application of good governance and the principles of transparency and accountability we have in our tool kit the means to counter such destructive influences propagated without a shred of accountability.

A couple of important elements worth referencing in terms of challenges in addressing corruption is firstly “conflict of interest”. In our small countries the extent and reach of family connections, because of small communities, are magnified. Therefore, conflicts of interest, when undeclared and hidden cause great harm through the misdirection of decision making and the miscarriage of justice. Quite obviously, the rules that define ‘conflict of interest’ must be made very clear, transparently applied and any breaches treated as corruption because conflict of interest sometime disqualifies skilled enforcement officers and adjudicators in anti-corruption actions, this puts pressure on the pool of available skilled personnel that may only be adequately addressed through outside sourced help and training resources that small island countries could not afford and require the support of partners.

The second element is cultural expectations and practice. In our small traditional island societies, it is sometimes difficult to distinguish and draw the line between where the ‘practices of culture’ ends and corruption begins. We have all heard of the well-known ‘amusing test for corruption’ often said in jest, but not always, “that if it looks, feels, moves and jumps like corruption, then it is just so”. Seriously however, the
line in my view is drawn when what is presented as cultural practice misdirects decision making, fraudulently use resources and miscarry justice.

Regional focus

Our region strives to fulfil our commitments to the 2030 Agenda and the SDGs, the Framework for Pacific Regionalism, the SAMOA Pathway as well as the Paris Agreement amongst many other regional and global commitments. Relevant to this meeting are ongoing efforts to realize Goal 16, target 16.5, which specifically focuses on the reduction of corruption and bribery in all its forms.

The Pacific Leaders Forum over the years have also committed to efforts to promote good governance to underpin successful development and to provide for peaceful and lawful communities in our islands. Specifically, I recall the:

- 1997 Forum Economic Ministers Meeting on Principles of Accountability;
- 2000 Biketawa Declaration;
- 2003 Principles of Good Leadership;
- 2005 Agreement Establishing the Pacific Islands Forum;
- our Forum Leaders’ Vision and Values in the Framework for Pacific Regionalism; and
- more recently, the Boe Declaration on Regional Security and ongoing efforts to strengthen regional cooperation through regional law enforcement and security activities to suppress transnational crime in our region.

Interwoven into these initiatives is the importance of guarding and fighting against corruption and its corrosive influence and destructive impacts.

The Pacific Islands Forum initiatives, the Peer Review mechanism for members of the of the UN Convention Against Corruption, (carried out in conjunction with the UN Pacific Regional Anti-Corruption Office funded by Australia), focuses attention on areas to improve the anti-corruption frameworks of individual countries. These platforms, together with the outcomes of our regional Conference today, and the experiences of our individual countries help indicate the support we need and the collaboration required from international partners to strengthen our efforts against corruption.

However, for these efforts to produce and sustain successful outcomes, there must be good and strong leadership supporting every process level from prevention, investigation, prosecution and right through to adjudication and enforcement of penalties. At the top of all these levels is Political Leadership that must observe the standards of integrity, transparency and accountability required of good governance. Without this political will at the highest level, anti-corruption efforts would always struggle to succeed. We know the costs and damage of corruption to our small economies and there is no need to spell out the consequences of the absence of trust and confidence of our people in their political leadership and governments, or for that matter, the diminished credibility of a country when engaging with development partners.

By the way, there is an epilogue to my story from the ’70s. About six years after the two officers were sacked, I attended a religious service and the church minister offering the prayer was none other than the senior officer that was dismissed. The Lord certainly works in mysterious ways, and I could not help but think that the dismissal of the officer when it happened saved and gave him time to find Jesus and to serve the community through God’s work.

I thank again President Taneti Maamau for the initiative of this Conference and for the kind arrangements and gracious hospitality of his government and the people of Kiribati availed to us. Thank you.

Fa’afetai.
Soifua.
COVID-19 HIGH RISK SELF-ASSESSMENT QUESTIONNAIRE

This medical questionnaire\(^1\) will help you identify if you are at greater health risk if you become infected with COVID-19. This is subject to clinically proven tests and official guidelines issued by the Samoa Ministry of Health. The questionnaire shares with you the COVID-19 high-risk groups so that you can self-identify whether these may apply to you or your family members. The high-risk groups have been identified based on the information released by The Chinese Centre for Disease Control (CCDC).\(^2\)

**Process**

1. Please read through the questionnaire in Table 1 carefully. Tick yes or no.
2. Complete Table 2 and select the box that is most applicable to you.
3. The survey classifies individuals into **three risk categories** – low, medium and high.
   a. Staff self-assessed as high risk would have answered ‘yes’ to three or more of the 11 questions posed.
   b. For the medium risk category, staff would have answered Yes to 1-2 questions.
   c. Low risk staff would have answered no to all questions.
4. Consider voluntarily sharing this with the Head of your agency.

**Table 1:**

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<tr>
<th>QUESTIONS</th>
<th>YES</th>
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<tr>
<td>Are you aged over 60?</td>
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<td>Have you ever been diagnosed or treated for any cardiovascular disease?</td>
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<td><em>i.e., coronary heart disease, heart failure, arrhythmia, peripheral artery disease, congenital heart disease</em></td>
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<td>Have you ever been diagnosed or treated for diabetes mellitus?</td>
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<td><em>i.e., type 1 diabetes, type 2 diabetes, prediabetes</em></td>
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<td>Have you ever been diagnosed or treated for any respiratory disease / lung disorder / pulmonary disease?</td>
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<td><em>i.e., asthma, chronic obstructive pulmonary disease (COPD), pulmonary fibrosis, pneumonia</em></td>
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<td>Have you ever been diagnosed with hypertension?</td>
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<td><em>i.e., high blood pressure</em></td>
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<td>Have you ever been diagnosed with any type of cancer?</td>
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<td>Have you ever been diagnosed or treated for any cerebrovascular disease?</td>
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<td><em>i.e., any types of stroke (silent, minor), mini stroke, transient ischaemic attack</em></td>
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<td>Have you ever been diagnosed or treated for a condition that affects your immunity?</td>
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<td>Have you ever been told by a medical professional that you have reduced function of the spleen?</td>
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<td>Are you currently pregnant?</td>
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<td>Is your body mass index greater than or equal to 40?</td>
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<td><a href="https://www.cdc.govGrowYourBodyMassIndex.html">Web Link to CDC Adult BMI Calculator</a></td>
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<td><a href="https://www.cdc.govBMIforChildren">Web Link to CDC BMI Percentile Calculator for Child and Teen</a></td>
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\(^1\) This medical questionnaire was shared by the New Zealand Ministry of Foreign Affairs and Trade. It has been contextualized to suit Samoa’s situation.

\(^2\) This information consisted of medical data collated from the first 72,314 cases of COVID-19 found in the first 40 days of the outbreak (until 11 February) in China. The information released by the CCDC highlights that certain groups of patients are at greater risk of developing severe disease if they become infected with COVID-19.
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<th>Full Name:</th>
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<td>☐ Please select this box if you answered NO to all the questions above</td>
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<td>☐ Please select this box if you answered YES to one or two questions above</td>
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Fufuluina o ou lima, e aluese ai le siama

Fufulu mama. 30 sekone. Solo fa'amago lelei. E aoga lea ile tafiesea o le siama, ma puipui ai oe.

Mo nisi faamatalaga siaki le samoagovt.ws

PUIPUI SAMOA COVID-19
Tale pe mafatua i lou ogalima

Aua le fa'aaogaina ou alofilima. Aua fo'i le tago i mata, gutu ma le isu

Mo nisi faamatalaga siaki le samoagovt.ws

PUIPUI
SAMOA
COVID-19
Are you uncertain of any issues pertaining to any of the following areas – *Working Conditions and Entitlements Manual 2015 (WCEM)*, *Functional Analysis*, *Organisational Performance Assessment and Improvement Tool (OPAIT)* or *Human Resource Management Monitoring and Evaluation (M&E)*? 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):

<table>
<thead>
<tr>
<th>Functional Analysis Project</th>
<th>Public Service Performance and Policy Division</th>
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<tbody>
<tr>
<td></td>
<td>E: <a href="mailto:psp@psc.gov.ws">psp@psc.gov.ws</a>  P: 22123/22124</td>
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<tr>
<th>Organizational Performance Assessment and Improvement Tool (OPAIT)</th>
<th>Beverly Smith</th>
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<td></td>
<td>E: <a href="mailto:bsmith@psc.gov.ws">bsmith@psc.gov.ws</a>  P: 22123/24 ext. 16</td>
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<th>Human Resource Management Monitoring and Evaluation (M&amp;E)</th>
<th>Naomi Harris</th>
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<td></td>
<td>E: <a href="mailto:nharris@psc.gov.ws">nharris@psc.gov.ws</a>  P: 22123/24 ext. 38</td>
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**SCHOLARSHIP REMINDERS:**

A reminder to all interested applicants intending to pursue further studies that Scholarship opportunities are available under the following schemes:

- Australian Open Category which closes on **Tuesday 30th June, 2020**
- Australian DFL Scholarship which also closes on **Tuesday 30th June, 2020**

For more information on Training and Scholarships, contact the Human Resource Development Division on email – hrd@psc.gov.ws

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

- Osana Liki-Ward: oliki@psc.gov.ws
- Tracy Wong Ling-Warren: twarren@psc.gov.ws
- Jeffrey Faitua: jfaitua@psc.gov.ws
- Public Service Commission
  - T: +685 22123/124/125 ext. 11, 67 or 49
  - F: +685 24215
  - E: psc@psc.gov.ws
  - W: www.psc.gov.ws
  - Facebook: Samoa Public Service Commission