



Office of the President



Annual Operational Plan

2018-2019



Office of the President

Annual Operational Plan 2018-2019

Contents

1. Official Secretary's Statement	1
2. Aim of Operational Plan	2
3. Statement of the Office of the President	2
4. Corporate Profile	2-17
4.1 Our Vision	2
4.2 Our Mission	2
4.3 Our Values	2
4.4 Our Customers and Stakeholders	3
4.5 Functions and Services	3-15
4.6 Legislative and Regulatory Responsibilities	15
4.7 Budget Snapshot	15
4.8 High-level Staff Profile	16
4.9 Organisational Chart	17
5. Summary of Situation Analysis	18
6. Outputs	19-33
7. Capital Works Plan	34
7.1 Planned CAPEX	34
7.2 Actual CAPEX Reported	34
8. Annual Budget and Resourcing Plan	35
8.1 Budget and Overheads	35-41
8.2 Budget Cashflow Forecast	42-44
8.3 Resourcing (including a strategic workforce plan)	45-48
9. Acronyms	49

1: Official Secretary's Statement



I am pleased to present the Office of the President's Annual Operational Plan (AOP) for the 2018-2019 financial year. The AOP is aligned firstly to the Office of the President's 4-Year Strategic Plan spanning 2018 to 2022. The Strategic Plan is aligned to Fiji's Constitution of 2013 and to Government's recently launched 20-Year and 5-Year National Development Plan. The alignment to these two major national guide documents will ensure that the Office continues to position itself to support His Excellency the President in fulfilling all his Constitutional obligations as the Executive Authority of the State and Commander-in-Chief of the Republic of Fiji Military Forces. It will also ensure that the Office is able to meet Government's national priorities and future development needs as defined in the National Development Plan. The AOP is additionally aligned to Fiji's Honours and Awards Act, of which His Excellency the President is the Chancellor of the Order of Fiji.

At the domestic level, the AOP aims to spread His Excellency's community engagements with a broad range of stakeholders in the context of a modern and progressive nation, founded principally on inclusivity, equality and peaceful co-existence. And, because His Excellency is the lead advocate and champion in the national campaign to promote a fit and healthy nation, the Plan includes facilitating engagements for His Excellency where he could help convince specific audiences and members of the public to reduce Non-

Communicable Diseases, which account for 80 percent of deaths of people under the age of 70.

The AOP also positions His Excellency the President to continue to promote Fiji within the international community through formally receiving the newly appointed foreign Heads of Missions who are accredited to Fiji; receiving visiting dignitaries including Heads of State and Heads of Government or Heads of international organisations; and it could also include visiting other countries for specific purposes such as promoting Fiji's commitment to peacekeeping services.

The 2018-2019 AOP is designed for the Office of the President to complement the exceptionally high work rate of the Government, led by the Honourable Prime Minister, Cabinet Ministers and senior Government officials. This will be accomplished through the various initiatives and goals that the Office will pursue throughout the year. The Office commits all the staff of the Office of the President to continue to develop their understanding of the national imperatives through increased awareness of Government's development initiatives and through the continuous upgrading of their knowledge and skills.

The Plan channels significant focus on Human Resources Development especially to ensure that all staff members are aware of the Civil Service Reforms that are aimed at increasing the efficiency and effectiveness of the Civil Service. The Open Merit Based Recruitment and Selection guideline will continue to be the platform for the recruitment of appropriately qualified and competent staff to serve Fiji's Head of State.

Government has started major upgrading works on the State House and the Office is obligated to continue facilitating this development and to include the implementation of a Master Plan for the upgrading of the Presidential Compound. The investments in Capital projects will transform and elevate Fiji's State House and Presidential property to a standard that will engender national pride among all Fijians.

P. N. Baleinabuli

Official Secretary to the President
August 2018

2: Aim

This aim of the 2018-2019 Annual Operations Plan (AOP) is to implement the requirements of the first year of the Strategic Plan and to highlight facilitation of the engagements that the President will attend.

The Office Strategic Plan highlights services rendered by the Office of the President in facilitating the roles of the President of the Republic of Fiji and Head of State under the Constitution and work towards achieving required Government priorities.

3: Statement of the Agency

The main role of the Office of the President is to support the President in fulfilling all his Constitutional obligations as the Head of State with the vested Executive Authority of the State and his ceremonial roles as Commander-in-Chief of the Republic of Fiji Military Forces and as the Chancellor of the Order of Fiji.

4: Corporate Profile

4.1: Our Vision

To be the Pillar of National Unity

4.2: Our Mission

The primary mission of the Office of the President is to support the President of the Republic of Fiji in fulfilling all his obligations as the Head of State and Executive Authority of the State.

The Office of the President will work in accordance with the Constitution of Fiji and any principal

document that will guide Fiji's development as a nation, including Fiji's National

Development Plan; the Office will provide outstanding facilitative services to its customers including all members of the public and both local and foreign dignitaries;

It will emphasise the importance of its human resources and accommodate their creative and innovative abilities in the pursuit of service excellence; and it will operate within its budget and allocated resources whilst investing in technology to improve the efficiency and effectiveness of service delivery.

4.3: Our Values

- High Standards of Professionalism
- Prompt and Faithful Implementation of Government Policies
- Being free from Corruption
- Effective, Efficient and Economic Use of Public Resources
- Prompt Response to Requests and Questions and Delivery of Service to the Public in a Respectful, Effective, Impartial, Fair and Equitable Manner
- Accountability for Administrative Conduct
- Transparency including:
 - timely, accurate disclosure on information to the public
 - prompt, complete and candid reporting to Parliament as required by Law
- Cultivation of good Human Resource Management and Career Development Practices, to maximise Human Potential
- Recruitment and Promotion based on:
 - Objectivity, Impartiality and Fair Competition
 - Ability, Education, Experience and other Characteristics of Merit

4.4: Our Customers and Stakeholders

Our customers and stakeholders include:

<i>Internal</i>	<i>External</i>
<ul style="list-style-type: none"> • His Excellency the President 	<ul style="list-style-type: none"> • Parliament
<ul style="list-style-type: none"> • The First Lady 	<ul style="list-style-type: none"> • The Executive - Prime Minister and Cabinet Ministers
<ul style="list-style-type: none"> • Agency Staff 	<ul style="list-style-type: none"> • Judiciary
<ul style="list-style-type: none"> • Security Personnel 	<ul style="list-style-type: none"> • State Services - Government agencies, Disciplined Forces and Constitutional Offices Commission
<ul style="list-style-type: none"> • Residents of the Staff quarters 	<ul style="list-style-type: none"> • Diplomatic Community • Private Sector • International Organisations • Non-Government Organisations • Providers of Goods and Services • Members of the Public

4.5: Functions and Services

4.5.1: The President's Constitutional Functions

Chapter 2 Section 45(2)	<p><i>Bill of Rights - Human Rights and Anti-Discrimination Commission.</i></p> <p>The Commission consists of—</p> <p>(a) a chairperson, who must be a person who is or is qualified to be appointed as a judge; and</p> <p>(b) 4 other members, appointed by the President on the advice of the Constitutional Offices Commission</p>
Section 45(3)	In advising the President as to the person to be appointed as chairperson or other members of the Commission, the Constitutional Offices Commission must have regard not only to their personal attributes but also to their knowledge or experience of the various aspects of matters likely to come before the Commission.

Chapter 3 Section 46(1)	<p><i>Parliament. Part A: Legislative Authority. Legislative Authority and Power of Parliament.</i></p> <p>The authority and power to make laws for the State is vested in Parliament consisting of the members of Parliament and the President, and is exercised through the enactment of Bills passed by Parliament and assented to by the President.</p>
Section 48(1)	<p><i>Presidential Assent.</i></p> <p>When a Bill has been passed by Parliament, the Speaker must present it to the President for assent.</p>
Section 48(2)	Within 7 days after receipt of a Bill, the President must provide his or her assent.
Section 48(3)	If the President does not assent to a Bill within the period set out in subsection (2), the Bill will be taken to have been assented to on the expiry of that period.
Section 58(2)	<p><i>Part B: Composition. Term of Parliament.</i></p> <p>The President may, acting on the advice of the Prime Minister, from time to time in the like manner prorogue Parliament by proclamation.</p>
Section 58(3)	The President may, acting on the advice of the Prime Minister, dissolve Parliament by proclamation, but only after a lapse of 3 years and 6 months from the date of its first meeting after a general election of the members of Parliament.
Section 59(1)	<p><i>Writ for Election.</i></p> <p>The writ for the election of members of Parliament shall be issued by the President on the advice of the Prime Minister.</p>
Section 59(2)	The writ for a general election must be issued within 7 days from the expiry of Parliament or from the proclamation of its dissolution by the President
Section 62(1)	<p><i>Early Dissolution of Parliament.</i></p> <p>Notwithstanding section 58(3), the President must declare Parliament dissolved early if Parliament has adopted a resolution to dissolve early, supported by at least two-thirds of the members of Parliament.</p>
Section 67(1)	<p><i>Sessions of Parliament.</i></p> <p>After a general election of members of Parliament, the Parliament shall be summoned to meet by the President no later than 14 days after the announcement of the results of the general election.</p>

Section 67(3)	Other sessions of Parliament commence on a date appointed by the President on the advice of the Prime Minister but no longer than 6 months must elapse between the end of one session and the start of another.	Section 80	<i>Remunerations.</i> The remuneration, including salaries and allowances and benefits, payable to, the President, the Prime Minister, other Ministers, the Leader of the Opposition, the Speaker and the Deputy Speaker of Parliament and a member of Parliament shall be prescribed by a written law, and must not be varied to their disadvantage, except as part of an overall austerity reduction similarly applicable to all officers of the State.
Section 67(4)	If— (a) Parliament is not in session; and (b) the President receives a request in writing from not less than one-third of the members of Parliament requesting that Parliament be summoned to meet to consider without delay a matter of public importance, the President shall summon Parliament to meet.	Chapter 4 Section 81(1)	<i>The Executive. Part A: The President. The President of Fiji.</i> This section establishes the office of the President.
Section 75(4)	<i>Part C: Institutions and Offices. Electoral Commission.</i> The Commission must make an annual report to the President concerning the operations of the Commission and must submit a copy of its annual report to Parliament.	Section 81(2)	The President is the Head of State, and the executive authority of the State is vested in the President.
Section 75(5)	The Commission may at other times make such reports to the President and Parliament as it thinks fit.	Section 81(3)	The President shall perform the ceremonial functions and responsibilities as the Commander-in-Chief of the Republic of Fiji Military Forces.
Section 75(7)	The chairperson and the members of the Commission shall be appointed by the President, on the advice of the Constitutional Offices Commission.	Section 81(4)	The President shall open each annual session of Parliament with an address outlining the policies and programmes of the Government.
Section 76(4)	<i>Supervisor of Elections.</i> The Supervisor of Elections is appointed by the President on the advice of the Constitutional Offices Commission following consultation by the Constitutional Offices Commission with the Electoral Commission.	Section 82	<i>President Acts on Advice.</i> In the exercise of his or her powers and executive authority, the President acts only on the advice of Cabinet or a Minister or of some other body or authority prescribed by this Constitution for a particular purpose as the body or authority on whose advice the President acts in that case.
Section 77(7)	<i>Speaker and Deputy Speaker of Parliament.</i> The office of the Speaker becomes vacant— (a) on the day immediately before the first meeting of Parliament after a general election; or (b) if, before that day, the Speaker— (i) resigns by giving to the President a written notice of resignation;	Section 83(1)	<i>Qualification for Appointment.</i> A person shall not be qualified to be nominated for the office of the President unless he or she— (a) has had a distinguished career in any aspect of national or international life, whether in the public or private sector; (b) holds only a Fijian citizenship; (c) is not a member of, or holds any office in, any political party; (d) is not a candidate for election to any other office in the State; and (e) has not, at any time during the 6 years immediately before being nominated, been convicted of any offence under any law.
Section 79(2)	<i>Secretary-General to Parliament.</i> The Secretary-General to Parliament shall be appointed by the President on the advice of the Constitutional Offices Commission.		

Section 83(2)	A person holding a public office is not required to resign from that office before accepting nomination for President, but the appointment of the person as the President has the effect of terminating his or her service in that office.
Section 83(3)	Nothing in this section prevents the President from holding a public office, by virtue of his or her appointment as the President, under any written law.
Section 84(1)	<i>Appointment of President.</i> The President shall be appointed by Parliament in accordance with this section.
Section 84(2)	Whenever a vacancy arises in the office of the President, the Prime Minister and the Leader of the Opposition shall nominate one name each to the Speaker who shall put both the names to the floor of Parliament for voting by the members of Parliament.
Section 84(3)	The person who receives the support of the majority of the members of Parliament present shall be appointed as the President, and the Speaker shall publicly announce the name of the President.
Section 84(4)	In the event that both persons nominated receive the same number of votes, the Speaker shall conduct the voting again after 24 hours, and voting shall continue until such time a person nominated as the President receives the support of the majority of the members of Parliament, provided however that if after 3 rounds of voting, no person receives the support of the majority of the members of Parliament, then the person nominated by the Prime Minister shall be announced by the Speaker as being appointed as the President by Parliament.
Section 84(5)	If the Prime Minister and the Leader of the Opposition nominate the same person, then no voting shall take place and the Speaker shall publicly announce that person as being appointed as the President by Parliament.
Section 85(1)	<i>Term of Office and Remuneration.</i> The President holds office for 3 years, and is eligible for re-appointment for one further term of 3 years, but is not eligible for re-appointment after that.
Section 85(3)	The President shall receive such remuneration, allowances and other benefits, as prescribed by a written law made under section 80.

Section 86	<i>Oath of Office.</i> Before taking office, the President must take before the Chief Justice the oath or affirmation of allegiance and office as set out in the Schedule in a public ceremony.
Section 87	<i>Resignation.</i> The President may resign from office by delivering a written notice of resignation to the Prime Minister who shall table the notice in Parliament.
Section 88	<i>Chief Justice to Perform Functions in Absence of President.</i> If the President is absent from duty or from Fiji or is, for any other reason, unable to perform the functions of the President or if the office of the President becomes vacant for any reason, then the functions of the office of the President shall be performed by the Chief Justice.
Section 89(1)	<i>Removal from Office.</i> The President may be removed from office for inability to perform the functions of office (whether arising from infirmity of body or mind or any other cause) or for misbehaviour, and may not otherwise be removed.
Section 89(2)	Removal of the President from office must only be done pursuant to this section.
Section 89(3)	If the Prime Minister considers that the question of removing the President from office ought to be investigated, then— (a) the Prime Minister shall request the Chief Justice to establish— (i) in the case of alleged misbehaviour—a tribunal, consisting of a chairperson and 2 other members each of whom is, or is eligible to be, a Judge; or (ii) in the case of alleged inability to perform the functions of office—a medical board, consisting of a chairperson and 2 other members, each of whom is a qualified medical practitioner, and the Prime Minister shall notify the President of the request; (b) the Chief Justice, who must act on the request, shall establish the tribunal or medical board, as the case may be; and (c) the tribunal or medical board shall enquire into the matter and furnish a written report, including its advice on whether the President should be removed from office, to the Chief Justice, who shall refer the report to the Prime Minister for tabling in Parliament.

Section 89(4)	In deciding whether to remove the President from office, Parliament must act in accordance with the advice given by the tribunal or the medical board, as the case may be.	
Section 89(5)	The President is taken to be unable to perform the functions of his or her office during the period starting on the day on which the President receives notification under subsection (3)(a) and ending on the day a decision is made under subsection (4).	
Section 92(2)	<i>Part B: Cabinet. Appointment of Prime Minister.</i> The Prime Minister shall keep the President generally informed about the issues relating to the governance of Fiji.	
Section 93(2)	Motion of No Confidence. After a general election, the member elected to Parliament who is the leader of one political party which has won more than 50% of the total number of seats in Parliament assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule.	
Section 93(3)	After a general election, if no one political party has won more than 50% of the total number of seats in Parliament, then, at the first sitting of Parliament, the Speaker must call for nominations from members of Parliament and, if only one person is nominated and seconded, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule; but if more than one person is nominated and seconded, the Speaker must conduct a vote, as follows— (a) if after the first vote, a person who is nominated has the support of more than 50% of the members of Parliament, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule;	(b) if after the first vote, no person who is nominated receives the support of more than 50% of the members of Parliament, a second vote must be held within 24 hours of the first vote and, if after the second vote, a person who is nominated has the support of more than 50% of the members of Parliament, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule; (c) if after the second vote, no person who is nominated receives the support of more than 50% of the members of Parliament, a third vote must be held within 24 hours of the second vote and, if after the third vote, a person who is nominated has the support of more than 50% of the members of Parliament, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule; and (d) if after the third vote, no person receives the support of more than 50% of the members of Parliament, the Speaker shall notify the President in writing of the inability of Parliament to appoint a Prime Minister, and the President shall, within 24 hours of the notification, dissolve Parliament and issue the writ for a general election to take place in accordance with this Constitution.
Section 93(4)	A vacancy arises if the Prime Minister— (a) resigns, by written notice to the President;	
Section 93(5)	If a vacancy arises in the office of the Prime Minister under subsection (4), then the Speaker shall immediately convene Parliament and call for nominations from members of Parliament for the office of the Prime Minister and, if only one person is nominated and seconded, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule, but if more than one person is nominated and seconded, the Speaker must conduct a vote, as follows—	

	<p>(a) if after the first vote, a person who is nominated has the support of more than 50% of the members of Parliament, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule;</p> <p>(b) if after the first vote, no person who is nominated receives the support of more than 50% of the members of Parliament, a second vote must be held within 24 hours of the first vote and, if after the second vote, a person who is nominated has the support of more than 50% of the members of Parliament, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule;</p> <p>(c) if after the second vote, no person who is nominated receives the support of more than 50% of the members of Parliament, a third vote must be held within 24 hours of the second vote and, if after the third vote, a person who is nominated has the support of more than 50% of the members of Parliament, then that person assumes office as the Prime Minister by taking before the President the oath or affirmation of allegiance and office (which the President must administer) as set out in the Schedule; and</p> <p>(d) if after the third vote, no person receives the support of more than 50% of the members of Parliament, the Speaker shall notify the President in writing of the inability of Parliament to appoint a Prime Minister, and the President shall, within 24 hours of the notification, dissolve Parliament and issue the writ for a general election to take place in accordance with this Constitution.</p>
Section 94(4)	<p><i>Speaker and Deputy Speaker of Parliament.</i></p> <p>If a motion of no confidence passes—</p> <p>(a) the incumbent Prime Minister immediately ceases to hold office;</p> <p>(b) every other member of Cabinet is deemed to have resigned; and</p> <p>(c) the person proposed to be the Prime Minister, in the motion, assumes that office immediately upon being sworn in by the President.</p>

Section 95(2)	<p><i>Appointment of Ministers.</i></p> <p>Each member of Cabinet assumes office by taking the oath or affirmation of allegiance and office set out in the Schedule, as administered by the President.</p>
Chapter 5 Section 104(1)	<p>Judiciary. Part A: Courts and Judicial Officers. Judicial Services Commission.</p> <p>The Judicial Services Commission established under the Administration of Justice Decree 2009 continues in existence, and shall consist of—</p> <p>e) a person, not being a legal practitioner, appointed by the President on the advice of the Chief Justice following consultation by the Chief Justice with the Attorney-General</p>
Section 104(12)	<p>The members of the Commission referred to in subsection (1)(d) and (e) shall be entitled to such remuneration as determined by the President acting on the advice of the Chief Justice following consultation by the Chief Justice with the Attorney-General, and any such remuneration must not be varied to their disadvantage, except as part of an overall austerity reduction similarly applicable to all officers of the State.</p>
Section 104(15)	<p>If the Chief Justice, following consultation with the Attorney-General, considers that the question of removal of the member of the Commission referred to in subsection (1)(d) or (e) from office ought to be investigated, then—</p> <p>b) the tribunal or medical board enquires into the matter and furnishes a written report of the facts to the President and advises the President of its recommendation whether or not the member of the Commission referred to in subsection (1)(d) or (e) should be removed from office; and</p> <p>(c) in deciding whether or not to remove the member of the Commission referred to in subsection (1)(d) or (e) from office, the President must act in accordance with the advice of the tribunal or medical board, as the case may be.</p>
Section 104(16)	<p>The President on the advice of the Chief Justice following consultation by the Chief Justice with the Attorney-General may, on such terms and conditions as he or she deems fit, suspend the member of the Commission referred to in subsection (1)(d) or (e) from office pending investigation and pending referral to and appointment of a tribunal or a medical board under subsection (15), and may at any time, revoke the suspension.</p>

Section 104(17)	The suspension of the member of the Commission referred to in subsection (1) (d) or (e) from office under subsection (16) ceases to have effect if the President determines that the person should not be removed from office.	Section 111(3)	If the President, acting on the advice of the Prime Minister considers that the question of removing the Chief Justice or the President of the Court of Appeal from office ought to be investigated, then— (a) the President, acting on the advice of the Prime Minister, shall appoint— (i) in the case of alleged misbehaviour—a tribunal, consisting of a chairperson and not less than 2 other members, selected from amongst persons who hold or have held high judicial office in Fiji or in another country; and (ii) in the case of alleged inability to perform the functions of office—a medical board, consisting of a chairperson and 2 other members, each of whom is a qualified medical practitioner; (b) the tribunal or medical board enquires into the matter and furnishes a written report of the facts to the President and advises the President of its recommendation whether or not the Chief Justice or the President of the Court of Appeal should be removed from office; and (c) in deciding whether or not to remove the Chief Justice or the President of the Court of Appeal, the President must act on the advice of the tribunal or medical board, as the case may be.
Section 106(1)	<i>Appointment of Judges.</i> The Chief Justice and the President of the Court of Appeal are appointed by the President on the advice of the Prime Minister following consultation by the Prime Minister with the Attorney-General.	Section 111(4)	The President may, on the advice of the Prime Minister, suspend the Chief Justice or the President of the Court of Appeal from office pending investigation and pending referral to and appointment of a tribunal or a medical board under subsection (3), and may at any time, revoke the suspension.
Section 106(2)	The Judges of the Supreme Court, the Justices of Appeal and the Judges of the High Court are appointed by the President on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General.	Section 112(2)	<i>Removal of Judicial Officers for Cause.</i> Removal of a Judge, Magistrate, Master of the High Court, the Chief Registrar or any other judicial officer appointed by the Judicial Services Commission from office must be by the President pursuant to this section
Section 106(3)	The President may, on the advice of the Prime Minister following consultation by the Prime Minister with the Attorney-General, appoint a Judge or a person who is qualified for appointment as a Judge to act as the Chief Justice during any period, or during all periods, when the office of the Chief Justice is vacant or when the Chief Justice is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.		
Section 106(4)	The President may, on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General, appoint a person to act as a Judge of the High Court during any period or during all periods, when an office of a Judge of the High Court is vacant or when a Judge is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.		
Section 109	<i>Oath of Office.</i> Before taking office, a Judge or Magistrate must take before the President, the oath or affirmation of allegiance and office set out in the Schedule.		
Section 111(2)	<i>Removal of Chief Justice and President of the Court of Appeal for Cause.</i> Removal of the Chief Justice or the President of the Court of Appeal from office must be by the President pursuant to this section.		

Section 112(3)	<p>If the President, acting on the advice of the Judicial Services Commission, considers that the question of removing a Judge, Magistrate, Master of the High Court, the Chief Registrar or any other judicial officer appointed by the Judicial Services Commission from office ought to be investigated, then—</p> <p>(a) the President, acting on the advice of the Judicial Services Commission, shall appoint—</p> <p>(i) in the case of alleged misbehaviour—a tribunal, consisting of a chairperson and not less than 2 other members, selected from amongst persons who hold or have held high judicial office in Fiji or in another country; and</p> <p>(ii) in the case of alleged inability to perform the functions of office—a medical board, consisting of a chairperson and 2 other members, each of whom is a qualified medical practitioner;</p> <p>(b) the tribunal or medical board enquires into the matter and furnishes a written report of the facts to the President and advises the President of its recommendation whether or not the Judge, Magistrate, Master of the High Court, the Chief Registrar or any other judicial officer appointed by the Judicial Services Commission should be removed from office; and</p> <p>(c) in deciding whether or not to remove a Judge, the President must act on the advice of the tribunal or medical board, as the case may be.</p>	Section 113(2)	<p><i>Remuneration of Judicial Officer.</i></p> <p>The salaries and benefits payable to the Chief Justice and the President of the Court of Appeal shall be determined by the President on the advice of the Prime Minister following consultation by the Prime Minister with the Attorney-General</p>
		Section 114(3)	<p><i>Part B: Independent Judicial and Legal Institutions. Independent Legal Services Commission.</i></p> <p>The Commissioner shall be appointed by the President, on the advice of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General.</p>
		Section 114(5)	<p>The President may, on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General, appoint a person to act as the Commissioner during any period or during all periods, when the office of the Commissioner is vacant or when the Commissioner is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.</p>
		Section 114(10)	<p>The Commissioner shall be entitled to such remuneration as determined by the President acting on the advice of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General, and any such remuneration must not be varied to their disadvantage, except as part of an overall austerity reduction similarly applicable to all officers of the State.</p>
Section 112(4)	<p>The President may, acting on the advice of the Judicial Services Commission, suspend the Judge, Magistrate, Master of the High Court, the Chief Registrar or any other judicial officer appointed by the Judicial Services Commission from office pending investigation and pending referral to and appointment of a tribunal or a medical board under subsection (3), and may at any time, revoke the suspension.</p>	Section 115(12)	<p><i>Fiji Independent Commission Against Corruption.</i></p> <p>The Commissioner and the Deputy Commissioner shall be entitled to such remuneration as determined by the President acting on the advice of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General, and any such remuneration must not be varied to their disadvantage, except as part of an overall austerity reduction similarly applicable to all officers of the State.</p>
Section 112(5)	<p>The suspension of the Judge, Magistrate, Master of the High Court, the Chief Registrar or any other judicial officer appointed by the Judicial Services Commission from office under subsection (4) ceases to have effect if the President determines that the Judge, Magistrate, Master of the High Court, the Chief Registrar or any other judicial officer appointed by the Judicial Services Commission should not be removed from office.</p>	Section 116(5)	<p><i>Solicitor-General.</i></p> <p>The Solicitor-General shall be appointed by the President on the recommendation of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General.</p>

Section 116(6)	The President may, on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General, appoint a person to act as the Solicitor-General during any period or during all periods, when the office of the Solicitor-General is vacant or when the Solicitor-General is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.	Section 119(7)	The President may, on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General, appoint a person to act as a member of the Commission during any period or during all periods, when there is a vacancy in the membership of the Commission or when a member is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.
Section 117(3)	<i>Director of Public Prosecutions.</i> The Director of Public Prosecutions shall be appointed by the President on the recommendation of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General.	Section 119(11)	The members of the Commission referred to in subsection (2)(b) shall be entitled to such remuneration as determined by the President acting on the advice of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General and any such remuneration must not be varied to their disadvantage, except as part of an overall austerity reduction similarly applicable to all officers of the State.
Section 117(4)	The President may, on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General, appoint a person to act as the Director of Public Prosecutions during any period or during all periods, when the office of the Director of Public Prosecutions is vacant or when the Director of Public Prosecutions is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.	Section 120(2)	<i>Public Service Disciplinary Tribunal.</i> The Public Service Tribunal shall consist of a chairperson and 2 other members, appointed by the President, on the advice of the Judicial Services Commission following consultation by it with the Attorney-General.
Section 119(2)	<i>Mercy Commission.</i> The Commission consists of— (a) the Attorney-General who is to be its chairperson; and (b) 4 other members appointed by the President, acting on the advice of the Judicial Services Commission, following consultation by it with the Attorney-General.	Section 120(5)	The President may, on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General, appoint a person to act as a member of the Tribunal during any period or during all periods, when there is a vacancy in the membership of the Tribunal or when a member is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.
Section 119(3)	On the petition of any convicted person, the Commission may recommend that the President exercise a power of mercy by— (a) granting a free or conditional pardon to a person convicted of an offence; (b) postponing the carrying out of a punishment, either for a specific or indeterminate period; or (c) remitting all or a part of a punishment.	Section 120(13)	The members of the Tribunal shall be entitled to such remuneration as determined by the President acting on the advice of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General, and any such remuneration must not be varied to their disadvantage, except as part of an overall austerity reduction similarly applicable to all officers of the State.
Section 119(5)	The President must act in accordance with the recommendations of the Commission.	Section 121(2)	<i>Accountability and Transparency Commission.</i> The Accountability and Transparency Commission shall consist of a chairperson and 2 other members appointed by the President, on the advice of the Judicial Services Commission following consultation by it with the Attorney-General.

Section 121(5)	The President may, on the recommendation of the Judicial Services Commission following consultation by it with the Attorney-General, appoint a person to act as a member of the Commission during any period or during all periods, when there is a vacancy in the membership of the Commission or when a member is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.	Section 130(4)	Fiji Corrections Service. The Commissioner of the Fiji Corrections Service is appointed by the President, on the advice of the Constitutional Offices Commission, following consultation with the Minister responsible for the Fiji Corrections Service.
Section 121(11)	The members of the Commission shall be entitled to such remuneration as determined by the President acting on the advice of the Judicial Services Commission following consultation by the Judicial Services Commission with the Attorney-General, and any such remuneration must not be varied to their disadvantage, except as part of an overall austerity reduction similarly applicable to all officers of the State.	Section 131(4)	Republic of Fiji Military Force. The Commander of the Republic of Fiji Military Forces is appointed by the President, on the advice of the Constitutional Offices Commission, following consultation with the Minister responsible for the Republic of Fiji Military Forces.
Chapter 6 Section 125(2)	<i>State Services. Part A: Public Service. Public Service Commission.</i> The Public Service Commission consists of— (a) a chairperson; and (b) not less than 3 and not more than 5 other members, appointed by the President on the advice of the Constitutional Offices Commission.	Section 132(2)	Part C: Constitutional Offices Commission. The Constitutional Offices Commission shall consist of— (a) the Prime Minister, who shall be the chairperson; (b) the Leader of the Opposition; (c) the Attorney-General; (d) 2 persons appointed by the President on the advice of the Prime Minister; and (e) 1 person appointed by the President on the advice of the Leader of the Opposition.
Section 125(3)	If the position of the chairperson of the Public Service Commission is vacant or the chairperson is absent from duty or from Fiji or is, for any other reason, unable to perform the functions of office, the President may, on the advice of the Constitutional Offices Commission, appoint a person to act as the chairperson of the Public Service Commission.	Section 132(9)	The members of the Commission referred to in subsection (2)(d) and (e) are entitled to such remuneration and allowances as determined by the President, and the remuneration and allowances must not be varied to their disadvantage during their term in office, except as part of an overall austerity reduction similarly applicable to all officers of the State.
Section 125(4)	The President may, on the advice of the Constitutional Offices Commission, appoint a person to act as a member of the Public Service Commission during any period, or during all periods, when the member is absent from duty or from Fiji or is, for any other reason, unable to perform the functions of office.	Section 132(12)	If the Chief Justice, following consultation with the Attorney-General, considers that the question of removal of the member of the Commission referred to in subsection (2)(d) or (e) from office ought to be investigated, then— (b) the tribunal or medical board enquires into the matter and furnishes a written report of the facts to the President and advises the President of its recommendation whether or not the member of the Commission referred to in subsection (2)(d) or (e) should be removed from office; and (c) in deciding whether or not to remove the member of the Commission referred to in subsection (2)(d) or (e) from office, the President must act in accordance with the advice of the tribunal or medical board, as the case may be.
Section 129(4)	<i>Part B: Disciplined Force. Fiji Police Force.</i> The Commissioner of Police is appointed by the President, on the advice of the Constitutional Offices Commission following consultation with the Minister responsible for the Fiji Police Force.		

Section 132(13)	The President on the advice of the Chief Justice following consultation by the Chief Justice with the Attorney-General may, on such terms and conditions as he or she deems fit, suspend the member of the Commission referred to in subsection (2)(d) or (e) from office pending investigation and pending referral to and appointment of a tribunal or a medical board under subsection (12), and may at any time, revoke the suspension.	Section 136(2)	In advising the President on the remuneration and allowances payable to a person to whom this Part applies, the Constitutional Offices Commission must establish an independent committee (not comprising any holder of a public office) which shall advise the Constitutional Offices Commission on the appropriate remuneration and allowances that should be payable to a person to whom this Part applies.
Section 132(14)	The suspension of the member of the Commission referred to in subsection (2) (d) or (e) from office under subsection (13) ceases to have effect if the President determines that the person should not be removed from office.	Section 137(3)	Removal from Office for Cause. If the Constitutional Offices Commission considers that the question of removal from office ought to be investigated, then— (b) the tribunal or medical board enquires into the matter and furnishes a written report of the facts to the President and advises the President of its recommendation whether or not the person concerned should be removed from office; and (c) in deciding whether or not to remove the person concerned from office, the President must act in accordance with the advice of the tribunal or medical board, as the case may be.
Section 133	Functions of the Constitutional Offices Commission. The Constitutional Offices Commission has such functions and responsibilities as prescribed in this Constitution or by any other written law, and shall be responsible for providing advice to the President for the appointment of the following offices— (a) the chairperson and the members of the Human Rights and Anti-Discrimination Commission; (b) the chairperson and the members of the Electoral Commission; (c) Supervisor of Elections; (d) Secretary-General to Parliament; (e) the chairperson and the members of the Public Service Commission; (f) Commissioner of Police; (g) Commissioner of the Fiji Corrections Service; (h) Commander of the Republic of Fiji Military Forces; (i) Auditor-General; and (j) Governor of the Reserve Bank of Fiji.	Section 137(4)	The President on the advice of the Constitutional Offices Commission may, on such terms and conditions as he or she deems fit, suspend the person concerned from office pending investigation and pending referral to and appointment of a tribunal or a medical board under subsection (3), and may at any time, revoke the suspension.
Section 136(1)	<i>Part D: General Provisions Related to Public Services. Remuneration and Allowances.</i> A person to whom this Part applies is entitled to such remuneration and allowances as determined by the President on the advice of the Constitutional Offices Commission, and the remuneration and allowances must not be varied to their disadvantage during his or her term in office, except as part of an overall austerity reduction similarly applicable to all officers of the State.	Section 137(5)	The suspension of the person concerned from office under subsection (4) ceases to have effect if the President determines that the person should not be removed from office.
		Chapter 7 Section 147(1)	<i>Revenue and Expenditure. Standing Appropriation of Consolidated Fund for Payment of Certain Salaries and Allowances.</i> This section applies to— (a) the President;...

<p>Chapter 8 Section 149</p>	<p><i>Part A: Code of conduct</i></p> <p>A written law shall— (a) establish a code of conduct which shall be applicable to the President, Speaker, Deputy Speaker, Prime Minister, Ministers, members of Parliament, holders of offices established by or continued in existence under this Constitution or under any written law, members of commissions, permanent secretaries, ambassadors or other principal representatives of the State, and persons who hold statutory appointments or governing or executive positions in statutory authorities, and to such other offices (including public offices) as may be prescribed by written law;</p>	<p>Section 161(1)</p>	<p><i>Amendments before 31 December 2013.</i></p> <p>Notwithstanding anything contained in this Chapter, on or before 31 December 2013, the President acting on the advice of Cabinet may, by Decree published in the Gazette, make such amendments to this Constitution, as are necessary to give full effect to the provisions of this Constitution or to rectify any inconsistency or errors in any provision of this Constitution</p>
<p>Section 151(2)</p>	<p><i>Part C: Auditor-General.</i></p> <p>The Auditor-General is appointed by the President on the advice of the Constitutional Offices Commission, following consultation with the Minister responsible for finance.</p>	<p>Section 161(2)</p>	<p>Cabinet can only advise the President for an amendment to this Constitution under subsection (1) if Cabinet obtains certification of the Supreme Court for the amendment.</p>
<p>Section 151(3)</p>	<p>The President may, on the advice of the Constitutional Offices Commission, appoint a person to act as the Auditor-General during any period, or during all periods, when the office of the Auditor-General is vacant or when the Auditor-General is absent from duty or from Fiji or is, for any reason, unable to perform the functions of office.</p>	<p>Chapter 12 Section 165(1)</p>	<p><i>Commencement, Interpretation, Repeals and Transitional. Part D: Transitional. Office of the President.</i></p> <p>Notwithstanding the repeal of the Executive Authority of Fiji Decree 2009, the President appointed under the Executive Authority of Fiji Decree 2009 shall continue to hold office for the term of his or her appointment made under the Executive Authority of Fiji Decree 2009, and any re-appointment to the office of the President must be done in accordance with the provisions of this Constitution.</p>
<p>Section 153(4)</p>	<p>Part D: Reserve Bank of Fiji.</p> <p>The Governor of the Reserve Bank of Fiji shall be appointed by the President on the advice of the Constitutional Offices Commission, following consultation with the Minister responsible for finance.</p>	<p>Section 165(2)</p>	<p>The President appointed under the Executive Authority of Fiji Decree 2009 shall continue to exercise executive authority of Fiji and exercise all the powers (including making laws by Decree on the advice of Cabinet) vested in him or her under the Executive Authority of Fiji Decree 2009, until the first sitting of the first Parliament under this Constitution.</p>
<p>Chapter 11 Section 160(3)</p>	<p><i>Amendment of Constitution. Procedure for Amendment.</i></p> <p>If a Bill for the amendment of this Constitution is passed by Parliament in accordance with subsection (2), then the Speaker shall notify the President accordingly, who shall then refer the Bill to the Electoral Commission, for the Electoral Commission to conduct a referendum for all registered voters in Fiji to vote on the Bill.</p>	<p>Section 165(3)</p>	<p>If any vacancy arises in the office of the President before the first sitting of the first Parliament under this Constitution, then another person shall be appointed to the office of the President in accordance with the Executive Authority of Fiji Decree 2009.</p>
<p>Section 160(6)</p>	<p>If the outcome of the referendum is that three-quarters of the total number of the registered voters have voted in favour of the Bill, then the President must assent to the Bill, which shall come into force on the date of the Presidential assent or on such other date as prescribed in the Bill.</p>	<p>Section 165(4)</p>	<p>Notwithstanding the repeal of the Office of the Vice-President and Succession Decree 2009, until the first sitting of the first Parliament under this Constitution, if the office of the President is vacant or if the President is absent from duty or from Fiji or is, for any reason, unable to perform the functions of the office of the President, then the functions of the office of the President shall be performed by the Chief Justice.</p>

4.5.2: The President's Functions within the College of Honour as per the 1995 Honours and Awards Act

Part II Section 4 (2-3)	<i>Establishment of Honours and Awards</i> The President shall be the fount of all honours and awards for Fiji. The President shall establish the Order of Fiji and such other orders, decorations as he thinks fit.
Section 5	<i>Chancellor of the Order of Fiji</i> There shall be a Chancellor of the Order who shall be the President. The Chancellor shall be the Principal Companion in the General Division. The President, upon ceasing to hold office as President, shall continue to be a member of the Order in the General division in the Companion class. The Chancellor shall be responsible for the administration of the Order of Fiji.
Section 6	<i>Functions of the Chancellor</i> The functions of the Chancellor shall be with the advice of the College of Honour, to- i. appoint members of the Order in the General Division; ii. approve any award of the Medal of the Order in the General Division; iii. approve any award for civilian bravery; iv. approve any other honour or medal for decoration that may be referred to the College under this Act; upon recommendation by the relevant Minister, to- i. appoint members of the Order in the Military Division; ii. approve the grant of all awards of the Medal of the Order in the Military Division; iii. approve the grant of all awards for the uniformed disciplined services; iv. approve the grant of all awards for the Civil Service Medal; v. approve the grant of any other award established under this Act requiring the recommendation of a relevant Minister.
Section 7 (1)	There shall be a Secretary of the Order who shall be appointed by the Public Service Commission after consultation with the President.

Section 9 (1,2,4,5)	<i>College of Honour</i> There shall be a College to be known as the College of Honour consisting of a Chairperson and 4 other members to be appointed by the President for a term of 2 years. Subject to the provisions of this Act, the College shall assist and advise the President in the administration of this Act. If any of the members, by reason of any temporary incapacity, is unable at any time to perform the duties of his or her office, the President may appoint a temporary substitute members, upon such terms and conditions as the
Section 10	<i>Functions and duties of the College of Honour</i> The functions and duties of the College shall be to recommend to the President- i. the appointment of a member of the Order in the General Division; or ii. an award of the Medal of the Order in the General Division; or iii. an award for civilian bravery; or iv. any other award that may be established under this Act; advise the President on such other matters concerning this Act as the President may, from time to time, refer to the College; perform all such other duties as the President may, from time to time, direct.
Section 11	<i>Recommendation for other awards</i> The relevant Minister shall recommend directly to the President the following- (a) The appointment of a member of the Order or for the grant of the Medal of the Order in the Military Division; (b) an award for Military operational gallantry or leadership; (c) Other awards for the uniformed disciplined services including awards for overseas services; (d) an award for the Civil Service Medal; Any other award or decoration that may be established under this Act under the control of a relevant Minister
Part III Section 12 (2)	<i>Announcement and Investiture</i> The investiture of honours and awards shall be made on the Fiji Day holiday in each year and notwithstanding subsection (1) of this section, the President may announce the grant of an honour or award and conduct its investiture whenever necessary.
Section 13	<i>Decision to be final</i> Any decision made by the President for the grant of an honour or award shall be final and shall not be challenged or quashed in any court of law.

4.5.3: Office Statutory Functions

The role of the President is guided primarily by the 2013 Constitution of the Republic of Fiji and other national documents including Fiji’s 5-year and 20-year National Development Plan and the Honours and Awards Act 1995.

Accordingly, the role and responsibilities of the Office of the President are to provide support services for the effective functioning of the Office of the President in the following areas:

- To ensure that the role and functions of the President under the 2013 Constitution, and other relevant legislations are carried out effectively and efficiently.
- To provide management and service support in the maintenance of the Presidential household and properties.
- To provide secretariat support services in the administration of the Fiji Honours and Awards system in accordance with the Honours and Awards Act.
- To facilitate the proper administration of the annual budgetary process and proper utilisation of budgetary provision in accordance with Finance Management Act, Financial Instructions, Public Service Act and Regulations, and the policy guidelines of all Central Agencies.
- To provide security services and personal protection to the President and His Excellency’s immediate family through the Republic of Fiji Military Forces and Fiji Police Force personnel on attachment with the Presidential Office.

4.5.4: Official Secretary’s Functions

The Official Secretary has the following functions:

1. Oversees the effective formulation and implementation of all planning documents in accordance with the whole-of-Government approach through the 2013 Constitution, the National Development Plan and related reforms coordinated by Government’s central agencies;
2. Supervises the efficient and effective management of human and financial resources and intellectual assets of the Presidential properties;
3. Directs the application of relevant information technology to improve the internal systems and processes and assist with management decision-making;
4. Ensures that continuous quarterly monitoring, evaluation and review of staff performance against established targets within the Annual Operation Plans are attended to; and
5. Manages the upskilling of staff across the entire spectrum of services in the Office of the President and the State House.

4.6: Legislation and Regulatory responsibilities

The Office of the President is guided in its daily operations by the following legislations and documents:

Legislative Framework

	Description
1	2013 Constitution
2	Honours and Awards Act 1995
3	5-year and 20-Year National Development Plan
4	Finance Management Act 2004 Financial Instructions 2010 Agency Financial Manual 2015
5	Fiji Procurement Act 2010
6	The Public Service Act 1999
7	Occupational Health and Safety at Work Act 1996
8	Fiji National Provident Fund Decree 2011
9	Employment Relations Promulgation 2007

4.7: Budget Snapshot

The budget for the Office of the President in 2017-2018 was \$2.1 million comprising \$2.0 million for operating expenditure and VAT of \$0.1 million. Another \$4.3 million was allocated for capital expenditure under Head 50.

In the Agency’s 2018-2019 budget submission, there is an increase to \$3,315,607.00 for operating expenditure and \$5,100, 00.00 for capital projects.

Operating Expenditure (\$000)

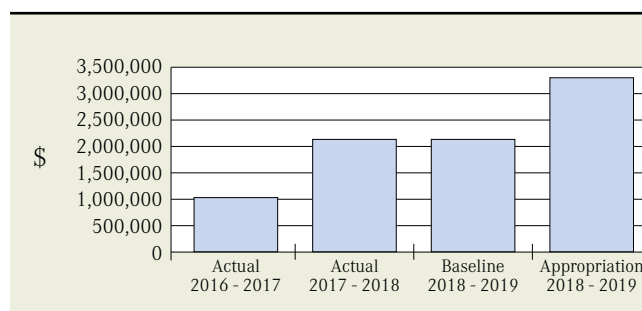


Figure 1: Operational Budget

Capital Expenditure (\$000)

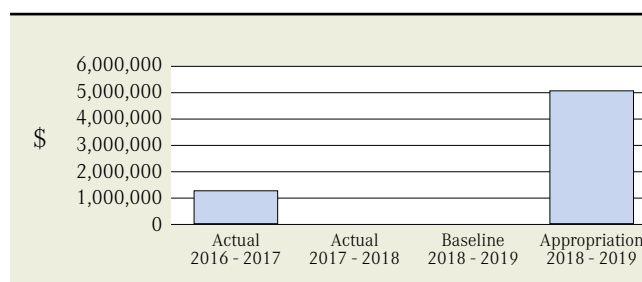


Figure 2: Capital Project Budget

The increase in the budget received is to address the following issues:

- Increase in salary and wages due to the Job Evaluation as part of the Civil Service Reforms.
- Creation of new posts
- Increase in meal allowances
- Increase in local and international travel expenses for His Excellency the President
- Purchase of new items after Board of Survey write-offs
- Increase in College of Honour vote for medals and services

- Increase in Ceremonial and Hospitality vote due to increase in the President's engagements

Ongoing Initiatives

Capital Project

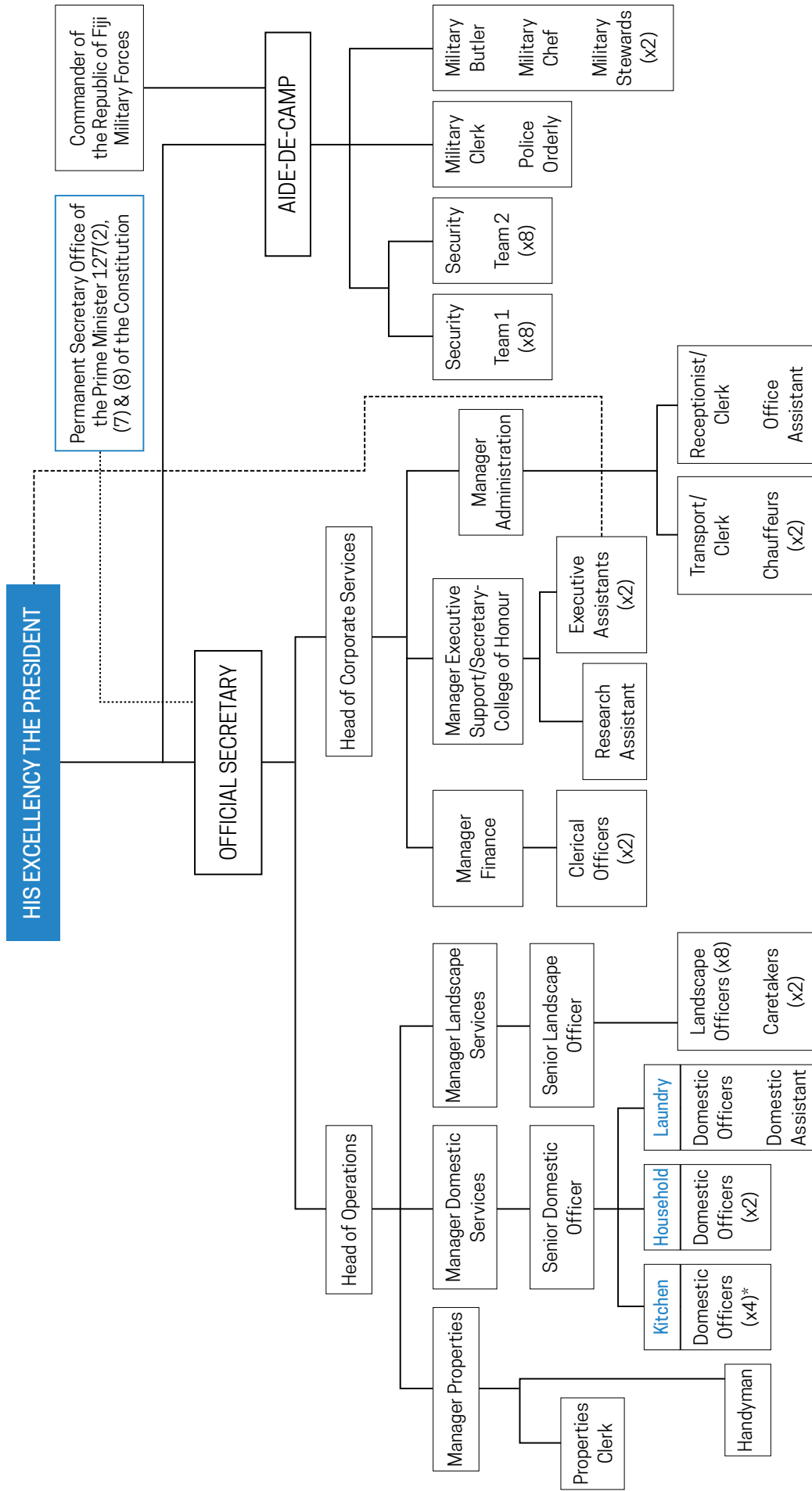
- State House maintenance including the renovation of other buildings within the State House compound will continue to be facilitated by CIU with internal monitoring carried out by the Office. The other structural improvements include a new Executive Office, Administration Office and Support Services Facilities.

4.8: High-Level Staff Profile

Head of Department - Official Secretary

	Division/ Head		Designated Approval	Section	No. of Officers involved	Proposed Operations Budget Allocation	Remarks
1.	Executive	Official Secretary	Up to \$49,000.00	Management	37	\$3,315,607.00 \$5,100,000.00	Head of Department - accountable for the Office of President budget
2.	Operations	Head of Operations	Up to \$20,000.00	Properties & Maintenance	3	\$5,100,000.00 \$35,000.00	Capital Projects Upkeep of the State House and Office
				Landscape Services	10	\$188,000.00	Upkeep of State House Grounds
				Domestic Services	9	\$50,000.00 \$150,000.00 \$35,200.00	Soft furnishings Ceremonial and Hospitality Minor Equipment
3.	Corporate	Head of Corporate Services	Up to \$15,000.00	Human Resource	2	\$15,000.00 \$200.00 \$8,000.00 \$30,000.00 \$786,460.00 \$247,010.00 \$30,000.00 \$20,000.00 \$3,000.00	Office stationery and printing Office postal and parcel freight Expendable stores Training Established Staff (PE) Unestablished Staff (PE) OHS EXPENSES Medical Expenses Directory Expenses
				Travel, Communication, Maintenance and Operations	6	\$105,000.00 \$44,200.00 \$119,500.00 \$600,000.00 \$320,000.00 \$74,400.00 \$23,000.00 \$3,000.00 \$44,200.00 \$40,000.00 \$30,000.00 \$188,433.00	Fuel and Oil Spare parts & maintenance Local Travel Overseas Travel Subsistence Telecommunication Incidental Maintenance Office Equipment Maintenance of Vehicles Power Supply Water and Sewerage VAT
				College of Honour	2	\$120,000.00 \$80,000.00	Service medals College of Honour
				Accounts	3	-	

2018 - 2019



* 1 redeployed Domestic Officer

5: Summary of Situation Analysis

In order to achieve the strategic objectives, there needs to be a clear understanding of the Office's resources and capabilities, as well as the areas that require improvement. The Office has undertaken a SWOT Analysis and looks to build on this during the course of the year.



Figure 3: State House

6:Outputs

Strategic Priorities (Strategic Plan)		What		How	Budget	Who	Targets	Targeted Output Performance (KPI)	When
1. Attendance to the President's roles as Head of State	Outcomes (Strategic Plan)	Outcomes	Planned activities, processes or services	Appropriation	Responsible position	All Executive [Reports compiled by EA to HEP]	Measurement of Outputs	Targeted Output Performance (KPI)	Timeframe
	1.1 (i) The President fulfils his Constitutional roles as required by the 2013 Constitution	1.1 (ii) Prompt and effective facilitation of the President's Constitutional roles	1.1.1 Facilitate the President's attendance to all Constitutional roles as Executive Head of State for Parliament-sittings, advice, assent to Bills, etc)	\$1,474,180.52			1.1.1.1 Timely and effective service delivery in facilitating the President's Constitutional and ceremonial roles in: <ul style="list-style-type: none"> The Annual opening of Parliament 	1.1.1.1 Efficient and effective facilitation of the President's attendance to his constitutional roles as the Head of State for at least 5* engagements in a year <ul style="list-style-type: none"> Timely submission of activity reports to be submitted within each quarter 	* As and when required. Preparations carried out at least a day in advance. 4 Quarterly reports
	1.2 (i) The President fulfils the Constitutional appointments as required by the 2013 Constitution	1.2 (ii) Prompt and effective facilitation of the Constitutional appointments	1.2.1 Facilitate the President's attendance to all Constitutional appointments (Swearing-in, appointments, etc.)				1.2.2.2 <ul style="list-style-type: none"> Attending to advice as required by law Assent to Bills Swearing in Officials Making appointments 	1.2.2.2 Efficient and effective facilitation of the President's attendance to at least 15* constitutional appointments in a year <ul style="list-style-type: none"> Timely submission of activity reports to be submitted within each month 	* As and when required. 12 monthly reports
1.3 (i) The President as Commander-in-Chief of the Republic of Fiji Military Forces fulfils all his Constitutional and ceremonial requirements	1.3 (ii) Prompt and effective facilitation of the President's Constitutional appointments as Commander-in-Chief of the Republic of Fiji Military Forces	1.3.1 Facilitate the President's attendance to all ceremonial functions and responsibilities as Commander-in-Chief of the Republic of Fiji Military Forces			1.3.1.1 Effective and efficient facilitation of the President's attendance to functions as Commander-in-Chief of RFMF	1.3.2.3 <ul style="list-style-type: none"> Efficient and effective facilitation of the President's attendance to at least 3* ceremonial functions and responsibilities as Commander-in-Chief of RFMF in a year Timely submission of activity reports to be submitted before the end of each quarter 	* As and when required. 4 quarterly reports		

Strategic	What	How	Budget	Who	Targets	When
	1.4 (i) The President fulfils his other national roles	1.4.1 Facilitate the President's attendance to other national roles			1.4.1.1 Timely facilitation of Fiji Day celebrations to promote national identity/unity	Fiji Day - Oct. 10 1 annual report
	1.4 (ii) Prompt and effective facilitation of the President's other national roles				1.4.2.4 • Efficient and effective facilitation of the President's attendance to the Fiji Day celebrations • Timely submission of an activity report to be submitted within two weeks of Fiji Day • Have a preparation matrix for Fiji Day celebrations with a 100% successful implementation	1 matrix at least a week prior
					1.4.1.2 Timely and effective facilitation of the Constitution Day celebration	Constitution Day - Sept. 7 1 annual report
					1.4.2.5 • Efficient and effective facilitation of the President's attendance to the Constitution Day celebrations • Timely submission of activity report to be submitted within two weeks of the Constitution Day • Have a preparation matrix for Constitution Day celebrations with a 100% successful implementation	1 matrix at least a week prior
					1.4.1.3 Timely and effective implementation of hosting services during the President's formal functions	* As and when required. 4 quarterly reports
					1.4.2.6 • Efficient provision of high level standard of hosting services for all functions with the achievement of 100% satisfactory formal feedback • Efficient provision of high standard hosting services with submission of quarterly quality reports	

Strategic	What	How	Budget	Who	Targets	When	
2. Attendance to the President's roles as Chancellor of the Order of Fiji	2.1 (i) The President fulfils his role as Chancellor to the College of Honour as required by the Honours and Awards Act 1995	2.1.1 Provision of Secretariat support services for the execution of the President's role as Chancellor of the Order of Fiji	\$226,283.52	<ul style="list-style-type: none"> Secretary to College of Honour [Reports compiled by MES/SCOH] All 	2.1.1.1 Efficient facilitation of at least 4 College of Honour meetings per year	4 meetings per year	
					2.1(ii) Prompt and effective facilitation of the President's role as Chancellor	<ul style="list-style-type: none"> Timely and effective facilitation of 4 College of Honour meetings per year Submission of quality minutes within a week of the meetings to the Chancellor of the Order Preparation and dissemination of meeting agenda to COH members at least a day prior to the meeting 	<ul style="list-style-type: none"> Quality minutes a week after a meeting Agendas- a day prior to the meeting
					2.1(iii) Research report on international awards systems including recommendations for improved national awards and system to be submitted by the 3rd quarter	<ul style="list-style-type: none"> Research report on international awards systems including recommendations for improved national awards and system to be submitted by the 3rd quarter Study visit or work attachment abroad for in-depth awareness on the Awards system and how the local system can be subsequently improved 	<ul style="list-style-type: none"> Research report and proposal submitted - 3rd quarter Study/work trip abroad completed in the year Paper on proposals to be implemented
					2.1.1.2 Enhancement of Secretariat Support services	<ul style="list-style-type: none"> Research report on international awards systems including recommendations for improved national awards and system to be submitted by the 3rd quarter Study visit or work attachment abroad for in-depth awareness on the Awards system and how the local system can be subsequently improved 	<ul style="list-style-type: none"> Research report and proposal submitted - 3rd quarter Study/work trip abroad completed in the year Paper on proposals to be implemented
					2.1.1.3 Efficient facilitation of at least one National Awards Ceremony per year	<ul style="list-style-type: none"> Timely and effective facilitation of a yearly National Awards with preparations carried out at least three months prior to the function Preparation matrix with 100% success Timely and quality media release on the National Awards to be carried out within the week Quality activity report to be submitted within two week of the awards 	<ul style="list-style-type: none"> One annual function 1 matrix 1 quality media release on National Awards 1 quality activity report within 2 weeks

Strategic	What	How	Budget	Who	Targets	When
					<p>2.1.1.4 Raise national awareness on College of Honour Awards and nominations</p> <p>2.1.1.5 Effective review of the Honours and Awards Act 1995 by 2019</p> <p>2.1.1.6 Purchasing of required medals for awards</p>	
					<p>2.1.2.4 Facilitate national awareness of awards through at least two forms of media in different quarters</p> <p>2.1.2.5 Timely compilation of areas that require amendments</p> <ul style="list-style-type: none"> • Submit to COH members for deliberations • Amend compilation • Seek legal advice • Submit to SG's Office 	<p>2 awareness per quarter [8]</p> <p>2 various forms of media</p> <ul style="list-style-type: none"> - Sept. 2018 - Deliberations - Oct. 2018 - Amendments - Nov. 2018 - Legal advice - Dec. 2018 - SG's Office- Jan. 2019
					<p>2.1.2.6 Compile/stock take data base of medals</p> <ul style="list-style-type: none"> • Plan for required medals for the year • Purchase required medals for the year 	<ul style="list-style-type: none"> - Stock take - Oct. 2018 - Purchase plan - Dec. 2018 - Purchase - Mar. 2019

Strategic	What	How	Budget	Who	Targets	When	
3. Provision of Services in alignment to Government's priorities	3.1 (i) Services expected of the Office of the President will be promptly delivered by respective HOS and management	3.1.1 Prioritise Government priorities through timely submission of required services or documents	\$498,565.12	<ul style="list-style-type: none"> Senior Management Heads of Sections [Reports compiled by HOPS, HOCS, respective HOS] 	3.1.1.1 Efficient and timely service formulation and implementation of relevant document and related reforms coordinated by Government's central agencies within the timeframes given	<ul style="list-style-type: none"> 3.1.2.1 All required administrative services to have less than three days delivery time All required Government priorities and documents to be completed at least three days before due date All required Government priorities reports to be submitted at least one day before due date Compile of Strategic Workforce Plan Implement Strategic Workforce Plan Compile Risk Management Plan Implement Risk Management Plan Compile HR Manual Implement HR Manual All plans to be reviewed biannually 	<ul style="list-style-type: none"> Sept. 2018 Dec. 2018 Sept. 2018 Dec. 2018 Oct. 2018 Dec. 2018 Reviews biannual
	3.1 (ii) Compliance with Government priorities delivery	3.2.1 Prioritise Government priorities through timely compilation and implementation of SOPs and Risk Management Policy			3.2.1.2 Efficient and timely compilation/ review and implementation of SOPs	<ul style="list-style-type: none"> 3.2.2.2 Formulate and implement at least 5-6 SOPs for each section for each year SOPs to be compiled SOPs to be fully implemented SOPs to be reviewed biannually 	<ul style="list-style-type: none"> - 5-6 SOPs per section - SOPs compiled - Sept. 2018 - SOPs implement - Oct. 2018 - Biannual reviews
	3.2 (i) Relevant policies including SOPs will be compiled and adhered to						
	3.2 (ii) Compliance with Government priorities through SOPs and risk management implementation						

Strategic	What	How	Budget	Who	Targets	When
					<p>3.2.1.3 Efficient and timely compilation/ review/ implementation of relevant policies</p> <p>3.2.2.3</p> <ul style="list-style-type: none"> • Effective formulation and implementation of the following policies: <ul style="list-style-type: none"> - OMRS Policy - Job Evaluation Policy - Performance Management Policy - Discipline Policy - Learning and Development Policy - Transport Policy - Leave Policy - HR Policy - Social Media Policy - Risk Management policy • Yearly reviews of the mentioned policies 	<p>Sept. 2018</p> <p>Sept. 2018</p> <p>Nov. 2018</p> <p>Nov. 2018</p> <p>Oct. 2018</p> <p>Dec. 2018</p> <p>Dec. 2018</p> <p>Dec. 2018</p> <p>Dec. 2018</p> <p>Dec. 2018</p> <p>July 2019</p>
	<p>3.3 (i) Financial regulations will be complied with for improved delivery and accountability</p> <p>3.3 (ii) Compliance with Financial regulations for improved service delivery and no audit query</p>	<p>3.3.1 Comply with the financial regulations resulting in improved delivery and accountability and no audit query</p>		<p>- HOCS</p> <p>- Manager Finance</p> <p>- Management</p> <p>- HOS</p>	<p>3.3.1.1 Efficient compilation and submission of Office Financial Statement to the Office of the Auditor General</p> <p>3.3.1.2 Effective submission of the Annual Operational Report</p>	<p>May 2019</p> <p>End of fiscal year</p> <p>End of fiscal year</p> <p>Draft - Oct. 2018</p> <p>Final - Nov. 2018</p>

Strategic	What	How	Budget	Who	Targets	When
					<p>3.3.1.3 Efficient compilation and implementation of financial SOP for improved service delivery</p> <p>3.3.2.3</p> <ul style="list-style-type: none"> Formulate and implement at least 6 financial SOPs for each year SOPs to be compiled by the 2nd quarter SOPs to be fully implemented by the 3rd quarter SOPs to be reviewed biannually 	<p>At least 6 SOPs compiled</p> <p>SOPs compiled – Sept. 2018 SOPs implemented – Oct. 2018</p> <p>Biannual reviews</p>
					<p>3.3.1.4 Efficient compilation and submission of financial reports</p> <p>3.3.2.4</p> <ul style="list-style-type: none"> Timely monthly submission of relevant financial reports Timely Internal Audit being effectively carried out in the agency for assets and finances procedures on a biannual basis. Review of the Agency's Financial Manual Process all local payments all within a month of purchase or upon the production of satisfactory service delivery 	<p>12 reports</p> <p>Biannual internal audit [2 reports]</p> <p>Annual review of Financial manual Sept. 2018 –Timely purchase orders</p>
	<p>3.4 (i) Technological investment to improve staff performance and competency for enhancement of service delivery</p>	<p>3.4 (ii a) Purchasing or investing in technology for better service delivery</p> <p>3.4.1 Invest in or purchase technology that will enhance service delivery</p>		<ul style="list-style-type: none"> Management HOS 	<p>3.4.1.1 Purchasing and utilisation of technology to enhance and quicken service delivery</p> <p>3.4.2.1</p> <ul style="list-style-type: none"> Timely purchasing of relevant technology and working tools including software programmes for data base for ease of work delivery Logistics and information gathering for an Office website by Oct. 2018 Successfully set up the Office website by Nov. 2018 Weekly updates uploaded on the website once it is installed Installation of clientele survey on the website by Jan. 2019 Implementation of website as a app on mobile phones by Feb. 2019 	<p>Technology to be purchased by Oct. 2018</p> <p>Evidence of logistics and verification of information</p> <p>Website launched by Nov. 2018</p> <p>Weekly updates upload</p> <p>Evidence of clientele survey app</p> <p>Evidence of mobile app</p>

Strategic	What	How	Budget	Who	Targets	When	
					<p>3.4.1.2 Vehicle investment and upkeep</p> <p>3.4.2.2 <ul style="list-style-type: none"> Timely servicing of vehicles Timely investment in necessary vehicle accessories when required by HEP or management Compilation and submission of quarterly vehicle reports </p>	<p>- When required or by the due date</p> <p>- When required</p> <p>4 reports</p>	
	<p>3.5 (i) Investment in staff training will result in improved performance and competency</p>	<p>3.5 (ii) Relevant staff training or professional development for better staff performance and competency to improve service delivery</p>		HOCS Management	<p>3.5.1.1 Relevant training and professional development for all officers for improved performance and competency</p>	<p>3.5.2.1 <ul style="list-style-type: none"> Compilation of 2018 -2019 Learning and Development Plan after identification of training needs of all staff members All staff members to attend at least four relevant trainings or professional development course per year Training reports including recommendations to be submitted within two weeks upon completion of training HR Reports to be submitted quarterly </p>	<p>Plan to be submitted within 1st month upon receiving budget</p> <p>- 4 trainings per staff before fiscal year ends</p> <p>- Reports submitted 2 weeks upon completion</p> <p>-4 reports</p>
		<p>3.5.2 Reward staff members for innovation and best management practices</p>			<p>3.5.1.2 Inculcate civic pride and responsibility in officers through community engagements</p>	<p>3.5.2.2 <ul style="list-style-type: none"> Plan and participate in at least 2 community engagements for the year Compile reports on the engagements and recommendations </p>	<p>2 engagements</p> <p>2 reports</p>
					<p>3.5.1.3 Positively reinforce staff members for outstanding performance</p>	<p>3.5.2.3 <ul style="list-style-type: none"> Carry out quarterly staff assessments and compile results Carry out biannual assessments to gauge performance for MyApa Issue Commendation Letters </p>	

Strategic	What	How	Budget	Who	Targets	When
	3.6 (i) Open Forums that allow staff members an opportunity to capture knowledge and voice concerns	3.6.1 During open forums all staff members undergo professional development and given opportunities to voice issues			3.6.1.1 Allow officers the opportunity to develop professionally and to voice concerns	3.6.2.1 Implementation of monthly open forums where staff members learn and raise concerns Implementation of an awareness In-house Training per quarter sessions during Open Forums Give officers an opportunity to question management and voice concerns
	3.6 (ii) Staff members are given the opportunity to capture knowledge and voice concerns				3.6.1.2 Allow officers to fill survey forms to highlight elements that affect their work	3.6.2.2 Implement monthly assessments survey to gauge work commitment and satisfaction Compile the survey outcomes and recommendations for management to respond to
4 Attendance to the President's roles towards strategic thrusts through enhancement of International Trade and Foreign Relations	4.1 (i) Services for the various diplomatic ceremonies and functions that the President attends will be well facilitated	4.1.1 Facilitate the President's attendance to ceremonial functions for foreign dignitaries (Courtesy and Farewell Calls, Presentation of Credentials, etc)	\$195,577.84	Executive All [Reports compiled by OS]	4.1.1.1 All diplomatic ceremonies and functions will be well facilitated	12 monthly records Record of at least 4 Open Forum training sessions Record of issues raised by officers and responses 12 monthly assessment data Report of survey and management response
	4.1 (ii) Prompt and effective facilitation of support services for diplomatic ceremonies and functions that the President attends				4.1.1.2.1 Efficiently facilitate 50* diplomatic ceremonial functions held at the State House and in accordance to protocol in the year Timely quarterly submission of activity reports on the functions Efficiently host dignitaries during official social functions in accordance to protocol and ensure a 100% favourable feedback Have preparation matrix for a 100% successful implementation	* As and when required. 4 Quarterly reports Data feedback 1 matrix at least a week prior

Strategic	What	How	Budget	Who	Targets	When	
	4.2 (i) Diplomatic social functions that the President attends will be well facilitated	4.2.1 Facilitate the President's attendance to diplomatic social functions (National days, engagements, visits etc.)			4.2.1.2 Timely and effective facilitation of the President's diplomatic function attendance including facilitating the Commonwealth Day reception	4.2.2.2 • Efficient and effective facilitation of the President's attendance to 15* diplomatic social functions in a year • Efficient and effective facilitation of the President's attendance to the Commonwealth Day reception • Have a preparation matrix for Commonwealth Day reception with a 100% successful implementation • Timely submission of activity report to be submitted within two weeks of the Commonwealth Day reception	*As and when required. Commonwealth Day 11 March 1 matrix at least a week prior 1 Commonwealth Day report
	4.3 (i) Logistics for the President's overseas travels will be well facilitated	4.3.1 Facilitate the President's attendance to overseas travels for international functions			4.3.1.3 Timely and effective facilitation of logistics for the President's international travels	4.3.2.3 • Efficient and effective facilitation of President's attendance to 15* engagements related to diplomats and international trips in a year • All logistics for the President's international travels will be well facilitated and done in a timely manner • Timely submission of travel reports • Meet with MFA protocol officials every time there is to be an official trip overseas to debrief and consider options	SOP and matrix on travels Within a month of arrival Within two weeks of completion of trip Minutes of the meeting

Strategic	What	How	Budget	Who	Targets	When
5 Attendance to the President's social obligations towards various Social-Economic and Security Developments within the Presidential Properties	5.1 (i) The various Phases of the Presidential Properties and Building upgrades will be implemented accordingly	5.1 (i) Prompt and effective implementation of Phase 1 of the Property and Building upgrades	<ul style="list-style-type: none"> \$5,180,000 \$223,000 	<ul style="list-style-type: none"> Manager Properties [Capital Project reports compiled by MP] [Maintenance reports compiled by CO-P] 	5.1.1.1 Timely facilitation and reporting on the Phase 1 of the Property and Buildings upgrades	Weekly reports
	5.1 (ii) Prompt and effective implementation of Phase 1 of the Property and Building upgrades	5.1.1 Facilitate and report on the implementation of Phase 1 of the Property and Building upgrades effectively			5.1.2.1 Weekly monitoring and reporting of the progress of the State House maintenance works in collaboration with CIU	<ul style="list-style-type: none"> In collaboration with CIU, ensure State House maintenance works are completed in time Weekly monitoring and reporting of the building of the Administration and Executive Buildings in collaboration with CIU In collaboration with CIU, ensure the building of the Administration and Executive Buildings works are completed in time Initiation and compilation of 2019 – 2020 capital projects through the timely preparation and submission of PSIP Monthly meetings for Stakeholders consultation and management Quarterly report on Capital Projects – progress, challenges and recommendations Certification of State House as OHS compliant upon completion of maintenance

Strategic	What	How	Budget	Who	Targets	When
	5.2 (i) Maintenance works carried out at the presidential properties will be routine in nature	5.2.1 Facilitate the regular maintenance of presidential properties and staff quarters including administrative issues			5.2.1.2 Timely and effective presidential properties and staff quarters including administrative issues	Annual plan by mid-August
	5.2 (ii) Prompt and effective monitoring and implementation of maintenance works required on presidential properties					12 situational reports on progress
	5.3 (i) Presidential properties will be well maintained and beautified	5.3.1 Facilitate the implementation of the Properties Development Plan		<ul style="list-style-type: none"> • Manager Landscape Services • Landscape Officers • Caretakers 	5.3.1.3 Timely and effective implementation of landscape plan 1 – Landscaping- State House adjacent areas	<ul style="list-style-type: none"> • Weekly progress reports [52] • Quarterly data base check • Biannual
	5.3 (ii) Prompt and effective implementation of the Properties Development Plan					Quality reports to be submitted every quarter [4]
						Annual Report [1]
						Quarterly reports [4]
						Monthly data [12]
						Weekly reports [52]
						Monthly feedback reports [12]
						Monthly checks [12]
						Quarterly report [4]
						<ul style="list-style-type: none"> • Compilation of annual maintenance plans for presidential properties and staff quarters and administration requests • Monthly site check of presidential properties and staff quarters within 1st 2 weeks of the month • Weekly maintenance reports on work completed and work to be completed • Compilation of feedback on maintenance works carried out for final work rate • Analysis of data on feedback
						<ul style="list-style-type: none"> • Timely annual implementation of landscape plan 1 – State House adjacent areas • Compilation of an annual beautification and cleaning plan • Quarterly review of beautification and cleaning plans • Monthly check of landscape beautification and cleaning through site visits • Weekly landscape reports on work done and work to be done • Compilation of feedback on landscaping works carried out • Monthly checks and recommendations on working tools • Quarterly procurement of relevant work tools

Strategic	What	How	Budget	Who	Targets	When
	5.4 (i) Solar panels will be installed to contribute towards climate change initiative	5.4.1 Install solar panels for energy saving		Manager Projects Management	5.4.1.1 Timely and effective installation of solar panels for energy saving	5.4.2.4 <ul style="list-style-type: none"> Report on the timely installation of solar panels for energy saving by 2018 Analyse electricity bills for 6 months leading to the installation of solar panels and 6 months post installation Report on energy saving rate upon the installation of panels
	5.4 (ii) Prompt and effective installation of solar panels	5.4.2 Shred dead leaves and compile compost for organic gardening		MLS	5.4.1.2 <ul style="list-style-type: none"> No weedicides are to be used in the gardens Manure used to be organic 	<ul style="list-style-type: none"> Commencement of composting- Oct. 2018 1 annual plan Quarterly reports [4]
	5.4-1 (i) Gardens will be organic with recycling and composting of natural waste to contribute towards climate change initiative	5.5.1 Domestic services provided will be professionally carried out		MDS	5.5.1.1 <ul style="list-style-type: none"> All domestic services are carried out as efficiently and as effectively as possible Cleaning and cooking will be done in a timely manner Officers will be well versed with their responsibilities 	<ul style="list-style-type: none"> Daily staff work schedule Weekly duty roster Monthly reports Monthly random staff SOPs drills [12] Monthly section reports [12]
	5.4-2 (ii) Efficient implementation of compost gardening	5.5 (ii) Efficient provision of professional domestic services			5.5.2.6 <ul style="list-style-type: none"> Daily cooking, housekeeping and laundry services at the Presidential residence to be carried out efficiently and in a timely manner Duty roster to be drawn up each week and checked Officers to provide monthly work reports Officers are to be well versed with their duty SOPs Monthly section reports for domestic services to be submitted by the end of each month 	

Strategic	What	How	Budget	Who	Targets	When
	5.6 (i) Soft furnishings including cutlery and equipment for the State House are procured as required	5.6.1 Soft furnishings including cutlery and equipment that are required for the State House will be procured			5.6.1.1 Soft furnishings including cutlery and equipment will be procured in an effective and timely manner	Sept. 2018
	5.6 (ii) Timely procurement of necessary soft furnishings including cutlery and equipment for the State House				5.6.2.7 Soft furnishings including cutlery and equipment that are required will be procured in a timely and effective manner Procurement reports will be provided upon the completion of a procurement process Soft furnishings including cutlery and equipment inventory will be compiled and updated monthly Quarterly submission of reports of soft furnishings including cutlery and equipment Monthly reports on inventory of expandable stores to be submitted	Reports Monthly inventory updates [12] Quarterly reports [4] Monthly inventory reports [12]
	5.7 (i) Professional security services provided is encompassing and inclusive	5.7.1 Security provided will be professional in nature and inclusive to ensure His Excellency and immediate family are safe at all times and in all situations			5.7.1.1 Security services provided will be inclusive and encompassing for safety at all times and in all situations	1 policy 4 drills 4 reports SOP – Basic needs SOP – Physical security 4 reports
	5.7 (ii) Timely and efficient provision of encompassing and inclusive professional security services				5.7.2.8 Compilation of an internal security policy aligned to National Security, RFMF and Fiji Police Implement quarterly drills to ensure timely security evacuations during or prior to possible risks Report of quarterly drills to include recommendations and reviews Development and implementation of SOP to ensure basic needs security in times of natural disasters Development and implementation of SOP to ensure physical security at times Submission of quarterly security reports	

Strategic	What	How	Budget	Who	Targets	When		
6 Attendance to the President's social obligations towards various Social Developments including Health, Youth and Sports and Women in Development	6.1 (i) Services for engagements that the President attends regarding NCDs will be facilitated	6.1 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on NCDs	\$23,000	<ul style="list-style-type: none"> Executive All [Reports compiled by EA to OS] 	6.1.1.1 <ul style="list-style-type: none"> Timely and effective facilitation of all the President's community health engagements with emphasis on NCDs 	6.1.2.1 <ul style="list-style-type: none"> Timely facilitate and promote at least 8* engagements related to advocacy against NCDs Timely submission of activity reports within the week At least 5 hours strenuous work out or walk per week by the Security team with HEP 	<ul style="list-style-type: none"> * As and when required. Quarterly quality reports on NCD engagements [4]	
					6.2 (i) Services for engagements that the President attends regarding youth and sports development will be facilitated	6.2 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on youth and sports development	6.2.1 <ul style="list-style-type: none"> Facilitate the President's attendance and engagements for youth and sports development 	6.2.2.1 <ul style="list-style-type: none"> Timely facilitate and promote at least 8* engagements related to youth and sports development engagements with emphasis on i-tatau Timely submission of activity reports within the week
	6.3 (i) Services for engagements that the President attends to promote women in development will be facilitated	6.3 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on women in development	6.3.1 <ul style="list-style-type: none"> Facilitate the President's attendance and engagements for women in development 			6.3.1.1 Timely and effective facilitation of all the President's community women in development engagements	6.3.2.1 <ul style="list-style-type: none"> Timely facilitate and promote at least 5* engagements related to women in development engagements Timely submission of activity reports within the week 	<ul style="list-style-type: none"> * As and when required. Quarterly quality reports on women in development engagements [4]
						6.3.1.1 Timely and effective facilitation of all the President's community women in development engagements	6.3.2.1 <ul style="list-style-type: none"> Timely facilitate and promote at least 5* engagements related to women in development engagements Timely submission of activity reports within the week 	<ul style="list-style-type: none"> * As and when required. Quarterly quality reports on women in development engagements [4]

* [Actual numbers are beyond the control of the Office of the President because they are determined by agencies other than the Office of the President. They are included as part of the KPI as dictated by Legislations]

7: Capital Works Plan

7.1: Planned CAPEX

Priority	Project Ref. No.	SEG Project no.	Planned completion date	Total Budget \$	1st Qtr. \$	2nd Qtr. \$	3rd Qtr. \$	4th Qtr. \$
1.	WSC 48/2017 Reconstruction of Executive Office, Administration Block and support services facilities	8 Head 50	24-30 weeks June, 2019	\$2m	\$200,000.00	\$600,000.00	\$600,000.00	\$600,000.00
2.	State House maintenance	8	October,	\$3.1m	\$1,030,000.00	\$1,030,000.00	\$1,040,000.00	

The Office of the President plays the support role of a project management office in terms of supportive, controlling and directing. Quarterly financial commitments will be provided by the Construction Implementation Unit (CIU) of the MoEc.

7.2: Actual CAPEX Reported

Project Ref. no.	SEG No.	Project description	Planned completion date	Budget \$m	Planned work value	Actual expenditure	Remedial action
WSC 48/2017	50	Refurbishment of State House	Oct 2018	\$3,939,019.12		Project is on going	All unscoped activities arising out of nature of works are being submitted as variance in order to address the project risks

8: Annual Budget and Resourcing Plan

8.1: Budget and Overheads

Outcome (& Ref. No.)	Output (& Ref. No.)	Seg. 1	Seg. 2	Seg. 3	Seg. 4	Seg. 5	Seg. 8	Overhead Allocation	Total Costs
1.1 (i) The President fulfils his Constitutional roles as required by the 2013 Constitution	1.1 (ii) Prompt and effective facilitation of the President's Constitutional and ceremonial responsibilities	[Personal Emoluments- \$786,460.00] \$31,458.40	[Personal Emoluments- \$247,010.00] \$9,880.40	[Travel- \$119,500.00 Telecommunication s- \$74,400.00 Subsistence- \$320,000.00] \$20,556.00	[Fuel & oil - \$105,000.00 Repair & Maintenance vehicles- \$44,200.00 Power Supply- \$40,000.00 Stationery /Printing- \$15,000.00 Incidentals - \$23,000.00 Water sewerage & fire service \$30,000.00 Postage - \$200,00] \$10,296.00	[Ceremonial and hospitality expenses- \$150,000.00 Medical expenses- \$20,000.00 Expendable stores- \$8,000.00 OHS- \$30,000.00 Directory expenses- \$3,000.00] \$8,440.00		N/A	\$80,630.80

Outcome (& Ref. No.)	Output (& Ref. No.)	Seg. 1	Seg. 2	Seg.3	Seg. 4	Seg. 5	Seg. 8	Overhead Allocation	Total Costs
1.2 (i) The President fulfils his Constitutional appointments as required by the 2013 Constitution	1.2 (ii) Prompt and effective facilitation of the Constitutional appointments	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
1.3 (i) The President as Commander-in-Chief of the Republic of Fiji Military Forces fulfils all his Constitutional and ceremonial requirements	1.3 (ii) Prompt and effective facilitation of the President's Constitutional appointments as Commander-in-Chief of the Republic of Fiji Military Forces	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
1.4 (i) The President fulfils his other national roles	1.4 (ii) Prompt and effective facilitation of the President's other national roles	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
2.1 (i) The President fulfils his role as Chancellor to the College of Honour as required by the Honours and Awards Act 1995	2.1 (ii) Prompt and effective facilitation of the President's role as Chancellor	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	[Service medals - \$120,000.00 Fiji College of Honour Expenses- \$80,000]		N/A	\$280,630.80

Outcome (& Ref. No.)	Output (& Ref. No.)	Seg. 1	Seg. 2	Seg. 3	Seg. 4	Seg. 5	Seg. 8	Overhead Allocation	Total Costs
3.1 (i) Services expected of the Office of the President will be promptly delivered by respective HOS and management	3.1 (ii) Compliance with Government priorities delivery	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
3.2 (i) Relevant policies including SOPs and risk management plans will be compiled and adhered to	3.2 (ii) Compliance with Government SOPs and risk management plans for improved service delivery	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
3.3 (i) Financial regulations will be complied with for improved delivery and accountability	3.3 (ii) Compliance with Financial regulations for improved service delivery and no audit query	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
3.4 (i) Technological investment to improve staff performance and competency for enhancement of service delivery	3.4 (ii a) Purchasing or investing in technology for better service delivery	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
3.5 (i) Investment in staff training will result in improved performance and competency	3.5 (ii) Relevant staff training or professional development for better staff performance and competency to improve service delivery	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	[Training - \$30,000.00] \$38,440.00		N/A	\$110,630.80

Outcome (& Ref. No.)	Output (& Ref. No.)	Seg. 1	Seg. 2	Seg.3	Seg. 4	Seg. 5	Seg. 8	Overhead Allocation	Total Costs
3.6 (i) Invest in rewarding staff members for innovation and best management practices	3.6 (ii) Reward staff members as a means of positive reinforcement for improved output	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
3.7 (i) Open Forums that allow staff members an opportunity to capture knowledge and voice concerns	3.7 (ii) Staff members are given opportunities to capture knowledge and voice concerns	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
4.1 (i) Services for the various diplomatic ceremonies and functions that the President attends will be well facilitated	4.1 (ii) Prompt and effective facilitation of support services for diplomatic ceremonies and functions that the President attends	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
4.2 (i) Diplomatic social functions that the President attends will be well facilitated	4.2 (ii) Prompt and effective facilitation of support services for diplomatic social functions that the President attends	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
4.3 (i) Logistics for the President's overseas travels will be well facilitated	4.3 (ii) Prompt and effective facilitation of the President's international travels logistics	\$31,458.40	\$9,880.40	[International travels- \$600,000.00]	\$10,296.00	\$8,440.00		N/A	\$680,630.80

Outcome (& Ref. No.)	Output (& Ref. No.)	Seg. 1	Seg. 2	Seg. 3	Seg. 4	Seg. 5	Seg. 8	Overhead Allocation	Total Costs
5.1 (i) The various phases of the Presidential Properties and Building upgrades will be implemented accordingly	5.1 (ii) Prompt and effective implementation of Phase 1 of the Property and Building upgrades	\$31,458.40	\$9,880.40	\$20,556.00	[Repair & maintenance – presidential grounds- \$188,000.00] [\$47,000 + \$10,296] \$57,296.00	\$8,440.00	[Capital project - \$5,100,000.00] \$5,100,000.00	Possible increase in costs due to unfavourable weather conditions, delayed implementation	\$5,227,630.80
5.2 (i) Maintenance works carried out at the presidential properties will be routine in nature	5.2 (ii) Prompt and effective monitoring and implementation of maintenance works required on Presidential properties	\$31,458.40	\$9,880.40	\$20,556.00	Repair & maintenance of the State House - \$35,000.00 \$45,296.00	\$8,440.00		N/A	\$115,630.00
5.3 (i) Presidential properties will be well maintained and beautified	5.3 (ii) Prompt and effective implementation of the Properties Development Plan	\$31,458.40	\$9,880.40	\$20,556.00	[\$47,000 + \$10,296] \$57,296.00	\$8,440.00		N/A	\$127,630.80
5.4 (i) Solar panels will be installed to contribute towards climate change initiative	5.4 (ii) Prompt and effective installation of solar panels	\$31,458.40	\$9,880.40	\$20,556.00	[\$47,000 + \$10,296] \$57,296.00	\$8,440.00		N/A	\$127,630.80
5.4-1 (i) Gardens will be organic with recycling and composting of natural waste to contribute towards climate change initiative	5.4-2 (ii) Efficient implementation of compost gardening	\$31,458.40	\$9,880.40	\$20,556.00	[\$47,000]	\$8,440.00		N/A	\$47,000.00

Outcome (& Ref. No.)	Output (& Ref. No.)	Seg. 1	Seg. 2	Seg.3	Seg. 4	Seg. 5	Seg. 8	Overhead Allocation	Total Costs
5.5 (i) Domestic services provided befitting the Head of State	5.5 (ii) Efficient provision of professional domestic services	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
5.6 (i) Soft furnishings including cutlery and equipment for the State House are procured as required	5.6 (ii) Timely procurement of necessary soft furnishings including cutlery and equipment for the State House	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	[Soft furnishings - \$50,000.00 Purchase furniture - \$35,200.00] \$93,640.00		N/A	\$165,830.80
5.7 (i) Professional security services provided is encompassing and inclusive	5.7 (ii) Timely and efficient provision of encompassing and inclusive professional security services	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
6.1 (i) Services for engagements that the President attends regarding NCDs will be facilitated	6.1 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on NCDs	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80

Outcome (& Ref. No.)	Output (& Ref. No.)	Seg. 1	Seg. 2	Seg.3	Seg. 4	Seg. 5	Seg. 8	Overhead Allocation	Total Costs
6.2 (i) Services for engagements that the President attends regarding youth and sports development will be facilitated	6.2 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on youth and sports development	\$31,458.40	\$9,880.40	\$20,556.00	\$10,296.00	\$8,440.00		N/A	\$80,630.80
6.3 (i) Services for engagements that the President attends to promote women in development will be facilitated	6.3 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on women in development	\$31,458.40	\$32,937.00	\$20,556.00	\$21,450.00	\$8,440.00		N/A	\$80,630.80

8.2: Budget Cashflow Forecast

Outcome	Output	1st Otr.	2nd Otr.	3rd Otr.	4th Otr.	Total
1.1 (i) The President fulfils his Constitutional roles as required by the 2013 Constitution	1.2 (ii) Prompt and effective facilitation of the President's Constitutional and ceremonial responsibilities	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
1.2 (i) The President fulfils his Constitutional appointments as required by the 2013 Constitution	1.2 (ii) Prompt and effective facilitation of the Constitutional appointments	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
1.3 (i) The President as Commander-in-Chief of the Republic of Fiji Military Forces fulfils all his Constitutional and ceremonial requirements	1.3 (ii) Prompt and effective facilitation of the President's Constitutional appointments as Commander-in-Chief of the Republic of Fiji Military Forces	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
1.4 (i) The President fulfils his other national roles	1.4 (ii) Prompt and effective facilitation of the President's other national roles	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
2.1 (i) The President fulfils his role as Chancellor to the College of Honour as required by the Honours and Awards Act 1995	2.1 (ii) Prompt and effective facilitation of the President's role as Chancellor	\$82,122.30	\$82,122.30	\$58,193.10	\$58,193.10	\$280,630.80
3.1 (i) Services expected of the Office of the President will be promptly delivered by respective HOS and management	3.1 (ii) Compliance with Government priorities delivery	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
3.2 (i) Relevant policies including SOPs and risk management plans will be compiled and adhered to	3.2 (ii) Compliance with Government priorities, SOPs and risk management plans for improved service delivery	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
3.3 (i) Financial regulations will be compiled with resulting in improved service delivery and accountability	3.3 (ii) Compliance with Financial regulations for improved service delivery and no audit query	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80

Outcome	Output	1st Qtr.	2nd Qtr.	3rd Qtr.	4th Qtr.	Total
3.4 (i) Technological investment to improve staff performance and competency for enhancement of service delivery	3.4 (ii a) Purchasing or investing in technology for better service delivery	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
3.5 (i) Investment in staff training will result in improved performance and competency	3.5 (ii) Relevant staff training or professional development for better staff performance and competency to improve service delivery	\$31,122.30	\$31,122.30	\$24,193.10	\$24,193.10	\$110,630.80
3.6 (i) Invest in rewarding staff members for innovation and best management practices	3.6 (ii) Reward staff members as a means of positive reinforcement for improved output	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
3.7 (i) Open Forums that allow staff members an opportunity to capture knowledge and voice concerns	3.7 (ii) Staff members are given opportunities to capture knowledge and voice concerns	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
4.1 (i) Services for the various diplomatic ceremonies and functions that the President attends will be well facilitated	4.1 (ii) Prompt and effective facilitation of support services for diplomatic ceremonies and functions that the President attends	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
4.2 (i) Diplomatic social functions that the President attends will be well facilitated	4.2 (ii) Prompt and effective facilitation of support services for diplomatic social functions that the President attends	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
4.3 (i) Logistics for the President's overseas travels will be well facilitated	4.3 (ii) Prompt and effective facilitation of the President's international travels logistics	\$202,122.30	\$202,122.30	\$138,193.10	\$138,193.10	\$680,630.80
5.1 (i) The various phases of the Presidential Properties and Building upgrades will be implemented accordingly	5.1 (ii) Prompt and effective implementation of Phase 1 of the Property and Building upgrades	\$1,566,222.30	\$1,566,222.30	\$1,047,593.10	\$1,047,593.10	\$5,227,630.80
5.2 (i) Maintenance works carried out at the presidential properties will be routine in nature	5.2 (ii) Prompt and effective monitoring and implementation of maintenance works required on Presidential properties	\$32,622.30	\$32,622.30	\$25,193.10	\$25,193.10	\$115,630.00

Outcome	Output	1st Otr.	2nd Otr.	3rd Otr.	4th Otr.	Total
5.3 (i) Presidential properties will be well maintained and beautified	5.3 (ii) Prompt and effective implementation of the Properties Development Plan	\$36,222.30	\$36,222.30	\$27,593.10	\$27,593.10	\$127,630.80
5.4 (i) Solar panels will be installed to contribute towards climate change initiative	5.4 (ii) Prompt and effective installation of solar panels	\$36,222.30	\$36,222.30	\$27,593.10	\$27,593.10	\$127,630.80
5.4-1 (i) Gardens will be organic with recycling and composting of natural waste to contribute towards climate change initiative	5.4-2 (ii) Efficient implementation of compost gardening	\$36,222.30	\$36,222.30	\$27,593.10	\$27,593.10	\$47,000.00
5.5 (i) Domestic services provided befitting the Head of State	5.5 (ii) Efficient provision of professional domestic services	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
5.6 (i) Soft furnishings including cutlery and equipment for the State House are procured as required	5.6 (ii) Timely procurement of necessary soft furnishings including cutlery and equipment for the State House	\$47,682.30	\$47,682.30	\$35,233.10	\$35,233.10	\$165,830.80
5.7 (i) Professional security services provided is encompassing and inclusive	5.7 (ii) Timely and efficient provision of encompassing and inclusive professional security services	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
6.1 (i) Services for engagements that the President attends regarding NCDs will be facilitated	6.1 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on NCDs	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
6.2 (i) Services for engagements that the President attends regarding youth and sports development will be facilitated	6.2 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on youth and sports development	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80
6.3 (i) Services for engagements that the President attends to promote women in development will be facilitated	6.3 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on women in development	\$22,122.30	\$22,122.30	\$18,193.10	\$18,193.10	\$80,630.80

8.3: Resourcing Plan

Outcome	Output	Staff Positions	Allocated Staff Days	Specialised Equipment & Facilities (Describe)	External Expertise (Describe)
1.1 (i) The President fulfils his Constitutional roles as required by the 2013 Constitution	1.1 (ii) Prompt and effective facilitation of the President's Constitutional and ceremonial responsibilities	All staff members	*	Marquee when needed for huge functions	Responsible company
1.2 (i) The President fulfils his Constitutional appointments as required by the 2013 Constitution	1.2 (ii) Prompt and effective facilitation of the Constitutional appointments	All staff members	*	Marquee when needed for huge functions	Responsible company
1.3 (i) The President as Commander-in-Chief of the Republic of Fiji Military Forces fulfils all his Constitutional and ceremonial requirements	1.3 (ii) Prompt and effective facilitation of the President's Constitutional appointments as Commander-in-Chief of the Republic of Fiji Military Forces	All staff members	*	Marquee when needed for huge functions	Responsible company
1.4 (i) The President fulfils his other national roles	1.4 (ii) Prompt and effective facilitation of the President's other national roles	All staff members	*	Marquee when needed for huge functions	Responsible company
2.1 (i) The President fulfils his role as Chancellor to the College of Honour as required by the Honours and Awards Act 1995	2.1 (ii) Prompt and effective facilitation of the President's role as Chancellor	All staff members	Quarterly	N/A	Minting of medals - abroad
1.1 (i) The President fulfils his Constitutional roles as required by the 2013 Constitution	1.1 (ii) Prompt and effective facilitation of the President's Constitutional and ceremonial responsibilities	All staff members	*	Marquee when needed for huge functions	Responsible company
1.2 (i) The President fulfils his Constitutional appointments as required by the 2013 Constitution	1.2 (ii) Prompt and effective facilitation of the Constitutional appointments	All staff members	*	Marquee when needed for huge functions	Responsible company
1.3 (i) The President as Commander-in-Chief of the Republic of Fiji Military Forces fulfils all his Constitutional and ceremonial requirements	1.3 (ii) Prompt and effective facilitation of the President's Constitutional appointments as Commander-in-Chief of the Republic of Fiji Military Forces	All staff members	*	Marquee when needed for huge functions	Responsible company

Outcome	Output	Staff Positions	Allocated Staff Days	Specialised Equipment & Facilities (Describe)	External Expertise (Describe)
1.4 (i) The President fulfils his other national roles	1.4 (ii) Prompt and effective facilitation of the President's other national roles	All staff members	*	Marquee when needed for huge functions	Responsible company
2.1 (i) The President fulfils his role as Chancellor to the College of Honour as required by the Honours and Awards Act 1995	2.1 (ii) Prompt and effective facilitation of the President's role as Chancellor	All staff members	Quarterly	N/A	Minting of medals - abroad
3.1 (i) Services expected of the Office of the President will be promptly delivered by respective HOS and management	3.1 (ii) Compliance with Government priorities delivery		As per time line above	Consultation	Line ministries
3.2 (i) Relevant policies including SOPs and risk management plans will be compiled and adhered to	3.2 (ii) Compliance with SOPs and risk management plans for improved service delivery	All staff members	As per time line above	Training	N/A
3.3 (i) Financial regulations will be compiled with resulting in improved service delivery and accountability	3.3 (ii) Compliance with Financial regulations for improved service delivery and no audit query	OS Corporate-HOCS, MF	Daily	FMIS	MoEc
3.4 (i) Technological investment to improve staff performance and competency for enhancement of service delivery	3.4 (ii a) Purchasing or investing in technology for better service delivery	All staff members	Quarterly	Soft ware Website	IT experts/company
3.5 (i) Investment in staff training will result in improved performance and competency	3.5 (ii) Relevant staff training or professional development for better staff performance and competency to improve service delivery	All staff members	As per time line above	Training	Relevant training institutions
3.6 (i) Invest in rewarding staff members for innovation and best management practices	3.6 (ii) Reward staff members as a means of positive reinforcement for improved output	Deserving staff	As per time line above	N/A	N/A

Outcome	Output	Staff Positions	Allocated Staff Days	Specialised Equipment & Facilities (Describe)	External Expertise (Describe)
3.7 (i) Open Forums that allow staff members an opportunity to capture knowledge and voice concerns	3.7 (ii) Staff members are given opportunities to capture knowledge and voice concerns		Once a month	N/A	N/A
4.1 (i) Services for the various diplomatic ceremonies and functions that the President attends will be well facilitated	4.1 (ii) Prompt and effective facilitation of support services for diplomatic ceremonies and functions that the President attends	All staff members	*	Marquee when needed for huge functions	Responsible company
4.2 (i) Diplomatic social functions that the President attends will be well facilitated	4.2 (ii) Prompt and effective facilitation of support services for diplomatic social functions that the President attends	All staff members	*	Marquee when needed for huge functions	Responsible company
4.3 (i) Logistics for the President's overseas travels will be well facilitated	4.3 (ii) Prompt and effective facilitation of the President's international travels logistics	EAs Management	*	Logistics	MFA
5.1 (i) The various phases of the Presidential Properties and Building upgrades will be implemented accordingly	5.1 (ii) Prompt and effective implementation of Phase 1 of the Property and Building upgrades	OS Operations- HOPS	Daily	Construction equipment	Contractors and construction workers
5.2 (i) Maintenance works carried out at the Presidential properties will be routine in nature	5.2 (ii) Prompt and effective monitoring and implementation of maintenance works required on Presidential properties	MP MLS SLO	Daily	Construction equipment	Contractors and construction workers
5.3 (i) Presidential properties will be well maintained and beautified	5.3 (ii) Prompt and effective implementation of the Properties Development Plan		3 months	Construction equipment	Contractors and construction workers
5.4 (i) Solar panels will be installed to contribute towards climate change initiative	5.4 (ii) Prompt and effective installation of solar panels		As per time line above	N/A	N/A
5.4-1 (i) Gardens will be organic with recycling and composting of natural waste to contribute towards climate change initiative	5.4-2 (ii) Efficient implementation of compost gardening	MLS LOs HOPS	Daily	Mulching machine	Expertise/SCC

Outcome	Output	Staff Positions	Allocated Staff Days	Specialised Equipment & Facilities (Describe)	External Expertise (Describe)
5.5 (i) Domestic services provided befitting the Head of State	5.5 (ii) Efficient provision of professional domestic services	MDS DOs HOPS	Daily	Cleaning appliances and detergents	Carpet shampoo cleaners
5.6 (i) Soft furnishings including cutlery and equipment for the State House are procured as required	5.6 (ii) Timely procurement of necessary soft furnishings including cutlery and equipment for the State House		As per timeline above	Furniture and cutlery outlets	Interior design consultant
5.7 (i) Professional security services provided is encompassing and inclusive	5.7 (ii) Timely and efficient provision of encompassing and inclusive professional security services	ADC Security	Daily	Security gadgets	National Security Council Military and Police personnel
6.1 (i) Services for engagements that the President attends regarding NCDs will be competently facilitated	6.1 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on the NCDs	All staff members	*	Data	Ministry of Health NGOs
6.2 (i) Services for engagements that the President attends regarding youth and sports development will be effectively and timely carried out	6.2 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on youth and sports development	All staff members	*	Data	Ministry of Youth and Sports NGOs
6.3 (i) Services for engagements that the President attends to promote women in development will be competently facilitated	6.3 (ii) Effective and efficient facilitation of the President's community engagements with emphasis on women in development	All staff members	*	Data	Ministry of Women NGOs

* [Actual numbers are beyond the control of the Office of the President because they are determined by agencies other than the Office of the President. They are included as part of the KPI as dictated by Legislations]

9: Acronyms

Acronyms		Definition
1.	AOP	Annual Operational Plan
2.	CAPEX	Capital Expenditure (Capital Expenditure Plan)
3.	CIU	Construction Implementation Unit
4.	COH	College of Honour
5.	CO-P	Clerical Officer - Properties
6.	EA to HEP	Executive Assistant to His Excellency the President
7.	EA to OS	Executive Assistant to the Official Secretary
8.	FMIS	Financial Management Information System
9.	HEP	His Excellency the President
10.	HOCS	Head of Corporate Services
11.	HOPS	Head of Operations
12.	HOS	Heads of Sections
13.	HR	Human Resource
14.	KPIs	Key Performance Indicators
15.	MDS	Manager Domestic Services
16.	MES/SCOH	Manager Executive Support/Secretary to the College of Honour
17.	MF	Manager Finance [Accounts Officer]
18.	MFA	Ministry of Foreign Affairs
19.	MLS	Manager Landscape Services
20.	MoEc	Ministry of Economy
21.	MP	Manager Properties
22.	MYAPA	My Annual Performance Assessment
23.	N/A	Not available
24.	NCD	Non Communicable Diseases
25.	NDP	National Development Plan
26.	OHS	Occupational and Health Safety
27.	OMRS	Open Merit Recruitment and Selection
28.	OS	Official Secretary
29.	PSIP	Public Sector Investment Programme
30.	RDSSSED	Roadmap for Democracy and Sustainable Socio-Economic Development
31.	RFMF	Republic of Fiji Military Forces
32.	SDO	Senior Domestic Officer
33.	SEG	Standard Expenditure Group
34.	SG	Solicitor General
35.	SLO	Senior Landscape Officer
36.	SOP	Standard Operating Procedures
37.	SWOT	Strengths, Weaknesses, Opportunities and Threats (risk analysis)
38.	VAT	Value Added Tax



Office of the President

Annual Operational Plan 2018-2019