

OFFICE OF THE PRESIDENT Annual Corporate Plan 2016

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1. *Official Secretary's Statement*

I present the 2016 Annual Corporate Plan in my capacity as the Official Secretary to the President of the Republic of Fiji.

The Plan is aligned first to Fiji's Constitution of 2013 in that it continues to position the Office to support His Excellency the President in fulfilling all his Constitutional obligations as the Head of State and Commander-in-Chief of the Republic of Fiji Military Forces.

Secondly, the plan is linked directly to Fiji's National Development Plans including the 5-year and 20-year plans, which are expected to be launched this year. Consultations with the Office of the Prime Minister and the Department of Strategic Planning enabled the Office to fine-tune its policy objectives and operational goals to these national guide documents that will replace the People's Charter, the Strategic Framework for Change and the Roadmap to Democracy and Sustainable Socio-Economic Development.

His Excellency Major-General (Ret'd) Jioji Konrote was inaugurated as Fiji's new President and Head of State on 12 November 2015. His Excellency is determined to continue the momentum created by his predecessor, His Excellency Ratu Epeli Nailatikau, with regards to his community outreach programmes. The rationale from His Excellency the President is that irrespective of the change in leadership, the incumbent must continue the pace that Fiji is at since 2007 when the then President issued his mandate to the Government to guide Fiji's development to unprecedented heights - essentially creating a united country that is secure and peaceful, that has common and equal citizenry, that is knowledge-based, effervescent, progressive, prosperous and sustainable.

The 2016 ACP aims to spread His Excellency the President's time, energy and resources equally among all sectors of society to enable the President to drive messages that will contribute to national unity and, inter alia, create greater awareness about Non-Communicable Diseases. NCDs currently account for over 80 percent of premature deaths in

Fiji. His Excellency has taken on the additional role as the lead advocate for the reduction of NCDs and aims to visit as many schools, youth and community groups as possible in his first term in Office. The Office intends to lead by example by developing and implementing a Wellness Policy that is consistent with Fiji's NCD Strategic Plan 2015-2019.

The 2016 ACP recognises the exceptionally high work rate of the Hon. Prime Minister, Cabinet Ministers and senior Government officials, and therefore aims to ensure that the Office of the President contributes its fair share towards nation building as Fiji evolves to become a leading and highly successful nation in the Pacific and in the international society of states. Staff members of the Office of the President continue to develop their understanding of the national imperatives and subsequently strategically and relentlessly align all their efforts toward a clearly articulated trajectory.

Staff capacity building will continue to be a major focus this year to ensure that all staff are appropriately qualified and competent to support Fiji's Head of State. The recruitment and selection process will be centered on the newly introduced Open Merit Based Recruitment and Selection Guideline. Other guidelines generic to the whole of Government will also be applied accordingly. The Office also expects to complete some major renovation and upgrading works on both the State House and the Presidential compound. The investments in capital constructions will transform the State House and the Presidential properties into entities that all Fijians will be proud of.

It is an honour to present the 2016 Annual Corporate Plan.

P. N. Baleinabuli
Official Secretary to the President
February 2016



Acronyms

Table A

ACP	Annual Corporate Plan
AG	Attorney-General
COC	Constitutional Offices Commission
CJ	Chief Justice
DPP	Director of Public Prosecution
EC	Electoral Commission
FCS	Fiji Correctional Services
FPS	Fiji Police Force
HOS	Heads of Sections
ILSC	Independent Legal Services Commission
JSC	Judicial Services Commission
KPI	Key Performance Indicators
LDP	Learning & Development Plan
MC	Mercy Commission
MCS	Ministry of Civil Service
MOF	Ministry of Finance
NDP	5 Year and 20 Year National Development Plans
OMBRSG	Open Merit Based Recruitment and Selection Guideline
PM	Prime Minister
RFMF	Republic of Fiji Military Forces
SDP	Strategic Development Plan
SG	Solicitor-General
SOP	Standard Operation Procedures
TCE	Terms & Conditions of Employment



2. Corporate Profile

Vision

To Be The Pillar Of National Unity

Mission Statement

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 20 year and 5 year National Development Plans; 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.



Values

- High standards of professionalism
- Prompt & faithful implementation of government policies
- Being free from corruption
- Effective, efficient & economic use of public resources
- Prompt response to requests & questions & delivery of service to the public in a respectful, effective, impartial, fair & equitable manner
- Accountability for administrative conduct
- Transparency including:
 - * Timely, accurate disclosure on information to the public
 - * Prompt, complete & candid reporting to parliament as required by law
- Cultivation of good human resource management & career development practices, to maximize human potential
- Recruitment & promotion based on:
 - * Objectivity, impartiality & fair competition
 - * Ability, education, experience & other characteristics of merit

Our Customers

We take pride in providing outstanding facilitative services to our customers as part of the agency mission.

Our customers include:

Internal	External
• His Excellency the President	• Parliament
• Her Excellency the First Lady	• The Executive -Prime Minister & Cabinet
• Agency Staff	• Judiciary
• Security Personnel	• State Services – Government Ministries, Disciplined Forces & Constitutional Offices Commission
• Staff quarters' residents	• Diplomatic community
	• Private Sector
	• International Organisations
	• Non-Government Organisations
	• Providers of Goods & Services
	• Members of the Public



2.1 The President's Constitutional Functions

Chapter 2 Section 45(2)	<i>Fiji Human Rights and Anti-Discrimination Commission:</i> The Commission consists of— (a) a chairperson, who must be a person who is or is qualified to be appointed as a judge; and (b) 4 other members, appointed by the President on the advice of the Constitutional Offices Commission.		Minister, from time to time in the like manner prorogue Parliament by proclamation.
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.	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)	The writ for the election of members of Parliament shall be issued by the President on the advice of the Prime Minister.
		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
Chapter 3 Section 46 (1)	<i>Legislative Authority:</i> 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.	Section 62 (1)	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.
Section 48 (1)	When a Bill has been passed by Parliament, the Speaker must present it to the President for assent.	Section 67 (1)	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.
Section 48 (2)	Within 7 days after receipt of a Bill, the President must provide his or her assent.	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 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 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
Section 58 (2)	<i>Term of Parliament:</i> The President may, acting on the advice of the Prime		



	Parliament be summoned to meet to consider without delay a matter of public importance, the President shall summon Parliament to meet.		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 75 (4)	<i>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 75 (5)	The Commission may at other times make such reports to the President and Parliament as it thinks fit.	Chapter 4 Section 81 (1)	<i>The President of Fiji:</i> This section establishes the office of the President.
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 (2)	The President is the Head of State, and the executive authority of the State is vested in the President.
Section 76 (4)	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 81 (3)	The President shall perform the ceremonial functions and responsibilities as the Commander-in-Chief of the Republic of Fiji Military Forces.
Section 77 (7)	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 81 (4)	The President shall open each annual session of Parliament with an address outlining the policies and programmes of the Government.
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 82	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 80	<i>Remuneration:</i> The remuneration, including salaries and allowances and benefits, payable to, the	Section 83 (1)	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.		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 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 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 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 85 (1)	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 84 (1)	The President shall be appointed by Parliament in accordance with this section.	Section 85 (3)	The President shall receive such remuneration, allowances and other benefits, as prescribed by a written law made under section 80.
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 86	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 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 87	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 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	Section 88	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)	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.		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 89 (2)	Removal of the President from office must only be done pursuant to this section.		
Section 89 (3)	<p>If the Prime Minister considers that the question of removing the President from office ought to be investigated, then—</p> <p>(a) the Prime Minister shall request the Chief Justice to establish—</p> <p>(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</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, and the Prime Minister shall notify the President of the request;</p> <p>(b) the Chief Justice, who must act on the request, shall establish the tribunal or medical board, as the case may be; and</p> <p>(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.</p>	Section 92 (2)	<p>Cabinet:</p> <p>The Prime Minister shall keep the President generally informed about the issues relating to the governance of Fiji.</p>
		Section 93 (2)	<p>Appointment of Prime Minister:</p> <p>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.</p>
		Section 93 (3)	<p>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—</p> <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</p>
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		



	<p>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>	<p>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> <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</p>
Section 93 (4)	<p>A vacancy arises if the Prime Minister—</p> <p>(a) resigns, by written notice to the President;</p>	
Section 93 (5)	<p>If a vacancy arises in the</p>	



	<p>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 104 (12)	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.
Section 94 (4)	<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 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 95 (2)	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.		
Chapter 5 Section 104 (1)	<p><i>Judicial Services Commission:</i> 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 (16)	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.



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 109	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 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 (2)	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 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 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 (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 111 (4)	The President may, on the advice of the Prime Minister, suspend the Chief Justice or
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.		



	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.		should be removed from office; and (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.
Section 112 (2)	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 112 (4)	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.
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</p>	Section 112 (5)	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.
		Section 113 (2)	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.
		Section 114 (3)	<i>Independent Judicial and Legal Institution:</i> 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.		with the Attorney-General.
Section 114 (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 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.	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 114 (10)	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.	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 115 (12)	<i>Fiji Independent Commission Against Corruption:</i> 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.	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 116 (5)	<i>Solicitor-General :</i> The Solicitor-General shall be appointed by the President on the recommendation of the Judicial Services Commission following consultation by the Judicial Services Commission	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 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 119 (5)	The President must act in accordance with the recommendations of the Commission.	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 (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 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 (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 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 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 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 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.		responsible for the Fiji Police Force.
Chapter 6 Section 125 (2)	<i>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 130 (4)	<i>Fiji Corrections Service:</i> 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 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 131 (4)	<i>Republic of Fiji Military Forces :</i> 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.
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 (2)	<i>Constitutional Offices Commission:</i> 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 129 (4)	<i>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	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 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.		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 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 (1)	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 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 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 133	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	Section 137 (3)	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 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.		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.
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.	Section 153 (4)	<i>Reserve Bank of Fiji :</i> 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.
Chapter 7 Section 147 (1)	<i>Revenue and Expenditure:</i> Standing appropriation of Consolidated Fund for payment of certain salaries and allowances This section applies to— (a) the President;...	Chapter 11 Section 160 (3)	<i>Amendment of Constitution:</i> 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.
Chapter 8 Section 149	<i>Code of conduct:</i> 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;	Section 160 (6)	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.
Section 151 (2)	<i>Auditor-General:</i> The Auditor-General is appointed by the President on the advice of the Constitutional Offices Commission, following consultation with the Minister responsible for finance.	Section 161 (1)	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.
Section 151 (3)	The President may, on the advice of the Constitutional Offices Commission, appoint a person to	Section 161 (2)	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.



Chapter 12 Section 165 (1)	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.	Section 165 (3)	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.
Section 165 (2)	<i>Transitional:</i> 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.	Section 165 (4)	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.

2.2 Office Statutory Functions

The role of the President is guided primarily by the Constitution of the Republic of Fiji and other national documents including but not limited to Fiji's 5-year and 20-year National Development Plan and the Honours and Awards Act 1995, among others.

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 Constitution, and other relevant legislations are carried out effectively and efficiently.
- To facilitate the proper administration of the annual budgetary process and proper utilization 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 management and service support in the maintenance of the official 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 provide security services and personal protection to the President through the complement of The Republic of the Fiji Military Forces and The Fiji Police Force personnel on attachment with the Presidential Office.



2.3 Functions of The Official Secretary

The Official Secretary has the following functions:

- a) provides direct support services to the President through the facilitation of the President's Constitutional, Statutory, Ceremonial and public duties;
- b) maintains the autonomy of the Office of the President in the context of the section 127(2) of the constitution;
- c) is responsible for overseeing the daily provision of a timely and high standard of professional administrative, protocol and ancillary support services to the President;
- d) provides strategic leadership within the Office of the President and is responsible for the formulation and implementation of all planning documents in accordance with the whole-of-Government approach through the Constitution and the National Development Plans; and
- e) oversees the implementation of Government's overarching civil service reform agenda.

2.4 Legislative Framework

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

Table B: Legislative Framework

#	Description	#	Description
1	Constitution - 2013	5	Fiji Procurement Act 2010
2	National Development Plans	6	The Public Service Act 1999
3	Honours and Awards Act 1995	7	Occupational Health and Safety at Work Act 1996
4	Finance Management Act 2004: Financial Instructions 2010, Agency Financial Manual 2013	8	Fiji National Provident Fund Decree 2011



2.5 Outputs

2016 expenditure for the Office of the President are driven towards the following outputs:

Table C: Approved Outputs

#	Description	#	Description
1.	Prompt and effective facilitation of the President's Constitutional functions	3.	Portfolio Leadership, Policy Advice and Secretariat Support
2.	Prompt and effective facilitation of support services to strengthen international and diplomatic relations	4.	Strengthen accountability and reforms
		5.	Effective and efficient facilitation of the President's community engagements with emphasis on, reducing NCDs, emphasis on gender parity and the disadvantaged

2.6 Outcomes

The Office Annual Corporate Plan (ACP) is aligned to relevant outcomes identified in the Constitution and Fiji's 5 year and 20 year National Development Plan. These are as follows:

Table D: Priority Outcomes

#	Description	#	Description
1.	Strengthening social services/social inclusion – ensuring national security and the rule of law with access to justice	5.	Strengthening social services and social inclusion – promoting a peaceful, non-racial, inclusive and united society
2.	Expanding International Trade base – international relations -enhancing global integration and international relations	6.	Social development- ensuring equal opportunities for all in education, employment, health gender equality and people with disabilities
3.	National enabling environment – enhancing human resource and institutional capacity	7.	Social development - reducing poverty to a negligible level
4.	Data for informed decision making – compliance to financial reporting		



3. Organisation Structure, Plans and Planning Process

3.1 Structure

The Office of the President is arranged into four main Divisions: The Executive Support Division, Operations Division, Corporate Division and the Security Division. The Operations and Corporate Divisions are further divided into various sections. Except for the Security Division, all officers in the Office of the President are responsible to the Official Secretary. The Security Division comprises officers from the Republic of Fiji Military Forces and the Fiji Police Force. They operate under the President's Aide-De-Camp.

I. Executive Support Division

The Executive Support Division comprises of the senior management including the Official Secretary, the Aide-de-Camp, Principal Assistant Secretary, Senior Assistant Secretary, and the Executive Assistant to the President. They are responsible for organizing, managing and ensuring that all obligations and functions that the President has to attend to are implemented efficiently and effectively. Specifically, the Executive Support Division carries out the following:

- Support the President in the implementation of his role and responsibilities as the Executive Authority of the State and Commander-in-Chief of the Republic of the Fiji Military Forces, Chancellor of the Order of Fiji and other Constitutional roles;
- Organize the facilitation of the President's involvement in State Ceremonial functions and community engagements with emphasis on the reduction of Non-Communicable Diseases;
- Assist in the execution of the roles of His Excellency as Head of State in the promotion of diplomatic relations.

II. Operations Division

The Operations Unit under the administration of the Principal Assistant Secretary comprises of the Properties Management and Domestic Services Sections.

A) Properties Management Section

The Properties Management Section has been recently created and comprises the existing Landscape Section and the Projects Management Unit. The Properties Management Section's principal responsibility is ensure the proper maintenance of all the Presidential properties including the State House and Administration Block and the Presidential compound in Suva as well as the Presidential Bures and compounds in Deuba and Lautoka. The Section is specifically responsible for the beautification of all the State properties. It is also responsible for all the Capital Projects implemented by the Office.

B) Domestic Services Section

The key responsibility of the Domestic Services Section is the daily provision of professional domestic support services and catering for His Excellency the President and the First Lady. The Section also coordinates and oversees State and official receptions.



III. Corporate Services Division

The Corporate Services Division under the direct supervision of the Senior Assistant Secretary comprises of the Accounts Section; Human Resources, Records Management, Transport; and College of Honour/Research Sections.

C) Accounts Section

The Accounts Section ensures the budgetary provision is utilized in accordance with the Financial Management Act and the Financial Instructions, gives financial advice through reports to management, makes payments, prepares budgetary plans, manages utilization of funds and addresses all financial transactions of the office.

D) Human Resources/Transport Section

The Human Resources, Record Management and Transport Section attends to general administration of human resource data, record management and transport needs. The section maintains the documentation and filing of all data and relevant correspondences and ensures that office vehicles are well maintained and transportation needs are met.

E) College of Honour/Research Section

The College of Honour/Research Section provides secretariat and research support services in the administration of the Fiji College of Honour to enable the President to fulfill his role as the Chancellor of the Order of Fiji. The section also assists the Executive Unit in the preparation of speeches. The section also deals with the media and the Office's public relations needs.

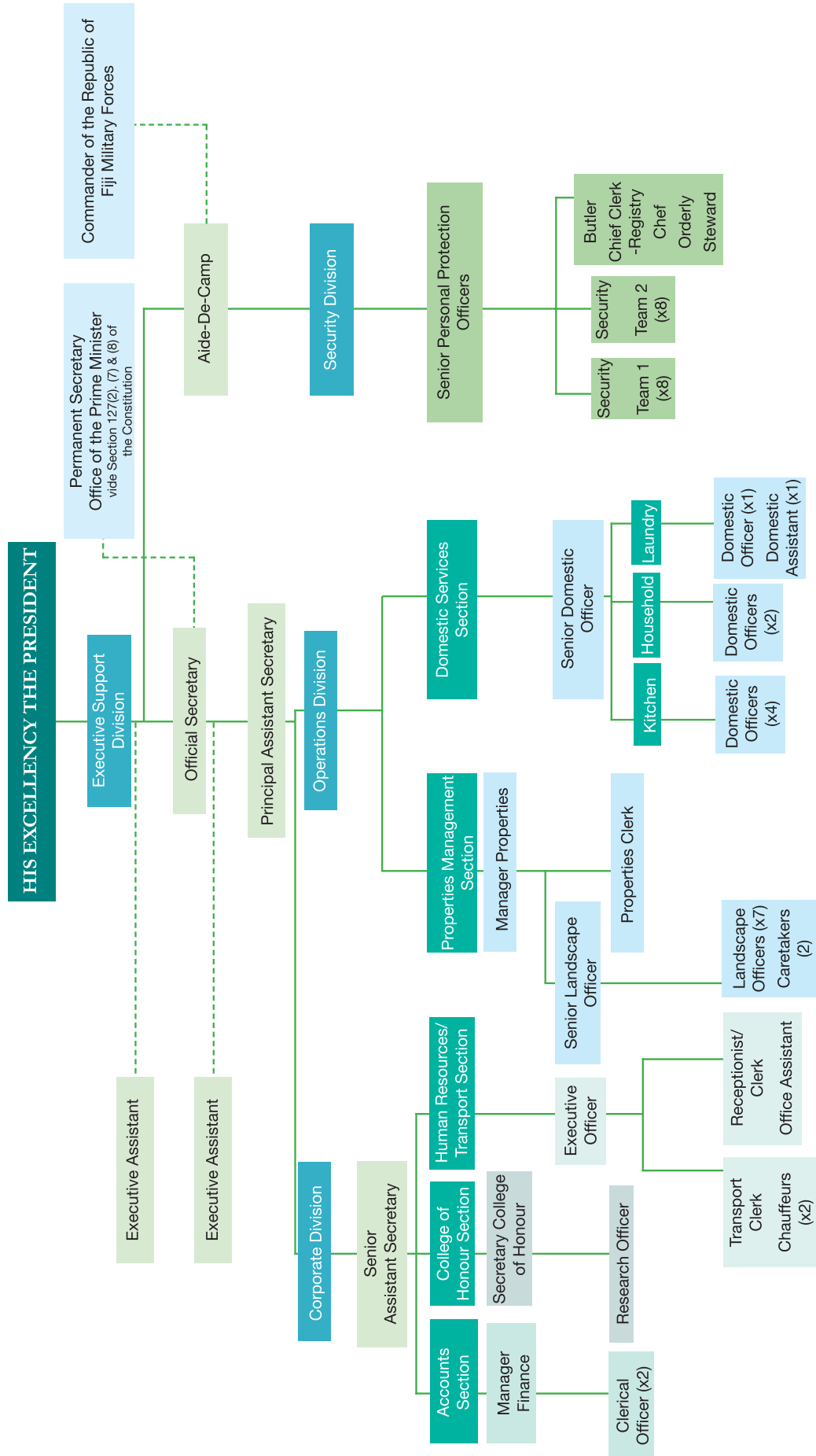
IV. Security Division

The Security Division comprises of officers deployed by the Commander of the Republic of Fiji Military Forces and the Commissioner of Police. They operate under the direct supervision of the President's Aide-De-Camp. Their role is specifically to provide 24-hour personal security for the President. They also ensure the security of the State House and the Presidential Compound in Suva at all times.

3.2 Plans and Planning Process

The key planning documents for the Office of the President include the Strategic Development Plan, the Annual Corporate Plan, the Divisional Business Plans and the Individual Work Plans. These documents set the direction for the Office's activities throughout the year.

The plans and planning process take into account the needs of the Office's stakeholders, customers and the people of Fiji. They are aligned to the Constitution, to Fiji's 5-year and 20-year National Development Plans, and to guidelines developed by Government's central agencies including the Ministry of Finance and Strategic Planning & National Development and the Ministry of Civil Service.





4.0

Table 1: Linkage to Government's 5 Year National Development Plans priorities

Key Pillar(s) NDP	Targeted Outcome [Goal/ Policy Objective – NDP]	Outcome Performance Indicators or Measures [Key Performance Indicators]	Agency's Outputs
1. National Security and the Rule of Law: Chapter 10.4	Access to justice	Facilitation and implementation of executive and judicial appointments as per constitution	Output 1: Prompt and effective facilitation of the President's Constitutional functions
2. Enhancing global integration and international relations: Chapter 16.3	Bilateral and Multilateral	Facilitation for the promotion of diplomatic relations	Output 2: Prompt and effective facilitation of support services to enhance existing international and diplomatic relations
3. National Enabling Environment: Chapter 8	Public Administration- Chapter 8.e	Support and facilitation of Presidential ceremonial roles	Output 3: Portfolio leadership, Policy advice and Secretariat Support
		Secretariat support services for the execution of the President's role as Chancellor of the Order of Fiji	
	Individual human capacity– Chapter 8.2.i	Provision of effective support services for the security of the President	
		Upkeep of State House compound and Presidential properties	
		Provision of professional domestic support	
		Formulation of a Master Plan	
	Institutional capacity- Chapter 8.2.ii	Improve performance and efficiency of Staff	
		Promote innovation and best management practices in service delivery	
		Promote awareness of environmental sustainability	
4. Data For Informed Decision Making Chapter: 8.3	Financial services	Promote effective and stable financial System	Output 4: Strengthen accountability and reforms



Key Pillar(s) NDP	Targeted Outcome [Goal/ Policy Objective – NDP]	Outcome Performance Indicators or Measures	[Key Performance Indicators] Agency's Outputs
5. Strengthening Social Services and Social Inclusion: Chapter 10	Building national identity & social cohesion	Facilitate Fiji Day celebrations to promote national identity/ unity	Output 5: Effective and efficient facilitation of the President's community engagements with emphasis on the disadvantaged
6. Meeting each citizens Basic Needs: Chapter 9	Promoting a peaceful, non- racial, inclusive and united society	Increase youth, young people and community awareness.	
	Education 10.1 Health 10.2 Social Empowerment / Inclusion 10.3 Youth development 10.5		
	Gender Equality and Women in Development 10.7	Facilitation of roles towards gender equality and empowerment	
7. Review of National Development : Chapter 4	Social Development- 4.2 Poverty Reduction	Facilitation of roles towards poverty alleviation	



5.0

Table 2: Output Specification and Performance

Outputs	Strategies	Output Indicators	2015 Actual	2016 Target	Responsible Division
Output 1: Prompt and effective facilitation of the President's Constitutional functions	Facilitate the President's attendance to all constitutional roles as Executive Head of the State (Parliament-sitting, advice, assent to Bills, etc.)	Number of facilitations in accordance to protocol as per the Constitution and on the availability of the President	5	5*	Executive
	Facilitate the President's attendance to all constitutional appointments (Swearing-in, appointments/rescission, etc.)	Number of facilitations in accordance to protocol manual and the President's preference as per the Constitution and on the availability of the President	23	16*	Executive
	Facilitate the President's attendance to all ceremonial functions and responsibilities as Commander-in-Chief of the Republic of Fiji Military Forces	Number of facilitations in accordance to protocol and the President's preference as per the Constitution and on the availability of the President	20	8*	Executive
Output 2: Prompt and effective facilitation of support services to strengthen international and diplomatic relations	Facilitate the President's attendance to ceremonial functions for foreign dignitaries (Courtesy, & Farewell calls, Presentation of Credentials, etc)	Number of facilitations in accordance to protocol manual and the President's preference as per ceremonial requirements and on the availability of the President	65	49*	Executive
	Facilitate the President's attendance to diplomatic functions (National days, engagements, visits, etc.)	Number of facilitations in accordance to the President's preference as per invitations and on the availability of the President	31	17*	Executive
Output 3: Portfolio Leadership, Policy Advice and Secretariat Support	Facilitate the President's attendance to other ceremonial functions (I-Tatau)	Number of facilitations in accordance to the President's preference as per requests and on the availability of the President	11	7*	Executive
	Facilitate the President's Community engagements covering all sectors of society	Number of facilitations in accordance to the President's preference as per requests and on the availability of the President	109	55*	Executive
	Provision of Secretariat support services for the execution of the President's role as Chancellor of the Order of Fiji	* Number of Annual National Investiture in accordance to the Honours and awards Act 1995	3	1	Corporate
		* Number of COH meetings in accordance to COH Planner	7	2	
		* Number of Awareness processes for College of Honour awards	7	2	



Outputs	Strategies	Output Indicators	2015 Actual	2016 Target	Responsible Division
	Provision of 24 hour security services to the President	Quarterly reports on provision of security for His Excellency through the submission of reports	4 reports	4 reports	Security
Output 4: Strengthen accountability and reforms	Provision of maintenance and up-keep of State House compound and the Presidential properties at Deuba and Lautoka	• Number of maintenance work carried out in accordance to needs identified	8	2*	Operations
		• Quarterly reports on the cleanliness and beautification of properties	4 reports	4 reports	
	Formulation of a Master Plan	Quarterly report of the formulation of a Master Plan for Presidential Compound	4 reports	4 reports	Operations
	Provision of professional domestic support	Quarterly reports on the provision of domestic support in accordance to SOP	4 reports	4 reports	Operations
	Procurement of soft furnishings for the State House	Quarterly report on the purchasing of soft furnishings in accordance to Domestic preference to replace boarded items	4 reports	4 reports	Operations
	Improved performance and efficiency of Staff	Increase training and capacity building programmes to 4 per staff or an attachment of at least 2 weeks to address workforce capability and capacity needs	4 reports	4 reports	Corporate
		Quarterly review on staff to gauge performance and needs analysis	4 reports	4 reports	HOS
		Quarterly monitoring of HOS against deliverables and recognition of their achievements	4 reports	4 reports	Executive
	Promote innovation and best management practices in service delivery	Annual report on the recognition and acknowledgement of staff performance through the rewarding of diligent workers to assist in facilitating staff motivation and subsequently enhance performance	1 report	1 report	HOS



Outputs	Strategies	Output Indicators	2015 Actual	2016 Target	Responsible Division
		Quarterly report on the recognition and acknowledgement of staff performance by rewarding diligent workers through quarterly rewards for best section representative.	4 reports	4 reports	
		Quarterly report on customer satisfaction or dissatisfaction of services provided during functions held at the Statehouse from stakeholders to evaluate the Office's effectiveness and efficiency on the provision of services and how such services can be improved.	4 reports	4 reports	
		Quarterly report on the development of a SOP to ensure customer complaints is addressed appropriately.	4 reports	4 reports	
		Quarterly report on monthly open forums to consider contribution of all staff towards development of strategies, outcomes and outputs to enhance ownership and capacity building.	4 reports	4 reports	
		Quarterly report on monthly open forums to review and capture knowledge gained by staff members who have attended training sessions.	4 reports	4 reports	
		Conduct monthly staff satisfaction survey to assess and gauge the commitment and work satisfaction from the workforce to assist in determining elements that affect workforce engagements.	4 reports	4 reports	



Outputs	Strategies	Output Indicators	2015 Actual	2016 Target	Responsible Division
	Formulation of a Wellness Policy aligned to Fiji's NCD Strategic Plan 2015-2019	Quarterly Report on the development of the Wellness Policy which should include Bi-annual medical screening to determine the staff health status, weekly wellness programmes, and personally-initiated physical training with the view to decreasing the possibility of NCDs among staff which should translate to improve work performance	4 reports	4 reports	Executive
	Promote awareness of environmental sustainability	• Participate in the Annual Energy awards through quarterly monitoring of bills	4 reports	4 reports	Operations Landscape
		• Promote organic gardening through the development of a compost unit	4 reports	4 reports	Operations Landscape
		• Partake in at least two community work towards keeping the environment clean	4 reports	4 reports	Operations
	Promote an effective and stable financial system	• Timely submission of the Agency Financial Statement to the Office of the Auditor General	1	1 within the 1st quarter	Corporate
		• Timely submission of the Annual Report (including the Agency Financial Statement to the Prime Minister)	1	1 within the second quarter	
Output 5: Effective and efficient facilitation of the President's community engagements with emphasis on the disadvantaged	Facilitate Fiji Day celebrations to promote national identity/unity	Report on the facilitation of the President's role during the Annual Fiji Day celebrations	1	1	Executive
	Increase youth and young people awareness	Number of President's advocacy programmes on NCD's covering secondary schools, youth groups and communities	30	26*	Executive
	Facilitate roles towards poverty alleviation	Number of President's engagements that considers the alleviation of poverty	3	2	Executive
	Facilitate roles towards gender equality and empowerment	Number of President's engagements that considers gender equality and empowerment	3	2	Executive
* All KPIs marked with asterisks are activities 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					



6.0

Table 3: Agency Deliverables and Indicators

Outcome/ Constitutional Powers	Strategies	Key Performance Indicators (KPI)	Timeline	Responsible Division
Platform 1: Human Resources Management and Development				
Appointment and Discipline	Monitoring and Review of Policy implementation and compliance to the guide documents including the newly introduced OMBRSG and other documents developed by the Ministry of Civil Service.	• Policy Implementation	Report submitted bi- annually Corporate	Executive
		• Agency Appointment Report	Report submitted bi- annually	
	Compliance with Public Service Values and Code of Conduct	Agency Disciplinary Report	Report submitted bi- annually	
Staff Development	Alignment of Organizational and People objective; Formulation, implementation, monitoring and review	Agency Strategic Workforce Plan – Review	2 Plans reviewed and submitted by 31st March 2016	Executive
		Agency Succession Plan Review		
	Agency Learning and Development Plan (LDP)	Revised LDP	Revised LDP by 31 Jan. 2016	Executive
		Agency Training Policy	Due 31 Jan. 2016	Corporate
		Agency Training Plan		
Human Resource Management	Compilation and standardization of Human Resources Management Procedures	Review of Agency HR Manual	Manual reviewed by 31 Mar. 2016	Corporate
Terms and Conditions of Employment (TCE)	Report on compliance with OMBRSG and other generic policies developed by the Ministry of Civil Service	OMBRSG Report	Report submitted bi- annually	Executive
Staff Establishment	Report on the budgeted Staff Establishment	Staff Establishment Register (SER)	Submitted 31 Jan. 2016	Executive
	Report on variation to Staff Establishment	SE variation Report	SE variation Report Submitted bi-annually	



Outcome/ Constitutional Powers	Strategies	Key Performance Indicators (KPI)	Timeline	Responsible Division
Platform2: Organisational Management				
Training and NTPC Levy Grant Compliance	Effective administration of Training activities in accordance with NTPC levy and Grant Scheme and Training Policy	Submission of Agency payroll updates for NTPC Levy Payment	List of 1st payment by 31st Mar. 2016 Corporate	Corporate
Effective Planning and Accountability	Planning and Accountability Framework Compliance Formulation, implementation, monitoring and reviewing of: • SDP • ACP • Agency 2015 Annual Report	SDP		
		ACP	Implementation of ACP -1 Jan. 2016	
			2017 ACP draft – 30 Nov. 2016	
		Draft un-audited 2015	Annual Report Due Mar. 2016	
		Agency 2015 Audited	Annual Report Due Jun. 2016	
Platform2: Organisational Management				
Adherence to Service Charters	Formulation, implementation, monitoring and reviewing of Agency Service Charter for improved service delivery against service standards	Agency Service Charter	Service Charter reviewed by 31 March 2016 Operations	Corporate
Effective Business Process Re- engineering	Documentation and review business processes for improved performance substantially on key processes for consistent, high quality and cost	Standard Operating Procedures	Documentation of BPR processes by 31 Mar. 2016	Executive



7.0 Table 4 : Capital Projects For 2016

7.1 Landscaping and Beautification

SEG: 8	PROJECT: LANDSCAPING AND BEAUTIFICATION (R)					
Project Assessment Criteria	Strategies	Key Performance Indicators	Timeline			
			Q1	Q2	Q3	Q4
Project Management	Adherence to key Administrative Processes involved in Project Management	No. of RIES to be submitted according to RIE Checklist				
		No. of Tender to be submitted according to standard time period by the Fiji Procurement Officer				
Project Implementation	Implementation against work programme	No. of activities to be undertaken during the period	<div>• Initiation Planning</div> <div>• Stakeholders Consultation</div> <div>• Design Plans</div>	<div>• Phase 1 Landscaping and Horticulture</div>	<div>• Phase 2 Landscaping And Horticulture</div>	<div>-Phase 3 Landscaping and Horticulture</div> <div>-Project closure – 30/11/16</div>
		Project funding to be utilized during period	<div>• Phase Payments as per contracts</div>	<div>• Phase Payments as per contracts</div>	<div>• Phase Payments as per contracts</div>	<div>Phase Payments Defective Liability</div>
TOTAL BUDGET		\$700,000.00				

7.2 Upgrade of the State Reception Area

SEG: 8	ROJECT: UPGRADE OF THE STATE RECEPTION AREA (R)					
Project Assessment Criteria	Strategies	Key Performance Indicators	Timeline			
			Q1	Q2	Q3	Q4
Project Management	Adherence to key Administrative Processes involved in Project Management	No. of RIES to be submitted according to RIE Checklist				
		No. of Tender to be submitted according to standard time period by the Fiji Procurement Officer				
Project Implementation	Implementation against work programme	No. of activities to be undertaken during the period	Consultation process Engagement of Lead Consultant Design and Planning	Project Begins- 04/05/16 Phase 2 Execution 1/06/16	Phase 3 1/07/16 Completion: 31 /08/16	DLP Period – 12 months
		Project funding to be utilized during period	Payment of Lead Consultant- as per CIU engagement. Phase Payment – as per contract	Phase 2 Payment – as per contract	Phase 3 Payment – as per contract	August Defective Liability Cost – as per contract
TOTAL BUDGET		\$580,000.00				



7.3 Coronation Ground Drainage Phase 2

SEG: 8	ROJECT: CORONATION GROUND DRAINAGE PHASE 2 (R)					
Project Assessment Criteria	Strategies	Key Performance Indicators	Timeline			
			Q1	Q2	Q3	Q4
Project Management	Adherence to key Administrative Processes involved in Project Management	No. of RIES to be submitted according to RIE Checklist				
		No. of Tender to be submitted according to standard time period by the Fiji Procurement Officer				
Project Implementation	Implementation against work programme	No. of activities to be undertaken during the period	• Execution Phase • Monitoring Phase • Completion Date – 31/03/16 • [PSIP 2015]			Defective Liability Period- 12 months
		Project funding to be utilized during period	• Initial Fund- 1.4m • Virement- \$104,387.00 • Balance- \$1,295,613.00			Defective Liability Cost – as per contract
TOTAL BUDGET(GTB Approved)		\$1,033,556.71				

7.4 Automated Fire Alarm System

SEG: 8	ROJECT: INSTALLATION OF FIRE ALARM SYSTEM					
Project Assessment Criteria	Strategies	Key Performance Indicators	Timeline			
			Q1	Q2	Q3	Q4
Project Management	Adherence to key Administrative Processes involved in Project Management	No. of RIES to be submitted according to RIE Checklist				
		No. of Tender to be submitted according to standard time period by the Fiji Procurement Officer				
Project Implementation	Implementation against work programme	No. of activities to be undertaken during the period	• Initiation Phase Stakeholders Consultation • Consultation Fees Payment - Design and Planning Project kick-off-15/02/16	Project Execution	Project Completion -18/04/16	Defective Liability Payout [DLP] 12 months from kick off date
		Project funding to be utilized during period	Phase payment as per contract documents	Phase payment as per contract documents		DLP – as per contract
TOTAL BUDGET		\$93,821.00				



8.0 Ministry of Finance Deliverables and Indicators

Table 5: Ministry of Finance (MOF) Deliverables and Indicators

MOF Deliverables	Strategies	Key Performance Indicators (KPI)	Timeline	Responsible Division
Planning & Management of Budget Compliance	Budget Request Formulation	Budget Request Submission	3rd Quarter	Corporate
	Requests to Incur Expenditures (RIE)	Timely/ Efficient Management of RIE	As and when before closing of accounts in Finance Circular	
	Control of expenditure of public money	Budget Utilisation Report	Bi-annually	
Financial Performance Reporting Compliance	<ul style="list-style-type: none"> • Bank Lodgement Clearance [NA] • TMA [NA] • Trust • RFA • Salaries • Wages • IDC • CFA Analysis [NA] • SLG 84 	Monthly reconciliation	15th of every month	
Agency Revenue Arrears	Collection of Arrears of revenue	Quarterly Revenue Returns	Within one month after the end of each quarter	
Asset Management	Annual Stock take/ Board of Survey	Physical Stock take Against Inventory	31st January of the following year	
		Board of Survey summary reports	Bi-annual summary report	
	Vehicle Returns	Quarterly Vehicle Returns	1st week of every quarter	
	Fixed Asset Register	Quarterly Reconciliation Submission of Fixed Asset Register	Within one month after the end of each quarter	
Internal Audit Compliances	Implementation of Audit Report Recommendations	No. of agreed audit recommendations implemented	Bi-Annual Progress Report	
Procurement Compliance	Bi-annual Reports to MOF	Reports submitted on Procurement in line with Procurement Regulation 2010	2nd week after half yearly	



9.0 *Corporate Directory*

1. Location:

Lot 1
Berkeley Crescent
Domain
Suva

2. Phone: 3314244

3. Fax: 3301645

4. Correspondences to be addressed to:

The Official Secretary
Office of the President
P. O. Box 2513
Government Buildings
Suva



OFFICE OF THE PRESIDENT