

FOREWORD FROM THE HONOURABLE PRIME MINISTER

Afioga Papalii Lio Oloipola Taeu Masipau

Speaker

Legislative Assembly of Samoa

MULINUU

Dear Mr Speaker,

I am happy to present to the Legislative Assembly of Samoa the Ministry of the Prime Minister and Cabinet's Annual Report for the Financial Year 1st July 2020 – 30th June 2021.

Faafetai

Hon. Fiamē Naomi Mata'afa

PRIME MINISTER

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CHIEF EXECUTIVE OFFICER'S OVERVIEW

“You sit as the Holy One. The praises of your people (sic) are your throne” (Psalms 22:3). The words of the Psalmists, despite portraying Christ’s suffering throughout this Psalm of David, speaks volume of our calling for Samoa, our home, our nation, which is founded in the God of Abraham, Isaac and Jacob - the Father, the Son and the Holy Spirit. It is therefore our coordinated responsibility to enthrone the Almighty in all we do, at all times and regardless of circumstances.

The 2020/2021 Financial Year is described as unprecedented and challenging, primarily due to the COVID 19 Pandemic, affecting the whole world. The year is also known for regional encounters, as the Pacific became the epicentre of geopolitical interests and continuous threats from transnational criminal activities. At home, we were confronted with political changes – yet, with God as our guide, our shepherd, and our captain, we continue to declare victory. For these we stand with David and declare, *“The Lord is good. His love is forever and His loyalty goes on and on.”* (Psalms 100:5).

The COVID 19 Pandemic and its varying variants continue to determine normalcy across Samoa as in every other country in the world. Travel restrictions as we strove to repatriate our citizens from usually affected countries, significantly agitated every aspect of our commitment to ensure a well governed, secured and well informed Samoa. Coordination, collaboration and unity were strengthened and sustained throughout the whole of Government, through the National Emergency Coordinating Center (NEOC), to ensure that we continue into the next Financial Year with manageable disruptions. *Together, we can* – a slogan by one of the telecommunication companies, best described our approach and outlook, throughout this Financial Year, to safeguard the safe and security of our country.

The hardworking staff at the front line of our efforts are highly commended for their commitment, sacrifice and dedication to this cause. These include, but not limited to the CEO and management, doctors, nurses and staff of the Ministry of Health (MOH), CEO and staff of the law enforcement agencies, the Ministry of Agriculture and Fisheries (MAF), the Ministry of Customs and Revenue (MCR), the Ministry of Police and Prisons (MOPP), and the Ministry of the Prime Minister and Cabinet (MPMC) - **Faafetai Tautua, Malo le Fai o le Faiva.**

This coordinated endeavour is never possible without the support of the whole of Government, the civil society, our diplomatic partners, and all of Samoa. It is therefore fitting to also acknowledge with sincere gratitude the support of our NEOC Forum: CEOs and staff of the Airport Authority, the Office of the Attorney General, CEOs and staff of the MFAT, MOF, MWCSO, MWTI, the Commissioner and staff of the PSC, CEO and staff of the Samoa Airways, SPA, STA, SSC and others. We also thank the High Commissioner of New Zealand and Australia and our other diplomatic partners, as well as Air New Zealand.

The political challenges following the General Elections of April 2021 merely averted and deflected our perspective as individuals. The Ministry has always maintained an apolitical stance from the start, given that as the Ministry responsible for the whole of Government, and the provision of unreserved support to the Executive Arm of Government, we serve the Government of the Day. Any substantial challenges will be fittingly reported from when the new Government started in the 2021/2022 MPMC Annual report.

This year has been an extraordinary year with noted achievements in our overall performance. Overall, eighty nine percent (89) of all targets were achieved, which significantly contributed also to the overall achievement of the Corporate Plan 2016/17 – 2020/21. (Ninety one percent of the Corporate Plan was achieved as of June, 2021). Amongst notable achievements for this FY include the following:

- Organizational Structure Reviewed from continuous reform in human resourcing was one of the key objectives achieved during this period. The new approved MPMC organizational structure permitted the increasing of employees in essential areas of our commitment to deliver excellent service experiences to all Samoans. The Immigration Division is given a major boost in staffing. In addition

to Team Leaders at contract levels, more senior officers will be recruited, paving the way also for career paths in Immigration as law enforcement agents. Sustaining our national security through the protection of transnational borders is also one of the ultimate goals in reinforcing the Immigration Division.

- It is also in the interest of effective coordination of national security responses that Cabinet decided to return the Disaster Management Office (DMO) to the Ministry of the Prime Minister and Cabinet (MPMC) in January 2021. The DMO has been coordinating all government efforts through the National Emergency Operation Centre (NEOC), from 2019, to ensure Samoa remains COVID 19. After challenges from the outset, COVID 19 as a health related dilemma, clearly exposed areas that required attention and reforms. The decision therefore to return the DMO to MPMC was also based on logical evidences and experiences noted from November 2019 when we humbly started serving as the interim chairman of NEOC and understanding the fact that the Disaster Advisory Committee (DAC) is chaired by the Honourable Prime Minister, while the CEO of the MPMC is both the chairman of the National Security Committee and Secretary to Cabinet. This coordination arrangement improved communication access and provision of immediate responses and support from the DAC and Cabinet.

Our collective efforts to fortify our efforts and responses to border security have been advanced by the support of our regional and international partners, PIDC, PTCN, PTCCC, OCO, and IOM¹.

- The review of the Immigration Act 2004 was finalised in this financial year. The Bill was tabled and passed by Parliament in early 2021 and is now referred to as the Immigration Act 2021.
- COVID 19 also taught us to pursue more virtual means of communication. Following the virtual celebration of the Independence of 2020 and related challenges in acquiring resources, MPMC sought to improve its own capacity to film and produce all visual programs. Cabinet therefore, as per decision on 7th October 2020 (FK(20)39)), approved the establishment of the Production and Filming Unit under the Press and Communication Division (PCD). This Unit led the coordination of media visual releases of all government developments and programs.

The restrictions on travels due to COVID 19 imposed dire effects on the Ministry's revenue collection. The basis of most of the collection in the previous years was from producing passports for our citizens. In this FY, we only managed to collect **\$2,970,630**, which was 56% less than the FY target of \$6,853,764. We anticipate favourable weather in the next reporting periods, as our national efforts to immunise all Samoans against COVID 19 is fully implemented and international travels resumed.

To this end, I genuinely salute the hardworking management and staff of the MPMC for their exclusive support, considerate contribution and noble commitment to serve the Government, our nation and our people. We continue to strive as a family, trusting that with God, all things are possible. We therefore return all glory and honour to our Lord and Saviour Jesus Christ. We continue to maintain our commitment and calling to ensure that His name is honoured exceedingly.

Blessings and Prayers,

Agafili Tomaimanō Shem Leo

CHIEF EXECUTIVE OFFICER/SECRETARY TO CABINET

¹ PIDC – Pacific Islands Development Community; PTCN, PTCCC, OCO, and IOM

PTCN – Pacific Transnational Crime Network;

PTCCC – Pacific Transnational Crime Coordinating Center

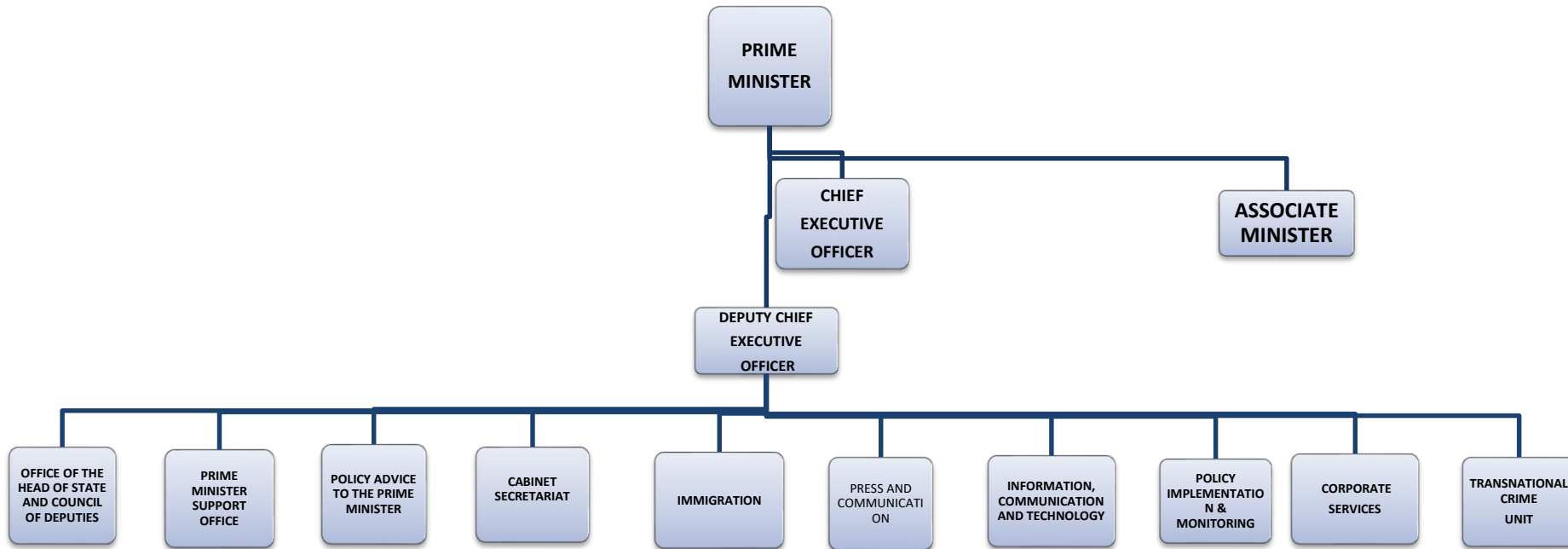
OCO – Oceania Customs Organization

IOM – International Organization for Migration

This Report is divided into two parts. The first part will discuss the overall structure and functions of the Ministry of the Prime Minister and Cabinet (MPMC). The second part of the Report will focus on the achievements by the different Divisions of the MPMC. Analyses of information are provided where necessary, for ease of reference.

I. MPMC ORGANIZATIONAL STRUCTURE & FUNCTIONS

Following is the MPMC Structure as of the Financial Year 2020/2021. Functions of the MPMC are provided in the following section. These functions are to ensure the provision of all services pertaining to the Ministry's mandate, to the people of Samoa.



Picture 1: Ministry of the Prime Minister and Cabinet - Organizational Structure 2020 – 2021

A. MANDATE – MPMC GOVERNANCE

The functions and mandated responsibilities of the Ministry of the Prime Minister and Cabinet are determined and informed by the following legislations, policies and strategies.

1.0 LEGISLATIONS

- ❖ Citizenship Act 2004;
- ❖ Constitution of the Independent State of Samoa 1960;
- ❖ Constituencies Act 1963;
- ❖ Conventional Arms Act 2017;
- ❖ Disaster and Emergency Management Act 2007;
- ❖ Head of State Act 1965 (Amendment 2019);
- ❖ Honours and Awards Act 1999;
- ❖ Immigration Act 2021;
- ❖ Media Council Act 2015;
- ❖ Ministerial Departmental Arrangement Act 2003;
- ❖ National Disaster and Emergency Act 2007;
- ❖ Parliamentary Under Secretaries Act 1988;
- ❖ Passport Act 2008;
- ❖ Public Finance Management Act 2001;
- ❖ Public Seal and Crest of Samoa Act 1973;
- ❖ Public Service Act 2004;
- ❖ Public Service Regulations 2008;
- ❖ Remuneration Tribunal Act 2003;
- ❖ Samoa Antiquities Ordinance 1954; and
- ❖ Samoa Status Act 1963

2.0 POLICIES AND PLANS

- ❖ Annual Management Plans;
- ❖ Anti-Spam Policy 2008;
- ❖ Cabinet decisions;
- ❖ Code of Ethics for Immigration officers - 2018
- ❖ Corporate Plan 2017 – 2021;
- ❖ Communication Policy
- ❖ Communication Strategy 2019;
- ❖ Divisional Procedural Guidelines;
- ❖ Events Management Strategy and Policy - 2020
- ❖ Faiga Faavae Aai o Fiti 2019, Aai o Niue 2019, Taiala Elise Fou 2020;
- ❖ Hall of Fame Policy – 2017
- ❖ Human Trafficking and Smuggling of Migrants - 2019;
- ❖ Internet and Email Policies 2016;
- ❖ Issuance of Diplomatic and Official Passport Policy - 2018
- ❖ National Security Policy 2018;
- ❖ Public Administration Sector Plan 2021 – 2025;
- ❖ Regulations;
- ❖ Samoa National Cyber Security Strategy 2016 – 2021;
- ❖ Samoa Returnees Policy - 2017
- ❖ Standard Operating Procedures;
- ❖ State of Emergency Orders; &
- ❖ Treasury Instructions, 2013.

B. FUNCTIONS OF THE MINISTRY

The Ministry of the Prime Minister and Cabinet is charged with the following functions:

- Provision of support and administrative services to the Office of the Head of State, Office of the Council of Deputies and the Office of the Honourable Prime Minister to ensure efficiency in the performance of their constitutional and leadership roles;
- Leading the whole of government policy coordination, policy development and advice on cross cutting issues at the national level and monitoring the implementation of Cabinet decisions in line with national strategic direction;
- Provision of Cabinet secretariat roles to Cabinet and the Executive Council to enable the effective performance on their roles and responsibilities;
- Provision of Press communication and media coordination services for government in providing accurate and timely dissemination of government information;
- Provision of Immigration policy advice, regulatory services relating to Citizenship and Passports, Residence, Permits and border management to ensure the protection of the national security of Samoa; and
- Provision of secretariat support roles to the Honours and Awards Committee.

C. VISION

The MPMC's vision is *“Ensuring a well governed, secure and informed Samoa”*.

D. MISSION

Our Mission as a central agency lobbying for whole of government is *“To strengthen policy and programs coordination throughout the whole of government, bolstering national security and responses, strengthening information dissemination throughout government and the community and effective support of the Executive Offices”*.

E. GOALS

By the end of the Financial Year 2025/2026, the MPMC hopes to achieve and realise the following goals.

1. Strengthen whole of Government policy and program coordination and monitoring.
2. Efficient and effective secretarial services and support
3. Efficient and accurate communications.
4. Vigilant and coordinated national borders security.
5. Improved disaster resilience, effective response and durable recovery from any disaster.
6. Organisational efficiency and effectiveness.

F. STAFF COMPOSITION – WHO WE ARE

Out of the 102 filled positions in the Ministry, 75% are permanent positions and 25% are term positions which include the following:

- 11 contract employees on 3 year contracts.
- 4 ministerial support staff in the Prime Minister’s Office.
- 1 part time employee in the Corporate Services Division.
- 9 wage workers currently serving the Head of State.

Most of the term employees are contract employees including the CEO, DCEO and ACEOs. The nature of contractual employment presents a threat of losing corporate knowledge and experience, especially at the Management level, if incumbents do not continue after expiry of contract.

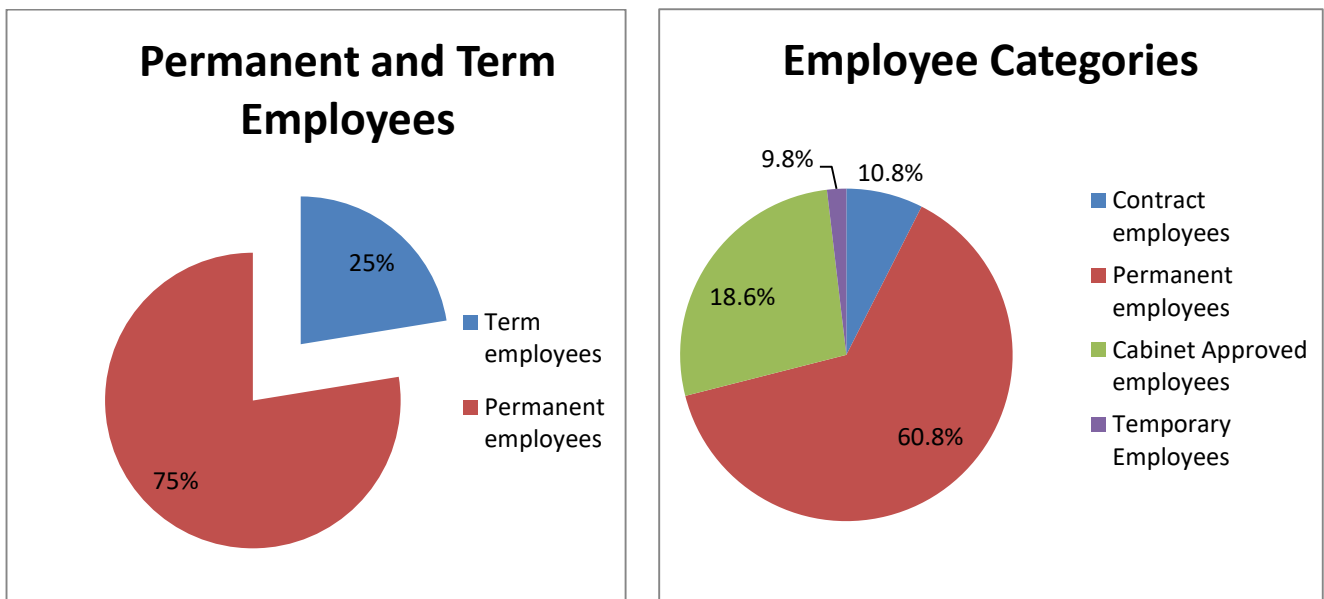


Figure 1: Employee category

From the 102 employees recorded at the end of the financial year, 41 were males and 61 were females.

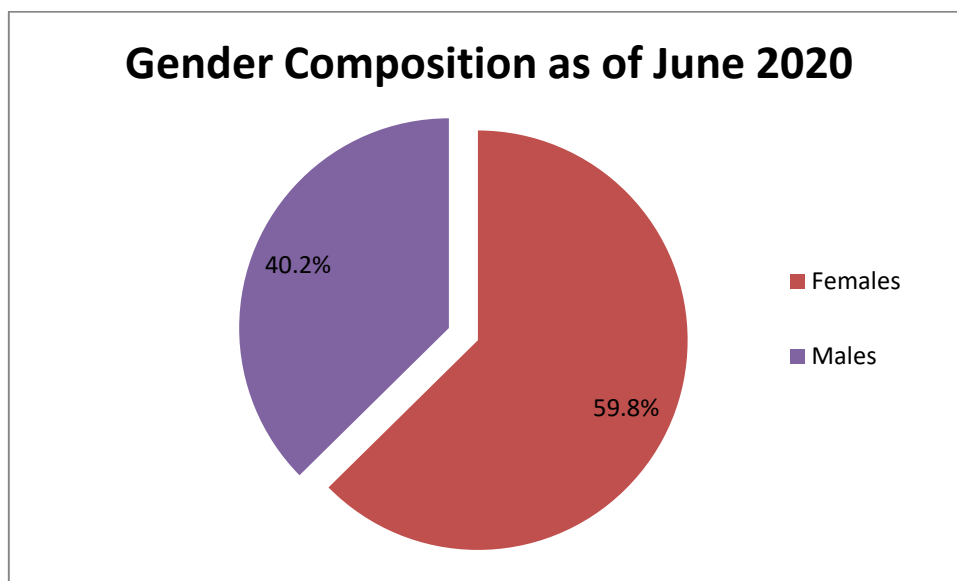


Figure 2: Gender composition

As of 30th June 2021, the Ministry of the Prime Minister and Cabinet’s total staff was at 102 employees. From this total, females made up 59.8% of total employees and 40.2% are male as shown in the graph above.

The majority of females are in their early 20s and early to mid-30s, while majority of males are in their early 20s and late 40s. Three positions in the Management Team are females and who are aged between the early 40s and early 50s. The 6 males in the Management Team are in their early 40s and late 50s.

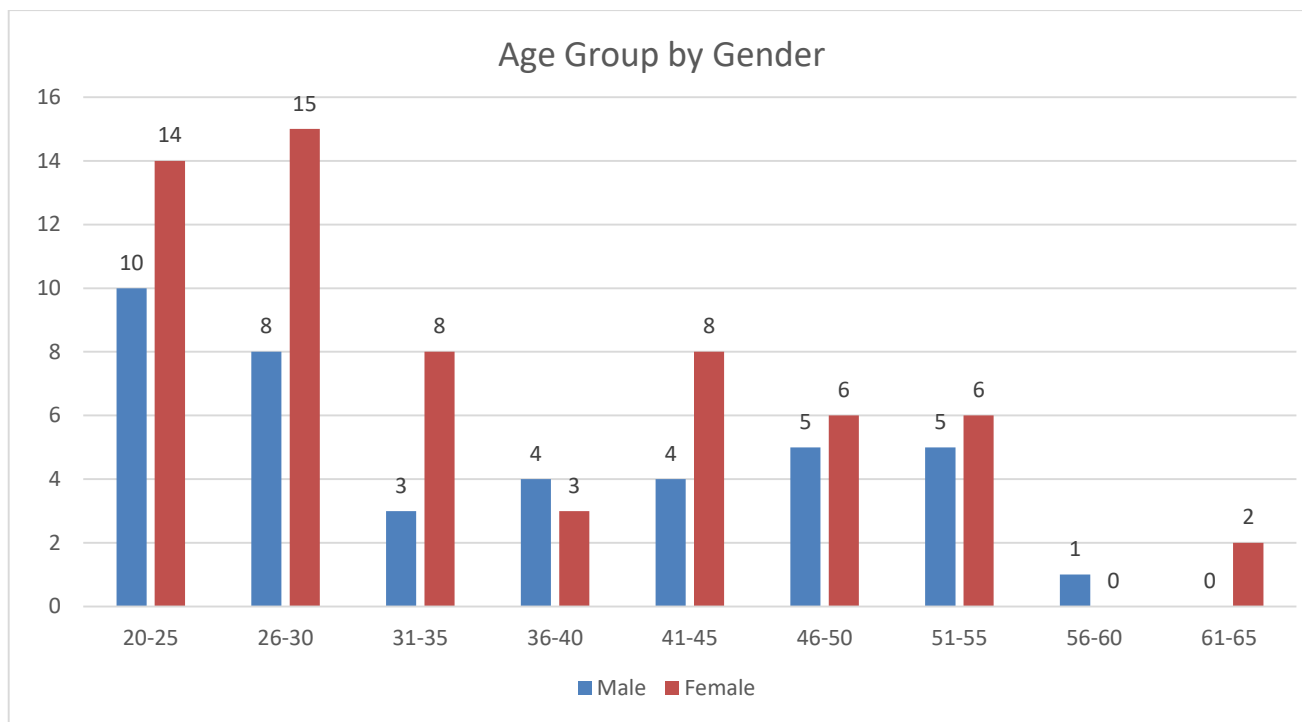


Figure 3: Age groups

1.0 Staff Credentials

Total		Females	Males
3	Masters	1	2
3	Post-Graduate	2	1
26	Bachelor	19	7
15	Diploma	8	7
19	Certificate	10	9
17	PSSC	11	6
18	SC	10	8
1	Form 3	0	1
102	TOTAL	61	41

There are 32 out of 102 (31%) employees in the Ministry who have at least a Bachelor’s degree. Majority of these are from local tertiary institutions, mainly the National University of Samoa; followed by overseas institutions (University of the South Pacific and New Zealand Universities). The

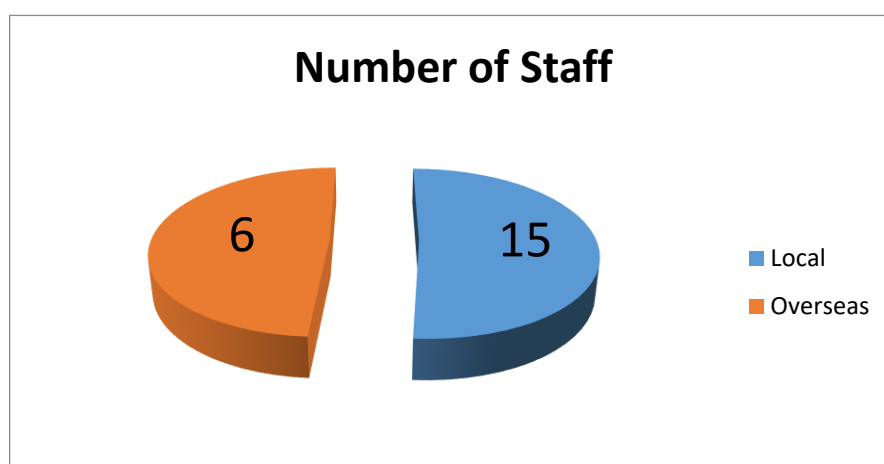
majority of Bachelors are in the discipline of Arts and Commerce, which is fitting when considering the functional responsibilities of the Ministry are in Policy and Administration.

2.0 Staff Mobility

	Status	Number of Staff
1	Resignation	10
2	Termination	1
3	Retirement	3
4	Extension of Retirement	3
5	End of Contract	0
6	Re-appointment (Contract)	2
7	New Contract Awarded	2
8	New Recruits	10
9	Promotions	6

The recruitment and selection process is a continuous cycle due to staff turnover for numerous reasons. These included promotions internally, other Government Ministries or the private sector. One staff was dismissed for disciplinary related reasons.

3.0 Trainings & Capacity Building



Overseas trainings have decreased in the reporting period compared to last year as a result of the State of Emergency restrictions to the Covid19 pandemic. Fortunately, 6 staffs have been able to access overseas trainings through Zoom and mostly covered by the Immigration division. These training opportunities are specifically designed to advance capabilities of staff manning border security as well as staff formulating border security policies to ensure that Samoa is fully equipped to address the rapid changing environment of border security risks.

Local trainings are generally provided by the Public Service Commission and the Ministry of Finance on generic skills across Government Ministries and Corporations. These trainings have provided and enhanced much needed improvement on customer services within the Ministry, especially for newly recruited staff into the service.

The Ministry ensured that the knowledge gained by the trained staff both locally and overseas are shared with other staff, to generate new ideas and skills to improve their own productivity. This is done through our very own Continuous Learning Dialogue (CLD) conducted twice a month. In the absence of overseas or local training, CLD has continued as a knowledge and experience sharing

session targeting junior staff and newly recruited staff. There were also on-going induction trainings for all new staff that commenced work within this financial year.

G. FINANCIAL SUMMARY FOR FY 2020/2021

The total approved budget for the Ministry of the Prime Minister and Cabinet in FY 2020-2021 was \$7,862,335, a decrease of 7% from the previous FY 2019 - 2020. The table below depicts the approved provisions allocated to each Division, their actual spending and unused funds at the end of the financial year.

Financial management for the Ministry for financial year 2020/2021			
Expenditures:			
Output provided by Ministry	Approved Estimate	Spending	(OVER)/UNDER
1.1 - Servicing the Office of the Head of State	\$549,531	\$549,203	\$328
1.2 Servicing the office of the Council of Deputies	\$212,596	\$212,410	\$186
2.0 - Policy Advice to the Prime Minister	\$373,111	\$372,927	\$183
3.0 - Prime Ministerial Support	\$467,362	\$466,958	\$404
4.0 - Immigration Policy Administration	\$1,387,804	\$1,383,980	\$3,824
5.0 - Cabinet Secretariat	\$585,031	\$584,760	\$271
6.1 - Press & Communication	\$855,041	\$854,910	\$131
7.0 - Information, Communication and Technology	\$363,156	\$363,249	\$(93)
8.0 – Policy Implementation and Monitoring	\$702,852	\$702,886	\$(33)
TOTAL OUTPUT	\$5,496,484	\$5,491,283	\$5,201

Transactions on Behalf of the State	Approved budget	Spending	(OVER)/UNDER
Membership Fees			
PIDC Annual Contribution	\$8,353	\$8,353	0
Arms Trade Treaty	<u>\$8,200</u>	<u>\$2,896</u>	<u>\$5,304</u>
	\$16,553	\$11,249	\$5,304
Commemorative Days			
American Samoa Flag Day	<u>\$60,000</u>	\$ -	\$60,000
Prayer & Fasting	<u>\$15,000</u>	<u>\$12,303</u>	<u>\$2,697</u>
	\$75,000	\$12,303	\$62,697
Gov't Policies/Initiatives			
Purchase of Passports	\$710,000	\$710,000	0
Special Pension	\$14,400	\$14,400	0
Immigration Support Systems	\$261,233	\$254,665	\$6,568
Organic Farming Committee	\$25,770	\$14,250	\$11,520
Transnational Crime Unit	\$50,500	\$31,988	\$18,512
Two Samoa Talks	\$50,000	\$ -	\$50,000
Cabinet Advisory Committee	\$30,000	\$18,750	\$11,250
Electronic Document Management System (EDMS)	\$83,000	\$68,409	\$14,591
Swearing-In of Cabinet Ministers	\$30,000	\$8,639	\$21,361
	\$1,254,903	\$1,121,101	\$133,802
Rents & Leases			
Government Building Lease	\$562,318	\$562,318	0
Rents & Leases –Faleolo (Immigration)	\$34,144	\$33,751	\$393
Rents & Leases - PIDC	\$54,920	\$54,917	\$3
VAGST Output Tax	\$368,013	\$374,681	\$(6,668)
TOTAL TRANSACTIONS ON BEHALF OF THE STATE	\$2,365,851	\$2,170,320	\$195,531

Cost Recoveries: The following table shows the actual revenue collected by the Ministry from both the Immigration Division and the Press and Communications Division through the Savali Newspaper and from similar media services provided by the Ministry to generate income.

Cost Recoveries	Forecast	Actual collection	(OVER)/UNDER
Immigration	\$ 6,453,764-00	\$2,711,345.00	\$3,742,419
Press & Communications	\$ 400,000-00	\$259,285.00	\$140,715
Other costs recoveries		\$ 397	\$397
TOTAL	\$6,853,764	\$2,971,027	\$3,883,531
Collection Percentage			43%

**The Ministry accounts are unaudited therefore subject to changes after auditing by the Audit Office.*

II. DIVISIONAL PERFORMANCE FOR FINANCIAL YEAR 2020/2021

This part of the Report focuses primarily on the achievements of each of the MPMC Division’s with regards to the Key Performance Indicators each individual division was responsible for.

A. OFFICE OF THE HEAD OF STATE AND COUNCIL OF DEPUTIES

The role of the Executive Office is to provide administrative and secretarial support to the Head of State and Members of the Council of Deputies, to enable them to perform their constitutional, ceremonial and community leadership responsibilities for the State.

The Division’s main activities include:

- Communicating of Cabinet Minutes to the Head of State.
- Coordinating of all official documents for the Head of State for consent.
- Coordinating of official visits for and appointments with the Head of State and the Members of the Council of Deputies.
- Coordinating the safety and smooth proceedings of the Head of State and Members of the Council of Deputies attendance at official functions, invitations etc.
- Organise and plan official ceremonies hosted by the Head of State and Members of the Council of Deputies.
- Organising official and personal travel for the Head of State and Members of the Council of Deputies as required and ensuring all relevant protocols are in place for such.

The following are the achievements by the Executive Office in this FY 2020/2021:

<u>Linkage to High Level Outcomes:</u>				
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.				
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.				
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”				
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”				
Divisional Targets for 2020/2021 Financial Year	National Strategic Outcome Links		Status of Implemen	Comments

(Performance Measures) ²	Strategy for the Development of Samoa - 2016/17-2019/2020	Public Administration Sector Plan	MPMC Corporate Plan 2017-2021	Budget Standard or Target(s)	tation (Colour Coded)	
<p>Approved administrative and secretarial support to the Head of State measured by:</p> <ul style="list-style-type: none"> -number of warrants facilitated for HOS assent - number of presentation of credentials facilitated -number of official functions hosted by the HOS organised -number of travel for HOS arranged -percentage of correspondences prepared and subsequently endorsed by HOS. 	<p><u>SDS 2016/2017 – 2019/2020.</u></p> <p>Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025.</u></p> <p>Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 2.1 Improve policy developments.</p>	<p>Vision Ensuring a well governed, secured and informed Samoa</p> <p>Mission Strengthening policy and program coordination and bolstering national security. Goal 2. Efficient and effective secretariat services and support Goal 5. Organisational efficiency and effectiveness.</p>	<p>480 16 9 4 100%</p>		<p>Support services provided to the Head of continued to improve as a result of the relocation of the Office of the Secretariat at the HOS Residence at Vailele. The total number of warrants issued for his assent was able to achieve it set target by 100%.</p> <ul style="list-style-type: none"> • 318 warrants • 1 presentation of credential • 5 official functions • no travels <p>The number of warrants of absence was significantly dropped due to closing of borders and COVID19 restrictions. The preparation and endorsement by the Head of State of correspondences was also achieved by 100% in terms of accuracy and timeliness. Other activities such as presentation of credentials, official functions and overseas travels were either completed, partially completed or re-scheduled for later due to COVID 19 restrictions.</p>
	<p><u>SDS 2016/2017 – 2019/2020.</u></p> <p>Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4.</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025.</u></p> <p>Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 2.1:</p>	<p>Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.</p>	<p>Policy on entitlements for Head of State and Council of Deputies completed by June 2021.</p>		<p>The Policy entitlements for the Head of State and Members of the Council of Deputies had been completed and are with the Office of the AG for drafting of Regulations.</p>

² As in the 2019/2020 Budget Measures

	Environment	Improve policy development				
Improved administrative and secretarial support to the Council of Deputies measured by: <ul style="list-style-type: none"> • Number of Cabinet Submissions communicated to the CODs within 24 hours. • Number of documents related to the CODs for promulgation within 24 hours (warrants etc). • Number of State ceremonies hosted by the CODs completed before the event (presentation of credentials etc). • Number of travel for the CODs arranged and ready before departure. 	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 2.1: Improve policy development	Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.	158 (Cabinet Submissions); 40 (warrants, etc); 01 (Ceremony) 6 (local travels)		The Head of State was never absent from his official duties during the FY, therefore all promulgation were handled by the HOS. This was mainly due to the COVID - 19 restrictions on international borders.
Provide efficient, professional and responsive administrative and secretarial support services to the Council of Deputies	<u>SDS 2016/2017 – 2019/2020.</u> Key Outcome 8: Social Institutions Strengthened	<u>PASP 2019/2021 – 2021/2024 – 2025</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 2.1: Improve policy development	Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.	Orientation Manual for Members of the Council of Deputies to be developed by June 2021.		An Orientation Manual has been completed as schedule. The Manual covers all the necessary information required to serve as reference and resource guide for both the Head of State and Members of the Council of Deputies in order to reflect the amalgamation of the Office.

Overall the Division providing executive support to the Head of State and the Council of Deputies completed all its key indicators for the FY 2020/2021.

B. OFFICE OF THE PRIME MINISTER

The role of the Office of the Prime Ministerial is to provide administrative and secretarial support services to the Prime Minister to ensure the smooth running of the Prime Minister’s appointments and daily work. These include:

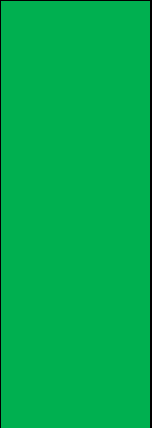
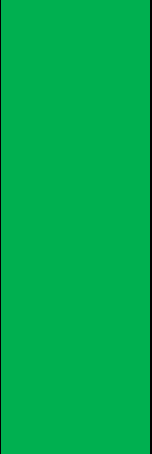
- Organising daily appointments with and for the Prime Minister.
- Coordinating the receiving and despatching of documents for the Prime Minister’s approval/endorsement and his daily mail.
- Coordinating 24 hour security for the Prime Minister.
- Coordinating logistical arrangements for the Prime Minister’s attendance at official ceremonies, invitations and official travel.
- Perform public relations liaison role and prepare research and advice to the Prime Minister on general matters referred to by the Prime Minister from time to time.

The following are the achievements by the Office of the Prime Minister for FY 2020/2021:

<u>Linkage to High Level Outcomes:</u>						
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.						
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.						
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”						
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”						
Divisional Targets for 2020/2021 Financial Year (Performance Measures) ³	National Strategic Outcome Links			Budget Standard or Target(s)	Status of Implementation (Colour Coded)	Comments
	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>			
Improved secretarial support to the PM measured by the percentage of	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1.	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2:	Vision Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and	100%		Target has been achieved 100%. All correspondences and responses received were registered and disseminated on time. So far no complaints received.

³ As in the 2019/2020 Budget Measures

correspondences/responses prepared for and endorsed by the PM.	Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy developments.	program coordination and bolstering national security. Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.			
Effective coordination of submissions for the PM's endorsement for Cabinet Meetings measured by the percentage of Cabinet submissions approved for inclusion in Cabinet meeting agenda.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy developments.	Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.	100%		During the reporting period all PKs, Circulations and PSC Interview Reports received by the Office were endorsed, signed by the Hon. Prime Minister and disseminated to Cabinet/respective ministries on time.
Improved coordination of meetings and appointments for the Prime Minister measured by the percentage of actual appointments and meetings conducted against scheduled ones.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy developments.	Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.	100%		Target has been achieved i.e. 95% of appointments scheduled were actually convened but 5% were postponed to later dates. It has been recorded during the reporting period a decrease in the number of meetings and appointments conducted due to COVID 19 SOE Restrictions.
		<u>PASP 2019/2021 –</u>				

<p>Effective coordination with Ministries/Public Bodies to ensure timely availability of addresses and speeches to the PM measured by the percentage of speeches approved by the PM 2 days prior to an event compared to events listed in the Cabinet’s Annual Schedule of Events.</p>	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>2021/2024 - 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy developments.</p>	<p>Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.</p>	<p>100%</p>		<p>Target has been achieved - 100%. Speeches/addresses for all events during the reporting period were received on time and vetted for the PM's use during events. As Cabinet's policy, only Samoan versions of speeches are to be delivered by the PM but English versions were distributed to invitees and for publication purposes.</p>
<p>Improved coordination of safety and security arrangements for the PM measured by the % of security measures put in place and enforced.</p>	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy developments.</p>	<p>Goal 2. Efficient and effective secretariat services and support. Goal 5. Organisational efficiency and effectiveness.</p>	<p>100%</p>		<p>Target for the coordination of the PM's security has been achieved in consideration of secured premises and regular meetings of agencies involved and the implementation of the National Security Strategy being PM as Head of Security.</p>

Similar to the Division for the HOS and COD, the Division supporting the office of the Prime Minister also completed more than targeted of its five Key Performance Indicators. These achievements have enabled the Hon. Prime Minister to fulfil all responsibilities and duties to the nation.

C. POLICY ADVICE TO THE PRIME MINISTER

The Policy Division is responsible for leading the coordination of policy advice to the Prime Minister and Cabinet.

These include:

- Leading the development and review of national policies from a whole of government perspective.
- Supporting whole of government policy advice to the Prime Minister and Cabinet working collaboratively with government Ministries and Corporations, civil society, private sector and the community.
- Strengthening whole government governance systems and processes.
- Coordinating the national security committee’s programme of action.
- Coordinating government’s honours and awards programme in compliance with the Honours and Award Act.
- Coordinating policy advisory support to the National Policy Coordination Committee (NPCC)

The following are the achievements by the Policy Implementation and Monitoring Division for FY 2020/2021:

Linkage to High Level Outcomes:						
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.						
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.						
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”						
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”						
Divisional Targets for 2020/2021 Financial Year (Performance Measures)	National Strategic Outcome Links			Budget Standard or Target(s)	Status of Implementation (Colour Coded)	Comments
	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>			
Timely communication of Policy Advice to the Prime Minister	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and	Vision Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and program	All policy advise on various issues by Ministries and Corporations		This is an ongoing activity implemented in collaboration with the Office of the Prime Minister; Key advises by other Ministries as well as MPMC have been shared with the PM on a timely manner.

	Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy development.	coordination and bolstering national security. Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security.	are submitted to the Prime Minister within two weeks upon receipt.		
Timely submission of National Policy Coordination Committee Reports to the Prime Minister and Cabinet.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security.	Eight reports submitted		Policy coordination was strengthened through the National Policy Coordination Committee (NPCC). This FY all State Owned Enterprises were included as members of the Committee, providing a well-informed advice to Cabinet from all sectors of government. While the number of reports is based on policies that are endorsed by the Committee for Cabinet, it is noted that quality advices are provided with regards to national policies submitted to Cabinet.
Timely reporting to Cabinet on the progress of implementation of Cabinet decisions	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1:	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national	Four (4) M&E Reports Submitted and approved by Cabinet within FY 2019/2020. • Vetting of Cabinet Decisions • One on One		M&E Reports were submitted and subsequently approved by Cabinet which covered all four quarters of the last financial year. Other work carried out for the M&E of Cabinet decision; • Vetting of Cabinet Decisions • One on One Sessions with Ministries and Corporations and carried out site Visits.

		Improve policy development	and border security.	Sessions • Site Visits (if required)		<ul style="list-style-type: none"> • Provided assistance with the CDC site visits through the use of a drone to capture footage on major projects by government.
Date by which Annual Report 19/20 is submitted to Cabinet.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 – 2025</u> Objective 1.2: Strengthen transparency and accountability Objective 3.1: Results-oriented, performance-driven human resource management	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications.	Oct - 2020		Annual Report for Financial Year 2019-2020 was submitted in October to Cabinet and tabled in Parliament in December 2020.
Lead support provided for Executive Offices and PM when attending regional and international engagements.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring.	Relevant and necessary support is provided to HOS and PM in all regional and international events.		Border closure has affected travels by the HOS and PM. Nevertheless, ongoing support has been provided to the HOS and PM locally to participate remotely in all International engagements expected of the PM.
Increased Intel Sharing, Interagency responses and Border Control.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 4. Vigilant and Coordinated national and border security.	All information and threats to the National Security of Samoa are reported and responded to within given timeframes	Ongoing	Ongoing support through our intelligence has enabled Samoa to respond effectively to threats to its security. Responses provided in protecting Samoa from COVID - 19 is one classic example.
	<u>SDS 2016/2017 – 2019/2020.</u>	<u>PASP 2019/2021 – 2021/2024 - 2025</u>	Goal 1. Strengthen		Ongoing	

Strengthened coordination of Policy and Regulations of whole of Government agenda.	Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications Goal 4. Vigilant and Coordinated national and border security.	Whole of Government complied with all national policies and regulations		Activities strengthening the Whole of Government (WOG) are strengthened in the PASP 2021/2025; We continue to lobby for the WOG approach to all government policies and regulations.
Lead coordination of information sharing and communication for the whole of Samoa.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications Goal 4. Vigilant and Coordinated national and border security.	All information for public interests are disseminated within given timeframes		Ongoing through the PCD and Savali newspaper. Media and press conferences have been frequently used this FY to reach all Samoans. This is on target considering number of viewers on government online platforms.

The Division for Policy Advice to the Prime Minister also managed to complete all of its KPIs in the 2020/2021 Financial Year as well as other ad hoc work from time to time.

D. IMMIGRATION DIVISION

The Immigration Division is responsible for the administration and provision of policy advice on all immigration matters.

These include:

- Assessing eligibility and granting of Samoan citizenship.
- Assessing eligibility and granting entry permits and temporary and permanent residency.
- Assessing eligibility and issuance of travel documents (passports, Document of Identity (DOI), Certificate of Identity (CI)).
- Effective monitoring and managing of border security for Samoa in close coordination with local, regional and overseas border agencies.
- Managing Intel and information sharing on border security working closely with law enforcement agencies.
- Managing inflow of Samoan citizens being returned from overseas countries.

The following are the achievements by the Immigration Division for FY 2020/2021:

<u>Linkage to High Level Outcomes:</u>						
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.						
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.						
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”						
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”						
Divisional Targets for 2020/2021 Financial Year (Performance Measures)	National Strategic Outcome Links			Budget Standard or Target(s)	Status of Implementation (Colour Coded)	Comments
	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>			
Improved passenger screening at the regulated ports measured by the percentage of arriving and departing passengers complying with Immigration requirements.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2:	Vision Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and program coordination and	100%		All travelling passengers are screened in accordance with Immigration requirements. The COVID 19 restrictions have re-enforced stricter compliance to maintain a safe and secured Samoa from the deadly pandemic

	Priority Area 2. Social	Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	bolstering national security. Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness			
Improved enforcement of Departure Prohibition Orders (DPO), measured by the percentage of DPOs actioned timely and accurately.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness	100%		All DPOs were timely registered, and updated on the Border Management System.
Border Screening: Percentage of passengers screened within the International Civil Aviation Organisation (ICAO) standards.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness	95%		Immigration border screening and processing of travelling passengers are all in compliant with ICAO standards. Exceptions are given to special cases where more time is required for targeted passengers or persons of interest.
Citizenship Grants: Percentage of applications screened and subsequently approved in accordance with requirements of the Citizenship Act 2004.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2:	Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness	100%		All citizenship applications were approved in accordance with the provisions of the Citizenship Act 2004

		Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness				
Date by which the review of the Passport Act 2008, Immigration Act 2004, and Citizenship Act 2004 is completed	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness	June 2020	Ongoing	The Immigration Act 2021 was tabled and approved by Parliament in its sitting of March, 2021. The other two Acts will be reviewed accordingly, as most changes in the latter Acts will be informed by the changes made in the new Immigration Act.
Number of travel documents issued on an annual basis	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness	15000-20000	Ongoing	Travel Documents issued in Apia - 4960 Travel Docs issued in Auckland - 205 Total – 5,165 Impact of border closure and restrictions for COVID19 has impacted tremendously on the number of travel documents issued; hence, the critical shortfall in the proposed target.
Date by which the Border Management System is reviewed and improved.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen	Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness	01-Dec-20	Ongoing	The report from the consultant regarding the full review of the Border Management System have been submitted, and ministry is now working on finalising documents for the tender process to bring on board the best provider for the full system revamp. All meetings with consultants were done

		transparency and accountability Objective 1.3: Strengthen sector communication and awareness				virtually due to travel restrictions.
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Delays related to the restrictions imposed on movements by the threats of the COVID 19, affected the ability of the Division to complete all its KPIs. Reviewing the BMS and the number of passports issued directly relates to COVID 19.

E. CABINET SECRETARIAT

The Cabinet Secretariat is responsible for providing effective and efficient procedural and secretarial support services to the Prime Minister, and Cabinet

These include:

- Administrative preparations of weekly, special Cabinet meetings, Cabinet Sub-Committee meetings and Cabinet Advisory Committee meetings.
- Communicating of Cabinet Minutes to the Head of State or Council of Deputies within 24 hours upon completion of the Cabinet meeting.
- Preparation of warrants and other official documents for promulgation by the Head of State or Council of Deputies.
- Conveying of Cabinet Decisions (F.K) to implementing agencies.
- Provide administrative support to State functions for e.g. swearing-in ceremonies of newly appointed Cabinet and CEOs

The following are the achievements by the Cabinet Secretariat Division for FY 2020/2021:

<u>Linkage to High Level Outcomes:</u>					
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.					
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.					
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”					
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”					
Divisional Targets for 2020/2021 Financial Year	National Strategic Outcome Links			Status of Implemen	Comments

(Performance Measures)	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>	Budget Standard or Target(s)	tation (Colour Coded)	
Improved awareness of Cabinet processes and procedures measured by percentage of Cabinet submissions cleared to have duly complied with requirements of the Cabinet Handbook and FK(16) 36.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy development.	Vision Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and program coordination and bolstering national security. Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	100%		About 10% of PKs being returned because of non-compliance and advice was provided to Ministries and Corporations to ensure that they are duly complied with requirements of the Cabinet Manual and FK(16)36
Number of Cabinet meetings and Cabinet Sub-Committees prepared and facilitated in accordance with requirements of the Cabinet Handbook and FK(16)36 -Weekly -Special -Cabinet Sub Committees	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational	45 weekly meetings, 20 Special meetings, 30 Cabinet Sub-Committee meetings		A total of 52 weekly meetings, 47 special meetings and 3 sub-committee meetings recorded for the period under review. Cabinet Sub-committee meetings were mainly cancelled due to Covid19.

		communication and awareness Objective 2.1 Improve policy development.	efficiency and effectiveness.			
Number of Cabinet minutes and decisions (FK) prepared and delivered in line with the Constitution requirements. - Minutes -24-hour Decisions (FK)/week - Weekly Decisions/week.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy development.	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	95 Minutes, 700 24 hour FKs and 300 reconfirmed FKs		There were 52 Minutes for regular meetings, 47 Minutes for Special Cabinet meetings and 3 Minutes for Cabinet Sub-Committee meetings. A total of 733-24 hour decisions and 242 reconfirmed decisions recorded for the period under review.
Improved preparation and screening of warrants and applications for consent of the Head of State measured by percentage of documents duly promulgated by the HOS.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy development.	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	100%		A total of 129 Warrants of Appointment, 50 Warrants of License as Marriage Officers, 8 Warrants of To Revoke License as Marriage Officers, 9 Warrants of Extension of Appointments, 1 Warrant for Release of Main Estimates, 1 Warrant for Release of 3 rd Supplementary 2019-2020, 3 Regulations, 25 Proclamations, 22 Alienations of Freehold Land, 27 Orders for State of Emergency duly executed by the HOS.
Improved storage, sorting and grouping of metadata on the Electronic Data Management	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2:	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and	100%	Ongoing	About 95% of files for FY2020-2021 successfully scanned and stored onto the system. Also back scanning of 2003-2004 records completed for the same period.

System (EDMS) measured by percentage of files successfully 'checked-In' to the system.	Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.			
Number of quarterly reports by Cabinet Advisory Committees submitted for information of Cabinet as per conditions in F.K (16)25	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	30	Ongoing	There were 6 quarterly reports by Advisory Committees submitted for information of Cabinet. All Advisory committees were de-established in January 2021 as per FK(20)47
Improved coordination of activities for Cabinet measured by the number of schedules prepared, updated and circulated for information of Cabinet	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	10	Ongoing	There were 4 report coordinated and circulated for information of Cabinet; Continuous support was provided in ensuring that all schedules for internal travels were also updated and circulated for Cabinet references and information. This was affected significantly by border closure.
		<u>PASP 2019/2021 –</u>			Ongoing	

<p>Number of Cabinet Liaison Officers Forum coordinated and facilitated</p>	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development</p>	<p>Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.</p>	<p>2</p>		<p>1 CLOF conducted for all Ministries and Corporation in August 2020. The other CLOF scheduled in April 2021 could not be carried out due to the political crisis.</p>
<p>Number of swearing-in ceremony for new Cabinet Ministers coordinated</p>	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development</p>	<p>Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness</p>	<p>1</p>		<p>The Swearing-in of new Cabinet could not be carried out as scheduled due to the political crisis. However the Court of Appeal Decision on 23 July 2021 declared the swearing-in on 24 May 2021 by FAST Party as lawful and consistent with terms of the Constitution, the Supreme Law of Samoa.</p>

With the exception of a few measures which were slightly below target as a result of the pandemic and political crisis in the second half of the FY, the Cabinet Secretariat Division delivered and completed most of its key performance indicators.

F. PRESS AND COMMUNICATIONS DIVISION

The Press and Communication combines the Savali newspaper and the Press Secretariat and their main responsibility is to disseminate government information to the public and stakeholders.

These include:

- Production and issuance of the weekly bilingual Savali and monthly Savali Samoa newspaper.
- Leading the communicating of Press releases on government developments, projects, forum meetings, Cabinet Decisions as relevant and government responses.
- Preparing Government responses and providing media-related advice for any major issues that require Government intervention or response and correct any misinformation if needed.
- Manage and update the online government website and government social media forums.
- Coordinating of the media for government events, interviews etc.

The following are the achievements by the Press and Communications Division for FY 2020/2021:

Linkage to High Level Outcomes:						
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.						
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.						
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”						
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”						
Divisional Targets for 2020/2021 Financial Year (Performance Measures)	National Strategic Outcome Links			Budget Standard or Target(s)	Status of Implementation (Colour Coded)	Comments
	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>			
Number of Media Releases issued weekly, based on Government activities and latest developments (per individual news item).	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen	Vision Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and program coordination and	220		This target has been exceeded due to the prolific amount of PRs the Press Team issues on a daily and weekly basis. <ul style="list-style-type: none"> • Website – (on average) 50 + entries every month • Facebook – (on average) 5 - 10 social

	Priority Area 3. Infrastructure Priority Area 4. Environment	transparency and accountability Objective 1.3: Strengthen sector communication and awareness	bolstering national security. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.			media posts a day <ul style="list-style-type: none"> Twitter – (on average) 30 + entries/posts a month <p>Cabinet Releases are presented in different formats - a newspaper item, media release, pictorial, social media post, live stream and pre-recorded video content.</p>
Percentage of media responses issued within 24 hours of being identified and acknowledged as deserving of an official response	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	100%		Media Enquires were addressed within 24 hours. Other enquires required research and necessary approval before the information was shared.
Percentage of events/meetings attended by the Prime Minister that must be covered by the Press Secretariat.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	100%		All national events and invitations attended by the PM were covered.
Timely publication of the bilingual weekly and Samoan monthly newspapers, measured by the percentage of publications printed on time.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2:	Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	100%		Fully achieved. <ul style="list-style-type: none"> 12 issues of the monthly Savali Samoa were produced during the FY 20-21. We were also able to produce 50 weekly issues for the year, as targeted, on time and delivered on the same day

	Priority Area 3. Infrastructure Priority Area 4. Environment	Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness				<p>the newspaper was printed and dated.</p> <ul style="list-style-type: none"> PCD Marketing team have secured long term advertisement contracts with Ministries. Introduced online greetings <p>NOTE: The above measures are instrumental in the achievement of FY20-21's Target revenue.</p>
Improved reach of the Government of Samoa and Savali pages online (website and social media), measured by the growing number of viewers accessing publications on a daily basis.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	12%		<p>95% national coverage using the different available platforms as follows:</p> <p>Social media platforms: Reach: Highest – 103,924 Lowest - 987 Likes: 21.4k</p> <p>The Government of Samoa website: Reach: Highest – 209,630 Lowest – 10,635 Likes: 56,364</p>

The Press and Communications Division overwhelmingly delivered on all its KPIs, achieving 100 percent of its targets. Major changes have been noted for this Division which also included the formation of the Filming and Production Unit which helped enormously in informing the public through the production of video clips of government projects, government services as well as live streaming government press conferences.

G. INFORMATION, COMMUNICATION, AND TECHNOLOGY DIVISION

The Information, Communication, and Technology division was officially established in 2017.

The division's overall goal is to provide a robust and secure ICT Infrastructure that supports the Ministry's demand for technological use and information access.

The establishment of the division has enabled the Ministry to have proper network, system, and technical support available for its core information systems, the administration of its network and resources, and general daily ICT needs of the Ministry.

The Information, Communications and Technology division achieved the following targets in FY 2020/2021:

Linkage to High Level Outcomes:						
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.						
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.						
<i>Pacific Framework for Regionalism:</i> "focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making"						
<i>Samoa 2040 Outcomes:</i> "It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040."						
Divisional Targets for 2020/2021 Financial Year (Performance Measures)	National Strategic Outcome Links			Budget Standard or Target(s)	Status of Implementation (Colour Coded)	Comments
	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>			
Improved support and administration of Ministry systems and network measured by the:	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 3.	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2:	Vision Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and program coordination and bolstering national security. Goal 2. Efficient and			Support requests for systems and the network were fully responded to (100%), including but not limited to: <ul style="list-style-type: none"> Weekly patrol and maintenance services for Cabinet EDMS Weekly system support for Cabinet meetings (both regular and special) Ongoing support to Cabinet Ministerial offices for EDMS connectivity Daily database backups of Immigration Border Management and Passport systems Daily database and doc-store backups

<ul style="list-style-type: none"> percentage of response to system user issues, including standby support for Cabinet meetings and Immigration border operations after hours. 	<p>Infrastructure Priority Area 4. Environment</p>	<p>Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness</p>	<p>effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.</p>	<p>100%</p>		<p>for Cabinet EDMS</p> <ul style="list-style-type: none"> Implementation of network access changes for Ministry staff recruits and exits Resolutions for ad-hoc or one-off errors reported by end users, for Immigration and Cabinet systems, network accessibility, and internet and email use Completion of Ministry ICT Infrastructure Audit under the Digital Solutions Project supported by UNDP and XconX Consultants – Dec 2020 Completion of the Immigration Systems Review led by SGSP Support Consultant Haddon Wright – Dec 2020 Part 1 (SoW signing, Testing Works) of the EDMS Phase 3 project completed by June 2021
<p>Ongoing monitoring of ICT policy applicability/enforcement within the Ministry</p>	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness</p>	<p>Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.</p>	<p>Annual review of ICT Policy Manual</p>		<p>Policy drafts completed for incorporation into the Ministry ICT Policy and Procedures Manual:</p> <ul style="list-style-type: none"> Software Installation policy Video Surveillance policy Ministry network security policy Ministry system user access policy
<p>Improved ICT service delivery and support within</p>	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2:</p>	<p>Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and</p>	<p>100%</p>		<p>Completed setup of Ministry Information Centre in collaboration with Corporate Services and Press/Comms Divisions (Levels 1 and 4 waiting areas).</p> <p>ICT Helpdesk system statistics confirmed 100% resolution rate for tickets logged for general service delivery issues (e.g. PC</p>

the Ministry	Priority Area 3. Infrastructure Priority Area 4. Environment	Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.			connectivity, PC repairs, printing problems, etc). Ministry website administration was continuously up-to-date in publishing Ministry vacancies, Press Releases, and various Public Notices when needed.
Improved ICT awareness and capacity training for Ministry staff	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 2. Efficient and effective secretariat services and support. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.	At least 4 IT Trainings per year		<u>Improved ICT awareness for Ministry staff</u> July 2020 – ICT Division completed information sessions for Ministry divisions on using the Windows 10 Operating System. February 2021 – ICT Principal/Officer presented in the Ministry Induction Program for new hires. Ongoing training for improved end-user awareness completed for Ministry system users. <u>Capacity Building for ICT Division</u> October 2020 – ICT Principals participated in the APNIC Network Security workshop. November 2020 – ICT participation in Ezescan webinar (for technical support to EDMS scanner component). February 2021 – Internal division training – Introduction to the Fortinet Firewall. March 2021 – Internal division dialogue session – Introduction to PaperMergeDMS.

The Division achieved all of its targets in the Financial Year. These included the provision of ICT assistance to the Ministry, the Cabinet Ministers and our people and agencies at the International borders.

H. POLICY IMPLEMENTATION AND MONITORING DIVISION

The Policy Division is responsible for leading the coordination of policy advice to the CEO, Prime Minister and Cabinet.

These include:

- Leading the development and review of national policies from a whole of government perspective.
- Supporting whole of government policy advice to the Prime Minister and Cabinet working collaboratively with government Ministries and Corporations, civil society, private sector and the community.
- Leading research on the most up to date findings on national, regional and global policy issues that are relevant to Samoa.
- Strengthening whole government governance systems and processes.
- Coordinating the national security committee’s programme of action.
- Monitoring and evaluation of the implementation of Cabinet major policy and programme decisions working closely with government Ministries and Corporations.
- Coordinating government’s honours and awards programme in compliance with the Honours and Award Act.
- Coordinating policy advisory support to the National Policy Coordination Committee (NPCC)
- Leading the Ministry’s policy reviews.
- Working collaboratively with the Cabinet Secretariat Division to monitor annual reports for the whole public sector.

The following are the achievements by the Policy Implementation and Monitoring Division for FY 2020/2021:

<u>Linkage to High Level Outcomes:</u>						
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.						
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.						
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”						
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”						
Divisional Targets for 2020/2021 Financial Year (Performance Measures)	National Strategic Outcome Links			Budget Standard or Target(s)	Status of Implementation (Colour Coded)	Comments
	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>			
			Vision	Database		Database is updated monthly. Areas

Monitoring Database update of Cabinet Decisions	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1 Improve policy development.</p>	<p>Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and program coordination and bolstering national security. Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security.</p>	updated every month.		<p>recorded in the database includes;</p> <ul style="list-style-type: none"> • Ministries or Corporation • Letter informing of the decision by Cabinet • M &E Reporting Templates used by Ministry/Agency to report on the status or progress of the project or policy and reasons for the delay/challenges • F.K.s (Cabinet’s decision or directive) • Ministry’s Report • Consultation Schedule & Attendance • Sector the Ministry/SOE is under. <ul style="list-style-type: none"> • Final M&E report to Cabinet and recommendations.
Date by which the venue for the Samoa Sports Hall of Fame has been setup and Policy On Hall of Fame has been completed.	<p><u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment</p>	<p><u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development</p>	<p>Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security.</p>	<ul style="list-style-type: none"> • Setting up of the Hall of Fame Venue is the next step which should be completed by July 2020. • Policy on Hall of Fame completed by June 2020. 		<p>The Committee has discussed the draft Policy with final refinements to be completed. 95% completed. However, a Hall of Fame Research and Information paper was submitted and approved by Cabinet in F.K. (18)35.</p> <p>The Committee has yet to secure a location for the venue due to shift in priorities due to the measles outbreak followed by the COVID – 19 pandemic. However, talks around the establishment of a new Minsitry for Culture is looking at to include the Samoa Hall of Fame as part of the new Ministry.</p>

Review of Passport Act 2008.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security.	Passport Act and Regulations endorsed by Parliament by Dec 2020		Amendments were discussed with the Immigration Division on the review of the Passport Act. Inception phase of this work was delayed as it was subject to the passing of the Immigration Act by Parliament as the Immigration Act informs the review of the Passport Act.
Review of Citizenship Act 2004	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 – 2025</u> Objective 1.2: Strengthen transparency and accountability Objective 3.1: Results-oriented, performance-driven human resource management	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications.	Citizenship Act and Regulations endorsed by Parliament by Dec 2020		This is delayed as it is subject to the passing of the Immigration Act by Parliament. This is due to the fact that the Immigration Act informs the review of the Citizenship Act.
Strengthen Policy Coordination amongst the National Policy Coordination Committee (NPCC).	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring.	• Provide policy briefs for members of the NPCC on national policies		Briefs were provided for the National Policy Coordination Committee and subsequently endorsed by the NPCC for submission to Cabinet for approval. Major policy areas that were tabled and discussed are from the following sectors; • Education

		development		submitted by Ministries for NPCC's endorsement. • Facilitate monthly meetings • 90% of National Policies discussed are endorsed for cabinet's		<ul style="list-style-type: none"> • Environment • Information, Communication Technology. • Community • Health • Transport and Infrastructure • Agriculture and Fisheries • Public Administration • Energy • Trade and Commerce • Manufacturing • Tourism • Finance • Law and Justice
Develop a State Funeral Policy	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social. Priority Area 3 Infrastructure	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 4. Vigilant and Coordinated national and border security.	April 2021 – Approved by Cabinet	Ongoing	Draft is in place with final refinements to be completed.
Conduct Research on Samoa's Road System	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social. Priority Area 3 Infrastructure	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen	Goal 4. Vigilant and Coordinated national and border security.	March 2021 – Endorsed by the CEO	Ongoing	This work is completed and was approved by Cabinet. F.K. (19)21

		transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development				
Review of Samoa's Transnational Crime Unit.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security.	January 2021 – STCU Review endorsed by the STCU Board		This work is completed and was approved by Cabinet.
Prepare Information Paper on Half Mast of National Flag.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social. Priority Area 3 Infrastructure	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability Objective 3.1: Results-oriented, performance-driven human resource management	Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.	October 2020 – endorsed by the CEO for Cabinet's approval		Draft is in place with final refinements to be completed.
Develop a Policy on Samoa Diaspora and provide quality advice to the CEO and the PM.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.3: Strengthen sector communication and	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and	Dec 2020 – Endorsed by the CEO and approved	Ongoing	Draft is in place with final refinements to be completed.

		awareness Objective 2.1: Improve policy development	Accurate Communications. Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.	by Cabinet		
Review Honors and Awards Act	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications.	July 2020 – Endorsed by CEO and approved by Cabinet		This work is completed and was approved by Cabinet.
Develop Entitlements policy for the Head of State and Council of Deputies	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 2. Social	<u>PASP 2019/2021 – 2021/2024 - 2025</u> Objective 2.1: Improve policy development Objective 1.3: Strengthen sector communication and awareness	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.	June 2021 – Endorsed by CEO and approved by Cabinet		Draft is in place with final refinements to be completed.
Review Head of State Act	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 – 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 2.1: Improve	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 3. Efficient and Accurate Communications. Goal 5. Organisational efficiency and effectiveness.	June 2021 – Endorsed by CEO and approved by Cabinet		This work is completed and was approved by Cabinet.

		policy development				
Conduct quality research and develop policies upon directive of CEO.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic Priority Area 2. Social Priority Area 3. Infrastructure Priority Area 4. Environment	<u>PASP 2019/2021 – 2021/2024 – 2025.</u> Objective 1.1: Customer focussed service delivery Objective 1.2: Strengthen transparency and accountability Objective 1.3: Strengthen sector communication and awareness Objective 2.1: Improve policy development Objective 3.1: Results-oriented, performance-driven human resource management Objective 3.2: Enhanced knowledge, skills and leadership capabilities of government workforce	Goal 1. Strengthen Whole of Government policy and program coordination and monitoring. Goal 2. Efficient and effective secretariat services and support Goal 3. Efficient and Accurate Communications. Goal 4. Vigilant and Coordinated national and border security. Goal 5. Organisational efficiency and effectiveness.	<ul style="list-style-type: none"> • Number of information papers endorsed by CEO and submitted to the Prime Minister as required. • Number of policies endorsed /approved by CEO or Cabinet. 		This is an on-going work in which PIMD are providing policy advice to the CEO.

I. CORPORATE SERVICES DIVISION

The primary role of the Corporate Services Division (CSD) is to provide support services in areas of human resource management and development, financial management (budgeting, reporting, revenue collection and payment processing, assets) and centralised records management for the Ministry.

In the FY2020/2021 the CSD achieved the following:

Linkage to High Level Outcomes:						
<i>Sustainable Development Goals 2030:</i> Global Goals adopted by all United Nations Member States in 2015 as a universal call to action, to end poverty, protect the planet and ensure that all people enjoy peace and prosperity by 2030.						
<i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.						
<i>Pacific Framework for Regionalism:</i> “focussed on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”						
<i>Samoa 2040 Outcomes:</i> “It is a forward looking statement that identifies the key economic opportunities, the potential of transforming Samoa to a high growth path by the year 2040.”						
Divisional Targets for 2020/2021 Financial Year (Performance Measures)	National Strategic Outcome Links			Budget Standard or Target(s)	Status of Implementation (Colour Coded)	Comments
	<i>Strategy for the Development of Samoa - 2016/17-2019/2020</i>	<i>Public Administration Sector Plan</i>	<i>MPMC Corporate Plan 2017-2021</i>			
Prudent and efficient financial management and administration	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability	Vision Ensuring a well governed, secured and informed Samoa Mission Strengthening policy and program coordination and bolstering national security. Goal 5. Organisational efficiency and effectiveness.	100%		Met all due dates given for budget planning cycle including new Budget estimates for FY2021/22, 2020/2021 Mid-Year Review and monthly budget reporting to management. Completed all payments processed within FY2020/21. Ministry target collection for FY2020/2021 fell short by 57% and this is mainly due to the impacts of the Covid19 to the global economy and international border restrictions which reduces travel from the general public.
Efficient assets and services	<u>SDS 2016/2017 – 2019/2020.</u>	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer	Goal 5. Organisational efficiency and	100%		Continuous updates of asset register for both new and write off assets.

procurement and management	Priority Area 1. Economic	Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability	effectiveness.			Continuous updates on any changes on the asset register including the movement and transfer of assets between divisions or staffs
Enhance Human Resource Management	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability	Goal 5. Organisational efficiency and effectiveness.	100%		Staff performance Plans and Appraisals completed and all up-to-date on a biannual basis Timely submission of the 4 Human Resource Quarterly Reports to PSC. Completed Annual Report for 2019/2020 within this Financial Year Completed 26 R & S processes
Enhance Human Resource Development	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability	Goal 5. Organisational efficiency and effectiveness.	100%		<ul style="list-style-type: none"> • 3 CLDs were conducted • Complete Refresher Training for Staff with PSC on Finance One • Conducted 5 Internal Staff Training; <ul style="list-style-type: none"> - 2 INDUCTION (new & old staff) - Records Management Training - IT Networking/ Upgrading - CSD comprehensive training
Improved organisational support services and administration and coordination of state services.	<u>SDS 2016/2017 – 2019/2020.</u> Priority Area 1. Economic	<u>PASP 2019/2021 – 2021/2024 - 2025.</u> Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability	Goal 5. Organisational efficiency and effectiveness.	100%		Lead in the coordination and arranging of annual state functions. <ul style="list-style-type: none"> • Prayer and fasting week (January 2021) • Assisted the Press and Communications Division for the preparation of Samoa’s digital Independence Program 2021

The Corporate Services Division continued to provide support to the whole Ministry, partners and stakeholders. Challenges were unavoidable such as staff shortages at times, but it did not hinder the completion of all its responsibilities.

All achievements and successes continue to strengthen the Ministry's position as the central agency driving the whole of government approach. We prioritise this view to ensure that Samoa is well governed, well secured and informed of all Government plans, priorities and developments.