



MINISTRY OF THE PRIME MINISTER AND CABINET

**ANNUAL REPORT
01 JULY 2023 - 30 JUNE 2024**

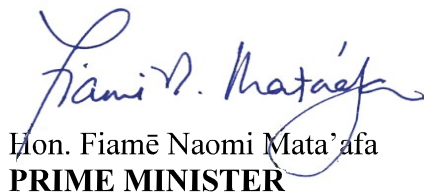
FOREWORD FROM THE HONOURABLE PRIME MINISTER

Susuga Papali'i Li'o Oloipola Taeu Masipau
Speaker
Legislative Assembly of Samoa
MULINU'U

Honourable Speaker,

I am pleased 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 2023 – 30th June 2024.

Ma le fa'aaloalo,



Hon. Fiamē Naomi Mata'afa
PRIME MINISTER

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CHIEF EXECUTIVE OFFICER'S OVERVIEW

I am pleased to present the Ministry of the Prime Minister and Cabinet's Annual Report ('The report') for the Financial Year 2023 – 2024. The report provides an account of the Ministry's undertakings throughout this reporting period as prescribed in its budgetary targets, and corporate objectives which are linked to the Public Administration Sector objectives, and ultimately to priorities in the Pathway for the Development of Samoa FY2021/22 – FY2025/26. The report highlights the Ministry's accomplishments at all levels of its operation, and pinpoints to different degrees of its achievements through the use of colour coding and percentage.

The Ministry in conducting its coordination role across government throughout this FY is commendable. It engaged well with government Ministries, Corporations and Statutory Offices in view of its corporate vision 'ensuring a well governed, secured and informed Samoa'. Partnerships and effective networks at the national level are a significant component of the Ministry's strategic and operational focus, given its advisory support role to the executive offices and to Cabinet. Further, partnerships with organisations in the Pacific region and beyond through the lens of national security and intelligence sharing remains strongly intact.

The report builds on the lessons learned from the challenges of the past FY, while celebrating the Ministry's achievements in alignment with its Corporate Plan 2021-2026. Apropos its human resource capacity, 107 staff served at the Ministry at the beginning of this FY; 59% were female, and 60% were below the age of 40. The Ministry has a fairly young staff, signalling a potential long term continuity in staff's career paths in the Ministry, or in other government agencies. Notable training opportunities were extended to and taken up by the staff for capacity building in various fields. These trainings were both offered in-country and overseas. Feedback on impact of these trainings were followed up on attendees through relevant mechanisms in place, such as the continuous learning dialogue sessions.

In terms of its finances, the Ministry's initial approved budget for this FY was \$9,583,853. However, additional funds were requested and approved in the supplementary budget to settle other operational costs upon liaison with the Ministry of Finance. The Ministry's overall budget was \$10,330,554.00. The additional funding approval was conditional on increasing the Ministry's revenue target by one million Tala. This was put forward by the Ministry of Finance. At the end of the FY the Ministry was able to collect 7,622,621.00, which was 95% of the new revenue target of \$8 million Tala. The Immigration and the Press and Communications Divisions of the Ministry are the main revenue earners.

The Ministry's overall performance in terms of meeting its key performance indicators was 87.5%. These are explained in details under each of its Divisions' performance. Challenges encountered relating to staffing, compliance, due dates and shifting priorities were addressed through regular management meetings, divisional engagements and staff performance appraisals.

I am thankful to the Lord for his stewardship throughout this FY, for without him, we would have laboured in vain. I thank the management and staff for working as a unit, to fulfill the Ministry's prescribed duties and responsibilities. We acknowledge the Honourable Prime Minister's overall guidance and support of the Ministry's undertakings for this financial year.

Blessings,



Agafili Tomaimanō Shem Leo
CHIEF EXECUTIVE OFFICER

SECTION I: MANDATES AND STRATEGIC OUTLINE

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.

Legislations:

- ✚ Constitution of the Independent State of Samoa 1960
- ✚ Head of State Act 1965 (Amendment 2019)
- ✚ Citizenship Act 2004
- ✚ Constituencies Act 1963
- ✚ Conventional Arms Act 2017
- ✚ Disaster and Emergency Management Act 2007
- ✚ Honours and Awards Act 1999
- ✚ Immigration Act 2020
- ✚ 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
- ✚ Samoan Status Act 1963

Policies and Plans:

- ✚ Pathway for the Development of Samoa 2021/22 – 2025/26
- ✚ Ministry Corporate Plan 2021 - 2026
- ✚ Annual Management Plans
- ✚ Cabinet decisions
- ✚ Code of Ethics for Immigration officers - 2018
- ✚ Inform Samoa Policy 2021
- ✚ 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
- ✚ Human Trafficking and Smuggling of Migrants 2019
- ✚ Occupational Health & Safety 2024
- ✚ Internet and Email Policies 2016
- ✚ Issuance of Diplomatic and Official Passport Policy 2018
- ✚ National Security Policy & Strategy 2023;
- ✚ Public Administration Sector Plan 2020/21 - 2024/25
- ✚ Samoa National Cyber Security Strategy 2016 – 2021
- ✚ Samoa Returnees Policy - 2017
- ✚ Standard Operating Procedures
- ✚ State of Emergency Orders; & Treasury Instructions 2015
- ✚ Anti-Spam Policy 2008

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;
- Provision of secretariat support roles to the Honours and Awards Committee.

VISION

The Ministry of the Prime Minister and Cabinet's vision is ***“Ensuring a well governed, secured and informed Samoa”***.

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”***.

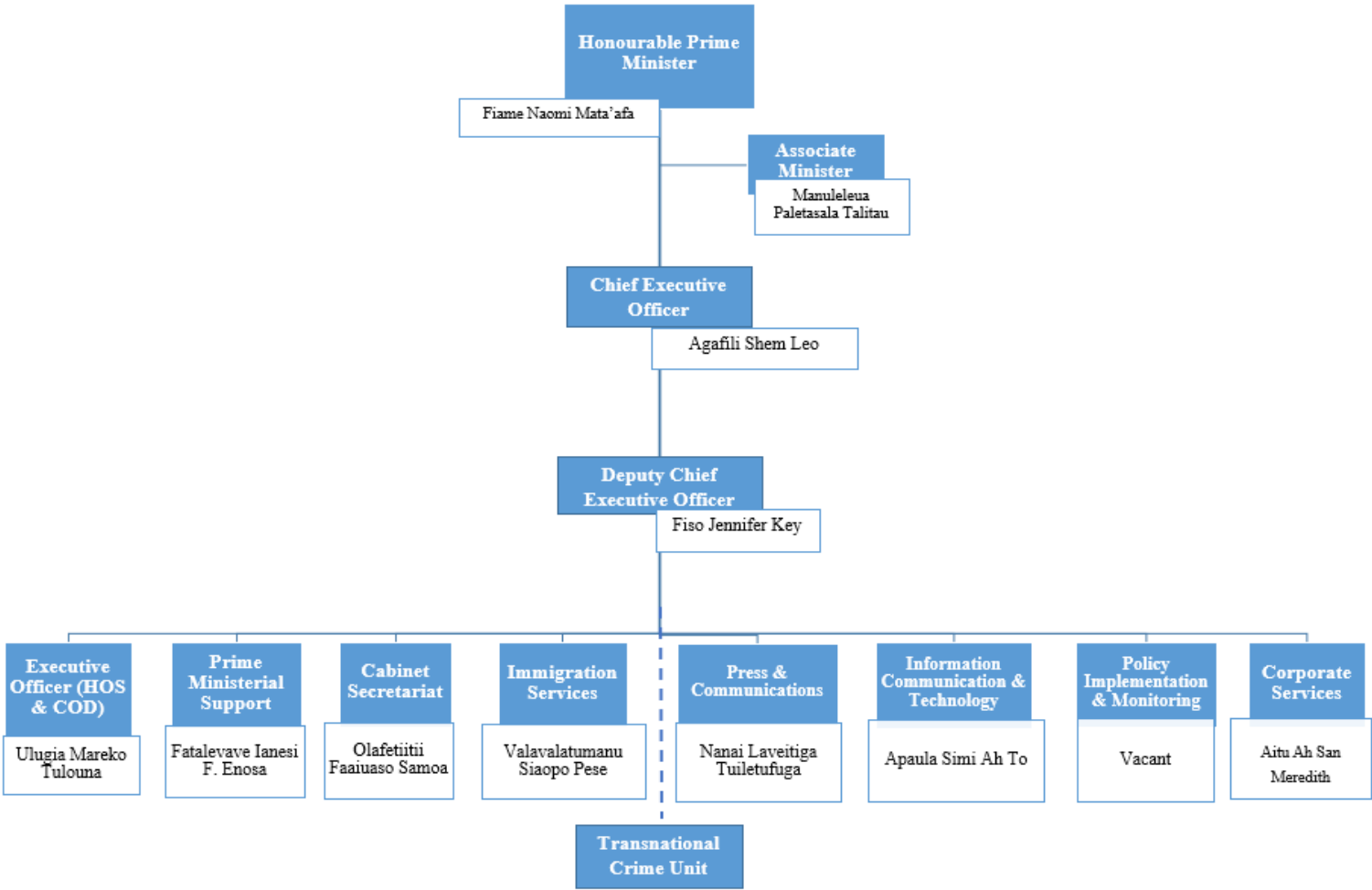
GOALS

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. ***Organisational efficiency and effectiveness.***

SECTION II: MPMC ORGANISATION STRUCTURE AND WORKFORCE PROFILE

A: ORGANISATION PROFILE AS AT 30 JUNE 2024



Key:

--- Multi-Agency Unit under the Ministry of Prime Minister and Cabinet

B: MINISTRY WORKFORCE PROFILE

Employee Category

CONTRACT OFFICERS	
CEO	1
DCEO	1
ACEO	6
Secretary to Head of State & Council of Deputies	1
T/Leaders	2
PERMANENT	
Principals	13
Seniors	20
Officers	19
Assistants/Clerks/Drivers	12
TEMPORARY	
Retirees (approved extensions)	6
MINISTERIAL SUPPORT STAFF	
Principals	9
Seniors	6
Officers	1
Clerks/Assistants/Drivers	3
Wage Workers	
Casuals	7
TOTAL	107

As at 30th June 2024;

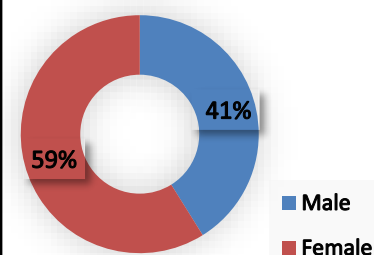
- A total of a hundred and seven (107) staff were employed within the Ministry. This comprised of;
- Eleven (11) contract employees
- Sixty four (64) permanent officers
- Six (6) temporary employees for which are retirees who have been approved extension of services
- Seven (7) wage workers
- Nineteen (19) Ministerial Support employees (Office of the Head Of State and Council of Deputies, Office of the Prime Minister and Press and Communication Division)

Gender Profile

The Ministry's gender composition indicates that the majority of its employees are female (59%). The male gender falls not far behind at 41%. This illustrates that the Ministry's commitment to attain gender balance in all its areas.

- 44 (41%) were male
- 63 (59%) were female

**MPMC Gender Profile
FY 2023/24**



Ministry Age Profile

The Ministry has a fairly youthful and active workforce. The following age groups were recorded in the Financial Year 2023/2024;

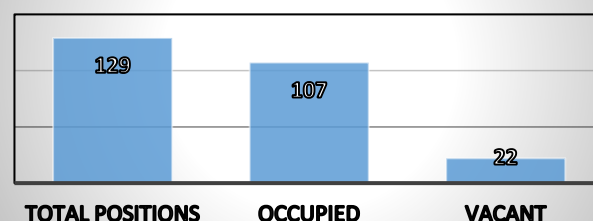
- 32% of the employees at the age group of 20-29 years
- 28% at the age group of 30-39 years
- 30% of the employees at the age group of 40-54 years
- 10% reached the retirement age of 55 and more

Ministry Positions as at 30th June 2024

As indicated by the graph, the Ministry's total established positions are 129 with only 107 occupied as at June 2024.

The 22 vacant positions consist of positions vacated due to promotions, resignations and terminations

**Ministry Approved Positions FY
2023/24**



Recruitment & Staff Turnover

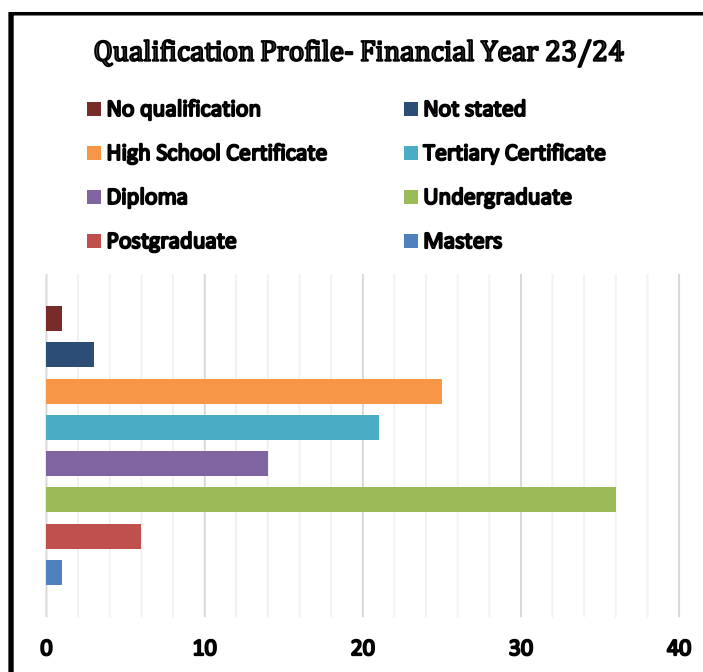
Thirty-two (32) recruitment and selection processes were completed throughout the Financial Year 2023/2024. These comprised of;

- 3 contract re-appointments
- 17 new recruits from outside of the Ministry
- 12 promotions within the Ministry through the Recruitment & Selection process

On the contrary, the Ministry has a turnover of 14 employees which consisted of;

- 11 resignations mostly due to personal reasons and promotions / employment opportunities at either the Private Sector or other Government Ministries and Corporations.
- 3 employees (2 casual worker & 1 permanent) were terminated due to Breach of Code of Conduct.

Qualification Profile



- The Ministry's qualification profile illustrates that less than half of the Ministry's employees hold degree level qualifications: Masters (1%), Postgraduate (6%), and Undergraduate (33%).
- Thirty three (33%) of employees hold Diploma and Tertiary Certificate level qualifications while 23% hold High School Certificate as their highest qualification
- 4% include employees who do not have or did not indicate their qualification
- The Ministry acknowledges work experience that can be traded off for qualification

Staff Trainings & Capacity Building

62 capacity development opportunities within the Financial Year 2023/2024. These opportunities consist of;

- 21 overseas official meetings/trainings/workshops
- 24 local meetings/trainings/workshops
- 16 Continuous Learning Dialogue and Refresher programs conducted within the Ministry to share and enhance learning and professional growth among staff
- 1 Induction program for new recruits

21 overseas training opportunities were provided and recorded for the Ministry within the Financial Year 2023-2024. The following portray the allocation of overseas training by division;

- 48% by the Immigration Services Division
- 19% by the Policy, Implementation and Monitoring Division
- 14% by the Office of the Chief Executive Officer
- 14% by the Press and Communication Division
- 5% by the Corporate Services Division

MINISTRY OF FINANCE



STATEMENT OF CERTIFICATION

The Statement of Receipts and Payments, Schedule 2 and accompanying notes/information from other schedules of the Public Accounts on Unforeseen Payments (Schedule 4) and Fixed Assets (Schedule 9) for financial year ended 30th June 2024 form part of the Financial Statements for the Ministry of the Prime Minister & Cabinet. These are drawn up in accordance with the reporting requirements of the Public Financial Management Act 2001 and Amendments, Part XIV, Financial Reporting and International Public Sector Accounting Standard (IPSAS).

As required by PFM Act 2001 and Amendments, Section 110, Ministry of Finance hereby certifies that the attached Statements for the Ministry of the Prime Minister & Cabinet are based on the unaudited results for the year ended 30th June 2024, as reflected in the accounting records of the Ministry of Finance for the Treasury Fund.

On behalf of the Government of Samoa.

Saoleititi Maeva Betham Vaai
Chief Executive Officer

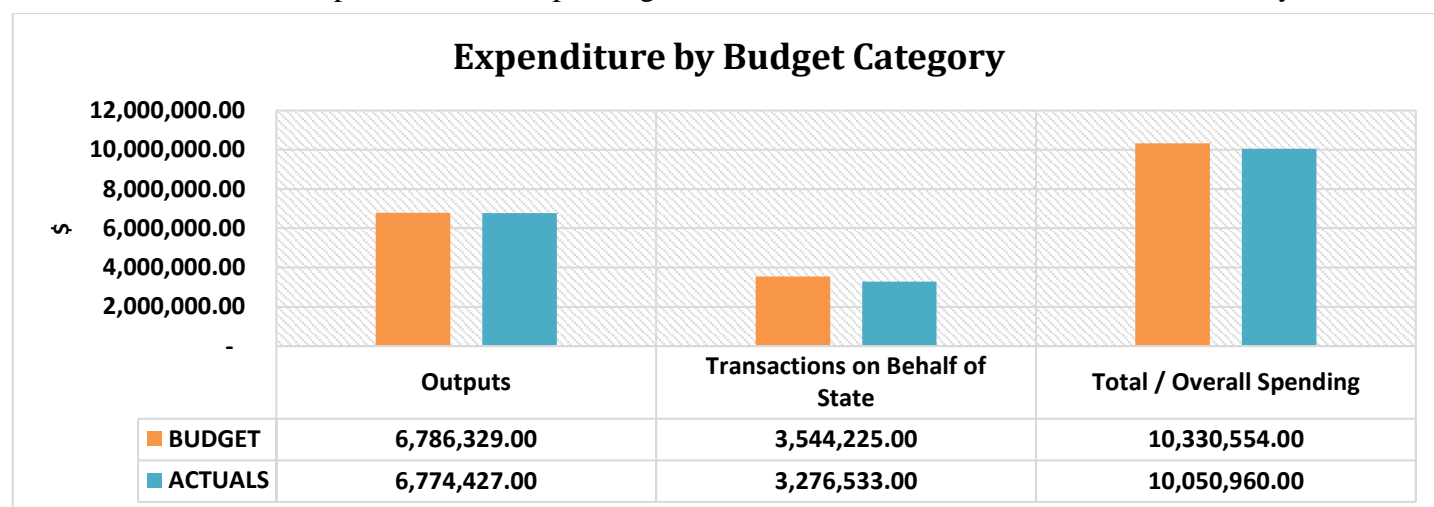
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SECTION III: FINANCIAL SUMMARY FOR FINANCIAL YEAR 2023/2024

The initial approved budget for the Ministry of the Prime Minister and Cabinet for the reported Financial Year 2023/2024 was \$9,583,853, a decrease of 5% from the previous Fiscal Year 2022/23. However, at the end of the FY, the final estimate increased by 7.5%. This resulted from additional funds requested and approved at the first supplementary budget to make up for payment of passport booklet supplies and passport accessories. Conditional on approving this additional funding, the Ministry was asked to raise its revenue collection by a million Tala, an increased from \$7 million to \$8 million Tala.

The overall Output spending was 100%, with transactions on behalf of the State at 92%. Overall, the Ministry expended 97% of its overall budget. The 3% of unused funds were provisions allocated for membership fees that invoices were not received within this FY, and other events that were planned but did not eventuate.

The table below depicts the approved provisions allocated to each Output/Division, actual spending, and remaining funds at the end of the FY. Corporate Services Unit approved budget of \$961,602 distributed as overheads under each output with overall spending amounted to \$969,706 at the end of the financial year 2023/24.



1. STATEMENT OF EXPENDITURE FOR FINANCIAL YEAR ENDED 30 JUNE 2024

MINISTRY OF THE PRIME MINISTER AND CABINET		Original Estimate	Final Estimate	Actual Spending	Remaining Funds (over/under)
OUTPUTS:		(\$)	(\$)	(\$)	(\$)
1.0	Servicing the Executive Office				
	1.1 Servicing the Office of the Head of State	601,972	621,972	623,100	-1,129
	1.2 Servicing the Office of the Council of Deputies	233,098	238,098	233,587	4,512
		835,070	860,070	856,687	3,383
2.0	Policy Advice to the Prime Minister	482,237	482,238	474,582	7,655
3.0	Prime Ministerial Support	854,216	854,216	853,602	614
4.0	Immigration Policy Administration	1,767,187	1,855,371	1,889,583	-34,212
5.0	Cabinet Secretariat	608,474	608,472	605,679	2,793
6.0	Communications and Press Secretariat	1,111,790	1,041,604	1,022,391	19,213
7.0	Information, Communication and Technology	515,611	472,611	473,322	-711
8.0	Policies Implementation Monitoring	611,744	611,744	598,581	13,163
TOTAL OUTPUTS		6,786,329	6,786,326	6,774,427	11,899
TRANSACTIONS ON BEHALF OF STATE:					

Membership Fees					
	PIDC Annual Contribution	8,353	8,353	8,236	117
	Arms Trade Treaty	8,200	8,200	0	8,200
		16,553	16,553	8,236	8,317
Commemorative Events					
	American Samoa Flag Day	40,000	40,000	39,939	61
	Independence Day Celebration	200,000	200,000	184,625	15,375
	Prayer & Fasting Week	15,000	15,000	13,403	1,597
		255,000	255,000	237,966	17,034
Government Policies / Initiatives					
	Transnational Crimes Unit (TCU)	50,500	50,500	47,122	3,378
	Immigration Support Systems	300,000	300,000	300,000	0
	Purchase of New Passports	710,000	1,456,700	1,453,251	3,449
	Swearing-in of new CEOs ceremonies	5,000	5,000	4,513	487
	Electronic Document Management System	83,000	83,000	74,878	8,122
	Atoa o Samoa Meeting	50,000	50,000	49,420	581
	Special Pension	9,600	9,600	7,200	2,400
	Samoa Returnees Charitable Trust	70,000	70,000	70,000	0
	NEOC Operation (Oversight & Communication)	100,000	100,000	0	100,000
		1,378,100	2,124,800	2,006,384	118,417
Rents & Leases					
	Rents & Leases (Government Building)	562,318	562,318	527,768	34,550
	Rents & Leases (Immigration & VIP Faleolo)	103,934	103,934	102,102	1,832
	Rents & Leases for PIDC (DBS)	54,920	54,920	54,917	3
		721,172	721,172	684,787	36,385
VAGST Output tax		426,700	426,700	339,160	87,540
TOTAL TRANSACTIONS ON BEHALF OF STATE		2,797,525	3,544,225	3,276,533	267,692
TOTAL EXPENDITURE		\$9,583,853.00	\$10,330,554	\$10,050,960	\$279,594

2. COST RECOVERIES FOR THE FINANCIAL YEAR ENDED 30 JUNE 2024

The Ministry's revised revenue forecast was \$8 million Tala. Overall, the Ministry was able to collect 95% of its revised revenue target.

Cost Recoveries	Forecast	Actual Collection	(Over)/Under	Percentage (%)
3040- Immigration Services	7,685,000.00	7,253,230.00	431,770.00	94%
3060 - Press & Communications	315,000.00	354,391.00	(39,391.00)	113%
3070 - Other Revenues**	-	15,000.00	(15,000.00)	
TOTAL	\$8,000,000.00	\$7,622,621.00	\$377,379.00	
PERCENTAGE (%)		95%	5%	

****Revenues received from insurance claim for the Ministry drone upon approval of Irregularity Report from the Ministry of Finance**

3. ADDITIONAL INFORMATION:

Schedule 4 - Unforeseen Expenses

Revised Budget	146,961.51
Actual Payments incurred during the financial year	146,692.00

Schedule 9 - Fixed Assets

Opening Balance as at 1st July 2023	6,341,206.00
Additional Assets purchased during the financial year	43,720.16
Assets Disposed/Written-Off during the financial year	<u>346,974.90</u>
Closing Balance of Ministry's Fixed Assets as at 30th June 2024	<u>\$6,037,951.26</u>

*****The Ministry accounts are unaudited and subject to changes after auditing by the Samoa Audit Office***

SECTION IV: OUTPUT PERFORMANCE FOR FINANCIAL YEAR 2023/2024









Summary of KPI Achievement by Output

Output No.	Output Name	Budget Utilisation FY 23/24	Total No. of KPIs	No. of KPIs Achieved / Completed	% of KPIs Achieved / Completed
1.0	<i>Servicing of the Executive Office</i>	100%	9	9	100%
1.1	<i>Servicing the Office of the Council of Deputies</i>	100%			
1.2	<i>Servicing the Office of the Council of Deputies</i>	98%			
2.0	<i>Policy Advice to the Prime Minister</i>	98%	9	9	100%
3.0	<i>Prime Ministerial Support</i>	100%	5	5	100%
4.0	<i>Immigration Policy Administration</i>	102%	10	9	90%
5.0	<i>Cabinet Secretariat</i>	100%	6	5	83%
6.0	<i>Communications and Press Secretariat</i>	98%	6	6	100%
7.0	<i>Information, Communication and Technology Services</i>	100%	6	5	83%
8.0	<i>Policy Implementation and Monitoring</i>	98%	13	8	61.5%
	OVERALL ACHIEVEMENT	97%	64	56	87.5%

Key: Review Traffic Lights

	Achieved / Completed
	Mostly / Partly achieved or completed
	Not Achieved / Completed

OUTPUT 1: SERVICING THE EXECUTIVE OFFICE (Sub-Output 3011 & 3012)

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. (Goals 16 & 17) <i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action. <i>Pacific Framework for Regionalism:</i> “focused 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.”				
Pathway for the Development of Samoa 2021/22 – 2025/26		Key Strategic Outcome 3: Security and Trusted Governance		
Public Administration Sector Plan 2020/21 – 2024/25		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.		
MPMC Corporate Plan 2021 - 2026		Goal 2: Efficient and Effective Secretariat Services and Support Goal 6: Organizational Efficiency and Effectiveness		
	Performance Measure	KPI Target	Traffic Light / Progress Indicator	Comments
1	Improved administrative and secretarial support to the Head of State	 100% of warrants are facilitated within 24 hours  Warrants presented for HOS assent = 372  Presentation of credentials conducted by HOS = 16  Cabinet minutes communicated to HOS = 40  Correspondences endorsed by HOS = 20  9 official functions hosted by HOS  4 Travels arranged  100% correspondences and appointments organised for HOS	100% Completed	<ul style="list-style-type: none"> 419 warrants 16 Presentations of credentials 72 Cabinet minutes 33 Correspondences endorsed 12 official functions 6 travels <p>This reporting period saw a significant increase in the number of warrants facilitated for the Head of State, surpassing the intended target. The increase is primarily attributed to the high volume of warrants of appointment for Board members and government contract officers whose directorship and employment terms commenced during the period under review.</p> <p>Additionally, the Office met its performance benchmarks for the presentation of credentials ceremonies, hosting official functions, and arranging travel for the Head of State. Correspondences prepared and endorsed by the Head of State during the reporting period also aligned with the set targets, reflecting high standards of accuracy and timeliness. These accomplishments underscored the office's commitment to</p>




				delivering efficient administrative and secretarial support to the Head of State.
2	Improved coordination and facilitation of all protocol requirements for HOS attendance and participation in official events.	<ul style="list-style-type: none"> 100% Protocol arrangements for HOS attendance with no issues/complaints National events - 20 International events - 2 	100% Achieved / Completed	<ul style="list-style-type: none"> ▪ National events – 29 <p>These national events were official ceremonies and activities attended by the Head of State in-country. These included ceremonial and cultural celebrations, community development initiatives, sporting events, and diplomatic functions.</p> <p>1. Ceremonial Events -Independence Day Celebrations -National Prayer and Fasting -Memorial Services, such as ANZAC Day and other national memorial services for significant historical events -University of Samoa Graduations (Officiates as the Chancellor)</p> <p>2. Community Events -Opening of New School Buildings -Blessing of New Churches</p> <p>-3. Cultural Ceremonies Teuila Festival and other cultural celebrations</p> <p>4. Sporting Events -Participates in ceremonies for major international sporting events hosted by Samoa.</p> <p>5. Diplomatic and International Relations Events -Receptions by Diplomatic Missions -Celebrations and events hosted by foreign embassies and high commissions in Samoa. -State Visits and Diplomatic Functions: Hosts foreign dignitaries and attends events</p> <ul style="list-style-type: none"> ▪ Events held overseas attended by the HOS <p>- State Visit - American Samoa Flag Day</p> <p>The target for protocol facilitation and coordination for the Head of State’s attendance and participation</p>





				in all events was delivered during the period under review, ensuring HOS's smooth attendance.
	Improved coordination of HOS appointments.	<ul style="list-style-type: none"> Appointments organised for HOS = 30 100% completed due diligence checks and screening appointments 100% control measures put in place to strengthen visitors compliance with protocol requirements when visiting HOS 	100% Achieved / Completed	<ul style="list-style-type: none"> Appointments coordinated for HOS - 32 <p>The coordination of the Head of State appointments target was met.</p> <p>The integration of a shared calendar platform enabled the Office to regularly access, update, and monitor the HOS's schedule ensuring consistency and precision. It also serves as a foundation for rigorous due diligence checks, facilitating the thorough vetting and approval of all appointment requests. This process has helped improve scheduling efficiency and overall programme coordination within the Office</p>
4	Improved coordination of security services provided for the HOS through a close working relationship with the Ministry of Police.	<ul style="list-style-type: none"> 100% security measures put in place and implemented National events - 20 International events - 2 	100% Achieved	<ul style="list-style-type: none"> Security coordinated for the HOS during the following events: National events – 29 International events – 6 <p>The coordination of protocols and security for the Head of State is fundamental. The Police team and the Office collaborated well to ensure the HOS's smooth procession to events he attended in this FY.</p>
5	Date by which all official ceremonial protocols are reviewed to ensure that they are planned and conducted in accordance with procedures that are formally and culturally accepted	<ul style="list-style-type: none"> Completed and implemented by 30 June 2023 	100% Completed	The review has been completed
6	Maintenance work for the HOS's official residence and compound conducted every two weeks to ensure that they are at an acceptable standard	<ul style="list-style-type: none"> Fortnightly routine maintenance activities – 26 Maintenance work - 1 	100% Completed	<ul style="list-style-type: none"> 26 Fortnightly maintenance monitoring activities conducted. 1 Annual maintenance comprehensively conducted <p>The HOS official residence and compound underwent routine maintenance on a fortnightly basis, with comprehensive maintenance conducted annually. The objective</p>

				was to ensure that the facilities and compound were well maintained.
7	Improved administrative and secretarial support to the Council of Deputies.	<ul style="list-style-type: none"> 250 Cabinet submissions communicated to the CODs within 24 hours 40 documents relay to the CODs for promulgation within 24 hours (warrants etc) 02 State ceremonies hosted by the CODs before the event (presentation of credentials etc) 06 travel for the CODs arranged and ready before departure 	100% Achieved / Completed	<ul style="list-style-type: none"> 255 Cabinet submissions, 83 documents relayed for promulgation, 02 State ceremonies hosted by the COD, 05 travel arranged for COD <p>The Member of the Council of Deputies was assisted during this reporting period as per constitutional requirements.</p>
8	Improved facilitation of all logistics support for CODs on all official engagements and participation.	<ul style="list-style-type: none"> 100% Logistics support provided for COD Number of National events - 20 Number of International events - 2 	100% Achieved / Completed	<ul style="list-style-type: none"> Logistics support provided for COD National events 27 International events 3 <p>The facilitation of logistical support for the COD's official engagements was delivered as targeted.</p>
9	Improved coordination and facilitation of CODs daily schedules measured.	<ul style="list-style-type: none"> Number of appointments organised – 10 100% due diligence checks and screenings 	100% Achieved / Completed	<ul style="list-style-type: none"> 3 Coordinated appointments for COD

OUTPUT 2: POLICY ADVICE TO THE PRIME MINISTER







<p align="center"><u>Linkage to High Level Outcomes:</u></p> <p><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. (Goals 16 & 17)</p> <p><i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.</p> <p><i>Pacific Framework for Regionalism:</i> “focused on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”</p> <p><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.”</p>	
<i>Pathway for the Development of Samoa 2021/22 – 2025/26</i>	Key Strategic Outcome 3: Security and Trusted Governance
<i>Public Administration Sector Plan 2020/21 – 2024/25</i>	<p>Objective 1.1 Customer Focus Service Delivery</p> <p>Objective 1.2: Strengthen transparency and accountability</p> <p>Objective 1.3: Strengthen sector communication and awareness</p> <p>Objective 2.1 Improve policy development.</p>

		Objective 3.1: Results-oriented, performance-driven human resource management		
MPMC Corporate Plan 2021 - 2026		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 Dissemination of official Communications. Goal 4. Vigilant and Coordinated national and border security Goal 6. Organisational efficiency and effectiveness		
Performance Measure		KPI Target	Traffic Lights / Progress Indicator	Comments on Progress
1	Timely communication of Policy Advice to the Prime Minister	 All policy advice on various issues by Ministries and Corporations are submitted to the Prime Minister within two weeks upon receipt.	100% Achieved and ongoing	Ongoing policy coordination and advice provided to the Prime Minister for Cabinet meetings within two weeks. <ul style="list-style-type: none"> 11 National Policies and Frameworks submitted to Cabinet 11 policy briefings coordinated for the Prime Minister 4 Security briefings prepared for the Prime Minister.
2	Timely provision of national policy briefings and advice to the Prime Minister and Cabinet	 Timely provision of briefings and advice to the PM and Cabinet on 100% of national policies discussed by the NPCC (National Policy Coordination Committee) (8 reports submitted)	100% completed	National Policy Coordination Committee held 5 meetings and had tabled a total of 11 policies and frameworks for discussion and endorsement. 11 National Policies and Frameworks were endorsed by the NPCC for submission to Cabinet.
3	Timely and accurate reporting to Cabinet of the progress of Implementation of Cabinet decisions by respective Government entities	 At least 4 Qualitative and well researched and well documented reports are provided to Cabinet on progress of implementation of FK	Completed	4 Quarterly reports of the FY 2022/23 submitted and approved by Cabinet <ul style="list-style-type: none"> 4th Quarter, April – June 2023, FK(23) 47 1st Quarter, Jul – Sep 2023, FK(24) 11 2nd Quarter Oct – Dec 2023, FK(24) 31 3rd Quarter Jan – Mar 2024, FK(25) 01 These quarterly reports reflected progress of implementation of Cabinet directives by Ministries and Corporations within this reporting Financial Year.

4	Date by which Annual Report Financial Year 2022-2023 is submitted to Cabinet	 Oct 2023	100% completed	Annual Report submitted in April 2024 due to the finalisation of statement of receipts and payments prepared by the Ministry of Finance.
5	Lead support provided for Executive Offices and PM when attending regional and international engagements	 100% provision of all necessary support to HOS and PM in all regional and international events whether virtual or in person.	100% Achieved	<p>9 International and Regional engagements including presence to High level Meetings / Workshops and official overseas engagements and official visits with the Prime Minister and the Head of State.</p> <p>All local meetings and engagements of the Executive Office including constitutional responsibilities were well supported and administered.</p>
6	Increased Intel Sharing, Interagency response and Border Control	 Accurate and well calculated proven responses are provided to any national security threat, including natural disaster risks and hazards	100% Achieved and ongoing	<ul style="list-style-type: none"> Updated National Security Policy and Implementation Strategy approved by Cabinet at its FK (24)10 36 authorisation for due diligence checks facilitated through the Samoa Transnational Crimes Unit and the Immigration Division) The National Security Committee conducted 4 full committee meetings, 2 special meetings and 2 Working Group meetings on pressing security matters during this FY.
7	Strengthened coordination of Policy of whole of Government agenda	 100 percent compliance of the whole of government to all national policies and related regulations	Ongoing	The Ministry through its constitutional responsibilities continued its chairmanship role to, and coordination of the National Policy Coordination Committee and Cabinet by working closely with Government Agencies on matters raised and discussed.
8	Lead coordination of information sharing and communication for the whole of Samoa	 100% dissemination within given time frames.	100% achieved and ongoing	<ul style="list-style-type: none"> Incoming Mails – 1,568 Outgoing Mails – 102 Repatriation Authorisation – 138 Permits for Cruise ships – 5 Release of Official Passports – 34 <p>372 Press releases and Official Government statements</p> <ul style="list-style-type: none"> 195 Press Releases

				<ul style="list-style-type: none"> ▪ 10 Cabinet Releases ▪ 52 PM address ▪ 59 Ministers' address ▪ 13 Deputy PM address ▪ 5 Government Eulogy ▪ 14 Diplomatic related address ▪ 2 Head of State's address ▪ 18 Media Coordinated events ▪ Press Releases posted by Savali <ul style="list-style-type: none"> ○ 439 Samoan ○ 307 English
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OUTPUT 3: MINISTERIAL SUPPORT TO THE PRIME MINISTER









<p align="center"><u>Linkage to High Level Outcomes:</u></p> <p><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. (Goals 16 & 17)</p> <p><i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action.</p> <p><i>Pacific Framework for Regionalism:</i> “focused on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”</p> <p><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.”</p>				
<i>Pathway for the Development of Samoa 2021/22 – 2025/26</i>		Key Strategic Outcome 1: Improved Social Development Key Strategic Outcome 2: Diversified and sustainable economy Key Strategic Outcome 3: Security and Trusted Governance Key Strategic Outcome 4: Secured Environment and Climate Change Key Strategic Outcome 5: Structured public works and infrastructure		
<i>Public Administration Sector Plan 2020/21 – 2024/25</i>		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. Objective 3.1: Results-oriented, performance-driven human resource management		
<i>MPMC Corporate Plan 2021 - 2026</i>		Goal 2: Efficient and effective secretariat services and support Goal 6: Organisational efficiency and effectiveness		
<i>Performance Measure</i>		<i>KPI Target</i>	<i>Traffic Light / Progress Indicator</i>	<i>Comments on Progress</i>
1	Improved secretarial support to the PM measured by the number of correspondences/responses prepared for and endorsed by the PM	 Requests received = 1198  Correspondences despatched = 559  Current files = new number  Closed files = new number  Archive files = new number  Zero complaints	100% completed	<ul style="list-style-type: none">Improved performance of secretarial support achieved. All correspondences received and approved by the PM were timely disseminated to intended addressees/recipients as follows: (2397) Inward mails, (1045) Outward mails, (10) Virements, (48) Credentials, (3) Bills/permits/licenses/warrant, (379) STSC approvals, (18) Ty1s/Ty11s, (120) PSC Interview reports for Contractual appointments.



				<ul style="list-style-type: none"> The Ministry's filing index is complete and available for coding of records to ensure that records are properly stored and easily accessible when needed.
2	Effective coordination of submissions for the PM's endorsement for Cabinet Meetings measured by the number of Cabinet submissions approved for inclusion in Cabinet meeting agenda.	<ul style="list-style-type: none"> Cabinet submissions approved for Cabinet agenda = 465 Cabinet submissions for Circulations = 80 Zero complaints 	100%	<ul style="list-style-type: none"> All cabinet submissions referred to the PM for endorsement apropos Cabinet's Manual requirements, and documents referred for PM's approval were well coordinated to ensure timely dispatch to ministries/public enterprises and to Cabinet Secretariat for inclusion in Cabinet meetings and/or for circulations. The reporting period registered 496 Cabinet submissions and 115 Circulations. No complaint received
3	Improved coordination of meetings and appointments for the Prime Minister measured by the number of actuals appointments and meetings conducted against scheduled ones.	<ul style="list-style-type: none"> Appointments = 300 Meetings = 120 Events = new 	100%	<ul style="list-style-type: none"> Most scheduled appointments/meetings/events were conducted. The reporting period recorded (319) Appointments and (120) Meetings including (VIP Courtesy calls, Visiting delegations, Virtual Calls/Conferences, ACC, Independence Committee, CDC, Investment, ICT Sub Committee, CHOGM Taskforce, CAUCUS, Parliament Pre-Sittings, Parliament Sittings and Government Prayer Services every Wednesdays). A few were cancelled and referred to the Acting PM or other designated Ministers due to unforeseen circumstances or when the PM is on duty travel.
4	Effective coordination with Ministries/Public Bodies to ensure timely availability of addresses and speeches to the PM measured by the number of speeches approved by the PM 2 days prior to an event compared to events listed in	<ul style="list-style-type: none"> Speeches/statements/briefings = 105 Eulogies = 5 	100% <i>Achieved</i>	<ul style="list-style-type: none"> All speeches/eulogies for Government scheduled events (119) including Opening, Launching, Handover Ceremonies and Funerals were received and delivered by the PM as scheduled. However, the 2 days' timeframe is mostly not met thus impacting

	the Cabinet's Annual Schedule of Events.			<p>on the timely speech vetting and quality of speeches.</p> <ul style="list-style-type: none"> Despite the untimely receipt of speeches, the staff continued to be vigilant in doing follow-ups as remedial action to curb this problem and improve the response time.
5	Improved coordination of safety and security arrangements for the PM measured by the number of security measures put in place and enforced and the number of local and overseas travels successfully completed.	<ul style="list-style-type: none"> Office upgrade = new Vehicle service/maintenance = new Inter-island trips = 10 Overseas = 10 Zero issues/complaints 	100% Achieved	<ul style="list-style-type: none"> Coordination of safety and security arrangements for the PM is well done, in accordance with the National Security Policy in place. A total of (11) overseas trips and (1) inter-island trip, were well coordinated. The reporting period registered a decrease in overseas and inter-island trips, due to the PM's state of health No issue or any complaint received


OUTPUT 4: IMMIGRATION POLICY ADMINISTRATION

<p>Linkage to High Level Outcomes:</p> <p>Sustainable Development Goals 2030: 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. (Goals 16 & 17)</p> <p>S.A.M.O.A Pathway Outcome Statements: Small Island Developing States Accelerated Modalities of Action.</p> <p>Pacific Framework for Regionalism: "focused on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making"</p> <p>Samoa 2040 Outcomes: "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."</p>			
Pathway for the Development of Samoa 2021/22 – 2025/26		Key Strategic Outcome 3: Security and Trusted Governance	
Public Administration Sector Plan 2020/21 – 2024/25		<p>Objective 1.1 Customer Focus Service Delivery</p> <p>Objective 1.2: Strengthen transparency and accountability</p> <p>Objective 1.3: Strengthen sector communication and awareness</p> <p>Objective 2.1 Improve policy development</p>	
MPMC Corporate Plan 2021 - 2026		<p>Goal 1. Strengthen Whole of Government policy and program coordination and monitoring.</p> <p>Goal 4. Vigilant and Coordinated national and border security</p> <p>Goal 6: Organisational efficiency and effectiveness</p>	
Performance Measure		KPI Target	<p>Traffic Light / Progress Indicator</p> <p>Comments</p>
1	Improved passenger screening at the regulated ports measured by the percentage of arriving and departing passengers complying with Immigration requirements.	<ul style="list-style-type: none"> 100% 	<p>100%</p> <ul style="list-style-type: none"> 495,668 arriving and departing passengers were processed in accordance with Immigration requirements. Out of this total number, 129 system alerts were triggered and actioned accordingly.

2	Improved enforcement of Departure Prohibition Orders (DPO), measured by the percentage of DPOs actioned timely and accurately.	 100%	100%	<ul style="list-style-type: none"> 68 system alerts related to Departure Prohibition Orders (DPO) were actioned according to Immigration requirements.
3	Border Screening: Percentage of passengers screened within the International Civil Aviation Organization (ICAO) standards.	 100%	100%	<ul style="list-style-type: none"> All 495,668 incoming and outgoing passengers were screened within Financial Year 23/24 in line with the ICAO standard, i.e. average processing time of less than 20 seconds per passenger.
4	Citizenship Grants: Percentage of applications screened and subsequently approved in accordance with requirements of the Citizenship Act 2004.	 100%	100%	<ul style="list-style-type: none"> 881 exemption granted by virtue of citizenship by birth 353 exemption granted by virtue of citizenship by descent
5	Date by which the review of the Passport Act 2008, and Citizenship Act 2004 is completed	 Dec 2023	85%	<ul style="list-style-type: none"> Passport Act 2008 review completed Review of Citizenship Act in progress
6	Number of travel documents issued on an annual basis	 15000 - 25000	100%	<ul style="list-style-type: none"> 21,211 Travel Documents were issued within Financial Year 2023/2024. <ul style="list-style-type: none"> Diplomatic Passports – 37 Official Passports – 34 Ordinary Passports – 20,505 Document of Identity – 579 Certificate of Identity – 56
7	Timely and accurate provision of annual Training and Implementation Plan for at least 50 percent of female and 50 percent of male staff are completed.	 Number of trainings  50% of trainees are female and 50% also are male	100%	<ul style="list-style-type: none"> 19 Female 13 Male Training opportunities to develop skills and capabilities equally distributed by gender: <ul style="list-style-type: none"> 10 local trainings 6 Female 4 Male 8 overseas trainings 3 Female 5 Male
8	Date by which the Intelligence and Compliance Unit is fully operational	 Dec 2023	100%	<ul style="list-style-type: none"> Compliance and Intel team is fully operational.

9	Date by which new Standard Operating Procedures (SOPs) are developed for effective and efficient due diligence checks for all immigration processes	 Dec 2023	100%	<ul style="list-style-type: none"> New SOP for Permit & Passport processes developed for effective and efficient due diligence checks.
10	Improved coordination of Intelligence and Information Sharing with Law Enforcement Agencies	 100%	100%	<ul style="list-style-type: none"> 123 cases were dealt by the border and compliance & Intel team within the FY 2023/24 in accordance with Immigration laws. (Immigration Act 2020, Passport Act 2008 & Citizenship Act 2004)

OUTPUT 5: CABINET SECRETARIAT

Linkage to High Level Outcomes:			
<p>Sustainable Development Goals 2030: 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. (Goals 16 & 17)</p> <p>S.A.M.O.A Pathway Outcome Statements: Small Island Developing States Accelerated Modalities of Action.</p> <p>Pacific Framework for Regionalism: “focused on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”</p> <p>Samoa 2040 Outcomes: “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.”</p>			
Pathway for the Development of Samoa 2021/22 – 2025/26		Key Strategic Outcome 1: Improved Social Development Key Strategic Outcome 2: Diversified and sustainable economy Key Strategic Outcome 3: Security and Trusted Governance Key Strategic Outcome 4: Secured Environment and Climate Change Key Strategic Outcome 5: Structured public works and infrastructure	
Public Administration Sector Plan 2020/21 – 2024/25		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. Objective 3.1: Results-oriented, performance-driven human resource management	
MPMC Corporate Plan 2021 - 2026		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 Dissemination of official Communications. Goal 6: Organisational efficiency and effectiveness	
Performance Measure		KPI Target	Traffic Light / Progress Indicator
1	Improved awareness of Cabinet processes and procedures as per requirements of the Cabinet Handbook and FK (16) 36.	 100% of Cabinet submissions cleared to have duly complied with requirements of the Cabinet Handbook and FK (16) 36.	100%
			<ul style="list-style-type: none"> 100% (1,683) of Cabinet submissions were cleared in accordance with the requirements of the Cabinet Handbook and FK (16) 36.

2	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	49 weekly meetings and 34 Special Cabinet Meetings	90%	<ul style="list-style-type: none"> 49 Regular Meetings and 23 Special meetings were facilitated during the reporting period.
3	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.	83 Minutes, 1000-24 hour FKs and 447 reconfirmed FKs	95%	<ul style="list-style-type: none"> A total of 72 Minutes prepared in accordance with Constitutional requirements. 1,163 – 24 hour Cabinet Decisions and 520 reconfirmed decisions processed and conveyed.
4	Improved preparation and screening of warrants and applications for consent of the Head of State measured by percentage of documents duly promulgated by the Head of State.	100%	100%	<p>A total 330 Warrants processed were duly promulgated by the Head of State. These included;</p> <ul style="list-style-type: none"> 166 Warrants of Appointments 93 Warrants of Absence; 69 Warrants of Married License 2 Warrants of Release of Approved Annual Budget
5	Improved storage, sorting and grouping of data on the Electronic Data Management System (EDMS) measured by percentage of files successfully 'checked-In' to the system.	100% of Records Stored on EDMS	100%	<ul style="list-style-type: none"> A total of 1,735 cabinet documents sorted, grouped and stored on the EDMS.
6	Effective coordination of cabinet liaison officers forum	2 Cabinet Liaison Officers Forum	100%	<ul style="list-style-type: none"> Completed two sessions for Cabinet Liaison Officers. Organised additional sessions were conducted on request from the Public Service Commission and the Ministry of Finance.

OUTPUT 6: PRESS AND COMMUNICATIONS

Linkage to High Level Outcomes:

Sustainable Development Goals 2030: 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. (Goals 16 & 17)




S.A.M.O.A Pathway Outcome Statements: Small Island Developing States Accelerated Modalities of Action.




Pacific Framework for Regionalism: “focused on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”

Samoa 2040 Outcomes: “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.”


Pathway for the Development of Samoa
2021/22 – 2025/26

Key Strategic Outcome 3: Security and Trusted Governance
Key Strategic Outcome 5: Structured public works and infrastructure



Public Administration Sector Plan 2020/21 – 2024/25		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.		
MPMC Corporate Plan 2021 - 2026		Goal 2: Efficient and effective secretariat services and support Goal 3. Efficient and Accurate Dissemination of official Communications. Goal 5: Improved coordination of disaster preparation, response and recovery Goal 6: Organisational efficiency and effectiveness		
Performance Measure		KPI Target	Traffic Light / Progress Indicator	Comments
1	Improved application and implementation of the Informed Samoa Policy and Communications Strategy	 100%	100%	All of the Government Media Stakeholders have adopted the Informed Samoa Policy as a guiding policy to disseminate their informational sharing services to their respective partners, viewers and followers of Government On-Line Platforms (Face Book, U-Tube etc.) Page Overview: <ul style="list-style-type: none">Post reach – 199,289Post Engagement – 116,512New Page Followers – 572 Interactions: <ul style="list-style-type: none">Reactions – 17,199Comments – 533Shares – 1,156Photo Views – 50,465Link Clicks – 673
2	Date by which Standard Operating Procedures on strengthening Information dissemination and online capacities, visibility and distribution reach is developed.	 June 2024	100%	Standard Operating Procedures for editorial and marketing of the Savali News on-line completed.
3	Percentage of Independent Media engaged and collaborated with to increase distribution and dissemination of Government Statements, Press Releases etc.	 70%	100%	<ul style="list-style-type: none">100% collaboration with the 10 mainstream media outlets in Samoa and 2,104 regional outlets. They include;<ul style="list-style-type: none">Pacific Islands News Association, (PINA) - 54 main stream media in the region.PACMAS, Pacific Media Assistance Scheme under the umbrella of Australia Broadcasting Corporation (ABC) umbrella - 60 affiliate members.Radio New Zealand International - 2,000 affiliate members.


4	Date by which the Framework for Government Stakeholders to improve information sharing capacity, using Information Technology Platforms (E.g. Social Media, You Tube, Twitter, Instagram, Etc.) and improving the dissemination of Government video and film productions.	 Dec 2023	100% completed	Framework Shareholders completed. This has been used to improve information sharing across government, private media and the community including the diaspora. This is complemented by day to day information sharing amongst the stakeholders on government issues.
5	Percentage of video and media productions effectively distributed, disseminated and ensuring a well-informed Samoa.	 100%	100%	<ul style="list-style-type: none"> 100% of 354 videos produced were distributed locally and internationally through various government platforms.
6	Number of target audiences (Samoa diaspora and local) reached by Government releases as indicated by social platforms	 200,000	100%	<ul style="list-style-type: none"> 500,000 viewers reached by Government social media platforms namely Facebook, Instagram, YouTube, Twitter.

OUTPUT 7: INFORMATION, COMMUNICATION & TECHNOLOGY

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. (Goals 16 & 17) <i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action. <i>Pacific Framework for Regionalism:</i> “focused 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.”				
Pathway for the Development of Samoa 2021/22 – 2025/26		Key Strategic Outcome 3: Security and Trusted Governance Key Strategic Outcome 5: Structured public works and infrastructure		
Public Administration Sector Plan 2020/21 – 2024/25		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. Objective 3.1: Results-oriented, performance-driven human resource management		
MPMC Corporate Plan 2021 - 2026		Goal 2: Efficient and effective secretariat services and support Goal 3: Efficient and Accurate dissemination of official government information Goal 4. Vigilant and Coordinated national and border security Goal 6: Organisational efficiency and effectiveness		
Performance Measure		KPI Target	Traffic Light / Progress Indicator	Comments
1	Improved support and administration of Ministry systems and network	 100% response rate to and reporting on all system- and network-related incidents.	100%	<ul style="list-style-type: none"> 100% response rate to issues/tickets pertaining to Ministry systems and network: 655 tickets were logged; 649 tickets were resolved and closed;

				<ul style="list-style-type: none"> 6 tickets have FY 24/25 due dates (still in progress). Major tasks achieved: <ul style="list-style-type: none"> Commencement of the BMS Upgrade project implementation, Aug 2023 (ongoing) Successful connectivity of two new Ministerial seats for the Cabinet EDMS, via Virtual Private Network
2	Date by which Annual ICT policy revision is completed	<ul style="list-style-type: none"> Review of the ICT Policy/Procedure Manual is completed by 30 June 2024 (i.e. revisions of existing policies, addition of new policies). 	100%	<ul style="list-style-type: none"> Revision of the following policies completed: <ul style="list-style-type: none"> Internet and email Acceptable use policy Password policy First draft for Ministry IT Incident Response Plan completed to document response steps for: <ul style="list-style-type: none"> Network outage incident Internet outage incident
3	Improved IT service delivery and support within the Ministry.	<ul style="list-style-type: none"> 100% completion of service delivery tasks in response to internal/stakeholder requests (to be monitored by ICT Helpdesk statistics). 100% of user issues reported and resolved 100% of computer repairs/replacement completed. 	100%	<ul style="list-style-type: none"> 100% response rate to issues/tickets for general ICT service delivery: <ul style="list-style-type: none"> 233 tickets were logged; 230 were resolved and closed; 3 tickets have FY 24/25 due dates (still in progress). Major tasks achieved: <ul style="list-style-type: none"> Configuration of Nagios monitoring system for visibility of network nodes, including Ministry servers – June 2024 Completion of a full review and update of ICT Assets Register, March 2024

4	Improved IT awareness and capacity training of all Ministry staff.	 Minimum 4 ICT capacity/awareness sessions in-house.	100%	<ul style="list-style-type: none"> The following awareness/capacity sessions were completed during the FY: <ul style="list-style-type: none"> User refresher trainings, Cabinet EDMS: Records Manager and Ezescan users – 5/10/2023 Administrator users – 5/10/2023 For improved capacity and system knowledge of EDMS user groups. Module functionality workshops, Immigration BMS: <ul style="list-style-type: none"> Alert processing – 15/11/2023 API for Compliance/Intel – 1/02/2024 Cash receipt processing – 9/05/2024 To refresh user understanding of BMS functions to support business operations, in preparation for the BMS upgrade. <ul style="list-style-type: none"> SQL Server installation, IT back-end – 14/02/2024 Capacity building for ICT Division System Administration unit on back-end process for SQL Server-based systems.
5	Percentage of Ministry Records digitized	 100% digitization of records for set target group per FY (to be reported on by 30 June 2023).	Partially Achieved (50%)	<ul style="list-style-type: none"> Phase Target Group – Immigration Division application files. Part 1 – Setup the physical environment for digitization process: <u>100% completed</u>. <ul style="list-style-type: none"> Setup and connectivity of Digitization room with workstations and multifunctional printer – completed Sep 2023; Setup of server drives and access, for digital archive – completed Oct 2023; Part 2 – Setup a seat for Immigration records on Ministry EDMS (electronic document management system): <u>In progress</u>.

				<ul style="list-style-type: none"> Technical support to Records team in scanning process – Ongoing.
6	Improved ICT resilience for the Ministry.	 Phase 1 - Development of an ICT proposal for Ministry DR (site). Completed by 30 June 2024	100%	<ul style="list-style-type: none"> First draft of the ICT proposal completed by June 2024.

OUTPUT 8: POLICY IMPLEMENTATION AND MONITORING

Linkage to High Level Outcomes:


Sustainable Development Goals 2030: 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. (Goals 16 & 17)

S.A.M.O.A Pathway Outcome Statements: Small Island Developing States Accelerated Modalities of Action.

Pacific Framework for Regionalism: “focused on political conversations and settlements that address key strategic issues, including shared sovereignty, pooling resources and delegating decision-making”

Samoa 2040 Outcomes: “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.”

Pathway for the Development of Samoa 2021/22 – 2025/26	Key Strategic Outcome 1: Improved Social Development Key Strategic Outcome 2: Diversified and sustainable economy Key Strategic Outcome 3: Security and Trusted Governance Key Strategic Outcome 4: Secured Environment and Climate Change Key Strategic Outcome 5: Structured public works and infrastructure		
Public Administration Sector Plan 2020/21 – 2024/25	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. Objective 3.1: Results-oriented, performance-driven human resource management Objective 3.2: Enhanced knowledge, skills and leadership capabilities of government workforce.		
MPMC Corporate Plan 2021 - 2026	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 dissemination of official Communications. Goal 4. Vigilant and Coordinated national and border security Goal 6: Organisational efficiency and effectiveness		
Performance Measure	KPI Target	Traffic Light / Progress Indicator	Comments










1	Regular update of cabinet decisions and monitoring of database improved	 100% completion within the Financial Year	100%	<ul style="list-style-type: none"> The Database for Cabinet Decisions vetted for monitoring and Database for National Policies updated on a monthly basis. 4 Quarterly Monitoring Reports were submitted to Cabinet within this FY. <ul style="list-style-type: none"> April – June 2023, F.K (23) 47 Jul – Sep 2023, FK(24) 11 Oct – Dec 2023, FK(24) 31 Jan – Mar 2024, FK(25) 01
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				<ul style="list-style-type: none"> (69) Cabinet Decisions were followed up in the last 12 months of the Financial Year 2023/24 from all sectors.
2	Develop an Occupational and Safety and Health Policy for the Ministry	100% completion by December 2023	100%	<ul style="list-style-type: none"> The Ministry's occupational safety and Health Policy completed in December 2023.
3	Date by which Passport Act is reviewed.	100% completion by June 2024	100%	<ul style="list-style-type: none"> Passport Act 2008 review completed.
4.	Secretariat function and duties to the National Policy Coordination Committee improved	100% completion within the FY	100% completed	<p>Secretariat support provided to the National Policy Coordination Committee (NPCC) helped facilitate policy discussion on the following national policies;</p> <ul style="list-style-type: none"> i. Samoa Overseas Medical Treatment Revised Policy 2023 ii. Government Grants for Sports Development Policy 2023-2028 iii. National Samoan Language Framework 2023-2033 iv. Resilient Samoa National Security Policy 2024 v. Samoa Information Security Policy vi. Pola Puipui National Prevention Framework vii. Public Safety CCTV Policy viii. National Medical Laboratory Policy ix. National Crime Prevention Policy x. National Industrial Development Policy xi. Minimum Wage Policy and Operational Manual.
5	Date by which the State Funeral Policy is completed and approved by Cabinet	100% completion by July 2023	Partially Achieved – 90%	<ul style="list-style-type: none"> Policy is in its final stage of approval
6	Date by which the Samoa Diaspora Policy is completed and approved by Cabinet	100% completion within FY.	Partially Achieved – 80%	<ul style="list-style-type: none"> Policy is in its final stage of approval
7	Percentage of CEO-directed research and policies developed and approved on time.	100% completion by June 2024	100%	<ul style="list-style-type: none"> <u>All six (6) Research papers directed by CEO completed.</u>

				<ul style="list-style-type: none"> ○ Entitlements for Head of State, Council of Deputies and Prime Minister. ○ National Crest and Public Seal Act ○ Drug Use Alert ○ Research on the Passport Act ○ Research on the Under Secretaries Act ○ Research on the Ministerial and Departmental Arrangement Act 2003 ▪ <u>Policies</u> <ul style="list-style-type: none"> i. National Security Policy and ii. Implementation Strategy 2024 iii. Occupational Safety and Health Policy
8	Date by which Research on Government Processes and Systems is completed	100% completion By December 2023.	100%	<ul style="list-style-type: none"> ▪ Completed the development of 2 Volumes for Government Services <ul style="list-style-type: none"> ○ Volume 1 – FK (22) 41 (as of the 26th of October 2022) ○ Volume 2 – FK (24)07 (as of the 08th of February 2024) ○ Disseminated to all Government agencies and community
9	Organisational Performance Framework for the Public Sector developed/approved (PASP activity)	100% completion within the FY.	Partially Achieved – 50%	<ul style="list-style-type: none"> ▪ Activity has been carried forward to the new PASP for development and implementation
10	Review of the Ministerial Departmental Arrangement Act is completed	100% completion by June 2024.	Partially Achieved – 50%	<ul style="list-style-type: none"> ▪ Review of the Ministerial Departmental Arrangement Act in progress.
11	Review the National Security Policy	100% completion within the FY.	100%	<ul style="list-style-type: none"> ▪ Updated National Security Policy and Strategy were approved by Cabinet on the 13th of March 2024 – FK (24)10
12	Review the Public Seal and Crest of Samoa Act 1973	100% completion by June 2024	100%	<ul style="list-style-type: none"> ▪ Review completed and tabled for Cabinet consideration at its meeting FK(24)07

13	Date by which the review of the Parliamentary Under-Secretaries Act is completed and endorsed.	100% completion by June 2024	Partially Achieved – 75%	Parliamentary Under Secretaries Act review in progress
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CSU: CORPORATE SERVICES

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. (Goals 16 & 17) <i>S.A.M.O.A Pathway Outcome Statements:</i> Small Island Developing States Accelerated Modalities of Action. <i>Pacific Framework for Regionalism:</i> “focused 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.”			
<i>Pathway for the Development of Samoa 2021/22 – 2025/26</i>	Key Strategic Outcome 3: Security and Trusted Governance		
<i>Public Administration Sector Plan 2020/21 – 2024/25</i>	Objective 1.1 Customer Focus Service Delivery. Objective 1.2: Strengthen transparency and accountability		
<i>MPMC Corporate Plan 2021 - 2026</i>	Goal 2: Efficient and effective secretariat services and support Goal 6: Organisational efficiency and effectiveness		
Performance Measure	Activity	Traffic Light / Progress Indicator	Comments
1. Timely and effective Planning, Budgeting & Reporting	 Annual Report  Annual Management Plan  Draft Operational Manual 2023  Forward Estimates FY 24/25  Budget Annual Review FY 2022/23 & Mid-Year Review FY 23/24  Monthly Financial reports circulate to Management  Audit Management Reports	100% Completed	<ul style="list-style-type: none"> Completed Annual Report FY 2022/23 & Annual Management Plan FY 2023/24 Corporate Services Operational Manual in draft form defer for finalising in FY 2024/2025 Completed Forward Estimates FY 2024/25, Annual Review FY 2022/23, Mid-Year Review FY 2023/24 Completed and finalised Audit Management responses FY 2022/2023. Supplementary request of \$750k approved to settle outstanding from previous FY for supply of passport booklets. Monthly financial analysis and report submitted and discussed with Management during Management meetings.
2. Effective and Improve Human Resource Management	 Implementation of the Recruitment & Selection process  Coordination of the Performance Management System (Appraisals FY	90% completed & Ongoing	<ul style="list-style-type: none"> 31 Recruitment & Selection completed within the FY. 4 contract reappointments 12 promotion 13 new recruits 2 new casual staff

	<p>2022/23 & plans FY2023/24)</p> <ul style="list-style-type: none"> Ministry Human Resource Quarterly Reports Implementation of the Occupational Health and Safety 		<ul style="list-style-type: none"> 14 in the process carried forward and to be completed. 85% of staff Performance Appraisals 2022/23 & 80% Plans 2023/24 completed. Completed and submitted 4th Quarter FY 22/23, 1st, 2nd & 3rd Quarters FY 23/24 OHS Policy, OHS Working Committee and Implementation in place.
3. Enhance and effective Human Resource Development	<ul style="list-style-type: none"> Facilitate at least 20 sessions of Continuous Learning Dialogue Facilitation of staff official travels – Samoa Training Scholarship Committee (STSC) & Cabinet submissions Induction & Awareness programs Conduct staff training analysis and coordinate the Ministry staff Capacity Development Plan 	85% completed and ongoing	<ul style="list-style-type: none"> 11 number of Continuous Learning Dialogue facilitated 9 Samoa Training Scholarship Committee and 17 Cabinet Submissions (includes 1 state visit) 1 Induction program & 1 awareness/refreshers conducted 26 overseas/16 local trainings attended by MPMC staff in FY 23/24
4. Efficient Administration Services	<ul style="list-style-type: none"> Payroll processing Customer Service Monitoring of Working Conditions and Entitlements – Monthly updates of leave and attendance – Leave and attendance report 	100% and ongoing	<ul style="list-style-type: none"> 186 of TY15s processed Service Charter (English version) completed incorporating elements of the PS Complaints Management Policy, Talofa with a Smile initiative & OHS Policy. 1 training conducted by PSC for MPMC nominated staff on Customer Service & Talofa with a Smile campaign Leave and attendance updates circulated regularly to Management and staff.
5. Improved Records Management	<ul style="list-style-type: none"> Review and Develop Records Internal Policy and Guideline Conduct 2 awareness sessions Complete digitisation of Immigration records 	Partially Achieved 80%	<ul style="list-style-type: none"> Draft policy/Guideline in place Awareness session for the whole Ministry deferred to new FY however ongoing advice and collaborative meetings with the relevant staff to discuss issues and resolutions towards records and mailing management systems were held throughout the year. Participated 5 records taskforce meetings facilitated by MEC.

			<ul style="list-style-type: none"> Immigration digitization work still in progress (10% completed) Archived 50 boxes & 274 disposal files
6. Prudent and efficient Accounts & Finance	<ul style="list-style-type: none"> Procurement and Payment processing (95% of all Procurement and Payment process completed within 14 days) Revenue Collection Quarterly Contract Procurement report Contract Procurement Tendering Process 	100% and ongoing	<ul style="list-style-type: none"> 331 Manual Payments & 815 Purchase Orders for Goods and Services processed within the FY with no outstanding commitment carried forward. Total Revenue collected within the FY 23/24 - \$7,622,621.00 (95%) Completed contract procurement for Supply of Passport booklets (Tardis Technology Pty Ltd) and Catering Services for Cabinet Weekly meetings. No outstanding procurement contracts. Secure printing service for the monthly issues of the Savali Samoa with the Government Printing Services reducing 40% costs as per previous printing costs.
7. Effective Transport and Asset Management services	<ul style="list-style-type: none"> Stock take of assets & Updated Asset Register (Manual & F1 system) Quarterly meetings of the Drivers Forum Quarterly inspections of MPMC fleet Asset Control Management Policy Vehicle Management Policy Quarterly analysis of Petrol usage and Vehicle Running sheets 	Partially achieved 80%	<ul style="list-style-type: none"> 1 Stock take of assets conducted within the FY with final report to be finalised. Formal Quarterly meetings of the Drivers' forum were not possible throughout the year however regular one-on-one sessions with Drivers were conducted to ensure safety on the roads and compliance to regulations and policies that relates to their duties. 1 Full vehicle inspections conducted by the Internal Auditor in collaboration with the Transport team. Final Vehicle Management Policy in place to be tabled and endorsed by Management. Monthly Petrol usage analysis circulated for information of management during management meetings

			<ul style="list-style-type: none"> ▪ Funds secured in FY 24/25 for the procurement of new vehicle for the HOS. ▪ 2 vehicle written off and yet to be replaced. ▪ A total of 24 new assets procured to replace written off assets within the Financial Year.
8. Effective coordination of State services	<ul style="list-style-type: none"> ▪ Independence celebration 2024 ▪ Prayer and Fasting Week ▪ Atoa o Samoa Executive Meetings ▪ National and Cabinet Ceremonies 	100% Completed	<ul style="list-style-type: none"> ▪ 342 Invitations sent out for the Independence Thanksgiving Service on Sunday, 02/06 and Flag Raising Ceremony on Monday, 03/06, 61 Invitations sent out for the 62nd Independence Luncheon at Taumeasina. ▪ Forty four (44) procurement and payments processed for the 62nd Independence ceremonies. ▪ Coordinated Faaoso a le Malo for 2 Meetings held within the FY – October 2023 & May 2024 ▪ Coordinated the Prayer and Fasting week from 07 – 12 Jan 2024 ▪ Assist with the coordination of sworn-in ceremonies for new Cabinet Ministers in September 2023 & new CEOs in November 2023