



Ministry for Public Enterprises

Corporate Plan 2021-2024

I am pleased to present the Ministry for Public Enterprises' Corporate Plan 2021 - 2024, prepared in accordance with the Public Bodies (Performance and Accountability) Act 2001. This Plan will guide the work of the Ministry for Public Enterprises over the next four years from 1 July 2021 – 30 June 2024, and in line with Samoa's Strategy for the Development of Samoa 2020/21-2024/25.

The ultimate goal of the Ministry is to improve governance, financial management and compliance of all public bodies as well as implementing Government's divestment policy in accordance with the Public Bodies (Performance & Accountability) Act 2001.

Efforts to enforce compliance through sound policy advice and monitoring reports has paid off, with over \$27.4million dividend paid by Public Trading Bodies to the Government in the last Corporate Planning period (2016-2020) and provision of efficient and effective services by Public Beneficial/Mutual Bodies.



As the Minister responsible for Public Bodies, I foresee here will challenges throughout the implementation of this Plan. However, there are viable strategies incorporated in this Plan that shall allow the Ministry to take these on and ensure the achievement of its objectives.

Soifua ma ia manuia.

Hon. Leatinu'u Faumuina Wayne Sosialo
MINISTER FOR PUBLIC ENTERPRISES



Table of Content

Foreword.....	2
Acronyms.....	4
Message from the Chief Executive Officer.....	5
Introduction	8
Mandate.....	9
Our Purpose	10
Our Values and Principles	11
Goals and Objectives.....	12
Organisational Structure	13
Implementation Matrix	14
SWOT Analysis	30



Acronyms

AR	Annual Report
CARS	Common Administration Retention Schedule
CEO	Chief Executive Officer
CEMD	Commercial Entities Monitoring Division
CP	Corporate Plan
CSD	Corporate Services Division
CSO	Community Service Obligation
DPIC	Declaration of Pecuniary Interest & Convictions
HR	Human Resource
ICT	Information & Communication Technology
ISC	Independent Selection Committee
IT	Information Technology
MBMD	Mutual & Beneficial Monitoring Division
MD	Managing Director
MPE	Ministry for Public Enterprises
PASP	Public Administration Sector Plan
PBGD	Public Bodies Governance Division
PPP	Public Private Partnership
PPPPD	Public Private Partnership & Privatization Division
PTB	Public Trading Bodies (equivalent to Commercial Entities)
PTO	Public Trust Office
QR	Quarterly Reports
R&S	Recruitment & Selection
SDS	Strategy for the Development of Samoa
SCO	Statement of Corporate Objectives
SHC	Samoa Housing Corporations
SOE	State Owned Enterprise
SPL	Samoa Post Limited
SWOT	Strengths, Weakness, Opportunity & Threats
WOA	Warrant of Appointment
WTO	World Trade Organisation



Message from the Chief Executive Officer

The Ministry of Public Enterprises (MPE) Corporate Plan 2021-2024 is the second plan since the Ministry's establishment in 2015. The main focus of the first Corporate Plan 2017-2020 was on improving compliance, enhancing performance and accountability with an emphasis on improving service delivery for all twenty seven Public Bodies.

Since the first corporate plan, the Ministry has grown not only in terms of staff but also the scope of work as a result of the public sector reforms across Public Bodies or also known as State Owned Enterprises (SOE). Notwithstanding the significant challenges presented by governments reform agenda, MPE has achieved numerous milestones.

Firstly, the Ministry has strengthened Public Bodies Governance, the reforms have seen the removal of ex-officios from most government Boards and the reduction of the Board composition from seven to five members. These changes were the result of the Governance Framework developed and reviewed to strengthen roles and responsibilities of the Board of Directors.

The Ministry has enhanced the profitability, compliance, financial sustain-ability and service delivery of Public Trading Bodies. There has been a huge in-crease in dividend collection and compliance from Public Trading Bodies with highest dividends collected in FY18/19 of SAT15 million. In part, the review of the Return on Equity (ROE) and Dividend Policies which revised the Dividend from 50% of Net Profit After Tax (NPAT) to 35% of NPAT subject to Solvency Test. With predicament of the COVID 19 pandemic, MPE fore-see a potential drop in Dividend collection for the first two Financial Years of this plan as most Trading Bodies have been heavily affected by the borders lockdown and National State of Emergency orders.

MPE have enhanced the compliance, financial sustainability and service delivery of Public Beneficial and Mutual Bodies. The Ministry developed tailor-made Key Performance Indicators differentiated based on whether they are trading, mutual or beneficial; and in effect introduced the Risk Assessment Framework as mandatory reporting requirements. Moreover, reporting process and format of quarterly and annual performance reports have been simplified from Public Bodies to the Shareholding Ministers. Additionally, the Measles Epidemic and the COVID19 pandemic has affected our economy especially our Tourism Sector which led NPF to pay out its highest (6.1%) Cash Dividend Pay-out ever recorded by

Instalment of SAT43million.

The Ministry has identified potential Privatization and PPP programs as part of implementing the Government Divestment program. The guidelines and frameworks were developed and Cabinet has finally approved PPP of Samoa Post Limited following its Privatization process.

Finally the Ministry has built an efficient Institutional support services facilitated by thirty five (35) staff members spread across five divisions. In February 2020 the Ministry successfully relocated its office to the SNPF Plaza. The new premises provide more space and allowed an operational set up that has enhanced the quality of the services being provided. Since 2017, the Ministry has published its Workforce Plan, Communications Strategy and has consistently complied with reporting requirements by Public Service Commission (leaves and appraisals) and with Ministry of the Prime Minister and Cabinet on the submissions of Annual Reports and Cabinet Submissions as well as the submission of Annual Budget Bids to the Ministry of Finance.

All of these achievements demonstrate the Ministry's ongoing commitment to strengthen public bodies' performances and to sustain valuable contribution public bodies are making to the economy of Samoa.

This next Corporate Plan will focus on three objectives – (1) To **improve Public Bodies Compliance** with legislative and policy requirements; (2) support the provision of **High Standard and Efficient Services**, by public bodies and (3) increase the **Returns on Government Investments**.

These are aligned to our National Plan "Strategy of the Development of Samoa" and in support of the Public Administration Sector Plan goals and objectives.

The ultimate Goal of this Ministry is its ongoing commitment to strengthen public bodies' performances and ensure these public bodies are making and sustaining valuable contribution to the economy of Samoa through sustainable development and broadening employment opportunities for its people.

Nourishing positive relations with all the relevant stakeholders including Public Bodies and other line Ministries is important to ensure the effective implementation, reporting and monitoring of planned activities. Ongoing capacity development for human resource is an essential investment to ensure the Ministry is well equipped to achieve its mandate.

Every effort will be made to ensure the readiness of the Ministry to endure any challenges and risks that may arise in the future.

I continue to rely on the collective effort and commitment of everyone in the Ministry to achieve the expected out-comes laid out in this Corporate Plan 2021-2024.

A handwritten signature in blue ink, appearing to read 'Elita To'ooda', is centered on a light yellow rectangular background.

Elita To'ooda
CHIEF EXECUTIVE OFFICER

Introduction

The Ministry for Public Enterprises Corporate Plan 2021-2024 is designed to support the direction set out by the Strategy for the Development of Samoa (SDS) and respective Sector Plans such as the Public Administration Sector Plan (PASP).

SDS Vision

“Improved Quality of life for all”

The new Corporate Plan is a framework that will hold the Ministry accountable for the quality of advice provided to Public Bodies to strengthen their compliance, performance, quality of service to the public and return of investment by government. Our efforts to achieve our vision and mission will be challenging as we operate in a vibrant environment with a number of contributing factors beyond our control. Nevertheless we are

Our Vision:

“Sound Policies, High Performing Public Bodies”

Our Mission:

“To Strengthen public bodies performance by providing quality advice to ensure they are making a valuable contribution to economic and social development”

confident in our ability to move forward with this Corporate Plan knowing we have the support of Cabinet and Public Bodies.

Moving forward the Ministry will focus to be fully recognized as a central agency of government and ensure to build and restructure its staff capacity to meet and adapt to growing responsibility and scope of work as indicated in our strategic plans. Moreover, the Ministry recognizes the implementation of its key roles and responsibility due to its organisational strengths, however, it also does not fail to identify its weakness, opportunities and threats that may occur during this planning period (SWOT analysis).

The word "Mandate" is written in a green, sans-serif font. To its left is a graphic consisting of two overlapping green diagonal bars and a horizontal bar with a repeating geometric pattern. A thin horizontal line is positioned below the graphic and text.

Mandate

The Ministry is guided and governed under the Public Bodies (Performance & Accountability) Act 2001. The Act puts in place arrangements and provisions designed to enhance the performance and accountability of Public Bodies so that they provide a quality service to the public. The following are other legislations and policies governing the work of the Ministry:

- Constitution of the Independent State of Samoa;
- Public Finance Management Act 2001;
- Public Service Commission Act 2004.
- Treasury Instructions 2012;
- Strategy for the Development of Samoa (SDS);
- Public Administration Sector Plan (PASP);
- Cabinet Directives;
- ROE Policy 2018;
- Ownership Performance & Divestment Policy 2003;
- Dividend Policy 2018



Our Vision

"Sound Policies, High Performing Public Bodies"

Our Mission

"To Strengthen public bodies performance by providing quality advice to ensure they are making a valuable contribution to economic and social development"

Our Outcomes

Our primary focus is to enhance the performance and accountability of Public Bodies to ensure they provide the best possible service to the people of Samoa. With this in mind we have identified three outcomes the Ministry will be responsible for delivering:

OUTCOME 1:

"Improve Compliance". To foster full compliance by Public Bodies with the legislative and policy frameworks approved by Government for the SOE sector.

OUTCOME 2:

"High standard, efficient services". To provide timely and sound policy advise to Public Bodies to ensure high standard and efficient services to the public.

OUTCOME 3:

"Government Investment." To support the efforts of public bodies to provide an Economic & Social return on Government investment."

Our Values and Principles

Accountability and Transparency

Taking action and taking responsibility

Efficiency and Effectiveness

Achieving our goals for the benefit
of Samoa.

Honesty and Respect

Being truthful and treating everyone with
courtesy and respect.

Impartiality

Providing impartial advice and making decisions
on their merits

Support & Collaboration

To be supportive and work collaboratively with
stakeholders

Goals and Objectives

GOAL 1

Strengthen Public Bodies governance and regulatory frameworks.

GOAL 2

Effective monitoring and policy advice via consultative approaches that drives improved performance of Public Trading Bodies.

GOAL 3

Develop policies/regulations and provide sound advice to enhance compliance, financial sustainability and service delivery of Public Beneficial & Mutual Bodies.

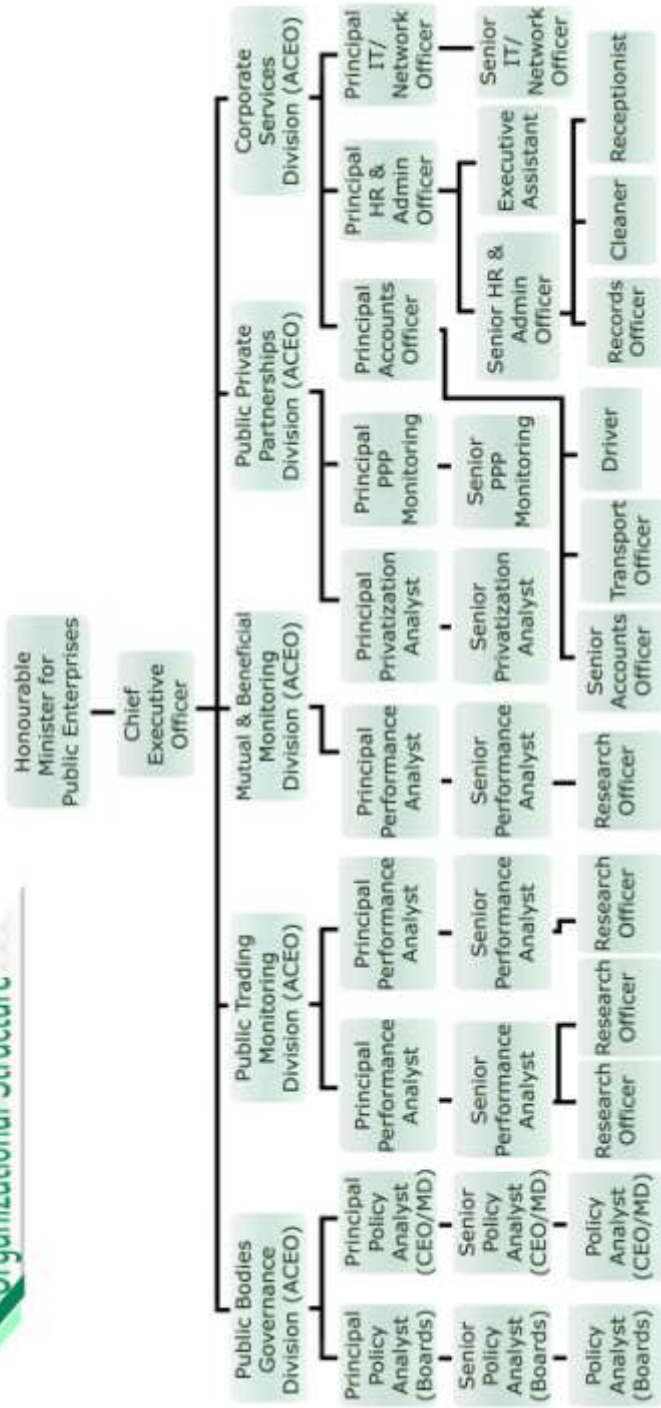
GOAL 4

Effective identification, implementation and monitoring of PPP and Privatization programs. .

GOAL 5

Efficient institutional support services

Organizational Structure



Implementation Matrix

GOAL 1

Strengthen Public Bodies governance and regulatory

STRATEGY	ACTIVITY & INITIATIVE	PERFORMANCE INDICATOR	TIME FRAME	RESPONSIBLE DIVISION
Ensure timely recruitment of Directors.	Implement R&S process for all vacancies.	All R&S to be completed within 3 months of the position becoming vacant.	On-going	PBGD
	Warrant of Appointments (WOA) and Declaration of Pecuniary Interest & Convictions (DPIC) in place for all Directors.	All Directors (100%) to have a signed WOA Within 4 weeks of appointment by Cabinet.	On-going	PBGD
		All Directors (100%) to have signed a DPIC within 4 weeks of accepting of offer of employment	On-going	PBGD
	Provide efficient secretariat support to the Independent Selection Committee (ISC).	Agenda and Meeting documents to be circulated to the ISC 2 weeks before each ISC Meeting.	On-going	PBGD
		Minutes for all ISC meetings to be endorsed by the Chair 5 days after each ISC meeting.	On-going.	PBGD
		Prepare quarterly financial statement for Management on the utilisation of ISC funds	On-going.	

Strengthen performance of Directors and Boards.	Implement the Performance Monitoring Framework for Directors.	Conduct 2 nd performance review for Directors & Boards.	October 2021	PBGD
		Conduct 3 rd Performance review for Directors & Boards.	July 2023	PBGD
Effectively monitor the performance of CEOs & MDs.	Implement the R&S Guidelines for Public Body CEOs & MDs.	95% compliance by Public Bodies with the R&S Guidelines for CEOs & MDs.	On-going	PBGD
		Conduct a review of the R&S Guidelines Public Body CEOs & MDs and identify areas of improvement in accordance with activity 22-23, Public Administration and Sector Plan.	June 2022	PBGD
	Implement the PMF for Public Body CEOs, GMs & MDs	95% compliance by Public Bodies with the PMF for CEOs, GMs & MDs.	On-going	PBGD
		Conduct a review of the PMF Public Body CEOs, GMs & MDs.	June 2022	PBGD

GOAL 2

Effective monitoring and policy advice via consultative approach that drives improved performance of Public Trading Bodies.

STRATEGY	ACTIVITY & INITIATIVE	PERFORMANCE INDICATOR	TIME FRAME	RESPONSIBLE DIVISION
Implement the Classification Guideline for Public Bodies	Follow up Cabinet directive on the Classification guideline	FK by September 2020	September 2020	CEMD
Implement the Classification Guideline for Public Bodies	Develop Action Plan for Implementation	Action plan in place for implementation and consultations by December 2020	December 2020	CEMD
		Amendments to PB Act 2001 passed by Parliament by December 2021.	December 2021	CEMD
Improving Government Returns on Equity in Public Trading Bodies	Report to Cabinet on issues impacting performance of PTBs and ways to improve.	Cabinet submission endorsed by Minister MPE by October 2020	October 2020	CEMD
		FK by December 2020	December 2020	CEMD
	Implement Action Plan based on FK approval content.	Complete implementation by December 2021	December 2021	CEMD
		Amendments to PB Act 2001 passed by Parliament by December 2021.	December 2021	CEMD
Strengthening transparency and accountability by PTBs	Remodel the SCO as a Performance agreement	Improved SCO Mechanism (template and process) in place by September 2021	September 2021	CEMD

	Review And document existing unfunded mandates across all PTBs to determine impact on ROE	Stock take Cabinet and ministerial decisions on unfunded CSOs and report by September 2021	September 2021	CEMD
		Improved CSO Process implemented by December 2021	December 2021	CEMD
		All CSO notices to be published in PTB ARs in years thereafter	October 2022	CEMD
	Integrate unfunded mandates into the Corporate planning and performance monitoring framework	Unfunded social policy objectives included in SCO.	June 2022	CEMD
	Improve financial management of SOEs to enhance ROE	Surplus Capital guideline approved Capital structure guideline approved Asset utilization guideline approved Redundant Assets guideline approved Capital expenditure and business cases Guidelines approved	June 2021	CEMD

Improve compliance of PTBs to reporting requirements, Planning frameworks and policies	Regular follow up on reporting guidelines and timeframes	On average 95% compliance to QR deadlines Over the four year period AR compliance to be at 80% every year. 95% of PTBs included in Over-All Report to Cabinet for both QR and AR		CEMD
	PTBs Performance monitoring, analysis and implementation of FK re issues raised	80% issues resolves on an annual basis	Annually	CEMD
	Review PTBs Corporate Plans and Statement of Corporate objectives 2021-2024	Review of all PTBs CP and SCO completed and approved for implementation by December 2020. Mid-term review of CP 21-24 by June 2022 Improved SCO Mechanism implemented by June 2022	December 2020 June 2022 June 2022	CEMD

	Continue follow up of dividends as per Dividend Policy 2018.	Paid 90-95% of budgeted minimum dividend on an annual basis.	Annually	CEMD
		90% compliance to dividend policy on an annual basis	Annually	

Strengthening Fiscal Risk Management	Develop a fiscal risk assessment framework for PTBs	Fiscal risk assessment framework for PTBs draft by December 2023	December 2023	CEMD
	Prepare an annual consolidated fiscal risk report	Consolidated SOE Fiscal report by June 2024	June 2024	CEMD

GOAL 3

Develop policies/regulations and provide sound advice to enhance compliance, financial sustainability and service delivery of Public Beneficial & Mutual Bodies.

STRATEGY	ACTIVITY & INITIATIVE	PERFORMANCE INDICATOR	TIME FRAME	RESPONSIBLE DIVISION
Improve compliance to Reporting Requirements and policies	Regular follow up on the submissions of QRs and ARs to MPE to guarantee timely advice are provided to Shareholding Ministers	Average of 85% Quarterly reports submitted 1 month after Quarter.	On-going	MBMD
		Average of 80% Annual reports submitted by October 31 st every year	Annually	MBMD
	Work with CEMD in compiling of overall quarterly and annual report to Cabinet on the Performance of PBs to further enhance Service delivery.	90% of Mutual and Beneficial Bodies included in the Overall Report to Cabinet for both quarter and Annual.	On-going	MBMD
	Review Corporate Plans (CP) and Statement of Corporate Objectives (SCO) 2021 -2024 to ensure alignment to respective Sector Plans as well as National Plan	Corporate Plan: 100% submission to Cabinet for approval before January 2021	January 2022	MBMD
	Conduct Mid-Term review for CPs 2021-2024	100% Mid-Term review of CPs completed	December 2023	MBMD
	Review draft Corporate Plans (CP) and Statement of Corporate Objectives (SCO) 2025-2028 to ensure alignment to respective Sector Plans as well as National Plan	90% drafted CPs submitted to MPE for Review	March 2024	MBMD
	Conduct site visits to follow up on compliance with legislations, government policies, and FKs	One visit within The planning Period	2024	MBMD
Strengthen Financial sustainability	Financial monitoring And analysis of reports on a quarterly and annual basis	Current ratio is above the 2:1 ratio every year Mutual - 100% Beneficial - 80%	Quarterly and Annually	MBMD

		Positive cash flow recorded Mutual - 100% Beneficial - 80%	Annually	MBMD
		80% of beneficial Bodies to achieve Breakeven	Annually	MBMD
	Analyse and review Returns on contributors' funds.	ALL Mutual Bodies to achieve a Profit	Annually	MBMD
		ALL Mutual to achieve profit Targets by SOEs as set in CPs are achieved throughout the planning period.	Quarterly and Annually	MBMD
		At least an increase in returns to members contribution after every Financial year	Annually	MBMD
	Improve and enhance Budget Process for Beneficial Bodies	1% reduction in Government Grants approved every year	Annually	MBMD
		Provide advice on financial performance of Beneficial Bodies at Budget Committee Meetings	On-going	MBMD
	Analyse and review investment projects	At least an increase in income from investment portfolio after every year.	Annually	MBMD
	Holistic (3 FY) Report on the impacts of the Epidemic and the COVID-19 Pandemic on PBs	Compiled COVID-19 Impact Analysis for Mutual and Beneficial Bodies for FY2019-2021	June 2022	MBMD
		Draft Response Plan for Mutual and Beneficial Bodies post COVID-19	June 2023	MBMD

Develop and review legislation, policies and regulations to strengthen the monitoring role and its contribution to the whole Public Sector	Review Public Bodies Act 2001 to reflect the growth in scope of work undertaken by MPE in assistance to its contribution to improve the whole Public Sector	Amendments finalized by AG's Office.	December 2021	MBMD
		Amendments approved by Cabinet	March 2022	MBMD
		Amendments passed in Parliament	December 2022	MBMD
	Review monitoring and evaluation frameworks for monitoring and enhancing transparency & accountability	Revisit the set of KPIs used to monitor performance of Mutual and Beneficial Bodies	March 2023	MBMD
	Develop an Investment Policy to guide PB's investment decisions	Draft Investment policy in place	December 2021	MBMD
		Consultation with PB's	March 2022	MBMD
		Final Policy approved by Cabinet.	June 2022	MBMD
	Develop Guidelines/Templates For Investment Policy	Draft Business Plans/Cases Template	April 2023	MBMD
		Draft Tender Document for Commercial Agreements for Investment Advisors	June 2024	MBMD
	Develop a framework/ Template for newly created vacancies of PBs (New role on HR issues of PB's)	Draft Template in place	January 2022	MBMD
		Consultation with PBs	February 2022	MBMD

		Final template approved by Cabinet	March 2022	MBMD
	Develop a Risk Assessment Framework for all PB's	Draft in place	June 2022	MBMD
		Risk Assessment rolled out to PB's	June 2023	MBMD
	Develop Performance Management Tools/Manuals for Mutual and Beneficial Bodies to enhance effectiveness	Draft Performance Plan Template in Place	June 2022	MBMD
		Draft Performance Appraisal Template in Place	June 2022	MBMD
		Draft Induction Program Template in place	June 2022	MBMD
	Develop Database to stock-take skill gaps within Mutual and Beneficial Bodies	Draft Database in place	December 2022	MBMD
	Develop Database to stock-take terms and conditions of all contract workers within Mutual and Beneficial Bodies	Draft Database in place	December 2022	MBMD
	Drive the formulation of Annual performance agreements between the Shareholding Ministers, Board and Management of PBs	Draft Annual Performance Agreement in place	June 2023	MBMD

Implementation of the Reclassification of Public Bodies	GCA and LTA classified as Beneficial Bodies	Revised KPI finalized and rolled out	December 2020	MBMD
	Review Mutual and Beneficial Monitoring Divisional Structure to cater for the increase in Public Bodies monitored under this Division (as a result of the Reclassification Reform)	Draft Divisional Proposal in place	June 2022	MBMD

	Review Income Tax application to Mutual and Beneficial Bodies	Draft Review in place	June 2022	MBMD
An up-skilled Workforce to Cater for SOE Reform	Explore opportunities for Capacity Building in Policy development, reforms etc.	Trainings and Workshops Database in place	On-going	MBMD
	Formulate a Policy to guide any change in SOE organizational structures	Draft Policy in place	December 2023	
Support Delivery of MPE's mandate	Support preparation of MPE's Corporate Plan, Annual Report and Human Resource Management Report (Workforce Plan)	Develop Divisional Plan	June 2021	MBMD
		MPE Corporate Plan	March 2024	MBMD
		Prepare MBMD's progress report for MPE Annual Report	Annually	MBMD
	Provide MPE reports upon request from Public Bodies to support their submissions to Cabinet	Provide MPE report to CEO for endorsement 5-10 working days upon receipt of request	Monthly	MBMD

GOAL 4

Effective identification, implementation and monitoring of PPP and Privatization programs.

STRATEGY	ACTIVITY & INITIATIVE	PERFORMANCE INDICATOR	TIME FRAME	RESPONSIBLE DIVISION
Effective Policy development and promotion	Develop a Corporatization policy	Draft policy	December 2021	PPPPD
	Complete and submit policy for Cabinet's approval	Complete review	June 2022	PPPPD
	Review existing policies (PPP and Privatization) and develop a new one	Recruit a Technical assistance	June 2022	PPPPD
		Complete preliminary review	September 2022	PPPPD
		Complete review	December 2022	PPPPD
	Conduct awareness program/consultations	Complete at least one awareness program	Annually	PPPPD
		Complete appropriate consultations	Annually	PPPPD
	Retain connections with international PPP partners	Carry out at least one marketing test for candidates	Annually	PPPPD
		Attend at least 2 forums/meetings	Annually	PPPPD
Effective Identification of PPP and Privatization candidates	Identify appropriate PPP and/or Privatization candidates	Conduct preliminary review	1 st quarter annually	PPPPD
Effective assessment of identified PPP and Privatization Candidates	Implement detail assessment of the identified candidates	Conduct detail assessments	On-going	PPPPD

		Submit assessment report to PPP Steering Committee for endorsement	Within 2 months of its completion	PPPPD
		Submit at least one assessment report to Cabinet	On-going	PPPPD
Successful implementation of PPP and Privatization Options	Implement preparation for the candidate prior to the tender (SPL privatization/PPP)	Complete preparation of the candidate prior to the tender: 1. Finalize UTOS interest 2. Complete valuation for SPL 3. PPP endorsement	March 2022	PPPPD
		Submit preparation (UTOS interest/valuation) report to Cabinet for approval	June 2022	PPPPD
		Complete all tender documents	September 2022	PPPPD
	Tender process and contract award	Complete tender process (include due diligence)	June 2023	PPPPD
		Complete Contract award process	December 2023	PPPPD
	Transaction/sale	Execute contract and finalize any issues	June 2024	PPPPD

GOAL 5

Efficient institutional support services

STRATEGY	ACTIVITY & INITIATIVE	PERFORMANCE INDICATOR	TIME FRAME	RESPONSIBLE DIVISION
Ensure effective And efficient administration/ management of Human Resource/People Practices and Delivery of services	Implementation of Performance Management system	Ensure 100% compliance of all MPE staff	Annually	CSD
	Compliance with Working conditions and entitlements, people one, code of conduct and grievances guidelines	Quarterly HR reports to PSC	Quarterly	CSD
	Review and Implement Workforce Plan	Conduct review of the current Workforce Plan and formulate a new plan to go in line with Corporate strategy.	December 2021	CSD
	Implementation of Effective Recruitment and Selection process.	Maintain high percentage 90 to 100% of occupied positions	On going	CSD
	In place comprehensive Records Management system.	100% Compliance with CARS and Code of best practice	On going	CSD
	Promote customer service support	Conduct and complete customer service survey	Annually	CSD
	Efficient transport services	Full compliance with PFM Vehicle Regulation 2015	On going	CSD

	Promote and ensure a safe working space in accordance with Occupational Safety and Health Guidelines Ensure high standard office maintenance	Full compliance with OSH guidelines administered by MCIL and FESA	On going	CSD
		Excellent office hygiene and effective collaboration with building Manager with regards to Office maintenance requirements	On going	CSD
Enhance financial Management process and control	Budget formulation and compilation	Full compliance with Government budget cycle	On going	CSD
	Provide support to CEMD for the collection and recording of all dividend payable.	Compliance with accounts receivable process.	Annually	CSD
	Process and verify all transactions	Compliance with procurement manual and treasury instructions	On going	CSD
	Compilation of Annual Reports for the Ministry	Annual Report must be tabled to parliament within 3 months after the financial year	Annually	CSD
Improve and enhance ICT support	Manage update MPE Website	Ensure website uptime of 24/7	On going	CSD
	Review and update IT Policies when required to meet MPE needs and align with Government IT policies and legislation.	Ensure to implement any change in policies.	Annually	CSD
	Manage IT infrastructure (hardware/ Software) to ensure it meets best IT and Cyber security practice given available resources.	Provide monthly IT reports to Management	Monthly	CSD

	Engage in Government IT initiatives to both provide and give Technical assistance and keep abreast of Latest IT developments in Samoa and abroad.	Participate in government and non-government activities/forums / trainings / workshops, and Provide reports accordingly.	On going	CSD
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SWOT Analysis

<u>STRENGTHS</u>	<u>WEAKNESSES</u>
<ul style="list-style-type: none"> • Taking lead and ownership of its monitoring role. • Strong policy framework in place • Qualified and dedicated personnel • Strengthened board compositions • Good leadership • Effective communication • Encourage teamwork & innovative ideas. • Increased level of efficiency • High Focus on Job Development and capacity building 	<ul style="list-style-type: none"> • Lack Legal expertise (No legal personnel) • Increasing scope of work will affect workload and requires changes to organisational structure. • Budget constraint and limited resources available • Inability to retain personnel and attract new talent • Delay in reporting processes (specifically for Monitoring divisions) due to: <ul style="list-style-type: none"> ▪ Late submission of CPs from SOEs ▪ Decrease in number of working staff in SOEs
<u>OPPORTUNITIES</u>	<u>THREATS</u>
<ul style="list-style-type: none"> • Innovative Technology for online meetings and workshop due to Covid 19 restrictions. • Training & workshops for capacity building (in-office, locally, overseas & online) • Government Salary increase • More consultations/site visits • Technical Assistance • Recovery Plan (disaster/global pandemic) 	<ul style="list-style-type: none"> • Global pandemic • Social, Economic and Political influence • Environmental risk • Low compliance to reporting and dividend policy by SOEs. • Loss of institutional knowledge and experience due to staff turnover.