



Government of Samoa
Ministry of Women, Community and Social Development

LEGISLATIVE ASSEMBLY OF SAMOA

FIRST ANNUAL REPORT

OF THE

**MINISTRY OF WOMEN, COMMUNITY
AND SOCIAL DEVELOPMENT**

**for the period of July 01 2003
to June 30 2004**

To be laid before the Legislative Assembly

GOVERNMENT OF SAMOA

**OFFICE OF THE MINISTER FOR WOMEN, COMMUNITY
AND SOCIAL DEVELOPMENT**

The Honourable Speaker

The Legislative Assembly of Samoa

In compliance with Section 18 (2) of the Ministry of Women Affairs Act 1990, Section 17 (2) of the Ministry of Internal Affairs Act 1995 and Section of the Ministry of Youth Sports and Culture 1993, I have the honour to lay before you copies of the first Annual Report for the Ministry of Women, Community and Social Development for the period of July 1 2003 to June 30 2004, for tabling before the Legislative Assembly of Samoa.

This report documents activities implemented by the Ministry within this financial year, in accordance with the above identified Acts.

Hon. Tuala Ainiu Iusitino

**MINISTER OF WOMEN, COMMUNITY AND
SOCIAL DEVELOPMENT**

GOVERNMENT OF SAMOA

Ministry of Women, Community and Social Development

Honourable Tuala Ainiu Iusitino

**MINISTER OF WOMEN, COMMUNITY AND
SOCIAL DEVELOPMENT**

In accordance with Section 17 (1) of the Ministry of Women Affairs Act 1990, Section 17 (1) of the Ministry of Internal Affairs Act 1995 and Section of the Ministry of Youth, Sports and Culture Act 1993 , I hereby submit the first Annual Report for the Ministry of Women, Community and Social Development for the period of July 1 2003 to June 30 2004.

This report contains a summary of the activities implemented during this financial year, in accordance with the requirements of the above identified Acts.

Luagalau Foisagaasina Eteuati Shon

CHIEF EXECUTIVE OFFICER

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INTRODUCTION

The Ministry of Women Community and Social Development (MWCSO) has been established under the Ministerial Arrangements Act in February 2003.

MWCSO is an amalgamation of the former Ministry of Women Affairs, Ministry of Internal Affairs, the Division for Youth formerly under the Ministry of Youth Sports and Culture, and the Division for Printing, formerly under the Ministry of the Prime Minister.

This report gives an account of the highlights MWCSO has successfully achieved in its first fiscal year of operation FY 2003-2004.

The merge of three different Ministries to become one has been extremely challenging. Some major changes have to be made and these ranged from structural changes, policy changes to attitudinal changes which has been most difficult given the close attachment of the staff to their former Ministries and work systems. However, the determination and commitment of the Management and staff of MWCSO has facilitated a fairly smooth transition without any major disruptions, thus resulting in a successful first year of operation.

The Ministry's first ever Corporate Plan 2004-2007 has been formulated during this year and it clearly sets out the strategic direction, goals and objectives which shall guide its implementation strategies and activities over the next three years.

The Ministry's Annual Management Plan 2004 has also been developed this year and is elicited directly from the Corporate Plan 2004-2007, but specific on the activities earmarked for 2004-2005 fiscal year.

Other highlights include the usual major events that have been implemented under the administration of the former Ministries but which still continue under the new Ministry. These include the annual celebration of the National Mothers Day of Samoa, the National Youth Week, and the International Women's Day.

Moreover, the milestones achieved through the MWCSO's involvement in regional projects administered and coordinated by the various Divisions such as (a) the AusAID funded Pacific Children's Program coordinated by the Division for Women; (b) the Village-based Development Program coordinated by the Division of Internal Affairs and the (c) UNDP funded TALAVOU Project coordinated by the Division for Youth.

The Ministry has highlighted a key theme in its first Corporate Plan the phrase – Ua taoto le ataata o taulelei meaning 'Here lay reflections of exemplary development'. The Ministry is highly optimistic that a lot of positive developments lie ahead as it strives towards the achievement of its corporate vision, mission and strategic goals.

SECTION 1 THE MINISTRY OF WOMEN COMMUNITY AND SOCIAL DEVELOPMENT

1.1 Mandate

The Ministerial and Departmental Arrangements Act 2003 sanctions the amalgamation of MWCSO. However the MWCSO currently awaits its own legislation drafted by the Attorney General's Office.

Whilst awaiting its official legislation the MWCSO's work is administered by the following mandates:

- ❖ Government's Strategy for the Development of Samoa (SDS) 2002-2004
- ❖ Ministry of Women Affairs Act 1990 and Amendment Act 1998
- ❖ Ministry of Youth Sports and Cultural Affairs Act 1993 (*provisions pertaining to Youth*)
- ❖ Ministry of Internal Affairs Act 1995 and Amendments 1998
- ❖ UN Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) ratified by the government of Samoa in 1992
- ❖ UN Convention on the Rights of the Child (CRC) ratified by the government of Samoa in 1994

1.2 MWCSO's Vision

***“To be the lead agency in Samoa in the provision of community welfare and social services to advance the attainment of quality of life for all”
(MWCSO Corporate Plan 2004-2007)***

1.3 MWCSO's Mission Statement

“To work in partnership with stakeholders to strengthen the social structures of Faa-Samoa to ensure the sustainable development of the spiritual, cultural, social and economic wellbeing of families and communities”

1.4 Objectives of the Ministry

The MWCSO has identified five broad objectives for its three-year Corporate Plan:

2. To provide quality advice on national policies and plans to promote the spiritual, cultural, social and economic development of families and communities
3. To coordinate the provision of effective and efficient community and social development services to enhance social harmony and economic wellbeing of families and communities
4. To promote a gender responsive orientation in national initiatives so as to provide more choices and opportunities for women, men, youth and children
5. To provide quality and affordable printing services for government and private customers
6. To strengthen Human Resources Management as well as Corporate Services systems, to support the efficient and effective delivery of services

1.5 Functions of the Ministry

The Ministry's major functions in order to achieve the above identified objectives are:

- (i) Policy Advice
- (ii) Village Development
- (iii) Advancement of Women
- (iv) Protection of Children
- (v) Youth Development
- (vi) Research Planning and Information Dissemination
- (vii) Printing Services
- (viii) Corporate Services

SECTION 2: ACHIEVEMENTS AND INITIATIVES

2.1 OFFICE OF THE MINISTER

The Honourable Minister, Afioga Tuala Ainiu Iusitino pioneered the amalgamation of the new Ministry of Women and Community Development. His steady and exceptional leadership has resulted in the success of the Ministry's first year of operation.

The Chief Executive Officer and Executive Management provided advice and technical services for the Minister as required. The administrative services were provided by the Division for Corporate Services. The daily support services were provided by the First and Second Secretaries, a Ministerial Driver and Tea Lady.

2.2 OFFICE OF THE CEO

The Chief Executive Officer was member to various Government Boards and Steering Committees. Participation and attendance in meetings coordinated by these Committees was appreciated particularly in strengthening the linkages between the work of other sectors and that of the MWCSO.

This year the National Committee for the 'Ie Samoa' was established and the Chief Executive Officer was appointed as the Secretary for the 'Ie Samoa Committee'.

In accordance with the Chief Executive Officer's Performance Contract the following were achieved:

- Coordinated Management meetings throughout the transition phase of the realignment
- Managed the establishment of systems and procedures for the new Ministry
- Managed the establishment of the Ministry's first Corporate Plan and Service Charter
- Managed differing views/perspectives of staff during transition phase
- Chaired meetings with Pulenuu in regards to resolving village disputes
- Chaired meetings with Government Women Representatives in the initial stages of their establishment
- Developed Guidelines for Pulenuu in the performance of their duties and responsibilities

Following were submissions endorsed by the Honourable Minister during the fiscal year

- MWCSO Corporate Plan 2004 - 2007
- MWCSO Annual Management Plan 2004-2005
- MWCSO Service Charter 2004
- The National Policy on Women endorsed for resubmission to Cabinet.
- Policy guidelines for terms of reference and selection criteria of women government representatives already discussed with Minister and submitted for the Prime Minister's and Cabinet's endorsement

2.3 DIVISION FOR INTERNAL AFFAIRS (DFIA)

The primary responsibility of the Division for Internal Affairs' (DFIA) was to administer and coordinate the services of village mayors (Pulenuu) in close collaboration with village councils (chiefs and orators) to ensure there is harmony and control in the villages.

The DFIA was also responsible for the promotion, monitoring and sustaining of village agricultural production to ensure sufficient supply of food crops for subsistence and export as well as to revitalize the village economy and micro-economic enterprises in the villages.

A total of two hundred and thirty eight (238) Pulenuu and Government Representatives were administered through DFIA. One hundred and fifty five (155) were from Upolu and eighty three (83) from Savaii.

Following were the achievements of this Division for this fiscal year:

- 12 monthly inspections of village access roads in Upolu (153 villages x 3 days = 5,508)
- 12 monthly inspections of village access road in Savaii (86 villages x 3 days = 1,032)
- 48 alavai inspections around the Apia Town Area.
- 48 site inspections for both the Fugalei and Salelologa markets on the sale of food crop production.
- 86 meetings and consultations between Division and the CEO and Alii ma Faipule of the villages listed below in attempts to resolve village disputes that in one way on another involved the pulenuu.

<i>Upolu ma Aiga i le Tai</i>	<i>Savaii</i>
Vaitele	Faga/Siufaga/Sapini/Luuu
Luatuanuu	Lefagaoalii
Malie	Sala'i (Fale'aisa)
Sapunaoa/Piu	Auala
Saanapu	Fā'ala (Palauli)
Manono-uta	Taga
Afega	
Faleapuna	
Falefa	
Gagaifo-ole-vao	
Moataa/Vaiala/Magiagi	

Monthly collection of pulenuu books recording village competitions on food crop production as well as togā-u'a and togā-lau'ie for making the traditional fine mat "Ie Samoa".

2.4 DIVISION FOR WOMEN (DFW)

The restructuring once again changed this Division's name from the Division of Programs, Training and Community Development Services (PTCDS) to the Division for Women (DFW). An established high profile recognition of women's issues which became evident in the Government's decision to name the realigned Ministry as the Ministry of Women Community and Social Development. Credit must go to all the women advocates in Samoa who helped assert this position.

The Division's operations continued under the three identified sections, Programmes and Training Section, Community Development Services for Upolu and Community Development Services for Savaii. However, the Pacific Children's Program – an AusAID sponsored regional project was operating in parallel with the three sections as one of the structures of the DFW. It had its own management budget that was controlled from Suva Fiji by the Australian Team Leader and it was operationalised locally by the Senior Programmes and Training Officer who had been seconded to manage the project in her capacity as Program Manager.

Following are the achievements of this Division for this fiscal year:

2.4.1 Programs and Training Section

This section of the DFW coordinated the following processes:

- CEDAW seminars for WAC
- 4 ANM/SGS meetings in Savaii
- 1 CEDAW Forum retreat in Savaii
- 3 Forum on CRC
- 2 Consultations on the CRC Report
- 4 workshops for Mothers and Daughter (2 Savaii & 2 Upolu)
- 2 workshops for Women and Husbands (1 Savaii & 1 Upolu)
- 3 Sector Symposium for Faifeau
- 1 Sector Symposium for Faafafine
- 1 Forum for the International Women's Day
- 3 days for the DFW Planning and Evaluation
- Decoration of the building for the ava faatupu for the Governor of New Zealand.

Meetings coordinated by this section.

- 12 CEDAW Partnership Meetings
- 12 CRC Partnership Meetings
- 2 Working Group meetings for the Women & HIV/AIDS Strategic Plan

Processes coordinated by other Sector attended by Programs and Training staff

There were 63 processes by other ministries and organizations that Programs and Training staff attended. There were also 3 regional and international processes that were attended to by members of this section. Staff of this section were also invited as resource people to seven (7) processes of other organizations.

Productions

- Monthly production of the Foafao newsletter
- Quarterly production of the Corn Shell newsletter
- Weekly production of the Vaipalolo radio program
- Monthly minutes for the CRC Partnership meetings
- Monthly minutes for the CEDAW Partnership meetings
- 5 banners were produced for publicity
- Production of CRC leaflet
- Production of CEDAW and CRC pamphlets
- Production of posters for DFW IECs

Reports

Following were the reports written and submitted by the Trainings and Programs Section to the Assistant Chief Executive Officer - DFW

- Report on the Stakeholders Consultation on the Water Policy
- Report on the Stakeholders Consultation on the Health and Disability Services Consumers' Rights Act 2003
- Report on Internal Control Systems Training
- Report on the Regional Workshop on Women in the Maritime Sector – Challenges & Opportunities
- Report on the CEDAW Training of Trainers
- Report on the 1st Mothers and Daughters Process – Upolu and Savaii
- Report on the Seminar on CEDAW for WAC
- Report on the Women and their Husbands Process
- Report on the International Women's Day Celebrations
- Report on the 2nd Mothers and Daughters Process – Savaii
- Report on the NGO/CBO Forum on CRC
- Report on the CRC National Children's Forum 2004
- Report on the Sector Symposium for Faifeau
- Report on the Meeting for Mothers of Faafafine

2.4.2 Community Development Services (CDS)

Processes coordinated and participated by CDS Upolu

- 14 Outreach Programs (Sewing, Elei, Flower arrangement and Handicraft)
- 7 Situational analysis

Mothers' Day of Samoa Celebration, 10 May 2004:

This year's celebration had two specific objectives:

1. To celebrate the lives and contributions of women to the development of Samoa.
2. To explain the newly endorsed opportunity for Government Women Representatives.
3. To demonstrate the making of the siapo as one of the arts for revival.

The national celebration was held at the Tooa Salamasina Hall, Sogi. Reverend Oka Fauolo, the Chairperson of the Samoa National Council of Churches conducted the invocation whilst the Honourable Prime Minister Tuilaepa Sailele Malielegaoi gave the keynote address and officially opened the National Mothers' Day celebrations. Two representatives were invited

from all the village women's committees. The women's committees from the villages of Vaiusu in Upolu and Salelologa in Savaii were invited to provide entertainment. It was clear from the women's items that nothing stops a group of happy women from making others feel good too.

This year's celebration was an extremely happy occasion for the women of Samoa who attended; as it was also the occasion when the Honourable Prime Minister made the official announcement of the Cabinet's decision to recognize Government Women Representatives (GWR) from each village. This was one of the biggest achievements for women as it linked to the ongoing lobbying and advocacy in the past decades by women leaders in the communities for Government to consider monetary recognition of their village based work. Approximately seven hundred (700) women attended the celebration.

2.4.3 Other Achievements

The DFW's service to inform the women of Samoa through the radio program and the FOAFOA Newsletter ended this financial year. This was a more than ten years long service. However, the DFW continued to produce the English language CONCH SHELL Newsletter. A marked increase in the Division's budget allocations was noted for FY 2003/2004.

Improved working conditions through an extended work area was realized, when space was made available after the Corporate Service Division of the former MOWA shifted to the government building.

A positive outcome of the restructuring was the Management decision to allocate a vehicle and a driver to each Division. This decision facilitated more effective managerial and operational tasks that needed transport.

The ACEO was also provided an administrative assistant through the transfer from the Corporate Service Division of the Administration Officer Ms Fiatupu Mose to help out.

2.5 DIVISION FOR YOUTH (DFY)

The Division for Youth (DFY) of the former Ministry of Youth, Sports & Cultural Affairs (MYSCA) was integrated under the new Ministry of Women, Community and Social Development (MWCSA) through the Government Reforms approved by Cabinet in 2002.

The main function of the Division for Youth is to coordinate youth development initiatives which incorporates various youth development programs and initiatives such as trainings, Organizational development, social services awareness and information dissemination. These activities address youth issues pertaining to economic, social, cultural and spiritual development in Samoa. In addition the DFY is responsible for reviewing the approved Samoa National Youth Policy 2001 - 2010, as well as finalizing and implementing the Plan of Action for the SNYP 2001 - 2010.

Following are the achievements of this Division for this fiscal year:

2.5.1 Coordinate and Enhance Economic Opportunities & Skills Development

Workshops for Carving and Weaving targeting Year 9 students of Avele College were undertaken under the Community Based Development Program. These workshops aimed at

developing vocational skills for youth as an option for future careers and income generating activities. At the end of the year during prize giving, the students were able to display handicraft products they had developed. The program was successful because of the support and collaborative efforts by the Avele College Parents Association, the Culture Division of the Ministry of Education Sports and Culture (MESC) and DFY.

There was also a vocational skills training done for the 2004 National Youth Week program. This included carving and weaving workshops for 20 males and 20 females; agriculture workshop for 20 youth; environment workshop for 20 youth in partnership; and a business workshop for 20 youth. This was done in partnership with the MESC, Ministry of Agriculture Forests, Fisheries and Meterology (MAFFM), Ministry of Natural Resource and Environment (MNRE) and Women in Business. The implementation of the different workshops in the National Youth Week was intended to develop employable skills for out of school and unemployed youth; provide opportunities for second chance education; sustain partnership programs amongst youth Stakeholders (Government Ministries, NGOs, International Donors, etc); saves costs through sharing of resources; and promote awareness of support for youth economic development initiatives.

The DFY in partnership with CYP, UNDP, SBEC, Tokelau Affairs, The Body Shop (Australia) also implemented a Young Entrepreneurs Retail Skills Development Workshop. This was targeted for 16 young business people from Samoa and 4 from Tokelau. The workshop was designed to build capacity for youth entrepreneurs in improving current businesses and providing ideas for establishing new businesses; sustain partnership programs with youth stakeholders; and establish a Young Entrepreneurs of Samoa Association (YEAS) by participants of the workshop.

This DFY also coordinated the 2003 National Youth Initiatives and Services Awards. The purpose of this program was to recognize positive initiatives and services by the youth and publicize current Initiatives and Services by youth which could also promote their self-esteem. There were 15 individual and 15 youth groups who participated in the program. The top five winners of this program were nominated for the Commonwealth Youth Service Awards. The Water Tanks project by the Iva Catholic Youth Group was amongst the 5 winners from the South Pacific. They received through the Hon. Minister of MWCSA a cheque for €1,000.00 pounds, and a Certificate for the Winner of the Commonwealth Silver Medal for Youth Services.

The DFY also assisted more than 7 youth groups in preparing project proposals for funding through the Ministry of Foreign Affairs and Trade (MFAT). Some of these Youth Groups were successful in securing funds from the European Union for their proposed projects.

2.5.2 Coordinate and Enhance Social Services Opportunities and Leadership Skills for Youth

First Aid, HIV/AIDS and Leadership training conducted for Year 9 students at Avele College under the Youth Community Based Program. This was a partnership program with the Samoa Red Cross Society.

Capacity building for youth in social and leadership skills to enhance their self-esteems.

Opportunity to pursue further trainings in the respective fields through Certificates presented during the school's Prize Giving.

Management, Monitoring and Evaluation

The DFY had 24 fortnightly meetings to update the staff on their duties and responsibilities. In these meetings the staff also made recommendations on ways to improve systems, programs and processes.

The DFY also coordinated monthly meetings for the Youth Directors Committee. These meetings provided the Ministry with feedback and support from one of its key stakeholders. The DFY also prepared reports for National Events for Youth and represented the Ministry in national and international meetings and workshops. DFY also provided publicity for youth development programs and initiatives. An update of representation in National Committee of the respective sectors was made.

A Retreat was held to review staff performance and job description and to develop work plans for the next six months. This was also treated as a social activity for staff development and to recuperate from office work.

Information Dissemination for Youth

Twenty four (24) fortnightly radio programs, "O Samoa ma ona Tupulaga Talavou" were aired on SBC Radio One and Laufou o le Tala Lelei FM. This was an avenue used to discuss youth issues in the various sectors as well as publicizing major youth events. It was also used to make people aware of social and economic services available for youth.

More than 100 copies of the TAULOGOLOGO Youth Newsletter were printed monthly and distributed to all youth stakeholders. This was to channel information on youth development initiatives and programs to make people aware of youth service delivery provided by stakeholders and promote youth development initiatives.

2.6 DIVISION FOR RESEARCH POLICY PLANNING AND INFORMATION PROCESSING (DRPPIP)

The Division for Research, Policy and Planning (DRPPIP) of the former Ministry of Women Affairs was re-designated during the realignment process as the Division for Research Policy Planning and Information Processing for MWCSD. The merge process therefore resulted in an expanded scope of work and responsibilities for this Division as the focus was not just for women but included all other Divisions and clientele such as youth, men, villages and communities. The Division's tasks and responsibilities became more intensive, complicated and very challenging despite the limited number of staff for this Division.

The main responsibility of DRPPIP was to facilitate, coordinate and implement research activities, policy initiatives and planning activities for the MWCSD and to ensure that these were in line with Government's overall strategic policies and plans.

Following were the achievements of this Division for this fiscal year:

2.6.1 Research and Statistics Section

Directory of Women of Samoa-3rd Issue

- October 2003, distribution of registration forms for the Directory to all former and current members of the Women's Advisory Committee. This task took a long time to complete due to the difficulty in tracking the residential locations of the former members of the Women's Advisory Committee. Some of these women had migrated overseas, some had passed away and their families had to be followed up to provide the required information. A final draft was finally submitted to the Management for comments.

Media Reports & Analysis

- Newspaper articles, radio and television news were main sources of information on child protection/abuse gathered and analysed for the media reports. These reports were part of the Child Protection Information System funded by the Pacific Children's Program. Due to competing priorities of this Section, the Child Protection Information System component of the PCP was transferred to the Division for Women to coordinate and implement. The associated resources for this component which were provided by the PCP were also transferred to DFW>

Statistical Profile on Men and Women

- Updated information in the Statistical Profile for Men and Women based on the 2001 Population and Housing Census and information received from relevant agencies. This particular task was also time consuming. Official letters were sent to various data providers requesting data updates if any and it took some time to get proper feedback from the data providers. On the other hand most of the data updates were from the 2001 Population and Housing Census Report.

Directory of Women - NGOs

- This Directory was on hold for almost a year as there were always changes that needed to be made due to some NGOs that kept on submitting changes to their Executive Boards. This lapse also caused the Research staff to go back to each organisation to have the information updated.

Customers requesting for Information

- Research students from schools and tertiary Institutions sought information on women and children for their projects.
- The Chief Executive Officer, Management CEDAW and CRC Partnerships from time to time solicited information from the Research Section.

Village Profile

- Completed 12 weekly field visits to distribute and follow up on questionnaires distributed in Upolu and Savaii
- 36 visits to government departments and the private sector to collect relevant information, completed

- Redistribution of questionnaires for some villages
- 164 Village Profile questionnaires for Upolu Manono Apolima and 80 Village Profiles questionnaires for Savaii completed

2.6.2 Policy and Planning Section

Corporate Plan 2004-2007

- Developed a framework for the Ministry's Corporate Plan 2004-2007 based on the former Ministry of Women Affairs Corporate Plan 2003-2006.
- A first consultative meeting was called for the Ministry's Management and their senior staffs to scrutinize content of, and provide technical input to the final draft of MWCS D Corporate Plan at Cloud 9 Resort on September 14th 2003.
- A second consultation was held on September 12th 2003 at the MWCS D Training Room after inserting comments from the first consultation.
- The Management and senior staff was again consulted on the third draft on the 12 March 2004.
- The whole Ministry was consulted on 15 March 2004 at the Tooa Salamasina Hall. The purpose of the consultation was to get staff to understand the purpose of having a Corporate Plan and for them to comment on and provide input for the third draft.
- 2 consultative meeting were held for the community (1 Upolu & 1 Savaii) and 1 with other stakeholders of the Ministry on the fourth draft of the corporate plan
- The final consultation was with the MWCS D staff and Management
- The final draft was prepared and submitted to the CEO and Management for finalisation

Service Charter

- Coordinated compilation of the MWCS D Service Charter.
- Submitted Service Charter to Management for final comments
- Service Charter submitted to Public Service Commission

Annual Management Plan

- Coordinated compilation of the MWCS D Annual Management Plan 2004

Gender Focal Points

The formalization of gender focal points in each Ministry had not been officially documented. However, the Ministry through its partnerships with other Ministries had its key partners in these Ministries that facilitated the concerns and interests of the Ministry in terms of gender issues

National Policy Framework for Children

A Draft National Policy Framework for Children had been prepared based on information gathered from existing literature and those provided by various Government Ministries and Non-Government Organisations

KABP Analysis / Final Report

- An extremely challenging task for the Division but it was quite worth it given the level of capacity building achieved for the Division's staff. They were involved in the whole

survey process starting from the initial stages of developing the survey instrument, pretesting the questionnaire, developing training manual for data collection, the actual supervision and implementation of the field work, coding, data entry and finally the data analysis and report writing.

- The Final Report was thoroughly scrutinised by the ‘Think Tank Committee comprised of the ACEOs of DFW and DRPIIP and their respective staff, before it was submitted to the Managing Contractor of the PCP.

2.7 DIVISION FOR PRINTING (DFP)

The Division for Printing formerly under the administration of the Prime Minister's Department was transferred to the newly established Ministry of Women, Community and Social Development (MWCSD). There were difficulties in the initial stage of the merge especially getting to know other staff in the new ministry, as well as structural changes and policy changes; however, as time passed, DFP were able to adjust to this new working environment under the MWCSD.

Following are the achievements of this Division during this fiscal year:

A total of 1080 jobs were received and processed. Most of the jobs received were stationery forms, receipt books, requisition books, annual reports, coloured brochures, business cards, invitations, Corporate Plans, Estimates, and Public Accounts etc.

About 85% of jobs specified for output 11 in the 2003/2004 financial year were processed and delivered on time. The other 15% were partly supplied due to insufficient printing materials resulting from remoteness from supplies, delays in shipping schedules as well as delays in clearing goods from the wharf.

With the availability of scanners and personal computers to most Government Departments nowadays, more and more Departments had requested coloured publications.

Provision of advisory services had been a successful exercise in the 2003/2004 financial year. More private customers had utilized DFP services due to its competitive prices.

80% of our overseas orders for 2003/2004 were received on time. The other 20% were affected by insufficient funds and changing in shipping arriving schedules.

More and more technological changes had come into the printing industry which had greatly improved the effectiveness of production. Due to budget constraints, DFP only took up those that were relevant and suitable to its needs.

Publication

The bulk of the DFP's production was for general printing and publishing. During the 2003/2004 financial year, it published a number of titles for the Ministry of Finance, Ministry of Health, Ministry of Foreign Affairs & Trade, and Ministry for Women, Community and Social Development and Ministry of Education, Sports and Culture.

The task of publishing various titles and similar publications were made easier with the availability of camera-ready manuscripts from Government Ministries concerned. All publications were sold by the Ministries concerned.

2.8 DIVISION FOR CORPORATE SERVICES (DCS)

The Division for Corporate Services provides support services to the Ministry and its partners by facilitating the availability of resources and support needed for the effective implementation and execution of the Ministry's core functions.

Following are the achievements of this Division during this fiscal year:

2.8.1 Human Resources Coordination / Organisational Development

The DCS developed a Manual of Instruction for the Ministry. This was prompted by the increased number of complaints from other Divisions about the inefficiency and ineffectiveness of the support services provided. The Manual would help staff to realize and adhere to policies and procedures that governed daily operations.

2.8.2 Resource Development

The DCS developed the Budget Control System for the Ministry which monitored and controlled spending by different outputs. This system enabled the provision of immediate and accurate budget information to Output Managers on a monthly basis or upon request. It had been a useful instrument for management decisions based on their activities and expectations.

The Ministry's budgeting, planning and program development activities were generally done at divisional level. The DCS organized all the Divisions proposed budget into a structured budget proposal for the review of Management. This was later forwarded to the Ministry of Finance. As Government's new Performance-based Budgeting System became more widely understood, this arrangement would come under increasing strain in order to provide as complete and accurate a presentation as possible.

SECTION 3: MWCSO ORGANISATION STRUCTURE

3.1 MANAGEMENT

The *Honourable Tuala Ainiu Iusitino* the former Minister for Women Affairs was appointed by Cabinet as the first Minister for the Ministry of Women, Community and Social Development. Likewise Member of Parliament *Safuneituuga Paaga Neri Fepuleai* was designated as the Parliamentary Secretary for the Minister of MWCSO.

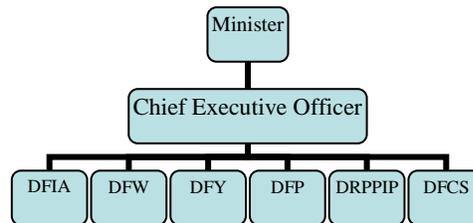
The former Secretary of Women Affairs *Luagalau Foisagaasina Eteuati-Shon* was also appointed by Cabinet to become the first Chief Executive Officer for MWCSO.

The Ministry comprises six(6) Divisions – Division for Internal Affairs; Division for Women; Division for Youth; Division for Research Policy Planning and Information Processing; Division for Printing; and Division for Corporate Services.

Each of the six Divisions is headed by an Assistant Chief Executive Officer who is directly responsible to the Chief Executive Officer. Following are the designated ACEOs :

Division for Internal Affairs	-	Seiuli Eneliko
Division for Women	-	Palanitina Toelupe
Division for Youth	-	Sydney Faasau
Division for Research Policy and Information Processing	-	Faasili Afamasaga
Division for Printing	-	Laulu Tevaga Alosio
Division for Corporate Services	-	Maiava Viiga Fuimaono

The Executive Management Team comprising the Chief Executive Officer and Assistant Chief Executive Officers is responsible for the overall management and coordination of the Ministry's operations.



Division for Internal Affairs (DFIA)

Division for Women (DFW)

Division for Youth (DFY)

Division for Printing (DFP)

Division for Research Policy Planning and Information Processing (DRPPIP)

Division for Corporate Services (DFCS)

One of the main objectives of the amalgamation process was to minimize major disruptions in the transition phase therefore minimal changes were made in the first quarter of the fiscal year. However some inevitable changes that had to be made included the centralization of all administration staff and resources to Level One of the Government Building FMFMII, where the Chief Executive Officer's Office had been set up. The Village Profile and Research Section of the Division for Internal Affairs was transferred to the Division for Research

Policy Planning and Information Processing (DRPPIP) given the relevancy of their tasks to those of the DRPPIP's functions and roles.

3.2 PERSONNEL

A total of eighty eight(88) staff including casuals were employed under the Ministry during this financial year.

Division	Number of Staff
Office of the Honourable Minister	4
Office of the Chief Executive Officer	2
Division for Internal Affairs	11
Division for Women	17
Division for Youth	7
Division for Research Policy Planning and Information Processing	9
Division for Printing	24
Division for Corporate Services	14
TOTAL	88

3.3 ADVISORY COMMITTEES

3.3.1 Komiti o le Faa-faleula o Samoa

This Committee was established in 1990 through a Cabinet directive under the former Ministry of Internal Affairs currently designated as the Division for Internal Affairs. Its main responsibilities was to establish the new version of the 'Tusi Faalupega o Samoa' based on the existing publications and feedback from villages on necessary amendments that should be made. Secondly was to develop guidelines on how some of the cultural practices of the Faa-Samoa could be re- orientated so as to minimise the unnecessary burden on families and to encourage people to contribute within their means.

3.3.2 Pulenuu Committees (Upolu and Savaii)

There were two separate Committees for Upolu and Savaii and each had its own Chairperson. They collaborated closely with the DFIA on all issues involving villages and also reported to the Chief Executive Officer through the ACEO for DFIA on any matters involving Pulenuu and the performance of their respective duties.

3.3.3 Women's Advisory Committee (WAC)

The Committee was established under the Ministry of Women Affairs Act 1990 and Amendment Act 1998. The Amendment Act increased the number of Committee members to thirty(30) of which fifteen were for Upolu and fifteen for Savaii. The Honourable Minister is the Chairperson for the Committee and the Chief Executive Officer is the Secretary

3.3 STAFF DEVELOPMENT

The transition period of the realignment did not restrain opportunities for staff development. Each Division maximised opportunities offered locally and overseas for the development and enhancing of technical skills and knowledge of staff:

3.3.1 Division for Internal Affairs

The Rural Development Officer and Senior Rural Development Officer had been undertaking night classes and both near completion. The former was doing a Management Course at the NUS and the latter a Management Course at the USP Centre at the Alafua Campus. They both had the Assistant Chief Executive Officer's best wishes for success in their respective courses.

3.3.2 Division for Women

A returning graduate joined the staff as Programmes Officer respectively. She was schooled at the University of the South Pacific. The Assistant Programmes and Training Officer left for a better salaried position with the Ministry of Agriculture Forests Fisheries and Meteorology. Likewise one of the Assistant Community Development Officers for Upolu joined the Samoa Water Authority for the same reason. She was replaced the same year.

Opportunities for the staff to build technical capacities at in-country and overseas training were fully utilised. The more positive ones included the two Ross Trust Pacific Fellowship Program in Melbourne Australia, which benefited both the Community Development Officers for Upolu and Savaii. One of the CDS staff of Savaii was also awarded a Commonwealth sponsorship to participate in the SPC CETC training in Suva, Fiji.

The once junior position of Assistant Programme and Training Officer in the Programmes and Training Section was upgraded to graduate level and attracted another returning graduate from the University of the South Pacific which increased the availability of qualified technical staff for the Division.

The Principal Programmes and Training Officer was professionally utilised to supervise third year Social Worker students. This year she was asked to supervise a student from Massey University and one from the University of Hawaii.

3.3 Division for Youth

The Honourable Minister Tuala Ainiu Iusitino, the Assistant Chief Executive Officer for DFY, the Director of SBEC and the Miss Youth 2003 attended the Commonwealth Youth Enterprise Development Forum held at the Sunshine Coast, Australia.

Other opportunities for capacity building included the following:

- Capacity building through the awareness of best practises for Youth Enterprise Development worldwide.
- Developing networks with donor agencies and an understanding of programs available for assistance.
- Developing networks amongst Commonwealth Youth Ministers and Senior

- Government and Non- Government Officials.
- Project and Program Management Training Workshop - Principal Youth Officer Bangkok, Thailand
- Staff capacity building in terms of project and program management in anticipation of the proposed TALAVOU youth project.
- Development of networks with donor agencies as well as youth from other parts of the world.
- Awareness of UNESCO programs and initiatives. Representation and contribution by Samoa.
- Enterprise Development Workshop for Indigenous Young People. - Brisbane, Australia Delegation of 3 young Samoan entrepreneurs led by the Senior Youth Officer.
- Capacity building for young entrepreneurs in acquiring new skills to enhance their current businesses.
- Development of contracts and networks with other young business people from the Pacific.
- Commonwealth Youth Forum - Senior Youth Officer Abuja, Nigeria Representation of Samoa and the Pacific in the Commonwealth Youth Forum. Experience in participation in international forums and meetings. Development of contacts and networks.
- Publicity of National youth initiatives in Samoa.

3.4 Division for Research Policy Planning and Information Processing

The Information Technology Officer attended a course sponsored by JICA in Japan on *PC Application Designer as from 5 August to 29 November 2003*.

The Policy Planning Officer attended the 'International Training Course on Processing Women's Information 2003' sponsored by the National Women Education Centre(NWEC) of Japan from 4 December to 15 December 2003.

The staff of DRPIIP also took advantage of the local opportunities offered by other line Ministries and sectors for learning and exposure purposes. Their participation in various workshops, meetings and training as offered was something to be thankful for as these opportunities certainly provided a lot of learning as well as allowed them to see the linkages and connection of their work to that of other sectors.

SECTION 4: MWCS D BUDGET APPROPRIATION FOR FISCAL YEAR 2003-2004

The Ministry of Women Community and Social Development's Total Budget Appropriation for Fiscal Year 2003-2004 is **\$ 6,626,195**.

The amalgamation process became effective at the time of the preparation of the Budget Estimates for 2003\2004. Consistent with the objective of minimizing major disruptions and confusion during the transition phase, the Ministry of Finance advised that the existing Budget Outputs from the former Ministries be transferred directly to the new MWCS D's Budget only for this financial year until such time the MWCS D had in place its first Corporate Plan, Management Plan and Service Charter. The MWCS D therefore had eleven (11) Outputs in total for this fiscal year.

<i>Output Number</i>	<i>Output Description</i>	<i>Allocation Amount</i>
Output 1	Office of the Chief Executive Officer Policy Advice to the Minister (includes allowances for Pulenuu Committees, Women Advisory Committees, Komiti o le Faleula etc)	\$1,182,878
Output 2	Honourable Minister's Office Ministerial Support	\$ 280,042
Output 3.0	Division for Women	
Sub-Output 3.1	Community Development Services (Upolu)	\$ 100,343
Sub-Output 3.2	Community Development Services (Savaii)	\$ 91,587
Output 4.0	Division for Women	
Sub-Output 4.1	Programs and Training Services	\$ 119,984
Sub-Output 4.2	Information Dissemination	\$ 137,954
Output 5.0	Division for Research Policy Planning and Information Processing	
Sub-Output 5.1	Research and Statistics	\$ 138,469
Sub-Output 5.2	Policy and Planning	\$ 118,814
Output 6	Division for Research Policy Planning and Information Processing Village Profiles and Research	\$ 109,006
Output 7	Division for Internal Affairs Training and Dissemination of Information	\$ 106,207
Output 8	Division for Internal Affairs	
Sub-Output 8.1	Rural Development (Upolu)	\$ 852,809
Sub-Output 8.2	Rural Development (Savaii)	\$ 469,288
Output 9	Division for Internal Affairs Village Competition and Access Roads	\$ 78,738
Output 10	Division for Youth Youth Development and Training Program	\$ 268,323
Output 11	Division for Printing Government Printing, Stationery and Publication	\$ 652,274
SUBTOTAL OUTPUTS DELIVERED BY MWCS D		\$4,706,618
<i>TRANSACTIONS ON BEHALF OF THE STATE</i>		
	Rents and Leases	\$ 170,000
	Mothers Day of Samoa	\$ 40,000
	Village Competition and Access Roads	\$1,000,000
	Membership Fees and Grants (Commonwealth Youth Program)	\$ 40,000
	National Youth Week	\$ 60,000
	VAGST Output Tax	\$ 373,866
SUBTOTAL TRANSACTIONS ON BEHALF OF THE STATE		\$1,919,577
TOTAL APPROPRIATIONS		\$6,626,195

ACKNOWLEDGEMENT

The MWCSO would like to acknowledge the great support and commitment of Government and in particular the Honourable Minister of Women Community and Social Development, Afioga Tuala Ainiu Iusitino especially in pioneering the merge of the MWCSO.

It also acknowledges the support and cooperation received from Government Ministries, Corporations, Private Sector, Church Organisations, Non-Government Organisations and civil society.

Special acknowledgement is made of the Ministry's key stakeholders in the villages and communities, the chiefs and orators (alii ma faipule), village mayors, women leaders and committees, youth leaders and groups and community representatives.

Moreover is the contribution by the various Committees of the Ministry – the Komiti o le Faafaleula o Samoa, Pulenuu Committees (Upolu and Savaii), Women's Advisory Committee, Youth Directors and all its partners and stakeholders.

The Ministry also thanks in particular the assistance of all our donors and funding agencies. Their commitment and support was not at all relinquished when the merge was enacted. The MWCSO anticipates their continuous support in the future.

Last but not the least, the untiring efforts and hard work of the MWCSO Management and Staff is acknowledged with sincere gratitude and appreciation.

ACRONYMS

ACEO	-	Assistant Chief Executive Officer
ANM	-	Aiga ma Nuu Manuia
CEDAW	-	Convention on the Elimination of All Forms of Discrimination Against Women
CETC	-	Community Education Training Center
CEO	-	Chief Executive Officer
CRC	-	Convention on the Rights of the Child
DCS	-	Division for Corporate Services
DFIA	-	Division for Internal Affairs
DFP	-	Division for Printing
DRPPIP	-	Division for Research Policy Planning and Information Processing
DFW	-	Division for Women
DFY	-	Division for Youth
FMFM II	-	Fiame Mataafa Faumuina Mulinu II
FY	-	Financial Year
HIV/AIDS	-	Human Immuno Deficiency Virus / Acquired Immuno Deficiency Syndrome
JICA	-	Japan International Cooperation Aid
MWCSD	-	Ministry of Women Community and Social Development
MESC	-	Ministry of Education Sports and Culture
MNRE	-	Ministry of Natural Resources and Environment
NGOs	-	Non-Government Organisations
NUS	-	National University of Samoa
NWEC	-	National Women's Education Centre (Japan)
PC	-	Personal Computer
PCP	-	Pacific Children's' Program
SBEC	-	Small Business Enterprises Centre
SDS	-	Strategy for the Development of Samoa
SGS	-	Small Grants Scheme
SNYP	-	Samoa National Youth Policy
SPC	-	Secretariat of the Pacific Community
TALAVOU	-	Towards a Legacy of Achievement Versatility and Opportunity through Unity
UNDP	-	United Nations Development Programme
UNESCO	-	United Nations Educational Scientific Cultural Organisation
USP	-	University of the South Pacific