



Government of Samoa
Ministry of Women, Community and Social Development

LEGISLATIVE ASSEMBLY
OF SAMOA

ANNUAL REPORT

OF THE

MINISTRY OF WOMEN, COMMUNITY AND
SOCIAL DEVELOPMENT

For the period ended
June 30 2005

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 17 (1) of the Ministry of Youth Sports and Cultural Affairs Act 1993/1994, I have the honour to lay before you copies of the second Annual Report for the Ministry of Women, Community and Social Development for the period of July 1 2004 to June 30 2005, 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. Fiame Naomi Mataafa

MINISTER FOR WOMEN, COMMUNITY AND SOCIAL DEVELOPMENT

GOVERNMENT OF SAMOA

Ministry of Women, Community and Social Development

Honourable Fiame Naomi Mataafa

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

In accordance with Section 18 (2) of the Ministry of Women Affairs Act 1990, Section 17 (1) of the Ministry of Internal Affairs Act 1995 and Section 17(1) of the Ministry of Youth, Sports and Cultural Affairs Act 1993/1994, I hereby submit the second Annual Report for the Ministry of Women, Community and Social Development for the period of July 1 2004 to June 30 2005.

This report contains a summary of the operations of the Ministry for 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

This is the second Annual Report on the operations of the Ministry of Women Community and Social Development (MWCSD) since its establishment in May 2003.

The report is an account of the Ministry's continued commitment to realize its vision and mission as set out in its three-year Corporate Plan 2004 - 2007 which reflect its efforts to work towards the achievement of Government's strategic objectives identified in its Strategy for the Development of Samoa 2005-2007.

It highlights the major achievements of the Ministry facilitated by a number of positive developments and initiatives made possible by government funding and support as well as with the kind assistance of donor countries and agencies.

The most notable achievements of the Ministry of Women, Community and Social Development during this financial year were the:

1. official launching of the Ministry's Corporate Plan 2004 - 2007
2. completion and official launching of the *Tusi Faalupega o Samoa*
3. completion of the Ministry's Service Charter
4. completion of the Ministry's Manual of financial and administrative systems and procedures
5. development of the Ministry's Capability Plan
6. appointment of Government Women Representatives from traditional villages
7. inclusion for the first time of an output for the Protection of Children in the Ministry's budget for 2004/2005

The successful implementation of the Ministry's programmes and activities during this period was made possible by the ongoing participation and continuous support of the Ministry's key stakeholders in Government, Non-Governmental organizations, the Private Sector, and churches. The valuable contribution of village communities through the village mayors, Government women representatives and youth leaders was crucial in the progress made during the year under review. The challenges experienced during the first year of the amalgamation were minimised over this second year as each Division quickly realized the importance of moving forward as one Ministry instead of Divisional territoriality.

To be expected, one major challenge that continued into the second year of the Ministry's operation was the slow adjustment of the public to the realignment of former Ministries and Divisions into the MWCSD. There continued to be references to the Division of Internal Affairs as the Ministry for Pulenuu, the Division for Youth as the old Ministry for Youth Sports and Culture and the Division for Women as the Ministry for Women Affairs.

However, the public's understanding of, and orientation to, the Ministry and its organizational structure gradually took hold. Village mayors, Government Women Representatives and Youth Leaders played an active role in facilitating the awareness of communities about the MWCSD and its work.

The successful completion of the second year of operation is adequate reflection of the level of the Ministry's commitment to achieve its strategic purposes despite the challenges and intrinsic constraints of the realignment process.

SECTION 1: THE MINISTRY OF WOMEN, COMMUNITY AND SOCIAL DEVELOPMENT

1.1 MANDATE

The Ministerial and Departmental Arrangements Act 2003 sanctioned the amalgamation of the MWCSA. However, the Ministry still did not have its own governing legislation during this financial year.

In the absence of a governing legislation, the MWCSA's work continued to be administered under the following mandates:

- ❖ Government's Strategy for the Development of Samoa (SDS) 2004-2007
- ❖ Ministry of Women Affairs Act 1990 and Amendment 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 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”

1.3 MISSION:

“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”

The Ministry's Vision, Mission and Objectives were identified in its Corporate Plan 2004 – 2007

1.4 OBJECTIVES:

The MWCSO identified the following five broad objectives for its work in its three-year Corporate Plan:

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

1.5 FUNCTIONS

To realize the achievement of its objectives, the Ministry continued to perform the following functions during the period under review:

- (i) Provision of policy advice
- (ii) Provision of Ministerial support
- (iii) Policy development, planning and conduct of research
- (iv) Establishment of appropriate Information systems
- (v) Coordination and implementation of activities relating to the CEDAW & CRC
- (vi) Provision of Community development services for women
- (vii) Provision of relevant programmes and training for women, youth, Pulenuu and Sui o le Malo *
- (viii) Dissemination of information to women and youth and community on issues of women and youth
- (ix) Promotion of Village based development through Pulenuu and Sui o le Malo
- (x) Provision of quality Printing services

* Government representatives from non-traditional villages

1.6 MWCS D ORGANISATIONAL STRUCTURE

1.6.1 MINISTER FOR WOMEN, COMMUNITY AND SOCIAL DEVELOPMENT

Honourable Tuala Ainiu Iusitino continued to hold the portfolio of Minister for Women, Community and Social Development during this year. As well, the Member of Parliament *Safuneituuga Paaga Neri Fepuleai* continued as the Parliamentary Secretary for the Minister of MWCS D.

1.6.2 CHIEF EXECUTIVE OFFICER

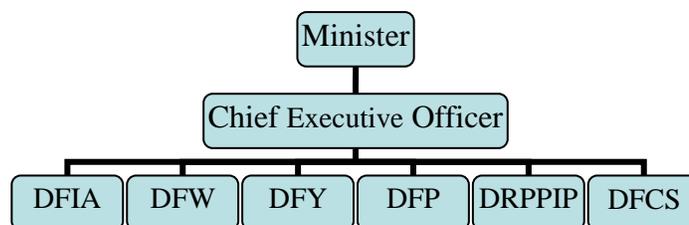
Luagalau Foisagaasina Eteuati-Shon remained as the Chief Executive Officer for the MWCS D.

1.6.3 DIVISIONS

The Ministry maintained its organisational structure as of its realignment in 2003 with six Divisions namely the Division for Internal Affairs, Division for Women, Division for Youth, Division for Printing, Division for Research, Policy Planning and Information Processing and Division for Corporate Services. An Assistant Chief Executive Officer (ACEO) who was directly responsible to the Chief Executive Officer, as shown below headed each Division:

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

The Executive Management Team comprising the Chief Executive Officer and Assistant Chief Executive Officers was 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)

1.6.4 PERSONNEL

A total of hundred (100) staff including casuals were employed under the Ministry during this financial year.

DIVISION	Number of Staff
Office of the Honourable Minister	5
Office of the Chief Executive Officer	5
Division for Internal Affairs	12
Division for Women	18
Division for Youth	11
Division for Research Policy Planning and Information Processing	6
Division for Printing	26
Division for Corporate Services	17
TOTAL STAFF MEMBERS	100

SECTION 2: ACHIEVEMENTS AND INITIATIVES

2.1 OFFICE OF THE MINISTER

Weekly briefings by the Chief Executive Officer kept the Minister informed on the operations of the Ministry as well as the implementation of programmes, activities, achievements and processes on settling village disputes involving Pulenuu. As well, the Chief Executive Officer provided advice to the Minister on all strategic matters pertaining to the MWCSO on a regular basis.

The Assistant Chief Executive Officers provided relevant technical services to the Minister on an as required basis.

Administrative services were provided by the Office of the Chief Executive Officer and Division for Corporate Services.

Secretarial and other support services to ensure the performance of Ministerial functions were provided by the First and Second Ministerial Secretaries, Ministerial Driver and Tea lady.

During this reporting period, the Minister attended Parliamentary sessions, Cabinet meetings and other government functions. In addition, the Minister:

1. Chaired meetings of the Women's Advisory Committee
2. Participated in inspections of Access roads and village agricultural production
3. Participated in the review of the draft of the Tusi Faalupega as a member of the Cabinet appointed Committee to conduct this review
4. Attended meetings of the Cabinet appointed Ie Samoa Special Committee
5. Attended the Commonwealth Meeting of Ministers Responsible for Women, as well as the Second Conference of Pacific Ministers for Women, which were held back to back in Nadi, Fiji in August 2004

The Parliamentary Secretary for the Minister carried out responsibilities as assigned by the Minister. Such responsibilities included chairing meetings of the Women's Advisory Committee in the absence of the Minister and delivering keynote addresses for certain activities of the Ministry on behalf of the Minister.

2.1.1 Budget Allocation

	<i>2003-2004</i>	<i>2004-2005</i>
Personnel	53,339	55,407
Operating Expenses	43,774	121,600
Overheads	66,483	52,261
Total Appropriation	163,596	229,268

2.2 OFFICE OF THE CHIEF EXECUTIVE OFFICER

Luagalau Foisagaasina Eteuati Shon was the Chief Executive Officer (CEO) during this reporting period. In her technical role, the CEO:

- a. provided advice to the Minister on:
 - the importance of establishing a National Youth Advisory Committee;
 - the need for a National Children's Policy for Samoa in line with the implementation of the CRC;
 - the need to develop an Internal Affairs policy to provide direction and guidelines for the implementation of the functions of the Division for Internal Affairs
 - the commemoration of a special Fathers' Day of Samoa
- b. provided advice to other Ministries and organizations on policies related to the MWCSO through her membership in a number of government Boards, Special Committees and Steering Committees of other government Ministries, with the aim to ensure that the interests and issues of the MWCSO are properly reflected in discussions, consultations and decisions made.
- c. led Samoa's delegation to discuss Samoa's report on the implementation of the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) with the United Nations CEDAW Committee in New York.
- d. Attended the following regional and international conferences as a representative of the Samoa Government:
 - i. High-level Intergovernmental meeting to Review the Beijing Platform for Action and Regional/Global Outcomes, Bangkok, 7th Asia-Pacific Conference on Tobacco Control, South Korea
 - ii. Global Social Work Progress, Adelaide, Australia Oct 2004
 - iii. Pacific Children's Programme Meeting between the representatives of PCP project countries and UNICEF, AusAid, Fiji Oct 2004.
- e. Developed and maintained partnership with the private sector and other stakeholders through consultations on Samoa's report on the implementation of the Convention on the Rights of the Child, public meeting to report on Samoa's experience with the UN CEDAW Committee, meetings with Pulenuu and Government Women representatives and meetings of the Welfare and Social Services Sector Steering Committee.
- f. Coordination of WAC meetings.

Coordinated two meetings of the Women's Advisory Committees – the subcommittee for Upolu met every month to discuss matters pertaining to women in Upolu. The Subcommittee for Savaii did not meet as frequently due to the passing away of its chairperson and a new appointment not made.
- g. Ie Samoa Special Committee
As the Secretary for this Committee, provided the Secretariat by way of calling meetings as Directed by the Chairperson, recording minutes of meetings, coordinated inspections of Falelalaga and successfully coordinated the Fuataga in May 2005.

In her Management role, the CEO managed the overall operations, performance and budget spending of the MWCS D during the period under review. Specifically, under the CEO's oversight:

- the development of the Ministry's Capability Plan was advanced several stages towards completion
 - the first Annual Report of the MWCS D for FY 2003/2004 was approved by Cabinet for tabling in Parliament
 - the preparation of the 2005/2006 Budget Estimates for the MWCS D was achieved
 - the 2004/2005 budget midyear review report for the Ministry was compiled, submitted and discussed with the Ministry of Finance
 - the Tusi Faalupega was printed and launched in December 2004
 - a Father's Day of Samoa was approved by Cabinet to be commemorated on the Monday following the second Sunday of August each year, beginning in August 2005
 - new procedures for payment of Pulenuu allowances in line with Treasury procedures and procedures for timely submission of Pulenuu nominations for Cabinet approval were endorsed and implemented
 - for more effective monitoring, monthly inspections of Access Roads and food crops productions for the Village Agricultural Competition were changed to bimonthly inspections
 - the promotion of the Ie Samoa was strengthened through Government Women Representatives, one of the responsibilities of whom were to coordinate and encourage falelalaga in their villages
 - Effective Performance Management systems for Pulenuu and Government Women representatives were required to be developed. Innovative ways to monitor the performance of the duties and responsibilities of members of Pulenuu Executive Committees were encouraged.
 - During the period under review, it was noted that limited progress was made on the development of the Welfare and Social Services Sector Plan due to the following factors:
 - the Situational Analysis of the Sector took longer to complete than originally anticipated;
 - differing views on the Sector's focus with regards to the SDS and appropriate format for the Sector Plan
 - competing work priorities of staff
- Notwithstanding, a first draft of the Sector Plan was completed and reviewed by the MWCS D Management at the end of this reporting period.
- The monitoring of the Service Charter was carried out in a number of ways including through Management meetings, telephone calls and visits to the Divisions
 - The Corporate Plan 2004 – 2007 and Annual Management Plan 2004 -2005 were monitored primarily through reviews in Management meetings
 - For the purposes of cost effectiveness and Ministry's harmonization, the CEO made a Management decision for the MWCS D to have one radio program and one newsletter to be the responsibility of the Division for Research, Policy, Planning and Information Processing. This decision terminated the radio program and newsletter of both the Division for Women and Division for Youth that were carried over from former Ministries prior to the realignment.
 - For the purpose of effective forward planning and management, the CEO also made the decision to place the Ministry's Information Technology (IT) and Audio Visual Units under the Office of the CEO with the aim that with the consolidation of the Ministry's structure on the one hand and the strengthening of these units on the other, a determination would be

made on the most appropriate Divisions under which to place these units. During the year under review, the MWCS D 's website was developed.

- Second level management – the Assistant Chief Executive Officers for the Division for Women, Division for Youth and Division for Corporate Services were endorsed to participate in EDP I
- Cabinet Submissions were prepared for:
 - ❑ CEO's duty travel overseas for international and regional meetings
 - ❑ Appointments of Pulenuu/Sui o le Malo and Government Women representatives
 - ❑ ACEOs' overseas duty travel for meetings and training
 - ❑ Other strategic matters pertaining to the Ministry which require Cabinet approval
- Participated and contributed to government integrated approach to managing and implementing development projects through membership in Steering Committees of the SIAM II project, TALAVOU project and Future Farmers of Samoa. As well, the CEO attended all Cabinet Development Committee meetings. ACEOs were delegated the responsibility to represent the Ministry in Steering Committees of other government Ministries, namely the MNRE, MOH, MESC and Ministry of Agriculture.
- Provided advice on all matters pertaining to MWCS D through regular briefings with Minister including progress made on the implementation of activities for Divisional Outputs and Performance Measures based on monthly Divisional Work Plans and Progress reports required of each ACEO.
- Provided advice to the Minister on village disputes involving Pulenuu

2.2.1 Budget Allocation

	<i>2003-2004</i>	2004-2005
Personnel	<i>950,617</i>	523,278
Operating Expenses	<i>128,791</i>	212,710
Overheads	<i>101,338</i>	74,951
Total Appropriation	<i>1,180,746</i>	810,939

2.3 DIVISION FOR INTERNAL AFFAIRS (DFIA)

The Division for Internal Affairs continued to work with Pulenuu and Pulenuu Executive Committees in Upolu, Manono, Apolima and Savaii to promote village agriculture through inspections of access roads and implementation of food crops competitions. Monthly seminars were conducted with Pulenuu to provide information and raise awareness of development projects of other government Ministries, the implementation of which require the assistance of Pulenuu.

The Division for Internal Affairs, as per CEO instructions, completed a draft of the first ever Guidelines for the appointment, duties and responsibilities of Pulenuu.

During this financial year, the Division for Internal Affairs collaborated with Peace Corps Samoa in the implementation of the Village-Based Development Project in selected villages. This is a capacity building project that aims to develop and enhance the capacity of people in the villages to identify their development needs and development projects as well as design, develop project

proposals and manage their own projects. The Division played an active role in the selection of villages for the project, orientation of Peace Corps Volunteers (PCV) host families, Pulenuu, women and youth representatives of selected villages, training and orientation of new Peace Corp Volunteers, project evaluation and monitoring and resolution of problems which arose over the project in villages.

The Division for Internal Affairs continued to facilitate the work of the Komiti o le Faleula through the provision of Secretarial assistance for, as well as technical advice and guidance on, its work. The Tusi Faalupega, a major undertaking over a period of fourteen years was completed and submitted for Cabinet approval this financial year. The Komiti o le Faleula continued to work on the Tusi Faamama Avega during this year.

2.3.1 ACHIEVEMENTS

1. A draft of the first ever **Guidelines** for the appointment of Pulenuu, their duties and responsibilities was completed and submitted to the CEO for review.

2. Market Surveys of Village Agricultural Production:

Market Surveys were conducted at both Fugalei & Salelologa markets on a monthly basis. The types and quantities of staple food crops supplied and sold at the two markets were recorded. The aim of these regular surveys was to identify parts/villages of both islands that were providing most food crops to the markets. Such information would enable the Division to encourage Pulenuu of villages, which were not identified to promote village agricultural production of food crops. During this reporting period, the records showed that an increase in the quantities of food crops fluctuated during the year. Farmers who were interviewed stated that the supply of food crops to the market depended very much on the impact of the weather on the growth and maturity of crops.

3. Access Roads Inspections:

Access roads inspections were carried out every 2 months on both Upolu & Savaii. A total of six (6) inspections were conducted to monitor the ongoing maintenance of villages' access roads

4. Village Agricultural Competition

115 villages in Upolu and eighty (80) villages on Savaii were inspected. Overall, the outcome of the inspection, showed an increase in the quantities of food crops planted by most villages.

Performance Management system

In monitoring and sustaining village agricultural production, all Pulenuu were responsible to carry out their own village inspections and record information in their workbooks to inform whether there had been an increase or decrease in food crops production in their villages. This information had enabled the Division of Internal Affairs to ensure there was a sufficient supply of food crops planted by each village. The information gathered recorded a great increase on the amount of taro, banana, taamu, ufi & cocoa being grown from time to time. This activity was conducted and completed as stated.

5. Village Based Development (VBD Project)

Two (2) groups of volunteer, group 72 & 74 were in Samoa to serve as Village-Based volunteers under the Division, as the host agent for the project. A total of nineteen (19) villages below were served

<i>Villages for Group 70 volunteers</i>	<i>Villages for Group 72 volunteers</i>
Malie	Faleaseela
Falefa	Luatuanuu
Vailu'utai	Aufaga
Tafatafa	Saoluafata
Lalomauga	Taga
Fasito'o-tai	Fagasa
Fusi Anoamaa	Auala
Sili	Sapapalii
Vaovai	Falealupo
Vaitoomuli	

Number of Projects Achieved:

Village	Achievements
Malie	- Vegetable Garden
Falefa	- assisted the Youth Division with the Youth Form to plan ways to develop Youth on Upolu & Savaii - prepared an attachment on Community Based Youth Project - worked with village council in submitting a proposal to FAO & MAFFM on pig farm project
Vailuutai	- received funding from EU to rebuild school - assisted village council in protecting the marine conservation project
Lalomauga	- assisted in tutoring at the Primary school - worked on the water project in connection with the EPC & government - Project Design & Management training was conducted by Peace Corp & Internal Affairs staff for the village
Fasito'o Tai	- helped build water tanks for the village renovated the bath pool for the village
Vaovai	- renovated school building from funding received from EU - achieved implementing pipe project - assisted youth on development programs eg: fundraising activities
Vaitoomuli	- received SPA grant for plumbing course for the Secondary school - installed pipelines for the school & renovated school - implemented fish project from fund from SPA - helped village matai coordinate a team of fishing men to collect and sell fish - Worked with youth on 'ava' business and have raised \$13,000.00 within 3 months - Built a homework centre with fund from EU
Sili	- received funding from JICA to renovate Primary school - received funding from SPA grant on books for the school library - worked with taulele'a and submitted a proposal to AUS AID for cricket field. This was achieved and completed. - Offered tutorial classes on computer skills at the school

Tafatafa	<ul style="list-style-type: none"> - conducted a Project Design & Management training with the Peace Corp & Internal Affairs staff on fund to re-build school - received funding from EU to re-build school - worked with the Ministry of Sports & Culture in renovating the school field - worked with agriculture on project where the Pulenuu received training from MAFFM training on conservation issues for the village - developed income generating project where the village proposed to split agricultural lands for plantation production
Falealupo	<ul style="list-style-type: none"> - received Grant from EU on water tanks - developed garden project with women's committee - income generating business with women's committee on weaving fine mats (connection with Women in Business)
Sapapalii	<ul style="list-style-type: none"> - worked with women's committee on garden project - received funds from SPA on homework centre - assisted matai on pig fence project - achieved the fish conservation project with assistance from the MAFFM (Fisheries division)
Faleseela	<ul style="list-style-type: none"> - built Pre-school and playground for the school - received assistance from SPA grant on books for the library & Pre-school - worked with engineering on water project - assisted in launching CD for youth project
Auala	<ul style="list-style-type: none"> - has been successful in renovating their swimming pool
Luatuanuu	<ul style="list-style-type: none"> - implemented the water project for the village
Aufaga	<ul style="list-style-type: none"> - completed the water project and agricultural farming project with assistance from MAFFM
Saoluafata	<ul style="list-style-type: none"> - implemented the water project funded by the village
Taga&Fagasa	<ul style="list-style-type: none"> - both implemented homework centers - water tanks were provided for women's fale committee - sewing project was funded by SPA and with assistance from Women in Business

6. Komiti o le Faleula - Cultural Initiatives

❖ *Tusi Faalupega:*

The Komiti o le Faleula had been working on this book for 14 years. The CEO's concerted effort to have the Tusi Faalupega published during the period under review resulted in the draft submitted to Cabinet and a Cabinet appointed Committee for the Tusi Faalupega appointed to review and approve the draft for publication. Following a number of meetings of the Cabinet Committee and the Komiti o le Faleula, the Tusi Faalupega was officially launched on December 2004.

❖ *Tusi Faamamaavega:*

"E sui Faiga 'ae le Suia Faavae". Work by the Faleula on this book was in progress during this reporting period, as part of the government's efforts to ease the social and economic burdens of family faalavelave such as funerals, weddings and matai title investiture. This book addresses

ways whereby the implementation of family obligations can be lessened without losing the cultural importance of such practices.

❖ *Tusi o Alagaupu a Samoa:*

The Komiti o le Faleula began discussions on this book, the intention for which is to record Samoan proverbs, which had not been documented, their origins and appropriate usage

7. Executive Pulenuu Committees

➤ *Promotion of the Ie Samoa*

Representatives of the Executive Pulenuu Committees - Upolu and Savaii – were actively involved in the inspections of falelalaga during the year. With the appointment of Government Women Representatives and their responsibility to promote and coordinate falelalaga in their villages, the support of Pulenuu in the promotion of the Ie Samoa diminished significantly during this reporting period.

➤ *Meetings:* The Executive Pulenuu Committees met once a month on the same day as the Pulenuu monthly meetings. Members of the Committees would then attend the Pulenuu meetings.

8. Town Area Drainage Committee

A total of twelve (12) inspections were carried out around the Apia town area together with twelve (12) committee meetings at the Division of Internal Affairs office. Five (5) Pulenuu are registered and are involved in conducting and enforcing the roles & responsibilities of the program within their selected areas in the urban area. All was completed and achieved.

9. Pulenuu Seminars

The Division coordinated a total of twelve (12) seminars for all the Pulenuu in Upolu and Savaii on programs administered by various Government Ministries and Non-government organizations. The Government Ministries and NGOs involved were the Ministry of Justice and Court Administration, Samoa Port Authority, Ministry of Inland Revenue & Customs, Samoa Quarantine, Samoa Water Authority, METI & SUNGO (NGO’s) Siosiomaga Society, Ministry of Natural Resources & Environment, Ministry for Commerce Labour & Trade. These Ministries either requested the Division of Internal Affairs for an opportunity to inform Pulenuu about their projects in the villages for which the support and assistance of Pulenuu is needed, or the Division for Internal Affairs invited relevant Ministries to discuss their functions as well as roles and responsibilities for the information of Pulenuu.

2.3.2 BUDGET ALLOCATION

	<i>2003-2004</i>	<i>2004-2005</i>
Personnel	1,286,482	1,257,163
Operating Expenses	210,758	203,697

Overheads	108,149	52,261
Total Appropriation	1,605,389	1,513,121

2.4 DIVISION FOR WOMEN (DFW)

The Division for Women as the national focal point for the Convention on the Elimination of All Forms of Discrimination Against Women (CEDAW) and the Convention on the Rights of the Child (CRC) continued its work on the promotion, implementation and monitoring of, and reporting on these Conventions to the United Nations Committees for these international instruments.

The DFW-MWCSD retained its 4 sections during the year under review, namely the Programs and Training Section, Community Development Services Upolu Section, Savaii Women’s Community Centre Section and the Pacific Children’s Program (PCP) on the Protection of Children from Abuse and Neglect Section. .

2.4.1 ACHIEVEMENTS

2.4.1.1. Programs and Training Section

The Programs and Training Section as the technical arm of the DFW-MWCSD continued its focus on the coordination of the implementation, promotion and monitoring of, and reporting on, the CEDAW and CRC in Samoa, as well as the domestication of relevant international instruments for the advancement of women and the protection of children.

2.4.1.2. Pacific Children’s Program (PCP) on the Protection of Children

The regional AusAid funded Pacific Children’s Program in Samoa continued to be coordinated by the DFW-MWCSD. Ensuring the PCP focus on Article 19 of the CRC providing for the protection of children from all forms of abuse, the programme’s purpose *“To increase family, community and government responsibility for the protection of children in Samoa”* and goal *“To contribute to the reduction of child abuse and neglect of children in Pacific island countries”*, activities were implemented during this financial year under the 5 components of the PCP as shown below:

- **Component 1: Overall Strategies for Preventing Child Abuse and Neglect**
 - 1.1. Prevention Strategy Developed
- **Component 2: Country Level Information on Child Protection**
 - 2.1. Ongoing country level participatory data collection systems established
 - 2.2. Regular and End of Project KABP Surveys conducted
- **Component 3: Family and Community Preventive Action Programs**
 - 3.1. Capacity Building Program conducted for Government Agencies, NGOs and CBOs.
 - 3.2. IEC Materials trialled and produced
 - 3.3. Public awareness program initiated
 - 3.4. Small Grants Scheme for local prevention programs

- **Component 4: National and Local Advocacy**
 - 4.1. National and local advocacy directed to government and other community leaders conducted
 - 4.2. NCC Child Protection Task Force (CPTF) established
- **Component 5: Regional Coordination and Management**
 - 5.1. Technical assistance in child protection topics
 - 5.2. Regional networking and collaboration on child protection issues
 - 5.3. Project management, monitoring and evaluation systems operational

2.4.1.3. Community Development Services Upolu & Savaii Women’s Community Centre

The Community Development Services (CDS) Section focused on the provision of community development services for the advancement of women in the villages. These services included the provision of skills building for women in areas such as cooking, handicraft production, garment making vegetable gardening and revival of traditional crafts. A very important part of the work of the CDS Section and the Savaii Women’s Community Centre during this period was the coordination of the Aiga ma Nuu Manuia Program implemented in the villages.

2.4.2 OTHER ACHIEVEMENTS

2.4.2.1 Advancement of Women

- Nationalizing of the Aiga ma Nuu Manuia (ANM) Program
- Professional Development of staff, Coming on board of new staff
- Human Resource Development – Short/ Long term training for staff of the DFW
- Successful integrating of project funded activities on CEDAW into the national budget
- Successful pioneer of CEDAW Model for reporting – The idea of conducting MOCK SESSIONS to prepare for the reporting process and meeting with the UN CEDAW Committee in January 2005
- Compilation & completion of the first DFW Strategic Plan 2004 – 2007
- Coordination of the Delegation to New York to answer to Samoa’s Combined Initial, First and Second Periodic Report on CEDAW for the first time
- Coordination of the CEDAW Partnership participation at the 49th Session of the Commission on the Status of Women in New York February – March 2005

2.4.2.2. Protection of Children

- Increasing awareness of the CRC and PCP work
- National Advocacy on Protection of children
- Professional Development of staff, Coming on board of new staff
- Human Resource Development – Short/ Long term training
- Successful integrating of project funded activities into the Ministry’s current budget
- Increasing number of local consultants utilised in activity implementation
- Increase in participation and ownership of protection of children activities at village level

- Strong CRC Partnership network
- Development and utilization of the Facilitation Package approach as an important tool in facilitating child protection issues and activities
- Coordination of the participation of the CRC Partnership at the Pacific Regional Conference on Family Violence and Child Maltreatment held in American Samoa in April 2005.

2.4.2.3. DFW Evaluation and Planning Process

One of the major achievements of the DFW to date was the conduct of the DFW Evaluation and Planning Process for the Division every 6 months. This had proven to be a highly effective monitoring and evaluation model that Divisional staff had come to appreciate as a ***Total Quality Management*** tool used to ensure quality performance management within the Division for Women at all levels. This could be regarded as a Best Practice approach in so far as developing and strengthening the capacity of staff to evaluate their own performance with confidence and professionalism. Based on these evaluations, the DFW staffs were in turn able to plan for the next six months such that they were able to collectively determine how they moved forward as a Division based on their evaluations.

2.4.2.4 DFW Strategic Plan 2004-2007

The DFW-MWCSD embarked on an initiative to document the work and achievements of the Division so far, as well as the work that it aims to undertake in the next 3 years through the compilation of a ***Strategic Plan for the DFW-MWCSD, for 2004-2007***. The Strategic Plan for the DFW-MWCSD emanated from the Corporate Plan for the MWCSD, and was developed by the DFW staff themselves at its six monthly Evaluation and Planning Process conducted on 21 – 25 June 2004, and was finalised and launched in July 2005. In this plan, a number of achievements by the Division were being highlighted as well as the description of the focuses of the different sections within the Division. It provided a description of the approaches adopted by the DFW to accomplish its mandated functions for the work targeting women and children and it highlighted the developments within and outside of the DFW-MWCSD, which had resulted from the work undertaken by staff. The Division for Women hoped that this would provide a true reflection of the responsibilities and tasks as well as the standards that the DFW-MWCSD staff had set for themselves as professionals in their field of work.

2.4.2.5 Support from development partners

The DFW noted the support and commitment from the development partners at the national, regional and international levels for this financial year. The financial assistance provided for the 2 Delegations to New York particularly the assistance from UNIFEM this financial year was again acknowledged through documentation in this report. This was noted as one of the Division's achievements and the support from development partners had been tremendous. The support from AusAID through the Pacific Children's Programme was also acknowledged and the approval of the extension of the project for another number of years was also documented as part of the achievements of the Division for Women given the success in the implementation of this project. The DFW-MWSCD in the future would need to continue nurturing and strengthening these networks so as to successfully realize the work set out in the Division for Women's Strategic Plan by the year 2007.

2.4.2.6 Work of the Government Women Representatives

The developments in the work of the newly appointed Government Women Representatives (GWR) this financial year must be noted. The success in the implementation of village-based activities was a result of the leadership of the GWRs in ensuring the participation of the village communities in programme implementation. The coverage of the Aiga ma Nuu Manuia programmes continued to expand with the coming on board of new GWRs. While ongoing capacity building needed to happen to enhance the quality of the GWRs performance, the progress of their work to date through the promotion of the Ie Samoa through the “Falelalaga”, the implementation of the Aiga ma Nuu Manuia, the registration of births and so forth must be acknowledged.

2.4.3 BUDGET ALLOCATION

Advancement Of Women Services		
	2003-2004	2004-2005
Personnel	166,266	683,233
Operating Expenses	187,222	251,379
Overheads	87,752	52,261
Total Appropriation	441,240	986,873

Protection of Children Services		
	2003-2004	2004-2005
Personnel	-	71,957
Operating Expenses	-	58,751
Overheads	-	52,261
Total Appropriation	-	182,969

2.5 DIVISION FOR YOUTH (DFY)

The Division for Youth underwent some internal transformation and capacity building, during the second year of Government’s Realignment Programme. This included the transfer of its Radio Programme and Newsletter to the Division for Research, Policy, Planning and Information Processing (DFRPPIP), as all Divisions strove to integrate synergies and link existing programmes in order to share resources and avoid duplication.

In addition, the Organizational Structure of the DFY was strengthened with the addition of three new Officers funded under the T.A.L.A.V.O.U. Programme, which was a development initiative by the Government of Samoa and the United Nations to translate into action some of the issues identified in the Samoa National Youth Policy 2001 – 2010.

To this end, the 3 main functions or Units of the DFY were the Social Services Development Unit; Economic and Skills Development Unit and Management, Monitoring and Evaluation Unit. Activities included the implementation and monitoring of youth development programmes such as

training workshops, meetings, awareness consultations and festivities for young people, in collaboration with all Youth Stakeholders including the young people themselves. These activities addressed issues pertaining to the social, economic, cultural and spiritual aspects for young people as stipulated in the Samoa National Youth Policy 2001 – 2010, being implemented and reviewed by the DFY.

2.5.1 ACHIEVEMENTS

2.5.1.1 Implementation and Coordination of Economic Development Opportunities for Young People

- Future Farmers of Samoa (FFS) Project funded by the FAO and implemented in partnership with the MAFFM and other stakeholders such as US Peace Corps, WIBF and others;
- National Youth Initiatives and Services Awards 2005;
- Provision of sewing machines donated by the Chinese Embassy in Samoa for the Gataivai Community – Youth Project;
- CYP Regional Youth Awards (Silver Medal for Matautu Falealili; Iva Catholic Youth won the Gold Medal in 2004);
- Retail Skills Development Workshop for Young Entrepreneurs (in collaboration with UNDP, CYP, SBEC and The Body Shop of Australia). The former participants of this Retail Skills workshop formed the Young Entrepreneurs Association of Samoa (YEAS); the workshop now serves to strengthen YEAS;
- Youth Trade Fair for the May 2005 National Youth Week; Cabinet approved the changing of the month for the commemorating of the National Youth Week to December after the Youth Trade Fair; and

2.5.1.2 Implementation and Coordination of Social Services Development Opportunities for Young People including Leadership Skills Capacity Building

- Life Skills Training for young people (Initiatives) during the December 2004 Camp;
- Presentation by Social Services Providers for Awareness Raising amongst young people;
- Participation in the Safer Samoa Campaign in collaboration with the Ministry of Police, Prison and Fire Services and other NGOs and Ministries – in 2004 (Aleipata) and June 2005 (Savaii).
- Pacific Youth Millennium Development Goals Summit – Tofamamao, Leauvaa – which was held in May 2005 for one week. The MWCSO's Division for Youth in collaboration with the UN System in Samoa hosted this Summit and Participants from the Pacific Region compiled a Youth Plan on the Implementation of the MDGs that was submitted to the Pacific Leaders at their meeting in Papua New Guinea in December 2005. In addition an Action Plan for the MDGs was developed by young people of Samoa with funding approved by UNAIDS specifically for the implementation of Goal 6 on HIV/AIDS.

2.5.1.3 Management, Monitoring and Evaluation

- DFY fortnightly meetings;
- Monthly meetings of the Samoa National Youth Working Committee
- DFY Annual Retreat for monitoring and evaluation of Performance Measures

2.5.1.4 Commemoration of International and National Days for Young People

- International Youth Day – 12th August 2004; and
- The National Youth Week – which was commemorated in December 2005 for the first time with the aim to link with the Samoa Games in preparation for the South Pacific Games 2007.

2.5.1.5 Processes Coordinated by Other Sectors and Attended by the DFY on behalf of the MWCSO

- Meetings with SQA on drafting of the SQA policy and SQA Act;
- Meetings with MESC on Education Policy and Sports Policy;
- Meetings with SUNGO on assistance for AIDS Awareness Programmes;
- Meetings with MESC and METI on the Second Chance Education Curriculum;
- Meetings with Nuanua o le Alofa Organisation on the Sports Day for People with Disabilities;

2.5.1.6 DFY Productions

- Continuous support and contribution to the Ministry’s Radio Programme, which is held fortnightly;
- Continuous support and contribution to the Ministry’s newsletter – “Ua taoto ataata o taulelei”;
- Reports of Activities such as the National Youth Week, International Youth, National Youth Forum, etc.
- Tofamamao Youth MDGs Summit Video Production;
- Tofamamao Youth MDGs Summit Pamphlets and Information; and
- Press Releases of Activities

2.5.2 OTHER ACHIEVEMENTS

A significant increase in the DFY’s budget allocation was noted through the beginning of the TALAVOU Programme which is an initiative by the Government of Samoa and the UN System for addressing some of the youth issues identified by Samoa’s National Youth Policy 2001-2010. This is an attempt to create a Wide Sector approach to Youth Development through the collaboration of Donor Agencies, Government Ministries, Non Governmental Organizations, Community Based Organizations and the young people themselves through the implementation of this Joint Young People’s Programme. In relation to the TALAVOU Programme, 3 new Officers were recruited as well as the procurement of capital resources for the Division for Youth as the Programme Implementation Unit. Improved working conditions through an extended working area at the Tooa Salamasina Building was also realized and major improvements for capital and financial resources are anticipated through the development of the TALAVOU Programme for the next 4 Financial Years.

2.5.3 BUDGET ALLOCATION

	<i>2003-2004</i>	<i>2004-2005</i>
Personnel	<i>151,752</i>	<i>157,336</i>
Operating Expenses	<i>82,743</i>	<i>177,300</i>
Overheads	<i>31,696</i>	<i>52,261</i>

Total Appropriation	266,191	386,897
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2.6 DIVISION FOR RESEARCH POLICY PLANNING AND INFORMATION PROCESSING (DFRPPIP)

In the second year of the MWCS D merge, the main responsibilities of DFRPPIP were again to facilitate, coordinate and implement research activities, policy initiatives and planning activities for the MWCS D and to ensure that these were in line with Government's overall strategic policies and plans.

2.6.1 ACHIEVEMENTS

2.6.1.1 Research

- (a) ***Child Vendor Survey***
 - Finalised analysis of survey data and incorporated into final survey report
 - Translated survey report into Samoan version
- (b) ***Report for KABP Survey on Child Protection Practices in Samoa***
 - Finalised KABP Survey Report
 - Conducted consultations for Upolu and Savaii on findings of KABP Survey
- (c) ***Village Profiles (Upolu & Savaii)***
 - Distribution of Village Profiles – to Government Ministries and relevant institutions (NUS library, USP library and Nelsons Memorial library)

2.6.1.2 Policy and Planning

- (a) ***Welfare and Social Services Sector Plan***
Coordinated first ever meeting to establish a Steering Committee for the Welfare and Social Services Sector. This Committee is comprised of the Ministry of Finance, MWCS D, Ministry of Health, Ministry of Education, Ministry of Commerce Industry and Labour, Ministry of Agriculture Forests and Fisheries, Ministry of Justice, SUNGO, national Council of Churches, Nuanua o le Alofa Incorporated
- (b) ***MWCS D Annual Report 2003-2004***
Coordinated the compilation of the MWCS D's first Annual Report 2003 – 2004 for Parliamentary submission
- (c) ***Coordinated the compilation of the Ministry's Annual Management Plan for 2004-2005***
- (d) ***National Policy for Women***
Updated data of initial submissions. Also worked on revisiting policy framework prior to decision to transfer task to the Division for Women to drive the process to completion and re-submit Policy to Cabinet

2.6.1.3 Information Processing

The Information Technology Officer was transferred to the Office of the CEO to await the establishment of an IT Unit for the Ministry in the near future. Concurrently a decision by Management was made to terminate the production of the Taulogologo newsletter of DFY and the Fofoa newsletter of the DFW but for the DFRPPIP to produce one newsletter for the whole Ministry. –

- Coordinated monthly newsletter – *Ua Taoto le Ataata o Taulelei*
- Coordinated 24 fortnightly radio programmes on SBC

2.6.2 Processes of Other Divisions & Ministries Attended by DFRPPIP Staff

- DFW - CRC Partnership Meetings
- DFW - CEDAW Partnership Meetings
- DFY – TALAVOU Working Group
- DFCS – Capability Planning Workshops
- MNRE – POPS Pollutant Organic Pollutants Steering Committee
- MNRE – CERPS Steering Committee
- MNRE – SIAM Phase II Steering Committee
- MNRE – Heritage Coordination Committee

2.6.3 BUDGET ALLOCATION

	<i>2003-2004</i>	2004-2005
Personnel	<i>125,960</i>	176,757
Operating Expenses	<i>84,211</i>	186,865
Overheads	<i>42,849</i>	52,261
Total Appropriation	<i>253,020</i>	415,883

2.7 DIVISION FOR PRINTING (DFP)

The Division for Printing continued to provide quality and affordable printing Services to government Ministries, Corporations and Private Customers.

2.7.1 ACHIEVEMENTS

2.7.1.1 Highlights

During this financial year, two major events took place in this period 2004 / 2005 in which the Printing Division was involved especially in the areas of printing. The first event was the meeting of the 35th Pacific Island Forum Meeting in Apia. All stationery including programmes, invitations, ID Cards and brochures were printed by the Division. It was indeed a pleasure for the Printing Division to be involved in this high level Regional Meeting of Pacific Leaders as opportunities to host such meeting of high calibre comes only once every twelve years.

The second event was the initial printing and launching of the Tusi Faalupega. The manuscript for this work had been compiled by the Komiti o Faleula for fourteen years under the supervision of the Division for Internal Affairs. Two hundred copies were printed for the launching on 20 December 2004. More copies had been printed since then and handed over to the Ministry's Head Office to sell at a reasonable price.

- ❖ Printing services to Government Ministries, Corporations and Private customers
- ❖ Advice and information on printing matters provided to Government and Private customers
- ❖ Adoption of latest technology on colour separation machine

2.7.1.2 General Printing

The bulk of general printing which comprised of Receipt books, Invoice books, Letterheads, Invitations, Arrival and Departure forms, business cards, Record Cards and assorted medical forms etc. were printed and delivered on time. The availability of computer programmes such as Word, PageMaker etc. have made it easier to design most of the requested forms enabling the Division to produce them much faster. About 90% of general printing the Division processed came from government Ministries and Corporations, the other 10% was from private customers.

2.7.1.3 Publications

More and more publications were printed by the Printing Division for the period under review. Such publications included Annual Reports, Management Plans, Corporate Plans from government Ministries and Corporations. The Ministry of Finance provided 15% of publication with their Budget Statements, Budget Estimates, Statistical Reports, Management Plans and Supplementary Estimates. The other 85% has been allocated to other government Ministries such as Ministry of Women, Community and Social Development, Ministry of Health, Ministry of Education, Sports and Culture and Ministry of Foreign Affairs and Trade. With the availability of colour printers, government Ministries and Private Customers have opted for colour publications.

2.7.1.4 Advisory Services

Customers had made good use of our comprehensive advisory services enabling them to understand the printing systems we possessed. Advisory services offered included assistance in drafting specifications for jobs, a complete design and layout service and advice on the most economical way of producing jobs.

2.7.1.5 Adoption of latest Technology

The Printing Division, in order to improve the effectiveness of its production, had adopted some of the latest technological changes that had come into the printing industry. However due to limit funds available, the Printing Division adopted only those changes suitable to its needs.

2.7.1.6 Training of Staff on new / latest technology

As Printing is not included in the curriculum of the Institute of Technology at Vaivase, we had to do our own In-house or on-the-job training. These trainings were restricted on Pre-Press, Printing Machines and Bindery work. Requests had been sent to Public Service Commission for In-Country training.

2.7.1.7 Procurement of Printing Supplies

The Printing Division relied heavily on import of printing materials from New Zealand, Australia and Fiji for processing its various jobs. As Shipping Schedules were reliable, those materials consisted of papers, films, plates, inks and chemicals arrived on time.

2.7.1.8 Personnel

The Division employed 13 permanent staff and 14 casual workers in 2004 / 2005. It has been the intention of the Division to request the PSC through the Chief Executive Officer of the Ministry, to transfer 13 casual workers, with the exception of the Nightwatchman, to permanent staff. The reason being some of these Casual workers had been employed by the Division for 4 to 5 years and they had the experience and expertise. Most of the Casual workers operated highly sophisticated printing machines, cameras, computers and plate burners. They were doing the work tradesmen normally carried out.

2.7.2 BUDGET ALLOCATION

	<i>2003-2004</i>	2004-2005
Personnel	<i>267,322</i>	230,846
Operating Expenses	<i>361,396</i>	384,050
Overheads	<i>21,420</i>	52,261
Total Appropriation	<i>\$650,138</i>	\$667,157

2.8 DIVISION FOR CORPORATE SERVICES (DFCS)

The Division for Corporate Services provided 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.

2.8.1 ACHIEVEMENTS

2.8.1.1 Human Resource Development/Management

The development of the Ministry's Capability Plan as required by PSC of all Ministries was close to completion during the period under review. This plan was a whole of Ministry effort. Gaps identified were directly related to the need for staff training.

A draft of the Internal Manual of Instructions as initiated by the CEO in the previous annual report primarily to realise and adhere to PSC policies and procedures as well as Treasury regulations in the Ministry's daily operations was completed and given to Management for comments.

Coordination of staff training and monitoring of staff leave and attendance were an on – going responsibility of this Division throughout the year.

A major highlight of this fiscal year in regards to the Division's work was the implementation of the full devolution of the Recruitment and Selection Process (R&S) by PSC and so as other administrative functions delegated to the CEO.

2.8.1.2 Budget/Financial/Asset Management

Budget Estimates Analysis – Budget reports were distributed to the ACEO of each Division or Output Managers for their information and close monitoring of budget spending. As such, analysis must be accurate and prepared on a timely basis.

2.8.1.3 Information Technology Management

Government had introduced the new budgeting system of Go Far and staff of the Accounts Section participated in related workshops and on-going training on this system. During the year under review, the Ministry experienced problems with the Go Far system. The Operating Expenses of some of its Budget Outputs froze shortly after the beginning of this financial year, which meant that Operating Costs of the Budget Outputs that were not affected had to be drawn upon.

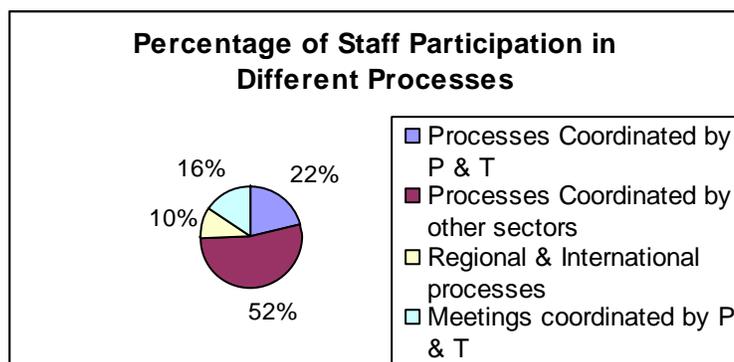
The development of a Ministry's website and an internal network began during this financial year with the IT Officer's move to the Office of the Chief Executive Officer.

Section 3: STAFF DEVELOPMENT

3.1 Division for Women:

Staff development in this context included both the actual training programmes the DFW staff attended and all other processes including meetings, consultations and any process that provided staff with some kind of exposure for learning. The DFW noted with appreciation all the opportunities at the national, regional and international levels for professional development that staff had been fortunate to be a part of during this financial year. Not only were staffs invited as participants, but they were also invited as resource people for a number of processes. There was no doubt that these opportunities provided exposure and capacity building for staff as they became more confident to articulate the issues pertaining to the Division's work in these different processes. The pie graph below is reflective of the time spent and effort made by staff in participating in these processes. The effort of the DFW staff in ensuring that their own performance measures were achieved was noted in their achievements documented previously in this report.

Pie Graph showing the percentage of the time DFW staff at these processes:



3.2 Division for Youth

- Youth Officer participating in the Korea Youth Camp – June 2005;
- Senior Youth Officer participating in the Post Graduate Diploma Course for the Asia/Pacific Studies and Community Development, Jan-Dec 2005, Australia
- Successful Participation of the Assistant Chief Executive Officer – Division for Youth, in the Executive Development Programme of the PSC, with the conferral of an Advanced Diploma in Business Management from the University of New England, Australia

3.3 Division for Research Policy Planning and Information Processing

- Participation of the ACEO as part of Samoa's delegation to the 49th Session of the Commission on the Status of Women in New York February – March 2005
- Participation of the ACEO at a regional meeting in Tonga on Integration of CEDAW into national and sectoral planning (March 2005)
- Participation of Policy Planning Officer at a PCP / CRC Partnership delegation to American Samoa (April 2005) on Child Protection Practices

Section 4: REPRESENTATION

The decision by the CEO to delegate the Ministry's representation in various committees of other Ministries to ACEOs based on the relevance to, and nature of, the Division's work continued through the second year of realignment. Shown below are the delegations to the ACEOs of the Ministry's six Divisions:

Representation	Ministries
ACEO – Division for Women	Health
ACEO – Division for Youth	Education
ACEO – Division for Internal Affairs	Agriculture
ACEO – Division for Research, Policy Planning and Information Processing	Environment
ACEO – Division for Corporate Services	Tourism
ACEO – Division for Printing	Disaster Management

This decision was made to ensure that:

- ❖ The views of the MWCS D are made known and reflected in the decision making process of respective Ministries;
- ❖ Linkages between the MWCS D and other relevant Ministries of government are strengthened;
- ❖ The respective ACEOs are held accountable for the Ministry's representation and reporting back to Management;
- ❖ There is continuity in the Ministry's representation.

Notwithstanding this internal arrangement, the opportunity for staff to participate in the processes coordinated by these sectors as appropriate must be noted. For example, the opportunity was open to staff of the DFW to participate in consultations and other processes for the Sector Plans of other sectors. Likewise, the opportunity was open for the DFRPPIP to participate in processes to do with Policy and Planning of the Ministry of Health for which the DFW was the delegated representative for the MWCS D.

The CEO continued to represent the Ministry in certain Statutory Boards and Steering Committees.

Section 5: CONSTRAINTS

This report marked the end of the second year of the realigned Ministry of Women Community and Social Development. Harmonisation within the Ministry was noted to have set in gradually as evident in staff members having become familiar and as a result comfortable with one another.

Notwithstanding this positive development, the Ministry continued to experience problems with its Divisions located in different areas in Apia away from the main office where the Office of the Chief Executive Officer and Division for Corporate Services are located. Not only did such a situation present management issues, but also perhaps more importantly, it did not facilitate the spirit of harmonization within the Ministry.

As well, each Division had its own share of limitations during this financial year, as noted below:

- (i) The Division for Internal Affairs experienced staff shortage. Staff capacity building was limited.
- (ii) The Division for Women experienced staff shortage which affected the following work of the Division:
 - ❖ Framework for the Plan of Action for Violence against Women for which multiple consultations should have taken place.
 - ❖ Multi-sectoral working group for “Women & HIV/AIDS Strategic Plan”
 - ❖ Awareness for working women to discuss and understand issues of HIV/AIDS.
 - ❖ Working group to discuss outcomes of SDS especially on areas achieved.

Upolu’s forum on “National Children Forum on CRC” could not happen due to constraints within local budget.

The draft CRC country report still awaiting response from local consultant, plus the Terms of reference (TOR) and contract for consultant was yet to be finalised.

Computerised information system to collect, collate and store data concerning children’s protection.

1st situational analysis on Children in Samoa was incomplete due to delay in CRC Country Report.

1st situational analysis on the Commercial and Sexual exploitation of Children (CSEC) not achieved.

- (iii) The Division for Youth experienced budgetary constraints which prevented the realization of any other community based developments besides Gataivai which received materials to begin a project that targeted the unemployed young people. As well, the urgent need was noted for a database to be set up to ensure the continuity of knowledge sharing amongst participants as well as the smooth progression of their businesses.

- (iv) The Division for Research, Policy Planning and Information Processing critically needed strengthening of its staff capacity to undertake its technical responsibilities such as policy development, research analysis and reporting. The limited number of staff carrying out these functions within this financial year was a major setback given the amount of workload the Division was expected to carry, especially dealing with issues relating to women, youth, children and village communities
- (v) The Division for Printing given its second role as a revenue-generating agency for Government had always experienced shortage of staff. It had been requesting authority for the direct appointment of casual workers to permanent positions as they had the institutional knowledge and expertise but that was yet to be resolved.

Recovery of costs and collection of debts had been difficult due to: a) the lack of a proper database, and b) ledger cards were kept at the Printing Division at Matautu while the main office was located at the Government building.

- (vi) The Division for Corporate Services also faced problems similar to those experienced by other Divisions with regards to staff shortage. This prevented the completion of monitoring and updating the Asset Register for the whole Ministry.

Section 6: MWCS D BUDGET APPROPRIATIONS FOR FISCAL YEAR 2004 -2005

The Ministry of Women Community and Social Development's Total Budget Appropriation for Fiscal Year 2004 – 2005 is \$7,249,870.

Output Number	Output Description	Allocation amount
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)	\$810,939
Output 2	Honorable Minister's Office Ministerial Support	\$229,268
Output 3	Division for Women (Advancement of Women Services)	\$986,873
Output 4	Division for Women (Protection of Children Services)	\$182,969
Output 5	Division for Internal Affairs (Village Based Development Services)	\$1,513,121
Output 6	Division for Youth (Youth Development Services)	\$386,897
Output 7	Division for Printing (Printing Services)	\$667,157
Output 8	Division for Research, Policy Planning & Information Processing	\$415,883
SUBTOTAL OUTPUTS DELIVERED BY MWCS D		\$5,193,107
TRANSACTIONS ON BEHALF OF THE STATE		
Commonwealth Youth Program		\$40,000
Rent and Leases		\$149,000
Mothers Day of Samoa		\$40,000
Village Competition and Access Roads		\$1,000,000
National Youth Week		\$60,000
Fuataga o le Ie o le Malo		\$100,000
VAGST Output Tax		\$667,763
SUBTOTAL TRANSACTIONS ON BEHALF OF THE STATE		\$2,056,763
TOTAL APPROPRIATIONS		\$7,249,870

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 for leading the Ministry in its second year of operation since the merge in 2003. It also wished to acknowledge the support and cooperation received from Government Ministries, Corporations, Private Sector, Church Organisations, Non-Government Organisations and civil society.

Special acknowledgement must be 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, the invaluable contribution by the various Committees of the Ministry - Komiti o le Faleula o Samoa, Puleuu Committees (Upolu and Savaii), Youth Directors and all its partners and stakeholders. Special appreciation is given to the Women's Advisory Committee as it officially ends all its duties in 2004.

The Ministry would also like to thank in particular all the donors and funding agencies that provided technical and financial assistance, which made possible the implementation of a number of programmes and activities.

Special acknowledgement is due the former ACEO for the Division for Women, Palanitina Toelupe who was appointed as the CEO for the Ministry of Health in March 2005. Her invaluable contribution to the former Ministry of Women Affairs and the realigned MWCSO had left an indelible mark in the strategic as well as operational processes of the MWCSO.

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

ACRONYMS

ACEO	-	Assistant Chief Executive Officer
ANM	-	Aiga ma Nuu Manuia
CDS	-	Community Development Services
CEDAW	-	Convention on the Elimination of All Forms of Discrimination Against Women
CETC	-	Community Education Training Centre
CEO	-	Chief Executive Officer
CRC	-	Convention on the Rights of the Child
DFCS	-	Division for Corporate Services
DFIA	-	Division for Internal Affairs
DFP	-	Division for Printing
DFRPPIP	-	Division for Research Policy Planning and Information Processing
DFW	-	Division for Women
DFY	-	Division for Youth
FFS	-	Future Farmers of Samoa
FMFM 11	-	Fiame Mataafa Faumuina Mulinuu 11
FY	-	Financial Year
GWR	-	Government Women Representative
HIV /AIDS	-	Human Immune Deficiency Virus / Acquired Immune Deficiency Syndrome
IRETA	-	Institute for Research and Extension Training Agriculture
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
MJCA	-	Ministry of Justice and Courts Administration
MPPF	-	Ministry of Police, Prison and Fire Services
NGOs	-	Non-Government Organizations
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 Development of Samoa
SGS	-	Small Grants Scheme
SNYP	-	Samoa National Youth
SPA	-	
SPC	-	Secretariat of the Pacific Community
TALAVOU	-	Towards a Legacy of Achievement Versatility and Opportunity through Unity
UNDP	-	United Nations Development Program
UNIFEM	-	United Nations Fund for Women
UNESCO	-	United Nations Educational Scientific Cultural Organization
USP	-	University of the South Pacific
VBD	-	Village Based Development