



Government of Samoa

**LEGISLATIVE ASSEMBLY
OF SAMOA**

ANNUAL REPORT

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

For the period ended June 30 2006

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 third Annual Report for the Ministry of Women, Community and Social Development for the period of 1st July 2005 to 30th June 2006, 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. Fiamē Naomi Mataafa II

Minister for Women Community and Social Development



GOVERNMENT OF SAMOA

Ministry of Women, Community and Social Development

Honourable Fiame Naomi Mataafa II

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 third Annual Report for the Ministry of Women, Community and Social Development for the period of 1st July 2005 to 30th June 2006.

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

TABLE OF CONTENTS

	PAGES
INTRODUCTION	5-6
1. SECTION 1: MINISTRY OF WOMEN COMMUNITY AND SOCIAL DEVELOPMENT	
1.1 Vision	7
1.2 Mission Statement	7
1.3 Mandate	7
1.4 Objectives	8
1.5 Functions	8
1.6 MWCSO Organisational Structure	9
1.7 Personnel	10
2. SECTION 2: ACHIEVEMENTS AND INITIATIVES	
2.1 Office of the Minister	11
2.2 Office of the Chief Executive Officer	12
2.3 Division for Internal Affairs	15
2.4 Division for Women	17
2.5 Division for Youth	24
2.6 Division for Research Policy Planning and Information Processing	26
2.7 Division for Printing	27
2.8 Division for Corporate Services	29
4. SECTION 3. REPRESENTATION	30
5. SECTION 4. STAFF DEVELOPMENT	31
6. SECTION 5: CONSTRAINTS	33
7. SECTION 6: MWCSO BUDGET APPROPRIATIONS -2005/2006	34
8. ACKNOWLEDGEMENT	35
9. ACRONYMS	36

INTRODUCTION

The Ministry of Women Community and Social Development in collaboration with all its partners and stakeholders continued to make significant progress in its strive and contribution towards the achievement of Government's overall long term vision. This third year of operation since the MWCS D's inception again produced some noteworthy milestones which are highlighted throughout this Report.

The appointment of Honourable Fiame Naomi Mataafa as Minister of Women Community and Social Development and as the first woman Minister for this MWCS D following the General Elections 2006 is considered a landmark. The MWCS D highly appreciated her appointment and considered it a certain privilege for she brought along her wealth of experience since serving as Minister for Education Sports and Culture for more than a decade.

Similarly acknowledged is the contribution of Honourable Tuala Ainiu Iusitino who gracefully retired from politics at the end of the last Parliamentary term. Tuala's steady and calm leadership enabled the Ministry to continue with its core business without much disruption until the change of Ministerial portfolios after the Elections.

The MWCS D's contribution to the success of the country's 2006 General Elections ought to have recognition. The Division for Printing was responsible for printing all Ballot documents, Election rolls with/without photographs and manuals. It was a massive undertaking which demanded high expectation on staff commitment and quality performance so as to achieve the printing targets of the General Elections. Subsequently the Ministry greatly appreciated some of the benefits it received as a result of this huge assignment. One of these is the acquisition of the latest printing technology and equipment required as approved under Government spending. The Ministry is proud to acknowledge that the Division for Printing currently has the latest printing technology in the country.

During this financial year, the Chief Executive Officer and Executive Management initiated the process for the MWCS D to have an Institutional Strengthening Program. This was strongly encouraged and supported by the Hon Minister Fiame Naomi when she came on board towards the end of this financial year. The request was initially discussed with the Public Sector Improvement Facility(PSIF) for their technical advice in the preparation of the proposal prior to submission to the PSIF Steering Committee . The aim of this program was to cater for the MWCS D's long term strategic needs and to strengthen the capacity for it to best delivery its core functions and responsibilities.

The fundamental responsibility of the MWCS D to ensure the social and economic wellbeing of communities is constantly reflected in its achievements as highlighted in this

Report. Each Division contributed positively to the achievements and successful completion of this year's activities.

Certainly there have been obstacles and challenges which often affected the enthusiasm of staff and Management. In fact these were brought about by external factors that in reality were beyond the Ministry's control.

Despite these challenges and experiences, the Executive Management team and staff continued to uphold positive approaches and responses not only to overcome these obstacles but to turn them into opportunities for professional growth and capacity enhancement.

The MWCS D wishes to acknowledge the support and commitment of its key partners and stakeholders, from Government Ministries and Corporations, village councils, village mayors and Government Women Representatives, Youth Directors/Leaders, Private Sector, Non-Government Organisations, community-based organisations and village communities.

Lastly but not the least, a sincere appreciation for the hard efforts of the Chief Executive Officer, Executive Management and all staff of the MWCS D who have contributed well to the successful completion of this financial year 2005-2006.

SECTION 1: MINISTRY OF WOMEN COMMUNITY AND SOCIAL DEVELOPMENT

1.1 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”

1.2 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”

1.3 MANDATE

The Ministerial and Departmental Arrangements Act 2003 sanctioned the amalgamation of the MWCSO. However, during this reporting period, it continued to await a governing legislation to be drafted.

In the absence of a specific legislation to govern the realigned MWCSO, it continued to be administered under the following mandates:

- ❖ Government's Strategy for the Development of Samoa (SDS) 2005-2007
- ❖ 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 1997
- ❖ Ministerial and Departmental Arrangement Act 2003
- ❖ 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
- ❖ Pacific Youth Strategy
- ❖ Commonwealth Youth Programme
- ❖ National Policy for Youth (2001-2011)

1.4 OBJECTIVES

The MWCSO has identified the following five broad objectives for its work in its three-year Corporate Plan 2004-2007 which includes the period under review:

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

1.5 FUNCTIONS

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

1. Provision of policy advice
2. Provision of Ministerial support
3. Policy development, planning and research activities
4. Establishment of an appropriate Information system
5. Coordination and implementation of activities relating to the CEDAW and CRC.
6. Provision of Community development services for women.
7. Coordination and implementation of youth development programmes
8. Provision of capacity building programmes for Government women representatives, Pulenuu and Sui o le Malo*.
9. Dissemination of information on community and social development issues.
10. Promotion of Village based development activities and food security through Pulenuu and Sui o le Malo*.
11. Provision of quality printing services.

* Pulenuu counterparts in non traditional villages

1.6 MWCSO ORGANISATIONAL STRUCTURE

Hon. Minister for Women, Community and Social Development.

Honourable Tuala Ainiu Iusitino held the portfolio of Minister for Women, Community and Social Development during the period under review until 20th April 2006 when Honourable Fiamé Naomi Mataafa was appointed Minister for Women, Community and Social Development.

Chief Executive Officer

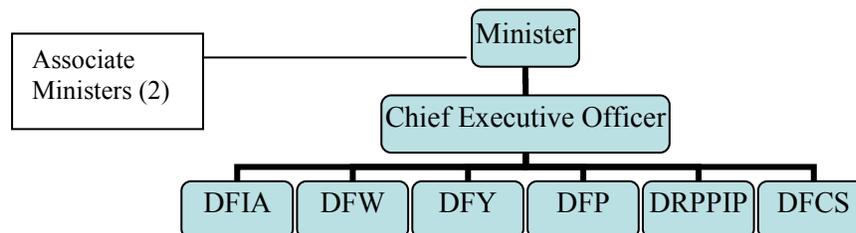
Luagalau Foisagaasina Eteuati Shon remained as the Chief Executive Officer for the MWCSO.

Divisions

The Ministry retained its organisational structure of 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. Each Division was headed by an Assistant Chief Executive Officer (ACEO) who was directly responsible to the Chief Executive Officer. Two new ACEOs were appointed in this reporting period to head the Division for Internal Affairs and Division for Corporate Services respectively. Shown below were the ACEOs for each of the Ministry's Divisions:

Division for Internal Affairs	-	Maulolo L T Amosa
Division for Women	-	Kuiniselani Tago
Division for Youth	-	Sydney Faasau
Division for Printing	-	Laulu Tevaga Alosio
Division for Research, Policy, Planning and Information Processing	-	Faasili Afamasaga
Division for Corporate Services	-	Maiava V Fuimaono/ Faauga Mulitalo

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)

1.7 PERSONNEL

PERSONNEL BY DIVISION, POSITION AND GENDER

DIVISION	CEO/ACEO		PO		SO		OF		AO		CS		TOTAL STAFF PER DIVISION
	M	F	M	F	M	F	M	F	M	F	M	F	
OFFICE OF CEO		1*	1		1			1			1		5
DFCS	1	1	1	2		1	2	2	1	4	2	2	19
DFP	1		1		2	1	2	1	4	2	12	1	27
DFIA	1		1		1	2	2	1		1	4		13
DFW		1		1			1	6		1	2	1	13
DFY	1		1	1	1	1	1	2		1	1		10
DFRPPIP		1	1			1	1	1		1	1		7
TOTAL STAFF	4	4	6	4	5	6	9	14	5	10	23	4	<u>94</u>
Total number of Males					52								
Total number of Females					42								

ACEO: Assistant Chief Executive Officer, PO: Principal Officer, SO: Senior Officer, OF: Officer, AO: Assistant Officer, CS: Causal M: Male, F: Female, *CEO

SECTION 2: ACHIEVEMENTS

2.1 Office of the Minister

The change of Ministers for Women, Community and Social Development, from Hon. Tuala Ainiu Iusitino to Hon. Fiame Naomi Mataafa during this reporting period was accompanied by changes in staff for the Office of the Minister. However, the functions of the Office of the Minister and services provided to the Minister remained the same as previous years.

Executive secretarial services to ensure the effective and efficient performance of Ministerial functions were provided by the Ministerial Secretaries on a daily basis. Likewise, the Ministerial Driver ensured that the Ministerial vehicle is well maintained at all times to transport the Minister to all government functions and official engagements.

The Minister was kept updated on matters pertaining to the Ministry by way of briefings by the CEO on an as needed basis. As well, the Minister called on the CEO for advice particularly on issues related to village disputes involving Pulenuu.

The Office of the Chief Executive Officer with the Division for Corporate Services provided administrative support services to the Minister and the Office of the Minister during the period under review.

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

Associate Ministers

Of note during this reporting period is the change in the Office of the Minister from one Parliamentary Under –Secretary to two Associate Ministers that occurred with the change of Ministerial portfolios. *Afioga Moefaau Lufilufi and Tofa Tuiloa Tuiloa* were the two Associate Ministers appointed for this Ministry. Like the Parliamentary Under-Secretary, the Associate Ministers carried out responsibilities as assigned by the Minister.

INTERNATIONAL / REGIONAL CONFERENCES, FORUMS, MEETINGS

ATTENDED BY THE MINISTER: FY 05/06

During this reporting period:

- ❖ Hon .Tuala Ainiu Iusitino attended the 2nd Pacific Youth Ministers Meeting, Port Moresby, Papua New Guinea, 5th -7th December 2005
- ❖ Hon. Fiame Naomi Mataafa attended 1) a Commonwealth Meeting of Ministers responsible for Youth in Nassau Bahamas 22nd - 26th May 2006, and 2) the fourth Conference of the Pacific and Asian region Ministers for women, as well as Parliamentarian Women in Wellington New Zealand 11th – 12th June 2006

Office of the Minister	2004-2005	2005-2006
Personnel	55,407	66,652
Operating Expenses	121,600	117,275
Overheads	52,261	54,938
Total Appropriation	229,268	238,865

2.2 Office of the Chief Executive Officer

Luagalau Foisagaasina Eteuati Shon continued as the Chief Executive Officer for the Ministry during the year under review. In her technical role, the CEO:

1. Provided advice to the Minister on legislation and policies related to the Ministry of Women, Community and Social Development :
 - ❖ The need to develop a National Community Development Services Policy.
 - ❖ The need to develop a National Welfare and Social Services Policy.
 - ❖ Develop a Policy for DFIA to coordinate community programmes of all Ministries through Pulenuu
 - ❖ Need to finalise the National Children Policy for consideration.
 - ❖ Recommend relevant amendments to the MWCSO Draft Bill.
2. Fostered / Developed & maintained regional and international cooperation
 - ❖ Attended the Steering Committee on Social Services 2nd Meeting, Bangkok 1st – 3rd November 05.
 - ❖ Pacific 10th Conference on “Child Abuse & Neglect” held in Wellington, New Zealand 14th – 16th February 2006.
3. Maintained relationships and obligations to international & regional organizations
 - ❖ Attended the meeting for Advisory Committee of the Regional Commonwealth Youth in Nadi 19th – 23rd September 2005
 - ❖ Attended meeting on “Child Abuse & Neglect” held in Suva, Fiji 26th – 28th September 2005
4. Provided advice to other Ministries and organizations on policies related to MWCSO through her membership in a number of Government Boards, Councils, Special Committees and Steering Committees of other Government ministries, with the aim that the interests and issues of the MWCSO are properly reflected in discussions, consultations and decisions made.
5. Developed and maintained partnership with private sector and other stakeholders such as the establishment of the National Youth Advisory Committee that was approved by Cabinet during the reporting period. The CEO and ACEO: DFY are still working on the composition of membership and functions of this Committee.
6. Initiated process for Ministry’s Institutional Strengthening Project.

In her Management role, the CEO managed the overall operations, performance and budget spending of the MWCSO during the period under review. Specifically, the CEO:

- ❖ Provided oversight for the:
 - review of the Service Charter and Corporate Plan carried out by Management and senior officers. Regular follow-up on staff understanding of these documents was done in staff meetings conducted every two months.
 - review and refinement of the Manual of Instructions procedures by Management particularly when operationalisation issues arose.
 - monthly review of Ministry’s budgetary status by Management
 - preparation of Mid-year review of 2005/2006 budget
 - preparation of budget estimates for FY 2006/2007
- ❖ Conducted quarterly reviews of Performance Measures as per Annual Management Plan and budget 2005/2006
- ❖ Represented the MWCSO in CDC meetings

- ❖ Participated & contributed to Government integrated approach of effective management and implementation of development projects through ensuring reports are submitted by ACEOs delegated the authority to represent the MWCSO on project steering committees of other Ministries – MOH, MESC, MNRE, MAF
- ❖ Attended project steering committee / project coordinating committee meetings: SIAM II, T.A.L.A.V.O.U project, National Steering Committee for National Capacity Self Assessment (MNRE)
- ❖ Attended meetings Statutory Boards: Polytechnic Council, SQA Interim Board, National Awards Committee, SBEC Board, NCCCRC, Ie Samoa Committee, TV Samoa Board, Films Control Board, PUMA Board, CDC, PSIF Steering Committee.
- ❖ Advice on all matters pertaining to core functions of the MWCSO through regular briefings with the Minister on management issues / policies and other related matters. Preparation of Cabinet submission for the Minister’s endorsement and Cabinet approval.
- ❖ Prepared quarterly reports on MWCSO’s performance.

Information Technology Unit

The IT unit continued to be placed under the Office of the Chief Executive Officer during this reporting period. The only staff in the unit, the IT Officer, performed the following tasks related to setting up the Ministry’s website:

DATE	TASK
July 05	Domain name registered as www.mwcsd.gov.ws . Contacted PC companies for website software and graphics applications. Pulenuu website disabled, and prepared backup for Pulenuu Website.
August 05	Conducted research on Web Development Tools (software, applications, templates). Looked at the different websites used by other Government Ministries.
September 05	Divisional visits to discuss the types of information needed for their website page and research on web development tools.
October 05	Search for software for the development of the Website (dream weaver software). Carried out manual or hand drawn design for website.
November 05	Obtained software for website development. Revised and review software obtained. Start obtaining information from the DFRPPIP.
December 05	Design phase – outline of homepage or main page
January2006- March 2006	Design Phase – layout design for divisions’ pages that includes text, image, font, background etc.
April 06	Design phase- layout of each page to ensure consistency of divisions page in terms of graphics and colour.
May 2006	Assistance from web Developer on the present layout design.
June 2006	Implementation phase: starting with the home or main page, it was implemented based on the design layout.

Audio Visual Unit

The AV Unit was also placed under the Office of the Chief Executive Officer, providing audio visual services to Divisions of the Ministry and hire of equipment to other government Ministries, as shown below:

AUDIO VISUAL UNIT: Hire of Equipment.

<u>Date(s)</u>	<u>Division/Ministry/Corporation/NGO's</u>	<u>Equipment hired</u>
30/8/05	Congregational Christian Church in Samoa	PA System
18/7&28/7/05	Ministry of Natural Resources and Environment.	PA System
9/9/05	Society Inc.	2 cordless microphones
12/10/05	South Pacific Games	PA System
17-19/10/05	Samoa National Provident Fund	PA System
30/10/05	Metotisi Faatoia	PA System
2/11/05	Society Inc	2 cordless Microphones
21-22/11/05	Ministry of Finance	PA System
23/8/05	Division For Women (MWCSO) : CRC	PA System
14&16/10/05	Division for Women(MWCSO) : HECA Small Grants Scheme	Video Camera.
6/12/05	Samoa Primary School	PA System
16/2/06	South Pacific Games Authority: Faleata Golf Courts	PA System
28/2/06	South Pacific Games Authority: NUS Gym 3	PA System
13-18/3/06	South Pacific Games Authority: Tuanaimato	PA System
30-10/4/06	South Pacific Games Authority : Tuanaimato	PA System
22/5/06	Ministry of Natural Resources& Environment.	PA System
5/4/06	Division for Youth(MWCSO);launching of TALAVOU Programme.	PA System & Video Camera
12-19/4/06	Division for Youth(MWCSO):National Youth Initiative	Video Camera
16-26/5/06	Division for Youth(MWCSO): Training of Trainers	PA System & Video Camera
24/3/06	Division for Internal Affairs: Pulenuu's Meeting	PA System
28/4/06	Division for Internal Affairs: Pulenuu's Meeting	PA System
26/5/06	Division for Internal Affairs: Pulenuu's Meeting	PA System
30/6/05	Division for Internal Affairs: Pulenuu's Meeting	PA System

Office of the CEO	2004-2005	2005-2006
Personnel	523,278	557,001
Operating Expenses	212,710	124,999
Overheads	74,951	85,023
Total Appropriation	810,939	767,024

2.3 Division for Internal Affairs

The Division for Internal Affairs focused on village based development services. It included the provision to villages of services to maintain food security, promote good governance and revive traditional practices and cultural heritage, to ensure a sustainable rural economy. The Division worked with Pulenuu and Sui o le Malo as well as Pulenuu Executive Committees in Upolu, Manono, Apolima and Savaii through inspections of access roads with the aim of reviving village agriculture developments.

ACHIEVEMENTS

Access Roads Inspections

Village agricultural competitions were discontinued during the period under review due to budgetary cuts. Access roads inspections were conducted every two months during this financial year to ensure that village farmers have easy access to their plantations and other agricultural developments with the aim to increase agricultural production not only for food security but also to revive the village economies.

Meetings of Pulenuu/Sui o le Malo in Upolu/Savaii: Meetings of Pulenuu Executive Committees in Upolu/Savaii

The Division coordinated twelve (12) monthly meetings of the Pulenuu Executive Committees in Upolu and Savaii. These meetings discussed issues that promote and ensure involvement of the executives members in village based development programs. The Pulenuu & Sui o le Malo meetings in both Upolu and Savaii were held soon after the Pulenuu Executive Committee meetings on the same day.

	Savaii	Upolu
Pulenuu Executive Committee members	30	36
Pulenuu	83	158*

* including Sui o le Malo

The Village-based Development (VBD) project

The Division successfully implemented two orientation programs for the new Peace Corps Volunteers (PCV) on November 2005 in Manase in Savaii and at the Aggie Greys hotel in Upolu. The main objective of these orientation processes was to clarify the role of the Division for Internal Affairs and the Peace Corps Volunteers in the VBD project.

The Division continued to collaborate with Peace Corps Samoa in the implementation of the VBD Project in selected villages. This is a capacity building project which aimed 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 in turn 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.

Capacity building processes for Pulenuu and Sui o le Malo

More than ten (10) workshops, training and seminars were coordinated by the Division for Pulenuu in Upolu and Savaii on programs implemented by various Government Ministries and Non-governmental organizations. The Government Ministries included the Ministry of Justice and Court Administration, Samoa Port Authority, Ministry of Inland Revenue & Customs, Samoa Quarantine, Samoa Water Authority, Ministry of Natural Resources & Environment, Ministry for Commerce Labour & Trade. The non-governmental organisations included the SUNGO, Siosiomaga Society and METI. Most of the Ministries requested the Division for Internal Affairs for an opportunity to inform Pulenuu about their projects in the villages which need the support and assistance of Pulenuu and Sui o le Malo. Others were invited by the Division to discuss their roles and functions for the information of Pulenuu and Sui o le Malo.

Crop Production

During the Financial Year 05/06, it was noted during market surveys that different districts and villages supplied a particular kind of crop product that grows well with the particular soil richness of their places. It was found that most taro suppliers were mainly from Lefaga & Faleseela, Safata, Siumu, Falealili and Aleipata. Frequent supplier of cocoa, taamu and banana were mainly from Laulii, Tanugamanono, Vailima, Malie, Afega and villages from Aana. Suppliers of vegetables were mainly from Aleisa and Tanumalala and Faleasiu. The above mentioned villages were the regular and usual suppliers of the mentioned products.

Town Area Drainage Project

The Division was involved in the above-mentioned project as the because of its close networking with the communities and villages through the Pulenuu/Sui o le Malo. In the period under review, eight(8) town area villages namely: Fugalei, Vaimea, Lalovaea, Taufusi, Tuloto, Tauese and Apia Park were involved in the program with sixty seven(67) registered families. The registered families were responsible for the maintenance of the drainage to ensure it is clean and flows, in order to earn the set financial allowance. Four(4) Pulenuu from the selected villages were included in the Project Committee, together with members from the four core Government Ministries : MWCSO, MOH, MNRE, MWTI. The Committee conducted two(2) drainage inspections per month and held monthly meetings at the end of the last inspection to discuss issues and updates of the project. However, due to bad weather conditions and unavailability of transportation from the MWTI, inspections for some months were postponed and done later. All in all, the Committee concluded that the work done by the registered families for the project during the period under review was well done and satisfactory.

Resolution of Village Disputes

There were no major disputes reported during the period under review. The Division for Internal Affairs dealt with minor problems which it was able to solve through traditional dialogue with the Pulenuu/Sui o le Malo and members of Village Councils. Such issues include differences on the appointment of Pulenuu/Sui o le Malo, performance of Pulenuu's duties, registration of Matai titles and financial issues involving the Pulenuu.

Coastal Infrastructure management

The Division for Internal Affairs also took part in this very important program. The program focused on community awareness of coastal hazards, ways to reduce hazard risks in villages as well as better adapt, respond to, and recover from, cyclones. The program was housed under MNRE and funded by the World Bank with support from the Government of Samoa. During the year under review, the Division continued to provide assistance to this program by utilizing village networks through Pulenuu and Sui o le Malo to ensure the support from village councils for the program.

Komiti o le Faleula

The Division continued to facilitate the work of the Komiti o le Faleula on culturally related initiatives, as noted below, through the provision of secretarial services. The Komiti o le Faleula held meetings on a daily basis.

Tusi Faamama’avega:

This book addresses ways whereby the implementation of family obligations can be lessened and made more affordable without losing the cultural context and importance of such practices. This work is part of Government’s initiative to ease the social and economic burdens of family faalavelave such as title investiture, funerals and weddings. The final draft of the Tusi Faamama’avega was submitted to Cabinet during the reporting period for final reviewing and approval.

Tusi o Alagaupu, Mavaega ma Tofiga o Samoa.

The Komiti o le Faleula began discussions on this book during the last financial period. The intention of this book is to record Samoan proverbs that had not been documented, their origins and appropriate usage. During the period under review, the Division began the compilation of the first draft of this book to the stage of being finalized for submission to Cabinet for review and endorsement.

Division for Internal Affairs	2004-2005	2005-2006
Personnel	1,257,163	1,352,304
Operating Expenses	203,697	192,314
Overheads	52,261	66,907
Total Appropriation	1,513,121	1,611,524

2.4 Division for Women

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. These sections of the Division continued programme implementation in their respective areas of the work on CEDAW and CRC throughout the year.

Some of the highlights in the work of the Division this financial year included the preparatory work for the first meeting of the Government of Samoa with the UNCRC Committee, reporting on the implementation of CRC since Samoa ratified CRC in 1994; and the work on the development of the National Policies for Women and Children also began this financial year. The National Children's Policy was an initiative funded by the World Health Organization through the Healthy Environments for Children Alliance and the National Policy for Women which was officially handed back to the DFW to update and complete in November 2005, was mainly funded by UNIFEM with some assistance from the national budget.

Other achievements and activities implemented by the Division for Women within this financial year are listed below per section.

ACHIEVEMENTS

The Community Development Sections:

The Community Development Sections of the Division is tasked with the implementation of the Aiga ma Nuu Manuia Programme and Skills Building Programme for women's groups and the monitoring and evaluation of the work of the Government Women Representatives.

For this financial year, demand for the Skills Building Programme continued to increase, with many women's groups and organizations at the village level requesting the need to equip women with skills for the purposes of facilitating income generation opportunities for unemployed women. In addition, the implementation and monitoring of the Aiga ma Nuu Manuia Programme continued with the aim to improve the social and physical environments for women and their families.

In relation to the work of the Government Women Representatives, attempts to strengthen the monitoring of the work of the government women representatives through the facilitation of a number of capacity building opportunities for staff was another area that was accorded high priority in the Community Development Services Sections this reporting period.

The achievements by activities are as follows:

- **Lauie and U'a Competition:** The Lauie and U'a Competition covered more than 100 villages for both Upolu and Savaii. A set criteria and standards were used in inspections conducted by the Division to determine the prizes for the competition. The response from, and participation of, women and their committees in this competition was a reflection of the support from the women's groups of government programmes.
- 12 Situation Analyses of the ANM Programme were conducted within this financial year for the following villages in Upolu: Matautu Falealili, Vaimoso, Vaitele tai,

- Leauvaa, Savaia Lefaga, Faleasiu, Salelesi, Siufaga Falelatai, Satuimalufilufi, Eva, Aleisa, Utualii
- 7 situational analyses were conducted in Savaii for Asaga, Saasaai, Salimu, Malae, Luua, Sapini, Siufaga.
 - A total of 466 women in Upolu were measured and assessed in terms of satisfying the criteria and set standards of the ANM programme in April 2006. Those involved were from Manunu(24), Vaimoso (20), Moataa(35), Matautu Falealili(29), Vaitele Tai(16), Sauano Fagaloa(20), Leauvaa(20), Savaia Lefaga(28), Faleasiu(20), Salelesi(40), Siufaga Falelatai(50), Solosolo(20), Satuimalufilufi(35), Tufuiopa, Eva(20), Aleisa(40), Samatau(40), Utualii(22).
 - Three working group meetings on the ANM programme were conducted on each island on the 13th January 2005, 12th January 2006 and the 13th June 2006.
 - The following villages have gone beyond 35% to achieving 45% of households with vegetable gardens: Matautu Falealili, Vaitele Tai, Sauano Fagaloa, Faleasiu, Salelesi, Siufaga Falelatai, Solosolo, Utualii, Satuimalufilufi, Eva, Aleisa, Samatau.
 - The following villages have achieved more than 5% of households who are smokefree: Moataa, Manunu, Vaimoso, Matautu Falealili, Vaitele Tai, Sauano Fagaloa, Faleasiu, Salelesi, Siufaga Falelatai, Solosolo, Utualii, Satui, Aleisa, Samatau
 - Nineteen (19) skills building processes were conducted for Community Based Organisations in Upolu and six (6) carried out in Savaii.
 - Livelihood skills processes were conducted for untitled men's wives and young unemployed women in Upolu on 20th – 24th March 2006 in Saoluafata, Samatau, Falevao, Saleimoa, Letogo, Faleapuna, Solosolo, Utualii, Lepea, Salamumu. The training in Savaii focused on hospitality and revival of traditional crafts skills on the 22/05/06-26/05/06.
 - Incorporate discussion on the “Domestic Violence” issue in Foga Savaii on 20/2/06.
 - More than 400 women were trained according to the skills building processes for both Upolu and Savaii. An increase in the number of participating women was seen during the period under review, this resulted in the collection of ST\$2,785 from participating women in each island
 - Skills evaluation process was conducted for Upolu on 16/05/06-19/05/06, and for Savaii on 2/06/06-14/06/06. Consultation reports on both islands have been compiled and completed.
 - Consultations on the “Draft Manual of Guidelines in Handicraft Production” were conducted with members of selected Women's Committee in Upolu on : 6th -10th March 2006 and in Savaii on 16th – 19th May 2006.
 - Twelve (12) meetings were held for government women representatives for each island. Six meetings were held from July 2005 to December 2005, and six in the last half of the financial year from January 2006 to June 2006.

The Programmes and Training Section:

For this financial year, the Programmes and Training Section continued with the capacity building processes on the promotion of CEDAW and CRC. The ongoing annual activities in the context of CEDAW and CRC also continued this year. Work on the development of the National Policies for Women and Children was also a feature of the attempts supported by and where there was very much involvement and participation of the

Programmes and Training Section. Collaboration with our sector partners by way of conducting monthly CEDAW and CRC meetings and participating in the processes coordinated by other sectors, providing a CEDAW and CRC perspective also continued to form part of the work of this section this year.

For this year, the Programmes and Training Section also benefited from the technical assistance provided by the Australian Youth Ambassador housed with the Division. Penelope Taylor, who is a lawyer by profession conducted the Legislative Compliance Review on CRC for Samoa beginning March 2006, while she was placed in this section, under the direct supervision of the Assistant ACEO – Division for Women, working alongside the Principal Programmes and Training Officer who was her counterpart.

Achievements by activity for the Programmes and Training Section are as follows:

- Seven (7) CEDAW Partnership meetings were conducted on 8/7/05, 5/8/05, 2/9/05, 7/10/05, 19/12/05, 10/01/06, 3/03/06, 6/04/06, 9/06/06 to make decisions and resolutions on actions to promote CEDAW.
- Eighteen (18) Reports on the implementation of CEDAW activities were completed and submitted to Management. These included reports for the specific CEDAW Activities as well as reports on the implementation of activities by the Division on a monthly basis as follows:
 - Women and Husbands Process Savaii Report – 29/8 – 2/9/05
 - Women & Husbands Process Upolu Report – 24 – 28/10/05
 - CEDAW Partnership Monthly Meeting Minutes (July, August, September, October, December)
 - Report on the Review of Strategic Plan on the Response to the Impact of HIV/AIDS on Women in Samoa 2001/2005 Meeting minutes – 30/9/05
 - Report on the Presentation on Gender – Cultural Perspective at Peace Corps Student Orientation on Samoan Culture – 14/9/05
 - Report on the Presentation on Gender – Cultural Perspective for Peace Corp Volunteer Orientation – 14/7/05
 - Report on the Gender and Social Security Workshop – 15/9//05
 - July 2005 Report on Activity Implementation
 - September 2005 Report on Activity Implementation
 - August 2005 Report on Activity Implementation
 - October 2005 Report on Activity Implementation
 - November 2005 Report on Activity Implementation
 - December 2005 Report on Activity Implementation
 - Mothers and Daughters Tafagamanu Workshop 27 Feb – 1 Mar 2006
 - Mothers and Daughters Fuailalo 6 Jun – 8 Jun 2006
 - International Mothers Day Report 8 Mar 2006
 - Mothers Day Report 14 May 2006
- International Women’s Day Celebration- One week long Multi-media Campaign took place on the 8th of March 2006 National Women of Samoa Day Celebration- One week long Multi – media Campaign with members of the CEDAW partnership as resource people. During the two occasions five (5) banners were produced, three(3) press releases and one TV Spot was conducted as part of promoting the two special days.
- National Policy for Women was developed and approved in principle as of 18/1/06, external consultations was not conducted as the Division is still awaiting funds.

- Proposal for National Plan of Action on the Advancement of Women to domesticate all international instruments such as CEDAW, Beijing Platform for Action completed during this financial year.
- Reports for both evaluation and planning processes were conducted on the 9th – 13th January 06 and 28th - 31st June 06 and is used to compile the MWCSA Annual Report.
- Two (2) “mothers & daughters” processes were conducted on Communication and Relationship Building Skills one in each island.- Upolu: Tafagamanu 27 Feb – 1 Mar 2006, Savaii : Foailalo 6 Jun – 8 Jun 2006.
- (Two (2) “women and their husbands” forums were held on HIV/ AIDS prevention on each island- 29th August -2nd September 2005 for Savaii, and 24th -28th October 2005 for Upolu. One (1) process for working women on HIV/ AIDS with Yazaki Samoa Ltd was conducted on the 24th March 2006
- Two (2) consultations to review the Strategic Plan on the Response to the Impact of HIV/ AIDS on Women in Samoa 2001/2005 were conducted on the 30th August 2005 and 20th September 2005.
- Two DFW Evaluation and Planning Processes were held in January 2006 and June 2006.
- There were 6 proposals written, submitted & approved
 - Review of Strategic Plan on Responding to the Impact of HIV/AIDS on Women in Samoa 2001/2005 proposal
 - CEDAW Proposal NCD SGS on promotion of Healthy Lifestyle proposal (in partnership with MOH)
 - Revised National Policy for Women proposal approved in principle
 - Consultations on the Framework for and to develop the National Plan of Action – approved in principle
 - Gender Management system Training Proposal
 - Consultations to develop Framework for National Plan of Action on Domestic Violence approved in Principle

Protection of Children Services/ Pacific Children’s Programme.

The work on Child Protection continued to be implemented within the context of CRC. While it was also the function of the Programmes and Training Section the CRC work was now left to be driven by the Pacific Children’s Programme staff, in the interest of ownership and sustainability of the Child Protection project activities at the end of the project. It has always been the agenda of the Ministry through the Division for Women to sustain the project through the CRC Framework and the work that we do on CRC. Therefore the project does not just focus on Article 19 but rather it adopts a holistic perspective to addressing Child Protection issues by looking at the Convention as a whole.

Other assistance which contributed to the work on children this financial year was from the WHO through the Healthy Environments for Children Alliance. This as it is noted in the achievements helped support a number of national level and community based action programmes promoting healthy environments for children through the promotion of and advocating for smoke free homes; personal hygiene, access to safe and clean water and so forth.

For this year, the work of the Child Protection Section (Protection of Children Services and Pacific Children's Programme combined) achieved the following activities. It must be noted that for some of the major activities such as the CRC Partnership Meetings, the National Children's Forums and the monitoring of community based activities, the Programmes and Training staff were also heavily involved, as well as staff of the Division from the Community Development Services Section.

- ❖ Thirteen (13) CRC Partnership meetings were conducted to make decisions and resolutions on actions that promote CRC and its activities.
- ❖ Reports were written and submitted to Management on the implementation of CRC activities: These include
 - Monitoring & Evaluation Training for DFW staff 03-05/07/05.
 - IDSS Quality Review July 25-29/07/05
 - HECA
 - Monthly CRC Partnership Minutes
 - Multimedia Campaign Report
 - Community Follow-up Report
 - CRC Samoa Country Report
 - Sectoral Meeting from Pre School teachers Report
 - Social Issues integration into skills building report
- ❖ National Children's Forum on CRC was conducted in Upolu for 2 days on on 30th – 31st May 2006.
- ❖ Two (2) consultations were held with stakeholders on the POA/Preventive Strategy on Child Abuse & Neglect, this was all funded by the Pacific Children's programme.
- ❖ Capacity building training for stakeholders on CRC was conducted with DFW staff as internal stakeholders, CRC partnership, village mayors(21st – 22nd July 2005), consultation on CRC Country Report 2nd – 3rd /08/05 and the DFW staff monitoring & evaluation training on 1st – 3rd July 2006.
- ❖ Three (3) CRC meetings were organised and conducted on 5/8/05, 7/8/05 and on the 23rd January 2006 in preparation for meetings with the UN CRC Committee.
- ❖ Sectoral seminars on CRC objectives and activities were conducted on the 25th August 2005 with Youth Directors, Tiakono & Faletua Moamoa on 30/12/05, Pre-school teachers in 2006, and village advocacy visits to Samalaeulu 14/11/05, Mauga 15/11/05, Satoalepai 16/11/05, Matavai 17/11/05 and in Saasaai on the 18/11/05.
- ❖ One (1) workshop was implemented in Tufulele on the child protection facilitation Package to improve understanding of stakeholders and the community on CRC, this was funded by the project (PCP) as there was no budget approved for this activity under the MWCS D budget.
- ❖ Small grant scheme activities were implemented with women's committees in Vailoa 12/09/05, Avao 24/11/05, Mafutaga Pulega Malua Sisifo 10/12/05, Faga 21/03/06, Fatausi 22/03/06 and Samalaeulu 24/03/06
- ❖ Three (3) Advocacy visits were conducted with village councils at Samalaeulu, Mauga and Satoalepai from the 14/11/05 – 16/11/05. The Division was able to implement extra advocacy activities in Salani 26/04/06, Aufaga 03/05/06 and Falevao 18/05/06 funded by PCP Project funds.
- ❖ Two follow up processes were conducted for villages covered in the small grant scheme and those involved in the advocacy and facilitation package workshops. The

first follow up was conducted on the 17 – 28/10/05 in Upolu. The second in Savaii on the 21/11/05 – 02/12/05.

- ❖ The period under review also marks the involvement of the CRC partnership in the coordination of the multimedia campaign through HECA orientation, training of community facilitator, social issue presentation with village women committee and the livelihood skills building CRC presentation in Savaii.
- ❖ Mini Multi-media Public awareness campaign on the International Day of Child's Abuse & Neglect was implemented on the 14th – 20th November 2005. Activities include time with SBC Lali program, radio talkback show, paper articles, TV video spots and banners display.
- ❖ Four (4) proposals were written and submitted to donor agencies for implementation of child protection activities: 1. Proposals to WHO for HECA activities 2. Proposal for SITAN women, children and youth 2006 that was approved 3. Proposal for consultation on National Plan of Action for Children 4. Proposal for funding of travel participants to UNCRC reporting that was also approved.
- ❖ Achieved establishment of the Child Protection Information System (CPIS) to store all on-going country level participatory data, the database is updated regularly.
- ❖ Conducted PCP staff capacity building training on “Monitoring & Evaluation Skills” on 16/01/06 - 20/01/06
- ❖ Conducted six (6) small grant scheme from March to April 2006 on the prevention of child abuse and neglect (CAN).Also implemented four (4) facilitation packages workshops from February to March 2006.
- ❖ Two (2) follow up process has been conducted with villages covered in the small grant scheme and facilitation package to ensure quality impact and sustainability of these activities. The first follow up was on 17th – 28th August 2005, and the second on the 21st November to the 2nd December 2005. On-going monitoring was also done through monthly reports provided by Government Women Representatives {GWR}
- ❖ IEC materials were produced and distributed during the period under review.
- ❖ Review of the National advocacy for villages, government and church leaders was conducted by Mrs.Afamasaga Agnes; a report on the mentioned process has been completed.
- ❖ Coordinated opportunities for technical assistance from regional sector partners through VAC and PCP regional review meeting in Fiji that offered consultancy to local partners (NGO).
- ❖ Data collection for the compilation of a Needs Assessment with the aim of compiling a Children’s Environment Health profile took place this financial year. The data collected was compiled by Mrs. Tili Afamasaga a consultant by profession and the first draft was developed and submitted to the Chief Executive Officer.
- ❖ National Policy on Children incorporating the Healthy Environment for Children Alliance (HECA) first draft was completed during this financial period.
- ❖ Ten (10) small grants schemes activities at the village level by the women’s committees incorporating the Healthy Environment for Children Alliance were conducted in the following villages: Falevao, Vaiusu, Salani, Moataa, Tafagamanu, Gataivai, Vaipouli, Safai, Tafua and Salelologa.
- ❖ Implemented workshop on personal and household hygiene for 10 villages in Savaii namely: Patamea, Paia, Aopo, Taga, Safotu, Fagae, Fagafau, Siutu, Gataivai, Salailua

- ❖ Conducted workshop on safe water, sanitation and food safety for villages in Savaii on the 17th November 2005, and in Upolu on the 18th November 2005; reports on both workshop has been compiled and available..

Advancement of Women services	2004-2005	2005-2006
Personnel	683,233	637,609
Operating Expenses	251,379	179,847
Overheads	52,261	66,907
Total Appropriation	986,873	879,363
Protection of Children Services		
Personnel	71,957	103,685
Operating Expenses	58,751	31,260
Overheads	52,261	42,969
Total Appropriation	182,969	174,915

2.5 Division for Youth

The Division for Youth continued to perform its primary functions through its three (3) Units namely the : 1. Social Services Development Unit; 2.Economic and Skills Development Unit; and 3. Management, Monitoring and Evaluation Unit. Activities included the implementation and monitoring of youth development programmes such as training workshops, meetings, awareness consultations and recreational/sports activities for young people, in collaboration with all Youth Stakeholders including the young people themselves.

These activities address issues pertaining to social, economic, cultural and spiritual development aspects for young people as stipulated in the Samoa National Youth Policy 2001 – 2010, being implemented and reviewed by the DFY.

ACHIEVEMENTS

This financial year saw the official launching of the TALAVOU programme on 6 April 2006 at the Tooa Salamasina Hall Sogi. The TALAVOU Programme was an initiative which was born out of consultations between the Government of Samoa and the United Nation Office in Samoa. This program was the first of its kind, it addresses youth issues using a sector wide approach involving all key youth stakeholders with financial assistance from major donors such as the various UN Agencies and the government of New Zealand through its NZAID programmes. The overall goal of the programme was to support the implementation of the Samoa National Youth Policy 2001-2010.

Coordinate and enhance economic development programmes for youth (Partnership programmes with key Stakeholders)

- ❖ Development of a Joint/ Partnership framework through the TALAVOU Programme, to promote opportunities for the participation of young people in economic development initiatives

- ❖ The top 5 winners of the Organizations category of Samoa National Youth Awards May 2006 were nominated for the CYP Gold and Silver Awards.
- ❖ Seventeen (17) Youth Groups and Organisations and 8 Individuals were nominated for the 2 Awards in May 2006. The Tanugamanono Methodist Youth Carpentry Workshop won first place in the Organisation’s category, while Laulau Toilolo of Gataivai won in the individual category for committing her whole life to care for her elderly grandmother.
- ❖ Maagiagi CCCS Youth Bus Project and the Vaiala CCCS Youth CD Album won the CYP Silver Awards. Both Youth groups received \$1000.00 pound prizes.

Coordinate Leadership Skills development and awareness raising programmes

- ❖ More than 150 young people from around the country participated in the 2005 National Youth Week – MDGs Forum held at the Tofamamao Catholic Centre for 1 week. Participants were informed of the MDGs, their roles in achieving the MDGs, current initiatives implemented by the various Government Ministries, NGOs and FBOs. They also participated in Life Skills development initiatives conducted by young people. Apart from the NYW-Below the Line allocation, additional funds were provided by various Development Partners including the Private Sector.
- ❖ Implementation of activities for the Samoa Youth MDGs Action Plan particularly for Goal 6 on HIV/AIDS. These included the Public Youth Forum on HIV/AIDS for Upolu in commemoration of International Youth Day (12th August 2005), Savaii Youth Forum and Radio Talk Back Show on Talofa FM. International Youth Day: 12th August 2005: Held at Tooa Salamasina Hall: Accomodating 129 participants with the theme – “*Making Commitment towards the world plan of actions for youth matter.*”
- ❖ The Youth MDGs Action Plan was developed by 10 young people as part of Samoa’s delegation to the Pacific Youth MDGs Summit co-hosted by the MWCSD/Division for Youth (DFY) and the UN System at Tofamamao Catholic Center
- ❖ Strengthened collaboration with key stakeholders from Government Ministries, NGOs, FBOs and CBOs, through a wide sector approach to the development of Social Services under the TALAVOU Programme.
- ❖ Held in conjunction with the National Youth Forum – 150 young people were trained in social and life skills while also enjoying recreational activities at the Tofamamao Centre

Division for Youth	2004-2005	2005-2006
Personnel	157,336	191,753
Operating Expenses	177,300	762,708
Overheads	52,261	62,917
Total Appropriation	386,897	1,017,378

2.6 Division for Research Policy Planning and Information Processing (DFRPPIP)

Through its third operational year since the amalgamation in 2003, the responsibilities and functions of the DFRPPIP remain as the Division that facilitates, coordinates and implements research activities, policy initiatives and planning activities for the MWCSO, and ensures that these were in line with Government Development Strategies, policies and plans.

ACHIEVEMENTS

Community Development Policy Framework

A Community Development Services Framework Discussion Paper was developed and submitted to the Chief Executive Office for endorsement.

The Community Development Policy paper awaited the completion of the Welfare and Social Services Sector Plan which was in the final stages of completion. The DFRPPIP Planning Unit continued to work closely with the Economic Policy and Planning Division of the Ministry of Finance in progressing the Welfare and Social Services Sector Plan. Two major consultations on the Draft Plan were conducted with community stakeholders as well as Government Ministries and Non-Government Organisations. A revised draft of the Sector Plan was in place however, in anticipation of the Population and Housing Census coming up towards the end of 2006, it was appropriate to hold off this task so to await an update in statistical information.

KABP Survey on Child Protection in Samoa

Two consultations were held in Upolu and Savaii on the Survey Report. Feedback from these consultations were noted and incorporated in the Report on Consultations

Child Vendors Survey(Pilot)

The survey report on this pilot study was finalised and disseminated to the CRC Partnership members and all stakeholders involved in the Survey. Consultations with data users and relevant stakeholders were conducted and a report on these consultations was compiled.

Samoa Family Health and Safety Study

A summary of findings of this Survey was disseminated during national forums for women coordinated by the Division for Women. The full Survey Report was yet to be launched as there were still issues to be resolved between the Ministry and SPC/UNFPA being the funders of this project

Statistical Profile for Men and Women

Statistical Profile for Men and Women (Updated Version 2005) completed and disseminated to the six Divisions of the MWCSO for comments and feedback before distribution to external data users

Monthly Newsletter and Radio Program.

12 monthly issues (July 05 – June 06) of the MWCSO newsletter “*Ua Taoto le Ataata o Taulelei*” were printed and disseminated. There was positive feedback from readers as well as suggestions for continuous improvement.

22 fortnightly radio programmes were aired on SBC Radio. Only one programme was aired in December 2005 due to the Festive Season holidays.

Develop, monitor and review MWCSO's planning documents

- ❖ Corporate Plan Mid-term Review was conducted with Management and Senior staff of the MWCSO. A Report on this Mid-term review was completed..
- ❖ Completed the Annual Management Plan 2006-2007
- ❖ Compiled the MWCSO's Annual Report 2004-2005 but not completed due to competing priorities of some Divisions including DFRPPIP
- ❖ DFRPPIP provided ongoing technical support to the Office of the Chief Executive Officer in the development of policy papers, Annual Report, review of Service Charter and other documents referred by the Chief Executive Officer for review

Other Achievements

The DFRPPIP continued to link up with the work of other Divisions through participation in areas where their assistance and technical input was needed. It participated as a member of the CEDAW Partnership, member of the CRC Partnership, Member of the Technical Working Group for the TALAVOU Programme, assisted the Division for Internal Affairs in the reporting of its yearly activities, compiled documentation of the Ministry's Staff Profiles submitted to the Honourable Minister, drafted briefing for the Honourable Minister on “*Gender Responsive Governance – the key to the Population and Development Agenda*” and provided advice and feedback to the Chief Executive Officer on policy, planning and information matters.

DFRPPIP	2004-2005	2005-2006
Personnel	176,757	220,768
Operating Expenses	186,865	118,216
Overheads	52,261	62,917
Toatal Appropriation	415,883	401,401

2.7 Division for Printing

The Division for Printing continued to provide printing requirements of Government Departments, Corporations and the general public. The Division also provided advisory services to Government Ministries, Corporations and the general public on matters relating to printing, production costs and delivery time.

ACHIEVEMENTS

The major event that took place in the financial year under review was the printing of the Electoral Rolls for the 2006 General Election that was held on March. This task cost around STA \$1.3 million and was the biggest assignment ever undertaken by the Printing Division. Staff of other Divisions of the MWCSD with the assistance of employees from the Office of the Electoral Commission were involved in collating and checking Electoral Rolls. It was indeed a task that took a whole month to complete. The Printing of 3960 Electoral Rolls with photos was made easier with the acquisition from Government of 2 - colour GTO52ZP Heidelberg printing press and 2 Ricoh 5560 4 - colour Digital machines at a cost of approximately NZ\$392,00.00

General Printing

With the acquisition of 3 new printing machines and ample printing materials, most of the general print jobs consisting of letterheads, receipts books, arrival & departure forms, business cards, invitations and assorted medical forms were processed and delivered on time. Most of the general printing the Division processed came from Government Ministries and the rest were received from the private sector and the general public.

Publications

There was an increase in publications such as Annual Reports, Pamphlets, Brochures, Booklets, Estimates, Newsletters, Novels etc, as the result of the Division's acquisition of the 4-colour Digital machines. More colour work had also been received from the private sector, which included individual publications and books, school materials and magazines.

Advisory Services

Government Ministries and the general public had made good use of the Division's free Advisory Services enabling them to know the actual design and cost of a job before it was printed. Advisory services offered included assistance in drafting specifications for jobs, a complete design and layout services as well as the associated job costs and estimated delivery time.

Adoption of latest Technology

New printing equipment had been procured in order to improve printing services. The DFP had in its possession the latest machines in printing technology for the processing of its work more efficiently. During the financial year 2005/2006, the Division for Printing acquired the following new machines: 2 - colour GTO52ZP Heidelberg printing press, 2 Ricoh 55604 - colour Digital machines.

Procurement of Printing Supplies

Printing orders were received in good condition and at the required time. Given that the Country's General Election was within the financial year under review, there were no problems with procurement of printing supplies such as films, plates, chemicals and printing papers as Government was very supportive and sufficient funds were approved by Parliament for this important national event.

Division for Printing	2004-2005	2005-2006
Personnel	230,846	339,884
Operating Expenses	384,050	1,360,648
Overheads	52,261	66,907
Total Appropriation	\$667,157	640,362

2.8 Division for Corporate Services

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.

Coordination of staff training and monitoring of staff leave and attendance were an on going responsibility of this Division throughout the year. The Division also carried out the processing of payroll documents for the Ministry's staff, Pulenuu, Government Women Representatives, Komiti o le Faleula and the Pulenuu Executive Committees on a fortnightly basis.

As well, the Division conducted regular fixed assets count, and ensured that the Ministry's fixed assets register was maintained and updated. It was also responsible for the processing of daily requests from all Divisions for supply of goods and services using the Go Far system.

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 on a monthly basis. As such, analysis must be accurate and prepared on a timely basis.

SECTION 3: REPRESENTATION

The decision by the CEO to delegate the responsibility for 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 for the third consecutive year since the realignment in 2003. The following table shows the responsibilities delegated to the ACEOs of the Ministry's six(6) Divisions:

Representation	Ministries
ACEO – Division for Women	Health
ACEO – Division for Youth	Education, Sports & Culture
ACEO – Division for Internal Affairs	Agriculture & Fisheries
ACEO – Division for Research, Policy Planning and Information Processing	Natural Resources, Environment & Meteorology
ACEO – Division for Corporate Services	Samoa Tourism Authority
ACEO – Division for Printing	Natural Disaster Management (MNRE)

This decision was made to ensure that:

- ❖ The views of the MWCSO are made known and reflected in the decision making process of respective Ministries;
- ❖ Linkages between the MWCSO 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 was afforded staff of other Divisions to participate in the processes coordinated by these sectors as appropriate in relation to Divisional functions. For example, the opportunity was open to staff of the DFY, DFW and DFIA staff to participate in certain MNRE meetings and/or training processes which may have implications on women, youth and Pulenuu.

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

It is important to note that given the crucial role played by the Ministry in ensuring the free flow of communication between government and village communities on development initiatives and plans, practically all Ministries want representation by the MWCSO on their Committees. During the period under review, the MWCSO continued to accommodate requests from other Ministries as much as possible. However, instances arose when the MWCSO's participation in these Committees became an issue given the heavy workloads carried by the Executive Management and Senior level Officers.

SECTION 4 : STAFF DEVELOPMENT

The following section highlights the various staff development processes undertaken of various Divisions

Division for Internal Affairs

The ACEO Division for Internal Affairs along with the ACEO Division for Women and ACEO Division for Research Policy Planning and Information Processing participated in the Executive Development Programme for Second Level Officers coordinated by the University of New England through the Office of the Public Service Commission.

The ACEO DFIA together with the Senior Programmes and Training Officer also attended the “Local Elected Leadership Training of Trainers and Councillors Seminar” held in Suva Fiji from 27th march 2006 – 8th April 2006.

Division for Women

The participation of the ACEO Division for Women in the Executive Development Programme for Second Level Officers as part of the implementation of the Professional Development Strategy for the Government of Samoa took place this financial year. During the DFW Evaluation and Planning Process in June 2006, the ACEO’s learning from the Executive Development Programme was shared with staff. This facilitated much dialogue with and reflection of staff on issues such as time management, staff interrelationships and looking towards the future in determining the direction and priorities for the Division for the new financial year. This process of sharing information was valuable for, and enjoyed by, staff as evident in the Evaluation of the Process that was conducted at the end of the week long programme.

The exposure of staff to regional and international processes also featured in the work of the DFW this year. These opportunities provided an opening for staff to better understand how the developments at the national level fit in the big picture at the regional and international arena. It was also a chance to form new and strengthen existing networks with the Division for Women’s regional and international partners.

Division for Youth

Following are the Capacity building/enhancement processes of DFY staff members :

- ❖ The 40th International Youth Camp, Icheon, Republic of Korea, 11-22 August 2005 (Youth Officer)
- ❖ International Conference on Engaging Communities, Brisbane, Australia, 13-21 August 2005 (TALAVOU Programme Manager)
- ❖ JICA – NGO Participatory Community Training, Osaka, Japan, 12th September – 28th October 2005 (Principal Youth Officer)
- ❖ Commonwealth Youth Programme (CYP), South Pacific Centre – Regional Advisory Board (RAB) and Regional Youth Caucus (RYC) Meetings, Nadi, Fiji, 19-23 September 2005 (CEO and TALAVOU Programme Officer)
- ❖ UNESCO Youth Forum, Paris, France, 30th September – 2nd October 2005 (Senior TALAVOU Programme Officer)
- ❖ Inaugural Conference of the Pacific Youth Environmental Network, Sydney, Australia, 23-27 October 2005 (Youth Officer)

- ❖ TALAVOU Programme Manager attended the Transformational Leadership Training Programme, Nadi, Fiji, 30th October – 4th November 2005
- ❖ Fourth (4th) Meeting of the Conference of the Pacific Community, Koror, Palau, 18-22 November 2005 (TALAVOU Programme Officer)
- ❖ 2nd Pacific Youth Ministers Meeting, Port Moresby, Papua New Guinea, 5-7 December 2005 (Hon Minister and ACEO-DFY)
- ❖ The DFY Staff Retreat was held in July 2005 to accommodate the 2 weeks mission of the SPC Youth Adviser, as part of SPC's technical assistance to the TALAVOU Programme. The draft Strategic Plan for the DFY 2006-2009 was developed during the Retreat with the aim to launch it together with the TALAVOU Programme in early 2006.
- ❖ Study tour of Tonga, 11th -30th May 2006 – FFS study tour of Tonga

Division for Research Policy Planning and Information Processing

The DFRPPIP was privileged to have the assistance of one of the three Australian Youth Ambassadors assigned to the MWCSO by AusAid. Ms Jessica Read was a Policy Analyst and she gave tremendous assistance and input to the work of the Policy/Planning Unit. She provided a lot of technical input into some of the Ministry's documents such as the Draft Situational Analysis on Women, Children and Youth, Draft National Policy for Children and Draft national Policy for Women. She also gave tremendous assistance in drafting the Discussion Paper of the Community Development Services Policy Framework which was later submitted and endorsed by the Chief Executive Officer.

The ACEO DFRPPIP along with two other ACEOs of the Ministry attended the Executive Development Programme conducted by the University of New England Australia and coordinated through the Public Service Commission. for Second level Officers. It was a rewarding experience which had certainly strengthened the ACEOs capacity in leadership as well as in the strategic management of the Divisions. All three ACEOs received an Advanced Diploma in Business Management

The Senior Research Officer attended a four weeks training at the National Women's Information Center in Japan, on Information Processing and networking.

During the year, four staff left for promotional transfers in other Ministries and Organisations. However, two were replaced immediately through the normal recruitment and selection process and two were returning graduates placed through the Public Service Commission.

It was towards the end of this financial year that the Public Service Commission approved two new positions for this Division, a Senior Policy Planning Officer and Senior Information Officer to assist in strengthening the Ministry's policy development role.

Division for Printing

The Division for Printing was not fortunate to take advantage of the In-country Training Programme for its staff as specialised courses in printing was not often offered locally.

The Division relied solely on its staff on-the-job training or in house training by experienced and senior staff on daily operations and different printing press systems. The Division will continue to request the Public Service Commission for some In-Country training in the next financial year (06/07) as such opportunity is very much needed.

SECTION 5: CONSTRAINTS

Harmonization within the Ministry continued to set in gradually as staff members became familiar with the environment and comfortable with each other.

Despite this progress, the Ministry as a whole continued to experience disadvantages and challenges which often impacted on the effective and efficient delivery of their core functions and activities.

One is due to the Divisions being located at different sites in Apia; away from the main office where the Office of the Chief Executive Officer and Division for Corporate Services were located in the Government Building. Not only did such a situation present networking barriers, but it also took the Divisions located at the Tooa Salamasina Centre in Sogi, Matagalalua and Matautu time to deliver and receive documents and vouchers that needed urgent attention from the main office

The Division for Printing continued to rely on its on the job training to assist its staff capacity through their normal operation as there was no In-country training offered by PSC as they requested for during this financial year 05/06.

The Division for Research, Policy, Planning and Information Processing continued to face limitations in terms of technical skills, staffing and necessary resources required for it to lead the Ministry's core functions in policy development/formulation, strategic planning, research and information processing. Some progress however had been made in terms of new positions approved by the Public Service Commission within this financial year. Also through the In-Country Training Needs Analysis conducted by the Commission, the skills gaps in these technical areas had been duly recognised and prioritised.

Budget constrains also minimised options for the Divisions to perform their planned activities. Hence only priority areas and activities were funded while the rest had to be postponed to the next financial year.

**SECTION 6: BUDGET APPROPRIATIONS FOR FISCAL
YEAR 2005 - 2006**

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)	\$767,024
Output 2	Honorable Minister's Office Ministerial Support	\$238,865
Output 3	Division for Women (Advancement of Women Services)	\$879,363
Output 4	Division for Women (Protection of Children Services)	\$174,915
Output 5	Division for Internal Affairs (Village Based Development Services)	\$1,611,524
Output 6	Division for Youth (Youth Development Services)	\$1,017,378
Output 7	Division for Printing (Printing Services)	\$640,362
Output 8	Division for Research, Policy Planning & Information Processing	\$401,401
SUBTOTAL OUTPUTS DELIVERED BY MWCS D		\$5,730,831
<i>TRANSACTIONS ON BEHALF OF THE STATE</i>		
Commonwealth Youth Program		\$40,000
Rent and Leases		\$191,000
Mothers Day of Samoa		\$20,000
Village Competition and Access Roads		\$500,000
National Youth Week		\$40,000
Fuataga o le Ie o le Malo		\$100,000
Fathers Day of Samoa		\$20,000
VAGST Output Tax		\$797,876
SUBTOTAL TRANSACTIONS ON BEHALF OF THE STATE		\$1,708,876
TOTAL APPROPRIATIONS		\$7,439,707

ACKNOWLEDGEMENT

The MWCSO would like to acknowledge the great support and commitment of Government and in particular the out-going Minister Afioga Tuala Ainiu for leading the Ministry of Women Community and Social Development in its third year of operation since the merge in 2003. The decision by the in-coming Minister Afioga Fiame Naomi Mataafa for the MWCSO to continue with its existing programmes allowing her time to observe and be fully appraised of the Ministry's functions and operation was deeply appreciated.

The Ministry 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 noted of the Ministry's key stakeholders in the villages and communities, the chiefs and orators (alii ma faipule), village mayors, government women representatives and women's committees, youth leaders and youth groups of various churches and community representatives. As well, the contribution by the various Committees of the Ministry - Komiti o le Faleula o Samoa, Pulenuu Executive Committees (Upolu and Savaii) and Youth Directors Working Group – needed to be acknowledged with much gratitude.

The Ministry thanked in particular the assistance of all its donors and funding agencies. The MWCSO anticipated their continuous support in the future. Last but not the least, the untiring efforts and hard work of the MWCSO Management and Staff was acknowledged with sincere gratitude and appreciation.

ACRONYMS

ACEO	-	Assistant Chief Executive Officer
ANM	-	Aiga ma Nu'u Manuia
CAN	-	Child, Abuse, Neglect
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
CYP	-	Commonwealth Youth Programmes
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 II
FY	-	Financial Year
GWR	-	Government Women Representative
HECA	-	Health, Environment, Children Alliance
HIV /AIDS	-	Human Immune Deficiency Virus / Acquired Immune Deficiency Syndrome
IDSS	-	International Development Support Services
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
MOH	-	Ministry of Health
MPPF	-	Ministry of Police, Prison and Fire Services
MWTI	-	Ministry of Works, Transportations and Infrastructure
NCCCRC	-	National Coordinating Council for CRC.
NGOs	-	Non Government Organizations
NUS	-	National University of Samoa
NWEC	-	National Women's Education Centre (Japan)
PC	-	Personal Computer
PCP	-	Pacific Children's Program
PCV	-	Peace Corps Volunteer
POA	-	Plan of Action
SBEC	-	Small Business Enterprises Centre
SDS	-	Strategy for Development of Samoa
SGS	-	Small Grants Scheme

SITAN	-	Situational Analysis
SNYP	-	Samoa National Youth
SPA	-	Samoa Ports Authority
SPC	-	Secretariat of the Pacific Community
SQA	-	Samoa Qualification Authority
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
UNCRC	-	United Nation Childs Rights Convention
USP	-	University of the South Pacific
VAC	-	Violence Against Children
VBD	-	Village Based Development
