

STRATEGIC FRAMEWORK FOR CHANGE COORDINATING OFFICE (SFCCO) AND LEGISLATURE



Monitoring & Evaluation

Public Relations and Media

Legislature

Charter Unit & Corporate
Services

Business Plan

2013

MAKING CHANGE HAPPEN

SUMMARY OF OUTCOMES/OUTPUTS

OUTCOME	OUTPUT
Targeted Outcome 1: New Constitution	Awareness on the new constitution
Targeted Outcome 2: Enhancing the Accountability Framework	Support for Civil Society and Improve Cooperation With International and Regional Agencies On Good Governance; Compliance & Monitoring; Client Complaint Investigation
Targeted Outcome 3: Public Sector Reform	Compliance and Monitoring : Human Resource Management & Development; Organisational Management ; Productivity Management
Targeted Outcome 4: National Identity and Social Cohesion	Consultation/Awareness on National Identity
Targeted Outcome 5: Poverty Reduction	Reducing Poverty
Targeted Outcome 6: Gender Equality and Women Development	Mainstream Gender Perspectives in PMO's Plans
Targeted outcome 7 : Financial services	Compliance : Asset Management & Financial Management Reform

SUMMARY OF OUTPUTS, STRATEGIES and TARGETED RESULTS; DESCRIPTIONS OF ACTIVITIES;

TIMELINES AND RESPONSIBILITIES

Targeted Outcome	Output	Strategies for Implementation	Targeted Result (KPI)	Activities to be Undertaken	2013 Target (Quarterly/ Yearly)	Due Date	Resp. Unit	Position. Resp for review of Imp.
1. New Constitution	1.1 Constitution Awareness	Consultation and awareness on the new constitution	1 Feedback Report per Quarter	<u>Passive consultation:</u> i. Provincial Councils ii. District Advisory Councils iii. Tikina Councils <u>Interactive consultation:</u> i. Youths ii. CSOs iii. Women's group iv. Civil servants v. Corporate Bodies vi. NGO's vii. Municipalities	Quarterly	31/12/13 10th working day of the new quarter	PRMD	DPRMD
2. Enhancing The Accountability Framework	2.1 Support for civil society and improve cooperation with international and regional agencies on good governance.	Effective co-ordination & facilitation of partnership opportunities with Development Partners, CSOs, NGOs & Private Sector.	2 Reports on progress of partnership process	Facilitate a coordinating role.	Biannual Biannual	First week July & last week December	PR&MD	DS
			Explore new network and opportunities with other development partners on pursuing good governance issues.	Consultations undertaken				

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	2.2 Client Complaint Investigation	Facilitate client complaints	Referral and follow ups	Quarterly Complaints Reports	30	Quarterly (5 th working day of the new quarter)	PR & Media	DPRMD
	2.3 Corporate support services	Provision of Logistics, Secretarial and Support Services	No of Workshops, Briefing, Dialogue, Meetings	Provision of Transport, Stationeries, Staff, Administration support and other resources	4	Quarterly	Charter Unit/ Legislature	DCU
		Facilitate work of Public Accounts Committee	Public Accounts Committee Meetings and Reports	Provide secretarial services for daily meetings and timely production and tabling of reports to Cabinet	>50 meetings >4 reports (1 per quarter)	Quarterly	Legislature	DS
		Implementation of OHS Policy	Compliance to Policy	Refresher training on OHS Policy OHS Committee activated & meeting conducted OHS requirements implemented	1 Quarterly Quarterly	31/12/13	Charter	DCU

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3. PUBLIC SECTOR REFORM	3.1 Compliance and Monitoring	Monitoring of 24 Ministries & 2 Departments ACPs	26 reports of the 4 th Quarter received and evaluated.	Conduct of verification and finalisation of 4 th quarter reports 2012	Formulation of 26 Reports, Performance Feedback Briefing to Ministries	20/2/13	MEU	DS
			ACP Consultation for 2014 ACP	Consultation on the draft 2014 ACP for alignment to RDSSED and budgetary allocation.	ACP Consultation completed for the 24 Ministries and 2 Depts.	13//12/13	MEU	DS
			Formulation of Monitoring Matrices for 2013 ACP	Translation of 2013 ACPs into Monitoring Matrices	24 Ministries and 2 Depts Matrices	11/1/13	MEU	DS
				Consultation on the 2013 ACP Monitoring Matrix	24 Ministries and 2 Depts.	25/1/13	MEU	DS
				Entering 2013 ACP into MES	24 Ministries and 2 Depts.	15/2/13	MEU	DS
				Submission of ACP implementation monitoring template to Ministries	24 ministries; 2 departments	29/3/13 – 1 st Quarter 28/6/13 - 2 nd Quarter 27/3/13 – 3 rd Quarter 27/12/13 – 4 th Quarter	MEU	DS

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			Quarterly verification & formulation of reports, feedbacks and briefs.	24 Ministries/2 Depts. monitored, evaluated and reported on	Formulation of 22 Reports, Performance Feedback Briefing to Ministries	Quarterly (20 th of the 2 nd month after the Quarter)	MEU	DS
			Provision of information to the Charter Unit.	Updated reports provided to Charter Unit	Updated reports provided to Charter Unit	Quarterly (20 th of the 2 nd month after the Quarter)	MEU	DS
			Verifications	Site Visits to the Divisions	Divisional Reports on programs /projects visited	Quarterly (20 th of the 2 nd month after the Quarter)	MEU	DS
		Evaluation of Ministries/Sectoral Quarterly Performance Results	Quarterly Analysis reports on Sector and whole of government performance.	Analysis of Ministries sector. Government performance.	4 Reports (1 per quarter)	Quarterly	MEU	DS
		Management of Monitoring and Evaluation Software	Regular Maintenance and upkeep of the software	Monthly checks and maintaining of MES with ITC	Monthly briefs/updates on status of MES.	Monthly (10 th working day of the new month)	MEU/IT	DS

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		Management of SFCCO IT Equipment	Proper upkeep and maintenance of all IT Equipment.	<ul style="list-style-type: none"> Quarterly maintenance of all PCs Proper record of all equipment Safe and secure storage of IT equipment. 	Quarterly briefs/reports on IT equipment	Quarterly (10 th working day of the new month)	MEU	DS
	Charter implementation	Monitor the PCPP implementation progress	Pillar implementation progress	Production of Pillar Assessment Report based on Input from Ministries/Department.	2	30/12/13	Charter Unit	DCU
			NPCAC Meetings	Facilitate NPCAC meetings and Secretarial Service	4	Quarterly	Charter Unit	DCU
	Government focus & initiatives	Assessment Report on Government focus and initiatives	2 reports	Gathering of relevant, valuable data/information	4 per year	Quarterly	PR MD	DS
				Submission of PR activity Reports	4 per year	Quarterly (10 th working day of the new Quarter)	PRMD	DS
		Marketing and Promoting Government focus	Dissemination of information on Government	Radio Interviews i. Fijian ii. Hindi iii. English	1 1 1	Quarterly (10 th working day of the new Quarter)	PRMD	DS

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				Exhibition	2	31/12/13	Media	PRMD
				Media Update/interview i. Department Newsletter ii. Website Updates	2 Monthly Monthly	31/12/13	Media	PRMD
	Human Resource Mgt.& Dev.	Review of the : • Strategic Workforce Plan (SWP) ; • Succession Plan (SP) • Learning& Dev. Plan (L&DP)	Alignment of organisational & people objectives	Coordinate the review of the SWP ; SP & LDP with the Unit heads	First quarter 2013	End Feb 2013	Charter Unit/ Legislature	Director Charter
		Capacity building – SFCCO staff	Competent workforce	<ul style="list-style-type: none"> Coordinate the training needs of the Unit by 2nd week Feb 2013 Liaise with CTD & Training Providers on appropriate program TNS 3 weeks before training 	First quarter 2013	by 2 nd week Feb 2013	Charter Unit/ Legislature	Director Charter
	Compliance with PSC HR policies	Effective management of Disciplinary Cases	Minimize disciplinary cases	• Well informed workforce – refresher training	In-house training feb 2013	1 st quarter	Charter Unit/ Legislature	Director Charter
		Administration of recruitment & selection	Apt./ Promotion made to substantive	• Advertisement of post within the first month of the post	Vacancies filled within 3 months		Charter Unit/ Legislature	Director Charter

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		procedures	vacancies	being vacant; <ul style="list-style-type: none"> Interview and processing of the post in the following months 				
		Effective leave administration	Manage excess leave and overtime	<ul style="list-style-type: none"> Monthly update of leave balance Monthly update late arrival Address late arrivals more than an hour 	Monthly	5 th working day of the new month	Charter Unit/ Legislature	Director Charter
		Implementation of PMS – monitoring & review of work plans (BPs, PDs & IWP)	Performance review	Work plan implemented	Beginning of quarter 1	2 nd Jan 2013	All	
				Quarterly performance review at individual and unit level	Qrtly.	1 st week of every new Quarter	All	
	Organisation Management	Monitor the implementation, monitoring and reviewing of the : <ul style="list-style-type: none"> ACP PSC deliverable reports SFCCO Annual Report 	Alignment & achievement of 2013 goals	<ul style="list-style-type: none"> Monitor the SFCCO deliverables on quarterly basis against the ACP 	Qtrly	5 th working day of new quarter	Charter Unit	Director Charter
				<ul style="list-style-type: none"> PSC deliverables report – 1st week of the new quarter 	1 st week of the new quarter	5 th working day of new quarter	Charter Unit/ Legislature	Director Charter
				<ul style="list-style-type: none"> Annual report of the SFCCO 	1	1 st week Feb 2013	Charter Unit/ Legislature	Director Charter
			Staff establishment: <ul style="list-style-type: none"> Person to post return Vacancies return 	Compliance to the staff establishment policy	<ul style="list-style-type: none"> P2P – 7TH of every month VR – 7th of every new month 	<ul style="list-style-type: none"> P2P – 7TH of every month VR – 7th of every new month 	3 rd working day of the new month	Charter Unit/ Legislature

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		<ul style="list-style-type: none"> Civil list updates /HR data Promotion & Recruitment Return 		<ul style="list-style-type: none"> Update biannual P&R Return - 15th of every month 	<ul style="list-style-type: none"> Update biannual 15th of every month 	5 th working day of the month		
		Compliance with National records Management policy	Compliance to the policy	<ul style="list-style-type: none"> Conduct an in-house training on National Record Mgt. 	1	February	Charter Unit	DCU
		<ul style="list-style-type: none"> Compilation of records report Conduction of records survey 		<ul style="list-style-type: none"> Compile an in-house procedure on Record Mgt 	1	March		
				<ul style="list-style-type: none"> Compilation of records report Conduct of records survey 	1	October		
		Implementation of OHS Policy	Compliance to the policy	<ul style="list-style-type: none"> i. Refresher Training on OHS Policy ii. OHS committee activated & Meeting Conducted ii. OHS requirements implemented 	1 Quarterly Quarterly	31/12/13	OHS Committee	OHS Chairperson / Director Charter
	Productivity Management	<ul style="list-style-type: none"> Service Excellence Framework Implementation 	Advancing towards Service Excellence	<ul style="list-style-type: none"> Facilitate the SEA reps monthly meeting; Monitor the Implementation of the 	Quarterly	Quarterly report	Charter Unit	Director Charter

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		of opportunities for improvements from 2012 report		SEA Feedback Report 2012				
		Business process re-engineering Documentation and review of the Business Process	Consistent ; quality; and cost effective service	<ul style="list-style-type: none"> Consistent review of process Documenting of the process 	Qtrly	Monthly Report	Charter Unit	Director Charter
		Network with Ministry of Information <ul style="list-style-type: none"> Media liaising process Website 	Updated agency websites – information communication publications & materials	Updates and publication 1 st week of each month	Monthly	1 st week of each month	PRMD	
4.NATIONAL IDENTITY AND SOCIAL COHESION	4.1 Promote National Identity	Consultation and awareness on National Identity	Workshops and consultation reports	Workshops: <ol style="list-style-type: none"> Provincial Councils Vanua District Advisory Councils Civil servants Corporate Bodies Municipalities NGOs CSOs 	Quarterly		PRMD	DS
5.Poverty Reduction	5.1 Empowering the Public on Poverty	Strengthening and support Government's	Alignment of Outcome in all Ministries/	Consultation with Ministries and Departments	1 report	Bi - Annually	MEU	DMEU

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	reduction issues	initiatives towards poverty reduction	Departments ACP	(Achieved)				
		Awareness on Government initiatives and programs to reduce poverty	Consultation and; Exhibition reports	Facilitate radio talkback shows	>8 per year	Dec	PR&MD	DS
				Consultations	2 per year	Dec	PR&MD	DS
				Exhibitions	2 per year	Dec	PR&MD	DS
				information Papers	2 per year	Dec	PR&MD	DS
6. Gender Equality And Women In Development	6.1 Implementation of Gender Mainstreaming Strategies	Monitor implementation of outcomes of Gender Mainstreaming Workshop	Gender Balance on Staffing [Number of Female/Male Staff]	Recruitment report	2	Bi- annual	Charter Unit/ Legislature	DCU
			Equal Training Opportunities [Number of Female and Male Staff attended Training]	Training Report	2	Bi-Annual	Charter unit	DCU
7. Financial Services	7.1 Asset Management	Annual stock take / Board Of Survey	Compliance	Physical stock take against inventory	1 report	28/01/2013	Charter Unit/ Legislature	DCU
				Quarterly update Inventory Register	Quarterly	2 nd week of the new quarter		
		Vehicle returns	Compliance	Monthly vehicle returns	Monthly	4 th working day of		

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						every month		
	Financial performance reporting compliance	Compliance with Financial Management Reform	Control budget	Provide policy advice to Management on Financial Regulations and Improvements needed in the Financial Control area	12	Monthly	Charter Unit/ Legislature	DCU
Financial expenditure reporting			Regular report of expenditure submitted to DS and HODs	12	Monthly	Charter Unit/ Legislature	DCU	
			Budget Proposal	1	3 rd Quarter	Charter Unit/ Legislature	DCU	