



**Government of Samoa**

*Ministry of Women, Community and Social Development*

# **LEGISLATIVE ASSEMBLY OF SAMOA**

**ANNUAL REPORT  
OF THE  
MINISTRY OF WOMEN, COMMUNITY AND SOCIAL DEVELOPMENT**

**For the period ended June 30 2011**

*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 and Amendment 2009, Section 17 (2) of the Ministry of Internal Affairs Act 1995 and Amendment 2010 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 fourth Annual Report for the Ministry of Women, Community and Social Development for the period of 1<sup>st</sup> July 2010 to 30<sup>th</sup> June 2011, 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.

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**Hon. Tolofuaivalelei Falemoe Leiataua**  
**MINISTER OF WOMEN, COMMUNITY AND SOCIAL DEVELOPMENT**



## GOVERNMENT OF SAMOA

### *Ministry of Women, Community and Social Development*

Honourable Tolofuaivalelei Falemoe Leiataua

#### **MINISTER OF 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 fourth Annual Report for the Ministry of Women, Community and Social Development for the period of 1<sup>st</sup> July 2010 to 30<sup>th</sup> June 2011.

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.

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**Leituala Kuiniselani Toelupe-Tago - Elisara**  
**CHIEF EXECUTIVE OFFICER**

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## CHIEF EXECUTIVE OFFICER'S FOREWORD



I am pleased to present the 8<sup>th</sup> Annual Report of the Ministry of Women, Community and Social Development for the financial year 2010/2011. This report brings to a close another year of work undertaken by this Ministry in line with our mandated roles and functions.

This year, a number of developments that are envisioned to impact on the work of the Ministry over the next number of years, were realised. These include the endorsement by Cabinet of the National Policy for Women and Plan of Action 2010-2015, the National Policy for Children and Plan of Action 2010-2015, and the Community Development Sector Plan 2010-2015. These policy documents not only provide the strategic direction for the work of the Ministry in line with the Strategy for the Development of Samoa, but it is also the translation of the growing transition towards a sector wide approach for the various sectors of Government. In addition, the orientation towards a wider application of outcomes and results based performance has also influenced much of the work for this year in terms of program alignment to ensure cohesion across the Divisions within the Ministry and the linkages with other sectors.

The need to be responsive to global concerns such as the financial crisis and climate change also meant that during the year, we have had to relook at our priorities and strategies. This was done with a view that an integrated approach from our perspective was the way forward given our limited resources. In line with this approach, existing programs have been revisited and new programs have been introduced in consideration of the Ministry's strategic direction, the emerging global concerns and the realities in terms of the continuous depletion of resources.

Despite our challenges, we have been able to achieve our targets this year in accordance with our activities identified in the budget. Our continuous collaboration with the Ministry of Social Development, New Zealand continues to provide room for opportunities for the Ministry to strengthen its technical capacity in order to deliver on its mandates. Various regional and international training opportunities have been afforded for several staff continues to serve as a conduit for renewing technical capacities and rejuvenating commitment of staff. Our Ministry is also now finally housed under one roof at the Tooa Salamasina Building and this has made internal communication easier. Thus, much has been achieved, and we shall continue with this trend of noted achievements for the years to come.

Before I conclude, I would like to acknowledge the great leadership and technical support from our former Minister, Honourable Fiame Naomi Mataafa whose leadership paved the way for what would become an ongoing journey for this Ministry. I would also like to note with much appreciation the coming on board of our new Minister, Honourable Tolofuaivalelei Falemoe Leiatua, whose leadership, expertise and knowledge will no doubt take the work of this Ministry to another level, so we may continue to take the lead in championing the social and economic outcomes for our communities.

In closing I would like to thank all our development partners and stakeholders both within and outside of Government in particular our community, for all your support throughout this year. Last but not the least, I want to thank my Executive Management team and my staff for their commitment, patience and hard work; and as we close this chapter of our work for Samoa, we look forward to the work and challenges of the new financial year.

Soifua ma ia manuia,

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Leituala Kuiniselani Toelupe Tago - Elisara  
**CHIEF EXECUTIVE OFFICER**

MINISTRY OF WOMEN, COMMUNITY AND SOCIAL DEVELOPMENT



*Monitoring and Evaluation Process, July 2011*



*MWCSO Executive Management*



*Division for Women*



*Division for Internal Affairs*



*Division for Youth*



*Division for Printing*



*Division for Corporate Services*



*Division for Research,  
Policy Planning and Information Processing*

## SECTION 1: OUR ROLE AND STRATEGIC DIRECTION

The Ministry of Women, Community and Social Development's (hereinafter referred to as 'the Ministry') mandated focus is to lead the work on community development in order to achieve the social and economic outcomes for families and communities. The strategic direction of the Ministry as follows guided the delivery of programs and services this financial year, in line with the Strategy for the Development of Samoa 2008-2012.

### 1.1. Vision

*"To champion social and economic development in communities"*

### 1.2. Mission

*"To work in partnership with stakeholders through Good Governance to achieve social and economic outcomes for communities"*

### 1.3. Mandate

In the absence of a specific legislation to govern the realigned MWCSO, work of the Ministry continued to be governed by the following mandates:

- ❖ Strategy for the Development of Samoa (SDS) 2008-2012
- ❖ 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

### 1.4. Objectives

Our Ministry Objectives as stipulated in the Corporate Plan 200-2012 are as follows:

1. To have relevant legislation(s) in place for the Ministry.
2. To strengthen Policy Development, strategic Planning and research analysis.
3. To develop and implement an effective strategy for strengthening local governance.

4. To empower communities to manage and implement social and economic development initiatives.
5. To promote gender responsiveness in national policies, plans and initiatives so as to provide more choices and opportunities for all.
6. To strengthen the Ministry's institutional capacity and organizational culture in order to realise its Vision and Mission.
7. To sustain the provision of quality and affordable printing services for Government stakeholders and private customers.

### **1.5. Functions**

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

1. Policy Advice
2. Social Development
3. Sustainable Economic Development
4. Local Governance
5. Printing Services.

### **1.6. Values and Principles**

- Professionalism, Quality management and performance
- Respect and Cultural Etiquette
- Good Governance – Accountability and Transparency
- Gender Equity
- People Focused/ Community Strengths Based Focused
- Public Service - Code of Conduct

### **1.7. MWCSO Organisational Structure**

Honourable Fiame Naomi Mataafa II (*July 2010 – Feb 2011*)

Honourable Tolofuaivalelei Falemoe Leiatua (*Mar 2011 – present*)

*Hon. Minister for Women, Community and Social Development.*

Leituala Kuiniselani Toelupe Tago- Elisara

*Chief Executive Officer*

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 is headed by an Assistant Chief Executive Officer (ACEO) who is directly responsible to the Chief Executive Officer.



**Associate Minister**  
Hon Gatoloaifaana Amataga  
Alesana Gidlow



**Minister of Women, Community and Social Development**  
Hon Tolofuaivalelei  
Falemoe Leiataua



**Associate Minister**  
Hon Tuiloa Anitelea



**Chief Executive Officer**  
Leituala Kuiniselani Toelupe  
Tago Elisara



**Louisa Apelu**

Assistant Chief Executive Officer;  
Division for Women



**Tuioti Sakaria  
Taituave**

\*Assistant Chief Executive Officer;  
Division for Internal Affairs



**Seletuta Visiesio**

\*Assistant Chief Executive Officer;  
Division for Youth



**Faauiga Mulitalo**

Assistant Chief Executive Officer;  
Division for Corporate Services



**Sala Laulu  
Tevaga**

Assistant Chief Executive Officer;  
Division for Printing



**Tootooalii Roger  
Stanley**

\*Assistant Chief Executive Officer;  
Division for Research, Policy Planning and Information Processing

*\*Former ACEOs of these Divisions have concluded their contracts respectively from November 2010 to February 2011 and since replaced by newly appointed ACEOs as listed above.*

- ACEO, Division for Internal Affairs - Maulolo Tavita Amosa
- ACEO, Division for Youth – Taumanupepe Sydney Faasau
- ACEO, Division for Research Policy Planning and Information Processing – Faasili Afamasaga

### **1.8 STAFF COMPOSITION**

DIVISION	Minister/ CEO/ ACEOs		Principal Officers		Senior Officers		Officers		Assistant Officers		Casual staff		Total number of staff
	M	F	M	F	M	F	M	F	M	F	M	F	
Office of the Minister	1					2	1						4
Office of the CEO		1				1							2
Corporate Services		1	1	2		6	12	4	1				27
Printing	1		1		3	1	6				12	2	26
Internal Affairs	1		2	2	2		2	3	1				13
Women		1	1	1		2	3	2	1	3			14
Youth		1	2		2		4	2	2	2			15
Research, Policy & Planning	1		1		2	1	1	4	1	1			12
<b>TOTAL</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>5</b>	<b>9</b>	<b>13</b>	<b>29</b>	<b>15</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>2</b>	<b><u>113</u></b>
<b>TOTAL MALE STAFF</b>										62			
<b>TOTAL FEMALE STAFF</b>					<b>51</b>								

M: Male, F: Female)

(confirmed by Administration Unit of the Division for Corporate Services.)

## SECTION 2: HIGHLIGHTS OF ACHIEVEMENTS FOR FINANCIAL YEAR 2010/2011

### 2.1 *Policy Advice and Strategic Development*

For this financial year, policy advice to Cabinet has been made in the form of reports and submission of actual Policy documents for Cabinet to endorse. For this financial year, Cabinet endorsed the *National Policy for Women 2010-2015* and the *National Policy for Children 2010-2015*. Both Policy documents include a Plan of Action which outlines the activities and programs over the five years towards achieving the objectives of the Policies. During this financial year also, work on the *Community Development Sector Plan 2010-2015* was finalised and Cabinet had also endorsed this document in November 2010. Work on a Community Development Sector Program Implementation Framework followed based on the Community Development Plan endorsed by Cabinet and this Program is near completion.

### 2.2 *Village Governance and Leadership*



#### *Work with SN and STN*

Our Ministry continued to work with Sui o le Nuu / Village Mayors and Sui Tamaitai o le Nuu / Government Women Representatives as our direct link to the villages. A total of 22 meetings were conducted for Women Representatives this financial year, 2 refresher trainings Representatives on legal requirements of the Births Deaths and Marriages Act, courtesy of the BDM office, as well as on PMS reporting frameworks. Out of a total of 180 Women Representatives, 52 were newly appointed this financial year.

Village mayors held 25 meetings, as well as 5 training and development seminars on good governance and leadership. Out of 246 mayors, 20 were newly appointed this financial year. Visibility from the Ministry's side regarding execution of mayoral duties, continues to build gradually. For instance there has been a noted lift in reports submitted to management and ministerial level particularly regarding SN mediatory efforts in village disputes (estimated at around 10 disputes in all for the span of the year).

#### *Community Centred Sustainable Development Project*



Within the past financial year the CCSDP project has been evaluated by the ERP and audited by the Ministry of Finance; these assessments confirmed the performance of the project as catalysing participation

and planning at the village level, with well placed practices that were consultative, cross sectoral, and focused on people and the strengthening of the bottom up these processes have helped to establish new directions for the project.

Government officials were successfully trained on ABCD methodology. Assistance on infrastructure, village development planning, sustainability, agro business initiatives and environmental management was provided for areas in Satupaitea, Aleipata and Falealili. Drafts for the Faamama Avega documentary, Strategy for Good governance and Community sector plan 2011 have all been submitted to the Management level for endorsement. The project was also noted as being instrumental in the establishment of the Health Fair, which was developed in response to health sector issues raised by villages during their planning processes.

Other developments include the finalisation of Village Development Plans for several villages; a Communications and Information centre was officially opened in April 2011 and is popularly used for community training purposes. The project's involvement in agro business initiatives facilitated by other government agencies, namely the MNRE and the MAF, has enabled the supply of citrus products to be planted in 5 villages.



### ***Commonwealth Local Forum Government Project***



This project is part of a regional initiative established in 1995 and covering 9 Pacific islands, that aims to strengthen democracy, good governance and service delivery, as well as capacity of local governments in the Pacific. It also aims to facilitate the exchange of good practice in local government structures and services

CLGF is currently involved in the drafting a five year Pacific Joint Country Strategy titled: "Strengthening Village Governance in Samoa 2011 - 2013. This strategy will revolve around 5 key areas for the development of local governments:

- Advocacy and relationships (raising profiles of, and establishing networks amongst, local governments);
- Structures, systems and policies (ensuring that local governments are recognised and supported by the national government system);

- Institutional strengthening (building the institutional and service capacity of local governments to meet the primary needs of their communities);
- Urban management (identifying challenges to capacity building and governance); and
- Knowledge and research (exchanging knowledge and best practices across the region).

Expected outcomes of the project are to do with promoting awareness and understanding of government, village leaders and the general public on good governance, in terms of principles and issues. Increased understanding of needs and benefits for women and youth in decision making, as well as the importance of village profiles are indicators of the achievement of these outcomes.

Key achievements over the past financial year include the drafting of a Village Government Strategy (modelled on the Pacific Strategy), and involvement in finalising of the draft Faamama Avega documentary. The CCSDP Appreciative Inquiry approach of matching strengths to principles was successfully applied. Capacity building opportunities for staff were also realised.



### ***Independent Water Schemes (IWS)***



The Independent Water Scheme is a component of the Water and Sanitation Sector Program and it deals directly with those water schemes that are managed by the villages themselves, independent of the Samoa Water Authority. This Water Sector Program is funded by the European Union and this financial year was the first time budget support has been realised for the Program. The Ministry works with the Independent

Water Scheme Association (IWSA) to deliver this component by coordinating the conduct of the civil works designs for these IWS, including the provision of governance trainings for the participating villages and the monitoring of the implementation for the purposes of ensuring effective use of resources to facilitate access to water. There are currently 33 registered schemes in Samoa; governance trainings have been delivered to 29 of these schemes. 4 new schemes are also being developed. 13 monitoring visits were conducted for schemes, as well as 2 workshops and consultations with IWS and contractors. Furthermore, capacity building opportunities for IWS project officers and water committees in procurement / contract management and Water Safety Plan awareness respectively, have also helped to strengthen good governance and cost recovery mechanisms. A case study that was conducted recently by the Project on procurement and management of



independent water schemes, is expected to be used by WASSP in the near future to conduct community training sessions. The IWS has facilitated with IWSA the awarding of 3 contracts for the rehabilitation or upgrading of more than 15 schemes.

## ***2.3 Empowering communities to manage and implement social and economic development initiatives***

### ***2.3.1 Social Development Initiatives***

#### ***Promotion of the Ie Samoa program***

This financial year, six falelalaga inspections were conducted to monitor the progress of the ie sae and production of siapo. A total of 3624 fine mats were noted overall for this financial year (2553 in Savaii and 1071 in Upolu).

Trainings were conducted for women's committees in an attempt to further support the production of fine mats, and these trainings targeted women from Lauili, Fasitooata, Lufilufi, Mutiatele and Lotopu'e. Another one was held at Samoa Tourism Authority (STA) specifically for young women (15 - 25 years old) from Leauvaa, Tanugamanono, Vaiusu, Apia, Vailoa Faleata, Magiagi and Lepea.



During the year, some of the women's committee have been utilizing the opportunity at the Samoa Tourism Authority (STA) Cultural Centre to demonstrate the art of finemat weaving and tapa production. This opportunity at the STA Cultural Centre has also been used by the women to export handicrafts and tapa cloth to American Samoa, New Zealand and Australia.

Meanwhile, the Ministry has worked in partnership with the WIBDI to facilitate sale of ie sae through the fale lalaga program.

#### ***National Youth Awards***

The National Youth Awards is an annual event initiated to acknowledge the outstanding developments and initiatives by the youths of Samoa. This year a total of 25 applications were received both from Savaii and Upolu for the competition and community selection.



The opportunity was also utilised to develop a Youth Profile of best practices and lessons learned of the 25 young people competing in this year's National Youth Awards. The Youth Profiles Document when completed, is designed to be a living document to assist youths and their development initiatives to aspire, support and sustain significant changes for young people.

The awards ceremony also marked the first time that Samoa has democratically allowed for



community participation through text voting for a “Young Person of the Year Award 2011” and a “Community Leadership Award 2011”. The result of the community text voting received was a total of 964 votes. The awards line up consisted of two main awards of which the community nominated the winner, (Young Person of the Year and Community Leadership) as well as 7 special awards and recognition awards for all who have participated in both the Individual and Organization categories. The average age of those who participated was 25.

### *Aiga ma Nuu Manuia Program (ANM)*

The implementation of the ANM Program continued this financial year. The ANM Program which is about improving the physical and social environments of families and communities by promoting and ensuring clean and safe homes, clean and safe kitchens, clean and safe toilets, clean immediate environmental surroundings, family level vegetable gardens, smoke free homes and keeping pigs in an enclosed area for the purposes of ensuring a clean environment and access to safe drinking water. Field visits and monitoring by staff took place this financial year and the ANM Working Group meetings were also conducted to update the participating partners on progress of the program and to facilitate assistance where necessary in accordance with the findings of the monitoring visits by staff. Initial visits for situational analysis were conducted to expand the ANM program to some non-traditional villages namely Tufuiopa, Palisi and Setema Fou Papauta.



A total of thirty nine villages were monitored for Upolu covering 1693 households while a total of twenty six villages were monitored in Savaii covering 2697 households. The components of Vegetable gardens, smoke free homes and pig pens continue to be the main problem areas identified from staff monitoring visits.

*ANM statistics as at July 2011.*

	<b>Upolu (%)</b>	<b>Savaii (%)</b>
Housing facilities	86	87
Vegetable gardens	43	44
Pig pens	43	26
Water supply	82	87
Clean water	59	29
Smoke free homes	42	47

The above table shows that, relative to other components of the program, smoke free homes is also a challenge as people continue to smoke indoors. Through the ANM Technical Working Group, the Ministry of Health (MOH) is asked to speed up its efforts in raising awareness and educating communities on the negative effects of smoking on health. The DFW is also advocating on the negative effects of second hand smoking during its programs.

Nevertheless the number of households meeting hygiene and safe standards for housing facilities by region has risen, as well as the number of smoke free homes (by 5%), although indicators show more smokers in North West Upolu than anywhere else. In terms of general water supply and clean water supply, Savaii has the least access of all regions; but generally there has been a recorded 20% increase in families with easy access to water.

***Mothers and Daughters***

The Mothers and Daughter concept was revived this financial year given the need to strengthen interrelationships and communication between mothers and daughters as a way to address potential sexual and reproductive health issues for young women. Four Mothers and Daughters



programs were conducted in both Upolu and Savaii. A total of 183 mothers and daughters participated in the programs. The program provided space for the participants to share challenges they faced in trying to communicate with and understand each other especially in the context of discussing sexual reproductive health issues. Others found themselves opening up for the first time about sexual reproductive health issues because of the sensitivity of the issues, and appreciated the program for facilitating a discussion of such issues between mothers and their daughters. . Cases identified from these programs increased SFHA's clients and have also identified villages to be targeted for future programs.

### *Child Protection Program*



Work on the Child Protection program continued with the implementation of the Child protection Research in Samoa. 2 trainings for village facilitators on the Facilitation Package for child protection workshops facilitated with assistance of the resource person Mulipola Tolo Laupue. The objective of this program is to train these facilitators so that they are well informed of child protection issues so that they are able to share this knowledge in program implementations' in their own village community.

From these trainings 5 participants were selected as facilitators According to the evaluation forms that were collected the participants agree and recommend for this program to be facilitated in the near future as the message produced by this program is very important for all people in community to be aware of and practiced in their everyday living. Dialogue on social issues were also conducted during the Skills Building trainings and these highlighted the importance of Breastfeeding for the good health of both mother and the baby as well as alluding mothers to the importance of a violence free home for the good upbringing of children.

### *Violence Against Women*



The DFW facilitated negotiations with GBV to fund MAVAG activities which GBV sponsored in 2009 - 2010. Support was also given for MAVAG's proposal to Canada Fund in which they were given WST\$15,000.00 to support the establishment of MAVAG as an NGO and the resources for its activity implementation.

Men Against Violence Advocacy Group (MAVA) was able to facilitate a community

advocacy program for Alii and Faipule of villages of Savaii, with the intention that these villages would include child protection measures/ issues in the development of village rules and regulations so that the children are well protected and penalties are formalized for those that might abuse children in any form.

A panel of NGO representatives (Mapusaga o Aiga, Samoa Victim Support Group and MAVA) were able to participate in a radio campaign program for celebration of the International Day of Protection of Children from Abuse and Neglect, and World day for the Rights of the Child.

### 2.3.2 Economic Livelihood Initiatives

#### Skills Building



A total of 398 females and 3 males were trained in twelve skills building trainings conducted. Trainees have learnt the skills and art of sewing, eiei printing, flower arrangement, handicrafts etc as well as maintaining of sewing machines to ensure sustainability. Participants were able to cut and sew or design and sew fabrics like pants, shirts, skirts, puletasi etc. Some have established small



businesses utilising the skills learnt from this training and business management skills learnt from MFF trainings.

A list of potential trainers available (70 for both Upolu and Savaii). The DFW also supported funding proposals for sewing machines (NZAID, AUSAID and CSSFP).

The support and facilitation of negotiations with donors resulted in AusAid and NZaid sponsoring sewing machines, materials, paint and other resources for Matatufu EFKS, Saina women's committee, Toamua women's committee, Mafutaga Tina EFKS Lotofaga Aleipata and Seventh Day Adventist (SDA) Fasitoo uta. In addition, PPSEAWA and JICA sponsored resources for Fusi Safata, Salani, Faleu, Saanapu, Salaaumua and Sauano.

#### Tsunami recovery



Seven monitoring visits were conducted by the DFW this financial year to monitor how the residents of the recipient villages have restored their livelihoods as a result of completion of women's committee houses, pre schools and

sustenance of vegetable gardens. Out of 9, 6 women's committees have been completed, 2 are in progress (Lepa & Mutiatele) and 1 which have just supplied their materials (Sapunaoa). Staff continue to closely monitor the villages that have yet to finish their projects.

Pre schools - out of 8, 7 have been completed with 1 (Lepa) who still have not started because the congregation are building their church at the moment.

In terms of vegetable gardens, 441 families from 19 villages have sustained their vegetable gardens during this financial year.

The DFY was able to monitor 15 projects, 12 of which were reported as 100% completed, and 1 project 80% completed (Lepa poultry farm). Progress was submitted to the CDC in April 2011.

### ***Microfinance Scheme***

For this financial year the focus was on development of the Microfinance training



package with a focus on quality control, labelling and marketing standards for local and international markets facilitated by WIBDI and SBEC for MFF clients attended the MFF support trainings as mentioned above. There has been a lot of dialogue between the Ministry and the Ministry of Finance to update on the progress of MFF clients and to identify the way forward of the scheme, noting challenges and issues identified at the monitoring and support microfinance trainings.

There were less people trained for this financial year; the margin between those who had been trained and those eligible for loan applications was also considerably wider. However the level of income being made by trainees as a result of projects they had established through the MFF program has risen considerably from WST\$86.00 of the previous year to WST\$150.00. Sustainability rates of projects have risen from 65% to 84%

## ***2.4 Promotion of Gender responsive orientation towards more opportunities all target population groups***

### ***Commemoration of Father's Day***



The selected theme for this year's occasion, "Achievements are to be cherished, setbacks forgotten," represented a recognition amongst fathers of Samoa of their role as community leaders – both a calling and a duty, to be handled with the utmost pride, faithfulness and perseverance even in the face of failure and shortcomings, so that the whole community will continue to prevail.

The event was celebrated by way of televised dialogue sessions held at Lalomanu, coordinated by heads of the public and private sector as well as

parliamentary dignitaries with fathers from around Samoa. Core topics included 1) national water supply, and the role of government and international partners in expanding accessibility 2) the way forward in terms of agriculture, 3) update on estimated expenses for restoring the tsunami affected areas, and 4) the obligation of all fathers at levels to prevent domestic violence.

### ***Commemoration of International Women's Day (IWD) 2011***

The Launch of the UN Women Entity coincided with the commemoration of IWD and the local theme of "Equal Opportunities for the Empowerment of Women". The UN Women Entity was established to accelerate the progress for women and girls in line with the Millenium Development Goals (MDGs), hence the launch of UN Women as part of the celebration of IWD in Samoa in 2011.

### ***Commemoration of National Women's Day (NWD) 2011.***

The Ministry adopted the theme announced by the Commonwealth Secretariat for Commonwealth Day 2011 - "Women as Agents of Change" – as the basis for activities for National Women's Day 2011. The theme celebrates women whose work has made a positive difference to the lives of others, and will emphasise the Commonwealth message that by investing in women and girls, social, economic and political progress can be accelerated in member states. The theme has particular global resonance, coming less than a week after the 100<sup>th</sup> anniversary of International Women's Day.

Aside from the national forum which brought together community leaders, Government leaders and our NGO leaders, this year also included an online discussion relating to the theme of women as agents of change.



## *International Youth Day*



International Youth Day 2010 was commemorated on 12 August, focusing on the theme: “Dialogue and Mutual understanding on Youth Against Crime”. Community campaigns (1 for Savaii and 1 for Upolu) targeting problem areas where youth criminal activity is concentrated such as Salelavalu in Savaii and Vaitele fou in Upolu. A media campaign was also facilitated, utilising the Manu Samoa 7 a side team, youth advocates of the regional Ola Fou program and police officers.

More than 100 young people participated in the campaign. The event allowed for strengthened partnership with stakeholders, wider coverage of issues to do with youth and crime through media and community campaign, greater community support through participation, and greater awareness of communities about IYD and the importance of youth participation in national development.

## *Samoa National Youth Week*

The National Youth Week (NYW) is an annual event which took place from 5 - 10 December 2010, the program was implemented through alternate nationwide forums to celebrate and build young people’s capacities to become leaders and mentors, and to enable young people to strengthen and promote core aspects such as healthy living, good governance, and social integration.

The program for Youth Week revolved around 3 main activities, namely a consultation process for the development of the National Youth Policy, the conduct of the Annual Youth Parliament and the Samoa Youth Tausala and Manaia Pageant which is held every two years.

### *a) Draft National Youth Policy*

Work on developing the new National Youth Policy for the next five years also took place this financial year. Several consultations were conducted to engage young people and stakeholders for youth to determine what the priority issues for young people are and how these could be addressed through a Policy Framework for youth and a plan of action for the next five years.

In 2010 Kolone Vaai (KVA) Consultants were contracted by the Division for Youth to conduct a review for the National Youth Policy, building on from a similar review they had conducted in 2006. The ultimate finding of the review was that the National Policy for Youth, under its 6 priority areas, was still relevant, and must be sustained. However, it had

to do better to ensure realisation of human rights for Samoa's youths, and that youths are participating in processes for their own development. Additional recommendations were made, such as the need to place more emphasis on non formal employment opportunities, community development, cultural values and spiritual development. It is for this reason that the move has been made for two new priority areas to be added on to the original 6, focusing on community and spiritual values respectively.

The Draft National Youth Policy will continue to be scrutinized through another lot of consultation processes before it will be finalised for consideration at Cabinet level.

### ***b) Youth Parliament***



The Annual National Youth Parliament was again implemented as part of the National Youth Week activities. For this year, the focus of the Youth Parliament was on the discussion of the Draft Sexual and Reproductive Health Policy 2010.

49 youth parliamentarians (including an inmate) participated, including 6 members appointed as officials (1 Clerk, 4 sergeants in arms & 1 Salelesi). The parliamentarians presided over the issues of governance and leadership, as well as sexual and reproductive health. For the latter area, the parliamentarians looked at various aspects such as service delivery, financing, awareness and technological advancements and medical products and human resource capacity.

The Judge for the Juvenile court, Mr. Vui Clarence Nelson invited the Youth MPs to observe at his youth court cases on Thursday 9<sup>th</sup> December. The parliamentarians were able to discuss rules and penalties for various crimes.

The impressive input by the youths on the National Sexual and Reproductive Health Policy was tabled and submitted to the Ministry of Health. For many youths the parliament process was a first time experience; for others it was an important motivational tool and an opportunity for capacity building and leadership training. Again it was an important avenue to rear potential peer educators in sexual reproductive health issues for the future, and there was greater evidence of gender balance amongst parliamentarians than in previous years. Lastly the strengthened partnership with key stakeholders was noted; involvement of NGOs such as Rotaract and Samoa Victim Support Group served as testament to the raised profile of the Parliament process over the years.

### ***c) Samoa National Youth Pageant***



The National Youth Pageant is held every two years with the aim of promoting the public participation of young people via youth development activities, developing the self confidence of young people and building their capacity as future

public speakers for their communities. From this pageant, two young people (one male and one female) would be selected to become youth ambassadors to represent young people of Samoa in various national, regional and international youth forums.

There were 5 categories for this year's Youth Pageant, which was held on 9 December; 1) creative wear (using recycled materials), 2) talent showcase, 3) formal wear, 4) interview and 5) public presentation. These categories were based on the Key Priority Areas of the National Youth Policy.

83% of evaluation forms that had been distributed during the process stated that the pageant had been a successful event, and 23% of the forms recommended that more similar youth programs should be implemented. Of the 12 contestants that participated (6 boys and 6 girls), 8 of them stated that they would be committed to sharing their knowledge and experience with other youths.

The pageant had evolved from its previous counterpart, its social impacts more visible. More than 1000 spectators attended the pageant proceedings which had also been televised on TV3, indicating an increased level of support from the community, better publicity and media coverage, and increased awareness.



The categories were not only designed to target the intellect

and cultural awareness of the participants, but also their creativity. For the Creative Wear category the participants were tasked with designing evening wear from recycled materials.



Capacity building for contestants was realised through strengthened public speaking, cultural values, and organisational skills. Through

community campaigns the contestants were able to visit Fia Malamalama school and APTC, as a means of engagement and interaction with the community and expose the contestants to the various educational and vocational opportunities available to them. They were also active participants throughout the duration of the Youth Week, attending Youth Parliament session and consultation processes for the Youth Policy. Capacity building was therefore a primary goal of the competition so that its impacts would be more long term. Young local designers also successfully used the pageant to promote their fashion designs. There were stronger evaluation mechanisms imposed to measure the strengths and weaknesses of the process.

### *Situational Analysis of Youth Development Projects*



A Situational Analysis of all youth project assistance provided by the TALAVOU Program since its inception, (2006 - 2010) was conducted in February 2011. It was conducted in response to a general need to determine the economic development trends and issues pertaining to these youth development projects and, by doing so, to identify the direction in terms of economic related priorities, and appropriate interventions where relevant, based on strengths, issues and challenges identified

from the study.

Of the 110 TALAVOU projects funded from 2006 to 2010, 74 were inspected during the study. Of these projects, 71% were recorded as being sustainable (33 youth groups projects and 20 individuals) - that is, able to generate income used for the economic development, able to mobilize youths and create unity through fellowship, or to contribute to the wellbeing of families and communities.



In Savaii, the most common and the most sustainable projects for both youth groups and individual youth are the agricultural projects. In Upolu the most common and most sustainable projects for youth groups are the multipurpose community halls. For individual youth in Upolu, the most common and most sustainable projects are the commercial goods projects, namely handicrafts and clothing elei designs.

In terms of coverage, 34% of all group projects implemented over the past 6 years are concentrated in the Tuamasaga district, and even then only within the Vaimauga and Faleata sub districts. Individual projects are also concentrated in the Tuamasaga district as well as the Faasaleleaga district in Savaii - 59% of all individual projects over the past 6 years. The average age of participation in all projects is 26 years. 63% of all assistance received for these projects, whether external or internal, is for agricultural farming projects. The category that had the least assistance is the livestock farming category.

The greatest achievement recorded was being able to use projects to contribute to the development of the community, to harness skills and talents for the sustainability of



projects, and to generate new projects. The achievement of unity, as groups with common goals and interests, was important, in terms of motivating other youths to join, and of increasing ownership and self reliance. Other achievements noted by groups were the provision of employment opportunities to youths, reduction of delinquent habits, high quality produce, and recognition and acknowledgement of their efforts by the national community.

5 projects - 3 group and 2 individual - have been able to employ youths as project workers. Amongst these projects a total of 21 youths have been employed.

A total of 17 projects have been able to create spin off projects using the funds or resources of their original projects. This can be interpreted as an indication of the progressiveness of implementers, of having the vision and ability to maximize resources to the maximum potential; however this trend has been more often adopted particularly where the initial projects could no longer be discontinued.

### ***Peer Educators***

Peer Educators consist of young people trained to advocate for sexual and reproductive health in the communities. These trainings are facilitated by the DFY in partnership with Samoa Family Health Association (SFHA) and Samoa AIDS Foundation (SAF). Each of these 3 offices has a monitoring mechanism that is collectively implemented. Peer Educators do not have a lifespan, once a person is trained as a peer educator, this obligation is retained. Over the past 6 months the SFHA has reported an increase in referral cases received by the clinic - an indication of growing awareness amongst the young population of SRH issues and the available support services; DFY firmly believes that the Peer Educators make a contribution to this increase. Many of these Peer Educators have been able to secure formal employment based on their skills. 1 has become an officer, and another has become a volunteer within the Ministry. Furthermore, the DFY does not have a



village base, as the DFIA does with the mayors and the DFW with the government women representatives. Therefore, Peer Educators play an important role because of the assistance they can provide to liaison officers in terms of social protection.

55 potential peer educators were identified and registered during the National Youth Parliament session held in December. For this financial year, more than 200 potential peer educators have identified from the Health Fair process administered by the Ministry of Health, in terms of their gaining skills & knowledge on STI & AIDs prevention.

2 capacity building training conducted for peer educators this year. The first training targeted 36 new recruits (14 female and 22 male). The second training was a refresher session for already existing peer educators (19 females and 12 males)

Overall there are 109 trained peer educators now registered - 73 existing peer educators and 36 new recruits.

The DFY / TALAVOU project has 2 primary programs that it has used to provide financial and technical assistance to its target group; 1) the National Youth Awards has since 2001 provided an avenue by which various development initiated by youths all over Samoa would be acknowledged and appreciated. Its objectives are to encourage economic development amongst youths by developing necessary skills, and to provide opportunities for employment. The program caters to both individual and group categories in areas of farming, agriculture, fisheries, handicrafts and infrastructural projects. 2) The Sub Program Scheme encourages individuals and groups alike to develop projects that are new and innovative, are able to generate income and can contribute to the development of families and communities. The Sub program offers funds to the amount of \$5000 for group projects, and \$2500 for individual projects.



For this financial year the DFY was able to identify 22 young people (10 males, 12 females) with as active income generation projects as a result of involvement in the DFY programs.

A total of 18 sub program schemes were approved by the TALAVOU Steering Committee, 3 of which have been approved in principle. 10 of these are individual projects, whilst the other 8 are group based. 4 projects have already been presented with procurements as well as orientation and project management training

1 monitoring process was conducted for 17 projects in Upolu, from July to December 2010. There have been high success levels of project, in terms of job creation, development of skills in areas of ownership, leadership, management and administration, securing of agricultural markets both locally and overseas, national and international recognition, and contribution to families and communities.

### *Samoa National Youth Council*



The establishment of a National Youth Council an initiative which began last financial year made some progress this year. A project unit has been brought on board to implement Phase 1 of this Project. Since the endorsement of a Feasibility Study for a National Youth Council in late 2010, financial assistance from the AusAID Pacific Leadership Program of up to WST\$270,000, has been secured to implement the initial phase of this project which is the establishment of a Council. This involves the appointment of a

Transition team made up of young people to work with staff and a Technical Advisor, to get thr groundwork started for the set up of the National Youth Council for 18 months. The project staff for the work on the National Youth Council is based within the Division for Youth of the Ministry.

### *Australian Leadership Awards Fellowship*



The Ministry through an application developed in partnership with the Queensland University of Technology was successful in securing 8 placements for staff to participate in the Australian Leadership Fellowship Awards in Australia. The focus of this Fellowship is on strengthening the capacity of the Ministry to mainstream gender and disability into Community Development. This is the first time that staff of the Ministry have participated in the Australian Leadership Fellowship program and the Ministry hopes to be able to continue this partnership with

the Queensland University of Technology in future to address the human resource development needs of staff including a wider focus on the workforce needs of the Sector. A total of 8 staff from across the Divisions within the Ministry took part in this Leadership Fellowship Program.

## ***2.5 Corporate Support and Human Resource Management***

Corporate Support in terms of finance, administration, human resource development and assets management was again realised this year. The ongoing support through the coordination of the budget process, the provision of the overall oversight of the budget spending and monitoring was again realised this year.

### ***Human resource development***

The total number of Ministry remains more or less the same as the last financial year (from 113 to 111). Males working in the Ministry continue to outnumber females at an average of 13 staff.

There is currently a new database housed by the Division for Corporate Services that contains all the financial and employment history for mayors and women representatives. This database was prepared by the DFRPPIP, and is regularly utilised by the DFW, DFIA and Audio Visual Section.

### ***The New Performance Appraisal System – Pilot Ministry***

Introduced in the beginning of 2011, the Ministry has taken well to the PSC's new system. The DCS, which had trialled the Performance Appraisal system in the second half of the financial year, has completed a mid cycle review of its efforts and has presented these findings to the MWCS Management and the CEO-PSC. The favourable results have enabled all Divisions to adopt the system, and this has been a smooth process, in the sense that staff have responded well to this policy and it has helped their production.

### ***Asset and Building management***

Corporate Services is also responsible for managing the Ministry assets including buildings. The monitoring of these assets was also undertaken this financial year to ensure the proper care of assets and to also ensure that these assets are still being used by staff.

### ***Institutional Arrangements – location shift***



Since the launch of the Tooa Salamasina Building in June 2010, the Ministry has only shifted until November of the same year due to other maintenance work needed to be completed at the renovated building. The anticipated results of centralising Ministry divisions under one roof (with the exception of the Printing division, the CCSDP and the IWS projects) were realised – stronger

integration and organisational culture, and the development of a corporate identity that is unique to the Ministry. There have been several longstanding issues that have persisted over the years primarily because of the isolation of Divisions, issues such as networking barriers, and time consumption in the execution of almost all administrative procedures. Most of these issues have been all but eradicated with the location shift.

### ***Progress on work with the Ministry of Social Development***

The counterpart of the MWCSO in New Zealand is the Ministry of Social Development. A partnership between the two organisations was established late in the financial year, a partnership founded mainly on the ambition and foresight of MWCSO under the leadership of its former Minister, Hon Fiame Naomi Mataafa II, to secure essential assistance and resources, to be more in tune with regional trends in community development, identify best practice methodologies and windows in fields such as information technology and policy development, and advice on building staff capacity. Initial phases in this relationship have been characterised by continued dialogue, study tours of our Ministry to New Zealand, and the enabling of opportunities for worker exchanges in selected fields.

### ***Ministry Evaluation and planning process***



Two evaluation processes took place this financial year. The Monitoring and Evaluation process is the opportunity for staff to look at their internal issues and the Ministry's issues, in order to reconfirm the direction for the people. The process is a tool for strength in preparation for another 6 months; issues and opinions are brought to the table, sorted out and discarded, and then the Ministry moves on. Furthermore, the process has grown to become an important exercise for team building and collectivity, to

maintain and strengthen solidarity.

One of the highlights of this year's evaluation processes was the greater emphasis placed by Divisions on presenting achievements that were results based and backed by statistical evidence. The documentation of recommendations from these processes was also an important tool to be used to identify and compare patterns in the level of the Ministry's performance during the next financial year.

## ***2.6 Government Printing Services***

For the first half of the financial year DFP completed 54% of publications for the Ministry including monthly and weekly Savali, Annual Reports, Pamphlets, Brochures, Newsletters, Management Plan and Budget Statements. 53% of general printing requirements, such as passport applications, arrival and departure forms, receipt books and invoice books, were

printed and delivered. By December 2010 about 90% of printing supplies earmarked for the General Election on 4th March 2011 had arrived.



For the second half of the financial year, the Division for Printing had spent 98% of its allocated budget, and had marked improvements in providing advisory services to government ministries and general public, liaising with overseas printing suppliers, and monitoring and applying relevant changes in technology for betterment of services.



The costs the Division had been tasked with recovering for the past financial year totalled WST\$772,436. By 30 June, the total revenue collected by the Division came up to \$1,174,484.47, exceeding the cost recovery mark by 152%, and generating a surplus of WST\$402,048.

## 2.7 *Work on Persons with Disabilities*



A pleasure to report on the continuous work of the Disability Taskforce Chaired by the CEO throughout the fiscal year since its first establishment by Cabinet on the 1<sup>st</sup> October 2008. Work was conducted on revision of the National Policy for Persons with Disability and Implementation Plan since Policy endorsement by Cabinet in April 2009. So, work of the Taskforce is still on track despite a long rest this year due to other work commitment by our Ministry or Disability Focal Point.

PSC has in February 2011, approved the establishment of a Senior Disability Officer to kick start the work on Disability, implementation of the Policy and most of all to manage the Disability Focal Point which Government has officially appointed our Ministry to be the one.

## ***2.8 Regional and International Obligations***

### ***SPC Review of the 2010 Pacific Youth Strategy***

The Secretariat of the South Pacific and UNICEF Pacific commissioned a review of the Pacific Youth Strategy 2010, as well as production of the next State of Pacific Youth report. During the fourth quarter an SPC taskforce toured the Pacific with the purpose of holding consultations with youths and youth stakeholders, to gather information for development of this Review. The taskforce visited Samoa from 30 November – 2<sup>nd</sup> December, and were assisted by TALAVOU in the coordination of Focus Group Discussions for the Development of the Pacific Youth Strategy. 4 focus groups were held with stakeholders and youths of different age groups:

- Consultation with youth of Savaii island: Monday 22 November
- Consultation with youth of Upolu island: Tuesday 30 November
- Pre consultation with management staff of Ministry of Women Community and Social Development: Wednesday 1 December
- Pre consultation with Church Youth Directors and TALAVOU Steering Committee: Thursday 2 December

## ***2.9 Cross Sectoral Collaboration and Engagement***

The Ministry's commitment to the government's growing transition towards a sector wide approach, has made for a greater sense of obligation to community and stakeholders. This obligation has manifested on many occasions this financial year by Divisions serving and participating in sectoral programs beyond the confines of their annual costings and standard performance indicators. This has only served to confirm the central role of the Ministry, and the responsibility placed upon it by its sectors to drive community related issues and to ensure their fulfillment.

### ***Health Sector Engagement***



Staff had also been involved in Whole Country Integrated Health (Health Fair) programs focusing on the promotion of health related initiatives in communities like smoke free homes, vegetable gardens, clean environment etc. Vegetable gardens demonstrations were conducted by staff using vegetable nurseries belonging to village women. Staff also shared advice on how to sustain their gardens. Residents in these communities benefited from health care services provided for free.

The DFIA covered 19 villages of Upolu this financial year - Anoamaa i Sasae, Vaa o Fonoti and Aleipata i Itupa i Lalo districts

The DFY conducted a booth with MOH (AHD) to provide information, skills & knowledge for youth participants of villages already been covered in terms of STI and HIV Aids prevention. The booth was a good tool for integration with other sectors, for capacity building of staff, for the identification of potential peer educators, and for coverage of DFY activities. DFY was able to cover 23 villages in the Upolu districts of Anoamaa and Aleipata, and also the Savaii districts of Faaseleleaga and Palauli. 430 youths were registered, 264 males and 166 females. 24 of these youths were referred to the Samoa Family Health Association or Samoa Aids Foundation for further assistance. The DFY also supported 5 vegetable garden SWAP projects



Along with its involvement in the Health Fair program, DFW provided advice on development of Health Promotion Tools for communities, MOH and NHS programs; mobilisation of sector partners through CEDAW and CRC partnership meetings.

The DFW provides facilitative and advisory role in health promotion campaigns which target women and children. DFW assisted in the coordination of H1N1 vaccination awareness in the villages through the STN network to ensure all children 5 years and below are immunized to increase protection against swine flu. Mass immunization of children five years and younger was done around the whole country which prevented a swine flu outbreak.

The DFW continues to promote breastfeeding every year during World Breastfeeding week highlighting the many health benefits of breastfeeding for both mother and child. In support of this initiative, breastfeeding mothers within DFW are allowed six months to bring baby to work to be breastfed. Otherwise for mothers who prefer to leave their babies at home, they are allowed flexible hours to allow them ample time to breastfeed baby.

In the first half of the financial year a total of 52 new STN recruits from both Upolu and Savaii were able to participate in trainings on birth registration, which were facilitated by the DFW in collaboration with the Office of Births Deaths and Marriages.

The DFY has been involved in the villages inspections of the Samoa Tourism Authority / National Beautification Committee. It also conducted social assessments and counselling / basic needs referrals for special cases that came through the ANM program (in partnership with free lance counsellors, MOH, MESC, BDM and other service providers)

### *Law and Justice Sector Engagement*

The MWCSO has been involved in the development of the Crime Prevention Program and National Policy on Crime Prevention – input into the stock taking of crime prevention program – (MJCA (Juvenile Rehabilitation program), MPP); also assisted with adoption assessment for AG’s office and social protection case referral for children in difficult circumstances.

Financial assistance of around WST\$6,190.00 was provided for MJCA’s Juvenile Justice Rehabilitation program, particularly for the areas of Young Offenders Act and the Community Justice Act. The funds were utilised by MJCA for staff trainings to improve data collection from community based supervisors, and to identify and evaluate challenges

*Crime Prevention*

The Ministry also assisted with the MPPFS Malu I ou Tuaoi (Neighbourhood Watch) program). Support was also provided for the Say No to Rape Campaign SVSG and the Ministry of Police White Ribbon Campaign through partial funding from GBV and work of the Men Against Violence – 1 consultation in Savaii and 1 in Upolu

***Environment Sector Engagement***

*Disaster Management*



An internal review of the MWCSO Disaster Management Plan and National Disaster Management Plan (NDMP) was conducted in which Roles and Focus Areas of MWCSO Implementation in disaster preparedness, disaster management and disaster risk reduction was tabled.

For example, MWCSO will focus on mitigation, preparedness and disaster risk reduction (DRR) in the context of the implementation of the Aiga ma Nuu Manuia (ANM) program by empowering women and children to weave and practice social protection skills in daily activities. Climate resilience will be factored in the development of Disaster Risk Reduction village plans with emphasis placed on the active participation of women and children to ensure their protection is

prioritised.

In addition, MWCSO have integrated into the STN monthly report template information to be collected on disaster risk reduction activities within the village as one of the options for data collection and assessments utilising a system or template provided. This data will form the basis of relief distribution in order of the most affected and on priority needs. This

would do justice to the distribution of relief supplies to ensure all the affected population get what they supposed to do. This would also be a means to ensure accountability and transparency.

#### *Natural Heritage Committee*

The DFIA played a key role in the Natural Heritage Committee, where the DFIA has completed 2 meetings and 5 consultations for Tiavea, Taelefaga, Uafato, Manono and Apolima. The Ministry also attended up to regional conferences on climate change, vulnerability and adaptation assessment

#### *Education Sector Engagement*



The Ministry was able to advise MESC on the Education Act 2009 review, through its birth registration data, and also assisted in MESC's Community Sports Outreach (Samoa Sports for Development) by conducting programs in Tufulele and Saipipi. The Ministry also facilitated technical assistance to NCECES to improve children's attendance at pre-school level.

### SECTION 3: STAFF PROFESSIONAL DEVELOPMENT

Staff had had several opportunities regionally and nationally to further develop and build capacity on the skills related to their daily work and activities. This is to ensure enhancement not only in terms of individual development but the Ministry's work as a whole. Funding agencies for these trainings are regional, international partners as well as our local budget.

#### 3.1 Regional and International Forums Attended

<u>STAFF &amp; POSITION</u>	<u>DIVISION/ DESIGNATION</u>	<u>FORUM ATTENDED</u>	<u>DURATION</u>	<u>HOST ORGANIZATION &amp; COUNTRY</u>
Leituala Kuiniselani Toelupe-Tago	CEO	Study Tour at the Ministry of Social Development	5 days	Wellington, New Zealand
	CEO	High Level meeting on Cooperation for child rights in the Asia Pacific Region	3 days	Beijing, China
	CEO	Universal Periodic Review of the United Nations Human Rights Council	2 weeks	Geneva
	CEO	Regional Consultative meeting on strengthening Procurement Development in the Pacific Mercure	3 days	Brisbane, Australia
Faasili Afamasaga	ACEO - DRPPIP	11 <sup>th</sup> Triennial Conference of Pacific Women	5 days	Noumea, New Caledonia
	ACEO - DRPPIP	CLGF Pacific Annual Technical Advisory panel (TAP) meeting	2 days	Port Vila, Vanuatu
Faauga Mulitalo	ACEO - DCS	Pacific Executive Development Program - PACE Alumni Workshop	3 days	Rarotonga, Cook Islands

Louisa Apelu	ACEO - DFW	11 <sup>th</sup> Triennial Conference of Pacific Women	5 days	Noumea, New Caledonia
Sydney Faasau	ACEO - DFY	Pacific Regional Youth Caucus 2010 Orientation	5 days	Brisbane, Australia
	ACEO - DFY	Pacific Youth & Sports Conference - Meeting of the Heads of Delegations	2 days	Auckland, New Zealand
Vanessa Barlow Schuster	Policy Specialist	Social Policy, Social Welfare Systems and Human Security Conference	3 days	Suva, Fiji
	Policy Specialist	UNCTAD Regional Workshop on Productive Capacities, economic Growth and Poverty Reduction in Asia and Pacific LDC's	3 days	Kathmandu, Nepal
Roger Stanley	Principal Officer - DRPPIP	Gender in local Government	1 week	Nadi, Fiji
	ACEO - DRPPIP	Pacific Cities Alliance Urban Sector Profiling Workshop	3 days	Suva, Fiji
	ACEO - DRPPIP	Pacific Women's Empowerment Initiative Policy Dialogue	3 days	Papua New Guinea
Tuioti Sakaria Taituave	ACEO - DFIA	Cities in Climate Change Vulnerability & Adaptation Assessment Workshop	3 days	Suva, Fiji
Seletuta Visasio	Principal Programs & Training Officer - DFW	Pacific Humanitarian team 3 <sup>rd</sup> annual Regional Workshop for Humanitarian action in the Pacific	1 week	Fiji
	ACEO - DFY	Invitation to be a Participant at the 2011 Pacific Leadership Program Convention	3 days	Queensland, Australia

Aitu Ah San Meredith	Principal Administration Officer - DCS	2010-2011 Pacific Work attachment Program	2 weeks	Canberra, Australia
Taulagi Latu Afioga	Principal Internal Affairs Officer - DIA	Gender in local Government	1 week	Nadi, Fiji
Nanai Sovala Agaiava	National project Coordinator - CCSDP - DIA	2 <sup>nd</sup> Asset Based Community Development Asia Pacific Conference	3 days	Newcastle University, Australia
Faafetai Korua	TALAVOU Program Manager - DFY	Commonwealth Youth Program Pacific Mega March	1 week	Port Villa, Vanuatu
	TALAVOU Program Manager - DFY	CYP Professionalization of Youth Work & Pacific YouthWorker Association	3 days	Auckland, New Zealand
Faameia Sua	Senior Internal Affairs Officer - DIA	Internal Displacement due to Natural Disasters & Climate Change	1 week	Suva, Fiji
Alanna Segamatupu	Senior Programmes and Training Officer - DFW	Training program for Young Leaders for South Pacific Countries/Community Small and Medium Enterprise	3 weeks	Shunan City, Japan
Angharad Toma	Senior Youth Officer (TALAVOU)- DFY	Training program for Young Leaders for South Pacific Countries/Community Small and Medium Enterprise	3 weeks	Shunan City, Japan
Anamaria Evelyn Lamositele Sio	Senior Child Protection Officer - DFW	Workshop on DevInfo system / PDA Orientation	5 days	Suva, Fiji
Rousianna Maimai	Youth Officer - DFY	International Youth Conference Youth Awareness on Climate	1 week	Yogyakarta, Indonesia
Faaifoaso Moala	Youth Officer - DFY	International Youth Conference "Youth	2 weeks	Yogyakarta, Indonesia

		Awareness of Climate Change”		
Elema Heremina Tuliaupupu Sefo	Senior Accounts Clerk - DCS	2010 Applied Certificate in Community Development Studies	7 months	Fiji
Shalom Tanielu	Administration Officer	Relations with the Republic of Indonesia: 3 months Scholarships Studying Indonesia Arts & Culture	3 months	Jakarta, Indonesia
Siufaga Soloi Simi	Youth Officer - DFY	Seminar on Youth Business Initiation for Developing Countries	3 weeks	Fuzhou, China
Faavesi Asi	Assistant Research Officer - DRPPIP	Cities in Climate Change Initiative Vulnerability & Adaptation Assessment Workshop	3 days	Suva, Fiji

### **3.2 National Forums Attended**

<b><u>STAFF &amp; POSITION</u></b>	<b><u>DIVISION/ DESIGNATION</u></b>	<b><u>FORUM ATTENDED</u></b>	<b><u>DURATION</u></b>	<b><u>HOST MINISTRY</u></b>
Faauiga Mulitalo	ACEO - DCS	Trade Sector Steering Committee meeting	1 day	Ministry of Commerce, Industry & Labour
Fuaifale Unasa	Senior Records Officer - DCS	Records Taskforce	4 days	Ministry of Education, Sports & culture
Roger Stanley	ACEO -DRPPIP	2 <sup>nd</sup> meeting of the Trade Sector Steering Committee 2011	1 day	Ministry of Commerce Industry and Labour
Owen Ah Ching	Senior Policy & Planning Officer - DRPPIP	Strategic Approach to International Chemicals Management Project	1 day	Ministry of Natural Resources & Environment
Taramara	Policy and	Strategic Approach	1 day	Ministry of

Talauta	Planning Officer - DRPPIP	to International Chemicals Management Project		Natural Resources & Environment
Veei Enosa	Research Officer - DRPPIP	CCSDP Training	1 day	MWCSD
Sydney Faasau	ACEO -DFY	1 <sup>st</sup> meeting of the AHD - PCC Meeting	1 day	Ministry of Health
Alan Aiolupotea	Principal Youth Officer - DFY	National Seminar on Copyright & related rights	1 day	Ministry of Commerce Industry and Labour
Faafetai Koria	TALAVOU Program Officer	NUS Strategic Plan Review	1 Day	National University of Samoa
	TALAVOU Program Officer	UNDP Projects Review	1 day	UNDP
	TALAVOU Program Officer	Agriculture Sector Policy Consultations	1 day	Ministry of Agriculture and Fisheries
	TALAVOU Program Officer	Law and Justice Sector - Probation Policy consultation	1 day	Ministry of Justice and Courts Administration
Angharad Toma	Senior TALAVOU Program Officer (TALAVOU) - DFY	SQA Board meeting	1 day	Samoa Qualifications Authority
Siufaga Soloi Simi	Youth Officer - DFY	Capacity Building & Training on Gender Mainstreaming in Samoa IUCN Energy Project	1 day	Ministry of Natural Resources & Environment
Faaifoaso Moala	Youth Officer - DFY	Capacity Building & Training on Gender Mainstreaming in Samoa IUCN Energy Project	1 day	Ministry of Natural Resource and Environment
Lemau	Youth Officer -	Law and Justice	1 day	Ministry of

Motusaga	DFY	Sector - Probation Policy consultation		Justice and Courts Administration
Vaialia Iosua	Senior Community Development Officer - DFW	National Beautification Committee Meeting	2 days	Samoa Tourism Authority
	Senior Community Development Officer - DFW	National Emergency operation Centre Information Management & Reporting Systems	1 day	Ministry of Natural Resources & Environment
Alanna Seugamatupu	Senior Programmes and Training Officer	Consultation on the Final Draft Infection Control Policy 2010-2015	1 day	Ministry of Health
	Senior Programmes and Training Officer	Samoa National Consultation on Advocacy Strategic for Advancing Legislative change to address Violence Against Women	1 day	Ministry of Natural Resources & Environment
	Senior Programmes and Training Officer - DFW	Samoa Red Cross Society Tsunami Operation	1 day	Ministry of Natural Resources & Environment
	Senior Programmes and Training Officer - DFW	Consultations for the UN Trust Fund to Eliminate Violence Against Women	1 day	UNDP
Robert Wong Sin	Programmes Officer - DFW	Implementation of NAPA for Pacific LDCs	1 day	Ministry of Natural Resources & Environment
	Programmes Officer - DFW	Climate Change Science Workshop 25 <sup>th</sup> Nov 2010	1 day	Ministry of Natural Resources & Environment
	Programmes Officer - DFW	Agriculture Sector Plan 2010/11 -	1 day	Ministry of Agricultural

		2015/16 Focus Group Consultation on 3 <sup>rd</sup> December 2010		Forestry & Fisheries
Dorothy Tofilau	Assistant Community Development Officer - DFW	NBC meeting	1 day	Samoa Tourism Authority
Anamaria Lamositele Sio	Senior Child Protection Officer - DFW	Consultation for the UN Trust Fund to Eliminate Violence Against Women	1 day	UNDP
Faameia Sua	Senior Internal Affairs Officer - DIA	Neighbourhood Watch Campaign	3 days	Ministry of Police & Prisons
Mulinuu Sua	Senior Internal Affairs - DIA	Drainage Committee meeting	1 day	Ministry of Works Transport & Infrastructure

**SECTION 4: MINISTRY BUDGET APPROPRIATIONS**

OUTPUT NUMBER	OUTPUT DESCRIPTION	APPROPRIATION
Output 1	Policy Advice to the Responsible Minister	Personnel:\$894,785 Operating:\$72,664
Output 2	Ministerial Support	Personnel:\$90,440 Operating:\$102,800
Output 3	Advancement of Women Services	Personnel:\$936,437 Operating:\$77,074
Output 4	Child Protection Services	Personnel:\$171,887 Operating:\$21,100
Output 5	Village Based Development Services	Personnel:\$2,126,411 Operating:\$128,582
Output 6	Youth Development Services	Personnel:\$266,247 Operating:\$56,270
Output 7	Printing Services	Personnel:\$425,495 Operating:\$1,041,784
Output 8	Research, Policy & Planning	Personnel:\$452,482 Operating:\$42,300
Central Services Unit	Finance and Administration	Personnel: Operating: Capital:
<b>TOTAL FUNDING FOR TOTAL OUTPUTS 2010/2011</b>		

**Transactions on Behalf of the State**

ACTIVITY	APPROPRIATION
Commonwealth Youth Program	<b>\$48,399</b>
Mothers Day of Samoa	<b>\$10,000</b>
Fuataga o le Ie o le Malo	<b>\$125,000</b>
Fathers Day of Samoa	<b>\$10,000</b>
Independent Water Schemes	<b>\$1,425,264</b>
Rents & Leases	<b>\$450,000</b>
VAGST Output Tax	<b>\$573,381</b>
<b>TOTAL TRANSACTIONS ON BEHALF OF THE STATE</b>	<b>\$2,642,044</b>

*ANNEX 1: Performance Measures Matrix - Details on Implementation for 2010 / 2011*

**Ministry:** *WOMEN, COMMUNITY & SOCIAL DEVELOPMENT*

Output 1: POLICY ADVICE TO THE RESPONSIBLE MINISTER

**Output Manager:** Chief Executive Officer

**Description:** The provision, through the Chief Executive Officer, of advice on all matters pertaining to the Ministry of Women, Community Development and Social Services.

**Performance Measures:**

<b>Activity:</b>	<b>Quantity:</b>	<b>Quality:</b>	<b>Timeliness:</b>	<b>Achievements</b>
Policy advice to the Minister of Women, Community & Social Development and Cabinet so they are well informed of social and community development matters.	2 meetings per month with Minister of Women, Community and Social Development (MWCSO) on social and community development matters and briefing papers submitted.  2 Cabinet submissions per month on reports and policy advice.	In accordance with the mandates of MWCSO, Cabinet Directives and Government Policies.  In line with MWCSO strategic direction and legal mandate.	Fortnightly.  Monthly.	Achieved with the submission and discussion of the CDC ISP paper and the Community Sector Plan.  Achieved. Annual Reports 07/08, 08/09 and 09/10. Community Sector Plan 2010 - 2015. National Policy for Women 2010 - 2015 National Policy for Children

				2010 – 2015. These were all submitted and approved by Cabinet
Provide technical advice to Government, the Social and Community Sector and stakeholders on the Ministry's policies.	<p>Attendance at Cabinet Development Committee Meetings.</p> <p>Average of 4-5 CDC papers submitted for CDC meetings.</p> <p>Attendance at Parliament sessions.</p> <p>Attendance at all 4 Statutory Boards meetings – SQA Board, Puma Board, Films Control Board, SBEC Board.</p>	<p>In accordance with schedule of CDC Meetings per year.</p> <p>In accordance with CDC guidelines for reporting.</p> <p>In accordance with Cabinet Directives.</p> <p>Ministry perspective is articulated and reflected in decision making and documentation.</p>	<p>Within the financial year.</p> <p>Within the financial year.</p> <p>Within the financial year.</p>	<p>Achieved – 1 CDC meeting attended by CEO on 19 August 2010 1 CDC meeting attended by Acting CEO and ACEO's on 3 November 2010.</p> <p>Achieved. 2 CDC papers submitted. TALAVOU PROJECTS CCSDP PROJECTS.</p> <p>Achieved for the session in August 2010.</p> <p>Achieved for SQA, PUMA and Films Control. <i>Note: CEO MWCS D no longer on SBEC Board.</i></p> <p>Achieved through attendance at the</p>

	Attendance at all national steering/ advisory committee meetings - Investment Committee, Law Reform Advisory Committee, Law & Justice Sector Steering Committee, Water Sector Steering Committee, Samoa Public Sector Facility Steering Committee, National Honours & Awards Committee, National Capacity Self Assessment Project and Early Recovery Framework Steering Committee.	MWCSD issues are addressed in the various forums.	Within the financial year.  Within the financial year.	Investment Committee Meetings, Law Reform Advisory Committee, Law & Justice Sector Meeting, Water Sector Steering Committee Meeting, PSFI Steering Committee, Health SWAP Steering Committee.
Govern and manage the Ministry of Women, Community and Social Development.	About 26 Executive Management Meeting to manage and monitor Ministry plans for programs and projects and re-direct program/ project focuses.	In accordance with Ministry mandate, Cabinet directions, MOF and PSC legislations, policies and procedures.	Fortnightly.	Achieved. 10 Executive Management meetings conducted. (July 30, August 24, September 7 & 20, October 5 & 18, November 1, 16 & 29,

	About 12 Management Committee (operational level) Meetings.	As of above.	Monthly.	December 13, 2010)
	4 MWCSO staff meetings.	As of above.	Every Quarter.	This measure has been revisited given the realities of staff commitments. Hence a decision has been made to hold these meetings on a quarterly basis.
	2 MWCSO Evaluation and Planning Processes.	As of above.	Every Six Months.	Achieved. 2 Meetings conducted on 3 September and November 12, 2010.
	2 meetings with Sui o le Nuu Forum, Sui Tamaitai o le Nuu Forum and Komiti o le Faleula.	As of above.	Every 6 months.	In progress: January 12 -14, 2011.
	Annual Report for 2009/2010.	In accordance with Public Service Act 2004 and Public Financial Management Act 2001.	September 2010.	As of above.
	Draft Annual Report for 2010/2011.	As of above.		Achieved: Submitted and approved by Cabinet.
		In accordance with Public	June 2011.	Due February 2011.

	Annual Human Resource Management Report for 2010/2011.	Service Act 2004.	September 2010.	Achieved. Completed and submitted to PSC HRM Report 2009/2010.
Foster and maintain regional and international cooperation obligations	<p>At least 5 International duty travels:</p> <ul style="list-style-type: none"> <li>▪ 1 Commission on the Status Meeting</li> <li>▪ 1 Pacific Women's Triennial Conference</li> <li>▪ 2 related Ministers meetings (Youth, Local governance or Persons With Disabilities)</li> <li>▪ 1 other meeting on social and community development issues.</li> </ul> <p>Duty Travel reports prepared on behalf of the Minister after attending these meetings.</p>	<p>Participation and briefings for Ministerial participation is in line with MWCSO mandate and the relevant legislations for the Government of Samoa.</p> <p>In accordance with Cabinet directive.</p>	<p>Within the financial year.</p> <p>As of above.</p>	<p>Achieved</p> <ul style="list-style-type: none"> <li>-CSW meeting scheduled for Feb mar 2011.</li> <li>-Pacific Triennial meeting attended by ACEO DFW on behalf of the Ministry.</li> <li>-High level Meeting on Cooperation for Child Rights in the Asia Pacific Region attended by CEO.</li> <li>-CLGF Technical Advisory Panel Meeting attended by ACEO-DFIA and ACEO-DRPPIP on behalf of ministry.</li> <li>-Social Policy and Social Welfare System and Human Security.</li> </ul> <p>Achieved. Report for Pacific Triennial meeting submitted as well</p>

	Submission of Samoa's Second CEDAW Report/ Report on the Status of Women 2009, to the UN Committee for the Elimination of All Forms of Discrimination Against Women.	In accordance with the CEDAW ratification obligations.	July 2010.	as report for High level meeting and CLGF meeting were all submitted for Cabinet approval.  Achieved.
Participate in and contribute to Government integrated approach of effectively managing and implementing developments in the social and community development sector.	Regular communication with sector partners on program/ project implementation.  Coordination and monitoring of interventions and responses to the Community Centred Sustainable Development Project Village Plans.	In accordance with the MWCSO mandate.  As of above.	Within the financial year.  Within the financial year.	Achieved through meetings with MOH, the Samoa Parliamentary Advocacy Group for Healthy Living; MOF - Economic Use of Customary Land Project.  Partially achieved.
Provide leadership, technical advice and coordination across all Government development	Complete quarterly financial reports for all projects.  Complete quarterly narrative	In accordance with project requirements and MOF Procedures.	Quarterly.	Work in progress.

<p>projects implemented by the Ministry.</p>	<p>reports for all projects.</p> <p>Annual Report for each project.</p> <p>12 Executive Management meetings focusing on progress made across projects implemented by MWCS D.</p>	<p>As of above.</p> <p>As of above.</p> <p>As of above.</p>	<p>Quarterly.</p> <p>Within the financial year.</p> <p>Monthly.</p>	<p>Work in progress.</p> <p>Not due.</p> <p>3 meetings conducted this quarter. Several one to one meetings with project staff have been conducted to provide leadership and technical advice to project staff.</p>
<p>To effectively and efficiently coordinate and manage the MWCS D Institutional Strengthening Project.</p>	<p>Obtain Facility Steering Committee (FSC) – PSIF and CDC endorsement of MWCS D ISP Design Document.</p> <p>Establish Steering Committee for the MWCS D ISP.</p> <p>Recruitment of Project Management Unit</p>	<p>In accordance with PSIF guidelines.</p> <p>In accordance with Project Agreement.</p> <p>In accordance with Project Agreement.</p>	<p>September 2010.</p> <p>Within the financial year.</p> <p>As of above.</p>	<p>Work in progress.</p> <p>As of above.</p> <p>As of above.</p>

	Arrangements for the ISP Managing Contractor.	In accordance with Project Agreement.	As of above.	No longer applicable.
To effectively and efficiently coordinate the work of the Social and Community Sector.	4 meetings of the Sector Steering Committee.	In accordance with MWCSD mandate.	Quarterly.	No meeting.
	4 meetings of the National Advisory Committee for Youth.	As of above.	Quarterly.	No meeting.
	12 meetings of the National Council on CRC.	As of above.	Monthly.	Achieved. 5 meetings conducted in the last six months. (July 27, August 25, October 6, & 12, November 23, 2010)
	4 Meetings of the Women's Advisory Committee.	As of above.	Quarterly.	No meetings held this quarter. Cabinet has only recently endorsed the composition of WAC.
	4 meetings of the Protection Cluster Working Group	As of above.	Quarterly.	This has been removed as a separate activity.
	12 meetings of the Ie Samoa Committee.	In accordance with Cabinet directive and Ministry mandate.	Monthly.	Achieved. 6 meeting conducted. (August 13, October 1,

	6 meetings of the Taskforce for Persons with Disabilities	As of above.	Every months. 2	November 1, 22 & 24, December 15, 2010) Achieved. 4 meetings held in the last six months. (July 29, August 11, Sept 16, Nov 11, 2010)
Secretarial Services to the Office of the CEO.	Average of 100 general correspondences typed and delivered. Average of 100 inwards mail received, registered.	Accuracy and quality of correspondence  All incoming mail are referred to CEO for consideration and action.	Within the financial year.  As of above.	Achieved. More than 100 correspondences have been typed and delivered in the last six months.  More than 400 inwards mail received and registered. This included internal and outside mails.

Output 2: MINISTERIAL SUPPORT

Output Manager: **Chief Executive Officer**

**Description:** Provision of executive, secretarial, administrative and technical support services to the Minister for Women, Community Development and Social Services.

**Performance Measures:**

Activity:	Quantity:	Quality:	Timeliness:	Achievements
Provide secretarial and administrative services to the Minister of Women, Community & Social Development	Average of 30 cabinet submissions for all official travel checked and compiled for Cabinet meetings.	In accordance with Government policies.	Within the financial year.	8 Cabinet submissions on duty travel submitted in the last six months; 1 Cabinet submission for Annual Reports 07/08, 08/09; 1 Cabinet submission for Annual report 09/10; 1 Cabinet submission for Community Sector Plan 2010 - 2015, 1 Cabinet Submission for National Policy for Women 2010 - 2015 & National Policy for Children 2010 - 2015; 1 Cabinet Submission for National Youth Week; 1 Cabinet Submission for Fuataga Ie Samoa; 17 submissions for STN & SN; 4 Cabinet submissions for

	<p>Average of 10 training submissions for staff Training and Scholarship Committee meetings.</p> <p>Average of 6-10 speeches written and compiled.</p> <p>Average of 3-5 official dinners</p>	<p>In accordance with Government policies.</p> <p>Speeches are reflective of the themes of the processes and are submitted to the Minister on time.</p> <p>Ministerial satisfaction with timely arrangements.</p>	<p>Within the financial year.</p> <p>Within the financial year.</p> <p>Within the financial year.</p>	<p>CEO &amp; ACEO A/Overseas leave; 1 submission for vehicle; 1 submission for Bad Debts Write Off; 1 submission for sponsors of MOA pagent &amp; Faafafine Pagent; 1 submission for Women Advisory Committee; 1 submission for Below the line funds; 1 submission for National Child Protection Survey; 6 submissions for Duty travel reports; Total of 47 cabinet submissions. These do not include submissions on Ministerial travel submitted by her office.</p> <p>3 submitted. (1 Owen Ah Ching, 1 Seletuta Visiesio, 1 Taulagi Latu &amp; Roger Stanley)</p> <p>2 speeches written (National Youth Week &amp; International Day for Persons with Disabilities)</p>
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and lunches hosted by the Minister are arranged.			Within the financial year.	None arranged in the past six months.
Managing supplies for the office of the Minister.	Adequacy and sufficiency of supplies.		Within the financial year.	
Minimum of 3 official trips are arranged.	Ministerial satisfaction with timely arrangements			Ongoing.
Management of Minister's duty travel arrangements.	Ministerial satisfaction with timely arrangements		Within the financial year.	Ongoing.
Personal support for official duties.	Ministerial satisfaction with support.		Within the financial year.	Ongoing.
				Ongoing.

Output 3: ADVANCEMENT OF WOMEN SERVICES

**Output Manager:** Assistant Chief Executive Officer - Women

**Description:** The activities for Output 3 in the next twelve months will focus more on strengthening the facilitative and monitoring role of the division in response to key priority issues identified through the review of the Samoa National Plan of Action for Women and regional reviews on the status of women.

**Performance Measures:**

Activity	Quantity	Quality	Timeliness	Achievements
<p>Strengthen institutional mechanisms (Policy, plan, Education and trainings, partnership accountability) to reduce the incidence of violence against women and girls in the home.</p>	<p>Conduct Gender analysis of collected sex disaggregated data to support the review of Policy and development of Plan of action on VAW.</p> <p>Encourage an integrated approach to the work on addressing violence against women by fostering closer relations with the CEDAW Partnership</p> <p>4 Capacity Building programs are supported for the Men Against Violence Advocacy Group for changing men's behaviour towards hitting women and children.</p>	<p>In accordance with national and international obligations</p>	<p>Within financial year</p> <p>Quarterly</p> <p>Quarterly</p>	<p>National Policy for Women 2010 - 2015 and Plan of Action endorsed by Cabinet.</p> <p>Achieved 2 CEDAW Partnership meetings on the 4<sup>th</sup> August 2010 &amp; 7<sup>th</sup> October 2010</p> <p>Achieved (i) 7 capacity building and planning sessions for Men Against Violence Advocacy Group (MAVAG) were held.</p> <p>(ii) 9 village advocacy programs targeting Alii ma Faipule were held for both Upolu (5) and Savaii (4)</p> <p>(iii) 2 TV panel programs on the role of men as</p>

<p>4 Capacity Building trainings on leadership, communication and negotiation skills with young women are supported.</p> <p>Support through a facilitative &amp; technical advisory role law and justice sector campaigns which aims to target women and children in the areas of violence elimination.</p>		<p>Quarterly</p> <p>Within financial year</p>	<p>community leaders in advocating against violence against women and children.</p> <p>Achieved.</p> <p>4 Mothers and Daughters program on Sexual Reproductive Health and Legal literacy were held at;</p> <p>(I) Vaitoomuli, Faala and Vailoa (11<sup>th</sup> - 13<sup>th</sup> August 2010);</p> <p>(II) Fusi &amp; Vaiee Safata (12<sup>th</sup> &amp; 13<sup>th</sup> Oct),</p> <p>(III) Samatau 14<sup>th</sup> OCT</p> <p>(IV) Pata Falelatai on 15<sup>th</sup> Oct 2010.</p> <p>Achieved.</p> <p>(1) DFW assisted with the coordination of Law and Justice sector public consultations for village women representatives to participate</p> <p>(2) Supported the (1) Say No to Rape Campaign SVSG and (ii) Ministry of</p>
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				Police White Ribbon campaign through partial funding from GBV and work of the Men Against Violence
Raise income earnings for women targeted by the MFF and livelihood programs by 5%.	4 Skills Development trainings on sustainable business plans and project management are conducted for women under the Micro finance scheme for each island.	Improve economic living standards for women in accordance with national plan and international obligations for CEDAW.	Quarterly	<p>Achieved.</p> <p>A total of 9 MFF trainings conducted:</p> <ul style="list-style-type: none"> <li>▪ 7 in Savaii covering 26 villages and</li> <li>▪ 2 in Upolu covering 19 villages</li> <li>▪ A total of 448 participants (402 female, 46 male)</li> <li>▪ Average income earned is \$86.00</li> </ul> <p>2 CEO level and operational level meetings with the Development Bank of Samoa on the 6<sup>th</sup> September 2010 to update on the progress of MFF clients as well as way forward of the scheme noting challenges and</p>

<p>Facilitate 'market opportunities' for women with micro finance projects with private sector</p> <p>4 Skills Development trainings garment, siapo and handicraft making is supported for women's committees in each island to improve capacity and productivity .</p>		<p>Within financial year</p> <p>Quarterly</p>	<p>issues identified at the monitoring and support micro-finance trainings</p> <p>Achieved. Micro finance training package emphasises quality control, labeling and marketing standards for local and international markets facilitated by WIBDI and SBEC for MFF clients attended the MFF support trainings as mentioned above.</p> <p>Work In Progress A total of 7 skills building for Upolu and Savaii Total number of participants: Savaii = 106, Upolu = 131 (128 women and 3 men) <b>Upolu:</b> 4 skills building training held at Salani on the 23<sup>rd</sup> - 27<sup>th</sup> Aug 2010, 20 - 24<sup>th</sup> Sept Faleu Manono, 18<sup>th</sup> -22<sup>nd</sup> Oct Saleaumua, 1<sup>st</sup></p>
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<p>Facilitate grant opportunities for women and CBOs and NGOs which aims to promote skills development, training and education for livelihood projects.</p> <p>Facilitate support for women's committees under the Falelalaga Program through training workshops for young women.</p>		<p>Within financial year</p> <p>Within Financial Year</p>	<p>- 5<sup>th</sup> Nov Matatufu</p> <p><b>Savaii:</b> 3 skills building processes achieved as follows: 5<sup>th</sup> - 9<sup>th</sup> July Samauga; 19<sup>th</sup> - 23<sup>rd</sup> July - Foua 26<sup>th</sup> - 30<sup>th</sup> July -Satufia.</p> <p>Achieved</p> <p>Supported proposals to AusAid and NZAid for skills building resources for the following villages:</p> <ul style="list-style-type: none"> <li>- Matatufu EFKS women's group;</li> <li>- Saina women's committee;</li> <li>- Toamua women's committee;</li> <li>- Fusi Safata (JICA Alumni/PPSEAWA)</li> </ul> <p>-MAVAG proposal to Canada Fund which was successful.</p> <p>Achieved</p> <p>5 trainings conducted at</p>
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	<p>Formalise the network of potential trainers from CBOs who can provide livelihood trainings</p> <p>Analysis report with follow up actions shared with Management Committee and relevant partners</p>			<p>Fasitoouta (28<sup>th</sup> Sept), Laulii (29<sup>th</sup> Sept), Mutiatele (5<sup>th</sup> Oct), Lufilufi (30<sup>th</sup> Sept) on ie sae and Lotopue (5<sup>th</sup> Oct) on siapo.</p> <p>Total number of participants =66 women.</p> <p>Participated in 2 falelalaga inspections</p> <p>Not Achieved. Information for profiles of trainers not completed, however the division has started utilizing trainers for skills building programs and activities.</p>
<p>Improved women's participation in village development programs such as Early Recovery, Community Sustainable Development with a participation rate.</p>	<p>Gender sensitive issues are reflected in village plans</p> <p>Sex disaggregated data and analysis are included in plans, strategy and reporting</p>	<p>Appreciation and understanding of Gender across sectors.</p> <p>Resource allocation and skills development programs target</p>	<p>Within the FY</p> <p>Within the FY</p>	<p>Work in Progress. monitoring visits conducted for Tsunami Recovery Infrastructure and livelihood projects led&amp; sustained by women</p> <p>Achieved</p>

<p>Improved program implementation and a demonstration of good governance and leadership qualities from STN</p>	<p>processes.</p> <p>3 Staff Capacity trainings are supported in the areas of gender mainstreaming and DRR &amp; social impact assessments.</p>	<p>women in accordance with national plan and international obligations to CEDAW.</p> <p>Ability to mainstream gender issues into plans, strategies and reporting processes.</p>	<p>Within the FY</p>	<p>Work in Progress</p> <p>DFW staff attended the following trainings;</p> <p>(1) 1 Principal Officer attended the MNRE Gender and Renewable Energy training in mainstreaming gender</p> <p>(2) Gender Management System In-country Training attended by 4 staff</p> <p>(3) 1 staff attended the MFF training in Japan where emphasis was placed on utilizing available resources to earn money, encouraging women to set up small businesses to support themselves while at the same time conserving the environment.</p> <p>(4) Protection Cluster Training Workshop held in Nadi Dec 3 - 9<sup>th</sup></p>
<p>Improved health status and access of women</p>	<p>3 Protection Cluster meetings</p>	<p>In accordance with Protection</p>		

<p>and children by 20% for all components of the Aiga ma Nuu Manuia Program in particular smoke free homes, nutrition.</p>	<p>are attended to ensure gender sensitive concerns are included in national disaster plans and programs with information available for follow up action.</p> <p>Commemoration of International Women’s Day</p> <p>Commemoration of National Women’s Day.</p> <p>12 meetings are held for STN for each island with a 70% attendance rate and a 50% improvement rate in underachieved areas of the ANM program.</p> <p>A brief is prepared for CEO on how STN can be expanded to ‘non traditional’ villages.</p> <p>PMS report is shared with</p>	<p>cluster MOU</p> <p>1 activity is carried out to raise awareness on the theme in relation to gender, governance and leadership</p> <p>1 activity is carried out to gender, governance and leadership</p> <p>In accordance with Amendment Act 2009</p> <p>In accordance with national plans and international obligations</p>	<p>.</p> <p>Within the financial year</p> <p>Quarterly</p>	<p>Achieved. Integrated into CCSDP &amp; Executive Management mtgs</p> <p>Not until March 2011</p> <p>Not until May 2011</p> <p>Achieved</p> <ul style="list-style-type: none"> <li>• 6 mtgs with an Average attendance rate of 83% for Upolu &amp; 63% for Savaii.</li> <li>• Total number of STN in Upolu is 104 and 76 in Savaii.</li> </ul> <p>Achieved</p>
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<p>Management Committee, WAC and STN and other relevant partners</p> <p>Provide technical support to the CEO for the work with the Women’s Advisory Committee</p> <p>4 Aiga ma Nuu Manuia Working Group meetings are held to update the progress and recommend actions to be taken to improve and expand the program.</p> <p>Conduct 3 follow ups to monitor the implementation of the, ANM, &amp; MFF by gender analysis based on sex disaggregated data.</p>	<p>In accordance with Amendment Act 2009</p> <p>In accordance with Ministry act.</p> <p>To monitor and evaluate the implementation of these programs and make recommendations to improve these programs.</p> <p>Improvement in under achieved areas and level of interagency response to these issues.</p>	<p>Within the FY</p> <p>Every 6 months</p> <p>Quarterly</p>	<p>Achieved Report / Feedback on PMS was shared with STN every quarter.</p> <p>Achieved Briefing paper and cabinet submission on WAC membership</p> <p>Achieved. 1 meeting conducted on 28<sup>th</sup> September the monitoring visits. 2 National Beautification Committee program mtgs attended on behalf of the MWCSA advocating the need to align the NBC to the ANM program.</p> <p>Achieved A total of 17 villages in Upolu and 21 for Savaii were monitored in the last 6</p>
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<p>Strengthen monitoring and gender analysis by</p>	<p>Analysis report is shared with Management Committee and relevant partners</p> <p>Support through a facilitative &amp; technical advisory role health promotion campaigns which aim to target women and young children in the areas of SRH, NCDs, and H1N1.</p>	<p>In accordance with Ministry mandates and international obligations</p> <p>Achievement of performance measures in line with budgeting pro rata and ministry priorities.</p>	<p>Within the financial year</p> <p>Every 6 months</p>	<p>months. Monitoring was conducted at household level per village.</p> <p>Total number of households covered for both Upolu and Savaii in the last 6 months = 2516.</p> <p>Achieved Progress reports of Tsunami Relief Response, Falelalaga inspection, SWAp vegetable garden were shared with Management Committee.</p> <p>Achieved July - DFW assisted with H1N1 vaccination awareness raising in the villages through the STN network. Aug - Promotion of World Breastfeeding key messages in partnership with MOH to STNs. Participation of DFW staff</p>
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<p>evaluating performance against results.</p>	<p>2 DFW monitoring and evaluation processes are conducted to feed into the MWCSD review</p> <p>Tracking progress of the work of the division through the conduct of section heads meetings</p> <p>Reporting results against indicators to management.</p> <p>Print IEC Materials as part of the advocacy promotion for gender equality</p>	<p>Contribution of Division aligns with Ministry priorities and that of CEDAW, BPFA.</p> <p>Reporting on the trends and recommended actions</p> <p>Feedback from cliental that the messages are informative and increase awareness</p>	<p>Within the FY</p>	<p>at the Whole Country - Health Fair in Savaii and Upolu.</p> <p>Aug - Sanitation Awareness raising campaign for STNs.</p> <p>Sept - Integrated Health Program (Health Fair) at Aleipata district, focusing on the promotion of healthy diet through demonstration of growing of vegetable gardens.</p> <p>Achieved. Review &amp; Plan available and completed.</p> <p>Dec 13<sup>th</sup> &amp; 14<sup>th</sup> 2010 - DFW evaluation to feed into MWCSD evaluation in Jan 2011.</p> <p>Achieved</p>
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				Achieved Addressing VAW through Facilitation package men against violence already printed and used by MAVAG during village advocacy.
Compliance to International conventions by Supporting gender focal point obligations under CEDAW, BPFA, PFFA, CPFA.	Attend and support the participation of partners through international networks.  Attend and support the participation of partners through international networks.  Attend and facilitate opportunities for members of the CEDAW Partnership to attend.  Support the completion of the Human rights Core document as the supplementary report for the CEDAW Country report to the UN.	Participation at the 11 <sup>th</sup> Triennial Pacific Women's Conference held in New Caledonia.  Participation at the Annual Meeting of the Commission on the Status of Women, New York.  Participation to respond to the UNCEDAW Committee on Samoa's 4 <sup>th</sup> and 5 <sup>th</sup> periodic report.  In line with reporting requirements.	August 2010  February to March 2011  Within financial year.  Within financial year.  Within financial year	Achieved  Not until Feb 2011  Not until advised by UN  Achieved DFW member of 2 <sup>nd</sup> MDG Country report team of writers.  DFW member of UPR taskforce chaired by MFAT  Not until advised by

	Preparatory of 4 mock sessions for UNCEDAW reporting			UNCEDAW Committee
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Output 4: PROTECTION OF CHILDREN SERVICES

**Output Manager:** Assistant Chief Executive Officer – Women

**Description:** The activities for output 4 this financial year will be based on the National Plan of Action for Children 2008-2012. The National Plan of Action for Children is informed by the National Policy for Children which provide the overall direction for the work on the protection of children in Samoa, in line with the Convention on the Rights of the Child (CRC), the World Fit for Children and the Millenium Development Goals. The activities under this output is also very much in line with the direction of the MWCSD’s Corporate Plan 2008-2012.

**Performance Measures:**

Activity	Quantity	Quality	Timeframe	Achievements
<p>Strengthen institutional mechanisms to reduce the incidence of violence against children in the home through partnership collaboration and opportunities for skills development.</p>	<p>A total of 12 meetings to be conducted and monitored by MWCSO with the NCCRC (6) and CRC (6) to update the work relating to child protection activities.</p>	<p>In line with the CRC Ratification obligations</p>	<p>Every 2 months</p>	<p>Achieved 3 CRC Partnership meetings held on the 5<sup>th</sup> Aug, 8<sup>th</sup> Oct &amp; 19<sup>th</sup> Nov.  5 NCCRC meetings on 6<sup>th</sup> Oct, 12<sup>th</sup> Oct, 17<sup>th</sup> Oct, 27<sup>th</sup> Oct, 23<sup>rd</sup> Nov .</p>
	<p>Facilitate support for children in contact with the law and their families as part of the Child Protection AWP 2010.</p>	<p>Strengthened cooperation between MJCA &amp; MPP.</p>	<p>FY 2010 -2011</p>	<p>Achieved. • Facilitated technical and financial support for MJCA’s Juvenile Justice rehabilitation program Work Plan (AWP).  • Assisted with adoption assessment for AG’s Office &amp; social protection case referral for children in difficult circumstances</p>
	<p>Conduct Gender analysis of collected sex disaggregated data to support the review</p>	<p>Findings of National Research on child protection Is available.</p>	<p>Within FY 2010-2011</p>	<p>Work in progress.  Data collection completed</p>

<p>of Policy and development of Plan of action on VAC.</p> <p>Conduct 2 trainings for village facilitators on the Facilitation Package for child protection workshops aimed at building on strengths in the community for reducing child abuse.</p> <p>3 National advocacy activities targeting alii ma faipule, are conducted</p> <p>Coordinate &amp; facilitate in partnership with local stakeholders and/or CRC Partnership Multimedia campaign for the International Day of PCANE and World day for the Rights of the Child.</p> <p>2 National Children's forums are held in Samoa for islands Upolu (1) and</p>	<p>In accordance with national strategy</p> <p>In accordance with national strategy</p> <p>Children's participation is maximized in line with Ministry mandates and CRC ratification obligations.</p> <p>In accordance with MOU and Ministry mandates.</p>	<p>FY 2010 -2011</p> <p>October 2010</p> <p>November 2010</p>	<p>with remaining parts of the research in progress.</p> <p>Not Achieved Defer to next year 2011 given that staff needs to be trained on the facilitation package.</p> <p>Achieved A total of 39F and 78M participated in the 5 village advocacies.</p> <p>Achieved</p> <p>Achieved. A total of 353 children participants. Upolu children's forum was</p>
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	<p>Savaii to raise awareness on protective skills for children under the age of 16yrs.</p> <p>Coordinate and monitor the implementation of Government of Samoa/UNICEF CPAP indentified in the AWP 2010 including the national research.</p> <p>Attend the Annual Review Child Protection Meeting on review of the AWP 2010</p>	<p>In accordance with program coordination and implementation requirements specified in the AWP 2010.</p>	<p>FY 2010 -2011</p>	<p>implemented through a series of activities Emphasising the negative effects of alcohol / drug abuse and peer pressure on the impacts of smoking &amp; second hand smoking.</p> <p>Work in Progress Funding was only received for the National Research and some activities.</p> <p>Not Achieved - to be informed by UNICEF</p>
<p>Coordinate, implement, facilitate, monitor and evaluate all social protection programmes for children in line with the National Plan of Action for Children 2008 - 2012.</p>	<p>Print new IEC materials to raise the awareness of parents on positive parenting skills.</p> <p>Facilitate technical assistance to NECES to</p>	<p>Feedback &amp; recommendations will be obtained from participants to better improve future processes.</p> <p>Curriculum contains child development milestones.</p>	<p>FY 2010 -2011</p> <p>23 November 2010</p>	<p>Not Achieved.</p> <p>Achieved. \$1000 tala was released to NECES to assist with the</p>

	<p>improve children's attendance at pre school level through the integration of core child development milestones into the teaching curriculum for trainees.</p> <p>Support trainings for Government Women representatives on accurate reporting and recording of birth registration process. .</p> <p>Support advocacy programs on good nutrition and effects of second hand smoking for children under 5 years old through the implementation of the aiga ma nuu manuia program.</p>	<p>In line with legal requirements of BDM Act and reduction of complaints against STN for incorrect recordings.</p> <p>In line with Ministry mandate and focus of Aiga ma Nuu Manuia program for improvement in children's wellbeing.</p>	<p>FY 2010 -2011 October 2010</p> <p>FY 2010 - 2011 August 2010</p>	<p>writing of the ECE Dipolma.</p> <p>Achieved Upolu 14/10/10 - 24 new STN participated in the BDM training</p> <p>Savaii 13/10/10 - 28 new STN participated in the training.</p> <p>Achieved. Advocacy programs conducted in 8 villages for Upolu &amp; 21 in Savaii during the ANM and MFF monitoring visit.</p>
<p>Support gender focal point obligations under CRC by completing the 2<sup>nd</sup> Periodic Country Report on the Rights of the Child.</p>	<p>5 consultations on collection and dialogue of report content with stakeholders and partners.</p>	<p>In line with the Government of Samoa's CRC obligations.</p>	<p>FY 2010 -2011</p>	<p>Work in Progress The work on the annual review of the National Plan of Action for Children is completed to feed into the</p>

<p>Strengthen monitoring and gender analysis by evaluating performance against results.</p>	<p>2 DFW monitoring and evaluation processes are conducted to feed into the MWCS D review</p> <p>Tracking progress of the work of the division through the conduct of section heads meetings</p> <p>Facilitate opportunities for staff professional development in the conduct of social impact assessment skills.</p> <p>Reporting results against indicators to management</p>			<p>writing of the Samoa 2<sup>nd</sup> CRC periodic report and data will be further informed by the National Child Protection Research report when available.</p> <p>Achieved. Review &amp; Plan available and completed. Dec 13<sup>th</sup> &amp; 14<sup>th</sup> 2010 - DFW evaluation to feed into MWCS D evaluation in Jan 2011</p> <p>Achieved</p> <p>SIA will be conducted on 23<sup>rd</sup> - 27<sup>th</sup> May 2011</p> <p>Achieved.</p>
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**Output 5: VILLAGE-BASED DEVELOPMENT SERVICES**

**Output Manager:** Assistant Chief Executive Officer – Village Based Development Services

**Description:** The provision of services to the villages to advance village-based development, promote good governance and revive/preserve good cultural practices, to ensure a stable and sustainable rural economy.

**Performance Measures:**

Activity:	Quantity:	Quality:	Timeliness:	Achievements
Provision of technical advice to CEO MWCSO on issues pertaining to the work of Internal Affairs.	<p>At least 5 briefing notes to CEO on progress of implementation of activities and programs by DFIA</p> <p>At least 5 briefing papers on issues impacting on community development efforts and issues relating to Sui o le Nuu and Sui o le Malo</p> <p>At least 5 briefing papers on any village disputes brought to the attention of the DFIA and efforts of settling them.</p>	Briefing papers are evidence based. CEO endorsement obtained and information used for decision making purposes.	Within financial year 2010/2011	<p>Presented briefing notes and updates to CEO on Faamama Avega Komiti o Faleula, Fathers Day Program and IWS contract with Ministry.</p> <p>Cases of Vaitele-tai and Lepea, Saanapu and Salelologa.</p> <p>Aai o Fiti. <i>(Reached peaceful resolution)</i></p>

<p>Coordination and facilitation of community development programs through Sui o le Nuu and Komiti o le Faleula.</p>	<p>12 educational and awareness programs by the Komiti o Faleula on hardship issues faced by communities due to cultural practices (contribution to faalavelaves - faamama avega programs)</p> <p>12 technical trainings and meetings inviting various government ministries, NGOs, private sector etc informing villages through Sui o le Nuu &amp; Sui ole Malo on new developments, policy &amp; legislation reviews, etc</p> <p>At least 5 joint development programs/initiatives such as disaster risk management, health, housing, urban planning, good governance, talomua, etc coordinated through Sui o le Nuu &amp; Sui ole Malo</p>	<p>Programs are evidence based and are in line with MWCSD mandates</p> <p>Technical trainings and meetings are in line with government protocols and guidelines, as well as village protocols</p>	<p>Monthly</p> <p>Monthly</p> <p>Within Financial Year 2010/2011</p> <p>Within Financial Year 2010/2011</p>	<p>Documentary Faamama Avega still in progress.</p> <p>Survey via questionnaire</p> <p>Executed through trainings, seminars, meetings &amp; workshops carried out by government ministries &amp; NGOs in communities.</p> <p>More than 5 joint development programs: MOH, PUMA, MNRE, MAF, UNDP, SVSG, AG, SLRC, MESC, P&amp;P, NPF, LTA.</p>
<p>Coordination of <i>Faleula o Samoa</i> programmes to promote and strengthen traditional and cultural initiatives.</p>	<p>Conduct eight 12 TV Special Programmes. Develop handbook (<i>O oe ma lau Aganuu ma Toe Sasaa</i></p>	<p>Maintain, preserve and support the revival and aspirations of the holistic wellbeing of Samoan traditions and customary</p>	<p>Completed</p>	<p>Not achieved</p> <p>Review of</p>

	<p><i>le Fafao)</i></p> <p>Review <i>Tusi Faalupega</i> 2004 version and continue working on the Book of Proverbs</p> <p>Recording and Publish the Book of Proverbs</p>	<p>practices.</p> <p>Communities have a better understanding of the importance of Samoan culture and heritage and its simplicity and application</p> <p>Establish a village based forum for ongoing recordings of Samoan proverbs which have not been documented, their origins and appropriate usage.</p>		<p>Faalupega for Salelavalu, Sili and Lalomalava in Savaii and Vaimoso and Lepea in Upolu.</p> <p>Ongoing</p>
Participation in national multisectoral committees	<p>Lead and coordinate 12 inspections for the town area drainage committee and 12 reports submitted for these inspections</p> <p>At least 10 inspections for talomua program attended and report submitted</p>	<p>Reports are prepared and submitted to the CEO.</p>	<p>Monthly</p> <p>Within Financial Year 2010/2011</p>	<p>Reports prepared and submitted to CEO LTA.</p> <p>Await leading agency's program.</p>
Attendance and participation to regional events & meetings	<p>Participation at Regional and International forums focusing on strengthening good governance.</p> <p>Meeting report prepared and</p>	<p>In line with Cabinet directives.</p>	<p>Within Financial Year 2010/2011</p>	<p>Former A/CEO attended CLGF meeting in Vanuatu.</p> <p>POs attended CLGF meeting &amp; conference in Adelaide,</p>

	submitted to CEO and Cabinet			Australia & Fiji.
Coordination and management of the work of Sui o le Nuu & Sui o le Malo.	<p>At least 6 orientation programs for the newly recruited Sui o le Nuu &amp; Sui ole Malo</p> <p>Monthly (10) Sui o le Nuu &amp; Sui o le Malo training and development seminars on good governance and leadership (Upolu/&amp; Savaii).</p> <p>12 meetings for Sui o le Nuu &amp; Sui ole Malo (Upolu &amp; Savaii)</p> <p>12 meetings for Komiti o Sui o le Nuu (Upolu &amp; Savaii)</p> <p>Average of 50-60 draft cabinet submissions are provided to the Office of the CEO for new Sui o le Nuu/ Sui o le Malo.</p>	<p>Meetings and orientation programs are in line with MWCSO mandates and protocols</p> <p>Report submitted to the CEO endorsed by ACEO</p> <p>Cabinet submissions are in line with Cabinet format and guidelines. Submissions endorsed by CEO and Cabinet</p>	<p>Within Financial Year 2010/2011</p> <p>Within Financial Year 2010/2011</p> <p>Monthly.</p> <p>Monthly.</p> <p>Within financial year 2010/2011.</p>	<p>Completed 5 orientation programs for 20 newly recruited SN on Upolu &amp; Savaii.</p> <p>Completed 5 training and development seminars on good governance and leadership on Upolu &amp; Savaii.</p> <p>Completed 6 meetings on Upolu &amp; Savaii</p> <p>Completed 22 weekly meetings for Upolu &amp; Savaii.</p> <p>Submitted 11 Cabinet submission for new SN/SM.</p>
Capacity building for Internal Affairs staff	At least 3 capacity building programs for staff conducted	Capacity building programs are in line with Internal Affairs functions and MWCSO mandates.	Every 6 months	Completed more than 6 capacity building programs

	Monthly M&E sessions conducted to review division performance	In line with MWCS D mandates & core functions	Monthly.	Completed
Coordination of National Events	Program for National Fathers Day is implemented.  Report prepared & submitted to CEO and Cabinet	Submissions endorsed by CEO and Cabinet  Reports approved by CEO and Cabinet	Annually	Achieved
Coordination of the European Union Water Sector Program (WASSP)	At least 6 M&E visits conducted  At least 6 village trainings conducted  Reports prepared & submitted to CEO through ACEO DFIA	M&E visits are in line with WASSP guidelines and MWCS D mandates  Trainings are in line with WASSP core functions & guidelines  Reports are evidence based and endorsement obtained from CEO	Within Financial Year 2010/2011	Completed 11 M&E visits.  Completed 2 workshops and consultations with IWS and contractors.  Contract documents collated and submitted to CEO for final perusal. Other reports submitted through email.
Coordination of the UNDP Community Centred Sustainable Development Project (CCSDP).	Conduct workshops to formulate Villages Sustainable Development Plans (VSDP) & Disaster Management Response Plans (VDRP) for selected villages with regards to the projects (priority is given to villages affected by	Coordination and workshops in line with CCSDP guidelines and MWCS D mandates	Within Financial Year 2010/2011	Ongoing

	tsunami)			
Promotion of food security at village level.	Four (4) inspections to continue. Monitor ongoing maintenance of villages' access roads not currently sealed (2 Upolu/2 Savaii)	Provide and support easy access and transportation of food crops to and from the plantations. To encourage communities to live and work on their plantations.	Within Financial Year 2010/2011	Completed 2 for Upolu & 2 for Savaii
	Four (4) inspections on domestic farming in collaboration with MAFF (pigs, chickens and vegetable gardens (2 Upolu/2 Savaii)	Support community based initiatives to increase community participation and involvement in enterprise development in the labour market and to embrace innovation	Within Financial Year 2010/2011	On hold. Await MAF program for TALOMUA.

**Output 6: YOUTH DEVELOPMENT SERVICES**

**Output Manager:** Assistant Chief Executive Officer – Youth Development Services

**Description:** To coordinate and enhance opportunities for capacity building initiatives and social skills development for young people.

**Performance Measures:**

Activities:	Quantity:	Quality:	Timeliness:	Achievements
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National Youth Week.	<ul style="list-style-type: none"> <li>• Youth parliament;</li> <li>• Youth Sports competition and Leadership and Capacity Building workshop/training on Sports Development, Coaching, Mentoring, &amp; Sports Managers; and</li> <li>• Youth Pageant.</li> </ul>	<p>Celebrate and build young people's capacities to become leaders and mentors; and</p> <p>Enabling young people to strengthen and promote healthy living, good governance, and social integration; and to consider sports as a career path.</p>	December, 2010	<p>More than 1000 participants for official opening. Service broadcast live on TV3</p> <p>49 Youth Parliamentarians and 6 officials (1 Clerk, 4 sergeants in arms &amp; 1 Salelesi) participated in National Youth Parliament to consult the National Sexual &amp; Reproductive Health Policy. Observation of Samoa Parliament session and invitation to attend youth court</p> <p>Sports Programme deferred to this year (awaiting funds from OFC)</p> <p>1 successful manaia &amp; 1 tausala out of 12 contestants. 5 categories based on 8 key priority areas of the Samoa Youth Policy. More than 1000 spectators attended excluding viewers</p>
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				watching TV3 the following week. 83% of evaluation forms stated that the pageant was successful. 23% recommended more youth programmes. 8 out of 12 contestants are committed to share their knowledge & experience with other youths
International Youth Day.	<ul style="list-style-type: none"> <li>2 Media and Community based campaigns mobilizing key partners on "<i>Youth Against Crime</i>".</li> </ul>	<p>Increased number of young people educated on human rights relating to crimes; and</p> <p>Increased number of young people actively participating as community based advocates of <i>Youth Against Crime</i> campaign.</p>	August, 2010	5 segments of youth against crime media campaign aired on TV3 from 8 <sup>th</sup> - 12 <sup>th</sup> August utilizing our sevens heroes, 3 schools, 1 youth group, Ola fou students and police officers. 2 community based campaigns in villages identified by MPP (Salelavalu on 10 <sup>th</sup> August) & 1 in Upolu (Vaitele fou on 12 <sup>th</sup> August). More than 100 young and old people participated in each campaign.

<p>Coordinate and facilitate training for peer educators in partnership with relevant stakeholders.</p>	<ul style="list-style-type: none"> <li>2 Capacity Training for peer educators based on Training Needs Analysis.</li> </ul>	<p>Increased number of young people involved in peer education programmes; and</p> <p>Increased number of young advocates of peer education and volunteerism.</p>	<p>December 2010 May 2011</p>	<p>55 potential peer educators identified during National Youth Parliament session who gained experience &amp; knowledge in sexual &amp; reproductive health issues. More than 200 potential peer educators identified during Health Fair who gained skills &amp; knowledge in terms of STI &amp; AIDs prevention</p>
<p>Articulate youth issues across all Sectors and at all levels from a whole of Ministry perspective where relevant.</p>	<ul style="list-style-type: none"> <li>Participation in local, regional and international meetings; i.e. RYC, CYP, Youth Ministers' meetings and others.</li> </ul>	<p>Build capacity of staff and strengthened collaboration with other Ministries, NGO's, and International and regional organizations, encouraging resource sharing.</p>	<p>Ongoing</p>	<p>China Expo 2010 in July - August (Tausala)</p> <p>Economic initiative training held in Japan - November (Angharad)</p> <p>Gender Management System training</p> <p>Intellectual Property &amp; Copyright training</p> <p>Oxfam International Youth Partnership</p>

				<p>Samoa Sports for Development Steering Committee meeting</p> <p>Law &amp; Justice Sector meetings</p> <p>Steering Committee for the Education Act 2009</p> <p>Pacific Leadership Programme (PLP) Youth Leadership Forum</p> <p>UNDP &amp; Pacific Island Forum Secretariat (PIFS), Regional Initiative on Engaging Marginalized Youth</p> <p>CDC meetings</p> <p>Un System &amp; Government of Samoa's UNDAF Mid Term Review</p> <p>Adolescent Health</p>
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				Development Project – PCC meetings  CYP Regional Youth Caucus & Senior officials meeting
Improved staff performance through regular Staff Performance appraisal and planning processes.	• Biannual staff review, planning and evaluation process.	Reviewed performance measures, budget, programmes and activities and identified directions for the next six months	July 2010 January 2011	Review and evaluation process was conducted on June 28 <sup>th</sup> – 29 <sup>th</sup> 2010
Meetings of the National Youth Advisory Committee.	Quarterly Committee meetings.	ACEO to provide Secretariat duties;  Provide technical advice on new National Youth Policy; and  Review and comment on Report of Scoping exercise to set up National Youth Council.	September 2010 December 2010 March 2011 June 2011	The first meeting of the Samoa National Youth Advisory Committee coincided with the CDC meeting.
Monitoring and Evaluation of DFY social and economic community development activities.	Six monitoring and evaluation site visits on all youth projects and initiatives in Upolu and Savaii; and  Ongoing working in collaboration with partners and stakeholders to	Information collected and analysed, fed into policy development and youth database;  Facilitate and coordinate referral	Bi - monthly  Ongoing	1 monitoring for Savaii and 1 for Upolu was conducted in September

	coordinate, facilitate and address youth related issues.	of successful young people and youth groups to other service providers and finance schemes; and  Strengthened sector-wide approach to youth development and improved sharing of information amongst partners.		
Coordination, implementation, monitoring and evaluation of activities funded under the TALAVOU Program.	Provide technical assistance towards the development of the new National Youth Policy.  Develop Plan of Action for Youth in line with the National Youth Policy.  Update youth profile and conduct research on youth issues	A responsive Youth Policy in placed and endorsed by Government	Jan-Dec 2010  Within the FY 2010/2011.	<b>IN PROGRESS</b> * One situational analysis conducted based on the Key Priority Areas of the National Policy 2001 - 2010, as well as the KVA Consultants Review, endorsed by MWCSD management  *Development of new policy has adhered to at least 50% of the KVA Review recommendations, the key factors as follows: reduction of policy areas, measures for translation of policy in place,

				<p>communications strategy being built by way of a youth database, addition of 2 new KPAs around culture and spirituality, youth and education issues addressed, National Youth Council being established, vulnerable youth groups issues concept revised</p> <p>*2 meetings held with Division for Research on development of policy</p> <p>4 pre consultations conducted:</p> <p>*Savaii youth - 22 November,</p> <p>*Upolu youth - 29 November</p> <p>*MWCSD management - 1 December,</p> <p>*TALAVOU Steering Committee / Youth Directors - 2 December</p> <p>2 Public Consultations conducted:</p> <p>*Village representatives</p>
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				<p>(mayors and GWR) - 6 December,  *Public and Private Sector - 7 December</p> <p>*Planning and Organising Committee set up with partners for Policy consultations, 2 meetings held</p> <p>*Policy development incorporated as a cornerstone activity for National Youth Week, 6 - 10 December</p> <p>*Participation for Savaii youth pre consultation exceeded 100%. 100% representation of all Savaii districts, 45% representation of all villages of Savaii</p> <p>*100% participation achieved for village representatives public consultation</p> <p>* Report produced and submitted to management</p>
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				* National Policy and Plan of Action yet to be finalised
	Development of a centralized youth database to inform policy	A readily available database to ensure the responsiveness of the policy in addressing issues and needs of young people	July-Dec 2010	<b>IN PROGRESS.</b> Draft Terms of Reference for consultancy work has been produced and submitted to the TALAVOU Steering Committee
	Provide 12 briefing papers and ongoing reports of youth issues and programs to the CEO and across sectors where relevant.		Ongoing	NOT ACHIEVED (This activity is not part of the newly revised plan for the TALAVOU)
	Conduct advocacy programmes and activities through different modes of communication		Jan - June 2011	Achieved - 2 signboards set up for telecentres in Saanapu and Fagafau
	Conduct a situational analysis of youth participation in economic development initiatives.	Economic development needs analysis to ensure activities are delivered according to the needs identified	August -September 2010	IN PROGRESS - schedule of activities has been prepared for January - June 2011 for achievement of this activity
	2 livelihoods skills training package and appropriate resources for young people out of schools 1 for Upolu and 1 for Savaii  2 for young offenders 1 Olomanu &	5% increased proportion of young people involved in self employment and utilize business skills to improve and start new business enterprises	Jan - June 2011	NOT ACHIEVED (This activity is not part of the newly revised plan for the TALAVOU)

	Tafaigata and 1 for Vaiaata Correction Centre		July - Sept 2010	
	Coordinate business entrepreneurship skills training for young people through the establishment of a centralized business incubator for Upolu	5% increased of young entrepreneurs have access to existing micro-finance schemes and support services.	Jan- June 2011	NOT ACHIEVED
	Facilitate support for developments led by young people so as to ensure sustainability of youth led development initiatives.		Ongoing	ACHIEVED 18 monitoring visits conducted - 8 Youth Awards projects - 2 Tsunami Early Recovery projects - 3 Pilot projects 5 Sub programs
	Coordinate and implement the National Youth Award and establish linkages with the micro-finance schemes to further support young people's income generating initiatives		April - May 2011	NOT ACHIEVED
	Facilitate support towards 10 existing village based youth development initiatives both in Upolu and Savaii		Quarterly	ACHIEVED 18 monitoring visits conducted - 8 Youth Awards projects - 2 Tsunami Early

				Recovery projects - 3 Pilot projects 5 Sub programs
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**Output 7: PRINTING SERVICES**

**Output Manager:** Assistant Chief Executive Officer - Printing Services

**Description:** Provide printing requirements of Government Departments, Corporations and the general public. Also provide advisory services to Government Departments, Corporations and the general public in matters relating to printing. Liaise with overseas suppliers regarding procurement of printing materials as well as monitoring continuously relevant changes in technology in order to adopt such changes as will improve the services provided to its clients.

**Performance Measures:**

<b>Activity:</b>	<b>Quantity:</b>	<b>Quality:</b>	<b>Timeliness:</b>	<b>Achievements</b>
Provide Printing requirements of Government Ministeries Corporations and general public.	One thousand three hundred (1300) Printing jobs for Financial year 2010 / 2011  <b><u>Publications</u></b> 30,000 Monthly Savali 15,000 Weekly Savali 200 Draft Estimates 400 Approved Estimate 50,000 Pamphlets 50,000 Brochure 5000 Annual Reports, 700	According to specifications approved by customers Good quality work is always maintained	Jobs are processed and delivered as requested by customers	Achieved: 54% of Publications including monthly and weekly Savali, Annual Reports, Pamphlets, Brochures, Newsletters, Management Plan, Budget Statements were printed.

	<p>Management Plan, 20,000  Monthly Bulletin, 5,000  Novel, 1400 Photo Rolls  6000 Electoral Rolls, 4200  Ballot Books, 60,000 printed  Envelopes</p> <p><b>General Printing</b>  40,000 Letterheads, 100,000  Assorted Medical forms  250,000 Application for  Passport 3000 Receipt Books,  7,000 Invitation 250,000  Arrival forms 250,000  Departure forms, 2000  Invoice books, 5000 Business  Cards, 8000 Posters.</p>				<p>Achieved: 53% of General  printing such as  Application for Passport,  Arrival and Departure  forms, Receipt books,  Invoice books were printed  and delivered.</p>
<p>Provide advisory services to  Government Ministeries and  general public in matters  relating to printing</p>	<p>Thirty five (35) job enquiries  are received each week  regarding job specifications  costings and delivery time</p>	<p>More enquiries are received  and expected. Increase in  number of jobs received.</p>	<p>Daily response to enquiries  received.</p>	<p>Achieved: Daily responses,  competitive costs, good  quality and delivery time  are accounted for the  achivement of this activity.</p>	
<p>Liaise with overseas  Printing Suppliers regarding  overseas printing materials</p>	<p>Eight (8) orders for printing  supplies are placed every  three months depending on  the demand for specific</p>	<p>Improved networking with  overseas suppliers resulting  in efficient ordering and  shipping arrangement.</p>	<p>Imported printing supplies  are received on time</p>	<p>Achieved: By December  2010 about 90% of printing  supplies earmarked for the  General Election on 4<sup>th</sup></p>	

	brand of printing papers			March 2011 had been arrived.
Monitor relevant changes in technology with a view to improve services to clients.	Printer's magazines are received each month with details of new products available on the market	Improved staff capability in operating new and upgraded machines	Upgrading of machines in accordance with printer's magazines are carried out accordingly	Achieved: Frequent visits by Sales Consultants and regular receipt of monthly printing magazines enable the Division for Printing to keep up with the latest technology.

**Output 8: RESEARCH, POLICY AND PLANNING**

**Description:** To provide strategic policy/planning analysis and reviews and conduct social research and evaluation of welfare and social development issues affecting families, villages and communities.

**Performance Measures:**

<b>Activity:</b>	<b>Quantity:</b>	<b>Quality:</b>	<b>Timeliness:</b>	<b>Achievements</b>
Lead strategic planning, monitoring and reporting of Ministry programs and projects.	2 reviews of the Management Plan 2010/2011.	Management Endorsement.	Within the financial year 2010/2011.	1 <sup>st</sup> Review Completed following the Ministry's Evaluation (12 <sup>th</sup> - 14 <sup>th</sup> Jan 2011)

	<p>Finalize MWCS D AR 09/2010</p> <p>Compile MWCS D AR 2010/2011</p> <p>Compile Management Plan 2011-2012</p> <p>Conduct review of the Service Charter 2008-2012.</p>	<p>Ministerial endorsement for Cabinet Submission.</p> <p>Draft Report completed and accepted by Management.</p> <p>Management Endorsement.</p>	<p>August 2010.</p> <p>June 2010.</p> <p>June 2010.</p> <p>Within the financial year 2010/2011.</p>	<p>Printed and to be submitted to Parliament for endorsement</p> <p>To be completed by July 2011</p> <p>Awaiting budget quarterly review on April</p> <p>In Progress and to be finalised by March</p>
<p>Lead policy development across the Ministry in line with program and project implementation evaluation.</p>	<p>Conduct consultations for the development of the Family Safety Policy.</p> <p>Conduct consultations for the development of the National Youth Policy.</p>	<p>Consultation Reports provide direction for policy development.</p> <p>As of above.</p>	<p>Within the financial year 2010/2011.</p> <p>Within the financial year 2010/2011.</p>	<p>Family Safety Bill in place and domestic violence protection is addressed under Policy for Women and Policy for Children.</p> <p>Achieved: DFY and DFRPPIP coordinated and conducted 6 consultations with Savaii Youth (22<sup>nd</sup> Nov), Upolu Youth (30<sup>th</sup> Nov), MWCS D (1<sup>st</sup> Dec), Youth Directors &amp;</p>

	Conduct consultations for the development of a Village Governance Policy.	As of above.	Within the financial year 2010/2011.	TALAVOU Steering Committee (2 <sup>nd</sup> Dec), SN&STN (6 <sup>th</sup> Dec), Ministries and NGOs (7 <sup>th</sup> Dec)  Not achieved: DIA still in the process to complete Village Governance Strategy
Coordination of the work for Persons with Disability.	Implementation of the National Policy for Persons with Disability  Provide secretarial and technical support to the Taskforce for Persons with Disabilities.	In line with Cabinet directives and MWCS D mandate.  Timely advice for meetings and timely provision of documentation for meetings.	Within the financial year 2010/2011.  Within the financial year 2010/2011.	Achieved: Cabinet endorsed the policy at the end of last year and launched on the 18 <sup>th</sup> Jan 2011. Proposal developed for Samoa to ratify CRPD  Completed 4 Taskforce Meetings
To provide quality research analysis and report on social issues pertaining to men, women, children, youth and other vulnerable	Annual Reviews of Ministry Policies and Strategic documents.  Six Months analysis of	Analysis used to inform policy direction and re/direction of program focuses.  Analysis used to inform	Within the financial year 2010/2011.  Every 6 months.	Mid Review completed for Annual Management Plan 2010/2011  Started after MWCS D 1 <sup>st</sup> six months evaluation on

groups.	program/ project implementation from the Ministry's Six Months Evaluation Processes.	planning and resource allocation.		the 12 <sup>th</sup> - 14 <sup>th</sup> January
Maintain effective and efficient information and communications.	Finalise update of Village Profiles 2010.  Publish Directory for Women/ Men leaders in the Private and Public Sectors.  6 Issues of the MWCSO Newsletter.  24 Radio Programs focusing on target populations.  Update Ministry's Website  Start development of a	Ministerial endorsement of village profiles.  Ministerial endorsement of Directories.  Newsletter distributed on times and feedback from stakeholders  Programmes broadcasted on scheduled times. Feedback from listeners  Easy access for foreign users to Ministry's information	Within the financial year 2010/2011.  Within the financial year 2010/2011.  Every 2 months.  Fortnightly.  Within the financial year 2010/2011.  Within the financial year	Data entry and data analysis in progress.  Published Directory for Women Leaders in Public Sectors and uploaded to the Website  Completed 90% of the Directory for Men in Public Sectors  Completed 3 issues  Completed 12 radio programs  On-going uploading

	<p>Centralised MWCS Database/ Information System.</p> <p>Set up Ministry Network System</p> <p>6 meetings of the ICT Taskforce in order to ensure effective and efficient ICT services within MWCS.</p>	<p>Implement centralized databases</p> <p>Implement network and ensure access to information across the Ministry.</p> <p>Progress Reports endorsed by Management</p>	<p>2010/2011.</p> <p>Within the financial year 2010/2011.</p> <p>Within the financial year 2010/2011.</p>	<p>updated informations</p> <p>Not achieved</p> <p>Not achieved</p> <p>No ICT Taskforce Committee meetings conducted</p>
<p>Provide support for the Inception Phase of the MWCS ISP.</p>	<p>Participation in ISP processes at the Inception Phase.</p> <p>Provision of technical support during the inception phase of the ISP.</p>	<p>Clarity of roles for staff on participation in Ministry's ISP Inception Phase</p> <p>Implementation Progress Reports endorsed</p>	<p>Within the financial year 2010/2011.</p> <p>Within the financial year 2010/2011.</p>	<p>Not Achieved</p> <p>Not Achieved</p>
<p>Capacity development for staff on research analysis, policy development and strategic planning.</p>	<p>At least 6 capacity building opportunities for staff.</p>	<p>Staff able to apply skills and knowledge to work undertaken.</p>	<p>Within the financial year 2010/2011.</p>	<p>GMS In-Country Training (MWCS)</p> <p>GMS Training (Fiji)</p> <p>PDA and DevInfo Software</p>

				<p>Training (Fiji)</p> <p>Data Management Analysis Training (MOF)</p> <p>Policy specialist conducted a Strategic Policy Framework workshop (DRPPIP)</p> <p>Submitted two TNA proposals for In-country Trainings (1. Database Training &amp; 2. Research on Policy Related Issues)</p>
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