

Ministry of Public Service

Newsletter

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MPS Launches Electronic Attendance Management System



L-R, DFAT Counselor Governance Andrew Elbon, Chairman Public Service Commission, Milner Tozaka, and Permanent Secretary MPS Nego Sisiolo cutting the Ribbon to launch the EAMIS System.

By Baddley Nimepo-

Ministry of Public Service has launched its Electronic Access Management System EAMIS. The event was held at the Public Service Building. Guest at the event includes the Department of Foreign Affairs and Trade (DFAT) Counselor for Governance, Chairman Public Service Commission, and Permanent Secretary to the Ministry of Public Service. The system is funded by DFAT.

The EAMIS is part of the Solomon Islands Government Public Service Attendance Management Policy. The policy aims to promote regular and consistent attendance at work, provide guidelines for a fair process of managing attendance, and minimize disruptions to public service delivery due to unscheduled absences. The system is expected to strengthen attendance management in MPS

Speaking during the Launching the Permanent Secretary for the Ministry of Public Service thanked DFAT for funding the system. The PS Reminded the staffs of MPS to take good care of the system. Replying to the PS, the DFAT Counselor for Governance is happy that this pilot project is now up and running. *(continue pg. 2)*

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However, he further reminded the Ministry of Public Service that this is just the beginning of things in the concerted effort that the Government and its stakeholders are taking in order to improve work performance. It is just a system and in-order for it to work, attendance behavior must improve as well.

The new electronic system is a modern system that combines three electronic devices to help monitor and collect information on officers’ attendance. It uses, a surveillance camera, ID card, and Fingerprint to collect attendance information of the Ministry’s staff.

MPS Conducts 2022 Quarter 2 Reflection and Reporting Workshop

By Baddley Nimepo-

“Our work, Our Responsibility, Our Service”. This is the theme for the Ministry of Public Service Quarter 2 Reflection and Reporting Workshop. It is one of the ministry’s key reporting activities that work together with monitoring the progress of the ongoing work of the ministry in delivering its mandates and government Human Resources Management Policy priorities. It is a quarterly event where the Ministry stops from work and pauses to reflect on implementation so far and discuss how to move forward into the next quarter.

During the workshop held at the IPAM Conference Room, heads of Divisions on behalf of their division present their work achievements over the months April, May and June together with the lessons they have learnt from implementation and the way forward for 3rd Quarter. Staffs have the opportunity to ask questions, and share ideas and comment on the work of the ministry for Quarter 2 of this year 2022.

The Permanent Secretary of the Ministry of Public Service in his reflective opening remarks reminded MPS staffs that, work performance together with good behavior and a healthy lifestyle is paramount in order to have the right motivation to further the work of the Ministry.



R-L, Ministry of Public Service staff during the Reflection and Reporting Workshop.

Amendment and Consolidation of Public Service Commission Regulation 1998 Underway

By Sandra Maezama-

The Public Service Commission (PSC) is in the process to amend the PSC Regulations 1998. The regulation will be consolidated to include all amendments previously made in 2006 and 2014 respectively as well as to update terms to be consistent with what is practically used in the public service.

The purpose of the consolidation of the PSC Regulations 1998 is to print it and disseminate it to all Government ministries including the Provincial Governments so public officers can easily access the document and consult when need be.

Additionally, the drafting instructions for the Regulations have also been prepared however a meeting will be organized early this quarter with the Attorney General Chambers particularly the Legal Drafts Division to discuss a way forward to further progress the consolidation without delay.

Therefore, the PSC hopes that the document will be printed in due course and disseminated before the end of this year 2022.

The Public Service In-Service Training Unit News.

By Kevin Ha'aute-

'If Solomon Islands is to remain strong, a professional workforce that is capable to drive a vibrant and an effective Public Service must be nurtured and preserved. This is crucial for sound economic growth and effective service delivery' (Public Service Training Policy).

The increased demand for training and the financial resource challenges call for the urgent need of identifying the relevant training needs within the Public Service.

Currently as we all aware, long term in-service training applications for SIG Scholarships are done online through SITESA online application. It is therefore important that officers who are interested and intended to apply for Public Sector category SIG Scholarships comply with the required criteria as provided under SITESA online application as well as the Public Service Training Policy.

Some of the eligibility criteria for obtaining scholarship in the Public Service under SIG are as follows:

- i. An officer must be supported and get his/her application endorsed from the Permanent Secretary or Chairman of the Ministry Training Committee (MTC) from various respective government line ministries.
- ii. An officer must not be serving a probationary appointment.
- iii. Must be free from any misconduct or disciplinary case.
- iv. Must provide the most recent police and medical clearances.
- v. Must complete the following IPAM courses: a) Knowing your public service b) Management and supervision c) Leadership development d) Any other courses as may be prescribed by Permanent Secretary for Public Service from time to time.
- vi. Officer/s must obtain approval for release from official duties from the Ministry of Public Service.

Finally, this year 29 Public Officers had been awarded SIG Scholarship Awards to undertake long term training in country both at SINU and USP. Four (4) other Public Servants had also been awarded

Australian Scholarships to undertake long term training in various Australian Universities. We wish them the very best in their studies.



R-L, Public officers who attended the Training Policy review.

IPAM delivered scheduled training for Quarter 2, 2022

By Solomon Manea-

IPAM has delivered 13 scheduled training in quarter two. These trainings are scheduled for Quarter 2 under the IPAM Prospectus Plan 2022.

IPAM training are halted after the Covid-19 outbreak in Honiara and the Country in January, February and March. However, the situation is now back to normal and ministry services and training are now back on track.

The Leadership and Management Development (LMD) Unit conducted 3 training. The Information and Communication Technology (ICT) Unit conducted 4 training. The Corporate Learning and Development (CLD) Unit conducted 6 training. A COC and KYPs training was conducted at Vuranimala Community School (Central Islands Province), from the 20th to 24th June, 2022.

"A public Service that is responsive, value based and provides high quality services"



Customer Service course participants with CLD Unit facilitator Bartholomew Ha'asanau (front, right) at IPAM (8th – 10th June, 2022).



MS Excel course participants with facilitator Hemaïma Moveni (front, left) at the IPAM ICT Lab (8th - 9th June, 2022).

"A public Service that is responsive, value based and provides high quality services"



Project Management course participants with LMD facilitator Steven Amasia (back, right) at IPAM (23rd – 27th May, 2022).



ICT Microsoft Word Excel Training in session (8th – 9th June, 2022).

IPAM Provincial Induction training conducted in Central Islands Province

By Bartholomew Haásanau-

IPAM has delivered its first provincial induction training (Code of Conduct & Knowing Your Public Service) at Vuranimala Community High School in Florida Islands in Small Gella from 20th – 24th July 2022 by the CLD Unit facilitator Mr. Bartholomew Sanau.

29 public officers mainly teachers of the catchment area from 9 schools from Bokolonga primary school to Vuturua Community High school have attended the induction workshop. 17 of the totals were males and 12 were females.

Participants have expressed knowledge acquisition at the closing of the workshop during the presentation of their certificates.

It's a great learning experience and an eye opener for new officers and a good refresher training to long-serving teachers as expressed by the participant representative Mr. David Tutukiri – Principal of Gelai lau Community High School in his final remarks during the closing of the workshop. He acknowledges MPS for the training opportunity provided.



KYPS & COC participants Group photo – 24th July 2022 at Vuranimala Community High school. Gella/CIP.

IPAM ICT and Virtual Communication Upgraded with new Modern Equipment

By Solomon Manea-

IPAM is working on upgrading its virtual communication system capacity. The instalment of overhead projectors with its accessories in the ICT lab and the main training/conference room was done in quarter 2. There is also upgrade in the Virtual communication room.

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The upgrades are continuing and is expected to be completed when the rest of the materials are installed. These upgrades are made to enhance the efficiency and effectiveness of training and also to venture into the virtual mode of delivery, and also supporting online training for SIG officers.

Work on Developing IPAM Monitoring, Evaluation and Learning Framework Begins

By Solomon Manea-

A taskforce (IPAM-MEL taskforce) was initiated early in quarter two to develop a framework to monitor, evaluate and learn from adapting to the reactions, outcomes and the impact of IPAM trainings. This will be crucial to ensure IPAM training are, relevant, fit for purpose, and demand-based.

The development of the IPAM MEL framework is still continuing and is expected to be completed by the end of quarter three. The IPAM MEL team consist of MPS Monitoring and Evaluation team and IPAM facilitators. Two other officers, one from MEHRD and one from MPNSCS who are involved in M&E and training in their respective ministries are also part of this taskforce.



IPAM MEL Taskforce discussing the Monitoring, Evaluation and Learning Framework (13th May, 2022).

30 Public Servants receive Long Dedicated Service Benefits in Quarter 2 2022

By Mark Koethivoa-

The Separation Unit in Ministry of Public Service (MPS) is continuing its work on processing the Long-Dedicated Service Benefit (LSDB) payment of Public Servants. This is a payment for the service that an

officer will receive due to his or her dedicated service to the government over a longer required period of time.

For this quarter 2 of 2022, a total number of LDSB approved by Ministries (January to June 2022) was total up to 92 applicants. The total number of LDSB paid under MPS was 30 applicants. For other Ministries, a total number of LDSB paid at their various Ministries was 62 applicants. The total number of LDSB currently being processed by ministries as of today's date (12/07/2022) is 35 applicants and is yet to be deliberated by the LDSB committee sometime next week.

This task of processing the LDSB is a challenging task as all the information of officers' submissions is not in one place. Sometimes, other PF file have missing documents inside, also files movement, which is difficult for us to quickly assess and calculate their LDSB package.

However, the LDSB team has managed to progress this according to the required schedule and work is ongoing. I just want to say that assessing of LDSB is an ongoing activity, the challenges face today, Inferentially I hope everything will be fine the registry group are here to help in locating and to make the movement flows.

Ministry of Public Service successfully held its first Governance Forum for this year 2022

By Baddley Nimepo-

A one-day Governance Forum was conducted by MPS on 31st of May 2022 at the Honiara Hotel Sky-Board Room. Organized under the theme, "Good Information, Good Governance", the forum was held in order to reflect, update, share and discuss Public Service policy implementation with Key stakeholders.

During the forum, key Government Policy Information such as Performance Management Policy, Early Retirement Economic Assistance, and Remuneration Policy which includes Public Service Rental Scheme, Annual Leave was discussed.

Stakeholders were also given a snapshot of the expected Policy Direction that the Ministry of Public Service will take in order to reform the workforce to become effective and efficient in managing human resources and avoid wastage. PS Nego Sisiolo reiterated during his Policy Direction remarks that, all the policy reform programs of the Ministry are researched and designed specifically to achieve the vision of the Public Service which is to have a responsive public service, that has value and provides high-quality service.

Participants of the Forum include, either Deputy Secretary Corporate or Human Resource Managers of Solomon Islands Government Line Ministries and its Agencies. The half-day program was very fruitful with many ideas, concerns, and key points shared and noted by all participants to help improve policy implementation. Another forum to sum up this year 2022 is planned for November end of the month depending on the availability of funds.



Deputy Secretaries Corporate, Human Resource Managers of Line Ministries together with Staff of Ministry of Public Service at the Governance Forum held at Honiara Hotel Skyboard Room.

Reported Disciplinary Cases Actioned by Public Service Professional Standards Unit.

By June Bana-

The Professional Standards Unit (PSU) has actioned reported disciplinary cases for the 1st and 2nd Quarters of this year 2022. For this year, 2022, the PSU has received a total of 84 disciplinary cases, including the unvaccinated officers.

Cases Reported are categorized into Ministries and type of allegations reported by respective Ministries to the Ministry of Public Service (PSU), for disciplinary investigations. These cases include officers who are from Level 7 to SSL. This data also includes cases involving officers L6 and below that are dealt with by PSS' of other ministries.

The Professional Standards Unit has also dealt with the "No Jab, No Job" Policy that was provided by Cabinet Directives through Public Service Circulars 03 of 2021, 08 of 2021, and 05 of 2022 respectively. The implementation of this policy has led to a total of 64 unvaccinated public servants, out of the 84 disciplinary cases received for investigations.

Apart from the total of 64 cases against unvaccinated officers, the Unit also received a total of 20 disciplinary cases, relating to other misconduct cases that are still under investigation.

Public Service Housing Rental Scheme to continue into 2022

By Baddley Nimepo-

The Public Service Housing Rental Scheme (PSRHS) will continue into 2022 until further advice. The cabinet has approved this in their latest meeting.

This rental scheme is a housing scheme for the government that enables them to find accommodation that is conducive for themselves and their family. In this scheme, Public Servants can apply for a 30% waiver in-order to rent a house that is above their rental entitlements.

In the DCGA Government Redirection Policy, this scheme is reviewed and is expected to be adjusted and renamed Public Service Housing Assistance (PSHA). In this new PSHA, the waiver will no longer be applicable as all rentals will be banded under the rental entitlements of each officer. However, this PSHA is yet to be approved by the cabinet as there are other requirements and reviews yet to be done on this before it can be realistically applicable.

GLA signs MOU Agreement with Key Government Ministries

Government Communication Unit Press-

The Government Lawyers Association (GLA) has signed a Memorandum of Understanding that will improve the terms and conditions of service for Government Lawyers with three key Government Ministries

The signing of a Memorandum of Understanding (MOU) by the Ministry of Justice and Legal Affairs (MJLA), Ministry of Finance and Treasury (MoFT) and the Ministry of Public Service (MPS) with the Government Lawyers Association is a milestone achievement for both GLA members, MJLA and the Solomon Islands Government.

The signing was done on Tuesday the 7th of June 2022. This is an assurance that Government has recognized the need for legal professionals in the public service.

GLA for the sole purpose of the MOU, comprises of lawyers who are appointed by the Judicial and Legal services Commission to established positions in the various agencies within the Ministry of Justice and Legal Affairs (MJLA). It is an Association established by Government Lawyers to represent them in their affairs.

During the signing event, President of GLA, Ms. Kathleen Kohata in a statement thanked the government for recognizing the need to improve the terms and conditions of service for lawyers in the justice sector. She further states that, "GLA acknowledges it is a DCGA policy strategy target, and as such a clear intention by government to address this issue. Our task is to align our efforts to government policy to realize the needs of lawyers in the sector," she said.

Permanent Secretary to Ministry of Justice and Legal Affairs, Dr. Paul Mae in his response acknowledged the important role that the Permanent Secretary for the Ministry of Public Service, the Permanent Secretary for the Ministry of Finance and Treasury, and the Office of the Prime Minister play in making sure the GLA issue is resolved. Dr. Mae pointed out that maintaining a stable and effective governance structure is one of the key National Development Strategy (NDS) objectives of the National Government.

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He said the signing of the MOU between SIG and the GLA will ensure legal officers within the Ministry of Justice and Legal Affairs are happy with their terms and conditions, and in turn are committed in the delivery of the services to the people of Solomon Islands.

The MOU 2022 is the result of a review of the MOU in 2012. Under the new MOU 2022 GLA and Government agree to further develop a scheme of service for government lawyers. It covers clothing (the dress code for lawyers is prescribed by law), convenience allowance and housing.

The MOU 2022 covers lawyers working in the following agencies of the Ministry of Justice and Legal Affairs: Office of Director of Public Prosecutions (ODPP), Public Solicitors Office (PSO), Attorney General's Chambers (AGC), Solomon Islands Law Reform Commission (LRC), Registrar General's Office (RGO) and the Ministry of Justice and Legal Affairs (MJLA) Head Quarter.

The signing ceremony was held at the Ministry of Public Service Head Quarter Building at Town ground.



President GLA, Ms. Kathleen Kohata and PS Public Service Mr. Nego Sisiolo shook hands after the signing ceremony in the presence of senior officials of the three key Ministries and members of the GLA (Source: GCU).

Ministry of Public Service Farewell Retired staff

By Baddley Nimepo-

The Ministry of Public Service has farewelled one of its staff who has retired. She is Esther Iro who held the position of Office Maid for the past years. She has served the Ministry for over 10 years.

During her tenure, she has fulfilled her duties with great commitment and integrity. She is a good friend to all staff of the ministry. Under her service, the office workplace is always clean and tidy and in order. She always ensures the office sanitary utilities are in stock. She is also very involved in events

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organized by the Ministry in ensuring things needed are prepared on time. The staff of the Ministry will miss her kindness and friendliness toward everyone.

The Ministry of Public Service as the leading Human Resources Management institute of the Solomon Islands Government encourages recognition of staff commitment and dedicated services towards delivering the mandates of the Government. “Thankfulness cheers the heart of a servant”. It is good to show appreciation and be thankful for each other’s contributions whether big or small, it adds to the well-being of the nation as a whole.

In her farewell program, Permanent Secretary Nego Sisiolo praised her service and convey the Ministry’s appreciation. The Ministry presented a token of appreciation and wish her well in her other plans after retiring. The Ministry will miss her friendly services.



Mrs. Esther Iro receiving her token of appreciation from Permanent Secretary, Nego Sisiolo.

The Implementing Arms of the Ministry of Public Service:

- ❖ Public Service Commission
- ❖ Workforce Management
- ❖ Governance and Performance Management
- ❖ Corporate Services
- ❖ Institute of Public Administration and Management

Ministry of Public Service

Background Information

MISSION – *To enhance a competent, inclusive and sustainable public service focused upon strong ethical leadership*

MPS operates under the Public Service Act 1988, its basic functions and responsibilities are to:

- (a) Determine, review and administer the terms and conditions of service for public servants;
- (b) Promote and administer in-service capability development for public servants;
- (c) Determine, review, amalgamate or abolish organisational structures in the public service;
- (d) Administer and control the establishment workforce budget in the public service;
- (e) Performing secretariat roles to the Public Service Commission, Judicial and Legal Service Commission and the Police and Correctional Service Commissions, and
- (f) Performing disciplinary and control functions delegated by the Public Service Commission

DCGA Public Service Policy Priorities:

- a) Public Service reform based on a performance review of institutional roles and responsibilities to reduce recurrent expenditure and streamline administrative functions for purposes of ensuring more effective and efficient delivery of government services;
- b) Review and development of redundancy and early retirement packages, to enable public servants to resign or retire to support private sector growth and contribute to rural development;
- c) Finalize the proposed public service Bill and support its passage through Parliament.
- d) Review and adjust the public service salary structure and Remuneration.
- e) Redirection of Public service establishment to provincial establishment, to support Government intention on the constituency Development centres concept.
- f) Finalize and implement the relevant allowances for public officers engaged in Covid-19-related activities sanctioned by SIG.



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