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| **SOLOMON ISLANDS OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS**  **ANNUAL WORK PLAN 2018** | | | | | | |
| **PRIORITY 1: CORPORATE AND ADMINISTRATIVE SERVICES** | | | | | | |
| **CORPORATE OBJECTIVE 1.1: ODPP has the skilled, qualified and committed workforce necessary to fulfil its mandate.** | | | | | | |
| **Corporate Strategies** | **Activities** | **Responsible Officer (s)** | **Timeframe** | **Targets/Performance Indicators** | **Budget** | **Progress Status** |
| 1. **Build a strong management and leadership team within ODPP** | 1. Provide opportunities for leadership development.[[1]](#footnote-1) | **DPP/DT (RSO)** | **1st July 2018** | ODPP staff have improved leadership and management skills and a commitment to team work. | SIG/Donor |  |
| 1. Identify and implement strategies for team building (i.e. build “esprit de corps”). | **DPP/WW /HB** | **Ongoing** | SIG |  |
| 1. **Recruit and retain adequate level of highly skilled staff** | 1. Prepare a succession management plan *(this may be undertaken as part of a whole of MJLA activity)* 2. Bid preparation for further future positions | **DPP/ME /RSO**  **(MSB/ET – collecting information and typing up)** | **April – June (To be extended – OM to get timeframe for bids from HQ)** | Management Plan completed | SIG |  |
| Decrease in the number of vacancies in the office. |
| Bid submission for position of Assistant Deputy Director of Prosecutions. |
| Assistant Deputy DPP position is filled, CLO court filled, and vacancy arising from CLO Administration. |
| 1. **Improve and increase staff capacity** | 1. Conduct internal CLEs. | **RSO/ME/JE/MAS/SNR** | **Ongoing** | Improved capacity in conducting prosecutions and management.  All lawyers complete 12 points of CLE (as per Professionals Bill requirement when passed). | SIG/Donors |  |
| 1. External CLEs with SIBA, SIG agencies and other stakeholders. |
| 1. **Manage staff performance** | 1. Facilitate administration staff trainings. | **DPP/MAS/SNR/IK/DT**  **DPP** | **Ongoing**  **Oct - Nov** | Number of staff participating in Institute of Public Administration and Management (IPAM) training. |  |
| 1. Make submissions to the Ministry for LLM scholarship | Submission to MJLA for LLM scholarships. |
| 1. **Monitor staff performance** | 1. Implement MPS individual performance management plans. | **Supervisors/DT/ RSO** | **Quarterly** | Plans completed on time and performance monitored and reported as required.  Increased staff performance |  |  |
| 1. Establish a system to regularly monitor staff performance against those plans. |
| 1. Monitor staff behavior to ensure compliance with Public Service Code of Conduct. |
| 1. Submit proposal for staff increments to MPS through MJLAHQ |
| 1. **Monitor and where appropriate take action to improve staff welfare** | 1. Monitor terms and conditions of employment. 2. Advocate through GLA for improved terms and conditions for lawyers – special emphasis for Prosecutors. | **MAS/SNR/EVR** | **Ongoing** | By the end of 2018, ODPP staff expresses work satisfaction, and build team relationship from planned social activities. |  |  |
| 1. Maintain staff social club. 2. ODPP Sports | **FF/JWZ/HB/PT**  **RPA/DB/MSB** |
| **CORPORATE OBJECTIVE 1.2: Financial resources are managed transparently, efficiently and effectively.** | | | | | | |
| **Corporate strategies** | **Activities** | **Responsible Officer (s)** | **Timeframe** | **Targets/Performance Indicators** | **Budget** | **Progress Status** |
| 1. **Manage ODPP *finances*** | 1. Provide monthly financial reports to the DPP. | **MA/DT** | **Ongoing** | 90% of budget bids for 2019 to be approved by SIG. | SIG |  |
| 1. Identify and negotiate changes to budget baselines. |
| 1. Ensure that the management of ODPP budget is in accordance with requirements of the SIG PFMA. |
| 1. Execute budget in a timely, transparent and accountable manner. |
| 1. **Provide the resources to support prosecutorial activities** | 1. Timely payment of allowances for prosecutors going on circuits. 2. Timely payment of allowances for witnesses. 3. Prepare documents for new vehicle bid (witness support ) | **DT/HB** | **Ongoing** | All circuits efficiently attended to and managed. | SIG |  |
| 1. Implement monitoring system for the library  * Register new books * Audit books and materials * Keep audit records * Update audit as required | **ET/WW** | **Ongoing** | ODPP has a fully equipped  Functional library. |
| 1. **Manage ODPP *assets*** | 1. Monitor and regularly update Asset Management database. 2. Monitor the ICTSU back-up service and ensuring it is up and running. | **DT/MSB/WW/ET** | **Ongoing** | ODPP assets are monitored and recorded.  Template or a standard document that records office assets. |  |  |
| 1. **Build financial management capacity within ODPP** | Training on Finances to be provided by relevant stakeholder from the SIG: Internal Audit Auditor-General, IRD, Imprest section, Finance section within the Ministry | **DT/RSO/MAS** | **Ongoing** | Number of officers participating in training | SIG |  |
| **CORPORATE OBJECTIVE 1.3: ODPP has made significant progress in upgrading its infrastructure and equipment.** | | | | | | |
| **Corporate strategies** | **Activities** | **Responsible Officer (s)** | **Timeframe** | **Targets/Performance Indicators** | **Budget** | **Progress Status** |
| 1. **Support the Ministry in all infrastructure planning** | 1. Negotiate for the infrastructure resources required to provide effective and efficient prosecution services. 2. Prepare submissions for the establishment of Kirakira and Buala offices and training of officers. | **DPP/DT/OR** | **Feb/June** | Participate in sectorial infrastructure planning meetings.  Bid documents submitted. Officers identified and trained to work in new offices in Kirakira and Buala. | SIG |  |
| 1. **Upgrade office security** | 1. Identify security issues and develop security policy. 2. Complete installation of a security SWIPE system and train staff in its use. | **JWZ/BK/RSO** | **June** | System and processes are installed | SIG |  |
| **CORPORATE OBJECTIVE 1.4: The work of the ODPP is planned, coordinated and performance regularly monitored.** | | | | | | |
| **Corporate strategies** | **Activities** | **Responsible Officer (s)** | **Timeframe** | **Targets/Performance Indicators** | **Budget** | **Progress Status** |
| 1. **Undertake planning at all levels of the organization** | 1. Review ODPP 2018 AWP to align with 2018 approved budget. | **MA/RSO/EVR** | **May** | Progress against Corporate Plan and AWP is monitored and reported according to established schedule.  Check with Ministry on the timeline for Corporate plan.  ODPP Annual Report is prepared and lodged on time. | SIG |  |
| 1. Prepare individual work plans (see also Performance Management Plans in Objective 1.1) | **All Staff** | **Quarterly** |
| 1. Start preparation for next Corporate plan meeting. | **DT/MAS/SNR** | **October** |
| 1. Draft Annual Report 2017 | **DT/RSO/MA** | **May** |
| 1. Draft 2018 AWP | **EVR/MA/RSO** | **May** |
| 1. **Increase ODPP capacity to capture and use relevant management data.** | 1. Capture and share data to inform management and policy decisions. | **Prosecutors/WW/RSO** | **Ongoing** | Accurate and updated data collected  Documentation of standard data procedures in place and used  JIMS continues to be operational  JIMS is monitored by responsible officers |  |  |
| 1. Put in place, maintain and review standard procedures for the collection, collation, storage and retrieval of case management and administrative data. 2. JIMS – liaise with Pedro/Troy on any input, new development and trainings we need to include in JIMS. | **HB/ET/WW/RSO** | **Ongoing** |
| 1. **Regularly monitor and report on progress** | 1. Collect monthly report from all ODPP Units. | **Coordinators** | **Ongoing** | Quality of ODPP case management data.  JIMS is monitored and operational.  Organizational report (x2) presented to JSCC through JSTOG.  Progress against Corporate Plan and AWP is monitored and reported according to established schedule  ODPP Annual Report is prepared and lodged on time. |  |  |
| 1. Ensure accurate collection of data. | **All Staff** |
| 1. Ensure data entry of files into database. | **RSO/MSB/ET/WW** |
| 1. Prepare yearly report on organizational progress. | **DPP/DT**  **(MSB/ET – secretarial support)** | **July/December** |
| 1. DPP presents organizational report (x2) to JSCC through JSTOG. | **DPP** |
| 1. ODPP AWP is monitored monthly. | **RPA/DB/PT/DT** | **Ongoing** |

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| **PRIORITY 2: PROSECUTIONS** | | | | | | |
| **CORPORATE OBJECTIVE 2.1: ODPP delivers quality, affordable, transparent and sustainable prosecution services centrally and in the Provinces.** | | | | | | |
| **Corporate Strategies** | **Activities** | **Responsible Officer (s)** | **Timeframe** | **Targets/Performance Indicators** | **Budget** | **Progress status** |
| 1. **Provide prosecution services** | 1. Prosecutors to be proactive in disposing of matters in a timely manner (including in the provinces) | **All Prosecutors (Coordinators – to monitor the progress)** | **Ongoing** | Prosecutors to be well-prepared in all matters allocated to them. |  |  |
| Increase case disposals (MC/HC/COA); No. of guilty v not guilty pleas; No. of guilty pleas that receive a guilty verdict; No. of not guilty pleas that are acquitted; % of appeals that are successful or unsuccessful; % of appeals; No. of and reason for adjournments. Compliance with prosecution policies. (To the extent that it is within ODPP’s control). |
| ODPP advice files disposed within time frame. |
| 1. Advocate at sector level for defence and judiciary services to be more active. | **DPP/OR** | Advocate at Magistrates Court User’s Forum, SIBA and JSCC. |  |  |
| 1. Compile statistics on cases that are disposed of and compared to previous year. | **All Coordinators** | **First week December** | Compile monthly reports of cases disposed and why/recommendations. |  |
| Reasons why cases are not disposed of in a timely manner. |  |
| 1. Identify key activities for prosecution work | **All Prosecutors (RSO to monitor progress)** | **Ongoing** | Improve prosecution performance:   * Court attendance. * Case file Management. * Timely filing of information after committal from Magistrates Court. * Timely disposal of advice matters. * Closing of files in a timely manner. |  |
| 1. Advocate an increase in the number of circuits | **DPP/FF/BD** | **Every case listing meetings, Magistrates Court Users Forum, JSCC and CLC.** | More circuits to the Provinces. | SIG (Recommend to increase Budget for court circuits) |
| More cases disposed of during circuits. |
| Increased prosecutorial service in rural areas (especially areas with less prosecutorial presence). |
| 1. Advise Police Prosecutors on cases when presented. | **RSO/PLO’s** | **Ongoing** | Files received.  Improved quality of investigations. |  |
| 1. Advise Police on open (ongoing) investigations. | **All Prosecutors** |
| Avoid receiving incomplete files. |  |
| 1. Develop sentencing tariff for the office (compiling of existing sentencing tariff) (Arson, Attempted Murder) | **FF/JE/ME/RSO** | A standard sentencing tariff guideline for quick reference is available to all Prosecutors. |  |
| 1. **Develop measures to maximize the quality of prosecutions** | 1. Develop policies on the following issues: 2. Internal ODPP Policy on prosecution of sexual offences to support SIG’s policies on gender violence. 3. Handling domestic violence cases and prosecution under the *Family Protection Act.* 4. Internal *Anti-Corruption* and *Money-Laundering* policy. | **MAS/FF/ ME**  **MAS/BD/OR/ME**  **SNR/EVR/DB/JE**  **BD/EVR/RSO/IK/JE**  **ME/IK/JE** | **February – October.** | Policies to be completed and published within a predetermined project timeframe. |  |  |
| 1. Look through collection of cases on anti-corruption and money-laundering and identify issues that have hindered the cases. | **Ongoing** |
| 1. Develop quick law reference template to guide prosecutors when addressing issues in court e.g. bail, arrest, remand, committal and plea. | **February - June** |
| 1. **Identify targeted training and development opportunities for lawyers to improve professional practice** | 1. Identify international training opportunities for prosecutors to improve case management practices and broaden exposure to international standards in prosecution standards. | **DPP/RSO/DT**  **ME/JE/PLO/RSO**  **DPP**  **DPP/DT/JHA/HB/PT** | **Ongoing** | Opportunities in addition to those included under objective 1.1 (c) are identified. |  |  |
| 1. Provide ongoing Continuing Legal Education (CLE) and skills workshops targeted to moving cases forward to completion in a more timely fashion:  * Prosecutor Advocacy; * Evidence presentation; * Case preparation;   Preparation of Prosecution Briefs. | **Weekly** | No. of people trained |  |
| 1. Facilitate placement for 2 Prosecutors in Northern Territory in 2018. | **May/June** | Two ODPP staff participate in placements at the Northern Territory ODPP, and report back to ODPP office on their experiences (including any suggestions for changes in ODPP) | Donor funding |
| 1. Host 1st ODPP Conference in Munda, Western Province. | **September** | Conference held and attended by ODPP Staff. | SIG Recurrent (Bid for 2019) |
| 1. **Improve efficiency and effectiveness of provincial service delivery.** | 1. Prepare budget for, 2. Development training plan, 3. Deliver training to rural justice delivery providers (Auki/Gizo/Honiara) in 2019. | **DT/RSO/ IK/MSB**  **OR/IK/MAS/ME**  **FF/JWZ/DB** | **May** | 70 to 80% of cases tried and completed in provinces and trainings for rural justice providers conducted |  |  |
| 1. Work with Justice Sectors to monitor progress of rural justice delivery. | **January - December** |  |
| 1. Communicate with Magistrates Court Users Forum and monitor circuit calendar. | **January - December** | Attend and participate during court user’s forum. |
| 1. **Promote access to justice through increased prosecution activities in the rural communities** | 1. Deliver training to Police Officers based in the Provinces. | **PLO Provincial (Auki/Gizo)/ME/JE and Circuit Prosecutors**  **All Prosecutors doing circuit** | **Ongoing** | * Enhanced capacity of police prosecutors based in rural areas. * Potential officers to be trained in order to replace current officers in the provinces. | SIG |  |
| 1. Train Police Prosecutors in the provinces. | * Continue training of police prosecutors in the provinces. * Have a training calendar to assist in trainings. |

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| **PRIORITY 3: RELATIONSHIPS/COORDINATION** | | | | | | |
| **CORPORATE OBJECTIVE 3.1: ODPP is an active partner in the sustainable management and growth of the Justice Sector in the Solomon Islands.** | | | | | | |
| **Corporate Strategies** | **Activities** | **Responsible Officer(s)** | **Timeframe** | **Target/Performance Indicators** | **Budget** | **Progress status** |
| 1. **Ensure relevant SIG policies are implemented** | 1. Anti-Corruption, Money Laundering and Proceeds of Crime and Transnational Crime Unit support SIG’s anti-corruption policies. | **BD/EVR/DB/JE**  **MAS/FF/RPA/PT** | **Ongoing** | Research undertaken and data collected | SIG Recurrent/ Donor funding |  |
| 1. Develop and implement strategy to deal with/reduce gender based violence including:  * Community Awareness activities * Engagement with stakeholders in collating data on gender-based violence. * Engagement with other stakeholders to strengthen services to victims of gender-based violence. | Research, consultation, liaise and maintain relationship with stakeholders.  Strategy in place. | SIG Recurrent/ Donor funding |
| 1. **Continue engagement with provincial, regional and international partners and professional associations.** | 1. Maintain fees, subscription fees and membership obligations. 2. Participate in meetings and conferences. | **DPP/DT** | **IAP – April**  **PILON – TBC**  **SIBA - November** | Membership fees paid (IAP/PILON/SIBA); Subscription fees (Westlaw and others) paid and participate in meeting/conferences | SIG Recurrent/ Donor Funding |  |
| 1. **Continue engagement with the JSCC, JSTOG, Ministry HODs, central agencies and other law & justice agencies (RSIP and CSSI)** | 1. Prepare and present submissions (as needed) on Welfare of Prosecutors – GLA (SOS). 2. Attend meetings and support efforts to improve JSCC roles and mandate. 3. Promote SI Justice Sector priorities. 4. Provide professional support to other agencies. 5. Advocate and/or provide input into development of new structures, systems, processes and protocols. | **DPP/PLO** | **Ongoing** | Participate at meetings and submissions made. | SIG Recurrent |  |
| 1. **Participate in the review of the relevant legal policy and legislation.** | 1. Support the development and implementation of the review of the Penal Code and Criminal Procedure Code by the Law Reform Commission (LRC) and MJLA Legal Policy Unit. | **BD/SNR/JHA** | **Ongoing** | Input into Law Reform activities are finalized. | SIG Recurrent |  |
| 1. Review ODPP Manual | **DPP/Senior Management** |
| 1. **Monitor and take leadership role in promoting relevant law reform.** | Establish an internal procedure for identifying and reporting on reform issues. | **OR/JWZ/RPA/PT** | **July** | Procedure established | SIG Recurrent |  |
| 1. **Work collaboratively with donor partners to build capacity of ODPP.** | 1. Maintain ongoing dialogue. | **DPP**  **DPP/ PLO/RSO** | **Ongoing** | Areas of assistance determined and communicated to donors | SIG Recurrent/ Donor funding |  |
| 1. Identify assistance priorities from donors. 2. Articulate SI Justice Sector priorities in all requests for assistance from donors. |
| 1. **Contact point for IAP thematic areas in-country.** | 1. Mutual Legal Assistance (MLA) | **OR/RPA** | **Ongoing** | Communications/correspondences done through point of contacts for each IAP thematic areas. |  |  |
| 1. Cyber Crime. | **SNR/PT** |
| 1. Trafficking of Human Beings & Migrant Smuggling. | **RSO/AEK/OR** |
| 1. Counter Terrorism | **IK/JWZ** |
| 1. Financial Crime, Asset Recovery, Anti-Corruption & Money Laundering. | **EVR/DB** |
| 1. International Criminal Justice, including War Crimes. | **DPP/BD** |
| 1. Prosecuting conflict related sexual violence crime. | **MAS/FF** |

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| **PRIORITY 4: COMMUNITY AWARENESS** | | | | | | |
| **CORPORATE OBJECTIVE 4.1: Increased community awareness and knowledge of rights & responsibilities and the role of the DPP in delivering justice.** | | | | | | |
| **Corporate strategies** | **Activities** | **Responsible Officer(s)** | **Timeframe** | **Targets/Performance Indicators** | **Budget** | **Progress status** |
| 1. **Actively engage in crime prevention activities** | 1. Take a lead role in reducing fraud and corruption in the Solomon Islands by planning and delivering accountability/anti-corruption workshops. | **SNR/EVR/JWZ/DB**  **MAS/OR/FF/RPA/PT (RSO)**  **RPA/RSO/WW/MSB**  **MA/DT/HB**  **DPP/ PLO/RSO**  **(Director Internal Audit)** | **Feb - Oct** | Workshops/Awareness conducted  No. of days of community awareness/education conducted | SIG Recurrent/Donor Funding |  |
| 1. Engage with key stakeholders to deliver Outreach programs:  * *Family Protection Act* (Domestic Violence). * Gender-Based violence. |  |  |
| 1. Publish ODPP Newsletter[[2]](#footnote-2) 2. Review and Publish ODPP Pamphlets      1. Publish Prosecutions Policy | **Quarterly – March, June, September & December**  **June**  **June** | Newsletter published end of every quarter.  ODPP Pamphlets reviewed and published.  More copies of ODPP Prosecutions Policy printed and circulated. |
| 1. Conduct workshops for PM, MP’s, PS’s and Ministries (Governance and Procurement) with specific session for PM. | **Ongoing** |  |
| 1. **Explore opportunities for community prosecution, customary law and mediation.** | Liaise with the National Judiciary, MJLA Legal Policy Unit to identify revived local courts to identify locations and revived trainings.   * Focus groups:   Chiefs/Traditional leaders/Church leaders/elders.   * Focus Areas:   Auki, Taro, Munda, Noro, Gizo and Tulagi. | **BD/MAS/IK/JHA** | **March – November** | Trainings on prosecution of criminal offences (misdemeanor) conducted for local court officials.  No. of days (location, attendees) of community awareness/education conducted. | SIG Recurrent/Donor Funding |  |

1. Excluding the trainings identified by the Audit Skill 2017. [↑](#footnote-ref-1)
2. Biannually, if quarterly is not possible. [↑](#footnote-ref-2)