

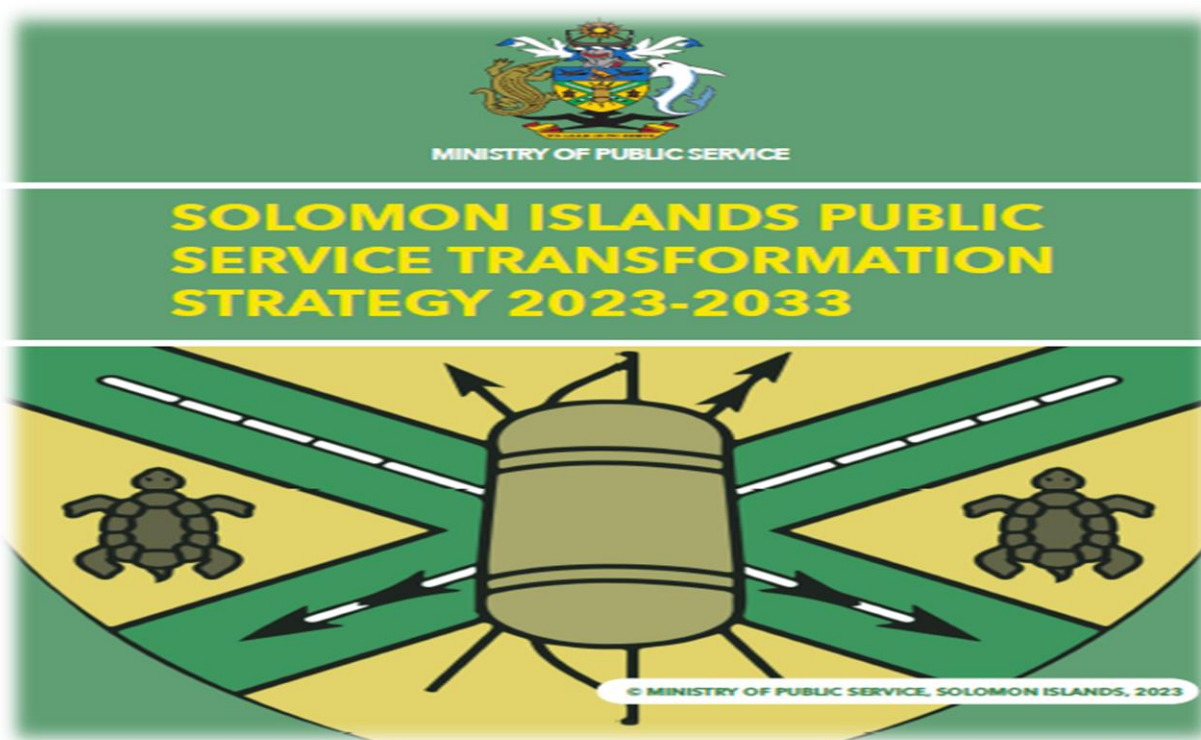
Ministry of Public Service

Newsletter

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Public Service Transformation Strategy Redesigning Completed



By Harrison Ara-
(Assistant Secretary- Performance Management)

The work on redesigning the successor Public Service Transformation Strategy (PSTS) is now finalized and completed. This was after comprehensive work on evaluating, reviewing, revising, and validating the PSTS. The older version was evaluated and identified areas for improvement were documented and used as the basis for redesigning the successor strategy. The launching of the successor strategy is planned for the 3rd and 4th quarters of this year 2023.

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The strategy name is now changed from SIG-PSTS to the Solomon Islands Public Service Transformation Strategy (SIPS-TS) 2023-2033. Upon endorsement of the successor strategy by the minister of the Ministry of Public Service (MPS), printing and official launching programs will follow suit. GPM division will conduct a series of socialization after the launching program. This will cover all the provinces and will continue to run till the year 2024.

The new successor strategy was developed through technical support from Organization Clinic Consultancy Firm (OrgClinic), a renowned local consultancy firm, working closely with the PSTS Task Force and GPM division in MPS. DFAT must be appreciated for funding the review and formulation of this successor strategy.

The continuous partnership and friendship in the development of the Solomon Islands Public Service (SIPS) Transformation Strategy is a drive towards good governance and accountable public management in the Solomon Islands Public Service workforce. The support from 13 ministries participating in the evaluation of the PSTS 2017-2021 and contributing ideas for the development of the successor strategy must be whole-heartedly complimented. The ministries/agencies include; Ministry of Foreign Affairs & External Trade; Ministry of National Planning & Aid Coordination; Ministry of Health & Medical Services; Ministry of Forests & Research; Ministry of Mines, Minerals & Rural Electrification; Ministry of Finance & Treasury; Office of the Prime Minister & Cabinet; Parliament Entitlements Commission; Solomon Islands Independent Commission Against Corruption; Leadership Code Commission, Ministry of Education & Human Resource Development; Ministry of Justice & Legal Affairs and; Ministry of Commerce, Industry, Labor and Immigration.

Formal Acknowledgement will be relayed to all partners and stakeholders during the launching program.

Public Service Commission places key focus on fulfilling its Statutory Mandate - AS PSC

By Sandra Maezama-
(Assistant Secretary- Public Service Commission)

Since resuming duties after the Christmas and New Year holiday seasons, the Public Service Commission is busy again processing submissions from various Ministries and Agencies of the Solomon Island Government.

The Public Service Commission (PSC) is an independent body established by the Constitution and is responsible to appoint, confirm appointments, remove and discipline public officers. Ministry staff led by the Secretary to the PSC provides the secretariat with services and general administrative support to the Commission. The PSC also performs the important role of performance management for all Permanent Secretaries of the Solomon Islands Government.

So far this quarter, the Commissioners have convened their Meetings to deliberate on 16 Agenda. This is for all recruitment and appointments. For Justice and Legal Services Commission, they have convened 5 Meetings deliberating on 5 Agenda. For the Police and Correctional Service Commission, there are 2 agendas deliberated in the Commissioner's Meeting. That sums up to a total of 23 Agenda being discussed and scrutinized by the Commissioners for this Quarter 1 January to April 2023. Apart from the Agenda's deliberated, Public Service Commission has considered 313 Submissions, Justice and Legal Service Commission has considered 30 submissions, and Police and Correctional Services has considered 15 submissions. This is a total of 354 submissions considered for this Quarter 1.

The Public Service Commission will continue its work into Quarter 2. It is expected that Quarter 2 will be much busier as it is the middle of the year and the height of the financial year for Public Service. As a very important entity that is established by the Constitution of Solomon Islands, PSC will continue to execute its duties to ensure the Government Workforce machinery is running.

With Chairman Milner Tozaka and his 4 Commissioners, the PSC is manned by a total of 8 permanent Staff. They are the full-time staff serving the office of the Public Service Commission. The picture below shows the hardworking permanent staff of the Public Service Commission.



L-R. Permanent Staff of the Public Service Commission (Sitting, Sandra Maezama- Assistant Secretary PSC, Relnah Pita-Graduate Trainee, Lorinta Tohe Administration Officer, Janet Kenioriana Senior Accountant, Standing Joseph Malahai – Registry Officer, Michael Upwe Principle Employment Management Officer, Edward Hiri – Principle Employment Management Officer, Jack Balaga, Principle Employment Management Officer)

MPS Organizational Performance Audit Team Conducts Assessment with SIG Ministries and Western Province Administration.

By Baddley Nimepo-
(Assistant Secretary- Monitoring and Evaluation)

The Ministry of Public Service Organizational Performance Team is currently conducting its Assessment of the capacity of Ministries and its provincial Offices to deliver services to the people of the Solomon Islands. This exercise is part of the DCGA Redirection Policy of directing services to the Rural areas of the Solomon Islands. Assessment done in the form of Consultations is done with Line Ministries and their Offices down at the provincial level. This is an ongoing task from last year 2022 and this year they have managed to do the activity with some more ministries and then continue to visit their offices in Western Province. This year 2023, the team has managed to revise and finalized the OPA Terms of Reference 2023, its budget, responsibilities, and schedule by taking an integrated approach to the selection of Ministries serving in rural areas. The TOR was approved by DS Workforce Management and Permanent Secretary MPS on 24 Feb 2023.

After the TOR was approved work continues from there. As part of the exercise, the OPA 2023 Tour & Report Writing Schedule was developed as a part of the OPA TOR 2023 and was approved by DS WFM & PS MPS on 24 Feb 2023. So far, consultation meetings were completed with the following Ministries of MPGIS (01/03/2023), MEHRD (16/03/2023), MFMR (16/03/2023), MOFR (16/03/2023), MPNSCS (17/03/2023), MHMS (17/03/2023).

From there, the team managed to go and conduct Assessment consultations in the Western Province Government Administrative Setup. This includes the infrastructures and buildings housing government offices. OPA 2023 Tour to the Western Province. The Team visited Munda, Noro, Rendova, Roviana, Vonavona & North New Georgia SIG Sub Stations. The trip was a successful one and was completed from 28th Mar to 5th April 2023. A comprehensive amount of information needed for the assessments of the current situation is collected and is now about to be published in an OPA Update Report.

Below are some of the pictures of the Team Consultation with the Provincial Administrators of Western Province and the people that have been served by the Offices down in the rural areas.



L-R- Provincial Administrators of Western Province at Munda together with the OPA Team with PS MPS Nego Sisiolo (Former)



L-R. Provincial Administrators of Western Province Discussing their situation with administering at the Provincial Level



Elders of Western Province sharing their view and ideas on the situation of service delivery in Western Province.

Ministry of Public Service tighten controls on the consumption of Office Utilities

By Baddeley Nimepo-
(Assistant Secretary- Monitoring and Evaluation)

The Ministry of Public Service has tightened control over the consumption of all its office Utilities. These controls are put in place since 2022 and are expected to continue into 2023. This is on excessive consumption and usage of office utilities such as Power, Water, Telephone, Copy Machines, Printing Machines, and even Stationaries plus Office Vehicles.

It has come to the attention of the Senior Management Team that sometimes we tend to be careless in using office equipment resulting in a lot of wastage in consuming utilities which cost the Ministry. Thus, this action must be taken. This is not to harden things but to control usage which at times can lead to wastage. It is a cost-effective approach.

As part of these measures, a memo has already been circulated to the Ministry's staff on how to use office equipment and stationaries. It reminds staff when leaving office at 4.30 pm, all office machines must be switched off. This includes air conditioning. For printing, A4 Paper Rims are now being stored and recorded in the Corporate Service Stationary Hub and only distributed to divisions when assessed as needy.

Toners for copiers and printers for machines are also controlled and distributed from the corporate central hub and only released when the need is genuine. Stationaries procurement is now limited to only paper files, binding accessories, staple pins, a few packet biros, and markers. These are also stored in the central store hub and released only when there is a genuine need.

Under these controls, office vehicle usage is also under review, and bus staff drop-offs are halted awaiting advice from Senior Management Team. This is to ensure vehicle usage and fuelling are strictly for only office use. These controls have seen the Ministry operating on a tight small budget fitting provision of the Ministries Services.



Assistant Secretary Monitoring and Evaluation using one of the scanning machines of MPS.

Putting in place controls does not mean blocking or slowing down the advancement of ensuring administrative and office management are running. It is just having measures in place to manage utilities with its expenses. Managing utilities leads to controlled spending which will then lead to money directed to priorities such as policy reform programs. Overall, it ensures financial scarce resources are controlled under unlimited Ministerial wants.

MPS Kickstarts Review of Performance Management Policy (PMP)

By Baddley Nimepo-
(Assistant Secretary- Monitoring and Evaluation)

The Ministry of Public Service has started the review of the Performance Management Policy. This is one of the very important policies of the Solomon Islands government which is used to manage performance in its workforce. The policy aims to foster a high-performance culture by supporting the growth and development of employees through effective performance management. It also aims at Promoting job satisfaction in a motivating environment and recognizing and rewarding outstanding performance. Appraisals, Increments, Promotions, Training, and even rewards for Public Service are decided by this policy. It is the policy that provides the system that guides the work machinery of the Solomon Islands Government.

A task force was formed with the Acting Permanent Secretary, Luke Cheka as the Chairman. It consists of staff of the Governance and Performance Management Division of MPS. Two Human Resources Managers (HRM) of Line Ministries, HRM Ministry of National Planning and Development Coordination and HRM Ministry of Provincial Government and Institutional Strengthening are also included in the Taskforce due to their extensive knowledge of the PMP. Human Resource Managers are the frontline officers of the government when it comes to implementation so it is fitting that they are included.

So far, the task force has conducted three meetings to finalize its Terms of Reference and draw up the schedule for the whole review program. The plan is to do consultation with SIG Ministries and its

Agencies as a first step. Consultations for Ministries and key agencies have already been conducted successfully. The team during consultations meets with all staff including supervisors to get their opinion on the policy achievements, issues, and ways to improve it. The task force has met again after completing consultations and deliberating on the feedback gathered from the Ministries and Agencies. Key points are already discussed and collated for further analysis before they can be used to adjust and revised the PMP Policy to make it fit for purpose.

Institute of Public Administration and Management conducts Role Based Training

By Solomon Manea-
(Director IPAM)

The Institute of Public Administration and Management currently is delivering its training for 2023. IPAM had scheduled eleven (11) role-based training in its prospectus for quarter one, 2023. Out of these, seven (7) trainings were already conducted. The training conducted is;

- Corporate Learning Development Series - Engaging Adult Learners which was focused on IPAM Associated trainers, Knowing Your Public Service, and Code of Conduct (3)
- Leadership and Management Development Series – Performance Management Process (PMP) and Supervisor Development (2).
- Information and Communication Technology Series – Microsoft Word 2016, Cyber Security Awareness (2)

A total of 223 officers were trained of which 51% are female and 49% are male, and officers from seventeen ministries were in attendance. There are also increased enrolments for the IPAM training being received.

Four pieces of training being re-scheduled are; three (3) provincial and one Honiara training. These will be rescheduled to be delivered later in the year.

There were five requests for training and development of customized training from various ministries. This included requests for customized training for Customs and Excise in the Ministry of Finance and Treasury, Ministry of Justice and Legal Affairs, Ministry of Health and Medical Services, Honiara City Council, and the Solomon Islands National Institute of Sports. Only the Code of Conduct was delivered in Quarter One. Shown below are some of the training participants.

IPAM is expected to continue its training into Quarter 2 2023. Quarters 2 and 3 will be the busy part of the year for IPAM as most of the training proposed for this year is expected to be delivered. Training planned for provinces will also be conducted with IPAM facilitators expected to travel to provincial centers to deliver the training. This training is crucial for Public Officers as it covers the Administrative systems and processes of the Solomon Islands Government. Not only systems but technical knowledge officers need to support them to deliver- administrative tasks effectively.

Below are pictures of some of the training conducted in the first quarter of 2023.



L-R. Knowing Your Public Service Participants on the 6th - 23rd March, 2023



L-R. Code of Conduct Participants 13th March, 2023



Picture 3: Code of Conduct Requested training Participants, 23rd March (Afternoon)

IPAM News in Brief

IPAM Introduced Customised Training for South Pacific Games 2023

By Solomon Manea-
(Director IPAM)

Under the Government Services Integration Committee coordination, the Ministry of Public Service was mandated to provide training and to facilitate the deployment of public service officers selected for various roles in the Pacific Games 2023.

IPAM Division, therefore, customized and specifically for the deployed officers, Liaison officers, and Drivers for the Ministers Sports meeting and the Pacific Games 2023. The trainings include Code of Conduct, Basic Protocols for Public Service, and Customer Service Always. The courses are now ready for delivery when the deployment process is completed, and when the Liaison Officers and Drivers are identified and officially informed. The courses are customized with the support of OPMC, MFAET, and Corporate Services professionals in the public service.

IPAM Facilitates Masters of Business Administration for SIG Senior Officers

By Solomon Manea-
(Director IPAM)

The Solomon Islands National University (SINU) and the Ministry of Public Service (MPS) are collaborating for the enrolment of 10 Senior Public Officers into the Masters of Business Administration to be offered by Solomon Islands National University (SINU) later in May 2023. In quarter one, a series of meetings with SINU and the MPS Committee was conducted to ensure this is delivered. The coordinating divisions are Workforce Management (WFM) Division and IPAM Division.

MINISTRY OF PUBLIC PARTICIPATED IN THE LAUNCHING OF GREEN GAMES

By Solomon Manea-
(Director IPAM)

The Ministry of Public also participated in the launching of the Safe and Green Games 2023, and the Clean-Up Campaign on Friday 3rd March, 2023. The Ministry of Public Service is one of the core ministries through its function of coordinating the strategies through memorandums and notices to line ministries.



L-R. MPS Team during the launching of Green Game

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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