



**Government of Samoa  
Malo o Samoa**

***MATAGALUEGA O PISINISI, ALAMANUIA MA LEIPA  
(aofia ai ma Kamupani & Mea Totino Tau i le Mafaufau)***

**MINISTRY OF COMMERCE, INDUSTRY AND LABOUR  
(inclusive of Companies and Intellectual Property)**



***Ripoti Faaletausaga***

**Annual Report**

**2003 - 2004**





Government of Samoa

Honourable Hans Joachim Keil  
Minister of Commerce, Industry and Labour  
*Minisita o Pisinisi, Alamanuia ma Leipa*

Pursuant to section 15 of the Public Service Act 2004, it is my duty to submit herewith the First Annual Report of the Ministry of Commerce, Industry and Labour inclusive of the Registries of Companies and Intellectual Properties, for the Financial Year beginning July 2003 to June 2004.

*E tusa ai ma le vaega 15 o le Tulafono o Galuega a le Malo 2004, e ia te a'u le ava ma le fa'aaloalo e tuuina atu ai le Lipoti Faaletausaga Muamua a le Matagaluega o Pisinisi, Alamanuia ma Leipa e aofia ai le Vaega o Kamupani ma Mea Totino Tau i le Mafaufau mo le tausaga faaletupe e amata ia Iulai 2003 e oo ia Iuni 2004.*

Ma le faaaloalo lava,

Lemalu Samau Tate Simi  
CHIEF EXECUTIVE OFFICER  
*OFISA SILI O PULEGA*



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## Introduction

The Ministry of Commerce, Industry and Labour, including the Registries of Companies and Intellectual Properties, hereinafter referred to by the acronym, MCIL, came into existence through the passage into law of the Ministerial and Departmental Arrangement Act 2003, which effectively abolished all government departments as they were known previously and replaced by new ministries set out under the new legislation.

MCIL incorporated the former Department of Labour, the Commerce and Industry and Investments Divisions of the former Department of Trade, Commerce and Industry, DTCI, as well as the Registries of Companies and Intellectual Properties, previously part of the former Justice Department.

Chief Executive Officers of the new Ministries were appointed effective 1 May 2003 and the merging of new ministries started soon after. MCIL was born.

This Annual Report therefore is the first such report to be put out by MCIL and accordingly the report focuses not only on how it had performed during the year under review, but it also necessarily focuses on trying to explain what MCIL does in terms of its role, mandate, core functions, vision and mission.

## *Fa'atomuaga*

*O le Matagaluega o Pisinisi, Alamanuia ma Leipa [MPAL] e aofia ai le Resitala o Kamupani ma Mea Totino o le Mafaufau, lea ua faailoa i mataitusi MPAL, na faapena ona tuufaatasia ina ua pasia le Tulafono o le Toe Fetuunai o Matagaluega 2003. O lenei tulafono na faapena ona fa'aleaogaina ai Matagaluega a le Malo sa iai muamua.*

*O le MPAL e aofia ai le Matagaluega o Leipa sa iai, le Vaega o Pisinisi ma Alamanuia mai i le Matagaluega o Fefaatauaiga, Pisinisi ma Alamanuia, faapea le vaega o le Resitalaina o Kamupani ma Mea Totino o le Mafaufau sa iai i le Matagaluega o Faamasinoga.*

*O le aso 1 Me 2003 na tofiaina ai Ofisa Sili o Pulega o Matagaluega fou, ma sa faapena loa ona afua mai ai le MPAL.*

*O le lipoti faaletausaga lenei, o le lipoti muamua a le MPAL, ma o loo auiliiliina ai le faatinoina e le Matagaluega o ana galuega fai ae le gata i lea o le faamatalaina o le fesootaiga o le taunnuga autu, galuega, aga moomia ma le faavae o le pule.*

**1.0      General Subjects**  
**1.0      *Mataupu Lautele***

Introduction	<i>Faatomuaga</i>
Vision	<i>Taunuuga Autu</i>
Mission	<i>Galuega</i>
Values & Principles	<i>Aga Moomia</i>
Mandate	<i>Faavae o le Pule</i>

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## 1.1 VISION

It is the vision of the Ministry of Commerce, Industry and Labour (MCIL) to be one of the best Government Ministries in terms of:

- √ full legislative and policy compliance
- √ quality service delivery
- √ excellent governance
- √ being innovative and a catalyst for more change for the better.

## 1.2 MISSION

- √ To continuously review and update legislation under its jurisdiction and policies related to its functions.
- √ Ensure that its staff is given appropriate training and that they are fully skilled in the demands of their jobs and in carrying out their duties effectively and efficiently.
- √ Promote management systems to ensure that there is full transparency and accountability, as well as all other aspects of good governance
- √ Ensure full compliance with its legal mandate and with reporting obligations placed on it by law and other government policies.
- √ Cultivate a culture of open consultation and encourage innovation in introducing new ideas to improve the Ministry's efficiency and effectiveness and even more.
- √ Ensure that service delivery is carried out with the highest level of professionalism

## 1.3 VALUES AND PRINCIPLES

- √ Commitment to the task entrusted to one and thereby achieving the vision and objectives of the Ministry as a whole
- √ Integrity and Honesty in everything we do and especially in dealing with our stakeholders and the general public
- √ Impartiality in treating everyone equally and fairly and always maintaining a position of political neutrality
- √ Respect for authority, for one's peers, and for those we serve irrespective of their station in life.

## 1.1 TAUNUUGA AUTU

O le Taunuuga Autu o le faamoemoe ina ia avea le Matagaluega o Pisinisi, Alamanuia ma Leipa (MPAL) ma se tasi o Matagaluega aupito lelei silisili faaalua i le:

- √ atoatoa o aiaiga o tulafono ma faiga faavae
- √ maualuga le tulaga o le tautua
- √ sili ona lelei le faatinoga o le pulega
- √ taulamua i faiga fou mo le faaleleia atili o galuega.

## 1.2 GALUEGA

- √ Ia faaaauau le toe iloiloaina o tulafono ma faiga faavae o loo faatonutonu ai ana galuega.
- √ Ia aoaoina le au faigaluega i tomai talafeagai ina ia mautinoa ai le lelei faatinoina o o latou tiute tauave.
- √ Ia iai ni faiga mo le faatinoina o galuega e mautinoa ai le lelei ma le manino o le puleaina o galuega ma tagata faigaluega.
- √ Ia matua usitaia tulafono ma tuuina atu lipoti e pei ona moomia e ia tulafono ma faiga faavae a le Malo.
- √ Faamasani i aga o le soalaupule ma le fetufaa'i i le tofa ma le faautaga e maua ai manatu ma auala fou e faalelei atili ai le faiga o galuega ma le tautua o le Matagaluega.
- √ Ia faatinoina le tautua i se tulaga aupito sili ona maualuga faalegaluega.

## 1.3 AGA MOOMIA

- √ Faamaoni atoatoa i le faatinoina o galuega taitoatasi ina ia ausia ai taunuuga autu ma sini faamoemoeina a le Matagaluega ato
  - √ Amiotonu ma sa'o i le faatinoina o galuega uma ae maise o le feagai ai ma le mamalu lautele o le atunuu
  - √ Aua le faailoga tagata a ia tutusa tagata uma ma ia aua le faaituau i le faatinoina o le tautua.
  - √ Faaloalo i e maufofi, o paaga faalegaluega, ma i latou uma o fai iai le tautua tusa lava poo le a lo latou tulaga.
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**1.4 MANDATE**

The mandate of the newly established Ministry of Commerce, Industry and Labour is contained in the following twenty eight (28) legislations administered directly in the Ministry:

- √ Apprenticeship Act 1972
- √ Apprenticeship Amendment
- √ Apprenticeship Regulations
- √ Consumer Information Act 1989
- √ Companies Act 1955 (NZ)
- √ Cooperatives Societies Ordinance 1952
- √ Cooperatives Societies Regulations 1954
- √ Copyright Act 1998
- √ Credit Union Ordinance 1960
- √ Fair Trading Act 1998
- √ Foreign Investment Act 2000
- √ Foreign Investment Regulations 2003
- √ Fair Trading Act 1998
- √ Foreign Investment Act 2000
- √ Foreign Investment Regulations 2002
- √ Incorporated Societies Ordinance 1952
- √ Incorporated Societies Regulation 1953
- √ Industrial Designs Act 1972
- √ Labour and Employment Act 1972
- √ Labour and Employment Regulations 1973
- √ Measures Ordinance 1960
- √ Occupational Safety & Health Act 2002
- √ Patents Act 1972
- √ Samoa Companies Order 1935
- √ The Shops Ordinance 1961
- √ Trade, Commerce, Industry Act 1990
- √ Trade, Commerce and Industry Amendment Act 1998
- √ Trademarks Act 1972

**The Mandate of the Ministry is also affected by the following:**

- √ Immigration Act 2004
- √ Ministerial and Departmental Arrangements Act 2003
- √ Public Finance Management Act 2000
- √ Public Bodies (Performance and Accountability) Act 2001
- √ Public Service Commission Act 1977
- √ Public Service Amendment Act 2001
- √ Public Service Regulations 1977
- √ Public Service Amendment Regulations 2003
- √ PSC Employment Instructions 2003/2004
- √ Statement of Development Strategy 2002-2004

**1.4 FAAVAE O PULE**

*O le faavae o le pule faaletulafono a le Matagaluega fou leni o Pisinisi, Alamanuia ma Leipa, o loo maua mai i tulafono nei e lua sefuluvalu(28) o loo faafoeina sa'o e le Matagaluega:*

- √ Tulafono o e Faafaigaluega ma Aoaoina Tagata i Galuega (FFATG) 1972
- √ Tulafono Faatonutonu o FFATG 1973
- √ Tulafono Toe Teuteu o FFATG 1994
- √ Tulafono o Kamupani 1955 (NZ)
- √ Tulafono i Faamatalaga Tau i Oloa o loo Faaaogaina e Tagata 1989
- √ Tulafono o Teuga Tupe Faamea-alofa 1965
- √ Tulafono mo Sosaiete Felagolagoma'i 1952
- √ Tulafono Faatonutonu mo Sosaiete Felagolagoma'i 1954
- √ Tulafono o Pule Tau Fatuga 1998
- √ Tulafono mo Iuni Faaunetupe 1960
- √ Tulafono o Fefaatauaiga Talafeagai 1998
- √ Tulafono o Faafaigaluegaina o Oloa mai Fafo 2000
- √ Tulafono Faatonutonu o le Faafaigaluegaina o Oloa mai Fafo 2003
- √ Tulafono o Faalapotopotoga Soofaatasi 1952
- √ Tulafono Faatonutonu o Faalapotopotoga Soofaatasi 1953
- √ Tulafono o Mamanu o Mea Gaosi 1972
- √ Tulafono o Leipa ma Galuega 1972
- √ Tulafono Faatonutonu o Leipa ma Galuega 1973
- √ Tulafono o Fua 1960
- √ Tulafono o le Saogalemu ma le Soifua Maloloina o Galuega 2002
- √ Tulafono o Pateni 1972
- √ Tulafono Faapoloaiga o Kamupani 1935
- √ Tulafono o Faleoloa 1961
- √ Tulafono Fefaatauaiga Pisinisi ma Alamanuia 1990
- √ Tulafono Toe teuteu o Fefaatauaiga, Pisinisi ma Alamanuia
- √ Tulafono mo Faailoga Tau Fefaatauaiga 1972

**O le pule a le Matagaluega o lo o aafia fo'i i mea nei ua taua i lalo:**

- √ Tulafono o le Ulufale mai o Tagata 2004
  - √ Tulafono o le Faatulagaina o Tofi Faaminisita ma Matagaluega 2003
  - √ Tulafono o le Puleaina o Tupe a le Malo 2000
  - √ Tulafono o Faalapotopotoga a le Malo 2001
  - √ Tulafono Galuega a le Malo 1977
  - √ Tulafono toe Teuteu o Galuega a le Malo 2001
  - √ Tulafono Faatonutonu o Galuega a le Malo 1979
  - √ Tulafono Faatonutonu Toe Teuteu o Galuega a le Malo 2003
  - √ Faatonuga o Galuega a le Malo 2003/2004
  - √ Faamatalaga o Fuafuaga o le Atiina'e 2002-2004
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**2.0 Apprenticeship & Employment Division**  
**2.0 Vaega o Aperenetisi ma Galuega**

<b>Apprenticeship Administration</b>	<b><i>Galuega Tautua Tau Aperenetisi</i></b>
<b>Employment Services</b>	<b><i>Auaunaga o Galuega</i></b>
<b>Labour Market Information</b>	<b><i>Faamaumauga Tau i le Maketi o Galuega</i></b>
<b>Work Permits Administration</b>	<b><i>Faafocina o Pemitā Faigaluega</i></b>

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**2.1 ADMINISTRATION OF THE APPRENTICESHIP SCHEME**

**2.1.1 OBJECTIVE**

To improve the skills development in the trades.

**2.1.2 MANDATE**

- √ Apprenticeship Act 1972
- √ Apprenticeship Regulations 1973

**2.1.3 CORE FUNCTIONS**

- √ The Apprenticeship Section acts as Secretariat to the Apprenticeship Council.
- √ Advises Cabinet through the Apprenticeship Council and to the Minister of MCIL on policy matters pertaining to apprenticeship training.
- √ Provides advise to employers and apprentices on their rights and obligations under the Apprenticeship Act 1972 and Apprenticeship Regulations 1973.
- √ Consult with Samoa Polytechnic on dual administration and development of apprenticeship training scheme.
- √ Administers the Trade Testing and Certification Scheme.
- √ Review Trades Training and Testing Scheme

**2.1.4 SERVICES PROVIDED**

- √ Assess and accept applications to the Apprenticeship Scheme.
- √ Serves as Secretariat to the Apprenticeship Council and Trade Panels.
- √ Register of apprentices by trade by year.
- √ Routine inspections and investigations of On the Job Training.
- √ Preparations and conducting of trade tests.
- √ Keeping records of Assessments from Samoa Polytechnic.

**2.1.5 TABLE OF ACTIVITIES**

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**2.1 FAAFOEINA O POLOKALAME FAAAPERENITISI**

**2.1.1 AUTU**

*Siitia tulaga tau tomai faapitoa i Matata Eseese*

**2.1.2 FAAVAE O LE PULE**

- √ *Tulafono o Faiga e Faafaigaluega ma Aoaoina Tagata i Galuega (FFATG) 1972*
- √ *Tulafono Faatonutonu o FFATG 1973*

**2.1.3 MATAFAIOI AUTU**

- √ *Ofisa o le Fono o Aperenitisi.*
- √ *Faufautua i le Kapeneta e auala atu i le fono Aperenitisi ma le Minisita i faiga faavae tau aperenitisi.*
- √ *Faufautua i e ona galuega ma aperenitisi i a latou aia tatau ma noataga i lalo o Tulafono o Aperenitisi 1972 ma Tulafono faatonutonu 1973.*
- √ *Fetuunai ma le Aoga Mauauga Faapitoa o Matata Eseese i le faafoeina ma le atinaeina o aoaoga faa aperenitisi.*
- √ *Faafoeina le faatinoina o suega i matata eseese.*
- √ *Toe iloiloina o faatinoga o aoaoga mo aperenitisi ma suega i matata eseese.*

**2.1.4 AUAUNAGA FAATINO**

- √ *Taliaina ma le suesueina o talosaga o e fia talosaga mo avanoa e faafaigalueina ai ma aooga i lalo o le Polokalame Faa aperenitisi.*
- √ *Ofisa o le Fono Faa Aperenitisi ma fono i Matata Taitasi.*
- √ *Faamaumauina o lisi o aperenitisi i matata eseese ma tausaga.*
- √ *Asiasiga ma suesuega o aoaoga i totonu o le fale faigaluega.*
- √ *Tapenaina o suega mo Tusi Pasi Tulaga 1 & 2 i matata eseese.*
- √ *Faamaumauina o pepa faamaonia o tulaga i le alualu i luma o aoaoga mai i le Aoga Faapitoa Matata Eseese.*

**2.1.5 ATA O GALUEGA FAATINO**

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## 2.1.6 BOARDS AND OTHER COMMITTEES

- √ Apprenticeship Council of Samoa
- √ 6 Trade Advisory Panel

## 2.1.7 PERFORMANCE APPRAISALS

The Apprenticeship staff continues to implement its activities through directives of the Assistant CEO as well as resolutions of the Apprenticeship Council routine and follow up inspections.

## 2.1.8 INFORMATION TECHNOLOGY

There were no IT purchases during the first half year of the FY2004-2005.

## 2.1.9 STATISTICAL SERVICES

A survey was conducted during this period for Apprenticeship Statistics and attachment to expatriates with work permits.

## 2.1.10 OUTLOOK

For the first half of the financial year July to December 2004, the Apprenticeship Division is set to increase numbers of apprentices in the Apprenticeship Scheme and also seek to increase number of candidates sitting the Trade Tests. This is through awareness programs and letters to industries in the private and public sectors. A proposal for four (4) trade tests to be conducted within the same year.

## 2.2 EMPLOYMENT SERVICES

Employment Services/Compilation of Labour Market Survey

### 2.2.1 OBJECTIVES

- √ Full employment of the indigenous workforce
- √ Efficient and effective operation of the job referral and placement service.
- √ Maintain up to date database of labour market information through periodic surveys and collecting information from other sources.
- √ Disseminates information on employment and labour market and on other functions of the division to users and stakeholders.

### 2.2.2 CORE FUNCTIONS

- √ Register details and maintain a register of job seekers.
- √ Vacancy gathering from employers and filling them with suitable job seekers.
- √ Update employers register
- √ Collection of half yearly survey of employment

## 2.1.6 KOMITI FAATONU MA ISI KOMITI

- √ Fono Faa - aperenitisi o Samoa
- √ 6 Komiti o Matata Eeseese Taitasi

## 2.1.7 FUAFUAINA O ALAFUA O GALUEGA

*Ua galulue pea le afaigaluega i le faatinoina o asiasiga ma galuega moomia e faalelei ai le auaunaga i lalo o le vaavaaiga a le Pule Lagolago.*

## 2.1.8 FAAMATALAGA FAATENOKOLOSI

*E leai ni masini faanei ona po sa faatauina ile tala faaletupe o le 2004 - 2005.*

## 2.1.9 AUAUNAGA O NUMERA FAAMAUMAUMA

*Sa faia se suesuega o e o loo faafaigaluegaina i tuutuuga tau pemita mo se vaaiga latalata i le aoaoina o tagata nuu o Samoa i galuega.*

## 2.1.10 VAAIGA I LE LUMANAI

*Ua fuafuaina o le a toatele e o le a talosaga mai e fia auai i le polokalame faa aperenitisi e ala lea i le Polokalame faalauiloa ma tusi faalauiloa i e ona galuega mo le silafia o lenei polokalame. Ua tau mafai foi ina ia faia ni suega e fa (4) o le Tusi pasi Tulaga Muamua ma le Lua mo le alualu i luma o lenei polokalame.*

## 2.2 VAEGA O GALUEGA

*Tautua Saili Galuega/Maketi o Tagata Faigaluega.*

### 2.2.1 SINI AUTU

- √ Atoatoa le faafaigaluegaina o tagata o le atunuu.
- √ Ia faaleleia atili le faatinoina o le auaunaga o le tautua saili galuega.
- √ Ia lelei le faamaumauma o faamaumauga i le maketi o tagata faigaluega e maua lea i suesuega faavaitaimi ma faamaumauga mai isi matagaluega.
- √ Tufatufaina atu faamatalaga i le tulaga i le maketi o tagata faigaluega ma isi matafaioi a le vaega i a i latou e faaogaina ma paaga a le matagaluega.

### 2.2.2 MATAFAIOI AUTU

- √ Resitara faamaumauga ma teuina lelei le resitara mo e saili galuega.
  - √ Aoina mai avanoa faigaluega mai e ona galuega ma faatumuina e i latou e saili galuega talafeagai.
  - √ Faamautuina le resitara mo falefaigaluega
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returns.

- √ Provide career information service.
- √ Undertake labour market survey.

### 2.2.3 SERVICES PROVIDED

- √ Job Referral Services - Brings people in search of employment or training opportunities and helps employer hire workers suitable for their enterprises.
- √ Labour Market Information Service - Deals with the collection and analysis of labour market data through half yearly survey of employment in the private sector.
- √ Career Information Service - Provides career guidance and work information to the public especially young person and school leavers.

### 2.2.4 BOARDS AND OTHER COMMITTEES

The division does not service any Boards or Committees.

### 2.2.5 PERFORMANCE APPRAISAL

- √ Decrease in the number of registered job seekers
- √ Increase in employment figures
- √ Increase in numbers of referrals and placement
- √ Increase the number of vacancies from employers
- √ Decrease the number of unemployed people

### 2.2.6 INFORMATION TECHNOLOGY

There was only one (1) HP Deskjet Printer purchased during the financial year 2003-2004.

### 2.2.7 STATISTICAL SERVICES

The division perform the mentioned services as its major function or roles in the ministry.

- √ Registering and referring of jobseekers to employers.
- √ Half yearly survey of employment.
- √ Answering queries concerning employment matters from students researches.
- √ Services provided in participating in senior schools career days.

*uma*

- √ *Aoina mai o pepa fesili mo le tulaga o galuega.*
- √ *Saunia faamatalaga mo le auaunaga mo le poto faapitoa.*
- √ *Faatinoina suesuega i le maketi o tagata faigaluega.*

### 2.2.3 AUAUNAGA FAATINO

- √ *Tautua Saili Galuega - Aumaia tagata saili galuega po o ni avanoa mo aoaoga ma fesoasoani i e ona galuega i le auina atu iai o e saili galuega talafeagai mo o latou manaoga.*
- √ *Maketi o Tagata Faigaluega - Nafa ma le aoaoina ma le tuufaatasia o faamatalaga i le maketi o tagata faigaluega e ala lea i suesuega tai afa tausaga i le tulaga o galuega i le vaega tumaoti.*
- √ *Faalauiloa i Poto Faapitoa ma Agavaa - Ofoina atu le tautua faalauiloa i poto faapitoa ma agavaa, faatasi ai ma faamatalaga i galuega i le mamalu lautele o le atunuu ae maise lava i le tupulaga talavou ma fanau aoga.*

### 2.2.4 KOMITI FAATONU MA ISI KOMITI

*O lenei vaega e leai se Komiti faafoe po o nisi foi Komiti o aafia ai.*

### 2.2.5 FUAFUAINA O ALAFUA O GALUEGA

- √ *Ia faaitiitia le aofai o le resitara mo e saili galuega.*
- √ *Ia siitia le aofai o tagata faigaluega*
- √ *Ia siitia le fuainumera o i latou mo faatalatalanoaga ma e ua faafaigaluegaina.*
- √ *Ia faaopoopoina le aofai o avanoa faigaluega mai e ona galuega*
- √ *Faaitiitia le numera o e leai ni galuega.*

### 2.2.6 FAAMATALAGA FAATENOKOLOSI

*E tasi le masini (printer) na faatauina i le tausaga faaletupe 2003-2004.*

### 2.2.7 AUAUNAGA O NUMERA FAAMAUMAUIINA

- O loo faatinoina e le vaega auaunaga po o galuega faatino i totonu o le matagaluega.*
  - √ *Resitaraina ma le tuuina atu o e saili galuega i e ona galuega.*
  - √ *Suesuega tai afa tausaga o tulaga i galuega.*
  - √ *Taliina atu o manaoga i tulaga tau galuega mai i fanau aoga.*
  - √ *Auaunaga e ala i le auai atu i aso o le poto faapitoa a aoga maualuluga.*
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## 2.2.8 OUTLOOK

The division will focus in performing targeted activities as stated in the workplan. This involves the performing of the job referral and placement service, collecting information on employment situation of the country through half yearly survey of employment, the completion of the Labour Market Survey 2004 for the employers of the Private Sector, attend to senior schools career days, attend to enquiries from the public concerning divisional functions and report for the survey to be ready by scheduled time that is by March 2005.

## 2.3 ADMINISTRATION OF WORK PERMITS

### 2.3.1 OBJECTIVES

To administer the issuance of work permits to expatriate workers in Samoa.

### 2.3.2 MANDATE

√ Labour and Employment (Employment for Expatriates) Amendment Act 1999

### 2.3.3 ACTIVITIES/ISSUES

On the 1st May 2004, Work Permits Functions were transferred to the Ministry of the Prime Minister under the Immigration Division. Hence the main reason for some of the targeted activities not being achieved during the Financial Year 2003-2004. The Approval of work permit applications are still administered by the Chief Executive Officer of the Ministry of Commerce, Industry and Labour

### 2.3.4 ADMINISTRATION OF WORK PERMITS

Refer to Table 2.3.4

### 2.3.5 OUTLOOK

It is anticipated that the number of expatriates that will apply for work permit in the new year will gradually increase.

## 2.2.8 VAAIGA I LE LUMANAI

*O le a galulue leni vaega i le faatinoina o galuega o loo faataatitia i le auivi o galuega 2004/2005. E aofia ai le le faatinoina o le tautua saili galuega, aoaoina mai o faamatalaga i tulaga tau galuega o le vaega tumaoti 2004, auai atu i aso o le poto faapitoa a aoga maualuluga, tali atu i manaoga o tagata lautele i galuega a le vaega faatasi ai ma le faamaeaina o le ripoti o le suesuega i taimi atofaina, i le masina o Mati 2005.*

## 2.3 FAAFOEINA O PEMITA FAIGALUEGA

### 2.3.1 SINI AUTU

*Tuaina atu o pemita faigaluega i tagata faigaluega mai fafo faatasi ai ma le vaaia po o usitaia tuutuuga manaomia.*

### 2.3.2 FAAVAE O PULE

√ Tulafono toe iloiloina o Leipa ma Galuega (Faafaigalueina o Tagata mai Fafo) 1999

### 2.3.3 GALUEGA FAATINO

*I le aso 1 Me 2004, na faamatuuina atu ai galuega a le vaega o Pemita Faigaluega i le Ofisa o le Palemia i le Vaega o Femalagaiga ma Pulega. O le mafuaaga lea ua le mafai ai ona ausia isi galuega faatino na fuafua e faataunuu i totonu o le Tausaga FaaleTupe 2003-2004. O le faamaonia o talosaga mo pemita faigaluega o loo faatinoina lea e le Ofisa Sili o Pulega o le Matagaluega o Pisinisi, Alamanuia ma Leipa.*

### 2.3.4 FAAFOEINA O PEMITA FAIGALUEGA

*Silasila i le Ata 2.3.4*

### 2.3.5 VAAIGA TAULAI

*E ono siitia le numera o tagata mai fafo e talosagaina pemita o galuega e faamauina i le tausaga fou.*

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Table 2.1.5 Administration of the Apprenticeship Scheme  
Ata 2.1.5 Faafoeina o Polokalame Faa-aperenētisi

ACTIVITY GALUEGA FAATINO 5.0	QUALITY AGA MOOMIA	PROPOSED TARGETS NUMERA MOOMIA	ACHIEVED TARGETS NUMERA AUSIA	COMMENTS FA'AMATALAGA
Arrange Apprenticeship Council Meetings	full attendance, consensus on issues and implementation of decisions	4 meetings on a quarterly basis	achieved 4 meetings quarterly	
Tapena Fonotaga a le Komiti Faatino o Aperenētisi	ia auai sui o le Komiti Faatino, ia soalaupuleina mataupu ma ia faatinoina faatuga fai	4 fonotaga i le kuata	ausia fonotaga e 4 i le kuata	
Assessment of Existing apprentices & applications for new apprentices	high percentage of acceptance & decrease in failure rates	50 new applications to be investigated 150 existing apprentices 60 employers of apprentices to be visited	56 new apprentices accepted 160 existing apprentices 65 employers visited	
Iloiloina aperenētisi o loo iai faapea ma talosaga o aperenētisi fou	maualuga le pasene o i latou e talia i le polokalame faa-aperenētisi, laititi le fua o i latou e le pasi i le polokalama	50 talosaga fou e fia suesueina 150 talosaga e faaauau 60 fale faigaluega o aperenētisi e fia asiaia	56 talosaga fou na talia 160 aperenētisi o loo faaauau 65 fale faigaluega na asiaia	
Conduct routine inspections and follow-up investigations of all apprentices	employers and apprentices to be compliance with the decision of the Apprenticeship Council	960 total inspections 480 routine inspections	840 total inspections 405 routine inspections	did not achieve because of the preparation of the graduation
Faatino asiaisiga faifaiepa ma mataituina iloiloga o aperenētisi	fale faigaluega ma tagata aperenētisi ia faapena ona tausisia faiga faavae a le Komiti Faatino o Aperenētisi	960 le aofai o asiaisiga 480 asiaisiga faifaiepa	840 asiaisiga na faatinoina 405 asiaisiga faifaiepa na faatinoina	na le asuia ona o le tapenaina o le faauuga
Coordinate Trade panel meetings and Trade Upgrading classes	compliance with the Apprenticeship Act	7 Trade panels to be appointed 28 meetings of the trade panels to be conducted	2 trade panels appointed 6 trade panel meetings	carpentry & joinery electrical
Tuufaatasia fonotaga a Matata Eeseese aemaise ai Vasega o Matata Eeseese	ina ia tusa ai ma aiaiga o le Tulafono o Aperenētisi	7 matata eeseese e tofiaina 28 fonotaga a matata eeseese e faatinoina	2 matata eeseese na tofiaina 6 fonotaga na faatinoina	faakamuta faaeletise
Conduct Trade Tests	all trades to meet certain standards approved by the Apprenticeship Council	7 Grade 1 Trade Tests to be conducted 7 Grade 2 Trade tests to be conducted 7 Trade Certificates examinations to be conducted	2 grade 1 trade test conducted 2 grade 2 test conducted 4 trade certificates examinations conducted	
Faatinoina Suega o Matata Eeseese	ia tatau i matata eeseese uma ona ausia alafua o loo fapena ona faamaonia e le Komiti Faatino o Aperenētisi	7 Suega o Matata Eeseese Vaega 1 e fia faia 7 Suega o Matata Eeseese Vaega 2 e fia faia 7 Suega	2 suega o matata eeseese o le vaega 1 2 suega o matata eeseese o le vaega 2 4 suega o tusipasi	
Coordinate Graduation for Apprentices and Trade Test Certificate	to promote the importance of apprenticeship training and trade testing schemes	1 graduation ceremony	1 graduation ceremony in December 2003 32 graduates	
Tuufaatasia le faauuga mo i latou ua maua tusi pasi o Matata Eeseese	faalauiloa le taua o aoaoga o aperenētisi aemaise le faatinoina o suega o matata eeseese	1 faauuga mo le tausaga	1 faauuga na faatinoina ia Tesema 2003 32 le au faauu	

Table 2.2.3 Employment Services  
Ata 2.2.3 Auaunaga o Galuega

ACTIVITIES GALUEGA FAATINO 7.0	QUALITY AGA MOOMIA	PROPOSED TARGETS NUMERA MOOMIA	ACHIEVEMENTS NUMERA AUSIA	COMMENTS FA'AMATALAGA
Register of jobseekers and update register	High turnover of registered job seekers	An average of 70 jobseekers to be registered within FY03/04	120 jobseekers registered with the service, July 03-June04	Within FY03/04
Resitaraina o e saili galuega ma le teuina o lea lesitala	maualuga le faamauina o e saili galuega	Ia silia ma le 70 e resitalaina i totonu o le tausaga faaletupe Iulai 03-Juni 04	120 na resitalaina mai ia Iulai 03-Juni 04	Totonu ole tausaga faaletupe FY03/04
Referral and placements of job seekers	High level of referral & placement	At least 50% o jobseekers being placed and referred	80 referrals and 22 placements	Within FY03/04
Sailia ma faamautuina galuega mo e sue galuega	Mauualuga le tulaga o le sailia ma le faamauina	Ia sili atu ma le 50 pasene o e tuuina atu mo faatalanoaga ma e faafaigaluegaina	80 na sailia ai galuega ae 22 sa faamanuaina	Totonu o le tausaga faaletupe FY03/04
Facilitate application preparation for job seekers	Improvement in quality of work offered and increase number of job seekers registered	Any jobseekers wish to provide support offered at any time	22 successfully accepted with their applications	Within FY03/04
Faatinoina fuafuaga mo tusi talosaga a i latou e saili galuega	Ia iai se alualu i luma o le lelei o galuega ma ia maualuga le tulaga o le faamauina o i latou e saili galuega	Soo se taimi e moomia ai lea auaunaga a le vaega o galuega e i latou e saili galuega	22 i latou na taliaina tusi talosaga ua faamanuaina	Totonu o le tausaga faaletupe FY03/04
Provide skills training for job seekers	Based on identifiable skills needs of the employment sector	Training for enumerators on survey procedures	This is done bi-annually	Bi-annual
Ia faia aoaga mo tomai faapitoa mo e saili galuega	E fuafua lava i tomai faapitoa e manaomia mai i lea taimi	Ia aoaina i latou mo le faatinoina o suesuega	E tai lua tausaga ma faatino le suesueina o le maketi o leipa	Tai lua (2) tausaga



Table 2.3.4 Administration of Work Permits  
Ata 2.3.4 Faafocina o Pemitā Faigaluega

ACTIVITY Galuega Faatino 10	QUALITY Aga Moomia	PROPOSED TARGETS Numera Moomia	ACHIEVED TARGETS Numera Ausia	COMMENTS Faamatalaga
Processing of work permit applications	applications are completed and fees paid before processing.	400 work permit applications received	441 work permit applications received	397 work permits approved and issued
Faagaioi galuega faasino i talosaga mo pemitā faigaluega.	Maea le faatinoina o talosaga uma ma le totogiina o le tau o pemitā ao lei tapenaina le pemitā	400 talosaga mo pemitā faigaluega	441 talosaga mo pemitā faigaluega na faamauiina	397 pemitā na talia ma tuuina atu
Inspect work places of employers	All information on applications to be verifiable.	200 applications to be investigated.	39 inspections carried out.	
Asiasia fale faigaluega ma tagata e ona galuega sa talosaga mai mo pemitā faigaluega.	Ina ia faigofie ona vaiiili ma faamaonia faamatalaga uma o loo manaomia i tusi talosaga	200 talosaga e suesueina	39 talosaga sa fsuesueina	na o le toatasi le ofisa sa faia le galuega
Investigate employment opportunities, available jobs and local skills	Visit work places to obtain information on expatriate workers.	1200 visits to private sector employment.	200 visits to private sector employers	
Suesueina o avanoa mo galuega o loo manaomia ni tagata faigaluega faatasi ma le tulaga o tomai tau galuega i totonu o le atunuu	Asiasi nofoaga faigaluega mo le maua mai o faamatalaga faasino i tagata faigaluega mai fao	1200 asiasiaga i pisinisi umia saoloto	200 asiasiaga i pisinisi umia saoloto	tuuitiitia le aufaigaluega
Attend to complaints against illegal aliens	Prompt attendance and full investigation lunched	Few complaints received	Achieved.	3 special investigations carried out regarding illegal aliens.
Nafa ma faagaulemalie faasaga i tagata mai fao o loo faigaluega e aunoa ma ni pemitā faigaluega	(Ia lelei ona faatino suesuega)	E ititi ni faagaulemalie e faatoai mai, peitai, e tauu ina faateleina	Na ausia lea galuega faatino	3 ni suesuega faapitoa na faatinoina i tagata ua faigaluega aunoa ma ni pemitā faigaluega

**DIVISIONAL STRUCTURE/FAUSAGA O PULEGA**

**APPRENTICESHIP SCHEME  
VAEGA O APERENITISI**

**EMPLOYMENT SERVICES/  
LABOUR MARKET INFORMATION  
VAEGA O GALUEGA/FAAMAUMAUGA  
TAUI MAKETI O GALUEGA**

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**3.0 Industrial Relations & Occupational, Safety & Health Division**

**3.0 Vaega Tau i le Va Fealoa'i & Saogalemu ma le Soifua Maloloina i Galuega**

**Wages & Conditions of Work**    *Totogi ma isi Tu'utu'uga o Galuega*  
**Occupational , Safety and Health**    *Saogalemu ma le Soifua Maloloina i Galuega*

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### **3.1 INDUSTRIAL RELATIONS - ENFORCEMENT OF LABOUR STANDARDS**

#### **3.1.1 OBJECTIVES**

√ To ensure protection of rights and obligations of both workers and employers in a worker/employer relationship and to maintain harmony and stability in industrial relations.

√ To improve and promote working conditions in terms of equity and fairness of payments of wages, overtime, public holidays, leaves plus other related entitlements.

#### **3.1.2 MANDATE**

√ Labour and Employment Act 1972  
√ Labour and Employment Regulations 1973  
√ Shops Ordinance 1961

#### **3.1.3 STRATEGIES**

√ To increase general awareness of requirements of labour laws.

√ Continuation of close consultation with both workers and employers.

√ Efficient and effective labour regulatory mechanism.

√ Efficient and effective industrial grievances settlement mechanism.

#### **3.1.4 CORE FUNCTIONS**

√ Advises Cabinet through the Minister of MCIL on policy matters pertaining to industrial relations.

√ Provides advise to employers and workers on their rights and obligations under the Labour and Employment Act 1972 and Labour and Employment Regulations 1973.

√ Carries out routine inspections of workplaces to ensure full compliance with requirements of the aforementioned labour laws

√ Investigates grievances and complaints lodged with the Ministry and allegations of breaches of the aforementioned laws.

√ Engages in grievance settlement either through mediation, conciliation, and/or arbitration as per the requirements of the labour laws.

#### **3.1.5 BOARDS AND OTHER COMMITTEES**

The Division also represented the Chief Executive Officer as alternate directors in meetings of Electric Power Corporation Board, through the Assistant Executive Officer

### **3.1 VA FEALOAI FALEGALUEGA - FAAMALOSIA O AIAIGA FAATULAGAINA FAA LEIPA**

#### **3.1.1 SINI AUTU**

√ Ia mautinoa le puipuia o aia tatau atoa ma tiute faatulafonoina, ina ia faaaauaua le toafilemu i feagaiga tau galuega ma le va fealoai i totonu o galuega.

√ Ia siitia ma faaleleia tulaga uma tau galuega ina ia tutusa ma talafeagai le tofogiina o itula faigaluega, ovataimi, aso malolo, aso ma'i, aso malolo atoa ai ma nisi faamanuiaga o loo aiaia i feagaiga tau galuega.

#### **3.1.2 FAAVAE O LE PULE**

√ Tulafono o Leipa ma Galuega 1972  
√ Tulafono Faatonutonu o Leipa ma Galuega 1973  
√ Tulafono o Faleoloa 1961

#### **3.1.3 TAIALA AUTU**

√ Faatupulaia le silafia lautele o tuutuuga o tulafono o leipa

√ Faaauau le sootaga vava lalata ma tagata faigaluega atoa ai ma e ana galuega.

√ Ia mautu se faiga lelei ma talafeagai mo le puipuia o le tulafono

√ Ia mautu se faiga mo le foia o feeseeseaiga i totonu o galuega.

#### **3.1.4 MATAFAIOI AUTU**

√ Fautuaina le Kapeneta auala atu i le Minisita o MCIL i faiga faavae faasino i le va fealoa'i faalegaluega.

√ Fautuaina o e ona galuega ma tagata faigaluega ia latou aia tatau ma noataga i lalo o le Tulafono o Leipa ma Galuega 1972 ma le Tulafono Faatonutonu o Leipa ma Galuega 1973.

√ Faia o asiasiga masani o fale faigaluega ina ia faamaonia le usitaia o tuutuuga o tulafono tau leipa ua taua muamua.

√ Faia suesuega o tagi ma faasea e faatoai mai i le Matagaluega atoa ai ma tuuaiga o ni solitulafono i lalo o tulafono tau leipa ua taua muamua.

√ Faia o tautua saili fofo i ni feeseeseaiga auala i le sailiga o se maliega autasi po o le faamasinoga e pei ona aiaia i lalo o tulafono tau leipa.

#### **3.1.5 KOMITI FAATONU MA ISI KOMITI**

Sa fai foi le Ofisa Sili Lagolago ma le Ofisa Asiasi Sinia ma sui o le Ofisa Sili o Pulega i fonotaga a le Komiti o le Malosi Faaeletise.

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and the Senior Inspector.

### **Training/Performance Development**

√ Senior Inspector Taupisi Faamau is the Ministry's representative in CEDAW (Convention for the Elimination of Discrimination Against Women). Senior Inspector Faamau is also a member of the Samoa Public Service Association.

√ Senior Inspector Faamau was awarded a scholarship under the Samoa Scholarship Scheme to pursue a Bachelor of Arts degree majoring in Industrial Relations from February until November 2003.

√ Inspector Faamau also attended a SUBRAC meeting in regards to Employment & Pay Equity sponsored by the Public Service International on the 1st week of March 2004 for three (3) days only.

√ Inspector Va Uili participated at a training in Japan from May to August 2004. The Training was sponsored by JICA

### **3.1.6 PERFORMANCE APPRAISALS**

Every inspector is responsible for processing the monthly reports on the second week of every month and submit it to the Assistant CEO indicating all the activities being undertaken within the month. This process will help the management to process and to ensure the set targets are met.

### **3.1.7 INFORMATION TECHNOLOGY**

None was purchased or developed in the period under review

### **3.1.8 STATISTICAL SERVICES**

A record of inspections and investigations conducted and registered within the Ministry is reflected under sub-heading 4 in the Activities/Issues matrix.

### **3.1.9 OUTLOOK**

The Industrial Relations and Wages in its annual plan of activities would concentrate mainly on promoting harmony and stability in workplaces and also to ensure the protection of rights and obligations of both workers and employers in a worker/employer relationship.

The Industrial Relations and Wages will coordinate awareness programmes such as trainings, inspections and investigations to ensure full compliance of both employers and workers to the requirements of the law. This will also improve the performance of every inspector and the division as a whole.

### **Aoaoga/Faaleleia o le Auaunaga**

√ O le tamaitai Asiasi Sinia o Taupisi Faamau o ia o se sui o le Matagaluega i Fono a le Komiti e Tetee atu ai i Faiga Faaituau e faasaga i Tina ma Tamaitai. O ia foi o se sui faatonu a le Sosaiete o Tagata Faigaluega a le Malo.

√ O le tamaitai o Taupisi Faamau sa faamanuiaina i lalo o le polokalame tau Sikolasipi a le Malo o Samoa e aoga i i le Univesite o le Pasefika i Saute i Fiti mai le masina o Fepuari seia oo ia Novema, mo le sueina o lona tikeri, i tulaga tau Aiaiga ma va Fesootai i Fale Faigaluega.

√ Sa auai atu foi Taupisi Faamau i se fonotaga tau i tulaga o le maua o avanoa tutusa ma totogi talafeagai i totonu o le fale faigaluega ma sa faatupeina e le Faalapotopotoga o Tagata Faigaluega Faava o Malo.

√ O le tamaitai Asiasi ia Va Uili na auai atu i se aoaoga i Iapani i le masina o Me seia oo ia Aukuso 2004. O lenei aoaoga sa totogiina e le Faalapotopotoga a le JICA i Samoa nei.

### **3.1.6 FUAFUAINA O ALAFUA O GALUEGA**

*E tatau i alii ma tamaitai asiasi ona saunia ripoti faale masina o galuega faatino i masina taitasi mo le silafia e le Pulega, ina ia mautinoa lelei le faatinoina o galuega ma le ausia o matatia fufuaina*

### **3.1.7 FAAMATALAGA FAA TENOKOLOSI**

*E leai ni atinae po o ni masini na faatauina i le piriota o loo iloiloina.*

### **3.1.8 AUAUNAGA O NUMERA FAAMAUMAUIINA**

*Silasila i le Vaega 4 o Galuega Faatino.*

### **3.1.9 VAAIGA I LE LUMANAI**

*O le Vaega Faamalosi o Aiaiga o Tulaga Faa leipa ma Totogi, i ana fuafuaga faale tausaga o galuega faatino 2004/2005, o le silasila totoa ai i le siitia ma le faaleleia atili o Aiaiga o tulaga faaleipa atoa ai ma totogi talafeagai, ina ia o agatasi ma le Tulafono o Leipa ma*

*Galuega 1972. Ia mautinoa le puipuia o aia tatau a e ona galuega faatasi ai ma tagata faigaluega. O nei fuafuaga o le a mafai ona ausia e ala i ana galuega faatino e pei o asiasiga, suesuega ae maise o aoaoga, polokalame faalauiloa mo le siitia o le auaunaga a le aufaigaluega.*

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## **3.2 ENFORCEMENT OF OCCUPATIONAL SAFETY AND HEALTH STANDARDS (OSH)**

### **3.2.1 OBJECTIVES**

- √ Enhance the productivity, morale and welfare of people at work and of people affected by work activity.
- √ Securing the safety, health and welfare at work of employees.
- √ Fostering a co-operative consultative relationship between the government, employers and employees on health, safety and welfare of employees at work.

### **3.2.2 MANDATE**

- √ Labour and Employment Act 1972
- √ Labour and Employment Regulations 1973
- √ Shops Ordinance 1961
- √ Occupational Safety and Health Act 2002

### **3.2.3 STRATEGIES**

- √ Increase awareness on requirements of Occupational Safety and Health laws.
- √ Efficient and effective OSH regulatory mechanism
- √ Full compliance by workers and employers of OSH requirements.

### **3.2.4 CORE FUNCTION**

To advise workers and employers in the private sector on all industrial matters and to take such matters as may be appropriate under the afore mentioned legislations to ensure safe and healthy working conditions.

#### **Training/Performance Development**

Senior Inspector Mose Tagiilima attended a training workshop on Occupational Safety and Health in Japan in 2003.

### **3.2.5 PERFORMANCE APPRAISALS**

The continuing use of the monthly reports system to assess the performance of the Inspectors has been very successful. Minimum target for each activity have been set for every inspector to meet at the end of every month or year.

## **3.2 FAAMALOSIA O LE TULAGA TAU I LE SAOGALEMU MA LE SOIFUA MALOLOINA**

### **3.2.1 SINI AUTU**

- √ *Ia toe atiae ma faateleina galuega faatino, lava saunia tagata faigaluega ma isi o loo aafia i galuega faatino i totonu o fale faigaluega.*
- √ *Ia puipuia, saogalemu ma soifua maloloina tagata faigaluega.*
- √ *Ia faamautuina le sootauau o paaga i le va o le Malo, tagata faigaluega ma e ona galuega i mataupu tau le soifua maloloina, saogalemu ma le vaia lelei o tagata faigaluega i galuega taitasi.*

### **3.2.2 FAVAE O LE PULE**

- √ *Tulafono o Leipa ma Galuega 1972*
- √ *Tulafono Faatonutonu o Leipa ma Galuega 1973*
- √ *Tulafono o Faleoloa 1961*
- √ *Tulafono o le Saogalemu ma le Soifua Maloloina i Galuega 2002*

### **3.2.3 TAIALA AUTU**

- √ *Siitia le silafia o manaoga o le tulafono e faatatau i le saogalemu ma le soifua maloloina.*
- √ *Lelei ma atoatoa le faatinoga faaetulafono*
- √ *Tausisia ma usitaia e tagata faigaluega ma i latou e ana galuega manaoga ma aiaiga o le tulafono.*

### **3.2.4 MATAFAIOI AUTU**

*Fautuaina tagata faigaluega ma e ona galuega i faalapotopotoga tumaoti i mataupu e faasino tonu i le va fealoi faafaigaluega, ma mataupu o loo taua i tulafono ina ia faamautuina ai le saogalemu ma le soifua maloloina i totou o fale faigaluega*

#### **Aoaoga/Faleleia o le Auaunaga**

*O le alii asiasi sinia o Mose Tagiilima na auai atu i se aoaoga i Iapani e faatatau i le Saogalemu ma le Soifua maloloina i totonu o fale faigaluega i le tausaga 2003.*

### **3.2.5 FUAFUAINA O ALAFUA O GALUEGA**

*O le faaauauina o le faaaogaina o ripoti faale masina, ua avea lea o ni auala lelei e toe silasila ai poo ausia e Alii asiasi matati'a e pei ona faatulagaina.*

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### **3.2.6 INFORMATION TECHNOLOGY**

No developments or any IT equipment was purchased during the Financial Year 2003-2004

### **3.2.7 STATISTICAL SERVICES**

A record of inspections and investigations of employers covered under the Labour & Employment Act is available.

### **3.2.8 OUTLOOK**

The OSH Section in its annual plan of activities would concentrate mainly on promoting the safety and health of workers in the workplaces, through its awareness programmes such as trainings, inspections, investigations. This would help not only to increase the compliance rate of both employers and workers, but also to improve the section's performance.

### **3.2.6 FAAMATALAGA FAA TENOKOLOSI**

*E leai ni masini po o nisi atinae tau komipiuta na faatauina i le tausaga faale tupe 2003-2004*

### **3.2.7 AUAUNAGA O NUMERA FAAMAUMAUIA**

*O faamaumauga o le aofai o asiasiga ma suesuega, o loo faatinoina i fale faigaluega o loo mafai ona maua.*

### **3.2.8 VAAIGA I LE LUMANAI**

*O le Vaega o le Saogalemu ma le Soifua Maloloina i ana fuafuaga faale tausaga o galuega faatino 2004/2005, o le a silasila toto'a ai i le siitiaina po o le faaleleia atili o le saogalemu ma le Soifua Maloloina o tagata faigaluega i totonu o fale faigaluega, e ala lea i ana polokalame faatino e pei o aoaoga, asiasiga, suesuega ma isi. O lenei faiga o le le gata ina fesoasoani tele i le siitia o le usitaia po o le tausisia e tagata faigaluega poo i latou e ana galuega o le tulafono, ae o le a faapena foi ona siitia ai le auunaga a lenei vaega.*

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Table 3.1.4 Enforcement of Industrial Relations Standards  
Ata 3.1.4 Faamalosia aiaiga Faa-leipa

ACTIVITY Galuega Faatino 8	QUALITY Aga Moomia	PROPOSED TARGET Numera Moomia	ACHIEVED TARGETS Numera Ausia	COMMENTS Faamatalaga
Registration of complaints lodged and interviews of complainants  Resitaraina o faasea & faatalanoa i latou e ona faasea	In line with set procedures subject to the requirements of Labour Laws  Ia o gatasi ma taiala faataatitia ma ia talafeagai ma aiaiga o le Tulafono o Leipa & Galuega	200 complaints being proposed  200 faasea e ono lipoti mai i galuega umia saoloto	182 cases received which involved 196 interviewees  182 le aofai o faasea ma resitara mai i le ofisa, 196 i latou sa faatalanoa	Proposed target of 200 complaints was based on the performance of the 3 inspectors  200 faasea na fuafuaina e faatino e le aufaigaluega e toatolu (3)
Routine inspections and follow ups  Asiasiga masani ma asiasiga faaauau	Regularity Clarity Thoroughness  Ia le aunoa Malamalama gofie Ia atoatoa lona faatinoga	300 routine inspections has been proposed  300 asiasiga masani ma asiasiga tuituililoa sa fuafuaina	374 routine inspections being conducted  374 asiasiga masani ma asiasiga tuituililoa sa mafai ona faatinoina	Targets achieved despite being short staff.  Ausia le aofai o asiasiga sa faataatitia e ui lava ina sa le lava le aufaigaluega i lea taimi
Investigations of Complaints  Suesuina o faasea e ripoti ma i le Matagaluega	Speedy resolution of cases to satisfaction of all parties Vave on suesuina ma faia faaiuga mo le faamalieina o vaega uma e aafia  An average of three (3) investigations per case Avelesi i le tolu (3) suesuega i le faasea/tagi e tasi  Fewer cases referred for litigation Ia faaititia po o le leai foi o ni mataupu e ave i le faamasinoga mo le faia o se faaiuga	200 cases envisaged in Private Sector  200 faasea/tagi e ono faatoai mai i pisimisi umia saoloto  300 investigations proposed including follow ups  300 suesuega e aofia ai ma suesuega tuituililoa sa fuafuaina  5% or none of the total cases received can be referred to court  5% pasene o faasea po o le leai foi, e mafai ona ave i le faamasinoga	182 cases registered with 196 complainants involved.  182 faasea/tagi ae 196 i latou o lo o aafia, i totonu o nei faasea, sa mafai ona tagofia ma suesuina.  542 investigations conducted including follow ups  542 suesuega e aofia ai ma suesuega tuituililoa na faatinoina  No case has been referred to court for litigation  E leai se faasea/tagi na tuuina i le faamasinoga mo se faaiuga	From 182 complaints received, 97% were formally approved for closure. Thus leaving 6 more complaints to be resolved.  97% pasene o faasea/tagi na faatoai mai na mafai ona suesuina ma tapunia aloaia i totonu o le Tala Faatautu o le Tupe 2003-2004.  Despite being shortage of staff from time to time during the reviewing period, set targets in terms of investigations and follow up visits has been achieved.  E ui lava sa le lava le aufaigaluega i le vaitaimi o loo iloiloina, ae sa mafai ona ausia le numera o suesuega sa fuafuaina.
Enquiries  Mataupu e manaomia ai se faamalalamalama a le Matagaluega	Good understanding of the legislations.  Ia lelei ma atoatoa le malamalama o le aufaigaluega i le tulafono o Leipa  Good public relations skills  Ia lelei le va fealoaloai ma tagata lautele	100 formal and informal enquiries from both employers and employees  100 mataupu e ono fia maua ai se faamaninoga a le Ofisa	211 enquiries registered and handled within the period under review  211 mataupu sa faamauiina ma faamalalama e le ofisa, ia i latou na manaomia se fesosoani	Enquiries were clarified with regards to the nature of enquiries and was based on the requirements of the Labour Law.  O mataupu uma sa faamalalamaina ma avei ai le fautuaga a le Matagaluega, sa faia faatautu i aiaiga o le tulafono o Leipa & Galuega ma sa faamalieina i latou uma na moomia.



Table 3.2.4 Enforcement of Occupational, Safety & Health Standards  
Ata 3.2.4 Faamalosia aiaiga Faale-soifua maloloina o Tagata Faigaluega

ACTIVITY Galuega Faatino 9	QUALITY Aga Moomia	QUANTITY Numera Moomia	ACHIEVED TARGETS Numera Ausia	COMMENTS Faamatalaga
Registration of reported work accidents	In line with the set procedures	50 envisaged in the private sector	14 cases were reported and recorded	Despite Ministry's effort Compliance rate of the employers had been very unsatisfactory
Faamaumuina o faalavelave i galuega e ripoti mai	Ia talafeagai ma taiala faataatitia	50 faalavelave e faaono ripotia mai i galuega umia saoloto	14 faalavelave na ripotia mai ma faamaumuina	E ui lava i le taumafa malosi o le mataluega, ae o loo matualalo pea le usitaia ma le tausisia e fale faigaluega o le tulafono
Investigation of reported accidents and complaints lodged	Early visits to accident sites. Vave ona asia nofoaga e tutupu ai faalavelave	150 investigation visits. 150 asiasiga mo le suesueina o faalavelave.	12 investigations visits. 12 asiasiga mo le suesueina o faalavelave.	Lack of compliance is also evident in this case.
Susueina o faalavelave e ripotia mai atoa ai ma ni faasea e faatoai mai	Prompt interviews with victims, employers and witnesses Vave ona faatalanoaina i latou e aafia i faalavelave oi latou e ana galuega atoa ai ma molimau.	30 follow ups to ensure compliance 30 asiasiga tuituililoa ina ia mautinoa le tausisia o le tulafono	7 follow ups 7 asiasiga tuituililoa	O loo maitauina foi i nei mataupu le le usitaia ma le le tausisia o le tulafono.
Thorough investigation Lelei ma atoa le faatinoga o suesuega	Unbiased reporting Ia le faaituau le saunia o ripoti			
Routine Inspections and follow ups.	Regularity Ia le aunoa	350 routine inspections and follow ups	223 inspections were conducted	Proposed target not achieved
Asiasiga Masani ma asiasiga tuituililoa	Charity Malamalama gofie Thoroughness Ia atoa lona faatinoga	350 asiasiga masani ma asiasiga tuituililoa.	223 asiasiga masani na faatinoina	E lei mafai ona ausia matatia faatulagaina.
Collection and analysis of information on OSH matters	Ensure bank of information on OSH is accurate and complete Ia mautinoa le moni ma le atoa o ia faamatalaga	350 routine inspections and follow ups	223 inspections were conducted	Information on OSH had been collected during the inspection
Faamaoopooina ma le iloiloina o faamatalaga e faasino i le saogalemu ma le soifua maloloina	Liase with Accident Compensation Board Ia fesootai ma le faalapotopotoga o tau o Faalavelave Faafuasei	350 asiasiga masani ma asiasiga tuituililoa	223 asiasiga masani na faatinoina	O nei faamatalaga ua faamaoopooina ao faatinoina asiasiga atoa ai ma suesuega.

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**DIVISIONAL STRUCTURE/FAUSAGA O PULEGA**

**INDUSTRIAL RELATIONS SECTION  
VA FEALOAIFAALLEGALUEGA**

**OCCUPATIONAL SAFETY AND HEALTH SECTION  
VAEGA SAOGALEMU & SOIFUA MALOLOINA**

**4.0 Fair Trading, Investment Promotion & Industry Development Division**

**4.0 *Vaega Tau i Fefa'ataua'iga Talafeagai, Fa'alauiloaina o Alamanuia & Atina'eina o Pisinisi***

<b>Fair Trading</b>	<b><i>Fefa'ataua'iga Talafeagai</i></b>
<b>Investment Promotion</b>	<b><i>Fa'alauiloaina o Alamanuia</i></b>
<b>Industry Development</b>	<b><i>Atina'eina o Pisinisi</i></b>

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#### 4.1 OBJECTIVES

The overall principal objective of the Fair Trading, Investment Promotion & Industry Development Division is to ensure that Government and stakeholders are provided with quality advice on issues relating to the development of the commerce, and industry sectors in the country.

For the industry and investment specific, it is to facilitate and promote an enabling investment environment for the development of the industrial sector. Fair Trading on the other hand is to promote stakeholder awareness of their rights and obligations when undertaking transactions and ensuring the creation of a fair-level-playing field in the market place including the assurance of safety and quality control of food stuff through the development of standards to facilitate the protection of consumers and international trade.

#### 4.2 MANDATE

- √ Trade, Commerce and Industry Act 1990
- √ TCI Amendment Act 1994 and 1998
- √ Measures Ordinance 1960
- √ Consumer Information Act 1989
- √ Fair Trading Act 1998
- √ Foreign Investment Act 2000
- √ Foreign Investment Regulations 2003

#### 4.3 CORE FUNCTIONS

In carrying out the above mandate, the Division has the obligation to:

- √ Provide policy advice to Government and stakeholders on issues pertaining to fair trading, consumer protection, investment promotion and industry development
- √ Administer Government Export Guaranteed Scheme (GEGS); Private Sector Support Allocation (PSSA); Structural Adjustment Facility (SAF); Duty Suspension Scheme (DSS); Assistance for the Development of Hotel Motels/Beach Resorts and Manufacturing Enterprises for Export and others to assist private sector development
- √ Provide enforcement and compliance advise to all stakeholders on legal requirements of legislation administered by the Division

#### 4.1 SINI AUTU

*O le aotelega o le taunuuga autu o le Vaega o Fefa'ataua'iga Talafeagai, Fa'alauiloaina o Alamanuia ma le Atina'eina o Pisinisi, o le tuuina atu lea i le Malo ma i latou o loo iai aafiaga i galuega fai o fautuaga lelei atoatoa i mataupu e faasinotonu i le atiinaeina o pisinisi ma le saogalemu o tagata faaoga oloa i totonu o le atunuu.*

*O le Vaega e Atinae Pisinisi ma Faalauiloa Alamanuia latou te faafoe ma faalauiloa alamanuia e atiinae ai le au gaosi oloa i Samoa. O le Vaega o Fefaatauaiga Talafeagai latou te faalauiloaina ma suesue Tulafono e puipuia ai aia tatau ma naunautaiga o tagata faatau mai fefaatauaiga ua le talafeagai, e fafauina foi faavae mo le au gaosi oloa, o e faatau atu oloa ma le au tufatufa oloa ma galuega faatino i tagata faatau ina ia solo lelei fefaatauaiga mo se maketi talafeagai. E le gata i lea ae o le fafauina o tulaga faamaonia mo taumafa aua le saogalemu o tagata ma faia alafua aua le faafaigofieina o fefaatauaiga faavaomalo.*

#### 4.2 FAAVAE O LE PULE

- √ Tulafono o Fefaatauaiga, Pisinisi ma Alamanuia 1990 Tulafono toe teuteu 1994 ma le 1998
- √ Tulafono o Fua Faatatau o Oloa 1960
- √ Tulafono i Faamatalaga Tau i Oloa o loo Faaogaina e Tagata 1989
- √ Tulafono o Fefaatauaiga Talafeagai 1998
- √ Tulafono o le Faafaigaluegaina o Oloa mai Fafu 2000
- √ Tulafono Faatonutonu o le Faafaigaluegaina o Oloa mai Fafu 2003.

#### 4.3 MATAFAIOI AUTU

*I le faatinoga o le pule faataga faaletulafono o loo taua i luga, o matafaioi autu e iai le:-*

- √ *Faufautua i le Malo ma i latou uma o lo o iai aafiaga i galuega fai a lenei Vaega faasino i fefaatauaiga talafeagai, puipuiga o tagata faaoga oloa, faalauiloaina o alamanuia, ma le atiinaeina o pisinisi*
  - √ *Faatautaia o le Polokalame mo le Faamaonia e le Malo o Nonogatupe mo le Tapenaina o Oloa Auina atu i Atunuu i Fafu (GEGS), Polokalame Lagolago i Atinae a le Au Fai Pisinisi Tumaoti (PSSA); Polokalame Fesoasoani Faafaufautua i le Atinae o Oloa Gaosi (SAF); Suesue ma iloiloaina tusi talosaga i lalo o le Polokalame Fesoasoani mo Pisinisi (EIS), Fesoasoani lagolago mo le tolopoina o tiute i luga o oloa gaosi auina mai fafu (DSS); ma le Fesoasoani mo le Atiinaeina o Faletalimalo ma Fale Gaosi Oloa mo Oloa Auina Atu i Atunuu i Fafu*
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√ Consult with International organizations of which Samoa has obligations to and with other Government agencies on matters relating to investment promotion; industry development and fair trade

√ Represent the Government/Ministry in international and national meetings and forums pertaining to the core mandate of the Division.

√ Undertake research into aspects affecting the growth and development of commerce and industry in Samoa

√ Act as Secretariat to the Development Board; PSSA Steering Committee; GEGS Committee; SAF Steering Committee; Samoa National Codex Committee (SNCC) and Prices Board of Samoa.

√ *Faatinoina ma fautuaina le faamalositia ma le usitaia o tulafono e i latou o loo iai o latou aafiaga faaletulafono e pei ona taua*

√ *Soalaupuleina ma faalapopotoga mai atunuu mai fafo o loo iai tiute tauave a Samoa ma isi faalapopotoga a le Malo i mataupu e faasinotonu i le faalauiloina o alamanuia, atinae o pisinisi ma fefaatauaiga talafeagai*

√ *Avea ma sui o le Malo i fonotaga i atunuu i fafo poo le Matagaluega i fonotaga i totonu o Samoa i mataupu e faasinotonu i pule faataga faaletulafono o loo faa-autu i lenei Vaega*

√ *Faatinoina o suesuega i mataupu o loo aafia ai le alualu i luma ma le atiinaeina o Pisinisi ma Alamanuia i Samoa*

√ *Taitai Fono i le Komiti e Atinae Pisinisi Tumaoti, Komiti Faatino o Tau o Oloa ma le Komiti Aoa o Alafua e faasino i Oloa Taumafa. Failautusi mo le Komiti e Faamaonia e le Malo Nonogatupe mo le Tapenaina o Oloa Auina atu i Atunuu i Fafo (GEGS), Komiti o Polokalame Lagolago i Atinae a le Au Fai Pisinisi Tumaoti (PSSA); Komiti e Fesoasoani Faaufautua i le Atinae o Oloa Gaosi (SAF).*

#### **4.4 INDUSTRY AND INVESTMENT DEVELOPMENT**

Registration of foreign investments and administration of the Enterprises Incentive Scheme; administration and monitoring of programs of assistance offered under the established schemes and facility pertaining to the development and promote investment opportunities and maintain an effective gateway for information on investment as well as servicing the TCI, IDC Boards, PSSA and SAF Steering Committees.

Refer Table 4.4 for information on the performance of activities

#### **4.5 FAIR TRADING DIVISION**

Educating and creating public awareness on fair trading issues, consumer protection; enforcing compliance and establishing standards for food products close to Codex Alimentarius and developing standards for nonfood products traded in the market place; administer price control and service the Prices Board and Samoa National Codex Committee.

Refer Table 4.5 for information on the performance of activities

#### **4.4 ATINAE PISINISI & FAALAUILOA ALAMANUIA**

*Resitalaina o tagata nuu mai fafo o loo faa faigaluegaina a latou tupe i Samoa, faafoeina o Polokalame Fesoasoani mo Pisinisi; faafoeina ma le mataituina o fesoasoani o loo i le Matagaluega e faasino i le atinae o pisinisi i Samoa; suesue avanoa e ono atinae ai pisinisi ma faalauiloa ai alamanuia, ma ia faatumau pea le lelei o le faalauiloina o faamatalaga tau galuega e faafaigaluega ai tupe mai fafo; faapea ai ma le tautuaina o Komiti eseese TCI, IDC, GEGS, PSSA ma le SAF.*

*Silasila i le Ata 4.4 mo faamatalaga o galuega faatino*

#### **4.5 FEFAATAUAIGA TALAFEAGAI**

*Aoaoina ma fafauina polokalame faalauaitale i mataupu o fefaatauaiga talafeagai, saogalemu o tagata faatau ma tagata faaaoaga oloa; fafauina o tulaga faamaonia o oloa taumafa e o gatusa ma le Codex Alimentarius; atiinaeina oni alafua mo isi oloa faatau ma faamalositia le usitaia o tulafono mo le puipuia o aiataata a tagata aua se maketi talafeagai; tulimataiina o tau o oloa ua faatulagaina ma tautua le Komiti Faatino o Tau o Oloa ma le Komiti o Alafua Faamaonia mo Oloa Taumafa.*

*Silasila i le Ata 4.5 mo faamatalaga o galuega faatino*

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#### **4.6 IPA Works Website**

The Foreign Investment Advisory Service, Commonwealth Secretariat and KVA Consult provided technical assistance in content development for the IPA website throughout the duration of the project.

#### **4.7 Structural Adjustment Facility**

UNDP deployed Mr Hari Singh to review the Structural Adjustment Facility in March 2004.

#### **4.8 Competition Policy**

Mr. Howard Hollow, a member of the Foundation for Effective Markets and Governance in Australia, provided assistance in assessing the possibility of having a Competition Policy/Legislation in Samoa in (July 2003).

#### **4.9 Capacity Building in Codex**

A study on Samoa's Food regulation and International Food Standards Harmonization for capacity building in Codex was commissioned by FAO on behalf of the Ministry and undertaken by a local consultant Mr Arona Palamo.

#### **4.6 Faalauiloina o Alamanuia i luga o Komepiuta (IPA Works Website)**

*Na maua leni fesoasoani ona o le Iagolagosua a le Tautua mo le Faalauiloina o Alamanuia (FIAS), Commonwealth Secretariat ma le KVA Consult ina ia atinae le Itulau Faa-Interneti mo le vaitau atoa o leni poloketi.*

#### **4.7 Polokalame Fesoasoani Faufautua i le Atinae o Oloa Gaosi**

*Sa auina mai e le Polokalame o Fesoasoani a Malo Afaatasi ia Mati 2004 le faufautua o Hari Singh ina ia iloilo le Fesoasoani Faufautua i le Atinae o Oloa Gaosi.*

#### **4.8 Faiga Faavae mo Tauvaga Faalepisinisi**

*O Howard Hollow o se sui mai le Foundation for Effective Markets and Governance i Ausetalia sa i Samoa ia Iulai 2003. Sa ia tuuina maia se fautuaga i le maea ai o sana iloiloga ina ia tusia se faiga faavae mo le faa-tauvaga o pisinisi i Samoa ina ia puipuia ai tagata faaaoga oloa mai le soona maoae o tau o tautua ma auunaga. Sa faatupeina lona auai mai e le latou Foundation.*

#### **4.9 Faatuputupulaia o le Silafia i Alafua Faamaonia mo Oloa Taumafa**

*O se suesuega i Tulaga Faamaonia o Oloa Taumafa i Samoa sa faatautaia lea e Arona Palamo. O ia o se tamalii Samoa ua lava lona tomai i Oloa Taumafa gaosi ua liua faasaientisi o latou natura. O leni suesuega sa faatupeina e le Faalapotopotoga o Taumafa ma Faatoaga (FAO) mo le Matagaluega.*

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Table 4.4 Administration of Industry & Investment Development  
Ata 4.4 Faafoeina le Atinae o Pisinisi & Faalauloa Alamanuia

Output 3.0 Activity	Proposed Targets	Quality	Achieved Targets	Comments
Register foreign investments, conduct inspections of companies, including those under the Enterprise Incentive Scheme	<p>30 Foreign Investment Certificate (FIC) to be approved</p> <p>5 remaining approved EIS to be inspected</p>	<p>FICs applications are checked in accordance with requirements of the ACT</p> <p>All import entries are checked and approved</p>	<p>39 FIC applications were received and approved</p> <p>5 EIS companies have been inspected</p>	<p>maintain the Foreign Investment database and report on any discrepancies involving EIS Companies</p>
Administer and monitor programs of assistance offered under the following: DSS-Duty Suspension Scheme HMM-Hotel/Motel/M-anufacturing Development Assistance SAF-Structural Adjustment Facility	<p>5 DSS applications are received, assessed and approved</p> <p>9 HMM applications are received, review, assessed and approved</p> <p>5 SAF applications are assessed and approved</p> <p>1 training workshop on industry development</p>	<p>applications are checked in accordance with requirements of the ACT</p> <p>All import entries are checked and approved</p>	<p>21 DSS applications approved</p> <p>7 HMM applications were approved</p> <p>1 SAF application approved</p> <p>no training workshop on industry development was conducted</p>	<p>privet sector has been informed on several occasions but still low feedback and participation.</p> <p>SAF came to a stand still following a review of the facility under the new established Ministry called MCIL</p>
Undertake research on investment, promote investment opportunities, maintain an effective gateway for information on investment in Samoa and provide administrative support for the TCI and IDC Boards	<p>1 incountry training for investment promotion</p> <p>1 Investment Bulletin to be completed</p> <p>1 Investment mission undertaken</p> <p>Update and print 300 copies of the Investment Guide</p> <p>2 Investor Facilitation for visting groups</p> <p>6 IDC and DTICI Board meetings per annum</p>	<p>a well informed private sector investment information should be made available to the public &amp; should be relevant, accurate &amp; concise</p> <p>provide quality advice on policy issues involving industry development &amp; investment opportunities</p>	<p>1 in country trainings conducted to enhance staff skills and knowledge</p> <p>1 investment bulletin completed &amp; distributed</p> <p>no investment mission was carried out</p> <p>investment guide was reviewed to incorporate the inquisition of MCIL</p> <p>facilitated and service 4 visiting groups</p> <p>no IDC and DTICI board meetings were conducted</p>	<p>co-hosted with the Pacific Islands Forum Secretariat a Regional Food Processig workshop</p> <p>the establishment of the Ministry of Commerce, Industry and Labour changes the working environment and scope of investment and industry issues</p> <p>boards warrant of appointment came up for renewal</p>

Table 4.4 Administration of Industry & Investment Development  
Ata 4.4 Faafaoeina le Atinae o Pisinisi & Faalauiloa Alamanuia

Galuega Faatino 3.0	Numerera Moomia	Aga Moomia	Numerera Ausia	Faamatalaga
<p>Resitalaina o pisinisi o loo faisea iai tagatanuu mai fafo, suesueina o kamupani e aofia ai i latou o loo i le polokalame fesoasoani mo pisinisi</p>	<p>30 tusi talosaga e tauaoina ma faamauiina i le polokalame o pisinisi o loo faisea iai tagatanuu mai fafo</p> <p>5 pisinisi i le polokalame fesoasoani a le malo mo le atinae o tagata tafafao maimoa (EIS)</p> <p>ia asiasia uma kamupani e 5 i polokalamaga ua uma ona faamaonia e le Kapeneta</p>	<p>ia tausisia aiaga o le Tulafono i le faamauiina o pisinisi o loo faisea iai tagatanuu mai fafo 2002</p>	<p>39 tusi talosaga na tauaoina ma faamauiina i le polokalame o pisinisi o loo faisea iai tagatanuu mai fafo</p> <p>292 pepa o faamaumauga o oloa mai fafo ua faagaioia ma pesia</p> <p>faaauau le asiasia pea o kamupani nei e 5 i lalo o le polokalame o Pisinisi (EIS)</p>	<p>faaopopoia pea i tausaga lea ahuahu i luma o tusi talosaga, peitai e lei maea lava ona tapenaina le Tulafono Faatonutonu o loo faisea iai tagatanuu mai fafo ia toe tagai le Matagaluega i le faaiofina o le tupe e \$500 i le talosaga ao iloilu le tulafono autu ma le tulafono faatonutonu</p>
<p>Faatautaia ma mataitauina polokalame fesoasoani i le atinae ina totonu o Samoa</p>	<p>5 tusi talosaga o le DSS</p> <p>o tusi talosaga i le polokalame i le atinae ina o faletalimalo ma kamupani gaosi oloa</p> <p>5 tusi talosaga i le fesoasoni faafuafuautua i le atinae o oloa gaosi</p> <p>1 le aooaga i le atinaeina o pisinisi</p>	<p>ina ia tusa ai le fa'aiuga a le Kapeneta ina ia tuueseina tiute ae totogi pea le VAGST</p> <p>ina ia tusa ai ma taiala ia maea faamamailuina i le faatautaia ma le mataitauina o polokalame</p>	<p>21 tusi talosaga na tuuina mai i le DSS</p> <p>7 tusi talosaga i le polokalame o le atinaeina o faletalimalo ma kamupani gaosi oloa</p> <p>1 tusi talosaga i le fesoasoni faafuafuautua i le atinae o oloa gaosi e lei faatinoina le aooaga i le atinaeina o pisinisi</p>	<p>ia faalauiloaina e le Matagaluega i le atunuu atoa le fesoasoani a le Malo e auata atu i le atufaipisinisi tumaoti, na ia mafai ai ona faatautele le atinaeina, gaosia o oloa autu le auata atu i fafo, ae tamaoaga o le atunuu</p>
<p>Faatino suesuega mo le atinaeina o le faafaigaluega o tupe ma le faalauiloaina o alamanuia</p>	<p>1 le aooaga mo le atufaipisinisi tumaoti i Samoa i le faafaigaluegaina o tupe ma alamanuia</p> <p>1 le puleitini e faalauiloa ai alamanuia</p> <p>1 galuega e faafesuiai faatatau i le faafaigaluegaina o tupe toe iloilu faamatalaga o le taiala mo le faafaigaluegaina ma lolomi kopi e 300</p> <p>2 vaega o tagata mai fafo e asiasia ma faafesili i avanoo e faafagaluega ai tupe</p> <p>6 fonotaga a le Komiti Faatino o Pisinisi ma Alamanuia</p>	<p>ia malamalama le vaega o pisinisi tumaoti i faiga faavae a le Malo</p> <p>ia sa'o ma faatuatuaina faanumera o faamaumauga au faiga faatuga</p> <p>ia sailiiti le Matagaluega i nisi auata e ono maua ai se toomaga a le vaega o pisinisi tumaoti</p>	<p>1 le aooaga mo le atufaipisinisi tumaoti i Samoa i le faafaigaluegaina o tupe ma alamanuia sa faatinoina</p> <p>1 le puleitini e faalauiloa ai alamanuia na saunia ma tufatufaina</p> <p>1 galuega e faafesuiai faatatau i le faafaigaluegaina o tupe sa toe iloilu faamatalaga o le taiala mo le faafaigaluegaina o tupe ma lolomi kopi e 300</p> <p>4 vaega o tagata mai fafo e asiasia ma faafesili i avanoo e faafagaluega ai tupe e lei ni fonotaga a le Komiti Faatino o Pisinisi ma Alamanuia sa faatinoina</p>	<p>ia toe tagai le Matagaluega o Pisinisi, Alamanuia ma Leipa ini taiala fou auata le faalauiloaina o pisinisi ma alamanuia e ono mafai ona fesoasoani ai i o taou tagata</p> <p>ia mataitauina e le Matagaluega fou le faatinoina o polokalame fesoasoani ia iai sona ai i le humanai, aemaise le atinaeina o lo latou tamaoaga ma'alele</p>



Table 4.5 Administration of Fair Trading & Codex  
Ata 4.5 Faafoeina o Fefaatauiga Talafeagai ma Aiaiga o Meataumafa

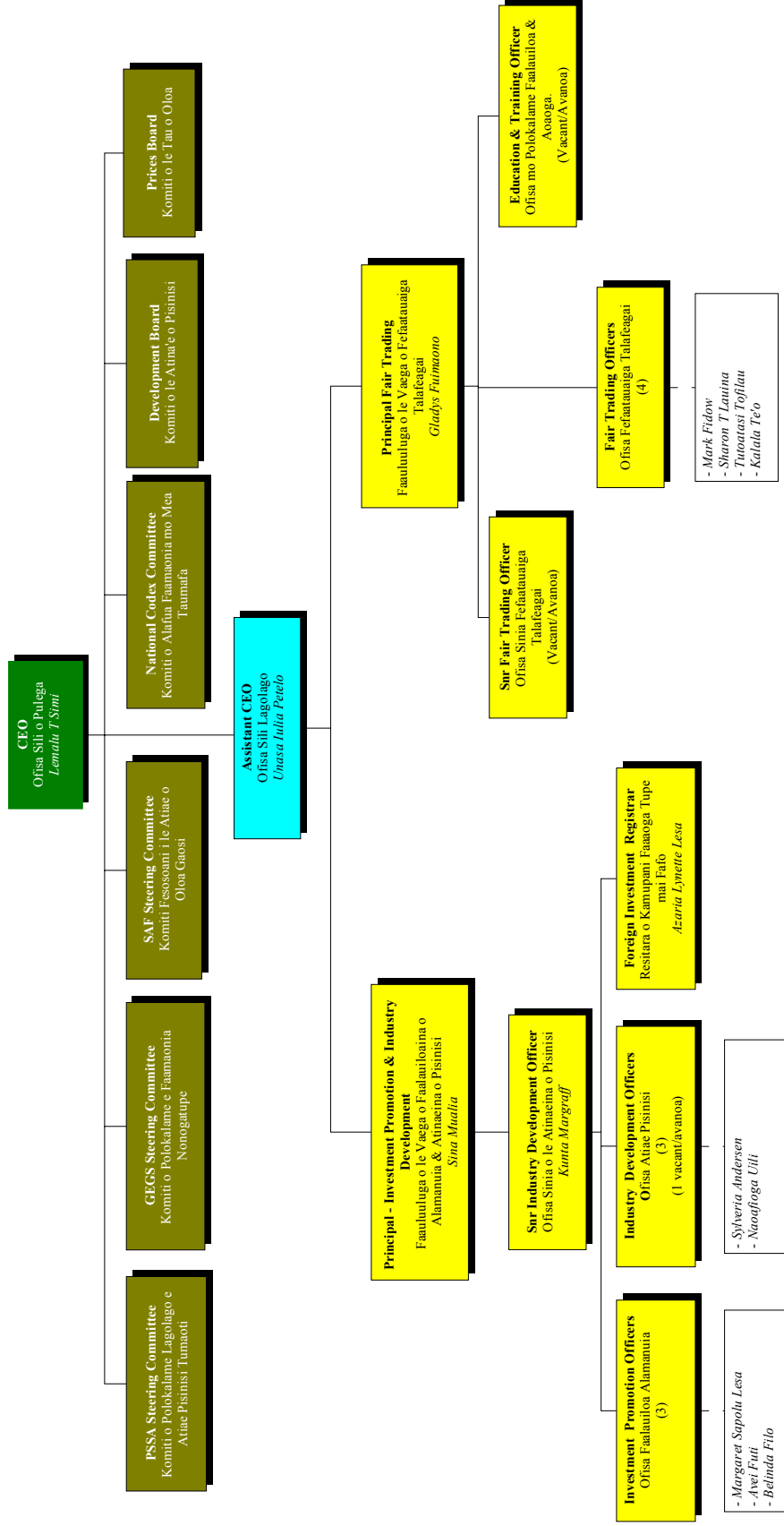
Output 4.0	Proposed Targets	Quality	Achieved Targets	Comments
<p>The education and public awareness (information) program encompasses the compliance information work involving the Fair Trading Act 1998, Consumer Information Act 1988 and Measures Ordinance 1960</p>	<p>12 wholesale workshops and 5 retail service sector design and print 1 weights &amp; measure brochure &amp; 1 service brochure 4 advertisements on retail &amp; service conduct 2 surveys on product standards &amp; consumer issues implement standards of World Consumer Rights Day review 1 trader guide and 2 consumer guides</p>	<p>produced safety survey in accordance with section 7 &amp; 9 of the Fair Trading Act 1998 consumer standards in accordance with the Consumers International tool Kit 2004 improve format guide and a well informed traders and consumers</p>	<p>2 wholesale and retail workshops conducted design and print 1 weights &amp; measure brochure &amp; 1 service brochure 3 press releases and 24 notices on Fair Trading issues 1 survey on product safety standard &amp; 1 prices of goods implement World Consumer rights Day with the theme 'Water is a Consumer right'</p>	<p>unachievable workshops due to the shortage of staff need full awareness of the public on compliance with the relevant Act no review of trader and consumer guides</p>
<p>Provide response to complaints and inquiries and observe compliance and standards in the Fair Trading Act and initiate actions</p>	<p>investigate 30 complaints and enquiries mediate average of 30 complaints conduct 6 prosecutions monthly petrol adjustments conducted</p>	<p>full compliance of the Fair Trading Act</p>	<p>372 complaints and enquiries recorded 158 complaints received 12 petrol adjustments visited no prosecutions was conducted 175 retailers and 2 wholesalers visited</p>	<p>effective mediation resolve most complaints</p>
<p>Review and set maximum prices of goods under Price Control and monitor special prices under Special orders</p>	<p>1600 copies of Price Order distributed to 800 traders 20 compliance notices with communication industries service an average of 20 complaints on price issues conduct 4 product testing and product processing of local manufacturers</p>	<p>compliance with section 58, Fair Trading Act 1998 effectively resolve complaints ex-factory prices to be in line with Price Orders</p>	<p>900 copies of 3 Special Price orders already distributed to 800 traders 86 media releases on compliance issues 22 complaints were received and resolved through effective mediation 2 product testing on corned beef and locally manufactured biscuits packed in cartons</p>	<p>increase percentage of complaints on the price of loose cigarettes proposed whole packet to be sold, not loose cigarettes</p>

Table 4.5 Administration of Fair Trading & Codex

Ata 4.5 Faafocina o Fefaatauaiga Talafeagai ma Aiaiga o Meataumafa

Galuega Faatino 4.0	Aga Moomia	Numera Moomia	Numera Ausia	Faamatalaga
<p>Faatino o poloklama aoaga faalauaitele e faalauiloina ai aia tatau a tagata faatau, mataifaioi ma tiute tauave a le aufaipisinisi, o loo aiaia i le Tulafono o Fefaatauaiga Talafeagai 1998, Faamatalaga o Oloa 1988 ma Fua Faatatau o Oloa 1960</p>	<p>faigofie ma malamalama le faalauiloina i le gagana Samoa ma le Faaperetania</p> <p>suesuega ma iloiloga autu mo le saogalemua o oloa ia talafeagai ma vaega 7 ma le 9, Tulafono o Fefaatauaiga Talafeagai</p> <p>malamalama tagata faatau ma faaaoaga oloa i a latou aia tatau</p>	<p>17 polokalama faaleaoaga ( 12 siitoga, 5 faleoolo taitasi)</p> <p>2 pepa o taiala o Fua Faatatau o Oloa</p> <p>4 faaaliga faalauaitele mo mataupu e aafia ai tagata faatau</p> <p>2 suesuega e fesiligia ai le silafia o tagata lautele i mataupu tau i fefaatauaiga talafeagai</p> <p>1 aso faapitoa mo aia tatau a tagata faatau ma fa'aoaga oloa a le Laolagi</p> <p>toe iloiloina taiala mo faioloa i Savaii ma Upolu</p>	<p>1 aoaga siatoga ma le 1 aoaga o faleoolo sa faatino</p> <p>2 pepa o taiala o Fua Faatatau o Oloa</p> <p>3 faaaliga faalauaitele mo mataupu e aafia ai tagata faatau</p> <p>1 suesuega e fesiligia ai le silafia o tagata lautele i mataupu tau i fefaatauaiga talafeagai</p> <p>1 aso faapitoa mo aia tatau a tagata faatau ma fa'aoaga oloa a le Laolagi autu "O le suavai o le aia tatau a le tagata faaaoaga oloa" e leai se suiga na faia i le taiala</p>	<p>e 15 polokalama e lei mafai ona faataunuuna ona o le utiuti o le aufaigaluega</p> <p>na lelei le faatino o lea polokalama mo e faaaoaga oloa ma e faifai pea i tausaga taitasi lea polokalama ma e suisui lava autu i tausaga taitasi</p>
<p>Saunia ma tuuina atu fautuaga taua ma talafeagai i tagata faatau ma faioloa e faamalieina ai i latou ina ia foia ni feeseeseaiga, ma tuuina atu i le Faamasinoga mo se faaiuga o mataupu ua le mafai ona soalaupuleina</p>	<p>ia aiaia vaega o Tulafono e faasino i fefaatauaiga talafeagai</p>	<p>30 suesuega e faatino</p> <p>6 moliaga faaletulafono</p> <p>30 faitioga ma faafesili e faamauina</p> <p>12 asiasiga i le tausaga o pamu penisini ina ia talafeagai ma tau ua fuafuaina</p>	<p>1 le suesuega o le Xango na faatino</p> <p>leai ni moliaga na faatino i le tulafono</p> <p>372 faitioga ma faafesili e faamauina</p> <p>158 faitioga na faamauina mo mataupu tau i tagata faatau oloa</p> <p>12 asiasiga o pamu na faatino i le tausaga</p>	<p>o le talanoa faafesagai e soalaupuleina ai mataupu ma foia ai faafitauli e ono tutupu</p>
<p>Ia iloilo ma faatulaga tau mauulaga o oloa o loo puleaina e pei ona faatulagaina i Poloaiiga Faapitoa ma Poloaiiga Aoao o Tau o Oloa</p>	<p>ia tausisia e le au faioloa poloaiiga faapitoa ma poloaiiga aoao o tau o oloa</p> <p>ia tausisia le vaega 58 o Fefaatauaiga Talafeagai</p>	<p>1600 kopi o Poloaiiga o Tau Oloa</p> <p>20 faasilasilaga mo kamupani o fessotaiga</p> <p>20 faasea o tau o oloa</p> <p>4 suega o oloa ma le siakiina o mamafa o oloa</p>	<p>900 kopi o Poloaiiga o Tau o Oloa e tolu</p> <p>86 faasilasilaga faalauaitele o aiaiga o Tau o Oloa</p> <p>22 faasea o tau o oloa</p> <p>2 suega o oloa ma le siakiina o mamafa o oloa</p>	<p>siitia o faasea o tau o oloa ona e le lava faasilasilaga faalauaitele</p>

# DIVISIONAL STRUCTURE/FAUSAGA



## **5.0 Registration of Companies and Intellectual Properties**

### **5.0 Resitalaina o Kamupani ma Mea Totino o le Mafaufau**

<b>Registration of Companies</b>	<b><i>Resitalaina o Kamupani</i></b>
<b>Registration of Incorporated Societies &amp; Cooperatives</b>	<b><i>Resitalaina o Sosaiete Faamauina ma Falapotopotoga</i></b>
<b>Copyright Law Administration</b>	<b><i>Faafaeina o le Tulafono o le Pule Tau Fatuga</i></b>
<b>Administration of other Intellectual Property Instruments</b>	<b><i>Faafaeina o isi Tulafono Tau Mea Totino o le Mafaufau</i></b>

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## 5.1 OBJECTIVES

- √ Full protection of the rights of intellectual property creators and proprietors.
- √ Full compliance with registration obligation under companies laws and other registries administered in the Ministry.
- √ Protection of efficiency and integrity of all registries.

## 5.2 STRATEGIES

- √ Comprehensive review of intellectual property legislation
- √ Ensure full computerization of trademarks
- √ Increase stakeholders awareness.
- √ Increased stakeholders awareness of their legal obligations.
- √ More efficient and effective monitoring process of registered entities and their obligations.
- √ Strengthen procedures for registration of companies, other legal entities and intellectual property.
- √ Improve enforcement of statutory obligations.
- √ Review legislation on registration of cooperatives, incorporated societies, credit unions and charitable trusts.

## 5.3 BOARDS AND OTHER COMMITTEES

The division represents MCIL on World Trade Organization (WTO) Working Committee and Working Committee on the proposed Personal Property Security Act

## 5.4 PERFORMANCE APPRAISALS

For the financial year 2003-2004, our division achieved our target for Revenue to 120%. (Below is our revenue collection for each month for the last financial year.

For the nine (9) months of the last financial year our division used only one computer and that is the reason for not achieving some of our division's activities.

## 5.5 INFORMATION TECHNOLOGY

Two (2) new computers purchased for the FY2003-2004

## 5.1 SINI AUTU

- √ *Puipuia atoatoa aia e patino i a i latou e ona galuega ma mea totino o le mafaufau.*
- √ *Ia faamalosia ma leoleoina tuutuuga mo le resitalainao kamupani ma isi resitala faaletulafono o loo faagaioia e le Matagaluega.*
- √ *Ia malu puipuia faamaumauga ina ia tumau lona tulaga aloaia o loo resitalaina ai.*

## 5.2 TAJALA AUTU

- √ *Iloiloina o tulafono mo le puipuia Mea totino o le mafaufau.*
- √ *Ia tuuina uma faamaumauga o faailoga mo fefaatauaiga i totonu o masini komepiuta*
- √ *Ia faatupulaia le malamalama i mataupu e aafia ai Mea Totino o le Mafaufau*
- √ *Ia faatupulaia le silafia i tuutuuga ma aiaiga faaletulafono*
- √ *Faaleleia ma maualuga le tulaga o loo faagaioia ai le mataituina o Resitala eseese i le usitaia o manaomiaga faaletulafono*
- √ *Faamalosia auala o loo faagaioia ai le resitala o kamupani, ma isi resitala faaletulafono ma Mea Totino o le Mafaufau.*
- √ *Faaleleia atili le leoleoina o tuutuuga o loo aiaia i tulafono mo Resitala Eseese.*
- √ *Toe iloiloina tulafono o loo faagaioia ai le resitalaina o Sosaiete Felagolagomai, Sosaiete Tuufaatasi, Iuni Faaunetupe, ma Tausimea Faameaalofa*

## 5.3 KOMITI FAATONU MA ISI KOMITI

*O loo avea lenei vaega ma se sui o le Matagaluega i le Komiti o Galuega ma le WTO ma le Tulafono mo le Puipuia o Mea Totino a tagata taitoatasi (PFSA)*

## 5.4 FUAFUAINA O ALAFUA O GALUEGA

*Sa mafai ona ausia le vaega o tupe maua sa fuafuaina e oo atu i le 120% lona maualuga. (O loo faailoa atu i lalo le vaevaega o tupe maua sa aoina i masina taitasi i le tausaga faaletupe ua tuanai.)*

*I masina e iva (9) o le tausaga faaletupe ua tuanai, e na o le tasi le masini komepiuta sa faaaogaina e lenei vaega ma o se tasi lenei o mafuaaga na le mafai ai ona faatino nisi o ana galuega.*

## 5.5 5FAAMATALAGA FAATENOKOLOS

*E lua (2) ni masini komepiuta sa mafai ona faatauina mo lenei vaega.*

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## 5.6 OUTLOOK

In 2004-2005, the Companies and Intellectual Property Division will focus on:

- √ Follow up Companies, Incorporated Societies, Trade Marks and Credit Unions outstanding requirements by the acts.
- √ Update database for all legal entities
- √ Preparing awareness programs for companies, IP and other legal entities for their legal obligations.

## 5.6 VAAIGA I LE LUMANAI

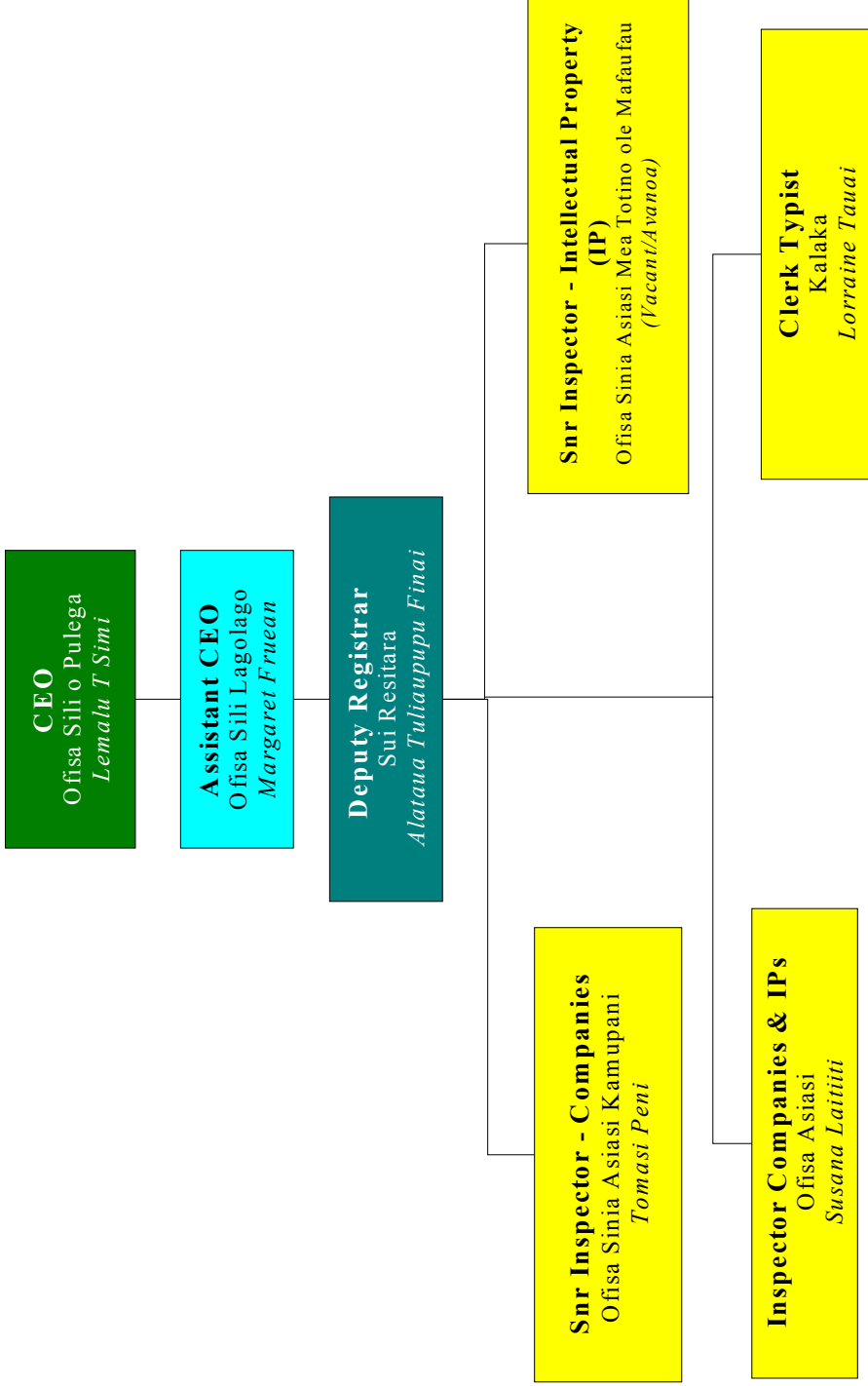
*Mo le tausaga 2004/2005 o le a vaai totoa le Vaega mo le Resitala o Kamupani ma Mea Totino o le Mafaufau e:*

- √ *Mataituina o Kamupani, Sosaiete Felagolagomai Faamauiina, Faailoga mo Fefaatauaiga, Iuni Faaunetupe ina ia tausisia tulaga moomia o le tulafono e aafia ai nei ituaiga Resitala.*
  - √ *Faaleleia o tulaga o faamaumauga mo nei Resitala faaletulafono ina ia talafeagai ma le taimi nei.*
  - √ *Tapena ni polokalame faalauiloa mo Kamupani, Mea Totino o le Mafaufau ma isi ituaiga resitala ina ia manino i aiaiga faale tulafono*
-

**Table 5.4 Registration of Companies & Intellectual Properties**  
**Ata 5.4 Resitalaina o Kamupani ma Mea Totino o le Mafaufau**

OUTPUT 10	QUANTITY	QUALITY	ACHIEVEMENTS
<p>Registration of Companies, Incorporated Societies, Cooperatives, Charitable Trusts, Credit Union.</p> <p>(Resitalaina o Kamupani, Sosaiete Tuuafaatasi, Sosaiete Felagolagomai, Faalapotopotoga Iuni Faaputu Tupe)</p>	<p>Average of 5 companies are incorporated</p> <p>Avelesi e 5 kamupani e faaluaina.</p> <p>Average of 2 incorporated societies registered; 3 credi union are registered; 4 cooperatives are registered</p> <p>Avelesi e 2 faalapotopotoga e resitalaina; 3 Iuni Faaunetupe e resitalaina; 4 Sosaiete e resitalaina.</p>	<p>All documents received for the registration of Companies, Incorporated Societies, Credit Unions and Cooperatives will be checked to ensure compliance with the provisions of the related Act and processed.</p> <p>Siakiina ma le totoia ia pepa o faamatalaga e manaomia mo le resitalaina ose Kamupani, Sosaiete tuuafaatasi, Iuni Faaunetupe ma Sosaiete Felagolagomai po o tausisia aiaiga o nei tulafono.</p>	<p>Total of 70 companies incorporated.</p> <p>Aofai o kamupani e resitalaina e 70</p> <p>Total of 15 incorporated registered. Aofai o Sosaiete Tuuafaatasi e resitalaina e 15</p> <p>Total of 5 cooperative societies registered.</p> <p>Aofai o sosaiete e resitalaina e 5.</p>
<p>Computerization of Trademarks (Tuuina o faamaumauga faailoga mo fefaatauaiga i totonu o komepiuta)</p>	<p>Average of 300 registered trademarks to be scanned and saved</p> <p><i>Avelesi i le 300 faailoga mo fefaatauaiga lo o resitala e tapue ata ma tuu i masini komepiuta</i></p>	<p>Reduction in the time taken to carry out searches.</p> <p><i>(Faaititia le taimi e faatino ai le sueina o faailoga mo fefaatauaiga).</i></p> <p>Facilitates the examination of trademarks application</p> <p><i>(Faafatigofie ai le suesuega o talosaga mo le resitalaina o faailoga mo fefaatauaiga).</i></p>	<p>Total of 1000 trademarks entered on the database</p> <p>E tusa ma le 1000 le aofai o faailoga mo fefaatauaiga o le a tuu i totonu o le komepiuta.</p>
<p>Maintain and updated Register of Companies, Incorporated Societies, Trademarks and Credit Unions</p> <p><i>Tausia o resitara o loo faafioe e lenet vaega o le Matagatuaga</i></p>	<p>Average of 10 companies are struck off.</p> <p><i>(Avelesi i le 10 kamupani e faaleaogaina mai le resitara)</i></p> <p>Average of 15 Annual Statements for Companies and Inc. Societies filed</p> <p><i>(Avelesi i le 15 faamatalaga faaletausaga e tuuina mai e kamupani Sosaiete Tuuafaatasi Faamauiina)</i></p> <p>Average of 15 Trademarks are renewed</p> <p><i>(Avelesi i le 15 Faailoga mo Fefaatauaiga e toe faafouina a latou resitala)</i></p>	<p>Ensure compliance with the provisions of Companies legislation, Trademarks legislation, Inc. Society, Credit Union and the Cooperatives legislation</p> <p><i>Faamauiina le usitaita o tuutuuga o Tulafono o Kamupani, Faailoga mo Fefaatauaiga, Sosaiete Tuuafaatasi, Iuni Faaunetupe ma Sosaiete Felagolagomai.</i></p>	<p>Total of 79 companies struck off</p> <p><i>Aofai o Kamupani e faaleaogaina mai le Resitala e 79</i></p> <p>Total of 337 Annual Returns filed</p> <p><i>Aofai o faamatalaga faaletausaga e tuuina mai e 337</i></p> <p>Total of 91 Financial Statements filed.</p> <p><i>Aofai o faamatalaga tautupe e tuuina mai e 91.</i></p> <p>Total of 152 trademarks renewed.</p> <p><i>Aofai o Faailoga mo Fefaatauaiga e faafou e 152</i></p>
<p>Conduct training and awareness programmes</p> <p><i>Faatino aooaga ma polokalame faalauiloa</i></p>	<p>At least 4 trainings and awareness programmes</p> <p><i>Ia le siliia i le 4 aooaga ma polokalame faalauiloa</i></p>	<p>Clear understanding of clients and stakeholders on registration procedures and related Acts</p> <p><i>Ia malamalama ma manino i auala e faagaoina ai le resitala</i></p>	<p>IP Day Workshop</p> <p><i>Faamanatuina o le Aso Faailogaina i le Lalolagi mo Mea Totino i le Mafaufau.</i></p> <p>Office Internal Training</p> <p><i>Aooaga mo le Aufaigaluaega.</i></p> <p>Consultative workshop</p> <p><i>Aooaga faatalatalanoa</i></p>
<p>Review of Trademarks, Industrial Designs and Patent Act</p> <p><i>Iloiloina o Tulafono o Pateni, Faailoga o Fefaatauaiga ma Mamanu o Oloa Gaosi</i></p>	<p>At least 4 consultative meetings with stakeholders</p> <p><i>Pe tusa ma le 4 fonotaga e fetufulai ai ma i latou o lo o tati so latou naunautaiaga i ia itaiga Mea Totino o le Mafaufau.</i></p>	<p>Passage of new Trademarks, Industrial Designs and Patents legislation</p> <p><i>Pasaina o se Tulafono fou mo Faailoga mo Fefaatauaiga, Pateni ma Mamanu o Oloa Gaosi.</i></p>	

**DIVISIONAL STRUCTURE/FAUSAGA**





## **6.0 Corporate Services Division**

### ***6.0 Vaega Tau i le Auaunaga Lautele***

<b>Financial Administration</b>	<b><i>Tautua mo le Puleaina o Tupe</i></b>
<b>Personnel Management</b>	<b><i>Va'aiga o le Puleaina o le Aufaigaluega</i></b>
<b>Asset &amp; Resource Management</b>	<b><i>Puleaina o Aseta ma Mea Totino a le Matagaluega</i></b>
<b>General &amp; Public Administration</b>	<b><i>Va'aiga o le Tautua Lautele mo Tagata Uma</i></b>
<b>Human Resource Development</b>	<b><i>Aoaoina ma le Atina'eina o le Aufaigaluega</i></b>
<b>Selection and Recruitment</b>	<b><i>Sailia ma le Tofiaina o le Aufaigaluega</i></b>

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## 6.1 OBJECTIVE

To improve internal control activities for the effective monitoring of the budget output spending and to strengthen financial and administration operations to achieve effective management and efficient utilization of resources.

## 6.2 CORE FUNCTIONS

- √ Advises the Minister on budgetary issues and on matters to do with the general administration of the Ministry
- √ Consults with the Ministry of Finance on all budgetary and other financial management matters
- √ Consults with the Public Service Commission on all matters to do with personnel management and human resource development issues
- √ Responsible for the intra-ministry dissemination of all information on budgetary, personnel management, and general administration, affecting the work of all divisions
- √ Monitor intra-ministry compliance with requirements of Public Service Act and policies, Public Finance Management Act and related policies of the Ministry of Finance
- √ Monitor compliance by MCIL with reporting obligations placed on it by other legislation it administers
- √ Carries out internal audits and investigations as it deems fit on any matter pertaining to personnel and financial management of the Ministry in general

## 6.3 STRATEGIES

- √ Ensuring that responsibilities and accountability under the finance legislative framework are met
- √ Ensuring compliance with Government fiscal policies
- √ Decreasing expenses not included in the approved estimates
- √ Provide accurate reports to support management decisions
- √ Strengthen accountability of the Government assets
- √ Ensuring that any need was budgeted for the benefit of the whole department and not for personal interest

## 6.4 ACTIVITIES AND ISSUES

The financial year under review was the period in which the Corporate Services faces a lot of challenges and uncertainty. It was a merger of the Corporate Services

## 6.1 SINI AUTU

*Ia faaleleia atili faiga faavae o loo mataituina ai le faaaogaina o tupe o galuega faatino a vaega taitasi ma ia faamalosia ai le faagasologa o galuega faa le tupe ma pulega lautele o le Matagaluega ina ia ausia le lelei atoatoa oma le faaaogiga o mea faigaluega moomia*

## 6.2 MATAFAIOI AUTU

- √ Fautuaina le Minisita i mataupu tau i le tala o le tupe ma le pulega lautele o le Matagaluega
- √ Soalaupule ma le Matagaluega o Tupe i mataupu tau i le tala o le tupe ma le pulega o tupe
- √ Soalaupule ma le Komisi o Galuega a le Malo i mataupu faasino i le pulega ma le atiinaeina o tagata faigaluega
- √ Nafa ma le faalauiloa i le lotoifale o le matagaluega o faamaumauga i mataupu tau tupe, pulega o tagata faigaluega, ma le pulega lautele o galuega a vaega uma o le Matagaluega
- √ Mataituina o le usitaia e le Matagaluega o aiaiga o le tulafono o Galuega a le Malo ma faiga faavae, Tulafono o le Pulea o Tupe a le Malo ma isi faiga faavae tau i le pulega o tupe a le Matagaluega o Tupe
- √ Mataitu le usitaia e le Matagaluega o noataga faaletulafono e lipoti atu ai
- √ Faia o suesuega pe a alagata i soo se mataupu faasino i le pulega o tupe ma tagata faigaluega a le Matagaluega

## 6.3 TAIALA AUTU

- √ Ia faamautuina o loo o tutusa le faatinoina o matafaioi ma faiga manino e tusa ai ma tulafono faavae o pulega o tupe.
- √ Ia faamautuina o loo mulimulitai le matagaluega i faiga faavae a le Malo ua maea ona faataatitia.
- √ Ia faaitiitia tupe faalu i galuega faatino e le o aafia i Tala o le Tupe ua maea ona pasia
- √ Ia tuuina atu ni ripoti e sao lelei ma manino i le Pulega mo lo latou soalaupega.
- √ Ia faamalosia le faiga manino o le faaaogaina o Aseta a le Malo.
- √ Ia mautinoa ia faia le tala o le tupe aua le faaleleia o le matagaluega i le faia o ana galuega faatino ae le o mo le faaaogaina e tagata e faamalieina ai o latou manaoga.

## 6.4 GALUEGA FAATINO

*O le tausaga faale tupe o loo iloiloaina nei o le vaitaimi faigata lea mo le Vaega o Auaunaga Lautele. O le vaitaimi lea na tuufaatasia ai le Vaega o Auaunaga mai le Matagaluega tuai o le Fefaatauaiga, Pisinisi ma*

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Division from the former Department of Trade, Commerce and Industry and that of the Labour Department to form a stronger and flexible Corporate and Strategic Services Division under the new Ministry of Commerce, Industry and Labour. The first major task for the Division was to put together the first MCIL Annual Budget FY2003-2004 and it was not an easy task, as it was difficult to estimate what will the Ministry be doing during the financial year under review.

In the beginning, after the restructuring and merging of the government departments, the Corporate Services Division unfortunately did not have a team leader to guide us through the rough path for the first three months. However, because of a greater need to have a lead person, Mr Siiliili Isaia Lameko was appointed as our Assistant CEO, Corporate Services. From thereon, the CSSD slowly adapted to new way of doing things and to make sure that the Ministry is operating under an efficient and effective as well as friendly working environment.

**The activities of the Division during the financial year 2003-2004 include:**

- √ Coordinating the preparation and implementation of MCIL's budgets in consultation with all output managers
- √ Coordinating the preparation of Corporate Plans, Service Charters, and all other plans required of government ministries under the current regime in consultation with other Divisions
- √ Coordinating implementation of work plans by all divisions
- √ Coordinating preparation of ministry's Annual Report
- √ Coordinating training on budget and working conditions for all divisions of MCIL.
- √ Managing and facilitating the maintenance of MCIL's website and periodic newsletter
- √ Coordinating the conduction of surveys buy different divisions and incorporating information collected into researches for policy formulation in all areas under MCIL's jurisdiction.
- √ Responsible for personnel and financial management, and general administration of MCIL to ensure conformity with principal of good governance

**Trainings/Performance Development**

There were no trainings conducted both local and overseas.

*Alamanuia ma le Vaega o Auaunaga mai le Matagaluega o Leipa ma ua mautu ma leleia atoatoa ai le Vaega i lalo o le matagaluega fou o Pisinisi, Alamanuia ma Leipa. O le tuufaatasia o le Lipoti Faale tausaga 2003 -2004 o le galuega muamua lea a le Vaega o Auaunaga ma e le o se galuega faigofie aua e taumate po o fea tonu o lo o agai iai galuega faatino a le Matagaluega..*

*Ina ua maea le toe fetuunaiga o Matagaluega a le Malo, sa tulai mai ai e leai se taitai po o se Ofisa Sili Lagolago mo le Vaega o Auaunaga, na te taitaia lea vaega i le tolu masina talu ina amata le tausaga faaletupe 2003-2004. Ona o le manaomia tele o se Ofisa Sili Lagolago, o lea sa tofia ai loa le Afioga ia Siiliili Isaia Lameko i le tofi. Sa amata loa ona taumafai le Vaega o Auaunaga e faia a latou galuega faatino i totonu o le Matagaluega ina ia aveva lenei Matagaluega fou ma nofoaga e fiafia ona tagata e faigaluega ai.*

**O galuega faatino a le Vaega o Auaunaga i totonu o le tausaga faale tupe e aafia ai le:**

- √ Faamaopoopoina le tapenaina o le tala o le tupe a le Matagaluega i feutanaiga ma vaega uma o le Matagaluega.
- √ Faamaopoopoina faatasi ma isi vaega le tapenaina o le Fuafuaga Autasi, Tautinoga o le Tautua ma isi fuafuaga e manaomia e Matagaluega a le Malo e pei ona faatulagaina e le Malo.
- √ Faamaopoopoina le faatinoina lelei o fuafuaga faatatitia a le Matagaluega.
- √ Faamaopoopoina o le tapenaina o le Ripoti Faale tausaga a le Matagaluega.
- √ Faamaopoopoina le tapenaina o aoaoga a vaega eseese mo le tala faale tupe ma aiaiga mo le faatinoina o galuega.
- √ Nafa ma le tausiga ma le faaleleia atili o le tulafale o faamatalaga (website) ma tusi o tala fou a le Matagaluega.
- √ Faamaopoopoina le faiga o suesuega mo le aoina mai o faamatalaga a vaega eseese o le Matagaluega ma tuu faatasia mo le tapenaina o faiga faavae a le Matagaluega.
- √ Nafa ma le tulaga tau i le pulega lautele o tupe ma tagata faigaluega ma isi galuega a le Matagaluega ina ia o gatasi ma faiga faavae moomia tau pulega.

**Aoaoga/Faaleleia o Auaunaga**

*E le i iai ni aoaoga na faatinoina i totonu o le Matagaluega ma fafo.*

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## 6.5 PERFORMANCE APPRAISALS

- √ Coordinating budget reviews
- √ Reconciliation and commitment returns every month
- √ Decrease in percentage of overspending of vote items
- √ Accurate information for effective decision making

## 6.6 INFORMATION TECHNOLOGY

During the financial year 2003-2004, there were purchases of office equipment—computer for the new Assistant CEO, Corporate Services,

## 6.7 OUTLOOK

In 2004-2005, the Corporate Services Division will ensure that the Ministry of Commerce, Industry and Labour will continue to be a smooth and efficient administration, to be a functional and enjoyable place to work in by:

- √ Exercise better recruiting and selection procedures
- √ More specialized training of staff
- √ More awareness of and better compliance with internal administration procedures
- √ Full compliance of all employees with all relevant regulations and instructions
- √ Effective management systems
- √ More efficient and effective internal communication system.
- √ Continuing workshops and training on Financial Management and Human Resource Management.
- √ Organize training programme on internal and external procedures, Public Finance Management Act and other relevant regulations and instructions
- √ Conduct more regular meetings to check on effectiveness and efficiency of systems in place
- √ Develop an effective management system that will meet the needs of the Ministry.

## 6.5 FUAFUAINA O ALAFUA O GALUEGA

- √ Faamaoopoopoina o le iloiloina o le tala faale tupe a le Matagaluega.
- √ Faamaoopoopoina faamaumauga o pulega o tupe i masina taitasi.
- √ Ia faaitiiti le pasene o tupe ua ova ona faaalu i galuega faatino a vaega taitasi
- √ Ia sao ma lelei atoatoa faamaumauga e tuuina atu i le Pulega aua le soalaupuleina.

## 6.6 FAAMATALAGA FAATENOKOLOSI

Sa faatauina mai masini komipiuta ma meafale i totonu o le ofisa mo le Ofisa Sili Lagolago ina ua ia mauaina lea tofi mo le Vaega o Auaunaga i totonu o le tausaga faale tupe 2003-2004.

## 6.7 VAAIGA I LE LUMANAI

Mo le tausaga 2004-2005, o le a mataituina e le Vaega o Auaunaga ia atili solo lelei ma lelei ona faafoe vaega o auauanaga lautele i totonu o le Matagaluega o Pisinisi, Alamanuia ma Leipa ma ia avea foi le ofisa ma nofoaga e fiafia ona tagata e faigaluega ai, i le:

- √ Ia faatinoina pea le lelei atili o le filifiliina ma faafaigaluegaina o tagata.
  - √ Ia faateleina ia aoaoga faapitoa mo le aufaigaluega.
  - √ Ia tele le iloa ma ia mulimulitai i faiga faavae o galuega ua maea ona faataatitia.
  - √ Ia usitaia e le aufaigaluega ia faiga faavae ma faatonuga e faasino i galuega fai ua maea ona faataatitia.
  - √ Ia lelei ala mo le faatinoina o galuega.
  - √ Ia lelei atili ma solo lelei fesootaiga i totonu lava o le Matagaluega.
  - √ Faaauau pea aoaoga i le faafaigalueina o tagata ma le faafoeina o tulaga tau tupe
  - √ Tuufaatasia polokalame faalotoifale ma fafo atu o le matagaluega, e pei o le PFMA, ma isi tulafono ma faatonuga talafeagai.
  - √ Ia faatautaia ni fonotaga i taimi uma mo le toe siakiina o le lelei o fuafuaga ua uma ona faataatitia.
  - √ Ia atiae se faiga silisili ona lelei mo le pulega o le Matagaluega.
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## 6.8 STAFF TURNOVER

During the period under review, the newly formed Ministry of Commerce, Industry and Labour in total have forty - six (46) approved occupied salaried positions and seven (7) occupied wages/casual positions in the period review 2003-2004.

The Apprenticeship, Employment Services, Labour Market Information and Work Permits Division have five (5) occupied positions ( 4 permanent, 1 casual ) and no vacancy, as they were fully staffed during the period under review.

The Industrial Relations and Occupational Safety and Health Section have eight (8) staff members, with one (1) vacant position from the Industrial Relations Section when one staff member resigned from the service due to illness. Three (3) vacant positions from the Occupational Safety and Health Section are yet to be filled.

The Commerce and Industry Division at the start of the reporting period, 14 positions were occupied and 3 vacant out of 17 established positions. Out of these, 1 is contracted and the rest are permanent staff. Of the 14 occupied positions, 11 were females and 3 males. Three (3) senior members of the Division were involved in the Management team of the newly established Ministry.

During the period under review for the Commerce, and Industry Division only 2 female staff left for lucrative jobs in the private sector, one at senior level and 1 junior. At the end of June 2004, 4 vacant positions remained to be filled excluding the position of Fair Trading—Education and Training Officer which was de-established from the Division structure and transferred to the Corporate Services Division towards end of the period under review to become an all-Ministry training officer.

The Registry of Companies and Intellectual Property Division have five (5) positions with one (1) vacant senior position yet to be filled. One (1) new staff was recruited to fill the Senior Inspector - Companies.

The Corporate Services Division at the start of the reporting period, 13 permanent staff positions were occupied and 1 vacant out of the 14 established positions. Out of these positions, 1 is contracted and the rest are permanent staff. Four (4) positions are Casual Workers. Of the 14 established positions, 6 are females and 8 are males.

## 6.8 AU FAIGALUEGA

*I le amataga o le tausaga faaletupe 2003-2004, e 46 tagata faigaluega na iai i totonu o le Matagaluega o Pisinisi, Alamanuia ma Leipa ae fitu (7) tagata faigaluega totogi aso.*

*I le Vaega o le Aperenitisi, Auaunaga o Galuega, Faamaumauga o Maketi o Leipa ma Pemita Faigaluega, e toa lima (5) tagata faigaluega (toafa le afaigaluega tumau ae toatasi (1) le totogi aso), ma e leai ni avanoa faigaluega sa iai i le tausaga faaletupe 2003-2004.*

*I le Vaega o Va Fealoai faalegaluega ma le Saogalemu ma le Soifua Maloloina, e toavalu (8) le afaigaluega. E tasi le avanoa faigaluega mai le vaega o Va Fealoai ina ua faamavae se tasi o le afaigaluega. E tolu avanoa faigaluega mai le vaega o Saogalemu ma le Soifua Maloloina e lei faatumuina.*

*I le amataga o le tausaga faaletupe 2003-2004, sa faatumuina avanoa faigaluega e sefulu fa (14) ae avanoa ai pea le tolu (3) e lei faatumuina mai avanoa faigaluega sa faataatia mai i le tuufaatasiga o lenei Vaega. E na o le tasi le avanoa faakonekarate ae o avanoa faigaluega tumau uma. O le sefulu fa (14) o avanoa o loo faatumuina nei, e sefulu tasi tamaitai ae tolu alii. O Ofisa Sinia e toa tolu a lenei Vaega e i totonu o le Pulega a le Matagaluega.*

*E toa lua tamaitai faigaluega ua faamavae ma le Matagaluega i totonu o le vaitau o lenei lipoti. O le Faauluuluga o le Vaega e Atinae Pisinisi ma Faalauiloa Alamanuia faatasi ai ma le tamaitai Ofisa o lea lava Vaega ua tuua le mafutaga ona ua maua avanoa e galulue ai mo pisinisi tumaoti. E oo mai i le faaiuga o Iuni 2004 e lei faatumuina lava avanoa e fa, e ese mai le avanoa o le Ofisa mo Polokalame Faalauiloa ma Aoaoga a le Vaega o Fefaatauaiga Talafeagai; lea ua aveeseina ae tuu atu i le Vaega o Auaunaga Lautele ina ia avea ma Ofisa mo Polokalame Faalauiloa ma Aoaoga a le Matagaluega atoa.*

*I le Vaega o le Resitaraina o Kamupani ma Mea Totino o le Mafaufau, e toalima (5) le au faigaluega ae tasi le avanoa faigaluega. E toatasi (1) le tagata faigaluega sa faatumuina le isi avanoa o le Ofisa Sinia o Kamupani.*

*I le Vaega o Auaunaga Lautele, e toa sefulutolu (13) le afaigaluega sa i le amataga ae tasi le avanoa faigaluega. Mai i ia avanoa, e tasi le avanoa faakonekarate. E toafa (4) le au totogi aso, ma e mai avanoa e 14, e toaono tamaitai ae toavalu (8) alii. I totonu o le tausaga faale tupe 2003-2004, sa faatumuina*

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During the period under review, 1 contracted position was filled (Assistant CEO) in October 2003. Three (3) junior level officers resigned. At the end of June 2004, two (2) positions were filled out of the three (3) vacant positions.

Staff attendance on average has been positive during the period under review and at times, trying. This however was attributed to the uncertainty of the transition period. Morale however, was picked up towards the end of the reporting period.

Division staffs by stream, level, appointment type and gender are depicted in the table below.

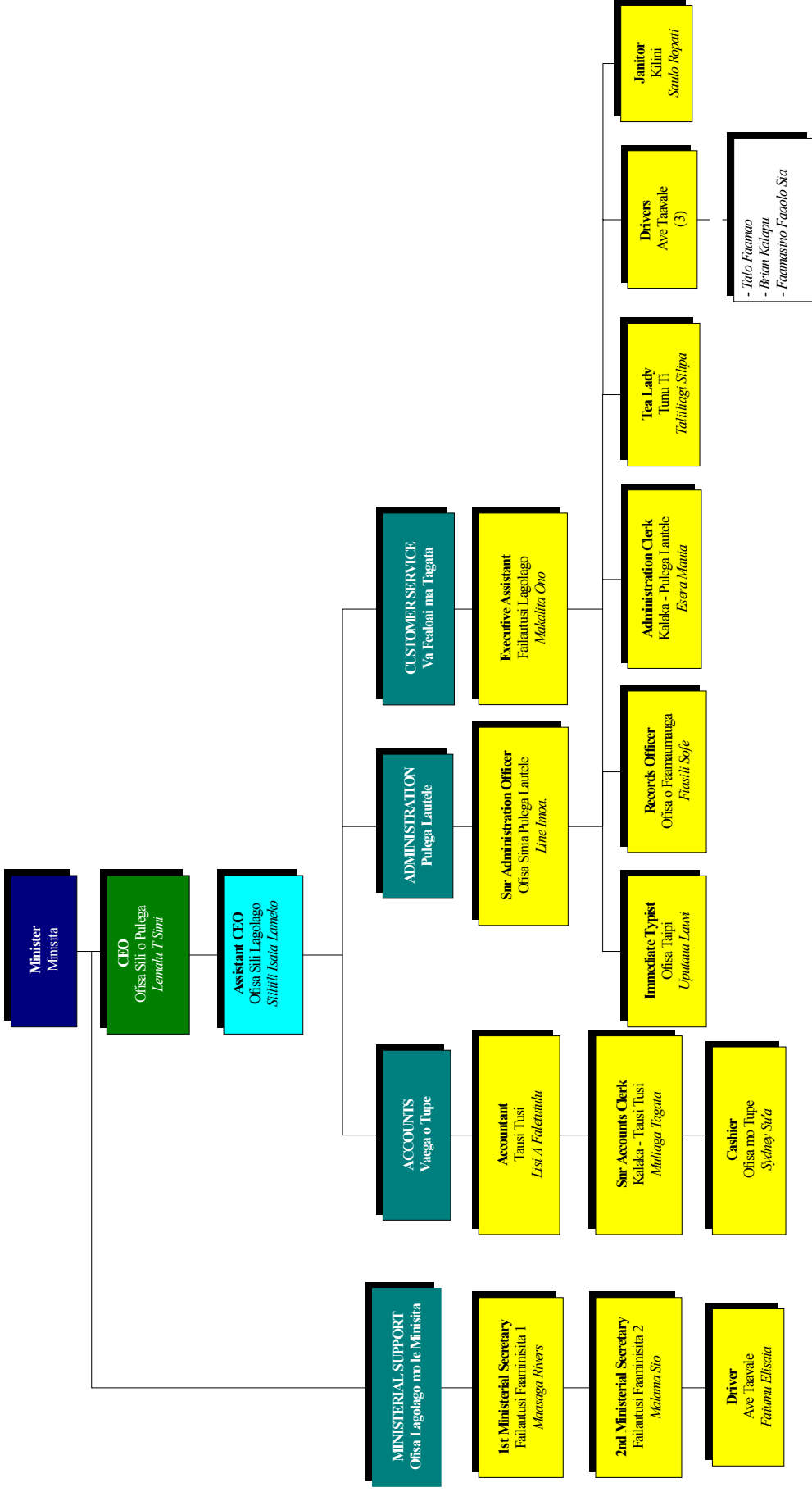
*ai le avanoa faakonekarate e tasi o le Ofisa Sili Lagolago mo le Vaega o Auaunaga Lautele ia Oketopa 2003. E toatolu le afaigaluega na faamavae i lea vaitaimi ma i le faaiuga o Iuni 2004, na faatumuina ai avanoa e lua mai avanoa ia e tolu*

*O le auiliilina o faamatalaga e pei ona tuuina atu i luga o lo o maua lea i le Ata Faapipii o loo taua i lalo.*

Table 1: MCIL Employees by Level, Gender & Salary Grade/*Faatulagaina o Tagata Faigaluega*

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# DIVISIONAL STRUCTURE/FAUSAGA



## OUTPUT BUDGET REPORT

## Executive Summary

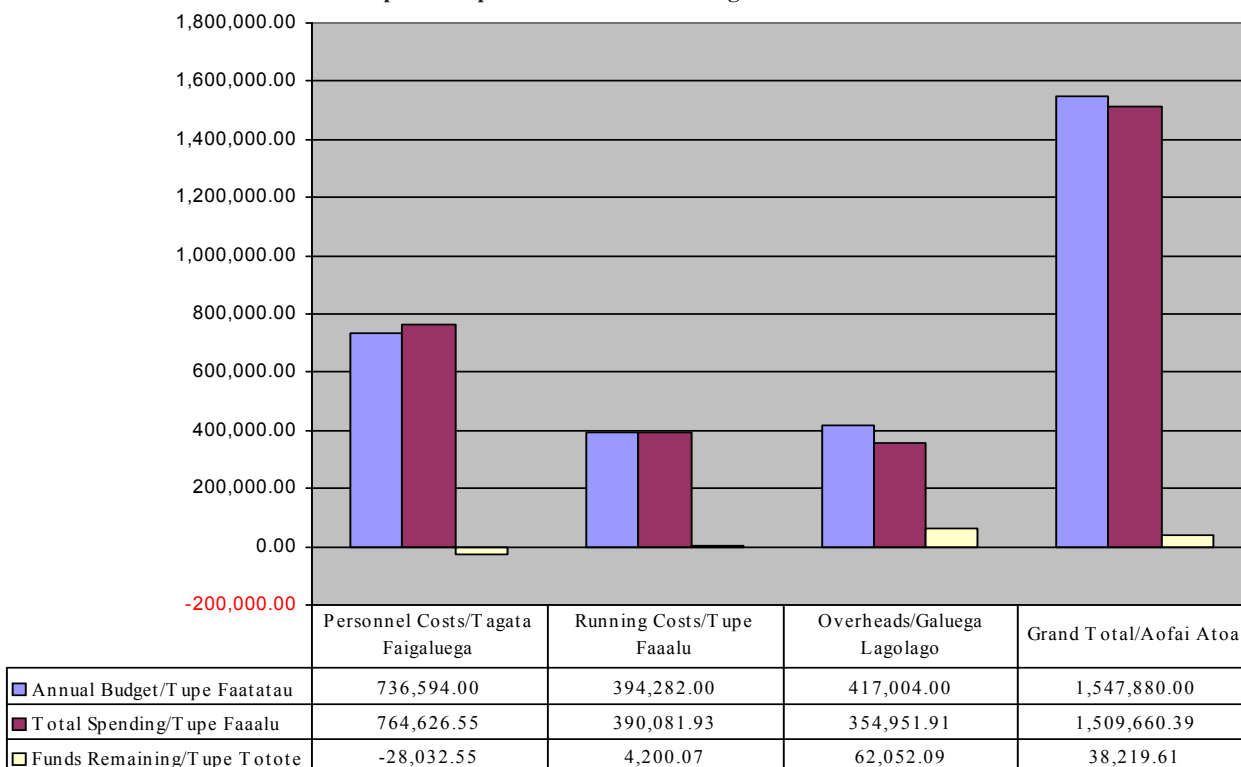
Overall, the Ministry of Commerce, Industry and Labour did not exceed the appropriated budget of \$3,191,542.00 for the financial year 2003-2004. Expenditure on Departmental outputs of \$1,547,880.00 was under spent by \$38,219.64

Outputs provided by Transactions on Behalf of State were under spent by \$153,365.00. The main reasons for these savings under the budget for the Transactions of Behalf of State is due to reduced international membership fees to overseas organisations such as the World Intellectual Property Organisation as well as provisions for Rent and Leases for Yazaki and the ACB Building were anticipated to increase but was not the case during the period under review hence savings. (See Appendix 1 and 2 for further details.

**Graph 1** below shows the Ministry's overall expenditure in terms of personnel, running costs (operating and capital) and overhead costs. Personnel Costs were overspent by \$28,032.55 while Running Costs and Overhead Costs were under spent by \$4,200.07 and \$62,052.09 respectively.

Graph 1

OUTPUT BUDGET REPORT 2003-2004  
Ripoti o Tupe Sa Faaaluina i Galuega Faatino 2003-2004



## LIPOTI O TUPE SA FAAALUINA I GALUEGA FAATINO

## Aotelega mo le Pulega

I lona aotelega, e laiiiti tupe sa faaaluina e le Matagaluega o Pisinisi, Alamanuia ma Leipa i ana galuega faatino nai lo vaega tupe faatatau e \$3,191,542.00 mo le tausaga faaletupe 2003-2004. O tupe faaalu i galuega faatino e \$1,509,660.39 e latalata i le aofaiga o vaega tupe faatatauina ma e \$38,219.64 o le aofai sa le faaaogaina.

O le faagaioina o galuega faatino e avea ai ma Sui o le Malo sa totoe mai ai vaega tupe e \$153,365.00. O mafuaaga o le totoe mai o vaega tupe ona sa faaitiitia saofaga na totogiina ina ia avea Samoa ma sui o nisi o faalapotopotoga tau i Mea Totino o le Mafaufau, aemaise ai o Vaega tupe o Lisi mo le Yazaki ma le Ofisa o le Matagaluega i le ACC sa tele se vaega tupe na fuafuaina mo le faaleleia o le Ofisa aemaise le totogiina o le lisi, peitai ane, sa le i faataunuuna lea faamoemoe. (Silasila i Ata Faapipii 1 ma le 2 mo le auiliiliga)

O le **Siata 1** o lo o i lalo, o loo faaalua mai ai le aofaiga o vaega tupe sa faaaluina i vaega o totogi ma alauni o tagata faigaluega, vaega tupe mo galuega faatino atoai ai ma tupe faaalu mo galuega lagolago. O vaega tupe mo totogi sa sili lona faaaogaina i le \$28,032.55 a o vaega tupe mo galuega faatino sa totoe mai ai na o le \$4,200.07. O galuega lagolago mo le Matagaluega sa totoe mai ai le vaega tupe e \$62,052.69.



**EXPENDITURE REPORT BY OUTPUT 2003-2004**  
*Ripoti o Tupe Sa Faaaluina Faavasegaina i Galuega Faatino 2003-2004*

<i>DIVISION OUTPUTS/Galuega Faatino a le Vaega</i>		<i>2004 (Actual) Tupe Alu</i>	<i>Approved Estimate Tupe Faatatau</i>	<i>Over/(Under) Sili/(Pa'u)</i>
		\$	\$	\$
1.0	Policy Advice to Minister	127,582.89	124,642.00	- 2,940.89
2.0	Ministerial Support	119,684.01	121,148.00	1,463.99
3.1	Foreign Investment Registration	120,339.81	123,245.00	2,905.19
3.2	Industry Development	70,592.06	73,937.00	3,344.94
3.3	Investment Promotion	111,742.70	141,220.00	29,477.30
		<b>302,674.57</b>	<b>338,402.00</b>	<b>35,727.43</b>
4.1	Public Awareness & Education	81,395.93	77,160.00	- 4,235.93
4.2	Enforcement & Compliance of Fair Trading	67,634.12	73,716.00	6,081.88
4.3	Prices Board	68,514.52	87,144.00	18,629.48
		<b>217,544.57</b>	<b>238,020.00</b>	<b>20,475.43</b>
5.0	Administration of Apprenticeship Scheme	157,955.01	144,725.00	- 13,230.01
6.0	Compilation of Labour Market Survey	61,867.47	65,769.00	3,901.53
7.0	Operation of Employment Services	52,627.07	56,749.00	4,121.93
8.0	Enforcement of Labour Standards	179,770.64	172,227.00	- 7,543.64
9.0	Enforcement of Occupational Safety & Health Standards	65,728.23	69,286.00	3,557.77
10.0	Work Permit Administration	38,789.91	41,516.00	2,726.09
11.0	Management of Registration of Companies & Intellectual Property	185,436.02	175,396.00	- 10,040.02
<b>TOTAL DIVISION OUTPUTS - Aofai o Tupe Alu I Galuega Faatino a le Vaega</b>		<b>1,509,660.39</b>	<b>1,547,880.00</b>	<b>38,219.61</b>

Appendix 1: Ata Faapipii 1

**EXPENDITURE REPORT BY TRANSACTION ON BEHALF OF STATE 2003-2004**  
*Lipoti o Tupe Faaalu i Galuega i le Avea ma Sui o le Malo 2003-2004*

<i>TRANSACTION ON BEHALF OF STATE Galuega I le avea ma Sui o le Malo</i>	<i>2004 (Actual) Tupe Faaalu</i>	<i>Approve Estimate Tupe Faatatau</i>	<i>Under/(Over) Sili/(Pau)</i>
	\$	\$	\$
Contribution to Private Sector <i>Sao o le Malo I Faalapotopota o Auaipisinisi &amp; Gaosi Oloa</i>	40,000.00	40,000.00	-
<b><u>Rent and Leases/Lisi</u></b>			
Yazaki Lease/ <i>Lisi a le Yazaki</i>	843,665.77	928,033.00	84,367.23
Desico Lease/ <i>Lisi a le Desico</i>	-	2,640.00	2,640.00
ACB Building/ <i>Lisi a le ACB</i>	239,050.48	272,831.00	33,780.52
<b><u>Membership Fees/Totogi Fuapau I le Avea ma Sui</u></b>			
International Organisation for Consumers <i>Falapotopota Faa va o Malo mo Tagata Faatau</i>	871.33	960.00	88.67
World Association of Investment Promotion Agencies <i>Faalapotopota mo le Faalauiloaina o Galuega Atinae a le Lalolagi</i>	5,661.05	6,400.00	738.95
World Intellectual Property Organisation <i>Faalapotopota a le Lalolagi mo le Puleaina o Galuega e Faavae I le Mafaufau</i>	3,214.32	7,000.00	3,785.68
World Intellectual Property Day <i>Aso Faamanatu a le Lalolagi mo Galuega Faave I le Mafaufau</i>	13,245.44	15,000.00	1,754.56
World Consumer Rights Day <i>Polokalame Faatauaina o le aiatatau a le Tagata Faatau</i>	20,513.03	20,000.00	-513.03
VAGST Output Tax / <i>Lafoga</i>	324,075.97	350,798.00	26,722.03
<b>TOTAL TRANSACTIONS OF BEHALF OF STATE Aofaiga I le avea ma Sui o le Malo</b>	<b>1,490,297.39</b>	<b>1,643,662.00</b>	<b>153,364.61</b>

ix 2: Ata Faapipii 2

**COST RECOVERIES/REVENUE COLLECTED FOR 2003-2004**

**LIPOTI O TUPE MAUA MO LE TAUSAGA FAALETUPE 2003-2004**

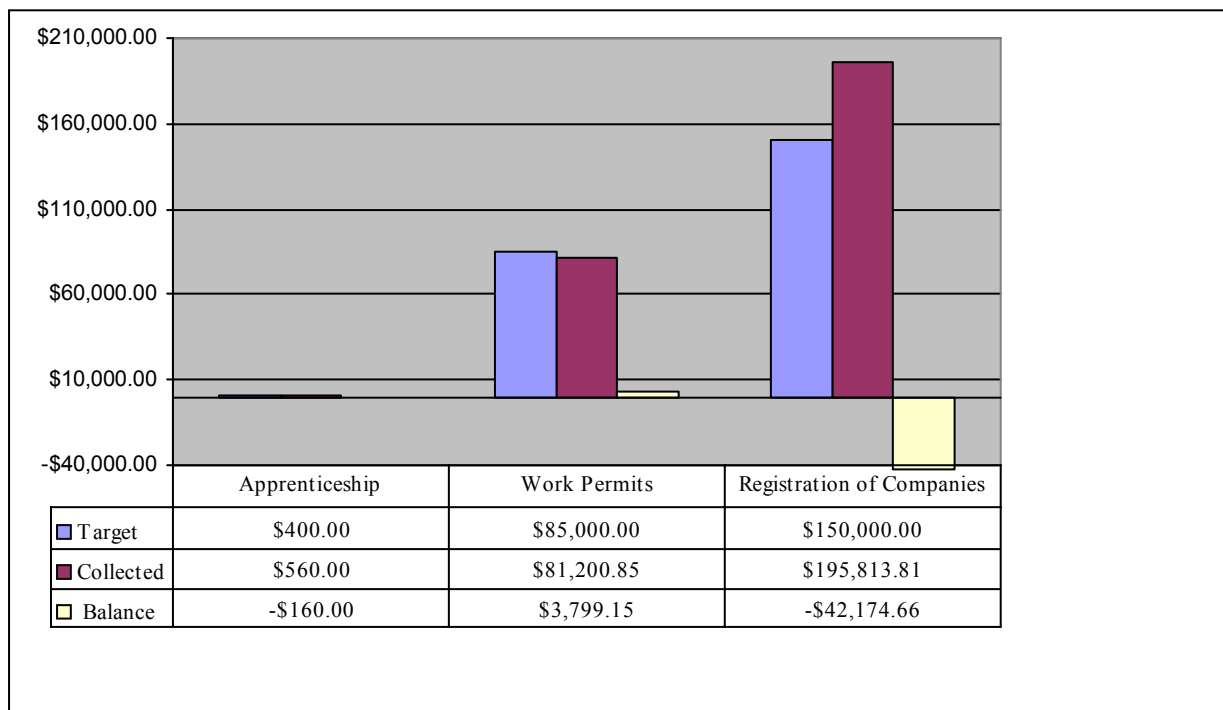
Overall, the Ministry achieved 19% more than its revenue target of \$235,400.00 for 2003-2004. This is mainly due to higher collection in registrations of companies and intellectual properties section in which they achieved 31% (\$45,813.81) more than its target of \$150,000.00, likewise the collection of trade test fees for the Apprenticeship Scheme in which it collected 40% (\$160.00) more than its target of \$400.00. For the collection of Work Permits Administration Fees, whereby only 4% (\$3,799.15) was left to be collected, when its functions and revenue was transferred to the Ministry of the Prime Minister under the Immigration Division in May 2004. See Table 2 below and Graph 2 for more details.

I lona aotelega, na ausia e le Matagaluega le 19% o tupe faasili nai lo le aofaiga o tupe sa fuafuaina e mauaina e \$235,400.00 mo le tausaga faaletupe 2003-2004. O lenei faasiliga e mafua mai i le tele o tupe sa aoina mai e le vaega e resitalaina ai kamupani ma mea totino o le mafafau. Sa latou ausia le 31% (\$45,813.81) tupe faasili mai lo le tupe maua sa fuafuaina e \$150,000.00, e faapena foi le Vaega o Aperenitisi, sa ausia le 40% tupe faasili mai pili mo suega o Matata Eeseese. Na le ausia e le Vaega o Pemita Faigaluega tupe sa fuafuaina e maua mai ina ua siitia matafaioi autu a lea vaega i le Matagaluega o le Palemia i lalo o le Vaega o Femalagaiga ia Me 2004. Silasila i lalo o le siata 2 mo faamatalaga auiliili.

Revenue Code	Description Faamatalaga	Approved Estimates Tupe Maua Fuafuaina 2004	Revenue Collected Tupe Maua na Aoina 2004	Variance Eeseega
CL05.0.99	Administration of Apprenticeship Scheme	400.00	560.00	- 160.00
CL10.0.99	Work Permits Administration	85,000.00	81,200.85	3,799.15
CL11.0.99	Registration of Companies & Intellectual Properties	150,000.00	195,813.81	- 45,813.81
<b>TOTAL REVENUE COLLECTION/ Aofaiga o Tupe Maua 2003-2004</b>		<b>235,400.00</b>	<b>277,574.66</b>	<b>42,174.66</b>

Table 2: Summary of Revenue Collection/Otootoga o Tupe Maua 2003-2004

**REVENUE COLLECTION FOR 2003-2004  
Tupe Maua mo le Tausaga Faaletupe 2003-2004**



Graph 2: Revenue Collection 2003-2004/ Tupe Maua 2003-2004

The Ministry's financial performance overall was good as it did not exceed its budget by \$38,219.61 and achieved 18% more than its anticipated revenue target.

O le fuafuaina ma le faaogaina o vaega tupe faatatauina a le Matagaluega mo le tausaga faaletupe 2003-2004 sa lelei ona faafoeina ona sa totoe le vaega tupe e \$38,219.61. Ae sa mafai ona ausia le 19% o se faasiliga o tupe maua mai nai lo le aofaiga e \$235,400.00 o tupe maua na fuafuaina.

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