



MINISTRY OF COMMERCE, INDUSTRY AND LABOUR

ANNUAL REPORT FOR THE PERIOD: JULY 2010 – JUNE 2011

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GOVERNMENT OF SAMOA

OFFICE OF THE DEPUTY PRIME MINISTER

Ministry of Commerce, Industry and Labour, Audit Office, Legislative Assembly, Samoa Shipping Services & Pacific Forum Line, Polynesian Airlines, African Caribbean Pacific- European Union (ACP, EU); World Trade Organization (WTO); PICTA and PACER, Small Business Enterprise Center, and Consumer Protection

Speaker of the House,

It is a pleasure for me to table the Annual Report of the Ministry of Commerce, Industry and Labour for the Financial Years July 2010 to June 2011 for consideration and discussion in this current session of the House.

Fonotoe Nuafesili P. Lauofo

MINISTER OF COMMERCE, INDUSTRY & LABOUR



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[Inclusive of Registries of Companies and Intellectual Property]

Honourable Fonotoe N. P. Lauofo
Deputy Prime Minister
Minister of Commerce, Industry and Labour

Pursuant to section 15 of the Public Service Act 2004, it is my duty to submit herewith the Annual Report of the Ministry of Commerce, Industry and Labour (MCIL) for the period July 2010 – 2011.

Ma le faaaloalo lava

Auelua T. Samuelu Enari
CHIEF EXECUTIVE OFFICER

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Acronyms:

ACC	Accident Compensation Corporation
ACP	Asia, Caribbean and Pacific
AG	Attorney General's Office
CCP	Codex Contact point
DPM	Deputy Prime Minister
EPA	European and Pacific Agreement
EU	European Union
FIC	Foreign Investment Certificate
FY	Financial year
GPO	General Price Order
IF	Integrated Framework for Trade
ILO	International Labour Organisation
IP	Intellectual Properties
LDC	Least Developed Country
LER	Labour and Employment relations
LER	Labour and Employment Relations
LRC	Law Reform Commission
MDGs	Millennium Development Goals
MfR	Ministry for Revenue
MOA	Memorandum of agreement
MoF	Ministry of Finance
MOH	Ministry of Health
MOU	Memorandum of Understanding
MPMC	Ministry for Prime Minister and Cabinet
MSME	Micro Small Medium Enterprises
NES	National Export Strategy
NUS- IOT	National University of Samoa – Institute of Technology
OSH	Occupational Safety and Health
PACER Plus	Pacific Agreement on Closer Economic Relations
PICTA	Pacific Island Countries Trade Agreement
PIFS	Pacific Islands Forum Secretariat
PSC	Public Service Commission
PSIF	Public Sector Improvement Facility
PSSF	Private Sector Support Facility
SBEC	Small Business Enterprise Center
SDS	Strategy for the Development of Samoa
SNCC	Samoa National Codex Committee
TTRP	Tourism Tsunami Rebuilding Programme
UN	United nations
UNIDO	United Nations Industrial Development Organisation
WAIPA	World Association of Investment Promotion Agencies
WiBDi	Women in Business Development Incorporated
WIPO	World Intellectual Property Organisation
WTO	World Trade Organisation

Introduction:

The Ministry has not been immune to the many challenges as a result of the rapid changes in demand surrounding the global world. However it had a huge role to play in ensuring Samoa's business environment is resilient and recovers from both the impacts of the global recession and the post tsunami recovery which had made substantial physical damage to Samoa's tourism sector. The Ministry therefore provided its full support in managing and channelling funds provided to the Government from development partners particularly under the Private Sector Support Facility (PSSF) but also under the Tourism Tsunami Rebuilding Programme (TTRP) grant.

The momentum for building and fostering partnership with the private sector has been accelerated with the new Minister on board by the end of the financial year. The Hon. Fonotoe N. P. Lauofo was keen in progressing and fast tracking Samoa's intent for WTO accession. Samoa's resilience was noted in the improvement of Samoa's business climate as reforms took place for its Legislations, regulations and policies that look at facilitating the business process and meet WTO requirements. This is reflected by the results of the World Bank report on Doing Business which saw Samoa improve its ranking from 2010 of 57 to 61 by 2011.

The major milestones to note for the Ministry in this financial year are as follows:

1. Review of legislations, regulations and policies with the aim of updating the legal framework for business environment and creating a more enabling environment for doing business,
2. Reviewing of the Ministry's corporate direction through documenting achievements and lessons for formulation of its direction for the next 2 years against Governments national plans,
3. Review of the Ministry's internal environment looking at new ways of delivering services, improving processes and putting in place systems that are aimed at facilitating a timelier response to the needs of clients and private sector.

SECTION 1: MINISTRY OF COMMERCE, INDUSTRY AND LABOUR

1.1 OUR VISION

OUR VISION IS TO LEAD AND EXCEL IN THE PROVISION OF QUALITY SERVICE TO FOSTER ECONOMIC GROWTH FOR ALL.

1.2 OUR MISSION

To provide quality advisory service and develop pragmatic regulatory frameworks to facilitate the development of the private sector to stimulate investment, industry development, fair trade competition, create full employment of local workforce and highly qualified trades of people, generate more work opportunities, improve safe work environment, increase innovation and registry integrity in Samoa.

1.3 OBJECTIVES OF OUR MINISTRY:

The Ministry's objectives to support the implementation and achievement of its vision and mission are as follows:

- 1. Provide appropriate policy advice to the Minister of Commerce, Industry and Labour on all areas of the Ministry's mandate,**
- 2. Provision of an efficient and effective secretariat and administrative support to the Minister,**
- 3. Providing a high level of industry development and facilitating an Investment friendly environment,**
- 4. Setting standards for trade practices and for the production, distribution and trading of goods and services and enforcing compliance and protection of consumers from unfair trade practices,**
- 5. Encouraging highly skilled workforce of trades people and generation of more employment opportunities and full employment of local workforce,**
- 6. Enforcing labour and employment relations, foreign workers and ensuring safe work at the workplace,**
- 7. Full protection of rights of intellectual property creators and properties, Full compliance with registration obligations under the companies laws and other registries administered in the Ministry and Protection of efficiency and integrity of all registries and lastly,**
- 8. To ensure that sufficient resources (both financial and human) are available to support the effective delivery of the Ministry's services to achieve its Vision and Mission.**

1.4 OUR MANDATE :

Overall, The Ministry is mandated to administer regulatory frameworks that:

1. Promote Industry development, foreign investment and guarantees the rights of citizens to participate in the economy of Samoa,

2. Sets standards to regulate fair competitive practices to promote a fair level playing field in all trade,
3. Administers the Apprenticeship Scheme, Employment Services and collection and dissemination of Labour Market information,
4. Promotes and enforces labour and employment relations, foreign worker employment and occupational safety and health,
5. Manages the registries of companies and other legal entities and enforces statutory obligations. Management of IP registers and protection of rights of IP holders.

The mandates of the Ministry are also affected by the following:

- ✓ Statement of Development Strategy 2008 – 2012
- ✓ Immigration Act 2004
- ✓ Ministerial and Departmental Arrangements Act 2003
- ✓ Public Finance Management Act 2000
- ✓ Public Bodies (Performance and Accountability) Act 2001
- ✓ Public Service Act 2004 and its amendments
- ✓ PSC Employment instructions.

The Ministry's mandate emanates from its 38 legislations and provides the key responsibilities in support of national developments objectives as highlighted in the Strategy for Development of Samoa. Despite having its legislative reform programme under the leadership of the Law Reform Commission on hold, the Ministry continued through other assistance, with the review of its various legislative mandates with the guidance of the Attorney Generals (AGs) Office including the following:

- i. Review of the Government Export Guarantee Scheme (on hold for several years) noting relevant provisions of the Public Finance Management Act for Cabinet approval,
- ii. Review of the Foreign Investment Bill to review the list of reserved activities,
- iii. Fair trading regulation through the approved Eggs Standards that became effective on 10th May 2010,
- iv. Review of the Samoa Metrology Act started in early 2011 with assistance from the Commonwealth Secretariat aimed at replacing the outdated Weights and Measures Ordinance 1962. Draft is currently with the AGs office for review,
- v. Review of the Labour and Employment Relations Bill (LER) to ensure compliance with ILO conventions,
- vi. Occupational Safety and Health in the workplace bill was also drafted,
- vii. Intellectual Property (IP) Legislative review was initiated with consultation with Stakeholders
- viii. Personal Property Securities Act (PPSA) consultations were initiated to improve private sector access to financing by unlocking movable assets to form part of their financing security.

These to name a few were some of the ongoing efforts by the Ministry in support of the Governments overall objective of creating an updated legal framework to support Private Sector Development that would improve the quality of life for all Samoans.

1.5 OUR VALUES AND PRINCIPLES:

Our values encompass those values of the public service which are crucial to the successful delivery of our services. We aspire to keep and respect their importance in the achievement of our Vision and Mission:

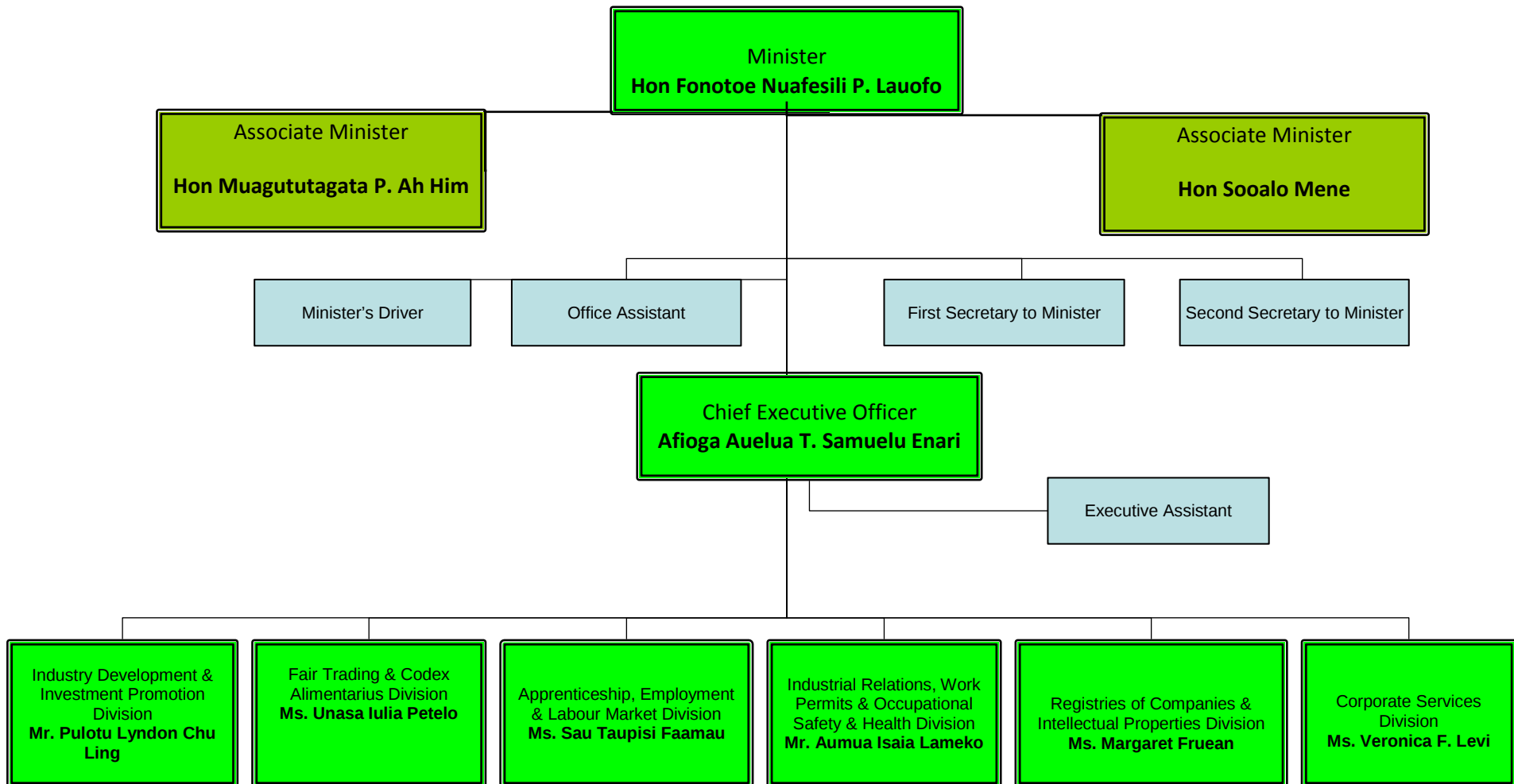
- Honesty – we value honesty in the way we perform our duties of service to the public,
- Impartiality – we value impartiality by treating our stakeholders equally and fairly maintaining political neutrality,

- Service and Commitment – we aspire to provide a service that is unconditional with a commitment to satisfy our client needs,
- Respect and empathy – we respect the thoughts, feelings and concerns of others and seek first to understand than to be understood,
- Transparency and Accountability – we encourage open communication and commit to ensure that our actions and decisions are consistent and made with clear reasons in an open manner,
- Efficiency and effectiveness – employment of resources to achieve results of value to the public in the most economical way.

1.6 OUR ORGANISATION STRUCTURE:

To be able to achieve its eight (8) key objectives highlighted above (1.3), the Ministry continued to ensure it had sufficient staff to support its growing mandate. By the end of the financial year, only four new positions were added. However of the total vacancies there was an overall reduction in the rate of vacancies from 21% (15 vacancies out of 70) to 14% (11 vacancies out of 74) as the Ministry's improved its recruitment and selection process to ensure it had sufficient staff to deliver on its annual results at the time it is needed. It is envisaged that more staff would be added to its structure for the Ministry's pipeline activities including the establishment of two staff positions for the Private Sector Support Facility Grant/Project (PSSF) as well as the Trade, Commerce and Manufacturing (TCMP) Sector plan. These will again have an impact on the Ministry's organisation structure and resources including administrative and financial such as office space, office equipment, IT resources etc. The Ministry is currently discussing with the Accident Compensation Corporation (ACC) additional office space for expansion of the office to Level 3 of ACC currently occupied by the Ministry of Agriculture which as they prepare to move to new office spaces proposed for the new Government premises being constructed at Sogi.

1.7 MCIL ORGANISATIONAL STRUCTURE 2010 – 2011



SECTION 2: OBJECTIVES AND PERFORMANCE MEASURE ACHIEVEMENTS

This section summarizes the main achievements within the reporting period as delivered by the various divisions of the Ministry.

2.1 OFFICE OF THE DEPUTY PRIME MINISTER & MINISTER FOR COMMERCE, INDUSTRY AND LABOUR

2.1.1 OBJECTIVE: Provision of an efficient and effective secretariat and administrative support to the Minister.

2.1.2 PERFORMANCE ACHIEVEMENTS:

The Ministry continued its ongoing services to support the administration of the Minister's office. The Hon. Misa Telefoni continued the first nine months of his final year in Government with the General Elections looming in March 2011. By the end of the General Elections, the Hon. Fonotoe N. Laufo succeeded him to lead the Ministry over the next five (5) years. Of significance at this time was the new leadership and the new Ministers determination to expedite Samoa's accession with the WTO as well as fostering a much closer working relationship with the private sector.

Support services provided by the Ministry included secretariat support in preparing relevant research and documents required for the Minister's meetings in Samoa (for Parliament, Cabinet, Private Sector, various Boards, overseas businesses/investors, and Government dignitaries) but also for official travels overseas where the Minister's presence is required. All preparations for the Minister's travel were well coordinated and prepared according to Cabinet approval and existing policies on travel arrangements. Meeting documents/advice was provided on time and in accordance with the Minister's wishes.

In this financial year, the Minister travelled to Fiji to participate in the Pacific forum Line shareholder/joint venture meeting and to the Trade Ministers meeting in Tonga. Communication continued with open dialogue with the Minister on the various legislations/mandates of the Ministry. A weekly meeting with the CEO was initiated to keep the Minister abreast of Ministry developments. This was coupled with the provision of briefing notes and reports were also prepared (with recommendations) to keep the Minister well informed of the Ministry's position in relation to its thirty eight (38) legislations.

2.2 OFFICE OF THE CHIEF EXECUTIVE OFFICER (CEO)

2.2.1 OBJECTIVE: Provide appropriate policy advice to the Minister of Commerce, Industry and Labour on all areas of the Ministry's mandate.

2.2.2 PERFORMANCE ACHIEVEMENTS:

With a new Chief Executive Officer on his second year with the Ministry, continuous dialogue and meeting took place with the Minister providing advisory support on the various mandates of the Ministry. This was particularly noticeable with the onset of the new Minister, where the CEO was quick to welcome the new Minister in provide briefing papers to keep the Minister abreast of the key priorities both at the national and international level to ensure a smooth transition of leadership.

One of the significant activities for the Ministry, as mentioned earlier was the implementation of the legislative review of the thirty eight (38) legislations of the Ministry under the leadership of the LRC- AGs office. Dialogue also continued at regional and international level with the CEOs active and continued participation /attendance in meetings such as Regional forum on IP for the policy makers of the LDC's of Asia and Pacific region, Starkist Meeting (to explore possible investment in Asau), All ACP Conference on Geographical Indications Pacific Tourism Investment Planning and Promotion Workshop, World Association of Investment Promotion Agencies Steering Committee meeting, Third Meeting of Pacific

Agreement on Closer Economic Relations (PACER) Plus Officials, Meeting with Exhibition & Travel Group in China.

Ongoing efforts were made to maintain an open and cooperative working relationship with the private sector through the management of the various Boards chaired by the Ministry including, the Industry and Development Board, Prices Control Board, Apprenticeship Council, National Codex Committee and the Samoa National Tripartite Forum. A committee was also set up for consultation and initiating of the Personal Property Securities Act (PPSA) aimed at improving private sector access to financing, thus increasing economic activity by unlocking the value of movable properties lying idle. This committee is also chaired by the CEO. The management and leadership of these committees were efficient and effective with the use of a transparent system in place for the overall management of the Ministry. **Bi annual status reports on Boards** were provided to Cabinet to keep them informed of developments within these Boards.

The Ministry, weekly management meetings continued to take place with its management team ensuring an open dialogue between the CEO and managers and allowed for not only sharing of knowledge/lessons learnt and best practices but also problem solving on the implementation of various activities. Key corporate achievements for the Ministry included the i) review of the Ministry's 2003-2007 Corporate plan, ii) formulation of the new Corporate plan 2010 – 2012, iii) the finalisation of outstanding annual reports for the periods 2007 – 2009 and iv) finalisation of the Ministry's Service Charter. As required the CEO also continued to provide 6 monthly Procurement report to PSC as well as Ministry of Finance on procurements carried out for the Ministry.

2.3 INDUSTRY DEVELOPMENT & INVESTMENT PROMOTION (IDIP) DIVISION:

2.3.1 OBJECTIVE: Providing a high level of industry development and facilitating an Investment friendly environment,

As highlighted in its Corporate Plan 2010-2012, the Industry Development & Investment Promotion Division (IDIP) outcomes are:

Outcomes:

1. Industry Development – High level of Industry development,
2. Investment Promotion – An investment friendly environment

2.3.2 PERFORMANCE ACHIEVEMENTS:

Enterprise Incentives Scheme (EIS) – Yazaki the remaining company under the Grandfathered clause of the EIS scheme. Yazaki's entitlements under the Grandfathered clause expired in July 2010. The company was proactive in seeking Cabinet's decision for continuous duty exemption of imported raw materials for its operation prior to the termination of the incentives, under the Duty Concession scheme as mandated under the Customs Amendment Act 2007. Yazaki remains being a major private sector employer and is the sole major exporter of wire harness to Australia.

Duty Suspension Scheme (DSS) – Site visits and facilitation of entries continued for the three remaining companies under the scheme (Nonu Samoa, R & L Keil Holdings & CCK Trading). The scheme provides duty exemption on the importation of raw materials for these businesses offering job opportunities as well as foreign exchange earnings through exports.

Duty Concession Scheme (DCS) – this scheme is mandated under the Customs Amendment Act 2007, a total of 19 applications were received by the Division of which 11 were issued approval, 7 pending additional information and 1 declined. The division conducted site visits and inspections of approved projects as well as facilitating approval of 125 entries for 9 qualifying projects.

Government Export Guarantee Scheme (GEGS) – The GEGs Committee and Sub committee met in February to discuss and decide the way forward for the scheme. A guideline was drafted with assistance from the Attorney General’s office to ensure relevant provisions under the Public Finance Management Act 2001 are captured. These will be provided for comments and endorsement of the Cabinet before roll out to the business community.

Private Sector Support Facility (PSSF) – A total of 79 applications were received and assessed during the financial year an increase of 39% compared to 2009 – 2010. The Technology, Agriculture and Tourism sectors had the most application submitted under the scheme. This is due to the number of marketing programmes the technology and tourism sectors were involved in promoting their business activities, such as the development of websites, overseas participation to trade fairs and exploratory visits. There was also demand for water tanks and tools from the agriculture sector; fortunately the scheme considers the granting to water tanks to projects only in areas where water is a constraint to farming activities. Promotions of the funding facility are ongoing through the local newspapers and website. An in country presentation was also carried out in collaboration with the SBEC programme in the launch of their sector profiles. The Steering Group also carry out their monitoring and evaluation role through site visits to those sites which have been awarded funds under the facility. As a result of the recommendations from KVA, the Ministry has established 2 project positions to assist the division in managing the secretariat due to competing demands from Ministry activities, as well as a proposal for the procurement of a vehicle to assist the Secretariat with its administration of the Facility.

As part of Governments support to the Private Sector, the budget allocations were also provided under the Ministry’s budget for private sector organisations in the form of grants under Third party outputs for Women in business and other Private sector organisations. An allocation is also provided for support to the Development of business under the Small Business Enterprise Centre. The Ministry also participated at the SBEC open day as part of its partnership arrangements to provide awareness to the business community on business related issues. Government also provides cost sharing funding support under the pooled funding budget support programme provided under the PSSF project for the private sector.

Under the Tourism Tsunami Rebuilding program (TTRP) which was housed under the administrative arrangement of the PSSF project, 24 applications were approved and submitted to Cabinet for endorsement.

Investment Environment – The number of Foreign Investment Certificates applications increased by 5 applications i.e. 66 new applications compared to 61 of the previous years with 98% approval rate recorded in the period under report. The areas which were notably high include retailing as well as the professional service areas. The Division continued to carry out inspection/site visits to ensure compliance of those being issues FICs both in Upolu and Savaii. The FIC bill review (both the Act and regulations) with the assistance of the AGs office is also ongoing for tabling in Parliament before the end of the financial year period. A foreign investment database is also kept by the Ministry to keep important records regarding the developments brought about through Foreign Investment activities.

The Division has also undergone a revamp of its investment theme preparing reviews of its investment tools such as advertisement with Business Advantage (a regional business magazine with a reputable circulation), investment guide, promotional brochures, National Investment Policy Statement (NIPS), investment DVDs on website. The division also carried out a review of the Setting up a Business procedure to improve its “Doing Business” ranking with the WB which in this financial year was at 55.

As part of promoting Samoa as a destination for investment in the film sector, support was also provided by the Government through the Ministry for funding of the *O le Tulafale* (The Orator) production through an unforeseen budget approval by Cabinet in the last quarter of 2010.

The Ministry facilitated two Investment missions as follows:

1. **StarKist:** A special committee consisting of relevant Government Ministries was set up to facilitate the request and mission of the Star Kist Company. The fact finding mission was to discover a possible location for relocating the American Samoa cannery. The executives of the company met with the Committee in July 2010 and exchanged information on the infrastructure/utilities and the business environment in Samoa. Three members (MCIL/EPC and SWA) represented the Committee and travel to American Samoa by invitation of Star Kist to sight the company and infrastructure required for installation when the company relocates. A memorandum of understanding was drafted for both parties to sign to further exchange information on the relocation of the company, but the company has not responded hence Cabinet has closed the case.
2. **Samoa China Ocean Investment Ltd.:** this was a fact finding mission on the procedures and processes of setting up business in Samoa.

Trade Commerce & Industry Development Board (TCIDB) – The Division continues to provide Secretarial support the development of trade, commerce and Industry through its Board (TCIDB). A total of 5 meetings were conducted in the reporting period. Some of the issues that were tabled and discussed at the development board meetings included most importantly the following:

1. **Issue between the British American Tobacco Limited and the Ministry of Health new Tobacco Law:** The Company made a presentation on the high cost of meeting the requirements by MoH under the new Act such as implementing of the inset outlining the danger of smoking, the prohibition of promotional campaign as well as defining public smoking which the new law bans. A subcommittee was established to look at the issue and the matter was left with the Attorney General's office and the Ministry to handle.
2. **Commercial Bank lending rates:** the private sector noted the drop in fixed deposit rates compared to the slow drop of the lending rates by the commercial banks. A subcommittee was set up to investigate the matter. A report of the subcommittee was tabled and was submitted to Cabinet for their consideration. The matter was referred back to Central Bank to work it out with the commercial banks.
3. **Other issues included were updates for the information of Board members covering:**
 - i. Star Kist fact finding mission on the relocation of the American Samoa cannery;
 - ii. WTO accession status and LCD graduation update;
 - iii. Decent Work Country Programme – Labour Law Reform
 - iv. Re-registration under the Companies Act 2001
 - v. Yazaki operations and the impact of the financial crisis
 - vi. Progress of Tourism Tsunami Rebuilding Programme etc.

2.4 FAIR TRADING AND CODEX ALIMENTARIUS (FTCA) DIVISION:

2.4.1 OBJECTIVE: Setting standards for trade practices and for the production, distribution and trading of goods and services and enforcing compliance and protection of consumers from unfair trade practices

As highlighted in its Corporate Plan 2010-2012, the outcomes of the Fair Trading and Codex Alimentarius (FTCA) Division are:

Outcome:

3. Level playing field for Traders and Consumers

2.4.2 PERFORMANCE ACHIEVEMENTS:

In the period under review, the Division continued its promotion of consumer and trader awareness of their respective rights and obligations in the marketplace to enhance the welfare of all Samoans through the promotion of competition, fair trade, and consumer protection.

Administration of the Codex Alimentarius

The Samoa National Codex Committee was set up by Cabinet to develop food safety standards. The first food safety standard achieved is the Fair Trading (Approved Eggs Standards) Regulations which came into force on the 10th May 2010, the day the Deputy Prime Minister and Minister of MCIL, Hon. Misa Telefoni endorsed it. However, enforcement of the Approved Eggs Standards was 12 months later, 10th May 2011. The objective of this Standards Regulations is to ensure product safety and quality standards of eggs for human consumption. Its scope apply to egg handlers, from primary production, sorting, grading, storing, transporting, packaging, distributing, and supplying of eggs by domesticated chicken intended for human consumption. Trade issues that arise during this month of enforcement relate to the labeling of the egg cartons for consumer information. The egg importers could not comply with the full labeling of the egg cartons to be in accordance with the information and labeling sections of the Standards Regulations. Importers had stick on labels for sell by dates which were easily removed from the cartons and replaced by another stick on label. The Standards Regulations stipulates that the labeling of sell by dates be stamped, stenciled, printed or branded marked onto the cartons. The other issue relate to the shelf life of the eggs which will either have 30 days from laying at or under 7°C, or five days from laying at ambient temperature.

The Ministry continued its participation in international fora on Food Safety Standards to bring to the fore a national issues in the executive body for the Codes Commission. At the same time keeping Samoa abreast of the rapid development of standards affecting our trading environment. Television advertisements were aired for 2 months to publicise awareness on requirements for the egg standard. A national meeting was also held with stakeholders before the launch of the egg standards to clarify some issues on the implementation of the Egg standard. Apart from the egg standards, the food labeling standard was also of priority and a draft is now ready for submission to the Samoa National Codex Committee (SNCC).

Fair Trading and Consumer Protection

The division continued to enforce and ensure the compliance of fair trading and consumer protection legislation through monthly price adjustments for all petrol facilities in Upolu and Savaii, as well as ongoing visits to Savaii covering all traders on prices, product standards, and calibration of weighting standards as well as the distribution of four (4) General Price Orders to all retailers in the country. Twelve (12) petrol adjustments were carried out, two (2) calibrations, one conducted for existing petrol pumps and another for four (4) new petrol pumps, two (2) general inspections of retail outlets in Savaii and ongoing weekly inspections in Upolu covering 95% of traders including newly established traders. It has been recorded a high rate (80%) of compliance in terms of pricing.

After the implementation of the right hand drive switch in Sept 2009, the Ministry noticed an increase in the number of complaints towards the second hand car dealers and responded by hosting a one day Ministry of Commerce, Industry and Labour

workshop for car dealers. An awareness advertisement was also launched on TV highlighting important facts that consumers need to look out for when buying any vehicle.

In August 2010, two officers from the division participated in a long outstanding (through funding from a Capacity Development Trust fund from Ministry of Finance) training attachment in New Zealand on calibration of weights to ensure the integrity of calibrating equipment being used to measure weight and measuring standards in Samoa. The Samoa Metrology Act was also reviewed in 2011 through a short term consultancy assistance funded by the Commonwealth Secretariat. This is aimed to replace the very outdated Weights and Measures Ordinance of 1962. The Draft is currently with the AGs office for review.

Prices Board

The Board continued to perform its function to ensure that prices of necessary food items are made available at affordable costs for everyone. Meetings of the Board held quarterly. All items continued to follow the fixed cost arrangement while flour, sugar, potatoes, onions and chicken leg quarters were subject to a percentage markup arrangement. Submissions were also reviewed for price increases for local products namely Cigarettes and LPG (BOC). Product composition in the General Price Order increased in every review. A total of 154 products have been recorded since the end of this financial period. In every review, some products faced increase in prices while some reduced. Some products remain unchanged due to lack of information received for the review of their prices, hence retained in the Order in case they would be imported again in the future and some of them were still found on shelves.

In November 2010, a Special Price Order was issued due to the sudden increase in landed costs of some products namely chicken leg quarters and sugar. These products have been removed from the fixed cost arrangement under Schedule 1 of the General Price Order and categorized under Schedule 3 delineating goods under percentage markup control.

Applications for price increase were approved for locally produced products such as Pall Mall 10s & 20s and LPG. Four (4) General Price Orders were distributed to all retailers round the country (Upolu, Savaii & Manono). The number of traders in Samoa according to distribution records continued to increase from 760 in the first six months to 817 at the end of this financial period. Ensuring effective compliance and freedom of consumers to exercise their rights in the marketplace has been governed by ongoing weekly inspections.

To facilitate Fair Trading and Consumer Protection, four (4) meetings were held by the Board to review prices of Goods under price control. Approvals by the Board in the form of Price Orders were widely distributed by the Division using the media such as television, radio and newspapers as well as wide distribution to all stores around Upolu, Manono and Savaii. Usually, distributions were carried out before the effective date.

World Consumer Rights Day

As required by a Cabinet Directive, celebrations were carried out for the annual commemoration of World Consumer Rights Day on every 15th day of March. This year's focus was commemorated as the promotion on consumer rights specified in the Fair Trading (Approved Egg Standards) Regulations 2010 to be enforced on the 10th May 2011. We publicized this special day using an advertisement on television for a number of days.

Daylight Savings Act: an initiative from the Electric Power Corporation and implemented under the Ministry's Weights and Measures legislation. Substantive resources were spent and work carried out to repair the town clock a significant monumental site in Samoa as the highlight of the Daylight savings programme. A consultant was hired from Australia specializing in repairing old town clocks to ensure the clock was up and running for the Daylight exercise. An unforeseen budget approval was provided by Cabinet for the preparations of the town clock (hiring consultant to repair) for the daylight saving activity.

Trade Sector Plan: In October 2010, initial discussions were convened with various Ministries on the initiation of a Trade Sector Plan to be chaired by the Ministry.

Competition policy: Proposals for funding technical assistance were submitted to the PIFS and the Commonwealth Secretariat for reviewing the legislations and drafting of an update competition policy framework considering Samoa's entry into WTO later in the year.

2.5 APPRENTICESHIP, EMPLOYMENT AND LABOUR MARKET DIVISION

2.5.1 OBJECTIVE: Encouraging highly skilled local workforce and their full employment

As highlighted in its Corporate Plan 2010-2012, the outcomes of the Apprenticeship, Employment and Labour Market division are:

Outcomes:

4. Full Employment of workforce,
5. Highly skilled workforce,

2.5.2 PERFORMANCE ACHIEVEMENTS:

Administration and coordination of Apprenticeship Council Meetings: Three (3) meetings of the Apprentice Council were held over the financial year. With the implementation of the MOU (Apprentice Council and NUS (training provider)) signed in February 2010, the council received 56 new applications for the programme. There were consultations by the Council together with stakeholders to discuss the upcoming review of the Apprenticeship Act & Regulations as well as the upgrading of the scheme through reviewing of National Competency Standards (NCS) formerly known as Industry Training Standards. These consultations included the Engineering Association, Plumbing, Carpentry, Refrigeration etc, lecturers from NUS, instructors from different vocational institutes like Don Bosco, Punaoa and local tradesmen from 7 current apprenticeable trades in the scheme. These are expected to be implemented in March 2012.

Administration and coordination of Trades Testing: The Trade tests were widely advertised in the media through TV1, TV3 and the Samoa Observer. Trade panel meetings were made for Welding with a practical test held on 25th and 26th March. On 29 July, the Apprenticeship Graduation was held with 44 graduands earning certificates. Significantly, the number of graduates is increasing gradually. The previous year's indicated the low no. of candidates/graduates in trade testing due to the suspension of the two schemes in 2008/2009 up to 2010, this being the preparation and signing of the MOA between MCIL and NUS. However, the numbers in both schemes has increased to date.

Awareness on Administration of Apprenticeship Scheme: The division participated on several awareness programs conducted by other bodies as mentioned above including Talavou programs. Other awareness programs were conducted in Savaii together with the Employment and Labour Market Division, for senior classes (Y12/Y13) in colleges.

Review and Update of Employment and Labour Market information: Data from numerous sources was used to update the database with the number of registered employers up to 1,100. This total number shows an increase if compared to the same period of last year, an indication of the growth in the number of businesses established and in operational from time to time. A total of 361 employment returns were collected from employers in the private sector as a requirement of the labour and employment Act and Regulation 1972 for the purpose of collecting information on employment of the formal sector employers. The employment update report was available to users whenever needed.

Training and Awareness: The training of jobseekers was carried out to keep those looking or in search of job offers and job opportunities, with the main aim and objective, to be well equipped and enhance knowledge, know the important values and related criteria, the appropriate skills required and the job finding methods when applying or entering into the workforce. Participants were awarded with certificates at end of training and records from participants attended previous training showed that some

have found employment and are currently in the workforce. The division as part of awareness participated in the NUS open day for senior schools and colleges set up a booth to showcase all the relevant materials such as posters, pamphlets and brochures on different available job guides and vacancy information. This aimed at encouraging school children to choose, decide and be sure of their right choice of career to pursue while in final years of schooling.

Facilitation of Employment Service: 124 job seekers were registered during the financial year and 126 were referred to employers for interviews. Only 30% of those job seekers referred were placed successfully and due to the fact that the placement part of the service is totally up to the discretion of the employer's decision and selection.

Review Minimum Wage: The recommendation for the minimum wage review submitted by the Samoa National Tripartite Forum is with the cabinet and ministry is awaiting approval on this issue.

Conduct Labour Market Survey of Private sector employers: an exhaustive task that was carried out toward the end of 2010, surveying employers both in Savaii and Upolu. The response rate was 63% target group despite the Ministry's efforts to collect data from all private sector employers. Information collected is being compiled, tabulated and analysed to provide a report for policy decisions. Report should be out before end of 2011.

2.6 INDUSTRIAL RELATIONS, WORK PERMITS AND OCCUPATIONAL SAFETY AND HEALTH DIVISION (IRWPOSH):

2.6.1 OBJECTIVE: Enforcing labour and employment relations, foreign workers and safe work at the workplace.

Outcomes:

6. Strengthen national labour and employment relations (LER) systems,
7. Improve Labour and Employment relations inspection and compliance with the LER Bill and Regulations,
8. Promote LER activities by employers and workers organisation,
9. Develop and enhance processes and systems on the approval of work passes for foreign workers
10. Strengthen national occupational safety and health systems,
11. Implement special programs for hazardous occupations,
12. Extend OSH protection to small to medium enterprises and rural and informal economy workplaces,
13. Promote collaborative actions against hazardous child labour and HIV/AIDs for stronger compliance,
14. Improve safety and health inspection and compliance with the OSH law and
15. Promote OSH activities by employers and workers organisation.

2.6.2 PERFORMANCE ACHIEVEMENTS:

Strengthening national labour and employment relations systems: Since Samoa became a member state of the International Labour Organization in 2005, its obligations to the ILO have resulted in the requirement for a review of its laws to ensure compliance with various ILO Conventions relating to the protection of workers as well as to ensure that the law is relevant and up to date with current practise.

There were several requirements and 8 core conventions ratified and were included under the Labour and Employment Relations (LER) Bill 2011 to ensure compliance of local processes and systems with ILO conventions.

One of the requirements as mandated that required all members of the ILO shall form a Tripartite Committee to include all of its constituents as in the Convention 144 (Tripartite Consultation Convention). The purpose of the SNTF is to ensure the social partners (government, Employers and workers) based on mutual trust and cooperation, consult with each other on labour policies and other relevant issues, thereby promoting industrial peace and contributing to a balanced growth of the national economy. A first meeting of the Samoa National Tripartite Forum was held in March 2010 to familiarise the members and to discuss the issues on the Labour Law Review. Other meetings conducted on the update of the Labour Law Review as well as the review of the minimum wage.

Improve labour employment relations inspection and compliance with the LER Bill and regulations:

There were 138 inspections that were conducted for the reporting period. The purpose was to conduct a record keeping audit with employers on terms and conditions of employment whether they are comply with the provisions of the Labour and Employment Act 1972. The findings reflects that most of employers maintain a good record keeping and are fully aware of their obligations under the Labour and Employment Act 1972, whereas others find it very useful as a reminder of what records they need to maintain as well as clarifying some of the provisions of the Labour Act. I.e. calculations of overtime, public holidays, authorise deductions and understanding of what entitlements should be paid out at the time of resignation.

A new database was developed to capture information received from MfR on business licence and NPF, with classifications by industry sector etc. The purpose of this database is to enable inspectors to identify the Zones or location, types of industry, entity and kind of business operated there for easy referencing during inspections not only for industrial relation but also work permit and to identify which industry sector employed more workers.

81 investigations were carried out under the old legislation but new procedures will be drafted in line with the proposed Bill and will be effective ones approved by Parliament.

Promote LER activities by Employers and Workers Organisations: two social dialogues were carried out in October 2010.

Develop and Enhance processes and systems on the Approvals of work passes for foreign workers: 179 work permits were received and assessed with 156 being approved and the rest rejected. Rejections were mainly due to requirements not being met for merit of employment. New provisions were also included in the LER Bill 2011 for Freedom of Association, rights to organise and collective bargaining for foreign workers.

Strengthen national occupational Safety and health systems: OSH bill has been drafted and should be with Parliament by December. Ongoing trainings were carried out for new officers/inspectors to enhance their level of understanding of the legislations and reporting requirements. A total of 50 work accidents were reported and investigated. Most of the accidents reported were from the construction industries with a total of 20 cases and the rest were from manufacturing 15, electricity & water 7, merchandise & hospitality 5, transport 3. From the investigations of these cases, they were mainly caused through the failure of the workers to use the protective gears provided. Lack of proper supervision also contributed to the causes of the accident, in which the employers concerned were strongly advised.

Improve safety and health inspection and compliance with OSH Law: provisions have also been included in the legislation to strengthen the powers of the inspectors in the enforcement of the laws. A

total of 200 inspections were conducted to ensure safety and health in the workplace. The level of compliance by the employers covered with regards to their legal obligations was discovered satisfactory. However, there is a need for both the employers and workers to partake in trainings and awareness programmes to ensure full understandings on the requirements of the laws.

Implement special programs for hazardous occupations: constructions sites are inspected to ensure compliance with legislations and also to develop a Code of practice for these industries. Those industries which pose the highest risks to work safety and health will be prioritised.

Extend OSH protection to small to medium enterprises and rural and informal economy workplaces: Training programmes have been developed and expected to be implemented in the next financial year.

Promote collaborative actions with hazardous child labour and HIV/AIDs for stronger compliance: provisions have been included in the draft legislation to ensure ILO conventions on child labour, HIV/AIDs are included. This will be monitored/managed under the auspices of the National Tripartite OSH Committee, which is also proposed under the legislation.

Promote OSH activities by Employers and workers organisations:

2.7 REGISTRIES OF COMPANIES AND INTELLECTUAL PROPERTIES (RCIP) DIVISION:

2.7.1 OBJECTIVE: Full protection of rights of intellectual property creators and properties, full compliance with registration obligations under the companies' laws and other registries administered in the Ministry and Protection of efficiency and integrity of all registries.

Outcomes:

16. Full protection of rights of intellectual property creators and proprietors,
17. Full compliance with registration obligations under companies laws and other registries administered in the Ministry and
18. Protection of efficiency and integrity of all registries

2.7.2 PERFORMANCE ACHIEVEMENTS:

Registration of Companies, Incorporated Societies, Cooperatives, Charitable Trusts and Credit Unions: A notable increase in the number of registrations with 297 companies, 12 incorporated societies and 15 charitable trusts.

Registration of trademarks, patents and industrial designs: During the period reported on there was a significant increase in the number of filings of trademarks, patents and industrial designs compared to the 2009/2010. The increase in the number of filings is a positive indicator as it implies that there is a great improvement in the management of IP by the Samoa Intellectual Property Office.

Computerisation of trademarks: 216 trademarks have been entered during the period of the report. These are mainly new filings, and registration done during that period. The number of trademarks entered into the system is a continuation of the work from previous years.

The project for the electronic registry of trademarks completed the first phase and negotiation for the completion of this project is continued.

Computerisation of companies Registry: 220 companies back captured.

Maintain and update the Register of Companies, Incorporated Societies, Cooperatives and Credit Unions (CU): 942 companies were inspected, 210 incorporated societies inspected, 391 annual returns filed, 29 financial statements filed, and 4 incorporated societies de-registered. Ongoing inspections were carried out both Upolu and Savaii result with the compliance of these legal entities to the requirements of the legislations.

Maintain and update the Register of Trade Marks, Patents, Industrial designs and copyright: 133 trademarks renewals and 28 inspections carried out to remind video shops of their obligations under the Copyright Act

Carry out training and awareness programmes: The trainings on the e-registry trademarks had been mainly on training the staff allocated to work on phase 1 of the project on the back-capture of existing files and new applications on how to input these into the system. The WIPO experts will undertake trainings for users and staff of RCIP/Ministry of Commerce Industry and Labour will start prior to the end of phase three and before the implementation of the system.

In addition to the financing of technical experts the WIPO had also offered assistance through the provision of four computers, printer, scanner and a server to be used for the project.

Prepare programmes for the celebration of the World Intellectual Property Day: The RCIP had been carrying out various activities to celebrate the World Intellectual Property Day which is on the 26 April of every year. During the period of the report there were three trainings carried out on Copyright including a National Seminar on Copyright conducted by the WIPO. The national trainings that were conducted by the staff of the Ministry were carried out in both Upolu and Savaii for secondary school students.

During the trainings it was evident that most of the participants had limited knowledge on the subject matter however they requested further training and awareness programmes. Given the limited financial resources only a certain number of training programmes could be undertaken

Establishment of a licensing and membership mechanism to facilitate the enforcement of rights of copyrights holders: During the period of the report the RCIP took a proactive stance in the creation of a data base of Copyrighted works. That work was seen to be a crucial initial step towards the establishment of a Collective Administrative system of Rights for Copyrighted works.

The works were collected from different authors who had approached the office to seek our advice on copyright issues that are pertinent to their works. At the start the main works that were recorded were mainly musical works and some short stories from locally based authors.

The major difficulties encountered with the establishment of the database are the collection of different works and identification of the true authors of such works.

2.8 CORPORATE SERVICES UNIT (CSU):

2.8.1 OBJECTIVES: To ensure that sufficient resources (both financial and human) are available to support the effective delivery of the Ministry's services to achieve its Vision and Mission.

Outcome:

19. Sufficient resources are available to support the Ministry in achieving its vision and mission.

2.8.2 PERFORMANCE ACHIEVEMENTS:

The Corporate services unit continued to play a pivotal role in harnessing support for the delivery of the Ministry's resources. An ongoing constraint perhaps experienced across Government is the lack of capital resources required to support the work of the Ministry. Vehicle issues continued to be a problem with a Ministry of Commerce, Industry and Labour

fleet of 8 vehicles (three at the time requiring serious attention or complete write off). The Ministry managed to implement its activities for its six outputs with the use of five vehicles; two dedicated servicing the needs of the Minister's office. The Ministry made efforts to explore all options available to procure a vehicle even to the extent of seeking Cabinet approval, particularly during the RHD switch, however it was unsuccessful.

These were some of the key highlights for the corporate services division:

- Coordinate the consultations (internal as well as with Stakeholders) drafting of the review of the 2003-2007 Corporate Plan and formulation of the 2010/2012 Corporate Plan. The Ministry incorporated all comments provided by participants from various Government, non government and private sector actors in its final corporate plan,
- Prepared and finalised including submission to Parliament of the 2007 – 2009 Annual reports. After its submission to Parliament, the 2009-2010 annual report was also prepared, despite difficulty with staff turnover and loss of institutional knowledge in terms of achievements,

Both the Corporate planning and Annual reporting activities were significant in bringing together the Ministry in formulating its vision based on lessons learnt from experiences/barriers encountered, and celebrate achievements documented. It fostered even more collaborative planning, inspiring the six divisions to draw up a combined vision for the Ministry over the next 2 year.

- Capability task team set up to start work on the formulation of the Ministry's first Capability plan to be aligned with its objectives in its Corporate Plan needs,
- Reviewed the Service Charter with a careful look at areas where gaps needed to be addressed for publication by earlier half of the 2011-2012 financial year,
- Carried out a Training needs survey within the Ministry to gauge training needs of staff,
- Carried out a Staff Satisfaction survey as a means of engaging with staff on how they felt about their work and management of the Ministry,
- Initiated Knowledge sharing exercise held on quarterly basis to allow those who attended overseas meetings/trainings/workshops to share knowledge on what they had learnt from their travels,
- Carried out procurement training refreshers for those involved in procurement not only in finance but also in other divisions,
- Carried out refreshers for staff on the Public Service working conditions and entitlements (PSC-WCE),
- Prepared a briefing document/welcome package to replace formal orientation in the public service for Ministry new recruits,
- Facilitated and initiated the roll out of the Performance Appraisal system rolled out by the Public Service to improve performance of staff,
- Carried out for the first time in country training in September on: i) "effective leaders and empowering people and ii) effective time management" for management level staff,
- Significant procurements – procured three new vehicles for the Ministry after writing off 3 old vehicles for the Private sector support facility, Chief executive officer and a van for the Ministry,
- Formulation of the IT Policy was initiated,
- Finalise legal arrangements for the Ministry's lease with the ACC,

- Establishment of a Principal IT officer to help reduce costs of repairs and maintenance and to ensure the Ministry received the IT support it needed when it was needed. A Legal Officer was also requested and the Ministry will continue to pursue and negotiate this with the PSC,

SECTION 3: HUMAN RESOURCE & STAFF PROFESSIONAL DEVELOPMENT

With high turnover, it is difficult to retain knowledge and it takes time for new and fairly young staff to catch up. However, as usual, the Ministry is fortunate to enjoy the numerous training opportunities for its staff to get hands on exposure both at the national and international level. These help with the **professional development of staff** in enhancing their capacity in the various focal areas of the Ministry. Two trainings were secured and carried out under funding from the NUS – IOT Oloamanu In country training programme targeted for higher level managers aimed at refreshing/sharpening their time management, leadership, coaching and supervisory skills. This was the first time the Ministry explored and benefitted from this NZAP funded trainings under implemented via the Oloamanu training center at NUS. Annex 1: outlines overseas trainings/meetings and workshops where Ministry staff participated in the financial year.

A task team was set up to start the formulation of the **Ministry's Capability plan**, a tool to support its Corporate Plan objectives. It is envisaged that this plan would be finalised by early on in the next financial year. The Capability plan will examine closely and integrate the performance appraisals systems rolled out by the Public Service Commission in the period.

Mechanisms are in place to ensure that **staff knowledge is increased and shared within the Ministry**. It is important that this continue with its ongoing awareness activities within the Ministry to ensure staff quickly find their footing and get a full grasp of the Ministry's direction early on in their employment. This is basically through the important use of existing IT resources available to capture/share information for ease of access and efficiency and effectiveness of knowledge and quality response to stakeholders. It is hoped that the use of IT tools to store and share information will facilitate in this process to bridge the gaps and allow the Ministry to provide rapid response to queries from the private sector.

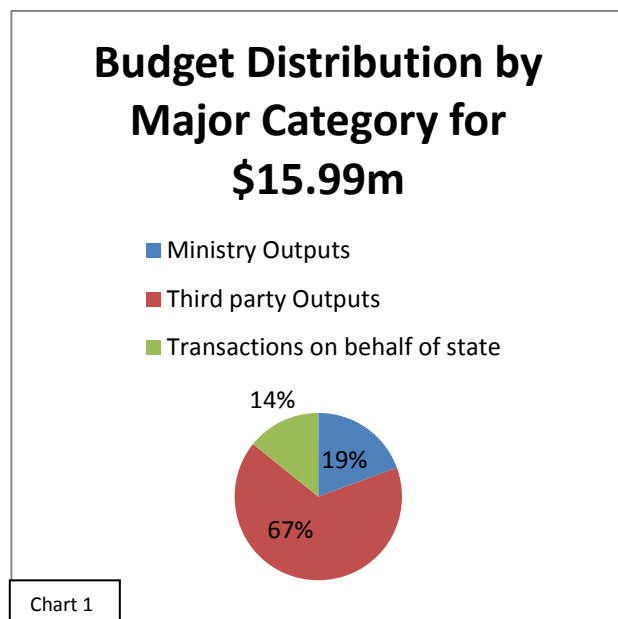
Internal policies were also developed on various human resource matters to ensure transparency of the application of some of the key policies affecting employment of staff as prescribed by the Public Service Commission. These internal policies include:

1. Attendance and leave policy – translating in the Samoan language some of the key areas for attention of staff on attendance and leave entitlements as well as procedures to follow,
2. Overseas travel policy – translating in Samoan language some of the key areas for staff attention in the preparation of travel and documents required to support such travel as well as entitlements and expectations from both the Ministry/Public Service and the staff member,
3. Local travel policy – translating in Samoan language the standard entitlements which applies equally to all staff as well as approvals required and documents and entitlements expected,
4. Overtime policy – translating in Samoan language the PSC requirement as outlined in the PSC-WCE and standard entitlements applied equally to all staff including expectations from staff for overtime. entitlements as outlined in the

The formulation of the Ministry's first Service Charter was also a milestone in reinforcing attitudinal changes and refreshing Public Service Values and its important role in providing services to the public.

SECTION 4: MCIL BUDGET APPROPRIATION 2010-2011

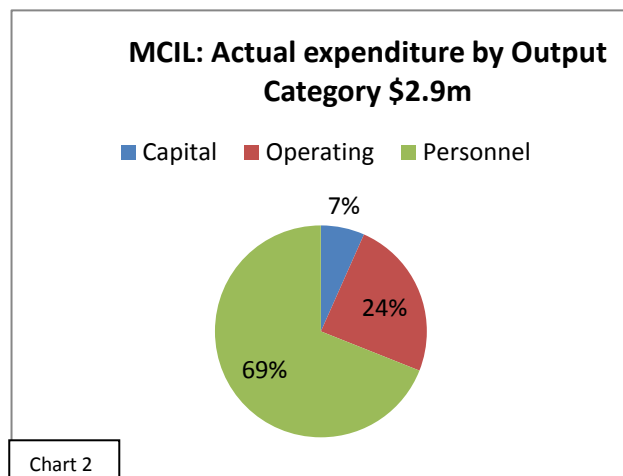
4.1: EXPENDITURE DETAILS:



As outlined in table Schedule 1 below, by the end of the financial year 2010-2011, the Ministry's total **approved budget remained at \$15.994 million**, an increase of 5.7% from the 2009/2010 period. As indicated by chart 1 on the left, **only 19%** of this was provided directly for the implementation of the **Ministry's outputs/activities, 67% was provided for Third Party Component** (TPC-which included provisions for the Samoa Tourism Authority –STA (\$10.2m or 96%) and rest with SBEC) and **14% for Transactions on behalf of the state (TBS)**.

In terms of delivery, the Ministry delivered 96% of the TBS component, compared to last year's delivery of only 45%. Activities remained the same under this category apart from the absence of the funding for the private sector (in response to the reconstruction efforts for small to medium

accommodation facilities affected by the Tsunami of September 2009) which featured in last year's financial report. To be documented and of significance importance is the Governments ongoing annual contributions through the Ministry's budget to the lease for Yazaki EDS of \$0.98m. Other activities which feature under this TBS category include membership to international organisations, Private sector grant (\$100,000 annually) as well as office space rental for the Ministry with ACC premises of \$0.55million. Another significant expenditure under this component was the \$107,927 payment to the NUS-IOT for the management of the Apprenticeship scheme as per the agreement signed in February 2010.



Third Party Outputs achieved 100% of delivery whilst the Ministry outputs utilised 96% of its allocation compared to 95% of the previous year. You may note from Chart 2 on the left, that of this 96% of expenditures, 69% was actually spent on personnel, 24% for operating and 7% for capital expenditures. Compared to last year, actual expenditure increased for Capital items by 4% whilst actual personnel spending were reduced by 5% for procurement of two Ministry vehicles, one double cab pickup for the CEO and one Van for the office.

4.2 COST RECOVERIES/REVENUE COLLECTION

Cost Recoveries 2010-2011

Overall the Ministry Managed to collect 87% of its projected revenues for the period 2010-2011, this is a 2% drop from the previous year's total collections. The shortfall is due to drop in the number of recoveries collected under the apprentice scheme due to the drop in the roll of enrolment. The collection reflects a 3% shortfall from the volume collected in the previous year.

SCHEDULE 1: STATEMENT OF RECEIPTS FOR THE FINANCIAL YEAR ENDED 30 JUNE 2011				
	2011 \$	Estimate \$	Over/(Under) \$	2010
	\$	\$	\$	\$
RECEIPTS BY MINISTRY				
Commerce, Industry and Labour	260,859	301,393	(40,534)	268,627
TOTAL RECEIPTS	260,859	301,393	(40,534)	268,627

Source: Ministry of Finance: Unaudited financial statements

SCHEDULE 2: STATEMENT OF MINISTRY EXPENDITURE BY OUTPUT FOR MINISTRY OF COMMERCE, INDUSTRY & LABOUR:					
APPROPRIATION ACCOUNT f or the financial year ended 30 June 2011					
Outputs		2011 \$	Estimate \$	(over)/Under	2010 \$
1.0	Policy Advice to the Minister	327,999	337,231	9,232	239,123
2.0	Ministerial Support	289,070	294,188	5,119	240,967
3.0	Management of Investment Promotion & Industry Development	431,975	458,446	26,471	426,939
4.0	Enforcement of Fair Trading	493,670	512,194	18,525	417,615
5.0	Apprenticeship Scheme & Employment	439,806	468,225	28,419	381,777
6.0	Enforcement of Labour Standards & Work Permits	308,419	333,403	24,984	297,079
7.0	Enforcement of Occupational Safety & Health Standards	200,695	209,284	8,589	185,975
8.0	Management of the Registries of Companies & Intellectual	471,405	487,216	15,811	372,534
9.0	Enforcement of Occupational Safety & Health	0	0	0	0
10.0	Management of the Registries of Companies	0	0	0	0
Total Outputs		2,963,038	3,100,187	137,148	2,562,008
Third Party Outputs					
	Samoa Tourism Authority	10,361,359	10,221,359	(140,000)	7,500,000
	Samoa Business Enterprise Centre (SBEC)	400,000	400,000	0	200,000
	Women in Business (Organic Farming)	0	0	0	50,000
Total Third Party Outputs		10,761,359	10,621,359	(140,000)	7,750,000
Transactions on Behalf of State					
Membership Fees					
	International Labour Organisation	9,454	11,142	1,688	9,888
	International Organisation for Customers	2,000	2,000	0	2,681
	World Intellectual Property Organisation(WIPO)	3,907	5,000	1,093	3,653
	World Association of Investment Promotion Agencies	7,602	9,000	1,398	5,000
	United Nations Industry Development	8,271	11,560	3,289	3,082
		31,234	38,702	7,468	24,304
	Contribution to Private Sector	100,000	100,000	0	40,000
Rents and Leases					
	ACB Building	550,076	550,077	1	461,408
	Yazaki Lease	984,277	1,012,399	0	843,666
	Government Building Lease - MCIL	41,461	55,560	14,099	47,680
	Commerce Sector - Tsunami Reconstruction Costs	0	0	0	500,000

		Private Sector Support Facility	50,000	50,000	0	0
		Apprenticeship Training Provider NUSOT	107,927	123,800	15,873	121,920
			1,833,741	1,891,836	58,095	1,514,674
	VAGST		1,731,407	342,800	(1,388,607)	68,893
		Total Transactions on Behalf of State	3,596,383	2,273,338	(1,323,045)	1,607,870
		TOTAL EXPENDITURE - COMMERCE, INDUSTRY & LABOUR	17,320,778	15,994,884	(1,325,894)	11,919,878
Sources: Ministry of Finance: unaudited financial statements						

Annex 1: Overseas Trainings Attended by MCIL Staff:

NOMINEE	DIVISION	VENUE	DURATION	MEETING/TRAINING	APPROVAL
Unasa Iulia Petelo	FTCD	Geneva, Switzerland	02/07/10-11/07/10	33rd session of the Codex Alimentarius Commission, 05-09 July 2010	FK.(10)24
Auelua Samuelu Enari	CEO	Dhaka, Bangladesh	15/07/10-21/07/10	Regional forum on IP for the policy makers of the LDC's of Asia and Pacific region	FK.(10)26
Alataua Tuliaupupu	RCIP	Dhaka, Bangladesh	26/07/10-31/07/10	Technical Cooperation Workshop on the Assessment of Priority Needs to implement TRIPS Agreement.	FK (10)28
Maryann Vaiula	RCIP	Dhaka, Bangladesh	26/07/10-31/07/10	Technical Cooperation Workshop on the Assessment of Priority Needs to implement TRIPS Agreement.	FK.(10) 28
Toefuataina Faagai	IDIPD	Hunan, China	05/08/10-01/09/10	Seminar/Training Course on Business and Trade Management for Developing Countries.	FK (10) 30
Roger Toleafoa	FTCD	Auckland, New Zealand	06/08/10-21/08/10	Calibration of Physical Standards & Staff Training.	FK(10) 28
Vincent Faafo	FTCD	Auckland, New Zealand	06/08/10-21/08/10	Calibration of Physical Standards & Staff Training.	FK (10) 28
Sa'u Taupisi Faamau	AELM	Canberra, Australia	21/08/10-23/08/10	2009 Pacific Executive Program (PACE)-Stage 3.	FK (10) 30
Albert Meredith	IDIPD	China	17/08/10-13/09/10	Seminar on Trade and Investment Promotion for Latin America, Caribbean and South Pacific Countries	FK (10) Faapitoa 10
Veronica F Levi	CSU	Canberra, Australia	21/08/10-10/09/10	Pacific Executive PACE Program-2010, Stage 1	FK (10) 30
Toafa Leutele	IDIPD	China	03/09/10-29/09/10	Seminar on Economic Globalization and Development of Chinas' manufacturing Industry	FK (10) 34
Karen Niumata	FTCD	Shanghai, China	03/09/10-30/09/10	Seminar on Export-Oriental Economy for Developing Countries	FK (10) 34
Faatuai Lemafa	FTCD	Beijing, China	10/09/10-05/10/10	Seminar on Regional Trade & Economic Cooperation Under Globalization for developing countries	FK (10)35
Margaret Fruean	RCIP	Geneva, Switzerland	17/09/10-26/09/10	Technical Cooperation Workshop on the TRIPS Agreement and Public Health	FK (10)35
Auelua Samuelu Enari	CEO	American Samoa	20/09/10-22/09/10	Starkist Meeting	FK (10)36

Unasa Iulia Petelo	FTCD	Tonga	24/09/10-03/10/10	11th session of the Coordinating Committee for North America and the South West Pacific	F.K (10) 35
Kolone Maisa	RCIP	Korea	28/09/10-09/10/10	WIPO Asia-Pacific Regional Forum on Intellectual Property and Green Growth	FK (10) 37
Vincent Faafo	FTCD	China	12/10/10-06/11/10	Seminar on Trade Remedy Measures for Developing Countries	FK (10) 39
Andrew Sheck	AELM	China	12/10/10-06/11/10	Seminar on Trade Remedy Measures for Developing Countries	FK (10) 39
Siliili Aumua Isaia Lameko	IRWPOSH	Fiji	26/10/10-29/10/10	Pacific Regional Maritime Labour Convention, 2006 Tripartite Ratification workshop.	FK (10)41
Sa'u Taupisi Faamau	AELM	Fiji	25/10/10-29/10/10	Capacity Building Workshop & Regional Maritime Labour Convention, 2006 Tripartite Ratification workshop	FK (10)41
Margaret Fruean	RCIP	Singapore	29/10/10-06/11/10	Advanced Regional Workshop for WTO members and Observers in Asia and the Pacific on Challenges for a Modern Copyright System	F.K.(10) 42
Auelua Samuelu Enari	CEO	Brussels	30/10/10-10/11/10	All ACP Conference on Geographical Indications	F.K(10) 42
Maryann Vaiula	RCIP	Japan	06/11/10-22/11/10	Training course on the use of information technology in Industrial Property Administration Under the WIPO Funds-in-Trust	F.K(10) 42
Lisi F Asuao	CSU	Australia	12/11/10-27/11/10	Australian Public Service Commission's 2010-2011 Pacific Work Attachment Program	F.K (10) 43
Alataua Tuliaupupu	RCIP	Thailand	24/11/10-02/12/10	Thailand International Creative Economy Forum "GlobaLOCALisation - Local Move, Global Success"	F.K (10) 45
Margaret Fruean	RCIP	Fiji	27/11/10-02/12/10	WIPO Sub-Regional Workshop on the effective use of the Intellectual Property System for economic growth and business competitiveness	F.K (10) 46
Auelua Samuelu Enari	CEO	Australia	27/11/10-05/12/10	Pacific Tourism Investment Planning and Promotion Workshop	F.K (10) 46
Pulotu Lyndon Chu Ling	IDIPD	Australia	27/11/10-05/12/10	Pacific Tourism Investment Planning and Promotion Workshop	F.K (10) 46
NO OFFICIAL TRAVELS FOR DECEMBER 2010.					

Sa'u Taupisi Faamau	AELM	China	08/01/11-20/01/11	South Pacific Trade Union Leaders Seminar/Meeting in China	F.K (11) 01
Kolone Maisa	RCIP	Singapore	05/02/11-12/02/11	Advanced Regional workshop on trade in services for WTO members & observers in Asia and the Pacific	F.K (11) 04
Auelua Samuelu Enari	CEO	Italy	24/02/11-03/03/11	World Association of Investment Promotion Agencies Steering Committee meeting.	F.K (11) 07
Faiiletasi Seuao	RCIP	New Zealand	02/03/11-05/03/11	Business Registries in the Pacific Study Tour and Workshop	F.K (11) 08
Pulotu Lyndon Chu Ling	IDIPD	Palau	05/03/11-20/03/11	Third Meeting of Pacific Agreement on Closer Economic Relations (PACER) Plus Officials	F.K (11) 08
Auelua Samuelu Enari	CEO	Palau	12/03/11-22/03/11	Third Meeting of Pacific Agreement on Closer Economic Relations (PACER) Plus Officials	F.K (11) 08
Margaret Fruean	RCIP	New Zealand	19/03/11-26/03/11	Public Services International Oceanic Sub-Regional Advisory Committee Workshop	F.K (11) 11
Sa'u Taupisi Faamau	AELM	Vanuatu	26/03/11-01/04/11	Commonwealth Regional Conference on "Investing in Youth Employment"	F.K.(11) 11
Gladys Fuimaono	FTCD	China	31/03/11-14/04/11	43rd session of the Codex Committee on Pesticide Residues	F.K.(11) 11
Alataua Tuliaupupu	RCIP	PNG	23/04/11-28/04/11	PIFS	F.K (11) 15
Unasa Iulia Petelo	FTCD	Canada	04/05/11-17/05/11	Codex Committee on Food Labelling	F.K(11) 16
Margaret Fruean	RCIP	Turkey	05/05/11-14/05/11	WIPO High Level Forum	F.K(11) 16
Karen Niumata	FTCD	China	10/05/11-03/06/11	Seminar on Macroeconomic Development for Developing Countries	F.K(11) 16
Auelua Samuelu Enari	CEO	China	11/05/11-18/05/11	Meeting with Exhibition & Travel Group	F.K(11) 17
Pulotu Lyndon Chu Ling	IDIPD	China	11/05/11-18/05/11	Meeting with Exhibition & Travel Group	F.K(11) 17
Sydney Sua	IRWPOSH	China	23/05/11-18/06/11	Seminar on Trade & Investment Promotion for Developing Countries	F.K (11) 18
Margaret Fruean	RCIP	New Zealand	26/05/11-20/08/11	NZ Short Term Training Award: Industrial Property	F.K.(11)19

Annex 2:
Ministry: MCIL OUTPUT PERFROMANCE MEASURES & RESULTS JULY 2010-JUNE 2011

Output 1: POLICY ADVICE TO THE RESPONSIBLE MINISTER

Output Manager: Chief Executive Officer

Description: To ensure that the government is provided with relevant and timely advice relating to the development of the commerce, industry and labour sectors in Samoa.

Performance Measures:

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendations/Way forward
Meetings and consultation with the Minister	At least 6 briefing papers with the Minister on policy developments and progress of Ministry Mandates, Attend all Parliamentary sittings and answer any queries through the Minister, Attend all Parliamentary sub committee (PSC) and Cabinet Development Committee (CDC) meetings and provide appropriate responses.	Minister updated on new developments, issues relating to Commerce, Industry and Labour including Companies registries and Intellectual properties. Minister/Parliament members satisfied with responses PSC and CDC satisfied with responses and information provided	Bi-monthly or as required by Minister/Cabinet Within 2010 – 2011 and as required by Minister Within 2010 – 2011 and as required by committees	On going activity as required by Minister from time to time. 1 paper provided for Minister for Cabinet submission on Ministry Board 6 monthly report, 1 Minister briefing paper on the new budget 2010/2011, As required by Parliament/Minister As required by Parliament/Minister	
Develop and maintain regional and international co operation	Attend at least 6 regional and 6 international meetings on Codex, ILO (International Labour Organisation), World Intellectual Property Organisation (WIPO), World Association for Investment Promotion Agencies) WAIPA, United Nations Industry Development Organization (UNIDO), Organisation for Occupational Safety and Health (OSH), CCNSSWP,PACER, PICTA, WTO etc. At least 2 official functions hosted for missions from Codex, ILO, WIPO, WAIPA, UNIDO, OSH, CCNSSWP,PACER, PICTA, WTO etc.	Active representation of Samoa as required by agreements between Samoa and international/regional organizations. Obligations and commitments to international mechanisms met Cultivate excellent relationships and networking for further support from international/regional organisations	Within Financial Year2010 – 2011 Within Financial Year2010 – 2011 Within Financial Year 2010 – 2011	4 meetings attended July 2010 - Dhaka Bangladesh to attend Intellectual Property policy makers forum September 2010 – American Samoa – StarKist Visit October 2010 – Brussels, Geographical Indicators Meeting November 2010 – Australia, Pacific Tourism Investment Planning & Promotion Workshop None in the last six months	
Develop and maintain partnership with the private sector and other stakeholders	Attend stakeholder meetings of the following: - At least 10 meetings of the	At least 1 policy document emanating	Within Financial year 2010 – 2011	2 meetings for TCI Board	

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

	- Trade, Commerce & Industry Development Board, - At least 6 Prices Board meetings, - At least 10 Samoa National Codex Committee (SNCC) meetings, - At least 3 meetings of the Apprentices council - At least 10 meetings of the National Tripartite Labour Forum (SNTF), - At least 8 meetings of the National OSH Committee	from each of the Boards/Committees under the mandate of the MCIL presented to Cabinet for approval.		2 meetings for Prices Board No meetings for SNCC No meetings for Apprenticeship Council (1mtg on 24/9/10) no minutes provided to CSU 1 meeting for Samoa NTF No meetings for National OSH as committee is yet to be established	
Overall Management and Leadership of the Ministry of Commerce, Industry & Labour	- At least 1 annual review of the MCIL Corporate plan 2010-2012, - Annual report for prior years 2007/2008, 2008/2009 and 2009/2010 compiled, finalized and presented to Parliament, - Annual review of the Service charter, - Hold at least 4 quarterly management meetings and - Prepare Capacity Assessment of staff and draw Capability plan	Reports and documents to be participatory, inclusive and within the various mandates of the Ministry	Within Financial year 2010 – 2011	Completed – submitted to Government Printing for printing Completed – submitted to Government Printing for printing Annual Report 2009-2010 to be finalized Review of the service charter is planned for the second half of the financial year. Weekly management meetings held every month ensure that MCIL's operations and functions are effectively carried out by staff. Capability plan to be implemented in second half of the financial year.	
Participate and contribute in government integrated approach of effectively managing/implementing development projects	Attend at least 9 meetings of the following: - CDC, - National Revenue Board, - Development Bank of Samoa, - Accident Compensation Corporation Board, - Samoa Tourism Authority Board, - Electric Power Corporation, - Small Business Enterprise	Provide effective advise on issues/linkages with the Ministry's mandate, Provide support on quality decisions made and effective monitoring for their follow-up actions	Within Financial year 2010 – 2011	CEO's contribution to these boards allows for the sharing of knowledge, to assist these Corporations and Public Bodies to make decisions for the betterment of their services to the community 3 CDC meetings 3 National Revenue Board 6 DBS meetings plus 3 special meetings 6 ACC meetings plus 2 special	

	- Center Board, Samoa Land Corporation Board and - Samoa Qualifications Authority Board.			meetings 6 EPC meetings plus 3 special meetings 6 SBEC meetings 6 SLC meetings 6 SQA meetings plus 2 special meetings	
Advice on all matters pertaining to the CEO's functions within the Ministry: - Registrar of Companies, - Registrar of Intellectual Properties, - Registrar of Trademarks & Patents, - Commissioner of Labour, - Chairman Apprenticeship Council and - Foreign Investment Registrar	At least 3 cabinet submissions prepared for Ministers endorsement on each of the functional activities.	At least 2 cabinet submissions approved on each functional activity	Within Financial Year 2010 – 2011	Ongoing activity as part of CEO's main duties to advise Minister on all matters pertaining to the functions of MCIL.	

Output 2: MINISTERIAL SUPPORT

Output Manager: Chief Executive Officer

Description: To provide the Minister of Commerce, Industry and Labour with financial, administrative and secretariat support service for its operations.

Performance Measures:

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendation/Way forward
Provide secretarial services to Minister of Commerce, Industry & Labour	Secretariat completes all ministerial correspondence in a timely manner, At least 40 cabinet submissions reviewed for accuracy and completeness	Efficient and effective secretariat services provided for the Minister All cabinet submissions to be approved upon first submission	Within 2010 – 2011 Within 2010 – 2011	Daily correspondences delivered on time. Cabinet Submissions received/endorsed by Minister are submitted to Cabinet for approval.	
Provide administrative services to the Minister of Commerce, Industry & Labour inclusive of the Registries of Companies and Intellectual Properties.	12 Ministerial overseas travel arranged on a timely manner for the Minister and Associate Minister At least 12 meetings/consultations with CEO to be arranged	Ministers travel and related travel costs is arranged in an efficient and effective manner Meeting schedules are arranged on a	Within 2010 – 2011 Within Financial Year 2010 – 2011	None in the last six months Meetings between the Minister and	

	Assist with at least 5 official functions for Ministerial hosting of overseas delegations and foreign investors	timely manner Successful arrangements for hosting 5 official functions	Within Financial Year 2010 – 2011	CEO are carried out on an ad hoc basis depending the need or upon requests by CEO or the Minister. No official delegates were received or hosted by the Ministry.	
Provide transport services to the Minister of Commerce, Industry & Labour	Timely servicing and maintenance of Ministerial vehicle	100% level of satisfaction	Every 3 months or before exceeding 3000 miles whichever comes first	Ministers vehicle is being serviced on a regular basis and a vehicle is hired from car rental businesses to cater for the Ministers office during servicing and maintenance times.	
Provide informal reports (advice) on implementation of government policies	At least 12 meetings between the Private Sector and the Minister to be coordinated for briefing the Minister on matters related to Commerce, Industry and Labour	Based on updated information provided	Bi – monthly.	The Minister presides as chair of the TCI Boards and provides informal advice/updates on government policies relevant to the private sector.	

Output 3: MANAGEMENT OF INVESTMENT PROMOTION & INDUSTRY DEVELOPMENT

Output Manager: Assistant Chief Executive Officer – Industry Development and Investment Promotion

Description: To facilitate the development of the industrial sector through active promotion of both local and foreign investment in the country. To enhance the development of a sound enabling investment environment through the provision of adequate, accurate and timely information for investor decision through effective administration of existing programs of assistance. These are aimed at sustaining the private sector development.

Financial Year: 2011/2011

Performance Measures:

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendation/Way forward
Administer programs of assistance for Industry Development and Investment Promotion	Enterprise Incentives Scheme (EIS) All entries from Yazaki EDS Limited must be checked against approval End of Project site visit as EIS assistance expires in July 2010; and a report of YES's expansionary developments to date. Duty Suspension Scheme (DSS) Process all entries from 3 remaining companies (Nonu Samoa, R & L Keil Holdings Ltd. & CCK Trading) At least 3 applications are received and	95% satisfaction level of entries in accordance with approval order 95% approved enterprises utilize incentives in accordance with approved conditions 95% approved enterprises utilize	First Quarter of Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011	No entries received The EIS assistance for remaining company was expired in July 2010. YES was recently considered under DCS.	EIS assistance expired on the 11th July 2010

	assessed for the Investment Committee's consideration.	assistance in accordance with stipulated conditions		3 Entries processed for R & L Keil Limited.	1 Entry received from R & L Keil Limited 28/01/11
	Undertake at least 2 site visits including inspection of consignments	95% of applications satisfy the stipulated criteria of the scheme.	Within the Financial Year 2010/2011	No new applications received for DSS	No new applications received for DSS.
	Government Export Guarantee Scheme (GEGS) Develop and finalize a new Operational procedures of GEGS in close collaboration with CBS		Within the Financial Year 2010/2011	Conducted 3 site visits for 3 companies: Nonu Samoa Limited, CCK Ltd and R & L Keil Ltd in November.	No site visits conducted as these were carried out in first half of FY.
	At least 3 meetings to be conducted for the GEGS Review Committee	95% of businesses satisfy the stipulated conditions of the scheme	Within Financial Year 2010/2011	GEGS committee and subcommittee meeting held in February to discuss and decide way forward for GEGs. The GEGs guidelines were drafted accordingly with submission from AT ie in line with relevant provisions of the Public Finance Management Act 2001.	GEGS Committee and Sub-committee meeting held in February to discuss and decide the way forward for GEGS. The GEGS guidelines were drafted accordingly with submission from AG i.e. in line with relevant provisions of the Public Finance Management Act 2001.
	To update Cabinet and the business community of revised GEGS.	90% satisfaction level & consistency of Committee's decisions and recommendations with SDS; and relative obligations under multilateral agreements such as WTO.	Within Financial Year 2010/2011	A meeting was held with CBS to discuss the way forward for GEGs.	1 Committee and 1 Sub-committee meeting has been conducted during the review period.
	Private Sector Support Facility (PSSF) Complete review of PSSF.	Cabinet will endorse recommendations and 95% of the general business community will be aware of the revised GEGS.	Within Financial Year 2010/2011	Cabinet & business community will be advised upon finalization of operational procedure within this FY.	Cabinet submission will be prepared by MCIL once Revised Guidelines and application forms have been finalized.
		95% satisfaction level of businesses & stakeholders on revised GEGS	Within first quarter of Financial Year 2010/2011	Finalization and incorporation of review recommendations is still underway, 3 special meetings of SG for the review were conducted.	Review has been completed but is pending the review of the inclusion of capital items under PSSF by the PSSF major donor partner NZAP. A total of 2 special meetings of the SG were conducted for the review.
	At least 2 media promotional campaigns to be conducted for the Facility:	95% satisfaction of Steering Group, Development Partners & stakeholders of PSSF revised guidelines, criteria and operations manual.	Within Financial Year 2010/2011		Media promotion was still put on hold pending completion of the Review except for calls for proposals on

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	At least 20 applications are received, analyzed and assessed on its merits	90% of potential applicants are satisfied with revised criteria, requirements and closing dates for each Category Round of the facility.	Within Financial Year 2010/2011	Media promotion pending finalization of PSSF review except for calls for proposals on newspapers prior to the closing of the 3 rounds, in July, August & September.	newspapers that the division continued to carry out. A total of 46 applications were received and assessed for the last 3 rounds of PSSF. A total of 36 applications were approved and 8 were declined for not meeting the conditions of the scheme. 1 case was withdrawn and 1 was pending submission of additional info. Same status as of previous 6 months.
	Produce and distribute 200 PSSF brochures (English & Samoan) to stakeholders	90% of applications satisfy the stipulated criteria of the Facility.			
	Conduct at least 5 in-country presentation/training for the private sector (WIBDI, SHA, SCCA, SAME, SCCA, Samoa Mamanu & other associations)	95% satisfaction & a more informed private sector and stakeholders on the mechanisms of the Facility	Within the Financial Year 2010/2011	Reprinting of brochure was put on hold pending completion of the PSSF review. However, information on PSSF was given to the public on request from time to time.	No in country presentation training conducted until review is completed.
	3 Private Sector Business Forums to be conducted	90% of targeted audience becomes aware of PSSF guidelines and eligibility criteria	Within Financial Year 2010/2011		
	4 TV & Radio Programmes (2 TV programs & 2 Radio talks)	90% of the targeted audience becomes informed of each industry's economic performance	Within Financial Year 2010/2011	Business forums are scheduled for the 2 nd half of FY.	The arrangement of Business Forums (BF) is now facilitated by the National Private Sector Organization through Chamber of Commerce. SG & Secretariat awaits proposal from NPSO for organization of future BFs. No TV & Radio programme was carried out as completion of review is still pending.
	4 Newspaper Ads (4 weeks prior to closing of round for both Categories A & B)	90% of targeted audience becomes aware of PSSF guidelines and eligibility criteria.	Within Financial Year 2010/2011		
	6 site visits and inspections of eligible projects & end of project follow up visits	95% of targeted audience becomes aware in advance of due dates for each PSSF round.	Within Financial Year 2010/2011	Planned for 2 nd half of FY.	Site visits are carried out prior to SG decision making on the applications. Hence, 3 site visits were carried out for the 3 rounds of applications.
	Preparation and submission of (i) Six		Within Financial Year 2010/2011		
				3 newspaper ads were made prior to closing of first 3 rounds.	Report for 1 st 6 months has been submitted and report for last 6 months is in progress.

	monthly Financial Report and (ii) Report on Operational Budget	95% of projects satisfy the stipulated conditions of PSSF	Within Financial Year 2010/2011	4 site visits were conducted by the Secretariat to eligible projects and one M & E site visit of the PSSF Steering Group.	Secretariat to prepare Annual Report for FY2010/11 and submit to development partners through MoF and Cabinet for approval.
	Preparation and submission of (i) Annual Report on Operations budget (ii) Annual PSSF Progress Report	95% compliance with PSSF reporting requirements.	Within Financial Year 2010/2011	The Secretariat is currently preparing the PSSF first 6 monthly report for the current FY.	A total of 5 PSSF SG meetings were conducted including 2 special meetings for the PSSF Review.
	Secretariat Support for the PSSF Steering Group to be provided for at least 8 meetings	95% satisfaction and a well informed Steering Group and Development Partners.	Within Financial Year 2010/2011	Annual Reports for FY2009/2010 were prepared and submitted to development partners through MoF. These were also submitted and approved by Cabinet.	Regular updates are conducted for PSSF capital and stationery items.
	Update inventory register for PSSF capital & stationery items	95% compliant with audit requirements.	Within Financial Year 2010/2011	A total of 5 PSSF SG meetings were conducted including 3 special meetings for the PSSF Review.	Received and assessed 6 applications. Out of these 6 applications, 5 were approved but 1 was put hold pending approval from Cabinet.
	Tourism Tsunami Rebuilding Program At least 10 applications are received, analyzed and assessed based on merits	95% satisfaction level of arrangements; and the Committee's decisions are in accordance with the revised criteria of the facility.	Quarterly	Regular updates are conducted for PSSF capital and stationery items.	Only 1 TTRP SG meeting was conducted in March.
	Secretariat Support for the PSSF TTRP Steering Group to be provided for at least 6 meetings	90% of applications satisfy the stipulated TTRP criteria.	Quarterly	A total of 15 applications were received for round 3 & 4 of TTRP in the period under review. 14 applications were approved and 1 pending cabinet approval as it was not included under the KVA rapid assessment.	A total of 5 applications received for assessment by MCIL. 3 have been approved through the Investment Committee with the remaining 2 proposals pending submission of additional information.
	Duty Concession Scheme At least 6 applications are received and assessed against stipulated conditions of the Customs Amendment Act 2007.	95% satisfaction and a well informed Steering Group and stakeholders.	Within Financial Year 2010/2011	4 TTRP meetings were conducted in July, August, September and October including 2 special meetings.	A total of 5 proposals for 'additional goods' were facilitated by MCIL and approved through MOF.
		95% of applications are approved by the Investment Committee and		A total of 5 applications received directly by the division. 3 applications approved by Cabinet and 2 pending	

	Undertake at least 6 site visits to factory or location of development; and inspection of consignments for approved applications in close collaboration with MfR:	endorsed by Cabinet as a “qualifying project” or MoF as “qualifying good” in accordance with Customs Amendment Act 2007;		submission of additional information.	
	At least 20 entries to be received and analyzed	95% of approved enterprises will utilize assistance in accordance with Customs Amendment Act 2007	Within Financial Year 2010/2011	5 applications received through Investment Committee fwd to MCIL for comments. 3 pending submission of additional information and 2 declined. 9 applications for ‘approved goods’ were received, 9 approved by MoF & Cabinet. 5 site visits undertaken for individual applicants upon receipt application as well as inspection consignments.	3 businesses were subjected to site visits as part of assessment process and approval; Pure Pacifika, Lupe Sina, and Savaii coconut oil to confirm certain details. Inspection of existing qualifying projects proposed for 1st half of FY 1112. Spot checks for consignments were also conducted for 4 qualifying projects; Amanaki Hotel, Seabreeze Resort, Lupe Sina, and Pure Pacifika. A total of 35 entries were received from 9 different companies.
	Code 121 (Customs Tariff Act 2008) At least 5 applications are received and assessed against stipulated conditions of the Code 121 scheme	90% of approved entries are in accordance with Customs Amendment Act 2007	Within Financial Year 2010/2011	A total of 31 entries received from 9 different qualifying projects. IDIP was represented at 6 meetings of the Investment Committee in July, Aug (2), Sept, Oct and Nov.	No new applications received during this period
	Undertake at least 5 site visits to the factory of applicant Public awareness campaign for Code 121, DCS & DSS: 5 newspaper and radio notices per scheme	95% of applications are approved by MCIL as qualifying enterprise ; and by MOR as approved goods in accordance with the customs Tariff Amendment Act 2008	Within Financial Year 2010/2011 Within Financial Year 2010/2011	Only one case was rec’d and assessed and approved as it met stipulated criteria of the scheme. No site visit conducted.	No site visits conducted given that there were no applications received. The awareness programmes were reviewed in terms of the appropriate means to publicize the scheme. The Division continued to provide information on code 121 to visiting customers.

	2 TV programs to be conducted for all schemes. Monitoring and Evaluation (2 Upolu & 2 Savaii): Inspections of businesses being assisted under the DSS, Duty Concession and code 121 schemes	100% of enterprises are operational and therefore qualify for assistance 95% satisfaction level & a well informed business community of these schemes. 95% of potential applicants are aware of above schemes 95% of approved enterprises will comply with stipulated conditions of approval under each scheme	Within Financial Year 2010/2011 Within Financial Year 2010/2011	Public awareness is scheduled for 2nd half of FY. Public awareness is scheduled for 2nd half of FY. 1 inspection for this FY was conducted in November 2010 for Upolu and Savaii to be conducted in the 2nd half of FY.	Savaii inspection commenced 4th of April and completed 6th April 2011 inspecting a total of 8 qualifying projects. Inspection of Upolu is to be conducted FY 1112.
To promote Samoa as a conducive Investment Destination.	Foreign Investment Registry & Legislation At least 10 Foreign Investment applications to be received, analyzed & registered	95% of approved applications are in accordance with provisions of the Foreign Investment Act 2000	Quarterly	Received and assessed 38 applications, 37 were approved and 1 was declined as requested activity fall under the Reserved List of the FIA 2000. The 37 approved applications are categorized under the following sectors; (i) Accommodation – 1 (ii) Restaurant/Cafes – 4 (iii) Construction – 2 (iv) Retailing – 9 (v) Wholesaling & Distributions - 3 (vi) Entertainment & Recreation – 4 (vii) Professional Services – 4 (viii) Information – 2 (ix) Manufacturing – 1 (x) Travel Services – 1 (xi) Other Services – 6	Received and assessed 33 applications, including 5 requests for additional activities. These applications were all approved in accordance with the FIA 2000 The 33 approved applications are categorized under the following sectors; (i) Accommodation – 2 (ii) Agriculture – 3 (iii) Construction – 2 (iv) Entertainment & Recreation – 1 (v) Information – 3 (vi) Manufacturing – 1 (vii) Professional Services – 5 (viii) Restaurant/Cafes – 3 (2 new applications & 1 additional activity request) (ix) Repairs & Maintenance - 1 (x) Retailing – 7 (4 new

					applications & 3 additional activities requests) (xi) Wholesaling & Distributions – 3 (2 new applications & 1 additional activity request) (xii) Other Services – 2 Conducted 1 site visit to registered Foreign Investment Enterprises (FIEs) in Savaii from 4th – 6th April 2011. Finalizing work on both Foreign Investment Bill 2011 & the Regulations with the AG's office and make preparation for tabling these in Parliament. The Bill will be amended in the process of submission to Parliament. Regulations will be translated in the next FY after Cabinet approval. FIC Database is updated regularly i.e. on a weekly basis when applications are approved. Updated information from site visits is also uploaded and bi-monthly reports are provided to IDIP team. Business Advantage 2011/12 is completed and copies have been circulated to various Ministries and organizations. A draft copy of the promotional brochure and master investment guide is now in progress for 1st draft finalization and circulation to stakeholders for comments before finalized for printing in fy11/12. Refer above
	Undertake 4 site visits to all registered foreign investment businesses per annum (2 Upolu & 2 Savaii)	95% satisfaction level in accordance with Foreign Investment Act 2000	Within Financial Year 2010/2011	1 site visit to registered Foreign Investment Enterprises (FIEs) in Upolu from 1 st – 8 th November 2010.	
	Finalize review of Foreign Investment Act & Regulation	95% of information is relevant, reliable and accurate	Within Financial Year 2010/2011	1 meeting was conducted with AG's office to discuss draft review of FIA 2000, draft with AG's office for finalization of review.	
	Translate both the Amended Foreign Investment Act & the Regulations.	100% accuracy and corresponds correctly to the English version	Within Financial Year 2010/2011	Translation will be conducted once review of FI Act & Regulations is finalized.	
	Existing Foreign Investment Database to be updated maintained and reported on.	95% satisfaction of information updated, relevant, reliable and accurate.	Within Financial Year 2010/2011	FIC Database is updated regularly i.e. on a weekly basis when applications are approved. Updated information from site visits is also uploaded and bi-monthly reports are provided to IDIP team.	
	Business Advantage investment publication To coordinate review, update and distribution	95% of information is reliable, accurate and relevant for potential investors.	Within first half of Financial Year 2010/2011	Liaise with Business Advantage on update of MCIL Investment Page on Business Advantage Magazine 2011/2012.	
			Within Financial Year 2010/2011	Develop promotional brochure (mini	

	Samoa Investment Guide: Finalize review, design & print 100 copies of the revised Investment Guide. Distribute copies of the Investment Guide locally and to overseas missions & regional organizations Uploading updated Investment Guide onto MCIL website National Investment Policy Statement (NIPS) Finalize & print 100 copies of the Revised NIPS Distribute copies of the NIPS to overseas missions, regional organizations and locally; Upload NIPS onto MCIL website Uploading updated NIPS onto MCIL website Updating information on NIPS to be in line with existing & new policies and legislations. Samoa Investment DVD: Existing DVD to be revised, updated and produced for investment promotional purposes At least 3 groups of investors to be facilitated Upload DVD on MCIL website	95% satisfaction level of potential investors with updated, reliable and accurate information on the investment guide 95% of stakeholders covered in the distribution of the Investment Guide 95% satisfaction level of awareness of local & international stakeholders 95% of potential investors will be fully aware of investment policies. 95% of potential investors will be fully aware of investment policies. 95% satisfaction level of awareness of local & international stakeholders 95% of information updated in the NIPS is relevant, reliable and accurate; 95% of information pertaining in this DVD to be relevant and accurate 95% satisfaction level of information provided by relevant government Ministries/ organization/ businesses that met with the potential investors 95% satisfaction of awareness of potential investor of investment opportunities	Within Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011 First half Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011	guide) along side with updating master investment guide. Review of both copies is currently underway and targeting printing in the 2nd half of FY. To be undertaken in 2nd half of FY. To be undertaken in 2nd half of FY Printing completed. Distribution is currently underway. To be facilitated in 2nd half of FY. NIPS is reviewed every 2 years, but the division takes note of the change in existing legislations and policies. Put on hold due to limited resources but currently utilizing the MCIL website to upload updated information on investment opportunities where relevant. 2 investment group visit (StarKist & Samoa China Ocean Investment Ltd) were facilitated. Refer above.	Refer above Additional 100 copies of NIPS were reprinted The first 100 copies were distributed to Ministries, overseas missions and investment missions and school open day activities. Copy of NIPS has been uploaded onto website. Updating NIPS is a continuous process for compilation after 2 years of the current version. Same status as previous 6 months. No investment groups facilitated in this half year. The existing DVD has been uploaded onto MCIL website and is now available to viewers on you tube.
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Undertake research on Industry development and investment promotion issues to formulate and review policies.	Prepare Investment Action Plan (IAP) and Industry Plan in accordance with streamlined process and procedures as indicated in MCIL Corporate Plan To develop a simplified version of Setting Up Business Brochure (procedures) To facilitate ongoing Service Sector Consultations for FTAs (PICTA, PACER Plus, EPA etc) in close collaboration with the Trade Division of the Ministry of Foreign Affairs and Trade Develop and finalize Industry Management Bill in accordance with savings from the Trade, Commerce & Industry (TCI) Act 1990. Translate the Industry Management Bill. Continue to provide secretariat support services for the Lotonuu Committee Business database to be regularly updated and monitored Attend at least 10 regional workshops and meetings on matters relating to Industry and Investment, FTA and other related issues	95% level of information is relevant and accurate. An informed private and public sector 95% of the information is relevant and accurate 90% of services offered in Samoa's service schedules are based on outcomes of ongoing consultations. 95% satisfaction level of all relevant information updated, reliable and accurate. 100% accuracy and corresponds correctly to the English version 95% satisfaction level and the Committee's decision and actions are in accordance with the priorities stipulated in the SDS 2008/2010 95% of information updated, relevant, reliable and accurate. Enhance skills and knowledge of staff to improve industry development and investment	Within Financial Year 2010/2011 Third quarter of Financial Year 2010/2011 Within financial Year 2010/2011 Second half Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011 Within Financial Year 2010/2011	Industry and Investment Action Plans were developed through the review of the MCIL Corporate Plan. Also the PIFS Investment Support Policy Program would assist in developing action plans. Review of Setting Up Business procedures to be completed in 2nd half of FY. Active participation through attendance of meetings and inputs on trade related matters as follows: i. WTO – investment & incentives issues ii. NES – tariff review and schemes on duty exemptions iii. Integrated Framework – provided comments on issues relating to MCIL iv. EPA, PACER & PICTA – MCIL with MFAT represent Samoa to some of the regional meetings on the discussion of these trading arrangements. MCIL also provide input and comments on relevant issues of these agreements. Management Bill project is currently put on hold by Law Reform Commission. Refer above. Lotonuu chaired by private sector is inactive.	In addition to plans developed in first 6 months, the Action Plans of IDIP Division will also be reviewed against the newly developed MCIL Capability Plan. To be finalized soon. Active participation through attendance of meetings and inputs on trade related matters as follows: i. WTO – finalization of investment issues on foreign investment amendment bill and regulations. ii. PICTA Services – input to the draft report on TMNP iii. EPA – provided input on investment matters. Same status as first 6 months. Refer above Same status as first 6 months. No progress made.

		promotion service.	Within Financial Year 2010/2011	Business database updated quarterly. A total of 5 workshops and seminars were attended by IDIP staff as follows: 1. PACER Plus final module, Australia, August 2010; 2. Training Course on Business & Trade Management for Developing Countries, China, August 2010; 3. Seminar on Trade & Investment Promotion for Latin America, Caribbean and South Pacific Countries, China, August/September 2010; 4. Seminar on Economic Globalization and Development of China's Manufacturing Industry, China, September 2010' 5. Pacific Tourism Investment Planning and Promotion Workshop & Winning FDI through Effective Investment Facilitation, Australia, December 2010.	Business database updated quarterly A total of 3 meetings attended as follows: i. 3 rd regional meeting of PACER, Koror, Palau in March 2011; ii. Samoa's Investment delegation to Chengdu, China in May, 2011. iii. PACER Plus workshop in Fiji in June 2011;
Provide Secretariat Support services	To continue to provide secretariat support to the following Board/Steering Groups/Committees; i. TCI Development Board ii. Private Sector Support Facility (PSSF) iii. Tourism Tsunami Re-building Programme (TTRP) iv. Government Export Guarantee Scheme (GEGS) v. Lotonuu Project vi. National Food Crisis	95% satisfaction level of members of Board/Steering Group/Committee's decisions are in accordance with approved mandates	Within Financial Year 2010/2011	Secretariat support were provided for the following Board/Steering Groups and Committee meetings: i) TCI Development Board - 4 meetings of the Industry Development Board were held in July, Aug, Oct and Nov. ii) Private Sector Support Facility – as referred to above 5 meetings of the PSSF Steering Group were conducted	Secretariat support were provided for the following Board/Steering Group and Committee meetings: i. One (1) TCI Development Board meeting in April. ii. Five (5) PSSF SG meetings including 2 special meetings for PSSF Review. These meetings were conducted in March, April, May and 2 in June. iii. One (1) TTRP SG meeting conducted in the month of March.

	Committee			iii) TTRP – 4 meetings of the PSSF TTRP SG were conducted iv) GEGS – refer above. v) Lotonuu Project – refer above. vi) National Food Crisis Committee - suspended	iv. One (1) GEGS sub-committee meeting was conducted prior to Committee meeting in February. v. Lotonuu – refer above, this committee is chaired by Private Sector. NFCC – suspended.
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Output 4: ENFORCEMENT OF FAIR TRADING AND CODEX DEVELOPMENT

Output Manager: Assistant Chief Executive Officer – Fair Trading & Codex

Description: To provide advice to the Commerce Sector on competitive trade practices to pursue and encourage voluntary compliance in the market; to provide advice and promote awareness of consumer rights and obligations in the market; and to consistently develop a safe and quality product standard regime for protection of consumer health and to facilitate the achievement of international trade confidence in Samoa's export products.

Performance Measures:

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendation/Way forward
Administration of Codex Foods Safety Standards & Non Food Standards	1 CCNASWP meeting in Tonga	Successful dialogue on development and harmonization of food standards in the region.	October 2010	Achieved October 2011	Continue to the lifespan of the codex trust fund
	1 General Principals meeting held in France	Effective participation to support our stand as an LDC in the development of the Code of Ethics	April 2011	Deferred to 2012	Ditto
	1 Food Labeling meeting held in Canada	Effective participation to ensure that our national labelling standards are aligned with those of our trading partners	May 2011	Achieved by May 2011	Ditto
	1 Codex Alimentarius Commission & Executive meetings held in Italy	Effective participation to ensure our voice is heard in the Executive Body of the Codex Commission	June 2011	Achieved June/July 2011	Ditto
	1 Codex Committee on Pesticide Residues	To keep abreast of rapid development of standards affecting our environment and trading			
	1 Codex Committee on Food Hygiene	To ensure that our national hygiene standard are in line with codex standards	April 2011	Achieved April 2011	ditto

	2 workshops on the implementation of the Fair Trading (Approved Egg Standards) Regulations 2009	To publicize the Egg Standard for compliance purposes	FY 2010/2011	Nov 2011 awaiting confirmation of funding	ditto
	6 Publications and notices on the commencement of the egg standard.	Effective public awareness	July 2010 – February 2011	A nonstop television ad for two months was used to publicize the standard. One meeting with all stakeholders was held to further clarify the standard.	Monitor implementation work
	1 Laboratory Egg Testing	scientific justification of the shelf life of an egg and appropriate level of storage temperature	July 2010	4-achieved; 2 implemented in May 2011 for enforcement; 4 notices on all print media, 1 brochure, 2 media releases and 1 ad that ran for 2 months on TV1 and TV3	Future activities would focus on developing brochures and pamphlets on requirements of the standard.
	8 National Codex Committee Meetings	Effective decision making on the development of food safety standards	Within 2010/2011	Resolved at committee level to defer and use other country	Deferred indefinitely
	12 Sub-Committee meetings developing 4 new food safety standards: Food Hygiene, Food Labelling, Bottled Water & Fat Content in meat	Local ownership of food standards and achievement of technical capacity and skills in developing standards	Throughout 2010/2011	2-achieved; priority is on HACCP standard for eggs and food labelling	Ongoing meetings would be regularly with recruitment completed of Codex officer.
	2 Food Safety consultations on Food Hygiene and Food Labelling standards	Greater industry and consumer input in the development of the standards	FY 2010-2011	4 meetings to develop HACCP for egg producers; 2 meetings on food labeling standards.	Ditto
	2 Workshops on Food Labelling Standard	Increased public awareness on how to read and interpret a label			
	6 Publications and notices on the Commencement of the Food Labelling Standard	Increased public awareness	July – September 2010	Food labeling and hygiene standards are in draft forms yet to be considered at SNCC level	Ditto
			September – December 2010	Workshops to be rescheduled to next FY as subcommittee are still drafting standards.	The next meetings of the national codex committee will be called once the food labeling standards and the hazard analysis at critical control points are fully developed by November 2011. Consultations will then follow before the labeling standard is in its final version. Publications and workshops
	1 Toy Standard	Toys are safe for children – zero	September – December 2010	To be implemented last half of FY	

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

	Translation of 4 product standard regulations	deaths/injuries from toys Increased awareness at the grassroots level and non-English speaking locals.	November 2010 Within 2010/2011	2 nd version of the toy standards with the Attorney General's Office since January 2011 Translations will be done once standard is endorsed by Cabinet.	will be followed once the standard is endorsed by Cabinet in early 2012. Regular follow ups.
Enforcement and Compliance of Fair Trading & Consumer Protection Legislation	12 price adjustments for all petrol pumps in Upolu and Savaii Calibrations conducted to all 19 service stations in both islands Calibration of weighing standards 2-visits to Savaii covering all traders on prices, product standards, calibration of weighing standards Ongoing routine Inspections in Upolu on compliance with consumer protection legislation Average of 10 complaints received, recorded and investigated 2 prosecutions on traders alleged to be guilty of non-compliance with legislation	Accurate adjustments of petroleum prices per petrol pump Zero complaints from consumers being short-changed by petroleum service providers. Insuring integrity of the national calibration system 100% inspection of traders listed in database plus the newly set up retailers thus zero complaints received. 100% inspections of traders listed in database plus the newly set up retailers thus zero complaints received. 80% of complaints recorded are successfully investigated and mediated on time Effective enforcement of legislation	1 st day of every month Throughout FY10/11 1-visit each half of the FY2010/2011 1-each half of financial year Monthly Monthly FY 2010/2011	12 completed for Upolu, only 2 for Savaii 1-complaint on conditional sales, 4 new petrol stations had all its petrol pumps calibrated – Saanapu, Aleipata, Fasitoo uta and Maluafoou. Other calibrations were conducted to scales used by the JUDO association and 4 other traders in Upolu 1-visit achieved 1-other in February 2011. Calibrations completed in August 2010 in NZ 1-achieved conducted in December 2010, 1-other in May 2011 covering 100% of traders including newly established traders Achieved first 6-months with 80% of traders covering 12% increase in complaints. No prosecutions. 100% of cases were successfully mediated. All cases resolved by mediation Only 2 wholesalers were surveyed achieving 89% compliance with prices	Set up an office in Savaii so that officers can service Savaii on all consumer protection matters. The lapse period per petrol pump calibration is every 2 years Ought to be done once every 2 years. Ongoing Ditto Ditto On going

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

	Survey of Wholesale Prices of goods under price control to all wholesales in Upolu	Effective monitoring of prices of goods under an enforced order		of goods under GPOs upon 1 st survey, 98% on 2 nd Survey	Other wholesalers will be surveyed in the new FY.
Administration of the Prices Board	4 Prices Board Meetings & 2-special meetings	Prices Board approves all Price Orders	FY 2010/2011 Quarterly	4 Board meetings conducted. 1 special GPO circulated and was endorsed by memorandum	Ongoing
	3 newspaper publications per approved Price Order – Savaii, Observer & Newline	A wide press coverage for each Price Order	Quarterly	8GPOs published on Savaii and Observer (Samoan & English)	Ditto
	2000 printed copies per Price Order (number of traders in Samoa)	Traders to receive each Price Order before its effective date	Quarterly	Achieved	Ditto
	2 notices on television (TV1 & TV3) for public awareness on each newly issued Order	A broad coverage of newly approved prices on media	Quarterly	8 notices and 2 press releases issued on television for GPOs issued	Ditto
	8 notices on radio stations (2AP & Talofa FM) for public awareness on each newly issued Order	A broad coverage of newly approved prices on airwaves	Quarterly	8 notices on radio stations for each GPO issued.	Ditto
	1 Samoa i le Aso & 1 Lily programs			No program due to budget constraint	Ditto
	Hire of 2 vehicles to distribute the Price Orders in Savaii & Upolu	Timely and visible public awareness of consumer/trader issues on enforcements and compliance	FY 2010/2011		
	1 Brochure on Percentage Mark-ups	Timeliness of trader receipts of Orders thus consumer awareness of prevailing prices.	Quarterly	1 hired vehicle for distribution in Savaii and 4 chartered boats for Manono Tai	Ditto
	2 workshops on the application of Percentage Mark-ups (1 Upolu & 1 Savaii)	Accurate calculation of prices	July 2010	1 brochure in draft form	Ditto
	2 product testing per product under Price Control – bread & beer	Accurate calculation of prices	July 2010	No workshop as officers explain the application of the markups during the distribution of the GPOs None conducted during this period as the next review of Bread prices will be in February 2012	Ditto
		Accurate measurements	February 2011		ditto
World Consumer Rights Day Promotions	1 TV Advertisement 60 seconds	Increased public awareness	11 – 15 March 2011	Completed	Ongoing
	WCRD Banner on Theme (English Version)	Increased public awareness	11 – 15 March 2011	Completed	Ditto
	1 Samoa i le Aso on the purpose of WCRD	Increased public awareness	15 March 2011	Completed	Ditto

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

	2 nd Stakeholders Consultation meeting on Consumer Protection and Food Safety	increased public input into food safety and consumer protection policies	15 March 2011	completed	ditto
Day Light Saving Act 2009	2 notices per TV channel	awareness on time change	July 2010	Achieved	On going
	2 issues per newspaper on change of time	Increased public awareness	July 2010	Achieved	Ongoing
	2 issues on Commencement date per newspaper	Increased public awareness	July 2010	Achieved	Ongoing
Commerce Sector Plan	2 Consultations on the Sector Plan	A comprehensive and systematic framework for the development of the commerce sector	Within FY 2010-2011	In progress	In progress

Output 5: ADMINISTRATION OF APPRENTICESHIP SCHEME, LABOUR MARKET & EMPLOYMENT SERVICES (FORMERLY OUTPUTS 5 & 6 NOW MERGED)

Output Manager: Assistant Chief Executive Officer – Apprenticeship, Labour Market & Employment Services

Description: Administration of the Apprenticeship Act through the Apprenticeship Council training scheme, trade training and testing scheme in collaboration with the National University of Samoa Institute of Technology. Facilitation of the registration and referral of job seekers to employers for placement in available job vacancies compatible with their skills/experience. Collection of labor market information from employers for the assessment of employment levels, training needs and employment opportunities of the private sector

Performance Measures:

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendation/Way forward
Administration and of Apprenticeship Council meetings.	At least 4 meetings	90% of attendance, presentation of accurate information for better decision making	Within FY 2010/2011	1 Apprenticeship Council Meeting: - 24 th September 2010 - 24 Feb 2011 - 27 May 2011.	Achieved: One (1) meeting has been deferred as the division was mainly involved with the conduction of LMS (October – December 2010)
	Average of 50 new application to be investigated & assessed	90% accepted new applicants. Low attrition rate of existing apprentices	Within FY 2010/2011	56 New Applications Received. - 4 applications declined.	Achieved: Out of 56 new applications received, 4 were declined as apprentices had changed their employers with different professions/jobs
	Average of 150 existing apprentices to be visited for compliance with the apprentices	90% satisfactory level of apprentices being graduated	Within FY 2010/2011	105 existing apprentices visited.	Achieved

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

	requirements Average of 75 employers of apprentices to be visited	Less number in failure rates and repetitions	Within FY 2010/2011	44 employers visited during this period, final results will be available by mid August 2011.	Achieved 38 out of 44 employers remained as at the end of FY2010/2011, 6 employers were withdrawing from the program, as their apprentices were employed by other companies on different jobs instead of the trade area.
	300 routine inspections of employers in Upolu and routine inspections in Savaii	Accurate confirmation of employment of apprentices	Within FY 2010/2011	340 routine inspections carried out.	achieved
	200 routine follow ups/spot checks	Minimize non compliance and complaints of employers	Within FY 2010/2011	281 follow up inspections.	achieved
	100 Investigations	Maintain the agreement made In Contract of Apprenticeship	Within FY 2010/2011	23 Investigations carried out within this period.	Achieved: number of investigations were reduced, as the rate of compliance of both parties are increased.
	600 total inspections inclusive Investigations.	Accurate confirmation of employment of apprentices.	Within FY 2010/2011	644 total inspections inclusive f/ups and investigations.	Achieved.
Administration and coordination of Trades Testing	Coordinate Trade Panel meetings, Trade Upgrading Classes & Trade Tests for the following trade: - Motor Mechanic - Electrical - Carpentry/Joinery	In accordance with the requirements of the Apprenticeship Act & Regulation	Within FY 2010/2011	Public Notices for the Trade Tests was advertised through media: TV1, TV3 and Samoa Observer from August to September. 1 Trade Panel Meeting was held on November 29 2010 Welding.	Achieved
Conduct Awareness Workshop on Apprenticeship Scheme	3 Trade Tests to be conducted	90% success rate	Within FY 2010/2011	2 Trade panel meetings were conducted for Welding test on the following: - 29 November 2010 - 9 March 2011 - Upgrading class for welding grade 2 was held on 25 March 2011, - Practical test for same trade was conducted on 26 March 2011. The Apprenticeship Graduation was	Partially achieved: One (1) trade test has been deferred due to budgetary constraints.

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

	Coordinate Graduation Ceremony for Apprentices and Trade Test Certificate Holders	To promote importance of apprenticeship training and Trade Testing scheme	Within FY 2010/2011	held on the 29 th of July 2010, a total of 44 people were given certificates.	Achieved
	Coordinate 2 Workshops	Increased no of apprentices joining the Apprenticeship Scheme.	Within FY 2010/2011	As part of the Seminar hosted by SBEC, MCIL had set up a booth in which the Apprenticeship Division took part in showcasing its programme. Presentation on apprenticeship issues was conducted during Job seekers training.	Achieved
Review and updating of Employment and Labour Market Information	Update database on employers from other relevant sources	Ensure the accuracy of information or details obtain for both new and existing employers	Within FY 10/11	Database was updated with data from relevant sources bringing the number of registered employers to 1100	
	Collect half year returns from 300-400 registered employers	30-40% satisfactory rate of collected returns	Twice in financial year	361 E/returns collected for the period (Jan – June 2011). No collection carried out from July – December 2010, as the division was all involved in the preparation of the Labour Market Survey (LMS) since the 1 st half of the reviewing period.	Achieved.
	Update and disseminate labour market information to users	Ensure the accuracy of distributed information	Twice in financial year	Employment update has been disseminated to users	achieved
Facilitating of the Employment Service	To register at least 100-150 jobseekers in financial year	Accurate and reliable information provided/supplied by jobseekers to improve not only placement but referrals also.	Within FY 10/11	124 job seekers were registered	Achieved
	Be able to transfer at least 50 jobseekers on a monthly basis			Referred 126 job seekers to employers for interview	Achieved
	Employer to place 50% of jobseekers referred			Placement recorded was (38) 30% of referred job seekers	Partially achieved: employers shall be legally obligated to report back to MCIL after interviewing the referrals.

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

Reviewing of the minimum wage	To invite submissions from most employers	High response rate from employers	By June 2011	Await for Cabinet Approval on the recommended minimum wage, 90% response rate from employers	Achieved
	Prepare and submit report to SNTF for recommendation to the cabinet	High quality of report writing and analytical skills in interpretation of data collection.	By June 2011	Minimum wage report was submitted to SNTF for discussion.	Not achieved Still awaiting response from Cabinet.
Conduct Labour Market Survey of private sector employers for two (2) months-	To survey all 1000+ registered employers	Between 70 & 80% response rate from employers.	September to November	Survey of employers was conducted from Oct – Dec and response rate is 63% of registered employers	Achieved
	Recruit and train ten (10) enumerators	100% well trained enumerators	September 4 th week	10 enumerators were recruited and trained before the actual field work	Achieved
	Prepare 1000-1050 questionnaires to be used.	90% accurate completed questionnaires	October – November	700 Questionnaires were printed and used for survey	Achieved
	Analysis & reporting process and to produce 150 copies of the report	Distribute 50% of reports to most of the surveyed employers	By June 2011	Still in the analysis and reporting process	Partially achieved: The system that is currently used for data entry, tabulation and data analysis is outdated and need to be updated.
Training of jobseekers	To train 15-20 jobseekers from register on job search skills	A 100% response rate from selected jobseekers.	By May 2011	Certificates were awarded to 18 jobseekers on 29 June 2011, after successful completion of set criteria and contents of the training for jobseekers	Achieved.

Output 6: ENFORCEMENT OF LABOUR AND EMPLOYMENT RELATIONS STANDARDS AND WORK PASSES (FORMERLY OUTPUT 7)

Output Manager: Assistant Chief Executive Officer –Labour and Employment Relations and Foreign Workers Work Passes

Description: Enforcement of labour and employment relations standards to provide a fair and equitable level playing field for both workers and employers to promote compliance with its legislations and policies at the workplace.

Performance Measures:

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendation/Way forward
Strengthen national labour and employment relations systems	1. To develop national strategies on the processes and systems of inspections and to use ILO conventions as Guidelines 2. To build functioning reporting systems and hold regular meetings between Government, Workers and Employers and to train labour inspectors staff on labour and employment relations legislations and practices 3. To discuss with tripartite representatives to establish a Forum and recognize as the high level Labour and Employment Relations Advisory Body to Government 4. To mobilize mass-media to promote public awareness programs of labour and employment relations and to promote sound industrial relations at the workplace and strengthening the capacity of industrial actors 5. To organize seminars and workshops to apply key ILO LER instruments in Samoa workplaces 6. To use successful cooperation measures to support effective implementation of LER Framework planning	1. Implement new LER Bill and Regulations 2010 2. Strengthen networks between Government, Workers and Employers 3. Develop tripartite consultation mechanisms 4. Disseminate practical LER information and training 5. Apply ILO LER standards to prepare for ratifications 6. Promote international technical cooperation	New provision in the LER Bill and Regulations 2010 All labour inspectors trained in LER developments and information regularly communicated to Workers and Employers Samoa National Tripartite Forum established and functioning High Level participation of Workers and Employers in Forums Key ILO LER instruments useful for immediate LER needs are applied accordingly including Labour Inspection Convention (No.81), Working Conditions in Plantation Conventions International technical cooperation with Pacific, ILO and other partners enhanced strategically LER Framework plan supported through international technical cooperation	New provision for process and systems of inspections inclusive in the New LER Bill 2011 to align with the ILO Conventions as guidelines. No training carried out for the first 6 months of the of this FY 2010/2011 as await the passing of the LER Bill 2011 by Parliament Samoa National Tripartite Forum established in 2010 with the first meeting held in March 2010 of members directed by the F(K) (08)48. 1 meeting carried out within this 6 months period in September and that was the 3rd forum meeting since establish. No public awareness programs of labour and employment relations for the new LER Bill 2011 in the last 6 months as await the passing of the Bill by the Parliament. No seminar and workshops carried out for the first half of this FY for the ILO LER standards as await the passing of the LER Bill by the Parliament. 2 days workshop provided by ILO Pacific Countries in Suva in the month of November by their technical legal officer on Tripartite discussion and Labour training on Reporting.	
Improve labour and	1. To review and analyse current situations	1. Strengthen labour and employment	1. Legal powers and roles of inspectors	Prepare submission for the division	

employment relations inspection and compliance with the LER Bill and Regulations	of inspections in SOEs, Agencies and the private sector and to prepare technical guidelines for effective inspection. To improve inspector recruitment systems and training programmes 2. To extend inspections in more workplaces in SOEs, agencies and private sectors in particular small and medium enterprises 3. To develop and implement annual inspection plans which are achievable by using available resources to identify priority industries. To review and analyse inspection results annually 4. To develop investigative reporting format of arbitration cases and ensure that all employers know it through labour inspection and campaign activities. To establish and implement investigation procedures by inspectors referring to ILO Convention no. 81	relations inspectors capacities 2. Increase labour and employment relations inspection coverage 3. Plan and implement strategic inspection in labour and employment relations 4. Strengthen work related investigation and reporting systems	clarified. Recruitment, salary grading and training systems of inspectors established. Inspection means and reporting formats improved Select small to medium enterprises workplaces for inspection, and enhance action plans to increase coverage Strategic inspection plans developed and implemented. Prioritise industries and workplaces for inspection. Annual reports on inspection results published Monthly reports of investigation of arbitration cases developed and publicized. Coverage of the reporting systems gradually improved.	proposed restructure within the next 6months of the FY so that it could increase the inspection coverage and strengthen inspector capacities and compliance with the new LER Bill and Regulations There were 143 inspections carried out during the first 6 months of this FY for both SOEs as well as small to medium enterprises workplaces. New database developed for employers as updated data from business license and NPF. The database has being classified into industries sectors, locations, type on entity, small, medium, large industries, business activities and zones. The labour inspectors are also allocated for each zone on monthly rotation basis. Reports are maintained for each inspection by inspectors. 59 investigation cases carried out in the last 6moths of this FY under the Labour and Employment Act 1972. New procedures propose to follow by inspectors refer to ILO Conventions No. 81, once the new LER Bill 2011 pass by the Parliament.	
Promote LER activities by Employers and Workers Organisations	1. To link LER activities to productivity enhancement and other management goals. To introduce ILO LER instruments and guidelines for businesses. To organize LER seminars to meet employers needs. 2. To train trade union LER trainers and assist trained trade union trainers in organizing LER activities 3. To plan and implement joint LER campaigns and training activities and to reflect workers' and employers' views to national LER policy developments	1. Support employers to meet international business requirements in LER 2. Help trade unions to extend LER activities to protect workers 3. Promote dialogue and cooperation in LER between workers and	Knowledge, skill and practice of LER by Samoan Employers increased. LER action plans developed by employers and their organizations Difficult to reach vulnerable group of workers trained by trade union LER trainers. LER activities and training implemented by trade unions Employer – Worker cooperation enhanced in LER activities. Workers' participation promoted by Employers.	No promotions of the new LER activities conducted for employers and employees with the introduction of ILO LER instruments and guidelines as await the passing of the new LER Bill by the Parliament. No training of trade union carried out in the review period as LER Bill have yet to finalize and pass by the Parliament. There were 2 Social Dialogues carried out in the month of October for the	

		employers	Workers and employers contributed to national LER policy developments	current Act (Labour and Employment Act 1972). Propose campaign and training for stakeholders view on the LER Policy developments on hold until new LER Bill pass by the Parliament.	
Develop and Enhance processes and systems on the Approvals of Work Passes for Foreign Workers	1. To develop processes and systems for the granting of three categories of Work Passes for Foreign Workers: Professionals (PWP) – qualified professional qualifications; Trades (TWP) – qualified tradespersons qualifications Domestic Work (DWWP) – restricted. 2. To organize seminars and orientation programs for foreign workers of their rights to organize and bargain collectively and upholding decent working conditions 3. To advocate and share of information on the promotion of freedom of association and collective bargaining	1.Support employers to meet their business needs and competitiveness 2. Support ILO Multilateral Framework on Labour Migration 3. Use of radios, TVs and newspaper and by printing fundamental principles and rights	Meet employers labour market and productivity needs Respect of Freedom of Association and collect bargaining Develop brochures to raise the visibility of fundamental principles and rights at the workplace	179 work permit application received and assessed in the review period base on the categories of professional, trades and domestic work with 156 approved and 41 cases rejected as they did not meet the requirements and the merit of the employment. New provisions included in the LER Bill 2011 for Freedom of Association, rights to organize and bargain collectively for foreign workers. But Seminar and orientations for implementation of these new provisions are withheld until the new LER Bill is pass by Parliament No promotions carried out for freedom of association and collective bargain since stakeholder consultation in the previous FY. Await for the passing of the new LER Bill.	

Output 7: ENFORCEMENT OF OCCUPATIONAL, SAFETY AND HEALTH STANDARDS (FORMERLY OUTPUT 8)

Output Manager: Assistant Chief Executive Officer –Occupational Safety and Health

Description: Enforcement of Occupational Safety and Health standards to promote safe work at the workplace for both workers and employers and enhance compliance with the legislations

Performance Measures:

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendation/Way forward
Strengthen national occupational safety and health systems	1. To develop national policies on inspection and construction safety as a priority. To use ILO conventions on	1. Implement new Occupational Safety and Health Bill and Regulations 2010	New provision on labour inspection and on construction within the new OSH Bill and Regulations 2010	Amendments to the OSH Bill have been made and the relevant OSH regulations have been drafted and	Review of the Bill has been completed and likewise the preparation of the regulations. Expected to be passed by

Labour Inspection Convention (no.81) and Safety and Health in Construction (no. 167) as Guidelines. To identify other priority OSH areas for strengthening legal framework 2. To strengthen reporting mechanisms and information sharing systems for effective OSH administration. To train labour inspector staff on OSH legislations and practices 3. To discuss with the tripartite representatives the establishment of the National Tripartite OSH Council and appoint Council members. To official recognize the Council as the high level OSH advisory body to the Government 4. To set up guidelines to support functioning OSH Committee activities at the public, SOEs and the private sectors level. To develop and implement a training programme for industrial physician. 5. To annually organize National OSH Day on 28 April in line with ILO's World Day on Occupational Safety and Health at the Workplace. To promote public, SOEs and private sector participation to National OSH Day. To mobilize mass-media promotion in OSH good practices in the workplaces. To publish easy-to-read OSH materials in English and Samoan and upload on the Website 6. To organize seminars and workshops to apply key ILO OSH instruments in workplaces in Samoa	2. Strengthen network with public, SOEs and private sector at the workplace 3. Develop tripartite consultation mechanism in OSH 4. Establish public, SOEs and public sector enterprise levels of the OSH system 5. Disseminate practical OSH information and training	All labour inspectors trained in OSH developments, and information regularly communicated within network of workplace levels. Occupational accidents and diseases regularly reported from workplace. National Tripartite OSH Council established and functioning OSH Committees established at the enterprise levels National OSH Day Campaign established as a regular nation-wide activity in coincidence with the World Day on OSH on 28 April. High level participation to the National Day ensured. OSH promotional leaflets produced and websites developed	currently under the reviewing process. On the job trainings have been provided for inspectors to enhance level of understanding of the legislations, and likewise the reporting. A total of 50 work accidents were reported and investigated by the Ministry. New amendments to the principal Act to include the NTOSHC have been made. Provisions concerning the establishment of the OSH committees have been incorporated in the OSH law. To be commemorated on April 28, 2011. Consultations have been made on the new OSH instruments and further workshops would be held during the final half of the FY.	Parliament by December this year. Continue with the trainings of the newly recruited inspectors on the legislations and investigative skills Continue with the investigations of work accidents and advise on preventative measures Awaiting for Parliament to pass the new amendment before the end of the year Employers have been advised on the establishment of these committees to Monitor the safety and health of workers in their respective workplaces This is an annual event and the Ministry will continue on commemorating this day in years to come On-going programs have been done, and will continue for the benefit of the stakeholders Continue making contacts with our local partners/stakeholders such as the Chamber
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	7. To hold regulation coordination meetings to exchange experiences and promote joint programs. To organize joint events such as seminars and workshops 8. To identify successful examples in international technical cooperation from past experiences and on-going programs. To actively participate in the Pacific and present OSH achievements in Samoa.	6. Apply ILO OSH standards and prepare for ratifications 7. Promote inter-ministerial, inter-SOEs, intra-agencies cooperation 8. Promote international technical cooperation	Key ILO instruments useful for immediate OSH needs are applied accordingly including Labour Inspection Convention (no.81); Safety and Health in Construction Convention (no.167); Promotional Framework for OSH Convention (no. 187) or ILO guidelines on OSH Management Systems (ILO OSH 2001) Cooperation and coordination among ministries, SOEs and private sector agencies established and promoted for OSH. OSH Framework Plan is supported through internal technical cooperation with Pacific, ILO and social partners	Had been in contact with various organizations to work together in promoting safety and health in workplaces. Currently in contact with the ILO Pacific Office in Suva and seek advice and comments from them on issues relating to the ratifications of the ILO conventions.	of Commerce and workers associations to discuss further improvements on labour legislations Report writing trainings on ratifications of ILO conventions were conducted by ILO personnel. Divisional staff will continue to utilize the knowledge gained from this training to prepare and submit reports to the ILO
Implement special programs for hazardous occupations	1. To develop new Guidelines on OSH in Construction and to strengthen labour inspection in construction sites as a priority. To apply ILO safety and Health in Construction Convention (no. 167) 2. To select high risk construction workplaces, assess safety and health risks, and design improvement programmes. To train workers and employers in construction about OSH improvement measures 3. To collect information through the public, SOEs and private agencies on high risk occupations and map them out. To examine safety, health risks through the labour inspectors. To take necessary measures including banning of such high risks activities or enforcing specific measures to reduce risks	1. Improve compliance and training in various types of construction 2. Improve safety and health in Construction 3. Identify high risk occupations to provide special protection measures	New guidelines in Construction are enacted and include in new OSH Bill and Regulations 2010. Strategic inspection plans for construction are developed and implemented Government action program in OSH in Construction is developed. Employers and Workers in Construction trained about practical construction measures High risk workplaces clarified and appropriate protection measures taken. These workplaces inspected regularly by labour inspectors	Currently conducting inspections of construction sites to ensure compliance, and also develop Code of Practice these particular industries. Division has been compiling the list of industries with activities that pose high risks to the lives of the workers and the public. Priority would be given to these industries to ensure the safety and health. As indicated above.	Continue with these inspections. Continue on this process As above

Extend OSH protection to small to medium enterprises and rural and informal economy workplaces	1. To train inspectors and others as WISE and WISH trainers. To help employers' organizations and trade associations promote WISE and WISH trainings. To promote cooperation with workers organizations and NGOs in order to reach more small enterprises and home workplaces 2. To promote exchanging practical OSH experiences among small to medium enterprises owners and workers. To develop ready to use OSH information materials for small to medium enterprises and home workplaces	1. Promote WISE and WISH training programs for small to medium enterprises and home workers 2. Network small to medium enterprises and home workers for exchanging OSH information and experiences	WISE and WISH trainers developed in small to medium enterprises and home workplaces. WISE and WISH training carried out by trained trainers. Low cost improvements implemented by trained small to medium enterprises and home workers Workshops for exchanging practical OSH experiences in small to medium enterprises and home workers organized. Practical OSH improvements information disseminated.	Training Programs have been developed and expected to be implemented during the final half of the FY To be done at the implementation of the above program	Implementation of these programs have been postponed to next financial year As above
Promote collaborative actions with hazardous child labour and HIV/AIDS for stronger compliance	1. To map out workplaces where child workers between 16-18 years work. To apply the existing list of hazardous child labour that needs prohibition or strong protection measures. To link OSH activities to ILO IPEC (International Programme on the Elimination of Child Labour) projects. To develop practical OSH measures for child workers to protect them from accidents and injuries. To strengthen existing child labour monitor networks for stronger protection 2. To establish Tripartite Coordination Committee with a mandate to promote the implementation of the OSH Framework Plan in HIV/AIDS	1. Eliminate hazardous child labour 2. Enforce OSH Framework Plan on the creation of a TCC in managing HIV/AIDS in the workplace	Child Labour under 16 years of age eliminated. Child workers between 16-18 years old protected and their safety and health risks adequately managed. Action oriented training programs and other protection measures for child workers developed and implemented. TCC establish and function. OSH Framework Plan monitored and evaluated	As one of the major ILO convention in connection with child labour, the newly established OSH legislations contain provisions relating to the employment of children. To be included as one of the functions of the National Tripartite OSH Committee, if such is approved	Samoa is obligated to ratify conventions on abolition of child labour As proposed
Improve safety and health inspection and compliance with	1. To review and analyse current situations of inspections in SOEs,	1. Strengthen safety and health inspection capacities	1. Legal powers and roles of inspectors clarified. Recruitment, salary grading and	The new OSH legislation has strengthened the powers of the	Same

the OSH Law	Agencies and the private sector. To prepare technical guidelines for effective inspection. To upgrade inspection means. To improve inspector recruitment systems and training programmes		training systems of inspectors established. Inspection means and reporting formats enhanced	inspectors, which assist them with the enforcement of the law.	
	2. To extend inspections in more workplaces in particular to small and medium enterprises and home workplaces. To review past achievements and good practices to reach home workplaces and use these experiences for planning inspections	2. Increase safety and health inspection coverage	Select small to medium enterprises workplaces for inspection, and enhance action plans to increase coverage	A total of 200 inspections were conducted to ensure safety and health at workplaces.	Continue making these inspections to ensure Compliance of employers to the requirements of the labour laws currently maintained
	3. To develop and implement annual inspection plans which are achievable by using available resources to identify priority industries. To review and analyse inspection results annually	3. Plan and implement strategic inspection in safety and health	Strategic inspection plans developed and implemented. Prioritise industries and workplaces for inspection. Annual reports on inspection results published	Employers have been accordingly sorted, under the Small, Medium and Large, and inspections plans have been developed.	
	4. To develop accident reporting formats and ensures that all employers know it through labour inspection and campaign activities. To establish and implement accident investigation procedures by inspectors referring to ILO Convention no. 81. To collect and analyse accident information and publish injury statistics. To cooperate with the Accident Compensation Corporation (ACC) to ensure that injured workers can get adequate compensation	4. Strengthen work related accident investigation and reporting systems	Monthly reports of work-related accidents and diseases developed and publicized. Coverage of the reporting systems gradually improved. Accident investigation results used for reducing safety and health risks. Adequate compensation provided for injured workers in cooperation with the ACC	Inspectors have been allocated with zones to work on, where inspections have been done accordingly. Priorities have been given to the employers where the work accidents have been reported from Work accidents have been investigated in accordance with the standard investigations procedures.	Same As above

Promote OSH activities by Employers and Workers Organisations	1. To link OSH activities to productivity enhancement and other management goals. To introduce ILO OSH instruments and guidelines for businesses. To organize OSH seminars to meet employers needs.	1. Support employers to meet international business requirements in OSH	Knowledge, skill and practice of OSH by Samoan Employers increased. OSH action plans developed by employers and their organizations	Expected to be implemented during the final half of the FY.	Assist employers and workers organizations With the planning and implementation of Their OSH activities.
	2. To train trade union OSH trainers and assist trained trade union trainers in organizing OSH activities	2. Help trade unions to extend OSH activities to protect workers	Difficult to reach vulnerable group of workers trained by trade union OSH trainers. OSH activities and training implemented by trade unions	As above	As above
	3. To plan and implement joint OSH campaigns and training activities and to reflect workers' and employers' views to national OSH policy developments	3. Promote dialogue and cooperation in OSH between workers and employers	Employer – Worker cooperation enhanced in OSH activities. Workers' participation promoted by Employers. Workers and Employers contributed to national OSH policy developments	As above	As above

Output 8: MANAGEMENT OF THE REGISTRIES OF COMPANIES, INTELLECTUAL PROPERTIES (FORMERLY OUTPUT 9)

Output Manager: Assistant Chief Executive Officer – Registry of Companies and Intellectual Properties

Description: Registration of companies, incorporated societies, cooperatives, credit unions, charitable trusts, trademarks, patents, industrial designs, instruments and charges in accordance with the relevant legislative requirements under the respective legislation.

Performance Measures:

Activity:	Quantity:	Quality:	Timeliness:	Achievement: July 2010 June 2011.	Recommendation/Way forward
Registration of Companies,	Average of 100 new companies,	The documents required for the	Registration of Companies, Incorporated	297 companies registered	

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

Incorporated Societies, Cooperatives, Charitable Trusts, and Credit Unions.	10 Incorporated Societies, 1 Credit Union, 5 Charitable Trust and 2 Cooperatives Societies will be registered in this financial year	registration of companies, incorporated societies, credit unions, charitable trusts will be assessed to ensure that all the statutory requirements prescribed in the related legislation are adhered to.	Societies, Credit Unions, Cooperatives, and Charitable Trusts to be completed within 5 days if all documents required are in order.	12 incorporated societies registered 15 charitable trusts registered	
Registration of trademarks, patents and industrial designs	Average of 110 trademarks applications filed Average of 100 trademark applications advertised Average of 100 trademarks registered in this financial year Average of 5 patents registered in this financial year Average of 2 industrial designs registered	All documents required for the registration of trademarks, patents and industrial designs complies with requirements pertaining to these different types of Intellectual Property.	Registration of trademarks, patents and industrial designs to be carried out within 12 months from the date of receipt of application if there are no objections received.	208 trade mark applications filed 153 trademarks advertised 164 trademarks registered 6 patents registered 3 industrial designs registered	
Computerization of Trademarks	Average of 200 registered trademarks to be entered and saved	Reduction in time taken to carry out searches and retrieve the required information.	Within FY 2010/2011	216 trademarks entered and saved	
Computerization of the Companies Registry	Average of 200 registered companies' records will be back captured.	Backup system for Companies Register will be created. Improvement in the process for registration of Companies. Reduction in time to register a company	Within FY 2010/2011	220 companies back captured	
Maintain and update the Register of Companies, Incorporated Societies, Cooperatives, and Credit Unions (CU)	Carry out inspections of 300 companies Carry out inspections of 50 Incorporated Societies Average of 300 Annual Returns for companies will be filed Average of 30 Financial Statements for Incorporated Societies will be filed Average of 10 Annual Returns for Credit Unions will be filed	Ensure that all the different Registers of legal entities as well as registers of Intellectual Property are updated. Ensure that the legal entities comply with statutory requirements pertaining to their legal status.	Within FY 2010/2011	942 companies inspected 210 incorporated societies inspected 391 annual returns filed 29 financial statements filed, 4 incorporated societies deregistered	

OUTPUT DEFINITIONS AND PERFORMANCE MEASURES

Maintain and update the Register of Trade Marks, Patents, Industrial Designs and Copyright	Average of 100 trademarks renewed upon receipt of instructions from Agents Carry out investigations of video shops and any alleged infringement of IP	Ensure that the legal entities comply with statutory requirements pertaining to their legal status. To minimize the production and distribution of pirated works. To reduce the existence of any counterfeit products.		4 Annual Returns filed 133 trademarks renewals 28 inspections carried out	
Carry out training and awareness programmes	Training of staff and users on the new e registry of Trademarks	Increased level of understanding of stakeholders on new electronic system for registration of trademarks	Within FY 2010/2011	Ongoing trainings on the use of the e-registry of trademarks	
Prepare programmes for the celebration of the World Intellectual Property Day	Awareness programmes for owners and users of Intellectual Property	Clear understanding of Intellectual Property owners of the importance of protecting their intellectual creations and the commercialization of such creations	April 2011	3 Intellectual Property trainings carried out for Copyright and WTO TRIPS	
Establishment of a Licensing and Membership Mechanism to facilitate the enforcement of rights of Copyrights holders	Average of 50 works by Samoan authors will be notified for the purpose of developing a Registration system Establishment of a committee to work on enforcement of CR Copyright Regulations to be drafted	Reduction in the level of piracy of works Reduction in the unauthorized use of works Initiate collection of royalties	Within FY 2010/2011	10 copyrighted works recorded in the register	