



iTaukei Affairs
Board

iTaukei Affairs Board

Annual Report

2018 - 2019

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1.0 Letter to the Minister

Mr Ifereimi Vasu
Hon Minister for iTaukei Affairs
2nd Floor, North Wing
GCC Complex
Nasese

Dear Sir,

I am pleased to present to you the annual report for the year ending 31st July 2019 for the iTaukei Affairs Board, in accordance with the requirements of Section 23 of the iTaukei Affairs (iTaukei Affairs Board) Regulations.

We look forward to your continued support during the year and consolidation of Government's agenda for the iTaukei community.

Yours sincerely,



(Pita Tagicakirewa)

Chief Executive Officer, iTaukei Affairs Board

2.0 Foreword

The 2018 – 2019 Annual Report is an Annual Performance document that communicate the iTaukei Affairs Board Performance results in rendering its services and ensuring that they are oriented towards national development. The 5 operational platforms of the Board that promote the National Government's vision of a developed nation are:

- i.) Good governance
- ii.) Well being
- iii.) Economic Empowerment
- iv) Conservation of Natural Resources & Climate Change
- v) Traditional Leadership and Vanua Empowerment


These platforms have incorporated strategic activities and programs which the Board systematically engaged its beneficiaries progressively towards the ultimate aim of a holistic developed nation. As in previous years, the Board improved its services through continuous dialogue, engagements and feedback with its stakeholders and beneficiaries. This is reflective of the relevant additions and alterations that have been included in this year's operation performance.

The core function of the Board is to promote and regulate good governance and the well-being of the iTaukei people and communities. This function is supported and executed through the operationalization of the five platforms that allow for the promotion and activation of the Board in supporting government work towards a sustainable developing nation.

Specifically, key deliverables implemented in this Financial Year under the 5 pillars are the activities/ programs such as Water, Sanitation & Hygiene (WASH), and Women in Development, Youths and Sports Development, Culture and Heritage, Promotion of Social Inclusion and Empowerment to support Government's national development plan of an inclusive socioeconomic nation.

Also, in supporting Government's transformational strategic thrust, plans for programs such as; Fisheries Management, Forestry Management, Promotion of Equal Opportunities, MSME, access to all basic services and building resilient communities were developed for future direction.

The strategic direction made by the Board is to improve services and the continued observance and practice of good corporate governance.



(Ifereimi Vasu)

Hon. Minister for iTaukei Affairs, Culture, Heritage and Arts

3.0 Corporate Profile

A Transformed iTaukei Families
for a better Fiji

- Promote & uphold Good Governance principles at VC, TC & PC levels
- Ensure the Well Being of iTaukei communities
- Economic Empowerment
- Enhance Conservation of Natural Resources & building resilient community
- Strengthen Vanua Structure & empowering Traditional Leaders

VISION

MISSION

VALUES

- a) We will uphold and promote the integrity of iTaukei customs and tradition
- b) We will be transparent and accountable in the conduct of our business
- c) We will free ourselves from all forms of discrimination
- d) We will promote respect within the iTaukei Affairs Board
- e) We will maintain the highest standards of professional integrity
- f) We will deliver efficient and friendly service to all our customers
- g) We will ensure a safe and pleasant working environment
- h) We will promote and maintain the iTaukei Affairs Board as a learning institution

About iTaukei Affairs Board

The iTaukei Affairs Board continues to operate under the iTaukei Affairs Act of 1944 which encompasses the iTaukei Affairs (iTaukei Affairs Board) Regulation, iTaukei Affairs (Provincial Councils) Regulations and the iTaukei Affairs (Tikina and Village Council) Regulations.

Under Section 20— (1) of the iTaukei Affairs (iTaukei Affairs Board Regulations) 1996, it shall be the duty of the Board to: —

- a.) consider such draft legislation and other matters relating to the rights, interests, health, welfare (social and economic), peace, order and good government of the iTaukei as the Minister may from time to time refer to the Board, and take decisions or make recommendations thereon to the Minister;
- b.) consider resolutions relating to the same matters as are set out in subparagraph (a) which members may submit to the Chairperson at least two weeks before the date of the next meeting of the Board, and take decisions or make recommendations thereon to the Minister;
- c.) Monitor all developments carried out in the Provinces and to ensure that such development are in accordance with and reflect the development policies and strategies formulated by the Governance.

4.0 Members of the Board



MEMBERS OF THE BOARD

Membership of the iTaukei Affairs Board is clearly stated under Regulation 3 in the iTaukei Affairs Board Act Cap 120 (Amendment) 2008 which provides for the membership of the Board which should consist of:

- Minister of iTaukei Affairs as Chairperson
- 4 Cabinet Ministers
- 4 members who are members of Government however appointed by the Minister of iTaukei Affairs

 <p>HON. JOSAI VOREQE BAINIMARAMA</p>	 <p>HON. INIA SERUIRATU</p>	 <p>HON. JONE USAMATE</p>	 <p>HON. SEMI KOROILAVESAU</p>
<p>CHAIRMAN Prime Minister and Minister for iTaukei Affairs and Sugar Industry</p>	<p>Minister for Defence, National Security and Foreign Affairs</p>	<p>Minister for Infrastructure, Transport, Rural and Maritime Development, Disaster Management and Meteorological Services</p>	<p>Minister for Fisheries</p>
<p>Responsible for: Office of the Prime Minister, iTaukei Affairs, Sugar Industry.</p>	<p>Responsible for: Defence and National Security, Foreign Affairs</p>	<p>Responsible for: Infrastructure and Transport, Rural and Maritime Development, Disaster Management and Meteorological Services.</p>	<p>Responsible for: Fisheries</p>
 <p>HON. MERESEINI VUNIWAQA</p>	 <p>RO EPELE MATAITINI</p>	 <p>RATU PENI VUKICANAVANUA</p>	 <p>MRS. SERUWAIA HONG-TIY</p>
<p>Minister for Women, Children and Poverty Alleviation</p>	<p>Na Turaga Na Vunivalu. Currently a Board Member of TLB and iTaukei Affairs Board. Former Member of Senate and GCC.</p>	<p>Currently a member of the iTaukei Affairs Board, Member of the Lands Appeal Tribunal in 2000, Major shareholder - Northern Bus Company, Major shareholder - Navua Service Station, Minister's nominee to the Macuata Provincial Council.</p>	<p>Seruwaia Hong-Tiy is a Health Professional – Physiotherapist who obtained a Diploma in Physiotherapy from the University of Otago, New Zealand. In 1992, together with her husband, they established a family business called the Shipping Services (Fiji) Limited. She formerly held the Health Portfolio and Women & Social Welfare in the SVT government. Currently, Seruwaia is a member of the sub-committee for the iTaukei Education Committee, the Investment Committee and a Director for the Nadroga Navosa Provincial development company.</p>
<p>Responsible for: Women, Children and Poverty Alleviation.</p>			

4.1 Board Updates

There was only one Board meeting held in the year August 2018. Resolutions were brought about through Flying Board minutes. The Board is the focal point of the organization's corporate governance system and is ultimately accountable and responsible for the performance and affairs of the organization. The Board is committed to upholding good corporate governance in all of its business dealings with iTaukei and partners.

4.2 Board Committees

The Board has the authority to establish and carry out its duties through Committees, with the appointment of Board members as members of these Committees. The Board shall have Committees as it deems fit. In carrying out its responsibilities, the Board has constituted the following Committees:

- Economic, Environment and Wellbeing Committee
- Finance, Audit & Investment Committee
- Human Resources and Operations Committee

4.3 Human Resources and Operations Committee

The Human Resources and Operations committee is established under Section 22 of the iTaukei Affairs Act 1944 and is responsible to oversee the Board's policy initiations, review concerning Human Resource Management, Industrial relations, TAB Standard Operating Procedures, Asset management and Information technology.

The Committee has the following roles and responsibilities:

- Identify key issues and challenges facing the Organization and TAB employees in the subject area
- Analyzing the nature, scope and extent of each issue as it affects the organization in recent past years and immediate foreseeable future;
- Consider or deal with any Human Resources issues referred to it by a resolutions of the Board, which in the opinion of the Board could affect the Organization.
- To initiate policy proposals on specific area of concern and to
- Submit recommendations to the Board for deliberation and decisions thereon

4.4 Finance, Investment & Audit Committee (FIA)

The Board also has the responsibility to oversee the Boards financial reporting system and internal control procedures. It should ensure the Board establishes and maintains appropriate and effective internal control system and oversee such system on an ongoing basis. The TAB Finance, Investment & Audit Committee should provide advice to and assist the Board in fulfilling such responsibilities and any other responsibility as may be delegated by the Board from time to time.

The committee has the following duties;

- a.) Review financial information of the Board and provide financial advice to TAB Management
- b.) Review the Board's current investment portfolios
- c.) Propose to the Board the best Investment Policy for its funds
- d.) Acts as a liaison between TAB Management and Auditor General's Office/external auditors
- e.) Review the audit plan of Senior Auditor of TAB
- f.) Review report from internal audit and to ensure that where major deficiencies or breakdown in controls or procedures have been identifies, that appropriate and prompt remedial action is taken by TAB Management
- g.) Review reports on any major defalcations, frauds or theft within the iTaukei Affairs Board and its related organizations
- h.) Review external audit reports, management letters and to ensure action is taken promptly by management in respect of those report
- i.) Assess the adequacy of internal controls within the iTaukei Affairs Board & Provincial Councils
- j.) To report to the Board decisions made and their outcomes

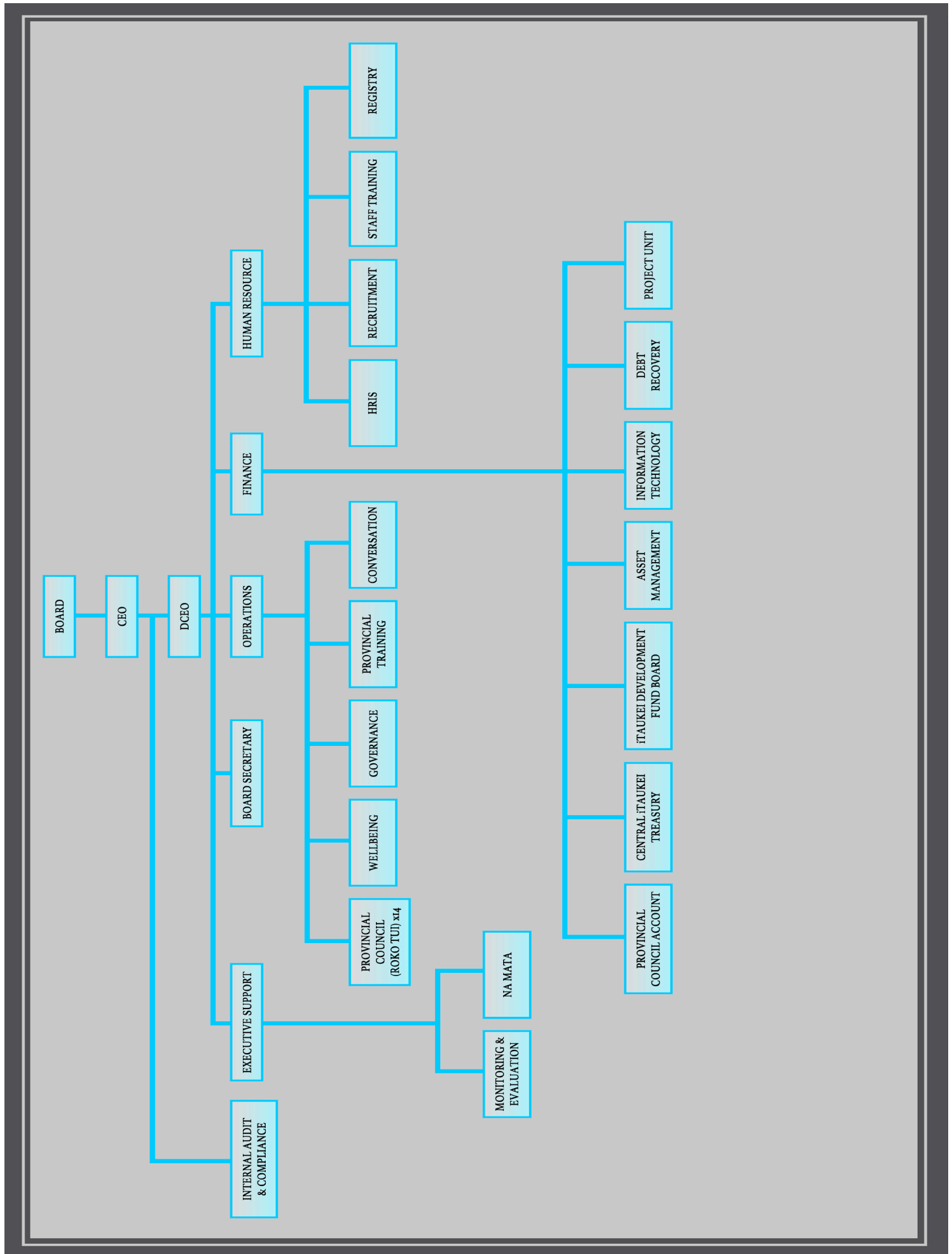
4.5 Economic, Environment and Wellbeing (EEW) Committee

The committee is established under Section 22 of the iTaukei Affairs Act 1945 to oversee the Board's policy, programs initiation and support concerning the Economic, Environment and Wellbeing issues that may affect the iTaukei.

The Economic, Environment and Wellbeing Committee have the following roles and responsibilities:

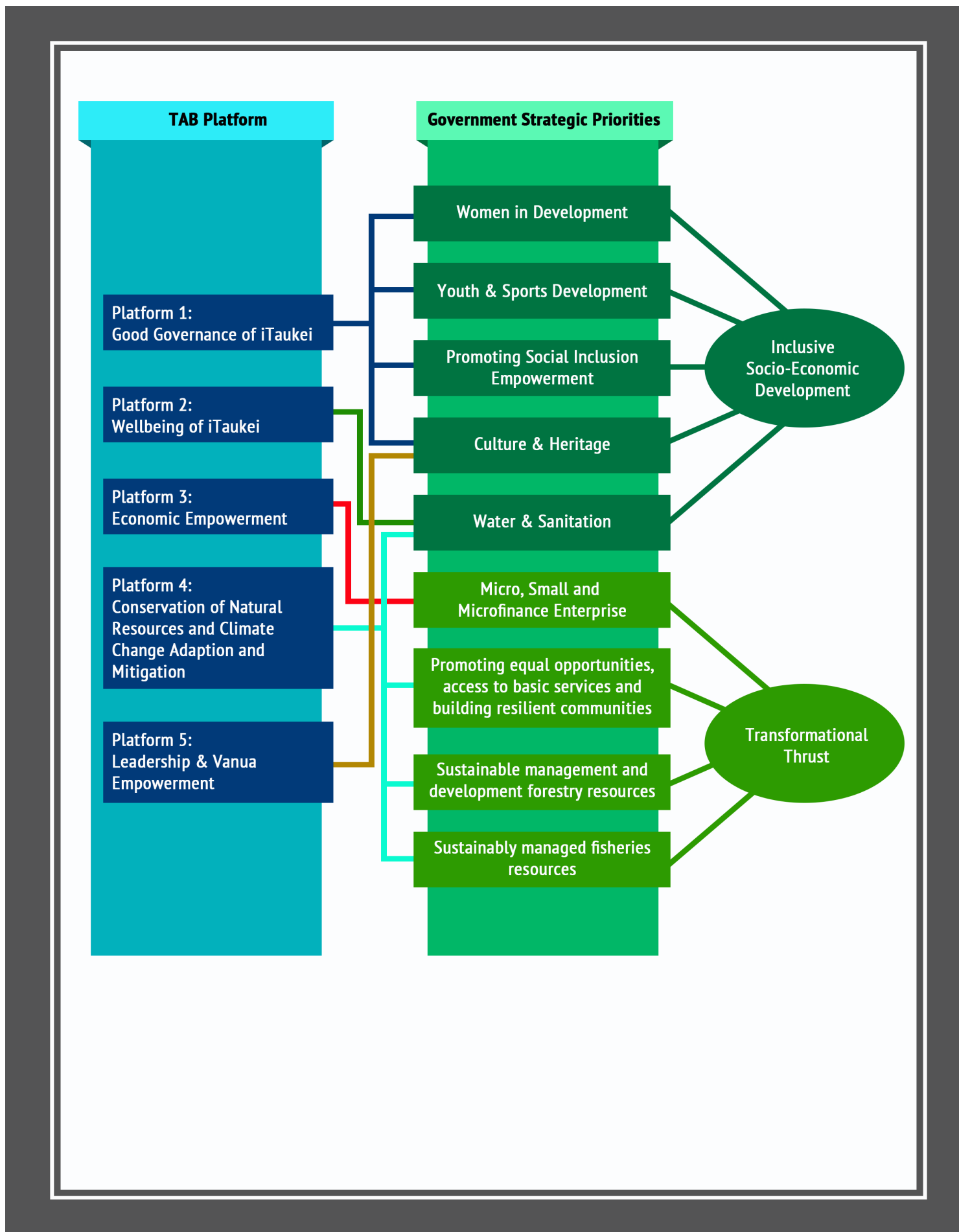
- a.) Identify key issues and challenges facing the iTaukei community/people in the subject area
- b.) Analyzing the nature, scope and extent of each issue as it affects the iTaukei people in recent past years and immediate foreseeable future;
- c.) Consider or deal with any Bill or aspect of any Bill referred to it by a resolutions of the Board, which in the opinion of the Board could affect the interests and welfare of the iTaukei community;
- d.) To examine any subordinate legislation referred to it by resolution of the Board
- e.) To initiate policy proposals on specific area of concern and to Submit recommendations to the Board for deliberation and decisions thereon

5.0 2018/2019 Organization Structure



6.0 Strategic Priorities

Linkages To Government Strategic Priorities



7.0 Key Pillars of Operation

Platform 1: Good Governance of the iTaukei



- Objective 1.1: Strengthen the iTaukei Good Governance Structure
- Objective 1.2: Strengthen capacity of iTaukei Administration
- Objective 1.3: Ensure women participation in the iTaukei decision making forums
- Objective 1.4: Ensure youth participation in the iTaukei decision making forums
- Objective 1.5: Increase visibility on the iTaukei Affairs Board programs

Platform 2: Wellbeing of the iTaukei



- Objective 2.1: Promote community evidence based planning
- Objective 2.2: Promote community healthy lifestyle

Platform 3: Economic Empowerment



- Objective 3.1: Improve business support services for the iTaukei communities
- Objective 3.2: Promote sustainable iTaukei business strategy
- Objective 3.3: Strengthening Capacity of the Commercial Unit

Platform 4: Conservation of Natural Resources & Climate Change



- Objective 4.1: Support the preservation and restoration of Yaubula
- Objective 4.2: Promote good governance of Yaubula
- Objective 4.3: Enhance Vanua resilience
- Objective 4.4: Strengthen capacity of the conservation officers and unit

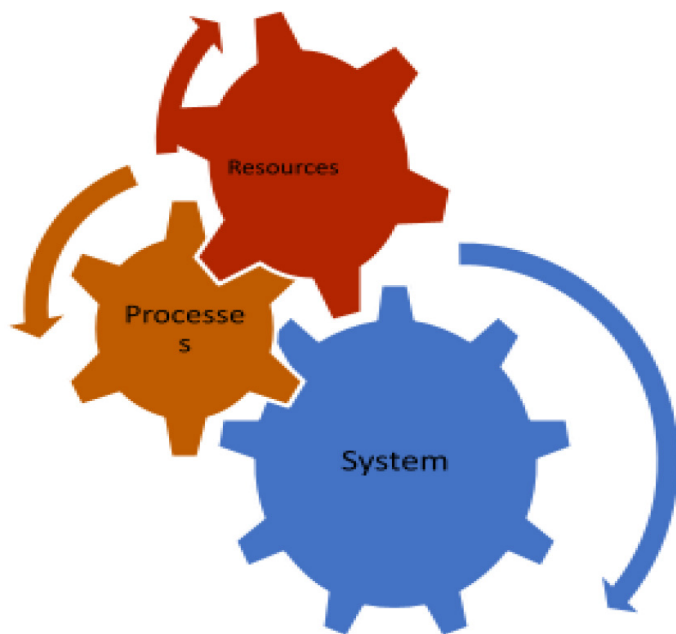
Platform 5: Traditional Leadership and Vanua Empowerment



- Objective 5.1: Strengthening capacity of traditional leadership roles
- Objective 5.2: Increase awareness on the confirmation of traditional titles
- Objective 5.3: Enhance peaceful Vanua

OUTPUT 1: INSTITUTIONAL DEVELOPMENT

Objective 1: Institutional Development



PERFORMANCE REPORT BY DIVISION

8.0 PLATFORM 1: GOOD GOVERNANCE OF ITAUKEI

GOOD GOVERNANCE UNIT PROFILE

The Good Governance Unit comes under the jurisdiction of the Operations Division of the iTaukei Affairs Board. The Unit is managed by Manager Governance & assisted by an Administrative Officer & Executive Officer. The Good Governance Unit's role is aligned to the iTaukei Affairs Act of 1944. It is established to also provide support to the provision of the iTaukei Affairs (Tikina & Village Councils) Regulation 1996. On the duties of the Tikina Council; Section 13 (1)

- (c) provide a forum for the discussion of Tikina problems and act as a vehicle for the enforcement of PC resolutions relating to the good government, welfare or prosperity of the inhabitants on the Tikina & as a means of airing & resolution of disputes.
- (d) be a forum for the channeling of decisions of the government and PC to the people of the Tikina.

On the duties of the Village Council; Section 29 sub -section (f) to ensure that all subordinate legislation and resolutions made by the Board, the PC & the TC affecting the people in the village are explained clearly to them and implemented for the good governance of the village.

8.1 The 2018 - 2019 Business Plan

The 2018 - 2019 Business Plan tasked the Unit with specific objectives on:

1. Organizational management
2. Strengthening integrated rural development
3. Human resources management & development
4. Capacity building
5. Increase women participation in development
6. Increase youth participation in development
7. Public awareness on Board's activities.

8.2 Roko Tui Workshop

The following trainings and workshops were conducted for the year.

Table 1: *Roko Tui Workshop*

Workshop Type	Dates
Planning Workshop for Roko Tui and SART	11th – 13th December 2018
SART and ART Training of Trainers Workshop	15th April – 17th April 2018 at Central Cuisine
Training of Trainers ART Workshop	March 2018



Figure 1: *Roko Tui & SART Workshop at Nadave*

8.3 GOOD GOVERNANCE OPERATIONAL PERFORMANCE RESULTS

8.3.1 Strategic Objective 1.1: Strengthen iTaukei Governance Structure

Under Strategic 1.1: 100% of the targeted activities output were fully implemented. Key activities executed were:

- i.) the timely submission of the drafted PC Annual report
- ii.) 1066 Village Council Meetings were fully attended for Governance awareness (awareness on Civil Law, Village development) and realignment (Procedures etc.)
- iii.) 418 Tikina Council Meetings were fully attended by the respective Provincial Councils with relevant stakeholders in monitoring and addressing key development meeting resolutions.
- iv.) 24 Provincial Council Meetings were conducted incorporating development of socio-economic resolutions raised from each district. Further, other special PC Meetings focusing on the development and consultation of the Provincial Council Annual Budget were conducted.



Figure 2: Village Council Meeting

8.3.2 Strategic Objective 1.2: Encourage social inclusion, women and youth participation in community development

Under Strategic 1.2: this focused on encouraging social inclusion of women and youth participation in community development.

100% of the targeted activities output was fully implemented. Key activities executed under this strategic area were:

- i.) the recruitment of 34 youths in CATD, Nadave as part of the TAB Youth development initiatives. The 14 Provincial Councils conducted consultations to identify and guide interested youths that enrolled in Nadave.
- ii.) In promoting social inclusion for women in iTaukei villages, a total of 295 women were co-opted as members of Provincial Council, Tikina Council, Village Council sub committees such as development, education, staff and finance, health and crimes committee.
- iii.) Awareness conducted at village level along with the development of Sub-Committees. The TOR for these committees provided an enabling environment for Women to participate and contribute to development and nation building.

8.3.3 Strategic Objective 1.3: Enhance capacity of iTaukei Administration

To encourage Good Governance practices, 100% of the targeted awareness and capacity building for TNK/MNT were conducted along with the Quarterly (4) Roko Tui Workshops.



Fig 3: Tailevu Provincial Council Meeting



Fig. 4: Tikina Nawaka Meeting

9.0 PLATFORM 2: WELLBEING OF ITAUKEI

WELLBEING UNIT PROFILE

The Unit built on democratic governance in ensuring TABs processes are more responsive to the needs of all community members especially the vulnerable. The unit is responsible for promoting, developing and strengthening processes for the wellbeing of the community.

9.1 WELLBEING OPERATIONAL PERFORMANCE RESULTS

9.1.1 Strategic Objective 2.1: *Promote community evidence based planning*

364 villages went through the Integrated Village Development Plan training that was facilitated to identify community development needs. The 14 PC fully participated in the Village Profiling exercise to gauge the socio-economic development status and needs from the 1171 iTaukei villages in Fiji.



Figure 5: Village Profiling Exercise in Macuata

9.1.2 Strategic Objective 2.2: *Encourage healthy life style in iTaukei communities.*

To encourage healthy life style in iTaukei communities the TAB facilitated the establishment of 346 village health subcommittees, in the province of Ba, Bua, Cakaudrove, Macuata, Nadroga Navosa, Namosi, Lomaiviti, Naitasiri, Ra, Rewa and Tailevu. The committees are to oversee the health initiatives and programs at village level.

These are health champions who develop, spear head the implementation and monitoring of the health initiatives and the conduct of these programs and interventions in the Village settings. In addition, the fourteen (14) Provincial Councils conducted 340 village inspections in collaboration with the Ministry of Health (CHW).

About 56% of the targeted WASH initiative was implemented within predetermined villages. Provincial Councils were engaged with stakeholders such as Save The Children, Habitat for Humanity in coordinating programs for VIDP wash.

10.0 PLATFORM 3: ECONOMIC EMPOWERMENT OF ITAUKEI

ECONOMIC UNIT PROFILE

The role of the commercial unit is to institute networking and provide an advisory platform for iTaukei businesses aligned to the Vision of the TAB i.e. The Effective and Efficient Participation of the iTaukei in the Nation's Peace, Progress and Prosperity. This included strengthening of existing ventures such as cooperatives and maintaining the balance with Small Micro Enterprises (SMEs) for dual survival in our villages. Financial Literacy and Investment Advisory were also disseminated to the communities in the hope of developing and the establishing a savings culture amongst the iTaukei.

10.1 ECONOMIC ANNUAL OPERATIONAL PERFORMANCE RESULT

10.1.1 Strategic Objective 3.1: Improve business support services for communities

To improve business support services at village level, the TAB Commercial Unit conducted 130 financial literacy trainings in targeted villages. At institutional level, the development of a Concept Paper on Customizing the Saemual Un Dong (Korea) program in villages. The concept was adopted as a guiding document on village development through the "Solesolevaki" approach.

161 Financial Literacy trainings were conducted for the 14 Provincial Councils in partnership with Westpac and other financial institutions.



Figure 6: Financial Literacy training.

The majority of the 37 participants at the above Financial Literacy training, were already in business, running canteens in the village, selling produce at the Nausori - Suva markets and farming. Westpac has a MOU with the iTaukei Affairs Board to conduct Financial Literacy at village level to help traditional leaders, communities, micro-entrepreneurs from the 14 Provinces to assist with setting up sustainable and profitable business. (Pics Credit: Fiji Sun)



Figure 7: MOU review at HQ.

The above portrays the Mid-Term review of the MOU between the iTaukei Affairs Board and Westpac Banking Corporation on their financial literacy training program.

10.1.2 Strategic Objective 3.3: *Promote sustainable iTaukei business practices*

The following Provincial Councils; Ba, Cakaudrove, Kadavu, Lau, Macuata, Nadroga Navosa, Naitasiri, Namosi, Ra, Serua and Tailevu conducted business inventory to identify and document business success Models that could be used for planning, adoption and replicated to other potential areas. 85% of the targeted business models were documented.

To sustain this business culture, three business incubation centers were identified and in the process of development. These are Force Training Group (FTG) farm located in Nasinu, Technical Colleges around Fiji and Navuso Agriculture School.

10.1.3 Customer Service

The total number of customers served was 20834 comprising:

- i.) application for FNPF rural housing, visa, cruising permit, new bank account with BSP, Bank of Baroda, ANZ & Westpac, extraction of birth certificate for VKB registration, RSL and taxi renewal permit, WAF and EFL application for new meter connections.
- ii.) Social Welfare pension/disabled assistance ex-servicemen funds applications. Hire purchase applications, Forestry(Logging) fishing license application, Business Plan development, Project Concept paper to name a few.
- iii.) This service rendered are served at the Provincial Office where Roko Tui provide an important role in providing advice, support letters and networks to relevant stakeholders to meet customer needs. (Could be analyzed Per PC based on Service rendered category)

11.0 PLATFORM 4: CONSERVATION OF NATURAL RESOURCES AND CLIMATE CHANGE MITIGATION AND ADAPTATION

CONSERVATION UNIT PROFILE

The Conservation Unit (CU) was established by resolutions of the I Taukei Affairs Board on the 2nd of June, 2014. The Conservation Unit and its officers provide policy considerations through the Ministry of iTaukei Affairs and work in an integrated management approach with partner organizations by mainstreaming iTaukei interest in natural resource management and climate change adaptation initiatives into development and programs.

Key activities included:

- Tailevu, Nadroga Navosa, Namosi, Rewa, Cakaudrove, Naitasiri, Lomaiviti and Bua PCs and Conservation Unit currently have GEF SGP Projects and the monitoring of the implementation of the projects activities are conducted parallel to the implementation of the business plan of the unit.
- Activities include:
 - Establishment of Yaubula Support Management Teams
 - Community waste management initiative
 - Community Natural Resource Inventory
 - Development of Community Natural Resource Management Plans
 - Forest, Marine and River Care Initiatives
 - Climate change adaptation Initiatives
- The RDF Project with the Ministry of Forestry, established a collaboration with TAB for the disbursement of funds in payment of project activities through our financial system.
- The Unit is continuously invited to be part of the project consultations for CB2/CCCD project, GEF Funding & Projects. The Unit is also in partnership with other relevant ministries involved in the mainstreaming of work to the government programmes.
- Facilitate capacity building of the unit and bi-annual review.
 - The work of the unit are to be continuously reviewed every six months and its officers continually enhanced with their skills for at least twice in a year.
 - The first review and training of the unit including the PCOs was conducted in October 2018. Another review/training is yet to be conducted and it is recommended that this will be a field training exercise with relevant technical ministries and NGOs.
- Establish sustainable strategy for the implementation of conservation programmes in the 14 provinces.
 - The unit with its PCOs are to explore funding opportunities with GEF SGP and other relevant donors as means to create start up community projects on conservation.
 - Facilitate development of new projects and explore innovative ideas and program to attract funds for conservation purposes.
 - The unit and the PCOs were to look at existing fundraising activities for conservation in the relevant PCs and discuss ways it can be made sustainable.

11.1 CONSERVATION ANNUAL OPERATIONAL PERFORMANCE RESULT

11.1.1 Strategic Objective 4.1: *Support the preservation and restoration of Yaubula*

- To support and preserve the restoration of Yaubula, the Conservation officers established 59 Proper 3R's Waste practices at village level. This is through capacity building, training, development of Waste Management Plans and awareness for Yaubula committees on its monitoring and its sustainability.
- TAB is committed to promote the preservation of cultural and historical sites and revitalization of traditional environmental knowledge through the conduct of 14 Yaubula Day Celebration at Provincial and Village level.
- Elders, Women, Youth and children were involved in this celebration to showcase their gifted traditional environmental knowledge and how they could use this to preserve their environment or Yaubula.

- In addition, 11 UNESCO International Environmental Days were successfully facilitated to strengthen the conservation of the environment at Province and Village level. This celebration has a practical approach as it not only covered presentations but also included conservation initiatives like tree planting, implementation of Taboo areas within their qoliqoli to name a few.



Figure 8: *Established Mangroves Nursery Project*

11.1.2 Strategic Objective 4.2: Promote good governance of Yaubula

- To promote good governance of Yaubula at village level, the Conservation Officers had established and strengthened 110 Yaubula Committees at targeted villages.
- The establishment of Yaubula is an important key deliverable for PCOs as they are mandated to develop and implement Yaubula initiatives at village level.
- All Yaubula regulations, their relevant processes and the relevant supporting stakeholders were all part of the awareness package to strengthen their roles and responsibilities of the committees.
- About 29 targeted Yaubula Committee initiatives were implemented at village level
- 216 of community training/workshops on sustainable land/forest and marine management were successfully conducted by the PCOs at village level.

11.1.2.1 Namara District Yaubula Day

The Namara District within Tailevu celebrated the Namara Yaubula Day in July 2019. The day was organized in collaboration with the Tailevu Provincial Council Office and the Namara District YMST, comprising the District representative and the six Village Headman of the villages within the district. The theme of the event “Maroroi Au, Au Na Maroroi Kemuni” was initiated as a platform to address waste management, conservation of natural resources revitalization of traditional knowledge within the District. Chief Guest at the event was the Gone Turaga na Roko Tui Veikau the tradition leader of the Vanua o Namara.

Programs for the day saw the involvement of all age groups of men, women, youths and children indicating that the issues addressed were everyone’s responsibility. The activities saw the involvement of government ministries and non-government organization partners, who currently work in the districts showcasing the progress of their work in capacity building within their communities.



Figure 9: *Namara District Yaubula Day*

12.0 PLATFORM 5: VANUA EMPOWERMENT

PROVINCIAL TRAINING UNIT PROFILE

The TAB's Provincial Training Units primary objective is to conduct training for community capacity building. This includes development of the curriculum on the roles and responsibilities of traditional leaders, Provincial Council forum members, Mata ni Tikina and Turaga ni Koro. The package also involves the analysis of training needs and the conduct of relevant training programs for capacity building to address the wellbeing of the iTaukei. The Unit is also responsible for advocating the strengthening of the iTaukei traditional governance structures and leadership capacities.

12.1 VANUA OPERATIONAL PERFORMANCE RESULT

12.1.1 Strategic Objective 5.2: *Promote a greater awareness on the importance of confirmation of traditional titles.*

In promoting general awareness on the importance of the confirmation of traditional titles, TAB facilitated the formalization of 289 vacant traditional titles. Further awareness programs were carried out for better awareness amongst the iTaukei communities of the formal process required for the installation of these traditional chiefs from the Mataqali to the Bose Vanua, to the Roko Tui, to the TLFC for finalization.

12.1.2 Strategic Objective 5.3: *Encourage peaceful Vanua initiatives.*

12.1.2.1 Vuli Sauvaki ni Vanua and Ketekete ni Marama

The TAB continued to encourage the traditional Vanua initiatives through increased awareness of traditional roles, responsibilities, protocols and values amongst iTaukei community members. Key activities carried were the implementation of 436 Vuli Sauvaki ni Vanua (VSV) trainings at targeted villages in the 14 provinces.

Ketekete ni Marama trainings were conducted in Bua, Kadavu, Lau, Lomaiviti, Macuata, Nadroga Navosa, Ra, Serua and Tailevu provinces.

The VSV Action Plan review was conducted by the PTU team with elaboration on the peaceful means of achieving the proper facilitation of the rightful traditional title holders.



Figure 10: VSV Action Plan review on Serua Yanuyanu

12.1.2.2 Mediation and Reconciliation

To help stabilize the Vanua in times of internal conflict, the Provincial Councils provided mediation and reconciliation support to the Vanua (vaka-coko Vanua). 100% (187) of the reported Vanua conflicts attended were successfully facilitated and addressed. The Provincial Councils applied Vanua diplomacy approach, stakeholder collaboration, consensus through dialogue to mitigate the conflicts. The conflicts vary in nature but mostly confined to Land and Qoliqoli issues, conflicts on traditional titles and Mataqali /family affairs contentions.

12.1.2.3 Cultural Festival

Bua, Lomaiviti, Macuata, Nadroga Navosa, Naitasiri, Namosi, Ra, Rewa, Serua and Tailivu Provincial Councils conducted their cultural festivals to promote and showcase culture and traditional knowledge revitalizing some of the lost elements of these two components of our culture.



Figure 11: *Cultural and Yaubula Festival*

13.0 PLATFORM 6: INSTITUTIONAL DEVELOPMENT

EXECUTIVE SUPPORT UNIT PROFILE

The unit supports the role of the Executive Authorities including the Chief Executive Officer and the Deputy Chief Executive Officer. It is under the supervision of the Board Secretary who is responsible for the development of Board papers and the dissemination of Board meeting resolutions. The unit is also responsible for the development, vetting and submission of PSIP papers to the Ministry of iTaukei Affairs (MTA).

The unit is made up of 2 sub -units namely;

- i.) Na Mata Unit
- ii.) Monitoring and Evaluation Unit

13.1 Na Mata Unit

Na Mata was originally known as the iTaukei Gazette under the iTaukei Affairs Act 1944 to publish Government notices translated into the vernacular. It translated notices that were published in Government Gazette into the vernacular for the iTaukei readers.

Key Deliverables

To communicate the interventions and major developments at TAB the Na Mata unit exercised its mandated duties to publish quarterly Na Mata publications and media platforms. The Na Mata publication was fully published on quarterly (4) basis which disseminated to respective 14 Provincial Councils, all Mata ni Tikina and Turaga ni Koro also with other stakeholders.

Na Mata quarterly publication included the following:

- Traditional knowledge (carpentry, farming methods and traditional seasons)
- Revitalization of traditions, customs and language.
- Traditional titles (conflict resolutions) and responsibilities
- Land tenure and fishing rights

Social Media (Facebook) posts include:

- i.) TAB staff induction
- ii.) Roko Tui & SART workshop
- iii.) SART & ART Workshop
- iv.) Serua Provincial Council meeting
- v.) Ketekete ni Marama training held at Tubou, Lakeba, Lau.
- vi.) Lau Provincial Council meeting
- vii.) Handing over ceremony of school bus for Uluiqalau District School and Ratu Mara College at Lakeba, Lau.
- viii.) Nadroga Navosa PC Yaubula celebration
- ix.) Beach clean-up program with youths of Namara Yaubula committee in Tailevu.

Na iLalakai segment consistently aired on a weekly basis (52) throughout the financial year which usually broadcasted every Sunday at 8.15 am where invited guest speakers provided updates and success stories. These also included:

- i.) Bua PC meeting officially opened by Hon. Assistant Minister, Selai Adimaitoga
- ii.) 7 fiber glass outboard engine donated by PS iTaukei Affairs from the Survivor series through TLTB to Mataqali Nawanawaisau of Buliya Village, Kadavu.
- iii.) Video documentation of Nakawaga Village, Cakaudrove

13.2 Monitoring and Evaluation Unit

13.2.1 Planning, Monitoring & Evaluation

The operationalization of TAB's 5-year Strategic Development Plan in 2018-2019, accompanied by the new organization structure, marked a significant milestone for the institution. The Monitoring & Evaluation Unit played a vital role in facilitating stakeholder engagement to establish the strategies and direction for achieving the organization's vision and objectives.

The Board launched its first ever five-year Strategic Development Plan (SDP) in FY 2018 which will be realized in 2022.

The Annual Cooperate Plan and Business Plan were also developed to operationalize key deliverables in the SDP. The Monitoring and Evaluation Team continued to facilitate the planning and conducted Quarterly (4) performance review with management to realign strategies and activities against timeframe and budget.

The Job evaluation was conducted for established staff to address restructure of TAB establishment. Develop and review of policies was also conducted on the review of TAB & PC Accounting Manual & Financial Manual to improve internal financial systems and process.

In complimenting the SDP, the M&E Unit developed an M&E Framework to help guide the design, implementation, monitoring, review, evaluation, learning and reporting of the expected deliverables throughout the 5 year SDP term. Furthermore, the unit developed business plans for the 14 Provincial Council Offices and the 9 units under the Board, aligning them with the Annual Operations Plan and the SDP.

13.2.2 Monitoring Deliverables

By aligning each unit's objectives and strategies with the AOP and SDP, the unit effectively monitored the organization's performance at various levels. Regular updates were provided to the Senior Management Board on a quarterly basis, with additional quarterly Roko Tui Workshops for the Roko Tui's. Monthly reports underwent thorough desk reviews and assessments, identifying priority areas requiring attention from the respective heads of departments.

13.2.3 Objectives and Key Deliverables

In effectively delivering the Board and Provincial Council's functions, the following objectives, and key deliverables under the six (6) organizational platforms were adopted and detailed in each Unit and Council's Business Plans, Individual Work Plans and Performance Assessment Criteria's.

13.2.3.1 Platform 1: Good Governance

The Good Governance platform stipulated the key areas of interest for the organization with the objective: **To Promote and Uphold Good Governance Principles at Village Council, Tikina Council, Provincial Council, and the Board.** This included the accountability and delivery of the following functions:

- Secretariate Support: Administration of meetings and resolutions; Accountable PC operations through vigorous awareness and engagements such as road shows.
- Capacity building: Development of Leadership & governance Training package.
- Gender non-disparity in PC forums: Increase women representation through TOR review etc.; Strengthen women development initiatives.
- Youth representation at decision making forums: Establish and revive youth groups at community level; strengthen youth development initiatives.
- Public Awareness on Board's activities: Media publication through Na iLalakai segments, Na Mata Quarterly Publications, and other information materials.
- Promoting social Inclusion in the iTaukei communities: Promoting social inclusion in the iTaukei communities through Integration and participation of vulnerable people in decision making and community affairs; Strengthen baseline data gathering and analysis on the vulnerables

13.2.3.2 Platform 2: Wellbeing of iTaukei

Similarly, the Wellbeing platform articulates the key areas of interest for the organization with the objective: **Ensure the Well Being of iTaukei communities.** This included the accountability and delivery of the following functions:

- Conduct Social Audit through Village Profiling exercise and Database development; Development of Integrated Village Development Plan; Facilitating WASH programs and Collating and Analyzing Turaga ni Koro reports.
- Promote community healthy lifestyle through: Formation of village health subcommittee; Implement, Monitor and Evaluate WASH programs.

13.2.3.3 Platform 3: Economic Empowerment

The Economic Empowerment platform strives for increased economic standards of iTaukei communities through the objective: Encourage economic participation & growth of iTaukei communities. This included the accountability and delivery of the following functions:

- Improve Business Support Services: Conduct business inventory and collate information; Facilitation of integrated economic workshop.
- Promote Sustainable iTaukei Businesses: Develop commercial guide.
- Raise Awareness on available opportunities: Capacity Building through Financial literacy programs.

13.2.3.4 Platform 4: Conservation of Natural Resources & Climate Change

The Conservation of Natural Resources & Climate Change platform promotes sustainable development of Natural Resources whilst ensuring that the Natural Resources are sustainably managed. This is clear through the platform objective: Conservation of Natural Resources & Building Disaster Ready and Climate Resilient Community. Accountability and successful delivery of this objective is dependent on the following functions:

- Support the preservation and restoration of Yaubula through Establishment and facilitation of community waste management initiatives in the communities; Facilitate the identification of prospective sites, strengthen and monitor existing Tabu Area(s); Promote the preservation of cultural and historical sites and revitalization of traditional environmental knowledge.
- Promote good governance of Yaubula: Establish and strengthen Yaubula Committee; Facilitate the development, review and integrate Yaubula management plans; Support sound decision making through the provision of information and advice to the Vanua; Support compliance with relevant legislations and sustainable procedures and practices.
- Identify vulnerable communities and support climate change adaptation and mitigation measures: Community resilience capacity development initiatives.
- Strengthen capacity of the conservation officers and conservation: Securing sustainable finance to adequately resource the unit; Enhance the capacity of the Conservation Unit through training and mentoring; Effective monitoring of the performance of the conservation unit

13.2.3.5 Platform 5: Vanua Empowerment and Traditional Leadership

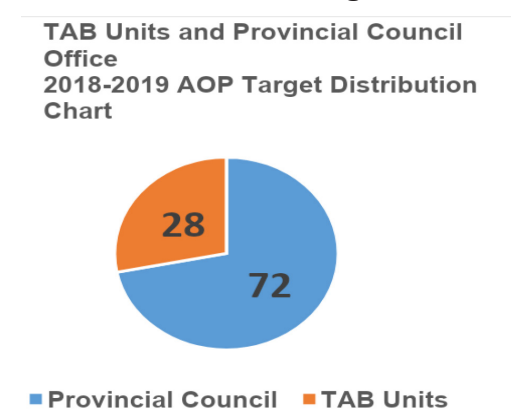
The Vanua Empowerment and Traditional Leadership platform captures the building blocks and core function of the iTaukei Affairs Board i.e., to Strengthen Vanua & empowering Traditional Leaders. Accountability and successful delivery of this objective is dependent on the following functions:

- Capacity Building on traditional roles: Conduct Sauvaki ni Vanua training; Ketekete ni Marama training; Periodic assessment on the Sauvaki ni Vanua Training.
- Facilitate filing of vacant traditional titles: To facilitate the process of filing of traditional titles.
- Promote peaceful vanua: Support Bose Vanua; Conflict resolutions; Revitalization of Culture.

Figure 12: Performance Overview

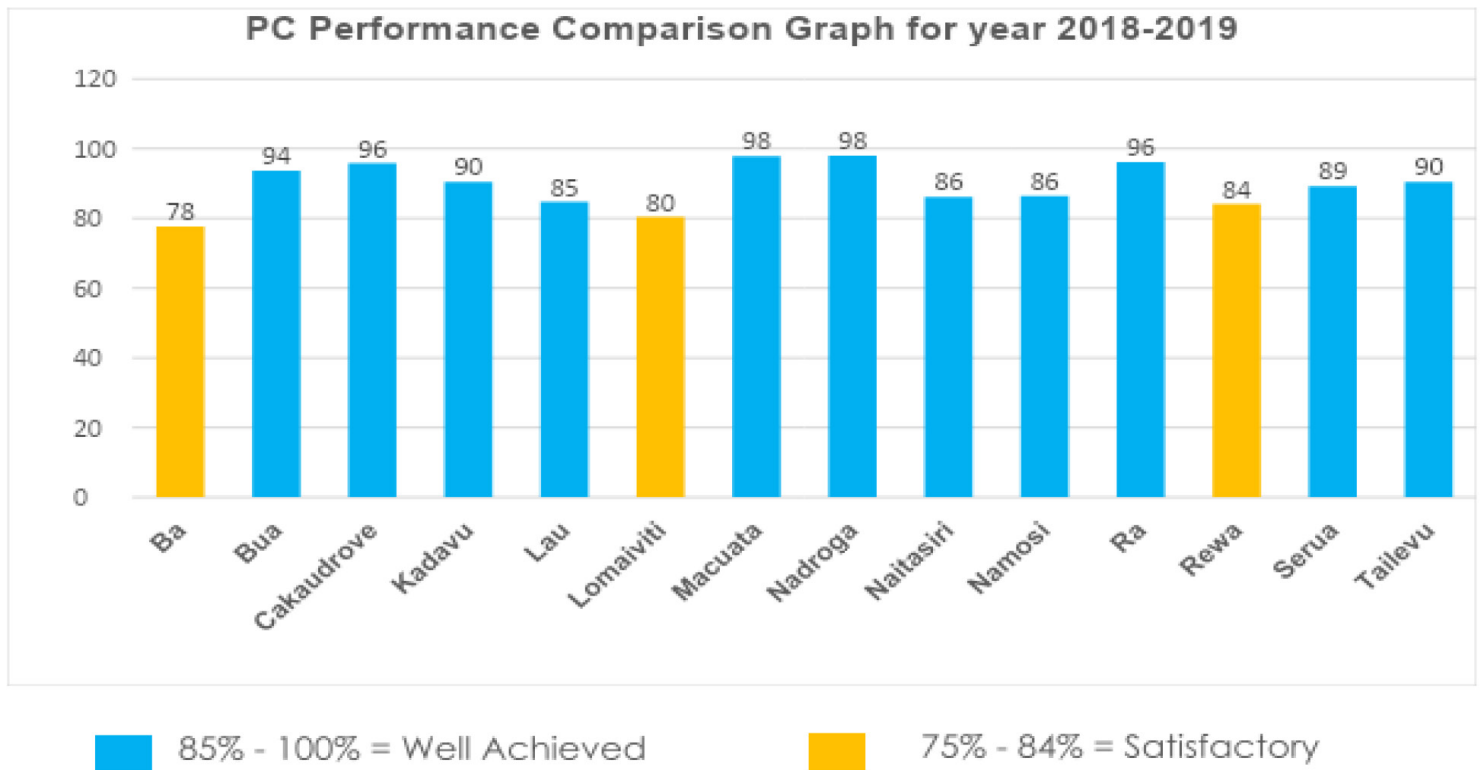
SUMMARY:		
PC Targets	33942	
TAB Units Target	13281	
Highest PC Target	3937	Nadroga
Highest Target Unit	6035	Wellbeing
PC Average	2424	
Unit Average	1476	
Approx. Activities	100	

Table 2: TAB & PC Target Distribution



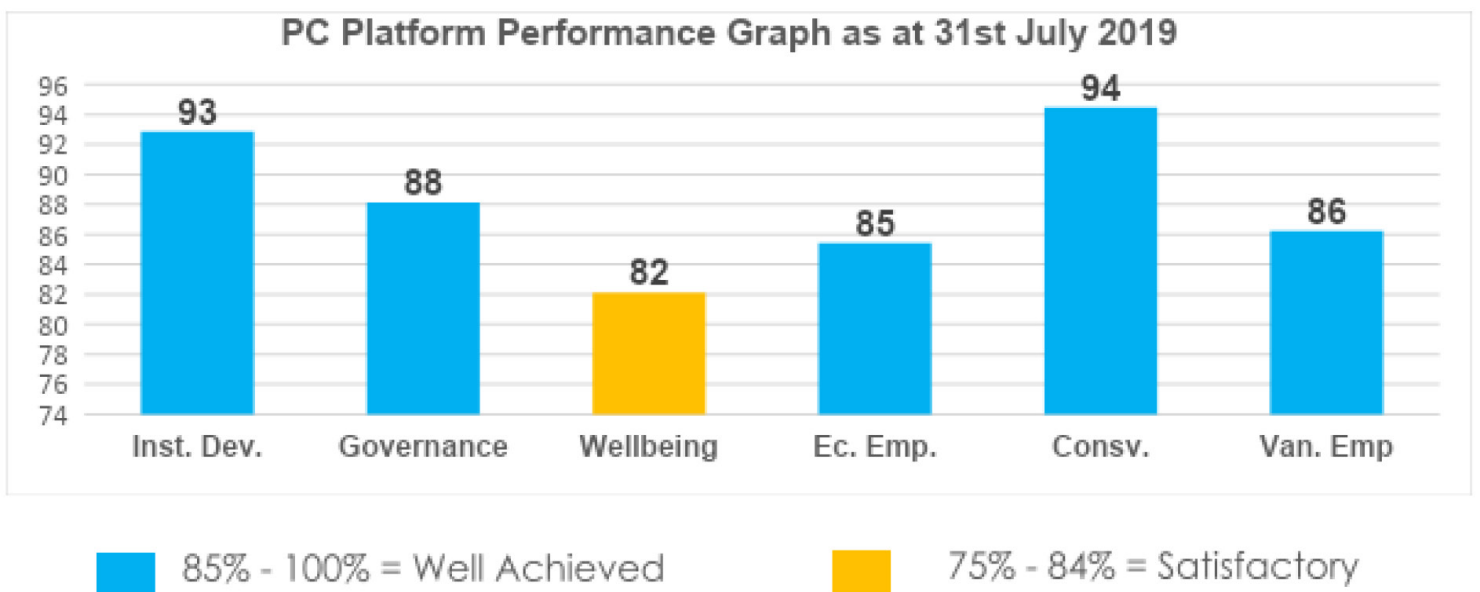
The above graph illustrates the Annual Operations Plan target distribution between TAB and the 14 Provincial Council's. Majority of the key result areas are shared amongst the implementing arm (PC) which stands accounts for 72% (of the total targeted deliverables and 28% shared amongst the nine (9) units at HQ.

Figure 13: PC Platform Performance Overview



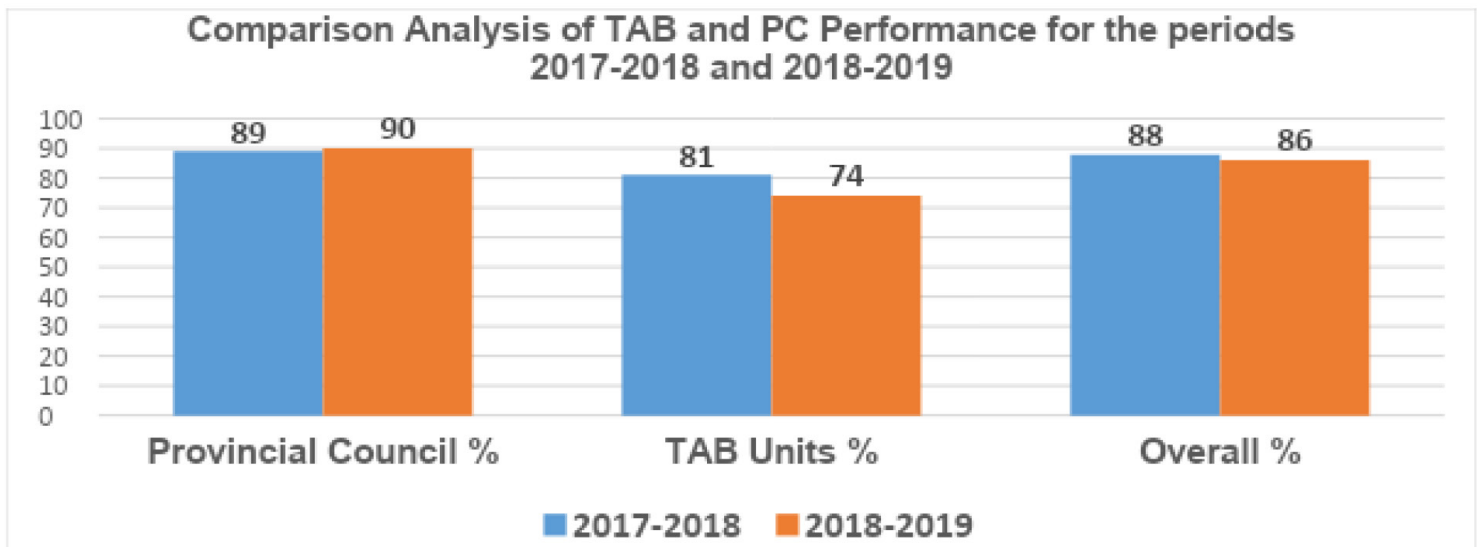
Graph above shows a performance overview of the 14 PC's against their respective Business Plans that is consolidated and reflected in the AOP. Of the 14 PC's, only 3 PC Office achieved a satisfactory performance on their business plan whilst the majority were rated as "Well achieved" attaining 85% and above of the set targets in their respective BPs.

Figure 14: PC Performance Comparison by Platforms



The bar graph above highlights how well the Provincial Council Offices fare against the set deliverables and targets of each platform. While the platforms have generally performed well, the Wellbeing Platform seemed to have struggled in comparison to the other platforms. This is mainly due to the delay in the completion of the Village Profiling Exercise, the TNK/MNT Reporting and Analysis as well as the commencement of IVDP development.

Figure 15: TAB and PC Overall Performance Comparative Analysis



- Despite an increase in targets in 2018-2019 AOP, PC illustrates improved performance in comparison to July 2018 achievement rating
- The TAB Units illustrates a drop in performance this year in comparison to July 2018. Contributing factors to this are the following:
 - Increase in targets for TAB Units, specifically the Wellbeing Unit
 - New organization Structure with the introduction of the Governance and Wellbeing Units
 - Delay in TNK Data input and Village Profiling Analysis for 1171 villages (248 VP Pending)

In summary, the M&E Unit continues to emphasize the importance of evidence based decision making in which it considers to be basis of steering leadership towards effective implementation of the mandated roles of the Board and the Provincial Councils. The Unit looks to the future hopeful and ready to facilitate proactive measures that aligns TAB & PC strategies to support the good government and wellbeing of all iTaukei through policy and M&E standards developments, evaluation of key deliverables, documentation of best practices and success stories and vigorous awareness and capacity building to across the organization.



Figure 16: Senior officers at the launch of the Ministry of iTaukei Affairs and iTaukei Affairs Board Strategic Development Plans 2018 – 2022 (Pics credit : Fiji Village)

14.0 Finance

- The Board carried out the Board of Surveys (Fixed Assets) to all the provinces.
- Provided sound Investment advice which led to new investment for Ba, Bua, Cakaudrove, Lau, Lomaiviti, Macuata, Naitasiri, Namosi, Rewa, Serua, Ra and Tailevu Provincial Councils.
- Proper management of Government grant was facilitated through timely disbursement of TNK/MNT allowances on a quarterly basis.
- The Board was committed to the reduction of Outstanding Loans and timely loan repayment to Government. An amount of \$280,000.00 was paid to the Ministry of Economy through a tripartite agreement between the Fijian Holdings Limited (FHL), the iTaukei Trust Fund Board, and the iTaukei Affairs Board.

14.1 Grants

A total of \$9,100,563.00 annual grant was received from Government in FY 2018/2019 and allocated as follows:

Table 3: 2018/2019 Annual Grant

Particulars	2018/2019
TAB PE costs	\$5,219,129.00
PC PE costs	\$1,156,386.00
PC 1/3 ops costs	\$763,268.00
Turaga ni Koro Allowance	\$1,483,179.00
Mata ni Tikina Allowance	\$428,600.00
Na Mata	\$50,000.00
TOTAL	\$9,100,563.00

The 1/3 operations cost of \$763,268.00 is a new budget item allocated towards the first ever Village Profile Exercise across all the 14 Provinces.

14.2 Total Staff Emoluments – TAB & PC

Total Personnel Emoluments (PE) cost incurred is calculated at \$6.1m comprising of TAB and Provincial Councils staff. Refer to table below for details:

Table 4: Total staff emoluments – TAB & PC

Particulars	2018/2019
TAB Staff	\$2,063,960.74
PC Staff (Roko Tui, SART, ART, PT, PCO)	\$3,142,305.37
PC Staff (APT, COs)	\$882,163.41
TOTAL	\$6,088,429.52

14.3 IT Infrastructure

In FY 2018 - 2019, majority of Provincial Councils and TAB HQ were fully connected to the Govnet (Hosted by ITC) which play a critical role in complimenting the reforms taking place within the iTaukei Affairs Board and Provincial Councils.

15.0 HUMAN RESOURCES MANAGEMENT

The Human Resources (HR) Unit ensure high productivity and promotes excellence through recruitment and development of capable and qualified individuals who are committed and passionate about delivering the Vision of the Board.

Illustrated below are the Human Resources Management pillars of the Board where the gaps for improvement have been identified from the People, Process and System approach.

15.1 Achievements

- Implementation of the TAB HR Manual
- HR attained an overall rating of 88% in the 2018 - 2019 financial year
- Implementation of the new Employment Leave provisions
- Continuation of the JEE from early 2018 including upgrading of salary
- Adoption of the new organization structure and the filling of new positions within the unit.
- Ongoing learning and development and upskilling of staffs through courses/trainings from the Ministry of Civil Service

15.2 Organization Structure

The approved 2018 TAB Organization Structure brought a lot of new changes including the demarcation of role between Governance and Wellbeing and increased staffing. A total of 267 positions was approved for TAB and PC, out of which 21 are unestablished staffs.

Table 5: Employee Profile

Gender	Male 65.2%; Female 34.8%
Ethnicity	iTaukei 95.1%; Indo-Fijian 4.1% & Rotuman 0.8%
Status	Established 92.13% & Unestablished 7.87%

15.3 Staff Movement

Staff movement for the financial year 2018-2019:

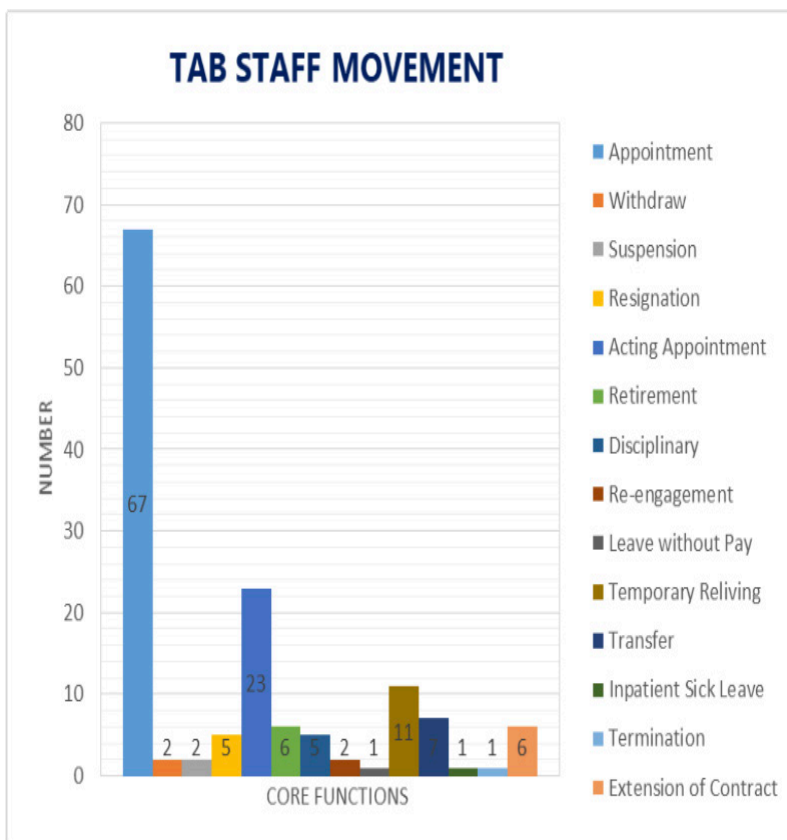


Figure 17: TAB Staff Movement made in 2018-2019 financial year

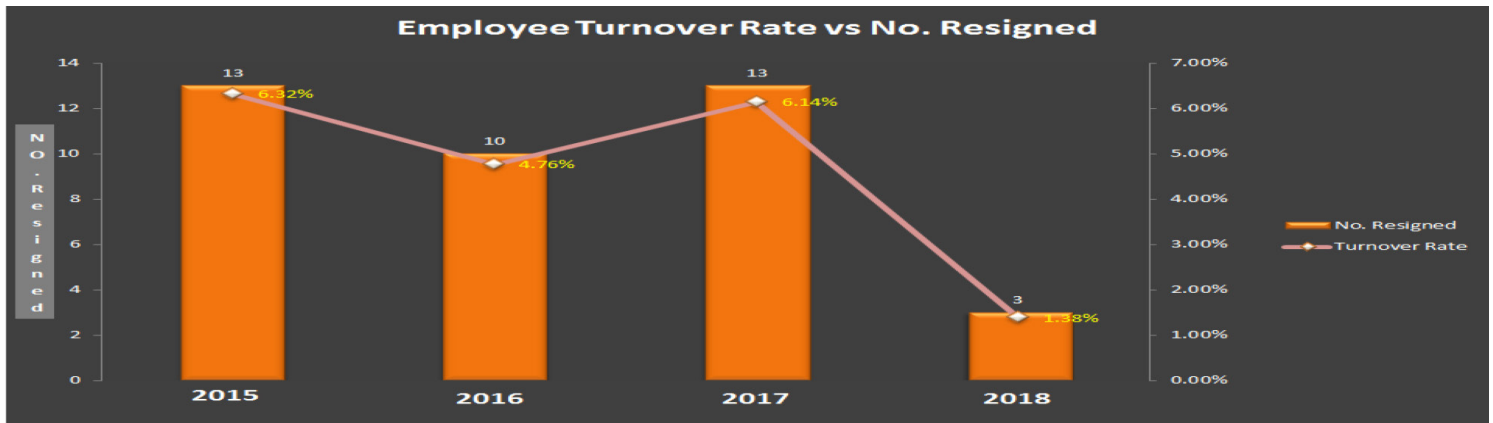


Figure 18: Roko Tui Lomaiviti - Ratu Penijiamini Velitokaduadua was farewelled by his colleagues of Roko Tui after their Quarterly Roko Tui Workshop at Nadave.

15.4 Recruitment & Retention

A total of 98 positions were advertised during the financial year where 89 positions were filled, three positions were put on hold, three re-advertised with others spilled over to the next financial year period.

Figure 19: Employee Turnover Rate vs No. Resigned from 2015-2018



- i.) The turnover rate was determined by the number of employees who resigned divided by the average number of employees in a year, multiplied by 100. In Figure 15, it clearly illustrates a notable increase in numbers of resignation. The year 2015 and 2017 produced the same value with 13 resignations while 10 employees resigned in 2016 and it dropped positively in 2018.
- ii.) The highlights of this analysis are reflected in 2018 where the turnover rate was only 1.38% compared to the previous years; these could be derived from the factor component of the current organization structure these include: Motivational factors- position are tagged into the salary, the demarcated of roles, Condition of service, Healthy work environment and personal and professional growth.

21.4.1 Induction Training for new employees were conducted on 11th – 12th April 2019 at the FRCS Conference room.



Figure 20: Induction Training

15.5 Office Relocation

The HR Unit relocated from North Wing (Ground Floor) to Veivueti House (Ground Floor) in September 2018 when it was aligned to the new reporting structure directly to the Deputy Chief Executive Officer's (DCEO) who was housed at Veivueti. Another important reason of the relocation was to isolate HR Unit due to confidentiality of matters handled which must be privy only to responsible staff.

Figure 21: Veivueti Building (TTFB)



15.6 Learning and Development

TAB is committed to achieve the maximum effectiveness from its current and future training programs. This is to ensure that training offered is relevant to officers' career paths, enhances high performance, improves productivity and upskills all staff selected for any training programs.

Table 6: Local Training/Workshops

Training/Workshop	Date(s)	Participant(s)	Venue
Ministry of Civil Service			
Effective Job Application & Interview Skills Training	07/08/18	Seru Tabakece	CTD, Nasese.
	09/10/18	Joji Kalounivalu	CTD, Nasese.
	25/10/18	Waisake Manako	CTD, Nasese.
	15/11/18	Noa Bale, Poasa Qalokivuya, Isimeli Cagica	CTD, Nasese.
	07/12/18	Sireli Dausiga, Mereani Seru	CTD, Nasese
	10/12/18	Josevata Qava, Mereula Lauvatu	Commissioner Western Office
	Feb 2019	Mere Tonono	CTD, Nasese
	07/08/19	Lusiana Naulu, Manaini Tanioria, Apisalome Qaniuci, Wiliame Katonivere, Naiqama Daucina, Milika Vodoimuri, Meresaini Ranuku.	CTD, Nasese
Records Management	15/08/18	Kulaia Nabou & Laniana Adikula	Commissioner Western Office
	23/10/18	Mereani Batirerega	CTD, Nasese.
	15/11/18	Karalaini Vude, Tony Tamani, Vereniki Naulu, Suliana Senileba	CTD, Nasese.
	05/12/18	Jiojivini Moceivei, Maikeli Waqatabu, Pauliasi Waqabaca.	CTD, Nasese.
Investigators Training	15-17/08/18	Rt. Sireli Dausiga	CTD, Nasese.
	12-14/09/18	Finau Goneqea, Mereani Raluve Seru & Laite Tora	CTD, Nasese.
	17-19/10/18	Vinesh Prasad, Joana Toganivalu, Taraivoso Baleira & Kelera Nakadi	CTD, Nasese.
	28-30/11/18	Sireli Lawakeli, Usaia Cakau	CTD, Nasese.
	12-14/12/18	Josevata Qava, Mereula Lauvatu, Sheetal Kumar	Commissioner Western Office
	18-20/12/18	Kaveni Raseru, Alipate Natoba	CTD, Nasese.
	Feb 2019	Jashneel Ram, Mere Tonono, Peni Sulala	CTD, Nasese
	March 2019	Sunjana Narayan	CTD, Nasese.
	26-28/08/19	Clewet Waqasaqa, Emori Tokalau, Soroveveli Vura, Viliame Nasici.	CTD, Nasese.

Procurement Training	14/09/18	Karalaini Vude & Seru Tabakece	CTD, Nasese.
	11/10/18	Laite Tora, Joana Toganivalu, Tony Tamani & Vereniki Naulu	CTD, Nasese.
	06/12/18	Deepak Lal, Sheetal Kumar	CTD, Nasese.
Open Merit Recruitment Based Selection	21/09/18	Pauliasi Waqabaca, Luse Uluitavuki, Isireli Dausiga, Marikita Daulako, Litia Vuniacgi & Vinesh Prasad	CTD, Nasese.
	12/10/18	Tony Tamani & Vereniki Naulu	CTD, Nasese.
	23/10/18	Waisake Manako, Timoci Ratu.	CTD, Nasese.
	16/11/18	Noa Bale, Poasa Qalokivuya, Maikeli Qalotaki.	CTD, Nasese.
	06/12/18	Sireli Dausiga, Mereani Seru, Taitusi Mucunabitu.	CTD, Nasese.
	11/12/18	Josevata Qava, Mereula Lauvatu, Emori Latibau, Sefanaia Wainiqolo, Vasiti Bicinivalu	Commissioner Western Office
	Feb 2019	Eparama Gonerara	CTD, Nasese
	06/08/19	Viliame Nasici, Aseri Tuisiga	CTD, Nasese
National Training & Productivity Center (FNU)			
Fiji Business Awards Information Seminar	14-15/02/19	Laite Tora, Lasaro Vota, Vika Lewaravu, Isireli Dausiga, Saiasi Buluta, Jone Driu, Ana Tagivetaua, Livai Siga, Enoch Tamani.	TPAF
Fiji Business Excellence Awards Submission Writing Workshop	07-08/03/19	Vika Lewaravu, Clewet Waqsaqa, Kaveni Ramakita.	TPAF
Training of Trainers	18-22/03/19	Marikita Daulako	TPAF
Ministry of Foreign Affairs & New Zealand Foreign Affairs and Trade			
VIP Drivers Etiquette Training	Feb 2019	Asaeli Sevakasiga, Apisai Mucunabitu	MFA/NZFAT
Protocol Training	Feb 2019	Livai Siga, Alipate Natoba, Joji Banuve, Mosese Nakoroi.	MFA/NZFAT

Table 7: In-House Training

In-house Training	Date(s)	Participant(s)	Venue
Assistant Roko Tui Workshop Financial Literacy, Good Governance and Village profiling	02-05/10/18	36 Assistant Roko 1 DCEO 2 Directors 4 Managers 2 SAO 2 EO	CATD, Nadave

Provincial Treasurer Workshop – Charter of Accounts Saving Accounts Reconciliation & Liability Accounts • FHL Dividends, TNK & MNT Bank Accounts, Investments, FNPF, VAT	29-30/01/19	Central PC Treasurer, including Lau PC and PCA Staff (6)	Moana Technical & Service Centre
Roko Tui & SART Workshop – major programs updates & Way forward MyAPA Awareness	11-13/02/19	14 Roko Tui 14 SART 7 Managers	Central Cuisine
iTaukei Affairs Board Bio Annual Training for Conservation Officer	20-24/05/19	14 Conservation Officers 2 Managers	Suva Peninsula Hotel – 20-22/05/19 Yanuya Village – 23-24/05/19
Induction Training	11-12/04/19	46 new recruit	Fiji Revenue & Customs Training room

Table 8: Overseas Training

No	Names	Programme	Duration	Country	Sponsor/Donor Agency
1	Pauliasi Waqabaca	IT Application E-Governance in Third World Country	August 2018	Beijing	China
2	Kelera Kuli	Environmental Protection an Equipment Technology for Developing Countries	08/10 – 11/10/2018	China	China
3	Mosese Nakoroi	CIRAP-NIRD&PR International Programme on “Food Waste to Wealth, Post to Market Workshop	01-10/03/19	Hanoi, Vietnam	Centre on Integrated Rural Development for Asia and the Pacific
4	Mosese Nakoroi Kitione Raibevu	RESCCUE Regional Lesson-Learnt Workshop	26-27/03/19	Noumea, New Caledonia	South Pacific Community (SPC) Noumea
5	Semi Kuru Waisake Manako Loata Vota Fugawai Dawai Marikita Daulako	Saemaul Undong Training	22/05 – 31/05/2019	Canaan Global Leadership Center, Korea	KOICA
6	Paula Delaivuna	Turkey Joint Training Programme On SME Development and Entrepreneurship	8 – 12/07/2019	Singapore	Singapore
7	Rusiate Misikivosa	Environmental management and Pollution Control	24/07 – 6/08/2019	Malaysia	Malaysia

15.7 Part time Studies

Staffs are encouraged to upgrade their professional qualifications to meet the minimum qualification requirements for positions. They are also encouraged to pursue further courses for advancement to higher positions within and for opportunities outside TAB.

Table 9: Part time Studies

No	Names	Position	Qualification	Institution	Private/Sponsor
1.	Ana Tagivetaua	Actg/Manager Governance	Postgraduate Certificate in Gender Studies	University of the South Pacific	Private
2.	Vika Lewaravu	SAO MER	Master in Commerce (Management & Public Administration)	University of the South Pacific	Private
3.	Ravuama Naceba,	SAO Commercial Unit	Master's in Business Administration Program (MBA)	University of the South Pacific	Private
4.	Loata Vota	Executive Officer Training	Master in Business Administration (EMBA)	Fiji National University	Private
5.	Kaminieli Kasami	Senior Asst. Roko Tui Ra	Degree in Management Human Resources Management and Industrial Relations.	Fiji National University	Private
6.	Ranadi Tuimoala	EO PCA	PG Diploma in Professional Accounting	University of the South Pacific	Private
7	Clewet Waqasaqa	A/AO (IST)	PG Certificate in HRM	University of the South Pacific	Private
8	Litia Vunicagi	EO MER	Bachelor in Commerce	University of the South Pacific	Private
9	Marikita Daulako	EO Commercial	Postgraduate Diploma in Economic	University of the South Pacific	Private
10	Ulaiasi Halofaki	Assistant Roko Lau	Bachelor Commerce majoring Economic/IR & HRM	Fiji National University	Private
11	Ratu Buatavatava Ravoka	Assistant Roko Nadroga/Navosa	Bachelor of Arts (iTaukei/ Management)	University of Fiji	Private
12	Amalaini Navakatoga	Switchboard operator	Professional Diploma in Business Management	University of the South Pacific	Private

13	Mere Tonono	Clerical officer – Nadroga/Navosa	BA Commerce, Management, HR & IR	Fiji National University	Private
14	Mereula Lauvatu	Clerical officer – Nadroga/Navosa	Advance Diploma in Leadership Management	Fiji National University	Private
15	Temesia Kaumala	Assistant Treasurer – Nadroga/Navosa	Advance Diploma in Leadership Management	Fiji National University	Private
16	Loata Leba	Clerical officer – Nadroga/Navosa	Advance Diploma in Leadership Management	Fiji National University	Private
17	Aseri Tuisiga	Namosi Provincial Treasurer	Bachelor in Accounting	Fiji National University	Private
18	Kaminieli Kasami	Senior Assistant Roko Tui Ra	Bachelor in Commerce (major in Management, IR, HR)	Fiji National University	Private
19.	Kaliova Radaroro	Assistant Roko Tui Ra	Postgraduate Diploma in Business Administration	University of the South Pacific	Private
20.	Jese Volau	Roko Tui Ba	Postgraduate Diploma in Law	University of Fiji	Private

15.8 Fulltime Studies

Mereani Seru was the lone officer granted to undertake full time studies to complete her remaining units and graduated on 25th May 2020 with a Bachelor of Commerce in Accounting from Fiji National University as a private student.

Table 10: Fulltime Studies

No.	Names	Position	Qualification	Institution	Private/Sponsor
1.	Mereani R. Seru	A/AO Debt Recovery	Bachelor of Commerce in Accounting (minor in Management)	Fiji National University	Private

15.9 Graduation (Local / Overseas)

TAB/PC staff graduation from 2018 – 2019

A total of 11 officers graduated with qualifications ranging from Diploma to Master's Degree Level.

Table 11: TAB/PC staff graduation from 2018 – 2019

No.	Names	Post	Certificated	Institution	Year
1.	Sereana Matakibau	Director Finance	Masters in Professional Accounting	University of the South Pacific	September 2018
2	Lasaro Vota	Manager Finance	Postgraduate Diploma in Accounting	Fiji National University	December 2018

3	Loata Vota	Executive Officer, Provincial Training	Bachelor in Commerce (Accounting and Management)	Fiji National University	December 2018
4	Kalesi Qiolevu	Assistant Roko Ba	Professional Diploma in Business Management	University of the South Pacific	December, 2018
5	Ilaitia Kurisaru	Assistant Roko Nadroga/Navosa	Diploma in Human Resources	Fiji National University	December, 2018
6	Lusiana Naula	Clerical Officer	Trade Diploma in Accounting	Fiji National University	May 2019
7	Finau Goneqea	Accountant PCA	Bachelor in Commerce (Accounting and Management)	University of the South Pacific	November 2018
8.	Anjeshni Nand	Executive Officer, CTT	Bachelor in Commerce (Banking and Information System)	University of the South Pacific	March 2019
9.	Naiqama Ratakele	Trainee	Bachelor in Land & Management	University of the South Pacific	March 2019
10.	Ravuama Naceba	Senior Administrative Officer Commercial	Postgraduate Diploma in Business Administration	University of the South Pacific	March 2019
11.	Seresio Naikasau	Senior Assistant Roko Tui Lomaiviti	Master in Science major in Disaster Preparedness	Asian Institute Technology, Thailand	4/08/17 – 31/08/2018

15.10 Grant Claim

Tabulated below are the approved trainings which was granted as Grant Claimable under Method 'B' that was received by TAB.

Table 12: Grant Claim

No:	Course Title	Date of Course	Amount
1.	Roko Tui & Senior Assistant Roko Tui on Performance Management at iTaukei Affairs Board	24-26/01/2018	\$9,771.00
2.	Training of Trainers for Conservation Officer on Land Care Preparedness and Long Term Planning	29/01 – 02/02/2018	\$10,895.00
3.	4th Roko Tui & SART Quarterly Workshop on 2018-2019 Operational Plan for iTaukei Affairs Board	24-26/07/2018	\$22,395.00
4.	Assistant Roko Tui Workshop on Financial Literacy, Good Governance and Village Profiling	02-05/10/2018	\$21,882.60
TOTAL GRANT CLAIMABLE			\$64,943.60

15.11 Workers Compensation

A compensation claim of \$38,144.08 was awarded to Mr. Maretino Raditora, a former Driver with the Bua Provincial Council who sustained a stroke in 2014. Approval was granted this year by the Government where permanent partial incapacity was assessed at 40% per centum.

16.0 Internal Audit and Compliance

The Internal Audit and Compliance Unit is governed by Part 4, Section 33 (5&6) of the iTaukei Affairs Act 1996 to independently monitor risk, compliance and ensure that efficiency and effectiveness of operations is achieved within the parameters outlined in the iTaukei Affairs Internal Audit annual work plan.

As part of this function, the Unit conducted 14 Normal Audits, 11 Surprise Audits and 9 Exit Interviews for the Provincial Councils (Table 1.11). Reports were submitted to the Chief Executive Officer and later to the Management for implementation. Once implemented, changes were subsequently monitored and assessed.

As contained in its Audit Manual the Audit Unit had a systematic and disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes. This approach added value to achieving the Provincial Councils' and the Board's overall strategies.

Table 13: Audit Updates

Entity	Date of Normal Audit	Date of Surprise Audit	Date of Exit Interview
BA	03/08/18	31/08/18	20/11/18
BUA	15/10/18	-	-
CAKAUDROVE	28/06/18	24/04/18	23/11/18
KADAVU	23/01/18	22/11/18	6/11/18
LAU	22/02/19	03/04/19	10/04/19
LOMAIVITI	22/03/18	22/03/18	
MACUATA	22/06/18	22/06/18	
NADROGA/NAVOSA	27/09/18	27/09/18	20/11/18
NAITASIRI	31/08/18	22/11/18	03/08/18
NAMOSI	25/01/19	-	-
RA	05/10/18	09/10/18	26/02/19
REWA	29/11/18	26/02/19	23/11/18
SERUA	11/06/18	29/11/18	-
TAILEVU	23/01/19	-	03/12/18
TAB			-

16.2 External Audits

Outlined in Figure 22 is the latest update from the Office of the Auditor General on the general status of the audits of TAB and its fourteen (14) Provincial Councils.

Figure 22: OAG Update on TAB and Provincial Councils Audits

OFFICE OF THE AUDITOR GENERAL
Promoting Public Sector Accountability and Sustainability through our Audits



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File: 1282

6 June 2023

i-Taukei Affairs Board
87 Queen Elizabeth Drive
SUVA

Attention: Ms. Sereana Matakibau

Dear Madam

I-TAUKEI AFFAIRS BOARD AND PROVINCIAL COUNCILS AUDIT UPDATES

With reference to the i-TAB letter dated 05/06/2023 to assist in the finalization of its Annual Reports from 2015 - 2022, I am pleased to provide the following audit updates as requested:

Entities	Draft Financial Statements Received	Audits Completed	Audits in Progress as at 31 May 2023	Audits Yet to Commence as at 31 May 2023	Draft Financial Statements not submitted for audit
STATUTORY ENTITY					
1. I-Taukei Affairs Board	2003 - 2007	2002	2003 - 2007	---	2008 – 2022
PROVINCIAL COUNCILS					
1. Rewa Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
2. Tailevu Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
3. Namosi Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
4. Ba Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
5. Serua Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
6. Naitasiri Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
7. Ra Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
8. Macuata Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
9. Cakaudrove Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
10. Kadavu Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
11. Lomaiviti Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
12. Nadroga/Navosa Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
13. Lau Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022
14. Bua Provincial Council	2013-2018	2013-2015		2016-2018	2019-2022

However, the 2016-2018 draft financial statements of the Provincial Councils will be returned for amendments following the completion of the 2013-2015 audit and to be re-submitted after discussion of changes deliberated during the exit meeting on 09/05/2023 and on 12/05/2023 respectively.

As for the 2003 to 2007 i-TAB financial statements audit, these accounts are in the finalization phase of review where the audit report is targeted for issuance and signing by June end.

For any further clarifications, please do not hesitate to contact Mr. Dineshwar Prasad or the undersigned.

Yours sincerely



Esala Niubalavu
for ACTING AUDITOR-GENERAL

Encl.

iTaukei Affairs Board

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iTaukei Affairs Board annual report 2018 - 2019