



# MINISTRY OF ECONOMY

## CIRCULAR MEMORANDUM

**From:** Acting Permanent Secretary for Economy **Phone:** 3221298  
**To:** As per Distribution List **File:** 11/65  
**Subject: Annual Work Programme for 2021-2022 Financial Year** **Date:** 09/08/21

---

The purpose of this Circular Memorandum is to request Ministries/Departments/Agencies to submit Annual Work Programmes (AWP) for all **Capital Projects** as well as key **Operating Budget items**. A list of all Capital Projects and identified Operating Budget allocations funded in the 2021-2022 financial year under your respective Ministries/Departments/Agencies is attached as **Annex 1**.

The Annual Work Programme will be the basis for which the Ministry of Economy will verify Requests to Incur Expenditure (RIE), manage cash flow across whole of Government and provide a baseline for monitoring project implementation during the 2021-2022 financial year.

The AWP template is attached as **Annex 2** with an accompanying Guidance Note. It should also be noted that the same template will be utilised for Quarterly progress reporting.

**The deadline for submission to the Budget & Planning Division, Ministry of Economy is Friday, 20 August 2021.**

Ministries and Departments are encouraged to contact their respective desk officers for any clarifications or for an electronic copy of the template.

Thank you.

Shiri Gounder  
**Acting Permanent Secretary for Economy**

## Distribution List

1. The Official Secretary, Office of the President
2. Permanent Secretary for the Office of the Prime Minister, Sugar and Immigration
3. Acting Permanent Secretary for i-Taukei Affairs
4. Permanent Secretary for Defence, National Security and Policing
5. Permanent Secretary for Employment, Productivity and Industrial Relations
6. Acting Permanent Secretary for Foreign Affairs
7. Solicitor General and Permanent Secretary for Justice, Anti-Corruption, Civil Aviation
8. The Commissioner, Fiji Corrections Services
9. Acting Permanent Secretary for Communications
10. Permanent Secretary for the Civil Service
11. Permanent Secretary for Rural and Maritime Development and Disaster Management
12. The Commander, Republic of Fiji Military Forces
13. The Acting Commissioner, Fiji Police Force
14. Permanent Secretary for Education, Heritage and Arts
15. Permanent Secretary for Health and Medical Services
16. Permanent Secretary for Housing and Community Development
17. Permanent Secretary for Women, Children and Poverty Alleviation
18. Permanent Secretary for Youth and Sports
19. Permanent Secretary for Agriculture
20. Acting Permanent Secretary for Fisheries
21. Permanent Secretary for Forests
22. Permanent Secretary for Lands and Mineral Resources
23. Permanent Secretary for Commerce, Trade, Tourism and Transport
24. Acting Permanent Secretary for Local Government
25. Permanent Secretary for Infrastructure and Meteorological Services
26. Permanent Secretary for Waterways and Environment
27. The Chief Financial Officer, Water Authority of Fiji
28. The Acting Chief Executive Officer, Fiji Roads Authority
29. The Chief Financial Officer, Land Transport Authority
30. The Chief Executive Officer, Maritime Safety Authority of Fiji
31. The Chief Executive Officer, National Fire Authority
32. The Acting Chief Executive Officer, Fiji Revenue and Customs Services
33. Chief Executive Officer, Accident Compensation Commission Fiji
34. Chief Executive Officer, Fiji Competition and Consumer Commission
35. Director, Department of Energy
36. Acting Director, Fiji Meteorological Services
37. Director, Government Shipping Services
38. Director of Public Prosecutions
39. Director, Media Industry Development Authority
40. Director, Human Rights and Anti-Discrimination Commission
41. Director, Legal Aid Commission
42. Auditor – General
43. Acting Secretary General to Parliament
44. Chairman, Public Service Commission
45. Supervisor of Elections, Fijian Elections Office
46. The Chief Registrar, High Court of Fiji
47. Commissioner, Fiji Independent Commission Against Corruption
48. Commissioner, Online Safety Commission
49. The Vice Chancellor, Fiji National University



## GUIDANCE NOTE TO ANNUAL WORK PROGRAMME AND REPORTING TEMPLATE

### A. ANNUAL WORK PROGRAMME

1. Expected Output – the tangible products, goods and services and other immediate results to achieve an output. A project may have several outputs.
  - *Indicator* – Quantitative measure for an output e.g. number, percentage, ratio.
  - *Baseline* – what the indicator would tell you at the beginning, that is, prior to the implementation of a project. It helps in tracking the progress in achieving the outputs.
  - *Targets* – what is intended to be achieved at a specific point in the future. Targets are usually specified in terms of quantity or quality and timeline.
2. Planned Activities – list the number of specific activities planned to be implemented for a given output.
3. Timeframe – starting and finishing dates for activities and outputs.
4. Assumptions/Potential Risks – identify the assumptions, risks/threats that will affect the implementation of the project. e.g. weather conditions.
5. Responsible Agency – agencies involved in executing in the set of specified activities for each of the given output.
6. Planned Expenditure – forecast of the amount of funds to be utilised for each of the activities on a monthly/quarterly basis.

### B. QUARTERLY REPORTING TEMPLATE: PROGRESS REPORT BY IMPLEMENTING AGENCY

7. Expenditure: the actual and committed funds for the planned outputs delivered for that specified time frame.
  - *Actual* – the exact amount of funds utilised for each of the planned activities.
  - *Commitment* – the amount of funds committed to be utilised for each of the planned activities. These includes payments which are in progress, such as local purchase orders raised.
8. Is the activity on track? Yes or No. Explain  
Is the list of activities progressing as per work schedule? If activities are not on track, explain the reasons.
9. General Remarks on activities undertaken in achieving outputs.  
Other comments from the implementing agencies in delivering the project outputs that may impact the implementation and the measures taken to address them.