



**P.S.C.**  
**Public Service Commission**

Berkely Crescent,  
P.O.Box 2211, Govt.  
Buildings,  
Suva, Fiji.

**Making a Difference**

Phone +679 331 4588  
Fax +679 330 2379  
+679 330 2570

**CIRCULAR MEMORANDUM**

**To : Permanent Secretaries and Heads of Departments File: 29/357/02**

**Subject: Ethics and Discipline Procedures Workshop 10/12/2008 Date: 01/12/08**

- 1.0 An Ethics and Discipline Procedures Workshop will be conducted by the Public Service Commission on 10 December 2008 at the Senior Executive Service (SES) Conference Room, Centre for Training and Development, Nasese from 8:00am to 4:30pm.
- 2.0 This course is part of the Commission's initiative to provide training on disciplinary procedures for Heads of Corporate Services as well as officers dealing with disciplinary matters within their respective Ministries/Departments.
- 3.0 The objectives of this workshop are to:
  - 3.1 Provide an understanding of the basic concepts of Ethics and Discipline;
  - 3.2 Provide an understanding of the Regulations governing Discipline and Ethics;
  - 3.3 Show participants how to effectively draft disciplinary charges;
  - 3.4 Equip participants to effectively prosecute cases.
- 4.0 The tentative programme for this one day workshop is as follows:
  - 4.1 Introduction of Discipline and Ethics
  - 4.2 Disciplinary Hearings
  - 4.3 Regulations governing Discipline and Ethics
  - 4.4 Grievance Procedures
  - 4.5 Disciplinary Procedures
  - 4.6 Drafting of Charges
  - 4.7 Prosecution
- 5.0 Addressees are requested to confirm availability of their officers to attend this course.
- 6.0 Any clarification may be obtained from Ms Shannon C. Toutou or Mr Mosese Nasoubuta on telephone number 3315 688 or e-mail [stoutou@psc.gov.fj](mailto:stoutou@psc.gov.fj) and [mnasoubuta@psc.gov.fj](mailto:mnasoubuta@psc.gov.fj).

T. Tagicakibau (Mrs.)  
**Permanent Secretary for the Public Service**