



P.S.C.

Public Service Commission

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CIRCULAR MEMORANDUM

To: Permanent Secretaries and Heads of Department **File:** 29/685/23/2

Subject: 'Service Excellence Champions' **Date:** 15.07.09

- 1.0 As part of current Civil Service Reform initiatives, implementation of the Service Excellence Awards (SEA) is being planned again for 2009. This will be coordinated by the SEA Committee and is to be chaired by the Permanent Secretary for Public Service.
- 2.0 This memorandum serves as a reminder for all Ministries and Departments to submit names of their Service Excellence 'Champions' to the Secretariat of the SEA Committee at Civil Service Reform (CSR) Unit of the Management Improvement Division, Public Service Commission, Mr. Jerry Kelei on (Phone: 3314588 ext 231, Email: jerry.kelei@psc.gov.fj) by the 17th of July, 2009.
- 3.0 Agency Champions will preferably be those that are part of your Management team or those that are familiar with the SEA and are able to coordinate relevant activities in your organization.
- 4.0 The Role of the Champions are as follows:
 - 4.1 Act as the focal point for your organization.
 - 4.2 Attend planned 'Champions' Awareness sessions that will be coordinated by the CSR Unit.
 - 4.3 Establish an internal Service Excellence Committee to coordinate SEA activities.
 - 4.4 Prepare your agency submissions according to the SEA Framework
 - 4.5 Liaise with Team Leaders of the Evaluation Teams and the Secretariat for all SEA activities for 2009.
- 5.0 Further details of the Role of Champions will be explained as part of the 'Champions' Awareness Session at a later date.

- 6.0 The recommended number of Champions by Ministry/Department is attached as **Appendix 1**.
- 7.0 For any queries relating to the above, please contact Lavenia Rokovucago of the Management Improvement Division on telephone number 3314588 ext 219 or via email at lavenia.rokovucago@govnet.gov.fj.



Parmesh Chand
PERMANENT SECRETARY FOR THE PUBLIC SERVICE

MINISTRY/DEPARTMENT – REQUIRED NUMBER OF CHAMPIONS

No.	MINISTRY/DEPARTMENT	No. of Champions
1.	Office of the President	1
2.	Office of the Prime Minister	1
3.	Public Service Commission	1
4.	Officer of the Attorney General & Solicitor General	1
5.	Public Enterprise	1
6.	Finance	1
7.	National Planning	1
8.	Bureau of Statistics	1
9.	Government Procurement Office	1
10.	Printing and Stationery	1
11.	Information Technology and Computing Services	1
12.	Indigenous Affairs	1
13.	Provincial Development	
14.	Multi-Ethnic Affairs	1
15.	Defence & National Disaster	1
16.	Immigration	1
17.	Labour, Industrial Relations	1
18.	Foreign Affairs and External Trade	
19.	Civil Aviation	1
20.	Office of the Auditor General	1
21.	Judiciary	1
22.	Legislature	1
23.	Office of the Director of Public Prosecutions	1
24.	Justice	1
25.	Prisons	1
26.	Information and Media Relations	
27.	National Archives	1
28.	Fiji Police Force	1
29.	Education	
30.	National Heritage, Culture & Arts	1
31.	Health	1
32.	Local Government & Urban Development, Housing & Environment	1
33.	Women,	1
34.	Social Welfare	1
35.	Youth & Sports	1
36.	Agriculture	1

37.	Fisheries	1
38.	Forests	1
39.	Lands	1
40.	Mineral Resources	1
41.	Commerce, Industry Investments	1
42.	Tourism	1
43.	Communications	
44.	Co-operatives	1
45.	Transport	1
46.	Government Shipping Services	1
47.	Meteorological Services	1
48.	Fiji Islands Maritime Safety Administration	1
49.	Works	1
50.	Energy	1
51.	Public Utilities	1