



**P.S.C.**

**Public Service Commission**

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### **CIRCULAR MEMORANDUM**

**To:** Permanent Secretaries and Heads of Departments

**Subject:** **CONSULTATION ON STRATEGIC WORKFORCE PLAN [SWP],  
SUCCESSION PLAN [SP] AND LEARNING & DEVELOPMENT  
PLAN [LDP]**

- 1.0 Addressees are once again reminded that one of the Permanent Secretaries' 2011 ACP deliverables in accordance with their signed Performance Agreement with the Public Service Commission is the submission of Strategic Workforce Plan, Learning and Development Plan and Succession Plans.
- 2.0 The Commission has noted with concern that only a few Ministries and Departments have submitted their Plans. It is noted that even with the continuous extensions of deadlines and until todate, we have not been able to finalise this matter.
- 3.0 The Commission wishes to reiterate the need to have the three (3) documents submitted as a matter of urgency, please.
- 4.0 In view of the forgoing, the Commission will be consulting with Ministries and Departments to facilitate the finalisation of their plans. Those Ministries and Departments that are yet to submit any of the plans are listed in **Appendix I.**
- 5.0 Please contact Mr Apolosi Lewaqai or Mrs Amelia Senileba on telephone number 3314588 or emails [apolosi.lewaqai@psc.gov.fj](mailto:apolosi.lewaqai@psc.gov.fj) or [AmeliaS@psc.gov.fj](mailto:AmeliaS@psc.gov.fj) for assistance and scheduling of appointments.

Parmesh Chand

**Permanent Secretary for the Public Service**

## Appendix I

### MINISTRIES/DEPARTMENTS LEFT TO SUBMIT SWP, SP AND LDP

No.	Head	Ministry/Department
1.	1	Office of the President
2.	3	Office of the Attorney & Solicitor General
3.	4	Government Printing & Stationery
4.	4	Information Technology & Computing Services
5.	5	I'Taukei Affairs
6.	6	Immigration
7.	7	Labour , Industrial Relations and Employment
8.	8	Foreign Affairs, International Co-operation
9.	11	Judiciary
10.	12	Legislature
11.	14	Office of the Director of Public Prosecutions
12.	16	Information, National Archives and Library Services
13.	17	Strategic Planning, National Development and Statistics
14.	17	Bureau of Statistics
15.	18	Provincial Development
16.	20	Fiji Police Force
17.	22	Health
18.	23	Local Government, Urban Development, Housing & Environment
19.	24	Social Welfare, Women and Poverty Alleviation
20.	30	Agriculture
21.	32	Fisheries & Forests
22.	33	Lands & Mineral Resources
23.	36	Public Enterprise, Tourism, Communications
24.	36	Civil Aviation
25.	40	Transport
26.	40	Works
27.	41	Energy
28.	41	Public Utilities