

PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211
Government Buildings, Suva. Telephone 3-314-588

PSC Circular No. 16/2007

To: Permanent Secretaries and Heads of
Departments

File: 29/572/12

Subject: Media Statements and Releases - Customer
Services and Public Relations **Date:** 4/05/2007

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- 1.0 This Circular is issued further to PSC Circular No. 11/2005 of 15/03/2005 on the captioned subject.
 - 2.0 The requirements of PSC Circular No. 11/2005, as provided in paragraph 2.0 therein, still remains. This is re -stated below (amended):

“Permanent Secretaries or persons authorised by the Permanent Secretaries as Media Liaison Officers for their Ministry are authorized to issue press releases or statements on public service policy issues and administrative matters, subject to the draft releases and/or statements being cleared first by the Permanent Secretary for the Public Service, Public Enterprises and Public Sector Reform. Government policy matters are strictly the domain of Cabinet Ministers”
 - 3.0 The purpose of this Circular is to inform Permanent Secretaries that, notwithstanding the condition laid down on press releases and media statements on issues of public service policy and administration, the Public Service Commission encourages you to objectively disseminate information to the public and the media concerning notable achievements and progress of community and development programmes undertaken by your Ministry, as part of your wider public relations and community outreach programmes.
 - 4.0 This public relations initiative and responsibility will be measured in terms of key performance indicator (KPI) in your Performance Evaluation Assessment. You are therefore expected to be proactive in this exercise.
 - 5.0 Emphasis is made on the need for proper co-ordination of media releases and in this context the role of the Department of Information is crucial.

6.0 Addressees are welcome to contact either the Public Service Commission or the Department of Information for guidance and/or assistance. The contact person for the Department of Information is Mr. Eliko Bomani Momoivalu on telephone number **3301906** extension **106** or email address ebomani@info.gov.fj.

A handwritten signature in black ink, appearing to read 'T. Tagicakibau', is centered on the page.

T. Tagicakibau (Mrs.)

**Permanent Secretary for the Public Service, Public Enterprises and Public
Sector Reform**