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FOREWORD



This is the first Corporate Plan for the Samoa Bureau of Statistics following Cabinet Directive for it to be independent from the Ministry of Finance in July 2008. Covering the period from July 2008 to June 2012, it is an important document providing the strategic direction for the Bureau in the next four years and underlies

continuous efforts by government to improve the provision of public services.

The Bureau's vision for the next four years is to strengthen the statistical services for the development of Samoa, while its mission is to incorporate best practices in the provision of quality official statistics for all stakeholders. In developing these and its long term goals, the Bureau recognizes that it faces a range of challenges and opportunities that have considerable implications for the provision as well as the accessibility of reliable and timely official statistics. The Bureau embraces these challenges as a stepping stone towards achieving a long term, sustainable, coherent and realistic strategy for the development of official statistics. Part of the challenge requires it to be the leading official agency in the provision of quality official statistics and as such will need to coordinate the statistical needs of other providers and stakeholders.

The plan also identifies eight core values that provide the guiding principles and behaviors for its staff. These core values are important as they form the basis of how our staff conducts its business and deals with our partners and stakeholders.

The Bureau recognizes that its staff is its most important resource in achieving this Corporate Plan, and will provide an environment that allows for both career as well as personal development.

I wish to record my appreciation to the management and staff of the Bureau for the inputs and level of commitment taken in developing this Plan. I have appreciated the efforts and I look forward to working with you all in achieving the targets we have set for ourselves.

A handwritten signature in black ink, appearing to read 'Muagututi'a S. Reupena', with a long horizontal flourish extending to the right.

Muagututi'a S. Reupena
ACTING GOVERNMENT STATISTICIAN

INTRODUCTION

The Corporate Plan outlines the framework within which we in the Samoa Bureau of Statistics will be accountable in terms of the services we provide to our stakeholders and to which budgetary resources are allocated. It also provides a high level framework within which individuals developed their own more detailed plans.

Section 2 outlines the Mandate which governs and directs the Bureau in the execution of its functions.

Section 3 discusses the current operating environment and the major factors impacting on that environment.

Section 4 outlines the assumptions underlying the 2008-2012 Corporate Plan.

Section 5 highlights the Bureau's purpose through its vision and mission.

Section 6 outlines the values and principles and the operating philosophy that guide our performance.

Section 7 states the Bureau's goals and identified outputs and strategies and performance indicators to achieve these.

Section 8 presents the Bureau's organizational structure highlighting its functions and responsibilities.

Section 9 provides the integrated performance system.

MANDATE

The Samoa Bureau of Statistic's mandate derives from:

- The Statistics Act 1971
- Ministerial and Departmental Arrangement Act 2003
- Birth, Deaths and marriages Registration Act 2002
- Public Finance Management Act 2001 & Amendment 2005
- Strategy for the Development of Samoa
- Cabinet Directives
- Procurement Guidelines
- PSC Act 2004 and Amendment 2007

ENVIRONMENT

The Samoa Bureau of Statistics operate in a constantly changing environment requiring it to adhere to changes that better allows the provision of its core function of providing quality and timely official statistical information. The provision of Statistical Services was brought under the umbrella of the Ministry of Finance in 2003 following the Ministerial and Departmental Alignment Act of the same year. Since then, there is a better appreciation of the high demand for reliable and timely data as the basis of the indicators required for monitoring the economy, and its changes, hence the Cabinet decision for the Bureau to once again become an autonomous body at the beginning of the 2008/09 financial year.

This Corporate Plan focuses on setting the strategic direction the Bureau will follow for the planning period 2008 to 2012, and allows for the development of a coordinated approach in the provision of timely and quality official statistics. The Bureau recognizes that the achievement of this Corporate Plan requires the commitment of its staff and the support of its stakeholders. The Bureau aims to provide a conducive working environment that facilitates staff morale, motivation and self esteem and to also consult with its stakeholders in the implementation of its activities.

ASSUMPTIONS

The Assumptions underlying this Corporate Plan for 2008-2012 are:

International

- Global Population mobility
- A secure region

Domestic

- The Samoa Bureau of Statistics will be an independent ministry at the beginning of the 2008/2009 financial year
- Public Sector Reform to continue
- Implementation of forward estimates
- The Bureau will be relocated to new offices during the planning period

VISION

**TO STRENGTHEN THE
STATISTICAL SERVICES
FOR THE DEVELOPMENT OF SAMOA**

MISSION

**TO INCORPORATE BEST PRACTICES
IN PROVIDING QUALITY
OFFICIAL STATISTICS
FOR ALL STAKEHOLDERS**

CORPORATE VALUES

- Ensure Confidentiality and Security of Information
- Accountability and transparency
- Commitment to honesty and fairness
- Commitment to quality and competence
- Integrity of transactions and records
- Respect and courtesy in treatment of clients and employees
- Professional approach to the delivery of services
- Leadership by example

LONG TERM GOALS

1. To ensure the integrity and timely provision of official statistical information
2. To maintain a well managed Registry to ensure the integrity of Births, Deaths and Marriages records.
3. To ensure excellence in staff development, practices and provision of support services for enhanced performance

Long Term Goal 1: To ensure the integrity and timely provision of official statistical information				
OUTPUT	STRATEGY	PERFORMANCE INDICATOR	RESPONSIBLE	TIMING
Production of Economic Statistics	Design surveys and compile reports & Improve coordination & collaboration with other stakeholders	C.P.I Report Trade Agricultural Survey Agriculture Census Transport HIES Industrial stats	Economic Statistics	Monthly Monthly Annual 10yrs 6months 5yrs On going
Production of Finance Statistics	Design surveys and compile reports & Improve coordination & collaboration with other stakeholders	National accounts report Employment Statistics Government Finance Statistics	Finance Statistics	Quarterly Quarterly Quarterly & Annually
Production of Social Statistics	Strengthen Collaboration with other data sources	Migration report Arrival statistics report Statistical Abstract Publication Website data (PRISM)	Demography & Social Statistics	Ongoing Monthly Annual Ongoing
Population & Housing Census (PHC) and Household Sample surveys (HSS)	Design and conduct surveys and census and compile reports & Upgrade survey methodology and survey analysis software	Population census Report DHS report Population-related report (stakeholder requests) GIS maps & Household lists Sampling frame & data collection: - HIES - Agriculture census & sample survey - Employment survey	PHC & HSS	5 years 2.5 years On-going On-going 5 years Annual & 10 yrs 2.5 years

Long Term Goal 2: To maintain a well managed Registry to ensure the integrity of Births, Deaths and Marriages records				
Outputs	Strategies	Performance Indicators	Responsibilities	Timing
Maintenance of the Civil registration system	Develop and implement appropriate processes, procedures and systems for registrations	Accurate records No fraudulent changes and/or alternation of records Reduce late registration	BDM	on-going on-going on-going

Long Term Goal 3: To ensure excellence in staff development, practices and provision of support services for enhanced performance				
Outputs	Strategies	Performance Indicators	Responsibilities	Timing
Organizational Planning	Implementation and Review of a Corporate Performance Management System	Corporate Plan in place Capability Building Plan in place Management Plan in place Performance Budget completed Service Charter in place Performance Management Report completed	CSSD	July 2008 Annual Annual Annual Annual Annual
Human Resources Management	Implementation of Human Resource Management functions	Job analysis and valuation completed Recruitment & Selection processes implemented Human Resource database developed & maintained	CSSD	On-going On-going On-going

		Staff working conditions & benefits monitored and implemented		On-going
Accounting and Administration services	Management of information and Transport Management	Accurate information provided Effective management of Transport services	CSSD	On-going On-going
Data Processing and IT services	Process data for surveys and census Provide IT support	Reliable data produced Efficient IT services Website (ie PRISM)	CSSD	As per Census and Survey timetable On going On going

ORGANISATIONAL CHART

