

CIRCULAR 06/2024

From: Permanent Secretary for Civil Service **Phone:** 8924323
To: All Permanent Secretaries **Date:** 08 February 2024
Subject: A Guide for Hosting of Events, Ceremonies and Functions across the Civil Service **File Ref:** MCS 14/1

1.0 Background and Rationale

- 1.1 The Ministry of Civil Service is introducing a series of policy guidelines, effective from 2024, in our ongoing commitment to reduce wastage and improve efficiencies in the operation of Government.
- 1.2 These guidelines have received the approval of the Prime Minister, Honorable Sitiveni Rabuka, who is keen on optimising the utilisation of time, resources and finances dedicated to various Ministries, Departments and Agencies.
- 1.3 The objectives of these guidelines are to ensure that events within all Ministries align with principles of frugality, minimising resource expenditure and reducing the impact on staff, all while maintaining high levels of visibility and productivity.
- 1.4 These guidelines are for Events, Ceremonies and Functions involving Government in the normal course of its Budget and Work Programme implementation.

2.0 Exclusions

- 2.1 These guidelines do not extend to engagement with regional and international guests, Heads of State and VIPs, for which the Ministry of Foreign Affairs has established practices and protocols.
- 2.2 Furthermore, the guide does not cover functions for august bodies such as the Great Council of Chiefs (GCC), Parliament, Office of the President and, the Office of the Speaker of Parliament.

3.0 Applicable Guidelines

3.1 Event Duration:

- 3.11 All events should be limited to a duration of 60 to 90 minutes, including traditional protocols, official speeches, statements, and photo opportunities.

If such events can be successfully completed in less than 60 minutes, there will be more opportunities for networking and promotion of Government services and facilities.

3.12 Event coordinators are tasked with organising Speeches and other formalities within this designated time frame.

3.13 This time constraint is also intended to respect the commitments of invited guests, dignitaries and members of the media attending our events; and

3.14 Budgets for all events are expected to be tailored to fit within this specified time frame.

3.2 Cost of Events:

3.21 Ensure meticulous budgeting for events, upholding prudent financial management;

3.22 Ministries are encouraged to exercise cost-saving measures, particularly in the use of garlands, gifts including the provision of food and beverages;

3.23 No alcohol is to be served in such Government events, ceremonies and functions;

3.24 Avoid going overboard with decorative items;

3.25 Avoid excessive catering and wastage; and

3.26 Avoid using hired venues and as much as possible existing Government premises (either rented or owned) are to be used.

3.3 Common Language:

3.31 As a general practice the language used during events should be English, with the exception of traditional protocols and nature of events;

3.32 Use of vernacular language in i-Taukei and Hindi may be interspersed with English depending on the audience; and

3.33 Given Fiji's diverse population, it is imperative to communicate in a language that is universally understood by all attendees.

3.4 Kava Consumption Restricted to Formalities Only:

3.41 The consumption of kava at Government premises remains restricted, particularly during Office hours; and

3.42 Kava consumption during events is permissible only for ceremonial purposes.

4.0 Your cooperation in adhering to these policy guidelines is crucial to the success of our collective efforts in reducing wastage and promoting efficiency and responsible resource management within the Civil Service.

Thank you.

A handwritten signature in dark ink, appearing to read 'Parmesh Chand', is positioned above the printed name.

Parmesh Chand

Permanent Secretary for Civil Service