

Fiji Commerce & Employers Federation
FIJI'S PREMIER EMPLOYER ORGANISATION



60TH ANNUAL GENERAL MEETING 2020 ANNUAL REPORT

F C E F
t u r n s



1960 - 2020

VISION

To be Fiji's premier employers' representative promoting good governance and leadership, excellence and innovation that shapes and enhances the business environment.

AIMS

1. Promotion of free trade and commerce and the economic development of Fiji
2. Provision of a forum for consultation and exchange of information and views arising from the relations between:
 - Employers
 - Employers and their work people, including Trade Unions
 - Employers and Government
3. Promotion of co-operation between employers in the many industries, businesses, and commercial activities in Fiji, as well as with the various statutory organizations.
4. Promotion and acceptance of the concept that cooperation and consultation among employers is indispensable to the continued growth of Fiji.
5. Realization that although each member is autonomous and independent of other members, there is an inter dependence between employers in acting in concert for the common good of all in Fiji.
6. Promotion of the understanding that the continued growth of employment opportunities in Fiji may be sustained only by the maintenance and development of a strong, dynamic and profitable private sector.

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Hafiz Khan
Hexagon Group of Companies



Jenny Seeto



President



Sandeep Chauhan
Star Printery Pte Ltd

Immediate Past President



Himendra Chandra
Comfort Home Furnishing

Vice President



Eseta Nadakuitavuki
Westpac Banking Corporation

Vice President



Vinay Narsey
Narseys Plastic



Eldon Eastgate
Asleo Care (Fiji) Ltd



Vera Chute
Value City Ltd



Harvie Probert
Fiji Gas Co. Ltd



Howard Politini
New World Ltd



Mitesh Kapadia
Pacific Manufacturing Pte Ltd



Susan Miller
TOTAL FIJI



Susie Waqanibaravi
Neptune Agency



Bhan Pratap Singh
Pacific Fishing Company Ltd



Jasper Singh
(Shore Buses)
**Tourism & Transport
Council**



Mike Spencer
(Paradise Beverages)
**Business Disaster
Resilience Council**



Sharon Shah
(Air Terminal Services)
**Human Resources
Council**



Alvin Sharma
(Fiji Agromarketing)
**Retailers & Small Busi-
ness Council**



Jeetender Rai
(NCI Packaging Fiji)
**Manufacturing, Trade
& Export Council**



Leonard Chan
(Bank of South Pacific)
**Professional &
Financial Council**



Avinit Narayan
*(Core Technologies Ltd
(CTL) & Enterprising
Pacific Consultancy
(EPC)*
**Young Entrepreneurs
Council**



Eseta Nadakuitavuki
*Westpac Banking
Corporation*
**Women Entrepreneurs
Business Council**



Harvie Probert
Fiji Gas Co. Ltd
Mining & Quarrying



Kameli Batiweti
Chief Executive Officer



Victoria Yee
Executive Officer



Noel Tofinga
IR Consultant



Naveena Roshni
PA to CEO



Savenaca Baro
Business Accelerator Manager



Fiona Dansey
WEBC Cordinator



Ravinesh Prasad
Accountant



Waisea Vosa
Training Officer



Kelera Batibasaga
IR Assistant



Ronish Kumar
*(Business Link Pacific
Communication's Officer)*



Ramesh Chand
*Business Link Pacific
Manager*



Andrea Pesamino
Receptionist



Debbie Whippy
IR Intern

3 September 2020

ALL MEMBERS

60th ANNUAL GENERAL MEETING 2020

Pursuant to the Memorandum and Articles of Association of the Fiji Commerce & Employers Federation (Item No. 17.3), the Secretariat advises the general membership that the 60th AGM will be held at **3pm on Friday 25th September, 2020 at The FCEF Boardroom, 42 Gorrie St, Suva.**

Members are advised that the AGM Nominations for three (3) Board Members will need to reach the Secretariat by close of business **Friday, 18th September, 2020.**

Kameli Batiweti
CHIEF EXECUTIVE

All members of Fiji Commerce & Employers' Federation are advised that the 60th Annual General Meeting is scheduled for:

Date: Friday 25th September 2020

Time: 3pm

Venue: FCEF Board Room, 42 Gorrie St, Suva

1. Welcome

2. Apologies

3. Confirmation of Minutes

3.1 To confirm the Minutes of the 59th Annual General Meeting held on 27th September 2019

3.2 Matters Arising

4. Reports

4.1 To receive the President's Report

4.2 To receive the independent Audit Report and Financial Statements for the year ended 30 June 2020

5. Elections

5.1 To elect not more than three (3) Members of the Board

5.2 To elect the Auditors for the financial year ending 30 June 2021

6. Special Business – Articles of Association Members to:

“Resolve that the Federation adopt the Articles tabled at the meeting as its Articles in substitution for, and to the exclusion of, the existing Articles and the replaceable rules set out in the Companies Act 2015.

7 Such other matters as may be accepted by the Chairman

Members are requested to advise the Secretariat on phone: 3313 188, or email: employer@fcef.com.fj of their intention to attend.

Kameli Batiweti
CHIEF EXECUTIVE

**59th ANNUAL GENERAL MEETING
HELD AT FCEF'S BOARD ROOM
FRIDAY, 27TH SEPTEMBER, 2019 AT 3PM**

Attendee	Employer Name
Berny S Nicholls	Plumbing & Property Services
Neelam Maharaj	Friendly Mates/Salon 21 & Xtreme Debt Collections
Susie Waqanibaravi	Munroleys Law
Mitesh Kapadia	Pacific Manufacturing LTd
Pranita	FNU
Sandeep Chauhan	Star Printery
Sitiveni K	FHL
Alvin Sharma	Carpenters Motors
Ravish Patel	Newworld
Vera Chute	Value City Ltd
Joshil Raniga	Fiji Times Pte Limited
Sharvaneel Prakash	FHL
Fareed	Golden Manufacturing
Eseta Nadakuitavuki	Westpac Banking Corporation
Mohammed	Holiday Inn Suva
Sharoon Shah	Air Terminal Services
Eldon Eastgate	Asaleo Care
Himen Chandra	Comfort Home
Shunil Patel	R C Manubhai
Santa Ali	CJ Patel & Co Ltd
Glenis Yee	Munro Leys Law
Divy	Munro Leys Law
Fantasha Lockington	FHTA
Epeli Lesuma	FHEC
Dinesh Patel	Motibhai & Co Ltd
Poate Mata	Mata & Associates
Humphrey Chang	Nasinu Chamber of Commerce
Kelera Gade	Merchant Finance
Madan Krishna	Jack's Retail Ltd
Jasper Singh	Shore Buses Ltd
Saiyad Hussain	Fiji Development Bank
Margaret Heatley	AVI Pacific People
Mohammed S	EFL
Jigar Khatri	Janty Kanvan Ltd
Saud Minam	ANZ
Jeetesh Kumar	Janty Bondwell Ltd

Attendee	Employer Name
Mereti	Apco
Moses Volavola	Basic Industries Ltd
Naveen L	EFL
Kaushick C	PWC
Neha Singh	PWC
Ashika Devi	RC Manubhai
Abilash Ram	FHL
Kalpesh Solanki	Ranjit Garments
Vinay Narsey	Narseys Plastics
Leonard Chan	BSP
Amerika Grewal	Interactive Transitions
Mark Clough	FDB
Jenny Seeto	Trustee
Gyanesh Rueben	BSP Life
Ram Bajekal	FMF Foods Ltd
Nelvin Kumar	HFC Bank
Laiseana Nasiga	Fiji Sun
Arieta Cama	Lyndhurst
Annabel Ali	Fiji Fish
Noel Tofinga	Pernix
Atela Yee	Raiwaqa Bakery
Namrata Singh	CJS Group
Raven Achain	ANZ
Lorraine Evans	ScubaHire
Jason Jezewski	NESTLE
Prem Chand	BSP Life
Kelera Ratuyale	Hexagon Group of Hotel
Maraia Vula	Fiji Sun
Pat Veu	PRB
Benjamin R	Fiji TV
Ashish Chand	Housing Authority
Abishek hand	Fiji Times
Karunesh Rao	EFL
Avinit Narayan	Core Technology Ltd
Selvin Kishore	Eco Clean
Watesoni Nata	Salvage Traders

Apologies	Employer Name
Rosie Fong	Home Finance Company Ltd

In Attendance	
Nesbitt Hazelman	CEO FCEF
Ravinesh Prasad	FCEF
Victoria Yee	FCEF
Naveena Roshni	FCEF

1. WELCOME

The President, Mr. Sandeep Chauhan welcomed the members present at the 59th Annual General Meeting and called the meeting to order.

2. APOLOGIES

Apologies were read and recorded from (6) members.

2.1 Agenda For The 59Th Annual General Meeting

The President presented the Agenda for the Meeting which had been previously circulated to the members. The President informed the members of the motion which will be tabled. The President made reference to the Amended Notice published in the Fiji Times and Fiji Sun on Saturday 21st September 2019.

The motion is outlined as follows:

- o Proposed amendment to 2011 Version Article 6.1 of the FCEF Articles of Association
Delete Article 6.1 in its entirety and replace with the words "Intentionally Deleted".
- o Proposed amendment to 2011 Version Article 9.1 of the FCEF
Insert the following sentence at the end of Article 9.1: "For the avoidance of doubt, a President may be re-elected in accordance with this Article for another term of two years, but in no event shall a person be elected to hold the office of President for more than two consecutive terms."
- o Proposed amendment to 2011 Version Article 23.2 of the FCEF Articles of Association
Delete from the last sentence of Article 23.2: "except as stated in Article 6 of the Memorandum of Association"

An Explanatory Note will be distributed to members for further information.

3. CONFIRMATION OF MINUTES OF THE 58TH AGM, HELD ON 28TH SEPTEMBER, 2018.

Proposed: Mr. Himen Chandra, Comfort Home

Seconded: Rev. Poate Mata, Mata & Associates

3.1 Matters Arising

No matters arising from last AGM.

4. PRESIDENT'S REPORT, CEO'S REPORT, AUDITOR'S REPORT, BALANCE SHEET AND STATEMENT OF ACCOUNTS FOR THE YEAR 2018/2019

4.1 The President delivered his report to the members. The President acknowledged and thanked the Board and members for their work and support throughout the year.

The President acknowledged the late Mr. Dixon Seeto who was a long serving member and one who contributed and represented the private sector with passion and commitment.

The President acknowledged the support of Mr. Nesbitt Hazelman for the past months. Further that the Board and Mr. Hazelman worked very well and that he will be missed. Further that Mr. Hazelman had tendered his resignation.

The President informed the members that he is seeking to serve as President for another term of two years. Further that the proposed amendment for the President's term will be capped at two terms. The President advised further that the FCEF's Article of Association requires amendments and this will be discussed at the later part of the meeting.

The President's report was well received.

4.2 The CEO tabled his Annual Report and briefly highlighted the main events of the year.

4.2.1 The CEO thanked the Board and the members whist in his capacity as CEO. The CEO reiterated that FCEF continues to be the voice of business and the institution has worked well with all stakeholders. Below are highlights of the CEO's report:

- *FHEC has revamped the apprenticeship scheme to have a robust workforce.*
- *FCEF continues to work well with relevant Government ministries and is pulling the private sector to be part of the conversation.*
- *In FCEF's role as a tripartite partner, the Federation continues to work with the Ministry of Employment and the conversation continues to progress. Further, to date a total of 376 clauses of Labour Laws have been reviewed by ERAB.*

The CEO's report was well received.

4.3 Auditor's Report, Balances Sheet and Statement of Accounts for the Year 2018/2019

The President invited Mr. Kaushik Chandra from PWC to present the audited financial report. The Auditor's Report, Balance Sheet and Statement of Accounts for the year 2018/2019 were tabled as a true and accurate reflection of the FCEF state of affairs.

Proposed: Mr. Vinay Narsey, Narsey's Plastic

Seconded: Mrs. Eseta Nadakuitavuki, Westpac Banking Corporation

Motion Carried

5. NEW MOTION

Presentation of Motions

5.1 PROPOSED AMENDMENT TO 2011 VERSION ARTICLE 6.1 OF THE FCEF ARTICLES OF ASSOCIATION

The President invited Ms. Glenis Yee of Munroleys Law to present the motion and the recommendations.

Ms. Yee presented the following:

- Proposed amendment to 2011 Version Article 6.1 of the FCEF Articles of Association

Delete Article 6.1 in its entirety and replace with the words “Intentionally Deleted”.

Ms. Yee advised the members that this line is peculiar and unnecessary.

- Proposed amendment to 2011 Version Article 9.1 of the FCEF
Insert the following sentence at the end of Article 9.1: “For the avoidance of doubt, a President may be re-elected in accordance with this Article for another term of two years, but in no event shall a person be elected to hold the office of President for more than two consecutive terms.”

Ms. Yee advised the members that this proposed amendment refers to the term limit of the President. Further that the role of the President can be re-elected for another term. Ms. Yee further mentioned that the maximum term if the President is re-elected is 4 years.

- Proposed amendment to 2011 Version Article 23.2 of the FCEF Articles of Association
Delete from the last sentence of Article 23.2: “except as stated in Article 6 of the Memorandum of Association”.

Ms. Yee advised that this a consequential amendment as it is seeking to remove the Registrar’s approval for any proposed amendment to FCEF’s Articles of Association. Further that going forward, any proposed motion will be presented at the AGM for members consideration and endorsement.

Recommendation:

- That the AGM ratifies and adopts the three presented proposed amendments.

Proposed: Mr. Nouzab Fareed

Secunder: Mrs. Eseta Nadakuitavuki

RESOLUTION: The members unanimously adopted the proposed motions.

6.0 ELECTION OF BOARD MEMBERS

The President announced that this year, sixteen (16) nominations had been received for eleven (11) Board positions.

The following two (2) Board Members will continue their term:

- Mr. Harvie Probert, Fiji Gas
- Mr. Nouzab Fareed, Fijian Holdings

Nominations for President were received from the following:

- 1) Mr. Sandeep Chauhan, Star Printery Ltd
- 2) Ms. Vera Chute, Value City LTd

Nominations for Board

Under the Article section 7.2 – 7.4.2, the following elected members of the Board retire by rotation prior to the 59th AGM in 2020 and they were eligible for re-election:

- 1) Mr. Howard Politini, New World Ltd
- 2) Mr. Asaeli Tokalau, Suva City Council
- 3) Mr. Sandeep Chauhan, Star Printery LTd
- 4) Mr. Kalpesh Solanki, Ranjit Garments

- 5) Mr. Poate Mata, Mata & Associates
- 6) Mr. Bhan Pratap Singh, Pacific Fishing Company Ltd
- 7) Ms. Eseta Nadakuitavuki, Westpac Banking Corporation
- 8) Mr. Leonard Chan, Bank South Pacific
- 9) Ms. Susie Waqanibaravi, Munro Leys Law
- 10) Mr. Vinay Narsey, Narseys Plastic

Nominations for Board Members were received from the following:

- 1) Mr. Sandeep Chauhan, Star Printery LTd
- 2) Mr. Himen Chandra, Comfort Home Furnishing LTd
- 3) Mr. Vinay Narsey, Narseys Plastics
- 4) Mrs. Susie Waqanibaravi, Munro Leys Law
- 5) Mrs. Eseta Nadakuitavuki, Westpac Banking Corporation
- 6) Mr. Howard Politini, New World Ltd
- 7) Mr. Bhan Pratap Singh, Pacific Fishing Company Ltd
- 8) Rev. Poate Mata, Mata & Associates
- 9) Mr. Mitesh Kapadia, Pacific Manufacturing Pte Ltd
- 10) Ms. Leonard Chan, Bank of South Pacific
- 11) Mr. Jasper Singh, Shore Buses
- 12) Mrs. Susan Miller, TOTAL FIJI
- 13) Mr. Eldon Eastgate, Asaleo Care (Fiji) Ltd
- 14) Ms. Vera Chute, Value City Ltd
- 15) Ms. Neelam Maharaj, Friendly Mates & Salon 21
- 16) Mrs. Fantasha Lockington, Fiji Hotel & Tourism Association

With eleven (11) vacancies and sixteen (16) nominations received, the Chair declared the election will take place to decide the eleven (11) elected members.

OUTCOME FROM ELECTION: PRESIDENT 2019 – 2021

Mr. Sandeep Chauhan received majority votes, was then declared President and will serve a further term of two (2) years.

OUTCOME FROM ELECTION: BOARD MEMBERS 2019 – 2021

Following elections, the following persons received majority votes:

- 1) Mr. Himen Chandra, Comfort Home Furnishing LTd
- 2) Mr. Vinay Narsey, Narseys Plastics
- 3) Mrs. Susie Waqanibaravi, Munro Leys Law
- 4) Mrs. Eseta Nadakuitavuki, Westpac Banking Corporation
- 5) Mr. Howard Politini, New World Ltd
- 6) Mr. Bhan Pratap Singh, Pacific Fishing Company Ltd
- 7) Mr. Mitesh Kapadia, Pacific Manufacturing Pte Ltd
- 8) Mrs. Susan Miller, TOTAL FIJI
- 9) Mr. Eldon Eastgate, Asaleo Care (Fiji) Ltd
- 10) Ms. Vera Chute, Value City Ltd

The following Board Members will continue their term:

- 1) Mr. Harvie Probert
- 2) Mr. Nouzab Fareed

7. TO ELECT AUDITORS for 2019/2020

PricewaterhouseCoopers have offered to continue their services for the 2019/2020 financial year.

Proposed: Ms. Vera Chute, Value City Ltd

Seconded: Mr. Sandeep Chauhan, Star Printery Ltd

8. ANY OTHER BUSINESS

8.1 Mr. Nouzab Fareed advised that at any one time, one third of Board members must remain for continuity. He further commented that for the current year, eleven (11) Board positions will be contested.

8.2 Mr. Nouzab Fareed further commented that some nominees for Board positions were not considered and reference was made to 2011 Version Article 7.4.1 of the FCEF Articles of Association. Further the decisions provided were not fair.

8.3 The CEO, Mr. Hazelman responded that the process can improve. He further advised that the new Board can deliberate on this concern.

8.4 Mr. Vinay Narsey acknowledged the CEO for his leadership at FCEF of more than 10 years. Mr. Narsey further commented that the institution has since grown over the years and this was possible with the foresight and leadership of Mr. Hazelman.

8.5 The Trustee, Mrs. Jenny Seeto expressed her deepest gratitude to the FCEF Board and members during the passing of her late husband, Mr. Dixon Seeto. Mrs. Seeto further shared that Mr. Seeto had touched people's lives in various aspects and that he was one who spoke with passion for support not only for the Tourism Sector but for Fiji's private sector.

9. CLOSURE

There being no other business the President thanked the Board and the members for their support and declared the meeting closed at 4.30pm.

CONFIRMED AS A TRUE AND CORRECT RECORD

.....
Mr. Sandeep Chauhan
President

.....
Date

Election of Office Bearers

1) Elected Members of the Board

Under the Articles section 7.2 – 7.4.2, the following elected members of the Board retire by rotation prior to the 59th AGM in 2018. They are eligible for re-election.

1. Mr. Harvie Probert, Fiji Gas
2. The other two (2) Board positions are vacant following the resignation of Mr. Nouzab Fareed, Fijian Holdings and the passing of the late Mr. Dixon Seeto, Hexagon Group of Hotels.
- 2) At the Annual General Meeting on Friday, 25th September, 2020, members will be required to elect not more than three (3) elected members of the Board (Article 7.3).
- 3) Members are requested to submit nominations in writing to fill vacancies for the Elected Members of the Board. The nominations are to reach the Secretariat by close of business Friday 18th September 2020. Nominees must endorse the nomination by signing their willingness to serve FCEF.

Election of Auditors

In accordance with Section 19.1 of the Articles of Association, the Auditor for the Federation shall be appointed and hold office until the next Annual General Meeting.

The current Auditor for the Federation is Chartered Accountants Firm and Pricewaterhouse Coopers (PWC). It is recommended that PWC be re-appointed Auditors of the Federation for the year ending 30 June 2021.

Submitted for consideration by the AGM.



This 60th anniversary milestone calls for our reflection of our past, an assessment of our achievements, a reaffirmation of our values and mission, but also for a shared vision of FCEF's role and objectives as it evolves taking new approaches to achieving its narrative.

The FCEF Vision: To be Fiji's Premier Employers' Representative promoting good governance and leadership, excellence and innovation that shapes and enhances the business environment.

Dear Members,

It gives me great pleasure as President to present FCEF's Annual Report on behalf of the Board in our 60th Anniversary year. As always, the report provides a comprehensive, outcomes and achievements over the year as FCEF continues to take the leading role in injecting a private sector perspective into the design and implementation of national development policies.

This 60th anniversary milestone calls for our reflection of our past, an assessment of our achievements, a reaffirmation of our values and mission, but also for a shared vision of FCEF's role and objectives as it evolves taking new approaches to achieving its narrative.

Since the establishment of FCEF in 1960, the integral function of FCEF as the recognized Employers' representative is even more solid. With the modern market economy, the relevance of discussion within the mechanism of the tripartite framework could not be more significant. An enabling and coherent legislative framework, in particular through improvements to the business environment and business linkages will lead to transformative positive returns, including the well-being of workers, enhanced productivity and significant returns. FCEF

continues its mandated function of representational of the broad mandate of large enterprises, MSME's, and promoting the general interests of the business community through advocacy and social dialogues with government and workers' organizations.

At this juncture, I wish to acknowledge FCEF members who have shown commitment to this institution and moreover see the full value of its existence. The business community continues to speak with one voice. FCEF is united in advocating for well-informed social and employment policy that creates the conducive environment for sustainable and competitive enterprises that in turn engender shared and inclusive growth for the various business sectors, as well as employment opportunities for all sectors of society including the informal economy.

The world of work continues to evolve as we observe the transformative change driven by technological innovations, business demographic shifts, environmental impacts, climate change and the compounding impacts of globalization. The on-going and far reaching impact of COVID-19 on all sectors in Fiji has strengthened the position of FCEF at the national level. The impacts of the pandemic has confronted the private sector with the biggest business challenge of our time and there will not be a "one-size-fits-all" approach. However, FCEF continues and will continue to ensure that dialogues with members and partners are constructive and anchors

in national development priorities. FCEF will continue to be responsive to emerging and unforeseen needs to ensure a safe and sustainable resumption of activities.

Partnerships and collaboration

FCEF recognizes the need for partnerships and conducting itself responsibly in line with global expectations and it welcomes the role it is called to play in the achievement of the 2030 Agenda for Sustainable Development. FCEF values our current robust partnership with Business Link Pacific, Market Development Facility, the Australian Government, the New Zealand Government, the U.S. Government and USAID Climate Ready, Fiji Women's Fund and the International Labour Organisation. These partnerships have provided the value adding support and strategies to meet the challenges businesses will face in the future.

FCEF can take special pride in our 60th year and within FCEF and beyond, the strength of our institution lies in our capacity to network and collaborate on key policy domains and employer issues at the national, regional and international level.

Summary and acknowledgement

I want to take this opportunity to extend my sincere thanks to the nine Council Chairs and their executive team who continue to go above and beyond fostering consultation, build innovative opportunities, information sharing and capacity building in the current new normal. The Board and EXCOM continue to meet bi-monthly and I commend their commitment in sharing the common vision of FCEF and shared challenges by deliberating on developmental plans, on economic opportunities and promoting business interests. The Board, EXCOM and Trustees have been instrumental in bringing about a change to FCEF's Memorandum & Articles of Association which went through a thorough review so that it reflects the environment the businesses operate in today. This was no easy task and required quite a lot of work and hours beyond the normal commitment and for this I am thankful to the Board, Trustees, CEO and the secretariat team for seeing this through.

This year I continue my second term as FCEF president and wish to sincerely acknowledge FCEF's two Trustees, the Board, the CEO and the Secretariat for their support to me in discharging my duties as President.

I look forward to the ongoing support as we navigate the future together.

Sandeep Chauhan
President



"I am sincerely proud of the effort put in by our small team within the Secretariat most of whom have had to carry multiple roles, I put on record my thanks and gratitude. The activities have grown we have been called upon and we have consulted with a multitude of stakeholders both international and local to ensure that the voice of business is heard. Our profile is at an all time high and we will guard this position vigorously".

The COVID-19 pandemic has laid bare in the cruellest way, the extraordinary precariousness of our world of work, say ILO Director - General, Guy Ryder

Dear Members,

Welcome to the 2020 AGM and thank you sincerely for your continued support over the years. Estefania Guadalupe Estrada quoted, "Alone, we can accomplish many great things. Together, we can change the World."

As the incoming CEO, the past months has seen the Secretariat involved with you, our Members, striving to uphold our commitment to FCEF's mandate to ensure that the Members best interests are served. The team and I aim to consolidate and enhance our participation with key stakeholders and development partners to ensure that a multi-stakeholder approach is taken in the design, delivery, implementation and evaluation of FCEF's services. Whilst the Secretariat aims to look after all our Members, we also would like to ensure that those in the lower echelons of the labour market not find themselves further behind. To this end, our aim is not to live anyone behind.

The team aims to represent its Members at all and any forum, by way of dialogue with Industry leaders, with Government, key stakeholders and partners. The collaborative approach taken is to harness the knowledge, expertise and aspirations of our Members and the companies and sectors they repre-

sent to optimise sustainable development outcomes, inclusive growth, an enabling environment for business and innovation, and the creation of decent employment. FCEF advocates for the role of employers and focuses on the high-level policy and strategic settings and engages with coordinating agencies to ensure private sector participation.

This report will briefly cover the achievements for the past 12 months and will also share insights into how the Secretariat has responded to Members requests as Fiji's private sector is facing several challenges resulting from the COVID-19 pandemic.

Membership

The past months have seen particular businesses more at risk of closing down or having their biggest downturn in production and services. However, what is clear is businesses still need a great deal of support around issues of common concern. We aim to continue to provide support in these areas. The past 12 months has seen membership increase by 73 Members. Of this, 15 are Associate Members, 20 full Members, 20 WEBC and 18 are YEC Members. The team are optimistic that we will meet the business needs in real time and that adequate support will be provided to promote economic growth and full and productive employment.

Industrial Relations Unit

The IR Unit continues to provide IR consultancy to Members. A couple of members have engaged the IR team to represent them at the Employment Tribunal. The Secretariat acknowledges the importance of providing sound technical advice and guidance in Employment matters. We urge members to please note that the services provided by the IR team are at a decent rate and the services range from representing your Organisation at Mediation, Employment Tribunal, High Court and also in areas of developing and reviewing of Collective Agreements and HR policies.

Training

FCEF continues to be proactive and responded to needs by increasing training and capacity building to help build innovative opportunities, improve value chain competitiveness, encourage consultation, information sharing, increase productivity and competitiveness of enterprisers at the sector and/or national industry level. From observations and engagements with Members and key stakeholders, FCEF has looked closely at this new normal and borrowing ILO's words, "will continue to work aggressively to make it a better normal."

The Training Unit monitors development and aims to work towards creating a favorable business climate bringing training into line with the needs of businesses and the national economy. Training has picked up in the past months and FCEF has partnered with MUNRO LEYS Law to provide information sessions and training on topics which are pertinent as enterprises priorities evolve. This is in addition to the Training Programs by our IR Unit and other Training Providers.

Valued Added Services

FCEF continues to broaden its mandate as we strive to support struggling Members during these unprecedented times as they work towards diversifying economic activities and adopting pro-active initiatives to maintain business competencies and advantage. We acknowledge our partners Business Link Pacific who provided 100% subsidies for the development of Business Continuity Plans (BCPs) after TC Harold. The BCPs were provided with the support of Mr. Waisea Vosa and Ms. Tanya Nacagilevu. A good number of Members took full advantage of this support which is very useful during crisis.

The ILO's Senior Specialist, Employers' Activities, Mr. Wade Bromley of Bureau for Employers' Activities (ACT/EMP) provided key technical and policy advice during the crisis and the support from this arm of ILO is ongoing. To create added value services for Members, FCEF has made a massive effort in communicating with the Membership and informing them throughout. Since the announcement of the COVID-19 Pandemic, the following actions were undertaken:

- o Conducted two in-crisis enterprise rapid impact assessment among Members with the findings to inform future service development and provide an evidence base for policy advocacy. This was made possible with the technical and resource support from ILP ACT/EMP, Bangkok and ILO Pacific Officer, Suva;
- o Developed a COVID-19 Response Resource hub to support Members with safety and health measures amongst other business resource support;
- o Developed the Employers Guide on Managing your Workplace during COVID-19 and Guide for Employers on Working from Home adapted from ILO ACTEMP resources;
- o Provided awareness and information sharing on COVID-19 (risks and prevention) to Members through emails, social media and creating a tab (COVID-19 Resources) on the FCEF website;
- o Conducted a series of online COVID-19 advisory services on HR and IR matters; and
- o Conducted two call outs' to Members in its efforts in strengthening the Federation's Fiji Business Disaster Resilience (FBDR) Council in its role as the private sector coordinating mechanism for private sector to engage with government and partners on resilience building, response and recovery activities.

FCEF Partners continue to provide focused based, value adding services on several fronts. Business Link Pacific provides subsidized business advisory services, while the Fiji Enterprise Engine (FEE) will be implementing its second year of the business accelerator programme in September and this will run through to December 2020. The FEE programme has re-focused its objective and is forecasting the impacts of the pandemic on start-ups and accelerators businesses. With this said, the outcome of the programme is aligned to create pandemic awareness

on businesses and with the overarching objective of minimizing damage to the business environment.

We also wish to acknowledge the support provided by the ILO Office in Fiji and the Pacific Islands, in particular, the Director, Mr. Matin Karimli and his Team. Recently, the Director has engaged the Tripartite to start the conversations around Decent Work and common themes.

FCEF turns 60...

This year is a historical year in that FCEF will celebrate 60 years of existence. Over the years FCEF continues to grow as we continue to work towards serving our Members better. FCEF as part of a national strategy continues to support the development of a knowledge-based economy and society in our specialized private sector role and recognized as the driver of change. FCEF is represented in tripartite systems and will advocate for employers' experience challenges negotiating divergent interests between the tripartite constituents. There will be a commemoration of FCEF's existence and this initiative will be Board driven.

Acknowledgement of the Board

To conclude, on behalf of my team and I, wish to sincerely thank the President, Mr. Chauhan, the Executive Committee (EXCOM), the full Board and the 9 Council Chairs who have been the backbone and key pillar of support to the Secretariat. My small team also wishes to acknowledge you our Members for your guidance and support over the past 12 months. The journey is not always smooth

sailing however with your acceptance to work with my team, we have achieved sustainable solutions to assist the employers to continue to have a voice as we respond to the challenges and to seize new business opportunities.

I count on your continued support to the FCEF Secretariat Team!

Acknowledgement of the Team

It would be amiss of me not to acknowledge and thank the Team I work with at FCEF. When the going got tough in February 2020 with the onset of the Pandemic around the World, the Team stepped up to the plate to deliver on our promise. Without their contribution, it would have been a very difficult road for the Secretariat, especially when in the middle of the lock downs and restrictions, there was at least one Cyclone. The Team still delivered, 24/7.

I wish to thank the Team and I look forward to working with you all into the next 12 months and beyond.

Allow me to conclude with a quote from the 16th President of the United States, President Abraham Lincoln. "The best way to predict the future is to create it." Let's work together to create a better future for the FCEF for the next 60 years and beyond.

Thank you.

Kameli Batiweti
Chief Executive Officer



FCEF turns

60

1960 - 2020



A. The 2019/2020 Board of Directors comprised of:

- 1) Mr. Himen Chandra,
Comfort Home Furnishing LTD; Immediate Past President
- 2) Mr. Sandeep Chauhan,
Star Printery Ltd, President
- 3) Mr. Vinay Narsey,
Narseys Plastics, Vice President
- 4) Mrs. Eseta Nadakuitavuki,
Westpac Banking Corporation, Vice President
- 5) Mrs. Susie Waqanibaravi,
Neptune Shipping, Board Member
- 6) Mr. Howard Politini,
New World Ltd, Board Member
- 7) Mr. Bhan Pratap Singh,
Pacific Fishing Company Ltd, Board Member
- 8) Mr. Mitesh Kapadia,
Pacific Manufacturing Pte Ltd, Board Member
- 9) Mrs. Susan Miller,
TOTAL FIJI, Board Member
- 10) Mr. Eldon Eastgate,
Asaleo Care (Fiji) Ltd, Board Member
- 11) Mrs. Vera Chute,
Value City Ltd, Board Member
- 12) Mr. Harvie Probert,
Fiji Gas, Board Member
- 13) Mr. Nouzab Fareed (resigned),
Fijian Holdings Ltd, Board Member

B. Executive Committee (Excom)

The 2019/2020 EXCOM of the Federation has oversight of the operations and finance and consist of:

- 1) Immediate Past President,
Mr. Himen Chandra
Comfort Home Furnishing
- 2) President, Mr. Sandeep Chauhan
Star Printery Ltd
- 3) Vice President, Mr. Vinay Narsey
Narseys Plastic
- 4) Vice President, Ms. Eseta Nadakuitavuki
Westpac Banking Corporation
- 5) Executive Director, Mr. Harvie Probert
Fiji Gas Ltd
- 6) Executive Director, Mr. Howard Politini
New World Ltd
- 7) Executive Director Mrs. Susie Waqanibaravi
Neptune Shipping

C. Council Chairpersons

The following Chairpersons of each of the nine industry councils are also council appointed members on the Board:

- | | |
|-----------------------------|---|
| 1) Mr. Harvie Probert | Mining & Quarrying Council |
| 2) Mr. Leonard Chan | Professional & Financial Services Council |
| 3) Mr. Sharoon Shah | Human Resources Council |
| 4) Mr. Jeetender Rai | Manufacturing, Trade & Export Council |
| 5) Mr. Jasper Singh | Tourism & Transport Council |
| 6) Mrs. Eseta Nadakuitavuki | Women Entrepreneurs Business Council |
| 7) Mr. Mike Spencer | Fiji Business Disaster Resilience Council |
| 8) Mr. Alvin Sharma | Retailer and Small Business |
| 9) Mr. Avinit Narayan | Young Entrepreneurs Council |



D. Membership/New Members (1/7/2019 – 30/06/2020)

Name	Type
Tanz Auto Repairs	Associate Member
Spruce Pte Limited	Associate Member
Cyber@Ge Pte Ltd	Associate Member
Taylor Shellfish	Associate Member
Accident Compensation Commission	Associate Member
Country Lifestyle Homes	Associate Member
Thunderstruck Ltd	Associate Member
Eden Eco Co.	Associate Member
Tswei Yiu Viti Consultants	Associate Member
Sale; Insight Business Advisory PTE Ltd	Associate Member
Mikes OHS Training & Consultancy Services	Associate Member
EAK Investments Pte Ltd	Associate Member
Nailed It	Associate Member
Intro Green Distribution	Associate Member
Fiji Sun	Member
Colo-I-Suva Holdings Pte Limited	Member
City Cars & Equipment	Member
Neel Shivam Lawyers	Member
Budget Pharmacy	Member
Hot Spring Hire Services Ltd	Member
BA Industries Ltd	Member
Walesi Limited	Member
Augeo Asia Pacific Pte Ltd	Member
Supercharged Energy (Fiji) Pte Ltd	Member
Action (Fiji) Pte Ltd	Member



Name	Type
J Hunter Pearls	Member
Fiji Xerox Business Centre	Member
Fiji Dairy Pte Ltd	Member
Footwear Industries (Pacific Islands) Ltd	Member
Kahuto Investments Pte Ltd	Member
Pacific Destinations	Member
Agricultural Marketing Authority	Member
Dayals Steel Pte Ltd	Member
Kell Feed Mills	WEBC
Bluebird Events	WEBC
Rourou Fiji	WEBC
Shiron Ashwin Lata	WEBC
Versatile Assistant Fiji	WEBC
Pravina Naidu - WEBC	WEBC
Imarina Rosemary - webc	WEBC
Eventhire - Fairyland	WEBC
Makoi Women Vocational	WEBC
8finity Advertising	WEBC
Viti Eco Tours Co. Ltd	WEBC
Nurture Nature	WEBC
Vitila Vuniwaqa	WEBC
Eco Logical Investment (Fiji) Ltd	WEBC
I & G Investments	WEBC
Domoni Air, Bed & Breakfast	WEBC
Di Ola Delight	WEBC



Name	Type
Talanoa Treks	WEBC
Original Creation Pte	WEBC
Faces Esthetics	WEBC
Zohah United	WEBC
Harieta Kafoa	WEBC
Lilyberts	WEBC
Shivanjani Singh	YEC
Narishma Narayan	YEC
Akosita Lovodua	YEC
Kavitesh Kumar	YEC
Taione Sikivou	YEC
Forster Evers	YEC
Oudem Investments	YEC
Heena & Bridal Dress Up	YEC
Dwain Qalovaki	YEC
Samuela Tuinabua	YEC
Josifini Ledua	YEC
Sovaia Liku	YEC
Ro Miriama Lewa	YEC
Deepika Kaushal Chand	YEC
Eliki Dakuitoga	YEC
Rodney Acraman	YEC
Rakin Wahed	YEC
Mereandani Pei	YEC



E. 60Th Annual General Meeting

The 60th Annual General meeting will be held on Friday, 25th September, 2020 at the FCEF Board Room, 42 Gorrie St Suva at 3pm.

Consistent with the provisions of our Constitution, only members who are financial at the time of the AGM are eligible to attend and vote at the Annual General Meeting.

F. Council Reports

1. Mining & Quarrying Council

Chair: Mr. Harvie Probert, Fiji Gas

Vice Chair: Mr. Netava Bakanicava, Newcrest, Namosi Joint Venture.

Activities for the Year

For period of July 2019 to June 2020 the council convened 6 council meetings and attendance consisted of representatives from:

- o Mining and Quarrying operators
- o iTLTB
- o Mineral Resources Department and
- o College of Engineering Science and Technology of Fiji National University

1.1 Main discussions from the Council Meetings

a) Compilation and comparison of rates paid to landowners

The individual operators' rates as compensation on crops, merchantable timber, wild ferns and nuts amongst others on the surface disturbance during mining, explorations and quarrying activities.

The council agreed that the government departments namely Agriculture and Forestry reviews the rates on root crops, yaqona, nuts amongst others to reflect the current market

price (which has not been revised for the last 20 years). Different rates are currently paid by the individual operators.

The purpose of the review is to allow the Mineral Resources Department to set a base rate for compensations to be adopted by all companies for surface disturbance.

b) The importance of Fiji Revenue and Customs Services to understand the MQC Sector

The Council discussed the need for FRCS to understand the industry and its operations.

The representative from FRCS Tax and VAT section agreed that there was a need for the department to understand the industry and its operations. For example, understanding the difference stage of the operations especially between "exploration" and "mining"

Hence the Acting Director of Mineral Resources Department Mr Raymond Mohammed agreed to facilitate the meeting between FRCS/ MRD/ MQC and requested that MQC members could collectively send their issues to the Secretariat.

c) Draft templates on Exploration Reporting and Geological Information Package

This was circulated by the Mineral Resources Department (MRD) to Mining and Quarrying Council members for comments. This is to set a standard reporting system.

d) College of Engineering Science and Technology (CEST) FNU

The Dean of CEST, Mr. Mavoa requested MQC's assistance with the enrolment number for the stage 4 certificate in geology to continue.

The Council agreed, that this is a good opportunity to equip and empower the landowners in the Mining and Quarry industry.

e) Anti-Mining Campaigns - Social Empowerment Educational Programme

The Director and Research Coordinator of SEEP was invited to attend the March council meeting



in an attempt to build networking, relationship and better understanding of the issues raised by the communities/landowners and how best to respond to ensure that our landowners/communities receive factual information instead of being mis-lead with information.

This was a great outcome when both parties agreed to work together to share information for the betterment of the industry and the communities/landowners.

f) Fiji Mining Act - Hard Rock Quarry

“The Quarries Regulations 1939 allows or empowers the Director of Mines to declare certain quarries as prescribed undertakings within the provisions of Part 11-Safety of Mines, of the Mining Regulations 1966. Of immediate need is the conduct of Inquiries into Accidents (loss of life or serious injury) via a Board of Inquiry (BOI).”

“Regulation 23 of Quarries Regulations 1939 requires that inquiries into accidents shall be held before the relevant Divisional Commissioner as per location of the quarry operation where the accident occurred. Given that such appointees as Commissioners are from non-quarrying backgrounds, the Department sees it fit to conduct quarry BOIs under Regulation 113 of the Mining Regulations 1966 whereby the conduct of these BOIs are at the behest of the Director of Mines.”

g) MRD Booklets on mineral exploration

The MRD circulated 3 booklets on mineral exploration that are currently under review to MQC for their feedback/comments and these booklets will also be translated to in vernacular. The booklets looked at the following aspects:

- i. Exploration Code of Conduct
- ii. Landowners Questions and answers on Mineral Tenement Administration
- iii. Protocol and Procedures with Indigenous Landowners and occupier

h) Phase 2 of the UNDP's Development Minerals Resources

This has been approved and MRD is to work on it as part of the the next 3 years program.

i) Impact of COVID-19 on MQC Sector

The sector was also impacted by the various lockdowns and restrictions imposed due to the pandemic in terms of operations.

j) Information Session, March 2020

Mr. Chris Gray, an executive member for the Institute of Quarrying (IOQ) NZ Institute of Quarrying (IOQ) NZ approached MQC and MRD for key people in the Fijian quarrying industry to discuss opportunities for the IOQ in Fiji.

The Institute of Quarrying is primarily focused on the development of Managers and Supervisors in the industry. The IOQ has presented in many countries around the world and has done a lot to improve knowledge, share best practice and raise the professionalism of the industry.

Fiji Road Authority Presentation

Dr. Charles Ward and his colleague Ashmeel Hussain represented FRA.

The agenda of the meeting is to inform FRA of the difficulties faced by the industry nationwide due to the weight restrictions and especially in Vanua Levu where the Marble and Bauxite Mines operations are hindered due to these restriction

Members also advised FRA that no public consultation was held and the transition period wasn't enough. Dr. Charles of FRA informed the council that this regulation was in place since 2000 but since they were not followed, they had to enforce it.

As a solution, Dr. Charles informed the members that upon submissions, exemptions are being offered on case by case bases.

Mr. Harvie Probert, Chair



2. Professional & Financial Services Council

Chairperson: Mr. Leonard Chan of Bank of the South Pacific

Vice Chairperson: Ms. Stephanie Jones of Goodman Fielder International (Fiji) Pte Ltd

Activities

The council held 6 meetings for the past 12 months.

The council has cross sectional representation from various industry sectors (but not limited to), Banking & Financial Service Providers, Accounting & Law Firms, and Education Institutions, Engineering, and Manufacturing & Hardware, etc.

The council provides a forum where any matters may be discussed relating to the Services sector and Finance sector generally.

2.1 Guest Speakers

During the course of the year, the council was able to invite the following guest speakers to provide information to members.

- **Reserve Bank of Fiji**
 - o *Mr. Sakiusa Nabou, Senior Analyst Financial System Development*
 - o *Mr. Eserani Munivai, Analyst Financial System Development.*
- **Fiji Revenue & Customs Services**
 - o *Ms. Fane Varea, Acting Chief Executive Officer*
- **Registrar of Companies, Ministry of Justice**
 - o *Ms. Shayal Avneeta*

2.2 Matters discussed

Key discussions were held around the following areas and through the secretariat, the following issues were highlighted to the relevant stakeholders for further clarity and action:

- a) Business Re-Registration and the impact on

businesses.

- b) COVID-19: Impact on businesses
- c) Cost of Doing Business
 - i. Challenges faced with getting a business license plus other requirement
- d) Data Credit Bureau
- e) Immigration Department
 - i. Challenges in renewal and obtaining of work permits.
- f) Regulatory Policy Changes
 - i. Reserve Bank
 - ii. Fiji Revenue & Customs Services
- g) Personal Properties Security Act and its registry.
- h) Weight Restriction for Large Vehicles

Mr. Leonard Chan, Chair

3. Human Resources Council

Chair: Mr. Sharoon Shah, Air Terminal Services (Fiji) PTE Limited

Vice Chair: Mr. Vinitesh Kumar, Fijian Competition & Consumer Commission

Vice Chair: Mr. Abdul Shahfeel, Fiji Development Bank

Activities for the year

A total of 6 meetings were conducted in the past 12 months.

The Human Resources Council meetings were attended by HR Practitioners from various sectors and this Council has been one of the best attended Councils for the past 12 months.

This council always has 30 plus in attendance and with the zoom facilities, this council has reached out to members in the West with an increasing the attendance of 42.



3.1 The council continues to discuss the Human Resource Practitioner's best practices which are outlined as follows:

- a) that initiatives are taken to motivate workers
- b) continue to provide employees with incentives
- c) continue to create a work environment that employees want to work in
- d) continue to improve the current procedures and policies
- e) continue to show your staff that you care

3.2 Some important points and topics that have been raised during the year were:

a) Wages Amendment Regulations 2017

Regulation 8(1) A worker who is normally required to work for 6 days a week is entitled to one rest day in each week.

Regulation 8(2) A worker who is normally required to work for 5 days a week is entitled to 2 consecutive rest days each week.

Regulation 8(3) If a rest day coincides with a public holiday the worker is entitled to an alternative rest day.

The above has serious implications on the way Manufacturers will write up their rosters for their Employees who are working a 6-day week.

The alignment of the 2007 ERA (Employment Relations Act) to resolve an issue like the Pandemic continues to be discussed at the Council meetings.

Reasons for Redundancy

When the contract is frustrated; Technology, Structural or Economical changes are reasons that an Employer can use to institute the Redundancy Provision as outlined in section 107 of the ERA 2007.

b) Burning Issues of COVID-19

- i. Ensuring preventive measures at work place

- ii. Be aware of which leave types will apply during this Pandemic
- iii. Know plans of action for the different workplace scenarios
- iv. Be informed of employees' entitlements if business were to close
- v. Know employers' rights during the Pandemic
- vi. Know the application of OHS and HR Policies to accommodate the Pandemic

c) Best Practices shared by HR practitioners

- i. Leadership Development Forums for staff with invited external guest speakers.
- ii. Policy amendments must be given to staff to be read and signed off that they have read and understood the Policy.
- iii. Policies are to implemented
- iv. On family Care Leave, staff are required to disclose their immediate family members names who stay with them and when applying to take family care leave, the employee is required to declare the family member's name for which the family care leave is been requested for
- v. Some employers are assisting parents by arranging child care centers so that staff don't have the issue of baby sitters not turning up for work

3.3 Guests Speakers

October 2019

- o Mayur Vivek Kalbag an Innovator, Trainer & Motivator who specializes in Behavioral Training, Leadership Development & HR Solutions

Topic: *"Ways to look at the role of the organizational growth through people management and development initiatives towards enhancing motivation and efficiency"*

February 2020

- o *Fiji Counselling Association*

In absence of the President Ms. Nunia Fisher,



Ms. Deepika Devi and a colleague from the association presentation. The purpose of the presentation are as follows:

- i. Create awareness
- i. Share its Vision, Purpose and Services
- ii. Tackling social issues in the Society

March 2020

Sharing of best Practices by Vice Chair, Mr. Vinitesh Kumar. Mr. Kumar shared knowledge and experience from his latest workshop in India on Strategic Human Resources Management for Organizational Excellence.

National Training & Productivity Centre – Mr. Taniela Qalilawa, Quality Service Officer Mr. Qalilawa discussed on the following:

- i. Fiji Business Excellence Awards of Department of Quality Awards
- ii. Fiji Business Excellence Awards, National Convention on Quality Awards and how it promotes productivity through the Quality Circle

May 2020

- o Wages Amendment Regulations 2017 by Mr. Kameli Batiweti, CEO, FCEF
 - i. *Regulation 8(1) A worker who is normally required to work for 6 days a week is entitled to one rest day in each week.*
 - ii. *Regulation 8(2) A worker who is normally required to work for 5 days a week is entitled to 2 consecutive rest days each week.*
 - iii. *Regulation 8(3) If a rest day coincides with a public holiday the worker is entitled to an alternative rest day.*

Mr. Sharoon Shah, Chair

4. Manufacturing, Trade & Export Council (MTEC)

Chair: Mr. Jeetender Rai, NCI Packaging Fiji

Vice Chair: Mr. William Greig, Goodman Fielder International (Fiji) Pte Ltd

Activities for the Year

For period of July 2019 to June 2020 the council convened 5 council meetings.

4.1 MTEC's 2nd Phase Survey on New Leave Provision

The survey was extended as to encourage participation.

4.2 MTEC Mini Survey

The Manufacturing Trade and Export Council mini survey was conducted within the council and the following data was collected. The data was made available on request otherwise was tabled during the February 2020 meeting.

- i. Numbers of operational hours in day
- ii. Number of operational days in week
- iii. Numbers of shifts per day

4.3 Draft Climate Change Bill

- i. Section 27 - key definition of single use plastics still pending.

“The Single use plastic” needs to be clarified as single use plastics could also include noodle, chicken, biscuit wrappers amongst others and if this is the case it will have a huge impact on the businesses.

The Council suggested that it would have been better if the use of plastics bags in supermarket was banned and if required the manufacturers be given more time as making the transition to no plastics is a very costly and is a timely exercise.



ii. Section 92 - Emission of Gas

This provision in the bill will incur a huge cost for the businesses to implement and it was noted that the transport sector is not part of this section although their gas emission is the highest.

4.4 4% Mark-up on the Fijian Competition & Consumer Commission Price Controlled Products

At a stake holder meeting Mr. Joel Abraham, the CEO of FCCC advised the members that his team will look into the submission if their reports and analysis on the justification of door to door costings involved and if there is a need to increase the mark-up.

Mr. Abraham further advised the council that only 13 companies had lodged submission. The members were encouraged to take the initiative to make submissions when there is a calling.

4.5 Impacts of COVID19 and what will drive / improve the economy

The members discussed if the spending continues to slow down then the business and the entire economy will be heavily impacted. Most businesses have taken the 1st, 2nd and 3rd steps as outlined below:

- i. 1st Phase – reduction of pay
- ii. 2nd Phase – reduction of hours
- iii. Redundancy

4.6 Members agree that as the private sector, members need to put their thought into what they believe will drive the economy forward. The following were discussed at meetings:

- i. If Government could provide a stimulus of about ¼ billion into the economy, it would sustain it for while
- ii. Tourism coming into Fiji will not happen for a while and that the Manufacturing industry needs to keep that in mind in their forecasting

and planning

iii. The retail sector has been hit very hard few – for example Jack's Fiji, Carpenters and Vision Investments.

iv. Government is to come up with subsidies to support the Manufacturers.

4.7 Guest Speakers

October 2019

- o Mayur Vivek Kalbag an Innovator, Trainer & Motivator who specializes in Behavioral Training, Leadership Development & HR Solutions

Topic: *“Ways to look at the role of the organizational growth through people management and development initiatives towards enhancing motivation and efficiency”*

November 2019

Draft Climate Change Bill, interpretation session by Mr. Nicholas Barnes of Munro Leys.

February 2020

Fijian Competition & Consumer Commission facilitated by the CEO Mr. Joel Abraham

Retailers and Manufacturers Councils Emergency Meeting to discuss the 4% Mark-up on the Fijian Competition & Consumer Commission Price Controlled Products

May 2020

Wages Amendments Regulations 2017 was facilitated by the FCEF CEO and are listed as follows:

Regulation 8(1) A worker who is normally required to work for 6 days a week is entitled to one rest day in each week.

Regulation 8(2) A worker who is normally required to work for 5 days a week is entitled to 2 consecutive rest days each week.

Regulation 8(3) If a rest day coincides with a public holiday the worker is entitled to an alternative rest day.



- o Reasons for Redundancy as per Provision in section 107 of the ERA 2007.

When the contract is frustrated; Technology, Structural or Economical changes are reasons that an Employer can use to institute the Redundancy.

Mr. Jeetender Rai, Chair

5. Women Entrepreneurs & Business Council (WEBC)

Chair: Ms. Eseta Nadakuitavuki

Vice Chair: Ms. Neelam Maharaj (East Representative)

Vice Chair: Ms. Fanny Fiteli (West Representative)

The Women Entrepreneurs Business Council (WEBC) was formed in 2013 with the specific objective of ensuring that member's interests were paramount and appropriately advocated through various stakeholder dialogue and engagements. Our role has since expanded into being a voice for women entrepreneurs in informal sectors to ensure that no one is left behind.

As women are the backbone of family units, WEBC is committed to close dialogue with stakeholders to enable early detection and prevention of toxic conditions that could be detrimental to family units. WEBC has since forged strategic partnership and networking relationship with stakeholders, with the mutual objective of propelling women entrepreneurs to prosperity in their various spheres of engagements.

As women entrepreneurs not only play a crucial role in the community but more importantly contribute positively to the national economy, it is our utmost and sincere desire to pursue more strategic partnership further and to realise our WEBC vision of "Women Entrepreneurs Invigorating the Nation."

Activities for the reporting year:

a) Bridging gap with less formal sector

WEBC executed this activity profoundly with the Transformation International women located outside Lautoka. There were three visits done together with capacity building and information sessions on topics below:

- o Social Entrepreneurship Training
- o Inculcating Green Growth Workshop
- o Ideation & Diversification Talanoa Session
- o Mushroom Farming
- o Goals to Growth Training
- o Ministry of Women resources information Session
- o Ministry of Agriculture resources information Session
- o Toastmasters Training
- WEBC in partnership with the South Pacific Business Development (SPBD) for duration of 6 months on the Fiji Bloom project which is in the form of business mentoring and business coach from WEBC members.

b) Capacity Building & Information Session

The following topics were conducted in Suva and the West:

- o Toastmasters Training
- o Social Media Marketing Training
- o Inculcating Green Growth Workshop
- o Ministry of Labour Information Session
- o KPMG Information Session
- o Proposal Writing Information Session
- o 6 webinar series during COVID-19 crisis
- o Fiji National Fire Authority Information Session

c) Advocacy

Focused visits were made to the following offices":

- o Courtesy visit to His Excellency the Japanese Ambassador
- o Courtesy visit to the Secretary General of Pacific Islands Development Forum
- o Courtesy visit to His Excellency the Australian High Commissioner
- o Partnership with the US Embassy and courtesy



- o visit to the United States Ambassador
- o Partnership with the French Embassy and courtesy visit to the French Ambassador

d) A Care Call Program was activated during the peak of COVID19 to ascertain member's specific needs and to see how WEBC and FCEF can offer specific support.

e) A Safety Net Program was initiated to assist the vulnerability of women entrepreneurs in case of crisis by providing professional counselling sessions.

f) A WEBC Tradeshow and Convention took place in February and a follow up session is scheduled before December end.

g) The Loyalty Program was launched in February. In this program, WEBC members volunteer to become a service provider and their service or products are offered at a discounted price for other WEBC members. Currently, (thirteen) 13 Service Providers are participating in this program.

h) Profiling Members

WEBC targets to profile a member monthly. To date, thirteen (13) members have been profiled through social media platform like FB page, website, email blast, TV breakfast show etc.

i) Mentoring Program

To date, eight (8) members have successfully completed the program

j) Entrepreneurs Start-Up Guide

This start up Guide is anticipated to be launched in Spetember.

k) Academy for Women Entrepreneurs (AWE)

This program is conducted in partnership with US Embassy and WEBC. The program is targeted at women startups and is an online course facilitated by six (6) WEBC's champions. Currently, there are hundred and nine (109) women signed up for this program who are located around Viti Levu.

l) Meetings

WEBC continues to convene our bi-monthly council meetings and the bi monthly champions Meetings alongside the AWE Facilitators Meetings.

m) Current Funders

WEBC's current funders include:

- o Fiji Women's Fund who are supporting the Humanitarian Recovery initiative
- o US Embassy with the AWE Program
- o UNDP with the Anti-Corruption Toolkit for Women-Owned Micro Small and Medium Enterprises
- o GIZ with the implementation of an outreach initiative to Bridging the Gap for women in Draubuta village at Navosa.

n) Partners

WEBC partners include:

- o ILO who initiated the establishment of WEBC together and continue to provide assistance for the council
- o US Embassy – provision of technical training to WEBC members and current funder for the AWE program
- o French Embassy for the market day and other activities
- o Ministry of Women – alignment with government on SDG initiatives for women
- o Westpac Women's Markets – who conduct financial literacy workshops and microfinance markets
- o Market Development Facility – business accelerator program through incubator model
- o Business Link Pacific for specific training for entrepreneurs
- o PIPSO – continue to provide access to technical training for members



- o FCEF eight (8) Councils – member participation and WEBC advocacy in various FCEF councils

6. Fiji Business Disaster Resilience Council (FBDR)

Chair: Mr. Mike Spencer, Paradise Beverages

Vice Chair: Mrs. Fantasha Lockington, FHTA

Coordinator: Mr. Waisea Vosa

The business communities globally have been profoundly affected by the global virus pandemic. In Fiji, the Tourism sector has been adversely affected and the Fiji economy is facing uncertainty as the Tourism sector contributes nearly 40% to Fiji's gross domestic product – about FJ\$2 Billion, and directly or indirectly, employs over 150,000 employees in various industries. Apart from the tourism sector, employers in Fiji from other sectors have either laid off workers, reduced hours or reduced days, while some have terminated contracts or made employees redundant.

The recent Tropical Cyclone Harold that hit Fiji on Thursday 9th April 2020 has created further challenges for businesses in Fiji. There has been destruction of utilities and infrastructure to parts of Fiji, affecting the self-employed population and further impacting their social wellbeing and health, as well as the vulnerable communities who rely on farming and fishing as sources of income. There was a State of Natural Disaster declared by the Fijian Government in three Divisions in Fiji for 30 days.

The Fiji Business Disaster Resilience Council was established in 2016 to strengthen the capacity of businesses and the communities to increase disaster resilience. The business communities will need to be prepared, be response and be able to recover quickly after a disaster. The learning from TC Winston in 2016 and the many disasters after that has demonstrated the need of coordination among the business communities, government, development partners and stakeholders.

The activities of FBDR during COVID-19 and TC

Harold are highlighted below:

- a) Coordinated Private Sector engagement with government and partners on resilience building, response and recovery activities
- b) In collaborations with FCEF and Business Link Pacific, continue to prepare Business Continuity Plans for SMEs.
- c) Conducted a call out to members to provide their point(s) of contact that FCEF can liaise with. MSMEs were encouraged to come on board as well, during the current pandemic and also during disaster periods
- d) Provide awareness and information sharing on COVID-19 (risks and prevention) to members through emails, social media and creating a tab (COVID-19 Resources) on the FCEF website.
- e) Populating a private sector information sheet for preparedness and response. This will assist FCEF and Government to identify business focal points from different sectors, i.e. FBDC Information Sheet
- f) Help map out key service providers in essential industries to assist in preparedness and response
- g) Partnering with ILO to support TC Harold Recovery work in five communities in the Yasawa Islands.
- h) Worked closely with the National Disaster Management Office, and development partners to provide a list of suppliers from the Private Sector for relief and recovery work.

47 Trainers - BCP Training of Trainers

FCEF through the FBDR and the funding support through USAID Ready organised and coordinated a Business Continuity Plan Training of Trainers in the Western, Central, Eastern and Northern Division of Fiji. The training was held in Nadi on the 25th of February 2020, in Suva on 26th of February, and in Labasa on 28th of February, 2020.

Through the assistance of the USAID Climate Ready



team, and collaboration with the Wellington Region Emergency Management Office, the trainer, Ms. Ainslie Ryder was available to conduct the training in Fiji and had successfully trained 47 trainers.

FBDRC will be following up and monitoring these trainers for the success in their training and to also expand the impacts of this training for outreach purposes especially to those businesses that need the support and capacity building.

Elections of New FBDRC Chair & Vice Chair

On the 26th of June, 2020, the Fiji Commerce & Employers Federation conducted the election of the new Chair and Vice-Chair of the Fiji Business Disaster Resilience Council. The two new elected officials are:



Mr. Michael (Mike) Spencer,
General Manager – Paradise Beverages (Fiji) Ltd

Vice-Chair



Mrs. Fantasha Lockington,
CEO, Fiji Hotel & Tourism Association

The FCEF Board and Secretariat extends our warmest wishes to the new leadership of FBDRC.

The Board of Directors and FCEF CEO, Mr. Kameli Batiweti acknowledged the hard work and tremendous contributions of the past leadership and outgoing Chair, Ms. Morika Hunter and Vice Chair, Mr. Leonard Chan.

Mr. Mike Spencer, Chair

7. Retailer and Small Business Council

Chair: Mr. Alvin Sharma, Agricultural Marketing Authority of Fiji

Vice Chair: Mr. Rajneel Kumar, New World IHG Supermarkets

Activities for the Year

The Retailers and Small Business Council has had 5 meetings. The council has seen an increase in members attendance and the main focus of discussions at council meetings are as follows:

7.1 Membership Drive

The council members agreed that a way forward was to invite Guest Speakers and to take the initiative of bringing a retailer friend to the next council meeting.

7.2 Urgent Concerns of the Council

- i. The effects of COVID19 on Business / Business Continuity issues

The Council agreed that: none of the industries/sectors are doing exceptionally well at this current times. Supermarkets are in operations but people are mostly buying the essential food items only.

- ii. Fiji Revenue & Custom Services - Detention Charges

The council was informed that the Shipping agents were instructed to start implementing



the below listed charges without any prior consultation. Moreover, there was no public notice on the new charges from FRCS.

- o If a container is not returned within the 10days, detention charges apply. Further that there is a new charge of 9% Vat plus duty plus withholding tax.
 - o The plan is to put vat and withholding tax on the freight that is collected into Fiji.
 - o 95% of Fiji imports are by sea so the impact on individual business and finally the consumers prices will go up by 10 to 12 percent.
 - o Members questioned if FRCS have put these changes into the public circular and the response was no.
 - o The new calculation will be 9% vat + 5% withholding Tax + Duty = \$\$\$ + (another Vat). The council discussed that this is double dipping of Vat.
- iii. Fiji Airports Limited new charges
- o Fiji Airports Limited is trying to compensate for the loss income from passengers and have done this by increasing freight rates from \$0.75 - \$0.80 to \$6.00 to \$6.20.
- iv. Other Business for future meetings are in summary below:
- o Increase in the cost of doing business
 - o Weight restriction
 - o Fake Products in the Market

7.3 Guest Speakers

The council's challenges and urgent concerns so the council agreed to invite the following Guests for the 2020 council meetings:

- i. Permanent Secretary, The Ministry of Industry Trade and Tourism
- ii. Permanent Secretary, The Prime Minister's Office
- iii. Governor Reserve Bank of Fiji

February 2020

Mr. Arif Ali, the Governor of Reserve Bank of Fiji was the guest speaker and this meeting was opened to other councils. Mr. Ali spoke on the following topic and opened the floor for questions:

- o 2019 Economic performance of Fiji;
- o RBF Policies
- o The expected future performance
- o National liquidity state
- o 2019 Retail Sales Survey
- o Ease and Cost of doing business
- o Upcoming challenges of the current year

Mr. Alvin Sharma, Chair

8. Young Entrepreneurs Council (YEC)

Chair: Mr. Avinit Narayan

Vice Chair: Mr. Watsoni Nata (central)
Ms. Sagufta Salma (west)

Activities for the Year

8.1 YEC West Road show

For the first time YEC conducted a West membership drive to create awareness on FCEF and its councils. The roadshow included WEBC and Business Link Pacific teams to showcase the benefits of becoming a member of FCEF. Over 200 individuals showed interest in joining YEC and WEBC. This event was only possible with the funding from ILO and RB Patel who provided the venue. The council members were also encouraged to setup stalls to display their products and services on the day as well.

8.2 YEC Covid-19 planning

Due to the current covid-19 situation our donors agency (ILO) had redirected its funding to only covid-19 related projects therefore, YEC members conducted a meeting to re look at the current Stra-



tegic Plan and tailor it to meet the funding requirements but at the same time keeping to our Mandate.

8.3 YEC online portals Committee

With limited movement during the early stages of Covid-19 a number of members started to use on-line platforms to market, and sell their products and services. The YEC members decided to form a committee within its council to monitor and research the possible options for ease of doing business on-line with an online payment option to become more user friendly. This started with inviting relevant stakeholders to explain the situation and identify the way forward. We have had Vodafone present on the VitiKart service and Mpaia options; RBF highlighted the need for policy changes that are under way to enable ease of payment options for locals and overseas customers and FRCS to explain their views and stand on online business with regards to tax and duty issues. This committee will work on this ongoing activity until expectable solutions are available.

8.4 Hydroponics training

With diversification in mind a number of members showed interest in farming during the lockdown period and as a possible means of new income. Members wanted to learn new farming methods that suited the urban lifestyles of the young business houses. A full day training on basics of Hydroponics was then conducted with home kits given to the 15 participants to continue the project at home.

8.5 Membership

YEC is encouraging older members to migrate to Full membership however are more than welcome to participate in YEC meetings.

8.6 Members commitment

Ownership and commitment towards building YEC as a national council is now growing. Our monthly meetings are consistent with majority of the paid members availing themselves for monthly meetings and Western members are also actively participated

via ZOOM.

8.7 YEC presences and presentations at key events

- i. YEC participation in the nationwide survey by FCEF, Ministry of Labour and FTUC. Facilitated by ILO
- ii. 16th FTUC Youth Leaders Conference supported by ILO
- iii. Bastille Day Market
- iv. The Merch Market days
- v. Networking dinner with 'Social Media Entrepreneur's Group'
- vi. Participant in the Webinar series- on business survival and sustainability
- vii. Information sharing session with WEBC conducted by ILO
- viii. EU & ACP knowledge sharing event
- ix. FCEF- National Budget consultations

8.8 Conclusion

This was a very difficult year for YEC although with a great start at the beginning, the impact of Covid-19 on membership and members commitment was heavily affected. Majority of the members have taken a step back to micro manage their businesses and other priorities over YEC activities since March. That said we are slowly seeing members coming back to the online groups and reconnecting and participating at activities. Given the situation of unemployment on the rise and many seeking self-employment out of necessity, it is important that YEC continues its work of representing young entrepreneurs which is vital for Fiji's growing entrepreneurial eco-system.

Mr. Avinit Narayan, Chair



9. Tourism and Transport Council

Chair: Mr. Jasper Singh, Managing Director of Shore Buses PTE Limited

Vice Chair: Mrs. Fantasha Lockington, CEO of Fiji Hotel and Tourism Association

Activities for the Year

This financial year, the Council convened 6 council meetings. The key concerns are outlined as follows:

9.1 Tourism Industry

The Vice Chair briefed the council regarding the submissions for the Government Consultation on the Global COVID 19 pandemic which was to urgently consider the following:

- o Reviewing the Environmental (ECAL) & Service Turnover Tax (STT)tax
- o Reducing the Departure Tax as the pandemic would force Fiji to compete on a larger scale and it was so important to enable tourism businesses to reduce their operational costs
- o Deferment of the VMS Implementation
- o Reviewing the fuel price
- o Reviewing the business processes to make it simpler for business to develop and grow
- o Incentivize good behaviour especially around environmental protection, recycling and implementing clean energy practices

9.2 Also discussed are the following matters:

- a) Security of Tourist and foreigners in Suva City Area
This continues to be a concern as tourists from cruise liners and people on business travel had been robbed around Suva city.
- b) The Proposed asphalt mixing plant by China Railway at Wailekutu in Lami.
 - o Concerns have been raised over this plant as it can cause health issues and damage

to the environment.

- o The Council agreed that this plant should be moved to another allocation away from the municipal and residential areas.
- o The Council was informed that the public were not given access to the EIA (Environment Impact Assessment) Report for this proposed site.

9.3 COVID 19 Concerns raised are as follows:

- o How long can each industry survive if the situation with COVID 19 gets worse internationally and with Fiji being dependent on exporting raw material for all the major industries continues to be a major concern.
- o Members were also concerned as to what and how can employers deal with staff matters that will arise during this pandemic. This is in consideration if borders would remain closed for a longer period.
- o Members concerned about people coming into Fiji and that MOH should be thoroughly screening people at the airport before letting them in.

9.4 Bus Industry

i) Disposable Cards

The use of disposable cards is cost intensive for the bus operators therefore members agreed to liaise with Vodafone for the removal of the sale of disposable cards by bus drivers.

- o Further that disposable cards are an environment issue as they are cannot be reused plus balance on cards cannot be accrued hence it's wasted.
- o Disposable card transactions incur higher transactions fees of 4.5% regardless of the class of passenger travelling.
- o Bus operators do not receive any commission for the sale of these cards.



ii) Traffic Congestion

Traffic and Road conditions are getting worse by the day. It is getting very difficult to meet bus timetables because of the congestion. Schools expect students to be in class by 8am which is impossible. All bus operators RRL school trips were designed based on a school start time of 8.45am. Many suggestions have been made to have schools and certain industries like hardware stores to change their opening and closing hours to ease traffic congestion.

iii) E-ticketing system

The system is under abuse as some parents have been caught using student concession cards. Concession students cannot travel in buses that start earlier than 6.30am which is an issue in certain areas. This has resulted in a rise in passengers throwing cash at the driver which is illegal.

The Council suggested that FRA in conjunction with LTA needs to do Proper stage marking so bus passengers are aware of the route bus fares.

Currently, none of the school bus routes have been measured by LTA hence most school bus route fares are incorrect. Students who should be paying stage 2 bus fares are only paying stage 1 bus fares. This is a considerable loss for bus operators as school bus routes are far more expensive to operate than normal passenger trips. Vandalism is also a major issue in school buses. There is no accountability and if an operator tries to cease a school trip because of the behavior of the students instead the bus operator is reprimanded.

Bus Operators advised the council that there were bridges which are dangerously weak and unstable yet they have no weight restriction on them.

Bus drivers and buses operators take a risk of transporting passengers across those bridges on a daily basis.

iv) Trucking industry concerns

The industry advised the council of their concern with regards to the weight restrictions and the in-

crease in their operational cost and hope that there was no further decrease in the current weight. Weight Restriction has increased the cost for doing business for all Sectors

v) OHS regulation for the drivers of dangerous goods need to be regulated by the government for the personal safety of the drivers.

vi) Hybrid Car Batteries

Disposable of these car batteries will be major environmental concern as the batteries cannot be reused and the acid in these batteries will be dangerous to the environment. The Council requested the Secretariat to invite the Permanent Secretary for the Ministry of Environment to help clarify this concern.

vii) Guest Speakers

July 2019

A special stakeholder meeting was organized to address the ongoing concerns with regards to the road conditions, traffic congestion, E-ticketing and weight restrictions, LTA Fines and other matters.

In attendance were:

- o The Honorable Minister for Infrastructure and Transport
- o CEO of Fiji Roads Authority,
- o CEO of Land Transport Authority
- o Suva City Council
- o Police Department

February 2020

Mr. Ronald Prasad of Vodafone addressed the council on the benefits and challenges of E-ticketing.

A concern was raised on the Few outlets for E-card Top-up.

Mr. Prasad responded on the issue of vandalism at the Ecard top-up booth that are placed at the bus stop for the ease of topping up of ecards.

Vodafone had requested the banks for the public to



top up their Ecards from their ATM but this request was denied.

Reuse of disposable cards

A suggestion from the council was for Vodafone to consider a way to reuse these disposable cards as at the moment they are just thrown everywhere. Suggestion was made for the cards to be able to be topped but they were to remain different from the permanent etransport cards in that if the topped up disposable card was lost or misplaced than the holder of the card had no ability to claim back the balance from Vodafone. This suggestion was made as some people do not want permanent etransport cards as they think their travel is being monitored since these cards have the individuals name address and photo ID. With a disposable card there is no need for any registration of the person's details.

Mr. Jasper Singh, Chair

G. Employment Relations Advisory Board (ERAB)

The following representatives were appointed this year to serve on this board till December 2021:

- Mr. Harvie Probert, *Fiji Gas Ltd*
- Mr. Kameli Batiweti, *FCEF CEO*
- Mr. Brian Kirsch, *Plantation Island Resort*
- Mr. Noel Tofinga, *FCEF*
- Mr. Kameli Batiweti, *Fiji Sugar Corporation*
- Mr. Howard Politini, *New World Ltd*

H. National Occupational Health and Safety Advisory Board (NOSHAB)

The following representatives were appointed to serve on the NOSHAB Board:

- Ms. Susan Miller, *Total Fiji Ltd*
- Mr. Eldon Eastgate, *Asaleo Care Ltd*

- Mr. Noel Tofinga, *FCEF*
- Mr. Stuart Gow, *FHTA*
- Mr. Harvie Probert, *Fiji Gas Ltd*

I. National Employment Centre (NEC) Board

The following representatives were nominated to serve on the NEC Board:

- Ms. Susan Miller, *Total Fiji Ltd*
- Mr. Noel Tofinga, *FCEF*

J. Fiji National Council for Disabled Persons

- Noel Tofinga - Board Member



K. Information / Awareness and Stakeholder meetings hosted by FCEF

July 2019 – June 2020

No.	Date	Hosted by	Events/Sessions	Guest
1	16 th July	Professional and Financial Services Council	<p><u>Information /awareness session by RBF to</u></p> <ul style="list-style-type: none"> • Updates on policy changes • Personal Properties Security Act and its registry. • Shortfalls where people have not been in compliant with RBF's requirements. 	<p>Reserve Bank of Fiji Mr. Sakiusa Nabou, Senior Analyst Financial System Development AND Mr. Eserani Munivai, Analyst Financial System Development.</p>
2	19 th July	Tourism and Transport Council	<p><u>Hosted a stakeholder Meeting to address the:</u></p> <ul style="list-style-type: none"> • Road conditions, • Traffic congestion, • E-ticketing, • Weight restrictions • Security concern on the street of Suva City • Member grievance against LTA and FRA 	<p>Guest:</p> <ul style="list-style-type: none"> • The Honorable Minister for Infrastructure and Transport, Hon. Jone Usamate • CEO Fiji Road Authority • CEO Land Transport Authority • Suva City Council • Fiji Road Haulage Association • Fiji Police Force
3	29 th Aug	FCEF Secretariat	Presentation of Cheque	Rheumatic Heart Disease (RHD) Programme and Medical Services Pacific (MSP)
4	20 th Sept	Manufacturing Trade and Export	<p>Information session on:</p> <ul style="list-style-type: none"> • VMS • VAT Assessment and delay in payment • Provisional Tax – withheld • Overseas Payment • FRCS Audit • EMS Files • Training 	<p>Fiji Revenue and Customers Service hosted this session on their premises. The session was facilitated by the department heads of each section.</p>
5	25 th Sept	FCEF Secretariat	<u>Code of Conduct workshop for Western Members</u>	Mr. John Hyde - Anti-Corruption Consultant. UN Pacific Regional Anti-Corruption (UN-PRAC) Project



No.	Date	Hosted by	Events/Sessions	Guest
6	18 th Nov	FCEF Secretariat	<u>Training Session by Registrar of Companies on the Re-registration process and Portal</u> <ul style="list-style-type: none"> • Question and Answer Session 	Ms. Shayal Avneeta Registrar of Companies Registrar of Companies and ROC Team
7	19 th Nov	Professional and Financial Services Council	<u>Fiji Revenue and Customs Services - (Taxpayer Online Services) Step by Step Demonstration of the entire process</u> <ul style="list-style-type: none"> • Sign up for the one-time log in-code • Registration • Lodgment of taxes • Uploading of document • Making amendment to the existing entry 	Ms. Karishma Kumar, the Deputy Director New Tax Information System, Technology Division from FRCS
8	21 st Nov	Manufacturing Trade and Export	<u>Special Information and Awareness Session on the "Draft Climate Change Bill" by Mr. Nicholas Barnes of Munro Leys</u>	Mr. Nicholas Barnes of Munro Ley
9	16 th Jan	FCEF Secretariat	<u>2nd Training and Demonstration Session on the FRCS TAXPAYERS Online Portal.</u> <ul style="list-style-type: none"> • Sign up for the one-time log in code • Registration • Lodgment of taxes • Uploading of document • Making amendment to the existing entry 	Ms. Karishma Kumar, the Deputy Director New Tax Information System, Technology Division
10	24 th Jan	FCEF Secretariat	<u>2nd Awareness Session with Registrar of Companies</u> to focus on the re-registration requirements for companies/foreign companies and business names.	Ms. Kamni Naidu, (Acting) Administrator-General for Ministry of Justice Ms. Shayal Avneeta, Registrar of Companies Registrar of Companies and ROC Team
11	29 th Jan	FCEF Secretariat	<u>Appreciation Breakfast for FCEF Members</u> To say thank you and to inform members about the service provided by the Secretariat and brief update on the upcoming events.	Hosted by FCEF CEO. Mr. Batiweti and the President, Mr. Chauhan



No.	Date	Hosted by	Events/Sessions	Guest
12	3 rd Feb	Fijian Competition & Consumer Commission	Retailers and Manufacture for an Emergency Meeting to <u>discuss freight issues on Price-regulated products, imposed by the FCCC</u>	CEO Mr. Joel Abraham
13	10 th Feb	Mining and Quarrying Council	Acting Permanent Secretary for Ministry of Lands and Mineral Resources	Mr. Craig Strong
14	27 th Feb	Mining and Quarrying Council	Technical Event hosted by Institute of Quarrying NZ Inc and MRD. Meet with key industry representatives of the Mining and Quarrying Sector to discuss how being part of the <u>Institute of Quarrying New Zealand (IOQ)</u> would benefit the Mining and Quarrying industry in Fiji.	Chris Gray - <u>Executive member for the Institute of Quarrying (IOQ) NZ</u> and General Manager of MIMICO NZ
15	3 rd Mar	FCEF Secretariat	Stakeholder meeting in collaboration with National Training and Productivity Centre to facilitate the <u>National Apprenticeship Scheme and how this scheme can help address the Skill Shortages.</u>	Director, NTPC Dr. Director Dr Isimeli Tagicakiverata Manager, National Apprentice Training Scheme, Alvin Lal
16	9 th Mar	Mining and Quarrying Council	Session on the value of having the '7 Habits of Highly Effective People. A case study of a mining company in Mexico – Micare will be shown to demonstrate what can be achieved.	Ashoka Gore – FranklinCovey Pacific Islands.
17	11 th Mar	National Training and Productivity Centre of FNU	Presentation from Department of Quality Awards of NTPC on <ul style="list-style-type: none"> • <u>Fiji Business Excellence Awards</u> • <u>National Convention on Quality Awards</u> And how promote productivity through the quality circle.	Manager Department of Quality Awards. Mr. Bob Kolitagane.



No.	Date	Hosted by	Events/Sessions	Guest
18	23 rd Mar	Ministry of Industry Trade and Tourism	Video conference call to discuss the following in relation to COVID-19: <ul style="list-style-type: none"> • Understanding business continuity and contingency plans; • Purchasing pattern of consumers – demand for products if any; • Availability of stocks in bulk and warehouses • Disruptions to supply chains; if any; • Any other important issue you may wish to highlight 	Mr. Shaheen Ali, Permanent Secretary, Ministry of Industry
19	11 th May	FCEF Secretariat	Wages Amendments Regulation 2017	Facilitated by the FCEF CEO
	25 th May	FCEF Secretariat	The agenda for this meeting is to discuss: <ul style="list-style-type: none"> • Work permits, • COVID 19 visa extensions • Other concerns 	Yogesh Karan – Permanent Secretary of Prime Ministers Office Yogendra K. Kumar – Manager Permit – Immigration Department.



Submission made by FCEF

Month	Department /Ministry	Details
July	Fiji Revenue and Customs Services	<p><u>FRCS Business Reform Committee:</u> Committee members to reach out to our members to get their feedback on the difficulties being faced by them in dealing with FRCS. The Hon. AG has stated that the role of the Committee is to “evaluate FRCS’ business processes and identify new strategies for improving the individual attention and effort afforded to every client, adapting regulations to a modern marketplace, incorporating new technologies, and offering more specialized services within FRCS.</p>
December	Ministry of Economy Climate Change & International Cooperation for Climate and International Cooperation Division\	FCEF consulted with its members and made the submissions on the draft Climate Change Bill 2019 (Bill)
January	The Ministry of Employment, Productivity, and Industrial Relations	<p><u>Submission for Cabinet Paper on Daylight Savings Time,</u> to propose, amongst other things, a standard time period during the year, to implement the Daylight Saving without negatively impacting all Citizens. The Ministry consulted its Tripartite Partners, that is, Employee Representatives (Unions) and Employer Representative (FCEF), requesting them to submit their opinion(s) on the benefits or the lack of it, that Daylight Savings has to the Business and to the overall productivity</p>
March	The Fiji Revenue and Customs Service	FCEF complied a submission for the proposed VAT Bill 2020.
March	FCEF	<p><u>Impact of COVID19</u></p> <ul style="list-style-type: none"> • What is the current status of your business and your stock, and what impact does this have in the future, given that China has been on shutdown since December 2019? • How is your business adopting to the global economic downturn, given the current COVID-19 outbreak? • How can your business contribute to the economic growth in the short and long term? • Are there any Government initiatives working for your Industry? • What priority Government interventions are required for the support of your Industry?



Month	Department /Ministry	Details
March	Ministry of Industry, Trade and Tourism	Members comments on the <u>"Draft Fijian Competition and Consumer Protection Policy Statement"</u>
March	AG's Office and Minister of Industry, Trade and Tourism	The Hon. Aiyaz Sayed Khaiyum and Hon Premila Kumar have requested business houses for a submission as to how the businesses can assist in creating business activities which can spur consumer spending to assist the local economy. A few governments overseas have reacted to this by releasing relief packages to their citizens as well as businesses.
March	FCEF	In FCEF's efforts to collect reliable information particularly on what business and workers are going through now in relation to COVID 19: <ul style="list-style-type: none"> • Businesses that may be reducing hours, making employees redundant? • Number of employees affected.
March	FCEF	COVID-19 curfew implications on businesses The responses from members will be shared in a meeting with Government tomorrow morning. Members were requested to provide: <ol style="list-style-type: none"> 1. Name/nature of Business? 2. How will the curfew affect your business?
March	FCEF	Curfew Feedback The Secretariat reached out to the Members, whose work activities involve a 24-hour schedule, to find out what worked well, and what did not work too well.
April	FCEF	Secretariat conducted an enterprise survey to understand the business situation and challenges due to the on-going crisis of COVID-19.
April	The Ministry of Commerce, Trade, Tourism and Transport and the International Finance Corporation,	Gathered information on how the COVID-19 pandemic has affected the business and the wider economy. Information gathered will be used in real-time by decision-makers to identify strategies needed to respond to the impact on our economy
June	Business Link Pacific	Secretariat invited all SMEs to participate in this survey to assist BLP to understand the difficulties that SMEs are facing at this current time, and assist BLP to develop their new approach to SME financial support.



July 2019– June 2020 Meetings

Date	With	Agenda	Attended By
July 2019			
1 st	DFAT – Australian Awards	Shortlisting panel for the Australia Awards 2020 Intake	Nesbitt Hazelman
2 nd	New Caledonia Trade & Invest	Debrief on the Economic Trade Mission Tentative for end of July	Nesbitt Hazelman Naveena Roshni
3 rd	Ministry of Economy and Consulting team from Australi	A Joint Economic and Trade Study (JETS) between Fiji and Australia. The JETS Study intends to identify ways to capitalize on the many economic opportunities and to further elevate our bilateral relationship through the 'Fiji-Australia Vuvale Partnership'	Vinay Narsey Ilyaz Koya Himen Chandra Victoria Yee CEO – FHTA
3 rd	Judicial Department	Arbitration Case Hearing – Employers Panel	Nesbitt Hazelman
3 rd	APTC	Feedback on what skills or training APTC should be providing?	Himen Chandra Vinay Narsey Victoria Yee
4 th	CEO's Meeting with the Minister of Housing		
4 th	CEO's meeting with H.E the President of Fiji		
4 th	TOPEX 2019 Committee meeting		
4 th	CEO - PRB Board Meeting		
5 th	CEO - Arbitration Case Hearing Case No. 198		
9 th	Meeting Mr. Praneet Singh as Fiji's Trade Commissioner to North America Attended by CEO – FCEF, CEO – FHTA, Himen Chandra, Harvie Probert, Mitesh Kapadia, Vinay Narsey, Eseta Nadakuitavuki		
9 th	United Nations Pacific Regional Anti-Corruption (UNDP Office) Key facilitator, Mr. John Hyde		Nesbitt Hazelman
12 th	COLLEGE OF HONOR: 2017 Investiture Ceremony at the State House		Nesbitt Hazelman
18 th	The High-level Political Forum on Sustainable Development (HLPF) is being convened in New York		Nesbitt Hazelman
24 th to 26 th	Pacific Tripartite High-Level Forum on Climate Change and Decent Work in Port Moresby, Papua New Guinea		Nesbitt Hazelman



Date	With	Agenda	Attended By
25 th	FNU – National Training and Productivity Centre	Presentation of Fiji Productivity Report 2018	Naveena Roshni Plus 12 FCEF members attended
26 th	New Caledonia Trade Invest - The Director of Mr. Vincenzo De Gregorio	3 Day Fiji-New Caledonia business forum	Attended by 15 companies
August 2019			
1 st	Judicial Department	Arbitration Case No 014	Nesbitt Hazelman
1 st	Farewell lunch for Director ILO		Board Members Trustees
2 nd	International Finance Corporation (IFC)	Shabnam Hameed, Global Lead on Gender Based Violence - Workplace Responses to Domestic and Sexual Violence.	Nesbitt Hazelman Victoria Yee
6 th	International Finance Corporation (IFC)	Consultant, Nisheel Poddar - how the government and private sector can work together to increase the availability and quality of childcare services in Fiji.	Nesbitt Hazelman Victoria Yee
6 th	Fiji Psychological Society	Launch of Fiji Psychological Society	Vinay Narsey
7 th	Nestlé Fiji	Courtesy visit by Mr. Jason Jezewski, General Manager	Nesbitt Hazelman Victoria Yee
19 th	ILO Office for Pacific Island Countries	Courtesy visit by Mr Gagan Rajbhandari, the Officer in Charge	Nesbitt Hazelman
20 th to 28 th	Proposed Timeline on the Continuation of Discussion on the Proposed Amendments to the Employment Relations Act 2007 (ERA) Matrix		Nesbitt Hazelman Noel Tofinga
22 nd	U.S. Embassy Suva	Courtesy visit by Desk Officer Mr. Andrew Covington and Economic Officer Mr. Chuck Bennett.	Nesbitt Hazelman
23 rd	Ministry of Employment, Productivity and Industrial Relations	National Strategic Planning Forum to Develop a Joint Roadmap for Fiji as a Pathfinder Country to Achieve SDG Target 8.7	Nesbitt Hazelman Victoria Yee
29 th	Ministry of Employment, Productivity and Industrial Relations	Employment Relations Advisory Board Meeting (ERAB)	Nesbitt Hazelman Noel Tofinga



Date	With	Agenda	Attended By
29 th	FCEF	Cheque Presentation to Rheumatic Heart Disease (RHD) Programme and Medical Services Pacific (MSP)	Sandeep Chauhan Eseta Nadakuitavuki
September 2019			
5 th	Fiji Higher Education Commission	Advancing the Women's Empowerment Principles (WEPs) in the Pacific - Seminar, October 2nd 2019	Nesbitt Hazelman Victoria Yee
5 th	Market Development Facility (MDF)	Fiji Enterprise Engine program after the Mid Term Review	Nesbitt Hazelman Savenaca Baro
5 th	Fiji Higher Education Commission	Stakeholder Consultation-Fiji Graduate Outcome Survey - With the Research Director Mr. Tom Sloan and the Senior Researcher Dr Asenati Chan-Tung.	Nesbitt Hazelman Victoria Yee
6 th	Fiji Times Limited	150th Anniversary Celebration	Apology
11 th	Fiji National University – NTPC	Fiji Business Excellence Awards: Panel of Review Meeting	Nesbitt Hazelman
11 th to 12 th	Public Service Commission	Board Meeting and Retreat for the Permanent Secretaries	Nesbitt Hazelman
18 th	European Union for the Pacific	EU Head of Delegation Ambassador Sujiro Seam: to discuss (EU-Pacific Trade Committee meetings)	Sandeep Chauhan Nesbitt Hazelman Victoria Yee
23 rd	Code of Conduct workshop for staff and Board Members. The session was attended by all staff and the following board members: Sandeep Chauhan, Vinay Narsey, Ilyaz Koya, Susie Waqanibaravi		
24 th	Department of Justice	ARBITRATION CASE NO 142/16	Nesbitt Hazelman
25 th	Office of the His Excellency the President of Fiji	Meeting with His Excellency the President of Fiji.	Nesbitt Hazelman
26 th	International Trade Centre with UK Aid	UK Trade Partnerships Programme	Sandeep Chauhan
26 th	Office of the His Excellency the President of Fiji	College of Honour	Nesbitt Hazelman
28 th	FCEF 59 th Annual General Meeting		
30 th	ILO Office for Pacific Island Countries	Independent Evaluation of ILO's Technical Assistance on Labour Law Reform_ Tuvalu	Nesbitt Hazelman Victoria Yee



Date	With	Agenda	Attended By
October 2019			
2 nd	The New Zealand High Commissioner H.E. Mr Jonathan Curr	Business breakfast with <u>Hon David Parker, New Zealand Minister for Trade and Export Growth</u> and <u>Hon Premila Kumar, Fijian Minister for Industry, Trade, Tourism</u>	Sandeep Chauhan Eldon Eastgate Nesbitt Hazelman
2 nd	The New Zealand High Commissioner H.E. Mr Jonathan Curr	Reception in honour of the visit of Hon. David Parker, New Zealand Minister for Trade and Export Growth on	Nesbitt Hazelman
3 rd	Delegation of the European Union for the Pacific	Mr Nikolaos ZAIMIS, is the Advisor to the Director And Mr Galija head of political and trades	Sandeep Chauhan Nesbitt Hazelman Victoria Yee
4 th	Ministry of Defense	Official Launch of the Poppy Appeal 2019	Nesbitt Hazelman
4 th	International Trade Centre Survey from Geneva	Consultation on topic in the following areas; <ul style="list-style-type: none"> • Trade Policy • Business Environment • Legal Framework • Skills • Access to Finance • Cultural Issues 	Savenaca Baro Victoria Yee
7 th	Public Rental Board	Presentation in the parliament before the Standing Committee on Social Affairs	Nesbitt Hazelman
11 th -21 st	FCEF Roadshow and IR Training in Savusavu & Labasa <u>Secretariat Team</u> - CEO, Training Officer, WEBC Coordinator, Fiji Enterprise Engine- Manager, Industrial Relations Team.		
14 th	Ministry of Industry, Trade and Tourism (MITT)	Celebrating World Standards Day. The theme for this year is “Video Standards Create Global Stage”, which recognizes the role international standardization has played in revolutionizing video technologies that bring the world closer together.	Sandeep Chauhan Howard Politini Bhan Singh
22 nd	Market Development Facility (MDF) - Fiji	Meeting with Mr. Bossley, Country Director Fiji and Ms. Waqainabete, Business Adviser to discuss Fiji Enterprise Engine Finance and Plans Update Meeting Request	Nesbitt Hazelman Victoria Yee Savenaca Baro



Date	With	Agenda	Attended By
22 nd	Australian Institute of Company Directors	Meeting with Mr. Edward Palmisano and Ms. Lisa Nicholls the International Events Executive AICD	Nesbitt Hazelman
29 th	Ministry of Industry Trade and Tourism, Local Government, Housing Development	Second Private sector meeting	Sandeep Chauhan Vinay Narsey
November 2019			
1 st	Department of Foreign Affairs and Trade	Australia Awards program's selection process for Priority setting for the 2020 intake.	Nesbitt Hazelman
2 nd	ANZ Bank	2019 Feast of Senses hosted by Saud Minam, Country Head Fiji & Head of Commercial, Pacific	Nesbitt Hazelman
4 th	Australian High Commission Mr. Alex Park, First Secretary – Political	To catch up on some of the recent ILO discussions	Nesbitt Hazelman
5 th	Fiji Higher Education Commission	TVET Review Committee	Apology from FCEF
8 th	Fiji Sport Council	Opening of the Vodafone Arena	Nesbitt Hazelman
11 th	Ministry of Defence and National Security	2019 Remembrance Day	Nesbitt Hazelman
12 th	Prime Minister's office	Opening of the Parliament Session	Nesbitt Hazelman
12 th	His Excellency the President of Fiji's office	Reception: Opening of the New Parliamentary Session	Nesbitt Hazelman
13 th	(DT Global) Business Link Pacific	2 Day Workshops Activity related business planning and a development workshop in Auckland. <u>13th – 14th November</u>	Victoria Yee Eseta Nadakuitavuki
14 th	His Excellency the President of Fiji and Chancellor of the Order (College of Honour)	Finalize the 2018 List of Awardees.	Nesbitt Hazelman
16 th	Fiji National University – Vice Chancellors Office	Council Cocktail and Dinner Function	Nesbitt Hazelman
19 th	Ministry for Justice	Arbitration Court: Employers Panel	Nesbitt Hazelman



Date	With	Agenda	Attended By
20 th	Asia Regional Conference Alliance 8.7 <u>From 20th to 22nd November 2019 in Kathmandu, Nepal</u>		Victoria Yee
22 nd	Fiji Higher Education Commission	The Access & Equity Research Focus Group Session	Eldon Eastgate – Board Member
22 nd	Business Accelerator Manager (Fiji Enterprise Engine)	Final review and early impact assessment	Nesbitt Hazelman Savenaca Baro Malcom Bossley Adimaibole W
25 th	Australian High Commissioner, H.E. John Feakes.	Reception on board HMAS Adelaide	Nesbitt Hazelman
29 th	HE Presidents Office: Invitation to Order of Fiji Investiture Ceremony	Invitation to Order of Fiji Investiture Ceremony	Nesbitt Hazelman
31 st	Department of Justice	Arbitration Case No. 054/16	Nesbitt Hazelman
December 2019			
3 rd	The George Institute for Global Health and World Health Organization	This workshop will discuss technical matters of how industry can apply Health Stars, and provide a forum for industry to discuss potential challenges in using the label in the Fiji context.	
3 rd	Ministry of Foreign Affairs	Leadership Training	Kameli Batiweti
4 th	KPMG	Christmas Cocktail	Kameli Batiweti
6 th	Air Terminal Services	Leadership Training	Kameli Batiweti
12 th	Ministry of Employment Productivity and Industrial Relations	Meeting with the Permanent Secretary	Kameli Batiweti
13 th	Ministry of Industry, Trade and Tourism	The launch of the Prime Minister's National Youths Awards (Awards).	Kameli Batiweti
13 th	Ministry of Industry, Trade and Tourism	Suva Cruise Committee	Kameli Batiweti Naveena Roshni
16 th -18 th	The Pacific Islands Forum Secretariat	ACP-EU PSD Knowledge Sharing Networking Event for the Pacific	Eseta Nadakuitavuki
18 th	Ministry of Industry, Trade and Tourism	Consultation for the review of the Pacific Islands Countries Trade Agreement (PITCA) Rules of Origin	Sandeep Chauhan



Date	With	Agenda	Attended By
20 th	Wormald and Guard Force Fiji/ Evergreen International Fiji, LLC	Meeting with Mr. Rigamoto Taito General Manager	Kameli Batiweti
20 th	Post Fiji	Meeting with CEO, Dr. Anirudha Bansod	Kameli Batiweti
FCEF Secretariat closed for Christmas and New Year Monday 23 rd December 2019 to 1 st Jan 2020			
January 2020			
6 th	Pacific Islands Private Sector Organisation (PIPSO)	Courtesy meeting with the CEO, Ms. Alisi Tuqa	Kameli Batiweti
7 th	International Labour Organisation (ILO) Fiji	Courtesy meeting with the Mr. Edward Bernard	Kameli Batiweti
7 th	Fijian Competition and Consumer Commission	Meeting with regards to the Plastic Levy	Kameli Batiweti Vinay Narsey
9 th – 10 th	Post Fiji	Interview Panel for new recruitment	Kameli Batiweti
14 th	Pacific Financial Inclusion Programme	Courtesy meeting with Deputy Program Manager, Krishnan Narasimhan.	Kameli Batiweti Victoria Yee
15 th	Fiji Council of Social Services (FCOSS)	Courtesy meeting with the Executive Director Ms. Vani Catanasiga	Kameli Batiweti
15 th	The South Pacific Business Development (SPBD) Microfinance	Meeting with Mr. Elrico Munoz to explore other collaborative efforts with FCEF in terms of training of SPBD staff, updates on government policies and guidelines and even networking with the other FCEF members.	Kameli Batiweti
22 nd	Ministry of Industry, Trade and Tourism	Launch of Research and Innovation Scheme for Enterprises program (RISE)	Kameli Batiweti
22 nd	Pacific Islands Private Sector Organisation (PIPSO)	Private Sector Meet the Media The private sector – as employers, as producers of goods and services, and as agents of change – can utilise the media in its various forms ie print, radio, television and online media to effectively get our issues/messages across, promote our products & services, and effect change in our communities	
23 rd	Natural Fiji Water	Courtesy Visit by Marigold Moody, the legal advisor.	Kameli Batiweti
24 th	The Australian High Commissioner, John Feakes	Reception to mark Australia Day	Kameli Batiweti



Date	With	Agenda	Attended By
27 th	World Bank Group - Finance, Competitiveness & Innovation	Henry Sanday Senior Private Sector Specialist,	Kameli Batiweti
28 th	Ministry of Employment, Productivity and Industrial Relations	Mr Atish Kumar, Director of Compliance with regards to Security Company Concerns	Kameli Batiweti
29 th	Ministry of Employment, Productivity and Industrial Relations	Launch of Call Center and Customer Service Charter	Kameli Batiweti
30 th	Fiji Sports Council	Courtesy Meeting	Victoria Yee
February 2020			
4 th	Nestlé Fiji	Courtesy Visit by Jason Jezewski, General Manager.	Kameli Batiweti Victoria Yee
4 th	Pacific Islands Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)	Launch of GIZ's New NDC (Nationally Determined Contributions) Hub Office.	Kameli Batiweti
5 th	FCEF Members (Manufacturers and Retailers) Stakeholder meeting with FCCC	Meeting to discuss freight 4% mark-up on Price-regulated products, imposed by the FCCC Attended by 35 Members and Non-Members of the Manufacturing and Retailing industry (A Few new members joined FCEF after this session)	
5 th	Munro Leys Team	Training program	Kameli Batiweti Victoria Yee
6 th	Ministry of Foreign Affairs	Leadership Training for staff by FCEF CEO.	Kameli Batiweti
7 th	Bred Bank CEO	Membership Drive	Kameli Batiweti Ravinesh Prasad Victoria Yee
7 th	Sea Quest GM, Mr. Wahid	Membership Drive	Kameli Batiweti Victoria Yee
10 th	Business Link Pacific	Work planning with FCEF for 2020, Comms, BSM role and additional resources Attended by Kameli Batiweti , Victoria Yee , Savenaca Baro , Ramesh Chand and Ravinesh Prasad.	
11 th	Skills International NZ	Meeting with Ms. Lesley O'Dwyer (Head of Business Development)	Kameli Batiweti Victoria Yee Waisea Vosa



Date	With	Agenda	Attended By
12 th	Permanent Secretary for Employment, Productivity & Industrial Relations	Stakeholders Engagement Workshop jointly organized with the Pacific Labour Facility (PLF)	Kameli Batiweti
13 th	Investment Fiji	French Polynesia private sector delegation	Kameli Batiweti Victoria Yee
17 th	PS - Ministry Investment Trade and Tourism	Suva Cruise Committee	Kameli Batiweti Naveena Roshni
20 th	DXC Eclipse - Fiji	Annual Customer Day_ DXC Eclipse – Fiji	Kameli Batiweti Victoria Yee
24 th	Climate Change Bill Stakeholder with Expatriate Consultant in the Ministry of Economy.	“Draft Climate Change Bill “	Attended by 12 FCEF members
25 th	PS - Ministry Investment Trade and Tourism	Invitation to Fiji - Japan Trade and Investment Seminar and Cocktail Reception	Kameli Batiweti Victoria Yee
25 th	PS - Ministry Investment Trade and Tourism	Membership of the Micro, Small and Medium Enterprise Fiji	Kameli Batiweti Victoria Yee
26 th	Deepika Singh Senior Trade Economist, Trade Unit MITT	Mr Gareth Lewis of Global Alliance for Trade Facilitation (GATF)	Sandeep Chauhan Kameli Batiweti
26 th	Australian Institute of Company of Directors	Lauren Knight the International Manager	Kameli Batiweti
27 th	Active Media	CEO interview	
March 2020			
4 th	ILO	Courtesy meeting: New ILO Director,	EXCOM Kameli Batiweti Victoria Yee
5 th	Export Freight Services Limited	Meeting with CEO, Malcolm Chan National Budget submission from the Fishing Industry	Kameli Batiweti
5 th	DFAT	Meeting with Ms Sarah Gwonyoma - Program Manager, Private Sector Development and Economic Growth, DFAT	Kameli Batiweti Victoria Yee
11 th	Ministry Industry Trade and Tourism	Invitation to national eCommerce-Session 5	Savenaca Baro



Date	With	Agenda	Attended By
11 th	Permanent Secretary - Ministry of Employment Productivity and Industrial Relations	Meeting with regards to ILC 2020	Kameli Batiweti
11 th	Trade Commissioner - Pacific Trade Invest China Mr. Teremoana Mato	To discuss your role with the private sector in Fiji and areas of possible collaboration.	Kameli Batiweti
12 th	National Training and Productivity Centre	2020 National Conference on Information Technology (NCIT) KEY NOTE SPEAKER	Kameli Batiweti
12 th	Unit Trust of Fiji - Business Engagement Officer	Presentation on staff saving and investment	FCEF Staff
13 th	Vanuatu Chamber of Commerce	Meeting with Milroy	Sandeep Chauhan Kameli Batiweti
16 th	URGENT Meeting request by Members	Fiji Waters, Coke Cola, Pleass and Motibhai	Kameli Batiweti Victoria Yee
17 th	NOHSS - Ministry of Employment, Productivity, Industrial Relations	OHS Audit and Awareness as a preventive measure to combat COVID-19 for both offices	
18 th	BSP Life	Meeting the Managing Director – Mr. Michael Nacola	Kameli Batiweti
19 th	Fijian Broadcasting Corporation	CEO's interview	Kameli Batiweti
20 th	Minister of Employment, Productivity and IR	<u>Special Meeting with Hon. Minister and Tripartite Partners on COVID-19</u> Attended by Sandeep Chauhan, Kameli Batiweti, Vinay Narsey, Himen Chandra, Eldon Eastgate and Warwick Pleass	
23 rd	The Permanent Secretary for Industry, Trade and Tourism via video conference	To discuss the following in relation to COVID-19: <ul style="list-style-type: none"> • Understanding business continuity and contingency plans; • Purchasing pattern of consumers – demand for products if any; • Availability of stocks in bulk and warehouses • Disruptions to supply chains; if any; • Any other important issue you may wish to highlight Attended by CEO, President, Vinay Narsey, Himen Chandra, Eldon Eastgate, Mitesh Kapadia, Bhan Singh, Punjas, Fiji Waters, ANZ-CEO, New World, Bond well, Courts, Raiwaqa Bakery	



Date	With	Agenda	Attended By
APRIL 2020			
Friday 3rd April to Friday 17th April – Suva Lockdown			
14 th		PET Permit Requirements – Framework Discussion with members via zoom Hosted by the FCEF -CEO	
21 st	The Permanent Secretary for Employment, Productivity and IR	To discuss urgent concerns raised by members with regards to COVID19	Kameli Batiweti
23 rd	Hon. Minister and PS -Ministry of Industry, Trade and Tourism	Meeting via videoconference with FCEF and its members	Sandeep Chauhan Kameli Batiweti FCEF Members
29 th	Incoming Minister of Employment Trade and Tourism	Courtesy Call Meeting with Hon Faiyaz Koya via video conference	Kameli Batiweti Sandeep Chauhan Himen Chandra Vinay Narsey
30 th	YEC Chairperson	Discuss the following. <ul style="list-style-type: none"> • Membership status/update of YEC; • YEC Chair's attendance during Board Meetings; 	Kameli Batiweti Avinit Narayan
MAY 2020			
5 th	Hon Minister and Permanent Secretary of Commerce, Trade, Tourism and Transport	Re N271-153 Plastic bottle recycling consultation Attended by Kameli Batiweti PUNJAS; Frezco; Coca-Cola Amatil (Fiji) Limited; MH (Island Chill); Fiji Water; MOTIBHAI Group; PLEASS Beverages; Nicholas Barnes; CEO	
5 th	Request for a Courtesy Call meeting with HON Minister of	Concerns of a FCEF Member with regards COVID19's impact on business	Kameli Batiweti
11 th	Investment Fiji	Lunch with the incoming CEO Mr. Craig Strong	Kameli Batiweti Sandeep Chauhan Himen Chandra Vinay Narsey
13 th	Permanent Secretary – Ministry of Employment, Productivity and Industrial Relations		Kameli Batiweti
18 th	PTI Europe Workshop for Program 3 TIME: Fiji Standard Time - 9am – 10.30am.		Kameli Batiweti



Date	With	Agenda	Attended By
19 th	The Ambassador of the United States of America Joseph J. Cella	Official launch of the United States + Allies & Partners, Fiji Forward -- Business and Economic Development Roundtable Discussions	Kameli Batiweti
20 th	Fiji Performing Right Association	National Budget 2020-20201	Kameli Batiweti
21 st	Ministry of Commerce, Trade, Tourism and Transport	Invitation to discuss on the Review of the Trade Standards and Quality Control Act 1992	Kameli Batiweti
21 st	Private Pacific Island Private Sector Organisation (PIPSO)	Webinar #2 - A Private Sector Perspective – COVID19 and Wages	Kameli Batiweti
31 st	Land Transport Authority	E Services Registration for all individuals and companies that are registered with LTA	Kameli Batiweti
JUNE 2020			
1 st	Janty Bondwell GM – Mr. Jeetesh Kumar	Quotation to upgrade FCEF zoom, meeting and training equipment	Kameli Batiweti Ravinesh Prasad
3 rd	Munro Leys Law	ERA Legal session FCEF Training	Kameli Batiweti Waisea Vosa
5 th	Dragon Music – Mr. Jackson	Quotation to upgrade FCEF zoom, meeting and training equipment	Kameli Batiweti Ravinesh Prasad
5 th	OHCHR Regional Office for the Pacific	A virtual dialogue of Asia-Pacific businesses with Prof Surya Deva, Member, UN Working Group on Business and Human Rights	Kameli Batiweti
8 th	Vision Investment t/a Courts	Mr Anil Senewiratne, Chief Marketing Officer	Kameli Batiweti Sandeep Chauhan
8 th	Director Trade of Ministry of Commerce, Trade, Tourism and Transport		Kameli Batiweti
12 th	Fiji Revenue and Customs Services	Human Resources - Interview view panel	Kameli Batiweti
12 th	PS Employment, Productivity & Industrial Relations Invitation	Celebrating World Child's Day	Kameli Batiweti
15 th	SPBD Microfinance (Fiji) Pte Ltd – Mr. Elrico V Munoz	SME COVID-19 Business Assistance Package Fiji	Kameli Batiweti



Date	With	Agenda	Attended By
16 th	Permanent Secretary of Economy	Energy Efficiency Sector Meeting – Development of Fiji’s NDC Investment Plan for the Energy Efficiency and Transport Sectors	Kameli Batiweti
16 th	ILO Office for Pacific Island Countries	Recording a short video (2 minutes) about ratification of C.190 by Fiji to use it in social media to highlight the Fiji’s ratification and to promote C.190.	Kameli Batiweti
19 th	Australia Pacific Training Coalition	APTC Graduation: Key Note Speaker - Recording	Kameli Batiweti
22 nd	PET (Polyethylene terephthalate) Association Meeting	Groundwater Resources Exploitation Management Policy (GREMP 5th Draft) <u>Hosted by</u> FCEF -CEO <u>Attended By:</u> CEO, Pleass Beverages; Natural Fiji Water, Motibhai Group, Coca Cola Amatil	
25 th	Market Development Facility (MDF) - Fiji	HR Webinar Session for SME’s	Kameli Batiweti

L. Research

ILO, Senior Specialist, Employers’ Activities Bureau for Employers’ Activities (ACT/EMP), Mr. Wade Bromley has provided the technical support to FCEF with the recent development of a dashboard. The other technical support has been with the design of FCEF’s survey and the appropriate layout template for advocacy purposes.

For 2020, FCEF has conducted three surveys to its members, two of which focused on the impact of COVID-19 on employers. The third survey focused on member’s Response to the 2020-2021 National Budget.

Communications

The Federation’s communications arm continues to map out the path to increase visibility and improved and relevant communications.

The communication to members have been related to the scheduled Council Meetings, stakeholder consultations, information on training and other related FCEF initiative and activities.

M. Industrial Relations Unit Report

Introduction

COVID 19 has changed the work front dramatically. A new normal has arisen. Business with uncertainty has replaced business as usual as the country moves forward. Businesses have had to restructure their organization to meet the uncertainty whilst others look on to see if it works. This is very apparent in the ATS situation whilst other industry stakeholders look on.

The other burning issue that is of concern is the application of s. 247 where the Tribunal upon conviction may fine individuals up to \$10,000.00 and commercial entities up to \$100,000.00, when s. 211(3)



specifically states that the Tribunal has powers to fine anyone who has offended under s. 247.

ERAB, NOSHAB, and NEC

Since the Water Authority saga where Mr Anthony was arrested in the middle of an ERAB meeting no Tripartite forum has been conducted.

Bank of Baroda

v. Nalini Kumar – On the 17th June 2020 the Court directed parties to appear before him on 8th July 2020 to hear the Union's application to strike out our appeal on the basis that it was file out of time. The matter was further adjourned for Hearing on 17th August 2020.

v. Faizall Hussein – The Union has withdrawn this appeal application.

v. Suresh Chand – The matter was schedule for mention on 6th July 2020 to check on records and hear our application for injunction. Stay was not granted. The matter has been further adjourned for mention to confirm missing transcripts from the Court records.

v. Manish Deo - The matter is before the Arbitration Court and we are awaiting a hearing date.

Airports Fiji Ltd

v. Saimoni Rokoderea – The Chairman has ruled against our application to strike out this grievance on the basis that the Grievor's claim of \$100,000.00 plus was in excess of the Court's jurisdiction of \$25,000.00. He allowed the claim to be adjusted to \$25,000.00.

v. Robert Tuvuki – Chairman agreed with our position that Grievor was fairly processed and dismissed. Grievor given 14 days to decide to withdraw or have the case heard and if unsuccessful be responsible for cost.

v. Sereania Rokotini- Awaiting hearing date.

v. Hermant Kishore – Awaiting notice of new workers representative to the panel. No dates have been

fixed.

Air Terminal Services

v. Jason Dutt – Ruling still on notice.

Lami Town Council.

v. Municipal Workers Union – Union and the Council have reached an agreement

Coca – Cola

v. Mohammed Riyaz Khan – Matter adjourned to 17th of July 2020 for Mention in the Employment Court.

v. Rohit Singh – Matter in employment court and we are now preparing our response to the statement of claim.

v. Davendra Goundar – Matter settled out of court.

Central Transport Comp Ltd

v. Labour Officer (Murti Narayan) – Decision on no case to answer was not in our favour. The Tribunal decision is appealed. On 25th June, 2020 Justice Mansoor directed Tribunal to release Court Records. Matter adjourned to 5th August 2020.

GEM IT

v. Naibuka – The hearing has been adjourned to 7th August 2020.

v. Reshma - A claim issued to the worker. Awaiting a copy of the said claim and other documents to file writ of summons.

Narsey Plastics

v. Labour officer for Iliesa Matani

The substantive matter is set for mention on 16th July 2020 to confirm court records and to hear our motion on injunction.

Gurbachan Foods Ltd

v. Mikaele Yasiyasi – Matter dismissed and awaiting



sealed order.

Laucala Island Resort

v Marie Hakanafaga – Sealed order received.

Quality Print

v Labour Officer – Criminal Case against the Employer for failing to pay wages.

The matter has been schedule for Hearing on 11th August 2020.

Ranjit Garments

v Bhagya Wati - The Grievor claimed to be unfairly dismissed. On 24th June 2020 the matter was called for first mention at the Tribunal. The matter was adjourned to 13th July for Mention to allow the Grievor to appoint a legal representative. It was further

adjourned to 14th July 2020 for Mediation between parties.

Shore Buses

v Transport Workers Union – The matter is fixed for Hearing on 6th October 2020.

Public Rental Board

The PRB policy has been finalized and awaiting directions from the Board.

Help Line 9994995

The Help Line has been a useful tool to keep tabs with members and keeping our ears close to the ground. The nature of discussions discussed on the help line is listed below:

Member Organization who used this service in no particular order of importance	Nature of queries in no particular order of priority and/or importance
Bank of Baroda	The New PART 19 to ERP 2007
Blue scope	Log of claims
CJ Patel	Workmen’s compensation
Coca Cola Amatil	Recruitment Policies
Fiji Hotels and Tourism Association,	HR Policies, etc
Fiji Development Bank	Employment Contracts
Lami Town Council	Grievances
FINTEL	Employment Disputes
Flour Mills of Fiji	Summary Dismissals
Goodman Fielders	Termination without Cause
Hexagon Group of Companies	ACCC
Housing Authority	OHS
Lami Town council	Industrial Actions
LTA	Business Plans
Pleass Beverages,	Budget Amendments Act
Post Fiji Limited	Act of God –Section 24
RC Manubhai	Covid 19



Member Organization who used this service in no particular order of importance	Nature of queries in no particular order of priority and/or importance
Tropik Woods	
Tanoa International Hotel	
Williams & Gosling Limited, Public Rental Board	
Airports Fiji Ltd	
Central Bus Ltd	
Colo I Suva Holdings Ltd	
Shore Bus Ltd	
Total	
WEBC & YEC members	
Mana Island Resort	
Nanuku Resort	

N. Fiji Enterprise Engine (FEE)

The Fiji Commerce & Employers Federation in partnership with the Australian Government funded Market Development Facility (MDF) established the Pacific's first, semi-commercial, private-sector led, nine-month Business Accelerator Program for 15 participating MSMEs called the "Fiji Enterprise Engine" or "FEE". FEE consists of classes in key areas of Strategic Management, Human Resources Management, Accounting and Financial Management and Marketing, one-on-one mentoring with Local Business Coaches (LBCs) and other networking activities aimed at supporting participant entrepreneurs to accelerate business success.

The FEE initiative successfully demonstrates how the right support and services can provide a vehicle for accelerated growth for small businesses in Fiji, with the 12 graduating SMEs of the pilot program being able to earn an additional \$200,000, save up to \$113,000 while being part of the program and creating up to 4 new full time jobs. FEE is also especially impactful for first generation entrepreneurs

who do not have business contacts and networks to leverage, especially women in business and i-Taukei business owners.

FEE 2020

While FEE 2020 program was planned to be launched in March, the impact of Covid-19 resulted in the deferment of the Business Accelerator component to later in the year and a condensing of timelines. This has allowed FEE to pivot to provide much needed business support to MSMEs to more confidently develop an effective response to the business challenges that they face, through the resources made available by the team already committed and on the ground.

During the delivery of these sessions, the FEE partners (FCEF and MDF) have identified a number of additional value added services for the program that would contribute to the impact on the sustainability of the participating MSMEs during this Covid-19 period as well as address needs that have arisen at this time.



COVID 19 Business Support

The FEE Program realising the impacts of COVID 19 on MSMEs in Fiji launched the “FEE COVID 19 Business Support for MSMEs”, supported by the Australian Government through the Market Development Facility, the COVID 19 Business Support was launched on the 11th of June.

Through the International Master Trainer and the Local Business Coaches, the FEE program delivered 6 Free Webinars on COVID 19 Specific issues for businesses, these were:

- a) COVID 19 Business Survival, Revival and Growth
- b) Pandemic Proof Proactive Strategies for yourself and Your Business
- c) Marketing Creatively in COVID 19 Times
- d) Managing Cash Flow in Times of Crisis
- e) Resetting Your Mindset to Lead Your Teams in this Pandemic
- f) Adapt Your Marketing Strategy During and After Covid 19

Free one to one coaching and mentoring of up to 170 hours was also offered to all business that required assistance in:

- a) Financial Management and Accounting
- b) Human Resource Management
- c) Strategic Management
- d) Branding & Marketing

The total value of support offered was approximately \$20,000 and over 300 participants registered in for the Free Webinar Series and coaching support.

Through the recognition of the work through the WEBINARS, the FEE program was requested by one of Fiji's largest Tour Operators, Rosie Holidays to provide a special webinar for staff that had unfortunately been laid off. International Master Trainer, Steve Cordeiro delivered a webinar on “Introduction to Entrepreneurship” to 20 former employees.

Future Activity

The FEE program will now deliver a 3 month targeted program around the theme of “Survival, Revival & Growth”. The program will commence at the end of August through to November and is designed to help businesses PIVOT and ADAPT to NEW WAYS of Business.

The FEE has been able to further subsidise the program fees to one third of the cost in 2019 offering more opportunity for MSMEs to access this business support service. FEE has also been approached by the Frontier Incubator, who are willing to offer support to the value of \$30,000 AUD for the work that the FEE program is offering MSMEs in Fiji.

0. Training Unit

What a year it has been 2019 to 2020! It is fair to say that it was a challenging year, with economic uncertainty, businesses closing and workers made redundant or with implemented reduced working hours. The COVID 19 pandemic has affected the way we work and learn in unprecedented ways. The impact of COVID19 has affected the Training Unit through in its planned training programme and this also affected the income projections.

The area of learning and development has understandably taken a hard hit during the COVID 19 crisis, as the companies large and small focus on their immediate health and financial concerns. But as the “new normal” sinks in during this current crisis, we are looking for ways that we can keep the learning going for FCEF members and all business communities.

The Training Unit was hoping to pick up its training income from January 2020; it had started very well with planning, and the exciting training programme to be carried out. Training that were planned were based from the outcome of the Training Needs Analysis Report.



The following trainings were organised in the year July 2019 – June 2020.

- o Occupational Health and Safety at the Workplace Module I & II
- o Occupational Health and Safety at the Workplace Module III & IV
- o Fire Warden Training
- o 6 Critical Practices for Team Leaders
- o The 7 Habits of Highly Successful People
- o Project Management for Unofficial Project Management
- o Critical Practices for Team Leaders
- o The COVID-19 Workplace Impacts & Employment Relation

FCEF is thankful to the following trainers and organisations for their facilitation of training programme in 2020 – 2021:

- o Mr. Ashoka Gore – Frankling Covey Pacific Islands
- o Mr. Noel Tofinga – FCEF Industrial Relation Consultant
- o National OHS Service – Ministry of Employment, Industrial Relations and Productivity
- o Ms. Liliwaimanu Vuiyasawa, Munro Leys Lawyers & Partners
- o Mr. John Apted - Munro Leys Lawyers & Partners
- o National Fire Authority

Currently, as we continue to endure the impacts of COVID-19, we need to continue to raise the awareness and training of all business organisation since this is a critical pillar in this outbreak. Every business needs to be informed on the health and awareness of COVID, their Business Continuity Plan, the Human Resource aspects and the implementation and compliance of the Employment Relations Act.

The training unit acknowledges the support of the Board of Directors and the Chief Executive Office, Mr. Kameli Batiweti and the Secretariat in the planning and the implementation of the training to FCEF Members. The training unit also acknowledges and

appreciates the valuable support from our members who continue to support FCEF's Training by sending in their staff to attend and share the knowledge and wisdom provided by the trainers. There will be more training opportunity and support to members in the "New Normal" – so keep watching the Training Space.

P. Business Link Pacific (BLP) Partnership

The Fiji Commerce and Employers Federation (FCEF) is proud to be partnered with BLP, a New Zealand Government funded private sector initiative, which actively supports SMEs in the Pacific Islands to improve, transform and grow their business through the adoption of best practice business advice.

The goal of the BLP programme is to develop a business advisory service provider network to improve accessibility and quality of business services available in local markets. Each business advisor in the network is quality approved or BLP certified, which means that each advisor has the right skill set to support SMEs in all sectors.

BLP connects small and medium-sized businesses in Fiji to local, quality advisory service experts in key business areas, including business and strategic planning, financial services, accounting and financial management, loans and investment facilitation, information technology, market research, advertising, recruitment and HR, standards and certification, e-commerce and export promotion.

In 2020, we look back at the positive impact generated in Fiji through business advisory services and driven by BLP's core services, such as the Online portal, the Business Health Check, Diagnostic and referral services, the Business Continuity Planner, and its Professional Development Programme for Business Advisors.

More than five hundred firms in Fiji have used the Business Health Check, Diagnostic and referral ser-



vices, and more recently the Business Continuity Planner. Business Link Pacific's Network of business advisors has reached 21 firms offering a wide range of business advice. The BLP Network in Fiji has led 230 business advice projects valued over 1M FJD. 50% of that investment value was directly provided by Fijian SMEs.

An important service provided by BLP is the BLP Subsidy Scheme, which ensures that SME's can gain access to the right business advice in any of the above business areas, at a cost-effective rate. BLP has identified that the cost of quality business advice can be an entry barrier for SMEs wanting to engage a business advisor, however, once SMEs experience the advantages of business advice, the cost is seen as an investment. The Subsidy Scheme is aimed at minimising the risk of the initial investment in business advice and increasing businesses' capacity to further invest in their business development.

BLP's approved business advisors can offer subsidised services to small-medium sized businesses who employ between 5 to 50 employees. There are two types of subsidies available to SMEs based in Fiji: (i) Up to 50% for general business advice and (ii) up to 100% for COVID-19 affected businesses in specific areas.

Partnering with BLP has enhanced FCEF's role as a premiere private sector organisation in Fiji and to be an advocate of Small and Medium businesses.

With the support from BLP, FCEF has now established itself as an approved advisor in:

1. Organisational Management and Business Planning
2. Human Resource & Recruitment
3. Financial Management and Accounting
4. Business Continuity Planning.

FCEF is a recognised as a link between the Small and Medium Businesses and the Business Advisory Service Providers. FCEF's membership outreach scope has also widened through BLP's involvement. BLP's work being undertaken through FCEF is well

recognised by Government, NGOs and the Private sector.

In the face of the global pandemic; BLP has supported FCEF in responding and prioritising their COVID-19 related activities and responses to Fiji's SME sector.

BLP provided additional resourcing to FCEF's ongoing COVID-19 communications, continues to provide linkages to new business continuity tools and access to increased subsidies, business continuity and contingency planning.

BLP continues to support FCEF's response to COVID-19 through the role of the FCEF/BLP Business Services Manager (BSM). The BSM provides strategic support to FCEF in its mission to support the private sector in Fiji, deliver tailored business diagnostics to SMEs and referrals to the BLP network of services in Fiji.

Contact BLP's BSM in Fiji at fiji@businesslinkpacific.com for more information about BLP services.

Many thanks,

Kameli Batiweti
CHIEF EXECUTIVE

FIJI COMMERCE AND EMPLOYERS FEDERATION
FINANCIAL STATEMENT
30TH JUNE, 2020

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS
30 JUNE 2020****DIRECTORS' REPORT**

In accordance with a resolution of the board, the members herewith submit the balance sheet at 30 June 2020, statement of profit or loss and other comprehensive income, the statement of changes in members' funds and statement of cash flows for the year ended 30 June 2020 and report as follows:

1 DIRECTORS

The following were directors of the Federation at any time during the financial year and up to the date of this report:

Sandeep Chauhan (President) (re-appointed 27 September 2019)	
Himendra Chandra (Immediate Past President) (re-appointed 27 September 2019)	
Eseta Nadakuitavuki (Vice President) (re-appointed 27 September 2019)	
Vinay Narsey (Vice President) (re-appointed 27 September 2019)	
Eldon Eastgate (appointed 27 September 2019)	Harvie Probert
Leonard Chan (appointed 15 October 2019)	Jasper Singh (appointed 18 October 2019)
Howard Politini (re-appointed 27 September 2019)	Susan Miller (appointed 27 September 2019)
Vera Chute (appointed 27 September 2019)	Mike Spencer (appointed 26 June 2020)
Sharoon Shah (appointed 16 October 2019)	Alvin Sharma (appointed 17 October 2019)
Jeetender Rai (appointed 17 October 2019)	Avinit Narayan (appointed 16 October 2019)
Mitesh Kapadia (appointed 27 September 2019)	
Bhan Pratap Singh (re-appointed 27 September 2019)	
Susie Waqanibaravi (re-appointed 27 September 2019)	
Ilyaz Koya (resigned 27 September 2019)	Morika Hunter (resigned 27 September 2019)
Rev Poate Mata (resigned 27 September 2019)	Kalpesh Solanki (resigned 27 September 2019)
Asali Tokalau (resigned 27 September 2019)	Nouzab Fareed (resigned 30 December 2019)

2 PRINCIPAL ACTIVITY

The principal business activities of the Federation are to provide, foster and protect the interests of its members and to promote trade and commerce and economic development in Fiji.

3 OPERATING RESULTS

The operating profit for the year is \$195,012 (2019: \$1,775,142).

4 PROVISIONS

There were no material movements in provisions.

5 BAD AND DOUBTFUL DEBTS

The directors took reasonable steps before the financial statements were made out, to ascertain that all known bad debts were written off and adequate provision was made for doubtful debts.

At the date of this report, the directors are not aware of any circumstances which would render the amount written off for bad debts, or the amount of the provision for doubtful debts, inadequate to any substantial extent.

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS
30 JUNE 2020****DIRECTORS' REPORT – continued****6 CURRENT ASSETS**

The directors took reasonable steps before the financial statements were made out to ascertain that the current assets of the Federation were shown in the accounting records of the Federation at a value equal to or below the value that would be expected to be realised in the ordinary course of the business.

At the date of this report, the directors are not aware of any circumstances which would render the values attributable to the current assets in the Federation's financial statements misleading.

7 GOING CONCERN AND IMPACT OF COVID-19

The World Health Organisation declared a pandemic in relation to the Novel Coronavirus (COVID-19) in 2020, bringing a significant health impact globally. Measures taken to contain the virus are already having a significant negative economic impact on global markets including Fiji's major trading partners. Economic activity in Fiji has also been drastically impacted with business disruptions and levels of activity already reducing in most market sectors.

There is considerable uncertainty around the possible duration of, and the resulting depth of impact, that may come from the disruption caused, due to the fluidity of the situation.

In response to the economic impact of the COVID-19 outbreak, the Federation will be conservative in incurring expenses to avoid unnecessary outlays. To keep abreast of developments and being situationally aware, regular consultations and discussions with business stakeholders are on-going. The Federation continues to carefully monitor and assess its business operations and finances daily and will undertake further actions as appropriate.

Directors and Management believe the Federation has sufficient financial resources to be able to successfully manage its business risks despite the current uncertain economic outlook due to the COVID-19 outbreak. They have a reasonable expectation that the Federation has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

8 EVENTS SUBSEQUENT TO BALANCE DATE

No charge on the assets of the Federation has arisen since the end of the financial year to the date of this report to secure the liabilities of any other person.

No contingent liability has arisen since the end of the financial year to the date of this report.

No contingent or other liability has become enforceable or is likely to become enforceable within a period of twelve months after the end of the financial year which, in the opinion of the directors, will or may affect the ability of the Federation to meet its obligations when they fall due.

FIJI COMMERCE AND EMPLOYERS FEDERATION

**FINANCIAL STATEMENTS
30 JUNE 2020**

DIRECTORS' REPORT – continued

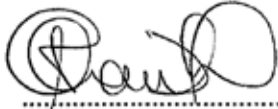
9 OTHER CIRCUMSTANCES

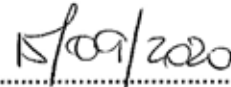
At the date of this report, the directors are not aware of any circumstances not otherwise dealt with in this report or accounts which would render any amounts stated in the accounts misleading.

10 UNUSUAL TRANSACTIONS

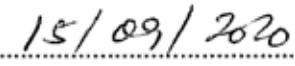
The results of the Federation's operations during the financial year have not in the opinion of the directors been substantially affected by any item, transaction or event of a material and unusual nature other than those disclosed in the financial statements.

For and on behalf of the Board,


.....
President


.....
Date


.....
Board Member


.....
Date

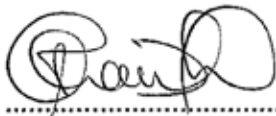
FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS
30 JUNE 2020****DIRECTORS' DECLARATION**

This directors' declaration is required by the Companies Act, 2015.

The directors of the Federation have made a resolution that declared:

- (a) In the directors' opinion, the attached financial statements for the financial year ended 30 June 2020:
 - i. comply with the IFRS for Small and Medium-sized Entities Standards and give a true and fair view of the financial position of the Federation as at 30 June 2020 and of the performance and cash flows of the Federation for the year ended 30 June 2020; and
 - ii. have been prepared in accordance with the Companies Act 2015.
- (b) They have received independence declarations by auditors as required by Section 395 of the Companies Act 2015; and
- (c) At the date of this declaration, in the directors' opinion, there are reasonable grounds to believe that the Federation will be able to pay its debts as and when they become due and payable.

For and on behalf of the board and in accordance with a resolution of the directors.


.....
President

15/09/2020
.....
Date


.....
Board Member

15/09/2020
.....
Date



AUDITOR'S INDEPENDENCE DECLARATION TO THE DIRECTORS OF FIJI COMMERCE AND EMPLOYERS FEDERATION

As auditor for the audit of Fiji Commerce and Employers Federation for the year ended 30 June 2020, I declare to the best of my knowledge and belief, there have been:

- a) no contraventions of the auditor independence requirements of the Companies Act 2015 in relation to the audit; and
- b) no contraventions of any applicable code of professional conduct in relation to the audit.

This declaration is in respect of Fiji Commerce and Employers Federation during the financial year ended 30 June 2020.

PricewaterhouseCoopers
Chartered Accountants

PricewaterhouseCoopers

by

Paritosh Deo

Paritosh Deo
Partner

15 September 2020

PricewaterhouseCoopers, Level 8 Civic Tower, 272 Victoria Parade, Suva, Fiji.
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Independent Auditor's Report

To the Members of the Fiji Commerce and Employers Federation

Report on the audit of the financial statements

Opinion

We have audited the accompanying financial statements of Fiji Commerce and Employers Federation (the 'Federation'), which comprise the balance sheet as at 30 June 2020, and the statement of profit or loss and other comprehensive income, statement of changes in members' funds and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements give a true and fair view of the financial position of the Federation as at 30 June 2020, and of its financial performance and cash flows for the year then ended in accordance with International Financial Reporting Standards for Small and Medium-sized Entities (IFRS for SMEs).

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISAs). Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

Associate's financial statements not finalised

Without qualifying our opinion, we draw attention that the financial statements include the Federation's share of current year profit from its investment in associate - Fiji Employers Federation and Fiji Hotel Association Partnership (the 'Partnership'). This profit has been based on the Partnership's draft financial statements for 30 June 2020, which is currently awaiting review and approval for finalisation. It is not known at this stage whether there will be any changes to the existing draft financial statements for the Partnership which may then impact on the above profit that has been recorded in the Federation's financial statements.

Impact of the COVID-19 pandemic

We draw attention to Note 2.1 in the financial statements in which management has described the uncertainties related to the possible impact of the COVID-19 (coronavirus) pandemic on the entity's operations as well as the measures, both taken and planned, to deal with these events or circumstances and how these have been considered in the preparation of the financial statements. In our judgement, this issue is fundamental to the users' understanding of the financial statements, the financial position and performance of the Federation. Our opinion is not modified in respect of this matter.

*PricewaterhouseCoopers, Level 8 Civic Tower, 272 Victoria Parade, Suva, Fiji,
GPO Box 200, Suva, Fiji.
T: (679) 3313955 / 3315199. F: (679) 3300947*

PricewaterhouseCoopers is a member firm of PricewaterhouseCoopers International Limited, each member firm of which is a separate legal entity.



Independence

We are independent of the Federation in accordance with the ethical requirements of the International Ethics Standards Board for Accountant's Code of Ethics for Professional Accountants (IESBA Code) that are relevant to our audit of the financial statements in Fiji, and we have fulfilled our other ethical responsibilities in accordance with these requirements and the IESBA Code.

Responsibilities of Directors and Management for the Financial Statements

Directors and management are responsible for the preparation and fair presentation of the financial statements in accordance with IFRS for SMEs and with the requirements of the Fiji Companies Act, 2015, and for such internal control as the directors and management determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors and management are responsible for assessing the Federation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors and management either intend to liquidate the Federation or to cease operations, or have no realistic alternative but to do so.

The directors and management are responsible for overseeing the Federation's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the ISAs will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with the ISAs, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Federation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors and management.



- Conclude on the appropriateness of the directors' and management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Federation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Federation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with directors and managements regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In our opinion the financial statements have been prepared in accordance with the requirements of the Fiji Companies Act 2015 in all material respects, and;

- a) we have been given all information, explanations and assistance necessary for the conduct of the audit; and
- b) the Federation has kept financial records sufficient to enable the financial statements to be prepared and audited.

Restriction on Use

This report is made solely to the Members of the Federation, as a body, in accordance with Section 396(1) of the Fiji Companies Act 2015. Our audit work has been undertaken so that we might state to the Members of the Federation those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Federation and the Members as a body, for our audit work, for this report, or for the opinions we have formed.

**PricewaterhouseCoopers
Chartered Accountants**

Paritosh Deo

**15 September 2020
Suva, Fiji**

<u>FIJI COMMERCE AND EMPLOYERS FEDERATION</u>		<u>STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2020</u>	
	Notes	2020 \$	Restated* 2019 \$
Income			
Entrance fees		9,166	7,685
Subscriptions		420,163	412,662
Seminars and conference - net income		194,763	47,839
Secretariat services - net income		(377)	4,744
Share of partnership profit	10	72,177	1,693,195
Other income		<u>78,952</u>	<u>117,893</u>
Total income		<u>774,844</u>	<u>2,284,018</u>
Expenditure			
Staff costs		(370,739)	(306,508)
Other expenditure		<u>(209,093)</u>	<u>(202,368)</u>
Total expenditure		<u>(579,832)</u>	<u>(508,876)</u>
Operating profit	3	<u>195,012</u>	<u>1,775,142</u>
Other comprehensive income		<u>-</u>	<u>-</u>
Total comprehensive income for the year		<u>\$ 195,012</u> =====	<u>\$ 1,775,142</u> =====

* As restated, refer to Note 2.1.

The accompanying notes form an integral part of these accounts.

FIJI COMMERCE AND EMPLOYERS FEDERATION**BALANCE SHEET
AS AT 30 JUNE 2020**

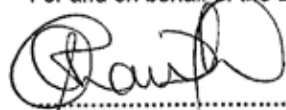
	Notes	2020 \$	Restated* 2019 \$
Current Assets			
Cash and cash equivalents	4	258,078	367,010
Term deposit	5	150,000	205,400
Receivables	6	<u>85,639</u>	<u>393,182</u>
		<u>493,717</u>	<u>965,592</u>
Non-Current Assets			
Plant and equipment	8	39,685	37,027
Intangible assets	9	8,774	7,535
Term deposit	5	214,800	-
Investment	10	<u>2,090,096</u>	<u>2,017,919</u>
		<u>2,353,355</u>	<u>2,062,481</u>
Total Assets		<u>2,847,072</u>	<u>3,028,073</u>
Current Liabilities			
Payables and accruals	7	29,380	36,679
Annual leave accrued		19,874	15,660
Income received in advance		33,984	399,539
Subscriptions received in advance		<u>149,553</u>	<u>156,926</u>
Total Liabilities		<u>232,791</u>	<u>608,804</u>
Net Assets		\$ 2,614,281 =====	\$ 2,419,269 =====
Members' funds		\$ 2,614,281	\$ 2,419,269
Accumulated funds		=====	=====

* As restated, refer to Note 2.1.

The accompanying notes form an integral part of these financial statements.

These accounts are approved in accordance with a resolution of the Board of Directors.

For and on behalf of the Board.


.....
President

15/09/2020
.....
Date


.....
Board Member

15/09/2020
.....
Date

<u>FIJI COMMERCE AND EMPLOYERS FEDERATION</u>	<u>STATEMENT OF CHANGES IN MEMBERS' FUNDS YEAR ENDED 30 JUNE 2020</u>		
	Members Entrance Fees*	Accumulated Funds	Total
	\$	\$	\$
Balance - 30 June 2018	99,001	429,687	528,688
Change in accounting policy for entrance fees	(99,001)	(99,001)	-
Restated balance – 1 July 2018	Nil	528,688	528,688
Transfer from FEFHA asset revaluation reserve	-	115,439	115,439
Profit for the year	-	<u>1,775,142</u>	<u>1,775,142</u>
Balance - 30 June 2019	Nil	\$ 2,419,269	\$ 2,419,269
Profit for the year	-	<u>195,012</u>	<u>195,012</u>
Balance - 30 June 2020	<u>\$ Nil</u>	<u>\$ 2,614,281</u>	<u>\$ 2,614,281</u>

* As restated, refer to Note 2.1.

The accompanying notes form an integral part of these accounts.

<u>FIJI COMMERCE AND EMPLOYERS FEDERATION</u>		<u>STATEMENT OF CASH FLOWS</u> <u>YEAR ENDED 30 JUNE 2020</u>	
	Notes	2020 \$	Restated* 2019 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Subscriptions		440,751	335,849
Entrance fees		9,166	7,685
Other income received		81,193	107,208
Interest received		11,222	7,412
Seminar income received - net		57,476	219,436
Secretariat services received - net		39,447	4,744
Other administrative expenses paid		(204,973)	(177,629)
Payments to suppliers and employees		(366,524)	(301,789)
Net cash inflow from operating activities		<u>67,758</u>	<u>202,916</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Acquisition of plant, equipment and intangibles		(17,290)	(16,221)
Net (purchase)/maturity of term deposits		(159,400)	(55,400)
Net cash (outflow) from investing activities		<u>(176,690)</u>	<u>(71,621)</u>
Net (decrease)/increase in cash and cash equivalents		(108,932)	131,295
Cash and cash equivalents at the beginning of financial year		<u>367,010</u>	<u>235,715</u>
Cash and cash equivalents at the end of financial year	4	\$ 258,078 =====	\$ 367,010 =====
* As restated, refer to Note 2.1.			
The accompanying notes form an integral part of these accounts.			

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2020****1 GENERAL**

The principal activities of the Federation are to promote, foster and protect the interests of the Federation members and promote trade and commerce and economic development in Fiji.

The Federation is registered as a company not having a share capital under the Companies Act, 2015. The registered office of the Federation is 42 Gorrie Street, Suva, Fiji.

The financial statements were authorised for issue by the Board of Directors on this 2nd day of September 2020.

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

2.1 Basis of Accounting

The financial statements of the Federation have been prepared in accordance with the IFRS for SMEs. They have been prepared under the historical cost convention.

Change in accounting policy

The Federation changed its accounting policy for the recognition of entrance fees during the year. The Federation previously recorded such receipts as equity, and now recognises these as revenue on receipt due to changes in the manner in which members can access benefits of membership.

The change in accounting policy was applied retrospectively from 1 July 2018 and the impact of the change is detailed below:

	As previously reported 30 June 2018	Adjustment	Amended 1 July 2018
Balance sheet			
Members Entrance fees	99,001	(99,001)	-
Accumulated Funds	429,687	99,001	528,688

The restated statement of profit or loss and other comprehensive income for the year ended 30 June 2019 includes entrance fees recognised as revenue of \$7,685.

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2020****2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued****2.1 Basis of Accounting - continued****Going concern and impact of COVID-19**

The World Health Organisation declared a pandemic in relation to the Novel Coronavirus (COVID-19) in 2020, bringing a significant health impact globally. Measures taken to contain the virus are already having a significant negative economic impact on global markets including Fiji's major trading partners. Economic activity in Fiji has also been drastically impacted with business disruptions and levels of activity already reducing in most market sectors.

There is considerable uncertainty around the possible duration of, and the resulting depth of impact, that may come from the disruption caused, due to the fluidity of the situation.

In response to the economic impact of the COVID-19 outbreak, the Federation will be conservative in incurring expenses to avoid unnecessary outlays. To keep abreast of developments and being situationally aware, regular consultations and discussions with business stakeholders are on-going. The Federation continues to carefully monitor and assess its business operations and finances daily and will undertake further actions as appropriate.

Directors and Management believe the Federation has sufficient financial resources to be able to successfully manage its business risks despite the current uncertain economic outlook due to the COVID-19 outbreak. They have a reasonable expectation that the Federation has adequate resources to continue in operational existence for the foreseeable future. Accordingly, they continue to adopt the going concern basis in preparing the financial statements.

2.2 Cash and cash equivalents

For the purposes of the statement of cash flows, cash and cash equivalents comprise cash on hand, cash at bank and short term deposits held at call with banks.

2.3 Term deposits

Term deposits are non-derivative financial assets with fixed or determinable payments and fixed maturities where the management has the positive intention and ability to hold to maturity other than those that the Federation designates as available for sale.

Financial assets are initially recognised at fair value plus transaction costs. Financial assets are derecognised when the right to receive cash flows from the investments have expired or have been transferred and the Federation has transferred substantially all risks and rewards of ownership.

2.4 Receivables

All known bad debts are written off and provision is made for any debts considered to be doubtful.

FIJI COMMERCE AND EMPLOYERS FEDERATION **NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2020**

2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued

2.5 Plant and equipment

The Federation records all plant, furniture, fittings and equipment at cost, less subsequent depreciation. Cost includes expenditure that is directly attributable to the acquisition of the items. Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Federation and the cost of the item can be measured reliably.

Depreciation is charged so as to allocate the cost of assets less their residual value over their estimated useful lives, using the straight-line method. The estimated useful lives range as follows:

	Rate
Computer equipment	10% - 20%
Furniture, fittings and equipment	20%

Gains or losses on the disposal of furniture, fittings and equipment are recognised in the statement of comprehensive income.

2.6 Intangible assets

Computer software are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. These are amortised over their estimated useful lives (three to five years) using the straight-line method of depreciation.

2.7 Revenue recognition

Entrance fees are recognised as revenue on receipt.

Subscription income is brought to account when the right to receive payment is established. Any subscriptions received in advance are carried forward in the balance sheet under current liabilities.

2.8 Employee entitlements

Liabilities for employee entitlement are recognised and are measured as the amount unpaid at the reporting date at current pay rates in respect of employee services to that date.

2.9 Income tax

The Federation's income is exempt from income tax in accordance with the Fiji Income Tax Act.

2.10 Payables

These amounts represent liabilities for goods and services provided prior to the end of the financial year and which are unpaid.

<u>FIJI COMMERCE AND EMPLOYERS FEDERATION</u>		<u>NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2020</u>	
2	SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued		
2.11	Reporting currency		
	The financial statements are presented in Fiji dollars, which is the Federation's functional currency.		
2.12	Comparatives		
	Where necessary, comparatives have been adjusted to conform to changes in the presentation for the current year.		
2.13	Rounding		
	Amounts have been rounded to the nearest dollar except where otherwise noted.		
3	PROFIT FROM OPERATIONS		
	The profit for the year has been determined after charging the following as expenses:		
		2020	Restated*
		\$	2019
			\$
	Charging as expense:		
	Auditors' remuneration - audit services	3,000	3,000
	Depreciation	13,394	10,208
	* As restated, refer to Note 2.1.		
4	CASH AND CASH EQUIVALENTS		
	For the purpose of the statement of cash flows, the cash and cash equivalents comprise the following:		
		2020	2019
		\$	\$
	Cash at bank and on hand	\$ 258,078	\$ 367,010
		=====	=====
5	TERM DEPOSITS		
		2020	2019
		\$	\$
	Current		
	Westpac Banking Corporation	-	205,400
	HFC Bank	150,000	-
		-----	-----
		150,000	250,400
	Non-current		
	Merchant Finance (Fiji) Limited	214,800	-
		-----	-----
		\$ 364,800	\$ 250,400
		=====	=====
	Term deposits with HFC Bank and Merchant Finance (Fiji) Limited mature on 31 October 2020 and 3 June 2022 and attract interest at the rate of 4.50% and 3.65% respectively.		

FIJI COMMERCE AND EMPLOYERS FEDERATION		NOTES TO AND FORMING PART OF THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 30 JUNE 2020	
6	RECEIVABLES	2020 \$	2019 \$
	Accounts receivable	82,850	199,013
	Less: Provision for doubtful debts	(13,975)	(15,950)
		68,875	183,063
	Prepayments	11,945	209,229
	Interest receivable	4,784	855
	Others	35	35
		<u>\$ 85,639</u>	<u>\$ 393,182</u>
		=====	=====
	Movement in the provision for impairment of accounts receivable is as follows:		
		2020 \$	2019 \$
	At 1 July	15,950	20,205
	Reversal of provision for impairment	-	(12,430)
	Doubtful debts recovered	(8,175)	-
	Provision recognised during the year	<u>6,200</u>	<u>8,175</u>
	At 30 June	<u>\$ 13,975</u>	<u>\$ 15,950</u>
		=====	=====
7	PAYABLES AND ACCRUALS	2020 \$	2019 \$
	Trade payables	2,747	4,453
	VAT payable	5,133	13,689
	Accruals and other payables	<u>21,500</u>	<u>18,537</u>
		<u>\$ 29,380</u>	<u>\$ 36,679</u>
		=====	=====
8	PLANT AND EQUIPMENT		
		Furniture fittings and office equipment	Computer equipment
		\$	\$
	30 June 2020		Total
			\$
	Cost	19,063	76,228
	Accumulated depreciation	(8,397)	(47,209)
	Carrying amount at end of the year	<u>\$ 10,666</u>	<u>\$ 29,019</u>
		=====	<u>\$ 39,685</u>
		=====	=====

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2020****8 PLANT AND EQUIPMENT - continued****30 June 2019**

Cost	17,509	64,291	81,800
Accumulated depreciation	(6,773)	(38,000)	(44,773)
Carrying amount at end of the year	\$ 10,736	\$ 26,291	\$ 37,027
	=====	=====	=====

Reconciliation of the carrying amounts of each category of furniture, fittings and equipment and computer equipment at the beginning and end of the current financial year is set out as follows:

	Furniture fittings and office equipment \$	Computer equipment \$	Total \$
Carrying amount			
At 1 July 2019	10,736	26,291	37,027
Additions	1,554	11,937	13,491
Disposal	-	-	-
Transfer	-	-	-
Depreciation charge	(1,624)	(9,209)	(10,833)
At 30 June 2020	\$ 10,666	\$ 29,019	\$ 39,685
	=====	=====	=====

9 INTANGIBLE ASSETS

\$

30 June 2019

Cost	22,491
Accumulated amortisation	(14,956)
Net book value	\$ 7,535
	=====

30 June 2020

Opening net book value	7,535
Additions	3,800
Disposal	-
Amortisation charge	(2,561)
Net book value	\$ 8,774
	=====

30 June 2020

Cost	26,291
Accumulated amortisation	(17,517)
Net book value	\$ 8,774
	=====

Intangible assets consist of consultancy costs for setting up the FCEF member database and updating the FCEF website.

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2020****10 INVESTMENT**

The Federation's investment comprises a 63% interest in the Fiji Employers Federation and Fiji Hotel Association (FEFHA) partnership. The partnership was set up to assist the partners to provide, foster and protect the interests of its members and is responsible for the maintenance and upkeep of the property situated at 42 Gorrie Street, Suva. The title of the land is held by the partners, Fiji Commerce and Employers Federation (63%) and Fiji Hotel and Tourism Association (37%). The property of the partnership and monies required for capital or operating costs are to be determined in the following proportions:

- i) Fiji Commerce and Employers Federation as to 63%.
- ii) Fiji Hotel Association as to 37%.

The Federation's share of profit from the FEFHA partnership for the year is \$72,177 (2019: \$1,693,195). The Federation's share of net assets in FEFHA partnership at 30 June 2020 of \$2,090,096 (2019: \$2,017,919) comprises of the following:

	2020 \$	2019 \$
Plant and equipment at cost	272,186	268,403
Accumulated depreciation	<u>(128,330)</u>	<u>(94,545)</u>
	<u>143,856</u>	<u>173,858</u>
Investment property	4,705,532	4,700,000
Cash at bank	75,478	47,206
Prepayments and other receivables	<u>21,676</u>	<u>22,423</u>
Total assets	4,946,542	4,943,487
Less:		
Creditors and accruals	19,473	18,857
Tenants deposit	39,390	39,390
Borrowing	<u>1,570,281</u>	<u>1,682,409</u>
Net assets	<u>\$ 3,317,398</u>	<u>\$ 3,202,831</u>
Fiji Commerce and Employers' Federation portion	2,089,996	2,017,819
Add: Shares in Exporters Club Limited	<u>100</u>	<u>100</u>
	<u>\$ 2,090,096</u>	<u>\$ 2,017,919</u>

The land and building and associated loan and corresponding expenditure has been recorded in the books of the partnership in accordance with the Deed dated 6 April 1993 between Fiji Employers Federation (now known as Fiji Commerce and Employers Federation) and Fiji Hotel Association (now known as Fiji Hotel and Tourism Association).

The Federation's share of income and net assets as stated above has been based on FEFHA's draft financial statements for 30 June 2020, which is currently awaiting review and approval for finalisation. It is not known at this stage whether there will be any changes to the existing draft financial statements for FEFHA which may then impact the above income and net assets.

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2020****11 CONTINGENT LIABILITIES**

There are no contingent liabilities as at 30 June 2020 (2019: \$Nil).

12 COMMITMENTS

The Federation is committed to the extent of its commitment to the Partnership.

13 RELATED PARTY TRANSACTIONS*i) Related Party Transactions*

The following transactions were carried out with Fiji Employers Federation and Fiji Hotel Association Partnership during the year:

	2020	2019
	\$	\$
<i>Income:</i>		
Service recovery	6,000	6,000
<i>Expense:</i>		
Rental	42,336	42,336

ii) Key management compensation

Key management includes compensation to the Chief Executive Officer by way of salary and other benefits, which totalled \$ 117,045 in gross terms (2019: \$ 119,437).

14. SUBSEQUENT EVENTS

There has not arisen in the interval between the end of the year and the date of this report any item, transaction or event of a material and unusual nature likely, in the opinion of the Board, to affect significantly the operations of the Federation, the results of those operations or the state of affairs of the Federation in subsequent years.



**FIJI COMMERCE AND EMPLOYERS FEDERATION
DISCLAIMER ON UNAUDITED SUPPLEMENTARY INFORMATION
FOR THE YEAR ENDED 30 JUNE 2020**

The additional unaudited supplementary information presented on page 22 to 25 is compiled by Fiji Commerce and Employers Federation. Accordingly, we do not express an opinion on such financial information and no warranty of accuracy or reliability is given.

We advise that neither the firm nor any member or employee of the firm accepts any responsibility arising in any way whatsoever to any person in respect of such information, including any errors or omissions therein, arising through negligence or otherwise however caused.

15 September 2020
Suva, Fiji

PricewaterhouseCoopers
Chartered Accountants

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PricewaterhouseCoopers is a member firm of PricewaterhouseCoopers International Limited, each member firm of which is a separate legal entity.

FIJI COMMERCE AND EMPLOYERS FEDERATION	DETAILED STATEMENT OF ADMINISTRATION INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2020	
ADMINISTRATION	2020	Restated*
	\$	2019 \$
<u>Income</u>		
Entrance fees	9,166	7,685
Fiji Human Resources Institute	-	8,807
Industrial relation - consultancy	53,020	70,840
Interest	15,151	6,590
Other income	4,281	1,056
Pacific Corporate Governance Institute	-	24,000
Rental income	500	600
Service recovery	6,000	6,000
Share of partnership profit	72,177	1,693,195
Subscriptions	<u>420,163</u>	<u>412,662</u>
	<u>580,458</u>	<u>2,231,435</u>
<u>Less: Expenses</u>		
Auditors' remuneration		
- Auditing	3,000	3,000
- Accounting	188	3,125
Advertising and public relations	13,592	8,270
Annual leave	4,215	4,719
Bank charges	1,006	975
Business licence	200	200
Computer expenses	8,123	9,343
Consultancy charge	-	400
Depreciation	13,394	10,208
Doubtful debts	1,200	(4,255)
FCEF AGM expenses	10,181	7,754
FCEF board meetings	9,199	4,336
FCEF combined council meetings	7,041	12,821
FNPF contributions	36,585	26,872
FNU levy	3,946	2,998
Fringe benefit tax	1,219	-
General expenses**	23,568	12,029
Industrial relations – expenses	6,585	6,917
Insurance	16,243	21,779
Internet	<u>1,940</u>	<u>1,954</u>
Balance carried forward	161,425	133,445
* As restated, refer to Note 2.1.		
**General expenses includes one-off expenses in relation to farewell costs for the former CEO and sponsorship of International Labour Organisation's (ILO) 100-year celebrations.		

FIJI COMMERCE AND EMPLOYERS FEDERATION	DETAILED STATEMENT OF ADMINISTRATION INCOME AND EXPENDITURE - continued FOR THE YEAR ENDED 30 JUNE 2020	
ADMINISTRATION	2020	Restated*
	\$	\$
<u>Expenses - continued</u>		
Balance brought forward	161,425	133,445
Legal fees	5,250	3,125
Medical reimbursement expenses	1,426	1,098
Motor vehicle allowance	8,333	20,000
Postage, printing and stationery	7,638	6,564
Repairs and maintenance	144	-
Rent and rates	42,336	42,336
Staff function	358	1,682
Staff training	810	2,618
Staff salaries	316,492	247,619
Subscriptions	18,099	29,458
Telephone and faxes	11,032	12,757
Travel and accommodation	3,250	4,277
Withholding tax	<u>3,239</u>	<u>3,897</u>
	<u>579,832</u>	<u>508,876</u>
Surplus from administration	\$ 626	\$ 1,722,559
	=====	=====

* As restated, refer to Note 2.1.

FIJI COMMERCE AND EMPLOYERS FEDERATION	DETAILED STATEMENT OF SEMINAR AND CONFERENCE INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2020	
SEMINARS AND CONFERENCE	2020	Restated*
	\$	2019 \$
<u>Income</u>		
COP 24	-	26,515
Global Employers Forum	-	66,344
TOPEX conference	455,369	-
WEBC	62,926	13,451
Workshops and seminars	<u>104,360</u>	<u>103,447</u>
	<u>622,655</u>	<u>209,757</u>
<u>Less: Expenses</u>		
COP 24	-	46,150
Global Employers Forum	-	39,913
TOPEX conference	310,169	-
WEBC	41,965	6,713
Workshops and seminars	<u>75,758</u>	<u>69,142</u>
	<u>427,892</u>	<u>161,918</u>
Surplus from seminars and conference	\$ 194,763 =====	\$ 47,839 =====

* As restated, refer to Note 2.1.

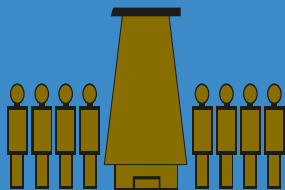
<u>FIJI COMMERCE AND EMPLOYERS FEDERATION</u>	<u>DETAILED STATEMENT OF SECRETARIAT SERVICES FOR THE YEAR ENDED 30 JUNE 2020</u>	
SECRETARIAT SERVICES	2020	Restated*
	\$	2019 \$
<u>Income</u>		
Business Accelerator Program	45,840	28,146
Business Disaster Resilience Council sponsorship	-	21,160
Business Link Pacific	<u>77,820</u>	<u>39,864</u>
	<u>123,660</u>	<u>89,170</u>
<u>Less: Expenses</u>		
Business Accelerator Program	61,555	23,093
Business Disaster Resilience Council sponsorship	-	26,907
Business Link Pacific	<u>62,482</u>	<u>34,426</u>
	<u>124,037</u>	<u>84,426</u>
(Deficit)/ Surplus from secretariat services	(\$ 377) =====	\$ 4,744 =====

* As restated, refer to Note 2.1.









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