

Fiji Commerce & Employers Federation  
FIJI'S PREMIER EMPLOYER ORGANISATION



# Annual Report 2021

61st Annual General Meeting

## VISION

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

## MISSION

To provide the employers of Fiji with the knowledge, understanding and capability to maintain the best possible labour relations while seeking to grow their businesses and the economy by encouraging the government to provide the environment for the private sector to prosper.

## 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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# TRUSTEES



**Hafiz Khan**  
Hexagon Group of  
Companies



**Jenny Seeto**

# MEMBERS OF THE BOARD

**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*



**Howard Politini**  
*New World Ltd*



**Susie Waqanibaravi**  
*Neptune Agency*



**Vera Chute**  
*Value City Ltd*



**Susan Miller**  
*TOTAL FIJI*



**Mitesh Kapadia**  
*Pacific Manufacturing  
Pte Ltd*



**Eldon Eastgate**  
*Asleo Care (Fiji) Ltd*



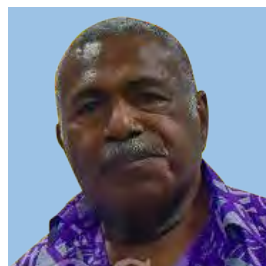
**Iliyaz Koya**  
*Insurance Holdings*



**Fantasha Lockington**  
*Fiji Hotel and Tourism  
Association*



**Bhan Pratap Singh**  
*(Resigned)*  
*Pacific Fishing Company Ltd*



**Poate Mata**  
*(Deceased)*  
*Mata Associates*



# COUNCIL CHAIRPERSONS



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



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



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



**Alvin Sharma**  
*(Fiji Agromarketing)*  
**Retailers & Small  
Business Council**



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



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



**Watisoni Nata Jnr**  
*The Merch*  
**Young Entrepreneurs  
Council**



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



**Netava Bakaniceva**  
*Namosi Joint Venture*  
**Mining Quarrying  
Council**



**Carol Watkins**  
*(Centrecom)*  
**Business Process  
Outsourcing (BPO)  
Council**

# SECRETARIAT STAFF



**Kameli Batiweti**  
*Chief Executive Officer*



**Ravinesh Prasad**  
*Accountant*



**Naveena Roshni**  
*PA to CEO*



**Noel Tofinga**  
*IR Consultant*



**Savenaca Baro**  
*Business Accelerator  
Manager*



**Waisea Vosa**  
*BDRC Coordinator*



**Fiona Dansey**  
*WEBC Coordinator*



**Kelera Batibasaga**  
*IR Assistant*



**Debbie Whippy**  
*Acting Training Officer*



**Ramesh Chand**  
*Manager  
Business Link Pacific*



**Jessica Gounder**  
*Communications Officer  
Business Link Pacific*

1st September 2021

**ALL MEMBERS**

**61st ANNUAL GENERAL MEETING 2021**

Pursuant to the Articles of Association of the Fiji Commerce & Employers Federation (Item No. 11.1), the Secretariat advises the general membership that the 61st AGM will be held **VIRTUALLY** on Friday 24th September, 2021 from 10am for Virtual Voting and Meeting proper from 2pm.

Members are advised that the AGM Nominations for seven (7) Board Members and the President need to reach the Secretariat by close of business **Thursday, 9th September, 2021.**

Kameli Batiweti  
**CHIEF EXECUTIVE OFFICER**



# AGM AGENDA

1. **Welcome**
2. **Apologies**
3. **Elections**
  - 3.1. To elect not more than Seven (7) Members of the Board
  - 3.2. To elect a President
4. **Confirmation of Minutes**
  - 4.1. To confirm the Minutes of the 60th Annual General Meeting held on 25th September 2020.
  - 4.2. Matters Arising
5. **Reports**
  - 5.1. Presentation of the President's Report
  - 5.2. Presentation of the independent Audit Report and Financial Statements for the year ended 30 June 2021
6. **Such other matters as may be accepted by the Chairman**

**Kameli Batiweti**  
*CHIEF EXECUTIVE OFFICER*

# MINUTES

**60th ANNUAL GENERAL MEETING  
HELD AT FCEF'S BOARD ROOM  
FRIDAY, 25TH SEPTEMBER, 2020 AT 3PM**

Attendance	Business Name
Ajit Singh	Fiji Bus Operators Association
Akeneta L	NCI Packaging Pte Limited
Alvin Sharma's	Agro Marketing Authority Fiji
Anjani Singh	Tacirua Transport Company Pte Ltd
Avinit Narayan	Core Technologies
Berny Nicholas	Plumbing & Property Services
Bob Mitchell	NTPC - FNU
Eldon Eastgate	Asaleo Limited
Epeli Lesuma	Fiji Higher Education Commission
Eseta Nadakuitavuki	Westpac
Fantasha Lockington	Fiji Hotel and Tourism Association
Glenis Yee	Munroleys Law
Hifiz Khan	Hexgon Group of Hotels
Himen Chandra	Comfort Home Furnishing Limited
Howard Politini	Newworld Ltd
Ilyaz Koya	Insurance Holdings Ltd
James Mastapha	Insurance Holdings Ltd
Jasper Singh	Shore Buses Limited
Jatin Shah	Ashabhai & Company Limited
Jeentender Rai	NCI Packaging
Jigar Khatri	Kanvan Pte Limited
Jinesh Patel	Motibhai Group - Fiji Times
Jonetani Tonawai	Fiji National Provident Fund
Karunesh rao	Energy Fiji Limited
Kaushik Kumar	United Apparel (Fiji) Pte. Ltd.

Attendance	Business Name
Khamend Chandra	Comfort Home Furnishing Limited
Lorraine Evans	Dive Fiji
Lucretia Pickering	Dominion Finance
M Krishna	Jacks Fiji Pte Limited
Majid	Cyber@ge
Mike Spener	Paradise Beverages Pte Limited
Mitesh Kapadia	Pacific Manufacturers Limited
Mukhtar Khan	RC ManuBhai
Namrata Singh	Charan Jeeth Singh Group
Noellie Garand	Prime Consulting Pacific PTE LTD
Patricia Mallam	Le Laundry PTE Limited
Peter Rigamoto	Digicel Fiji
Poate Mata	Mata and Associate
Pranjay Prakash	Fiji Dairy Pte Limited
Pritika Chand	Wormald Fiji
Ragni Lata	Friendly Mates/ Salon 21
Rajneel Kumar	Newworld Supermarket
Ranbir Singh	Fiji National University
Rigamoto Taito	Wormald Fiji
Rigieta	Telecom Fiji Limited
Sandeep Chauhan	Star Printery PTE Ltd
Sharoon Shah	Air Terminal Services
Shavnil Patel	RC ManuBhai Fiji Pte Limited
Shelvin Kishore	Ecoclean Fiji
Sheryne Fong	Insight Business Advisory
Susan MILLER	Total (Fiji) PTE Limited
Susie Waqanibaravi	Neptune Pacific Line
Vera Chute	Valuecity Fiji Pte Limited
Vijay Naidu	Fiji Higher Education Commission

Attendance	Business Name
Vinay Narsey	Narseys Plastics Industries Pte Limited
Vinitesh Kumar	Fiji Competition & Consumer Commission
Warren Yee	Irwin Alsop Pacific Ltd
Watsoni Nata	Salvage Traders PTE Ltd
William Greig	Goodman Fielder International

Apologies	Business Name
Saud Minam	ANZ
Saiyad	Ranjit Garments (Mfg) Limited
Digby Bossley	Bossley Consultant
Harvie Probert	Fiji Gas Pte Limited
Viraaj Lad	BBC Group
Jayesh Lad	BBC Group
Nitesh Lal	Dominion Finance Fiji
Jenny Seeto	Trustee
Stephanie Jones	Goodmen Fielder ( Fiji) Pte Limited
Leonard chan	BSP
Atela Yee	Raiwaqa Bakery

In Attendance	
Kameli Batiweti	FCEF CEO
Ravinesh Prasad	FCEF
Naveena Roshni	FCEF

## 1. WELCOME

The President, Mr. Sandeep Chauhan welcomed the members present at the 60th Annual General Meeting and called the meeting to order.

## 2. APOLOGIES

The following apologies were received:

Saud Minam, Saiyad, Digby Bossley, Harvie Probert, Viraaj Lad, Jayesh Lad, Nitesh Lal, Jenny Seeto, Stephanie Jones, Leonard chan, Atela Yee.

### 2.1 AGENDA FOR THE 60TH 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 under Special Business.

The motion is outlined as follows:

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.

## 3. CONFIRMATION OF MINUTES OF THE 59th AGM, HELD ON 27th SEPTEMBER 2019

Proposed: Rev. Poate Mata, Mata & Associates

Seconded: Mr. Himen Chandra, Comfort Home

### 3.1 MATTERS ARISING

There were no matters arising from the last AGM.

## 4. PRESIDENT’S REPORT, CEO’S REPORT, AUDITOR’S REPORT, BALANCE SHEET AND STATEMENT OF ACCOUNTS FOR THE YEAR 2019/2020

### 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 support of Mr. Kameli Batiweti for the past 10 months.

The President’s report was well received.

### 4.2 *The President proposed a motion for consideration and advised the members that the Board has discussed and endorsed that FCEF’s auditors for the next 3 years are to be PriceWaterhouseCoopers.*

The motion is being presented to members for consideration and endorsement.

#### 4.2.1 *There were no objections from the members and following the proposal:*

- Proposed: Mr. Himen Chandra, Comfort Home Furnishing Ltd
- Seconder: Mr. Mitesh Kapadia, Pacific Manufacturing Pte. Ltd

### 4.3 *The CEO tabled his Annual Report and briefly highlighted the main events of the year.*

#### 4.3.1 *The CEO thanked the Board and the members whilst 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:*

- As the incoming CEO, the past months have 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.
- 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 as FCEF continue to be proactive and respond to the need to increase 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.

- FCEF continues to be proactive and responded to the need to increase training and capacity building to help build innovative opportunities, improve value chain competitiveness, encourage consultation, information sharing, increase productivity and competitiveness of enterprises at the sector and/or national industry level.

- 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

The CEO concluded and thanked 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. He further added that his small team also wishes to acknowledge the Members for their guidance and support over the past 12 months.

The CEO's report was well received.

#### **4.4 Auditor's Report, Balances Sheet and Statement of Accounts for the Year 2019/2020**

The President invited Mr. Paritosh Deo from PWC to present the audited financial report. The Auditor's Report, Balance Sheet and Statement of Accounts for the year 2019/2020 were tabled as a true and accurate reflection of the FCEF state of affairs.

Proposed: Mr. Howard Politini, New World Ltd

Seconded: Ms. Vera Chute, Value City Ltd

Motion Carried

## **5. NEW MOTION**

### **5.1 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.*

The CEO invited Ms. Glenis Yee of MunroLeys Law to present the motion and the recommendation

Ms. Glenis advised of the following:

- The removal of Registrar of Companies to endorse any proposed changes agreed by the members. Further that any proposed changes to the Articles of Association will only require members endorsement.
- The objectives and purpose of FCEF are broad based.
- The categories of membership are limited.
- The membership fees have been removed and the revised fees will be decided by the Board and outlined in the By-Laws. Further that this process will be done in consultation with the members.

### **5.2 There were no objections from the members and the changes were adopted by the members.**

Proposed: Mr. Alvin Sharma, Fiji Agro Marketing

Secunder: Mr. Karunesh Rao, EFL



**RESOLUTION:** The members unanimously adopted the proposed changes.

**6 ELECTION OF BOARD MEMBERS**

The President announced that this year, eight (8) nominations had been received for three (3) Board positions.

The following ten (10) Board Members will continue their term:

- 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

Nominations for Board Members were received from the following:

- 1) Mr. Rigamoto Taito, Director and General Manager of Evergreen International Fiji
- 2) Mr. Iliyaz Koya, ANZIIF (Snr Assoc) CIP, MAICD – Head of Broking
- 3) Mrs. Fantasha Lockington, Chief Executive Officer, Fiji Hotel & Tourism Association (FHTA)
- 4) Rev. Poate Mata, Director Mata & Associates
- 5) Mr. Eremasi Tamanisau, Senior Lecturer - (Electronic Instrumentation & Control), School of Electrical & Electronic Engineering, FNU
- 6) Mr. Watesoni Nata Jnr, Director, The Merch
- 7) Ms. Neelam Maharaj, Entrepreneur, Friendly Mates - Janitorial Services (Partner); b) Salon 21 - Hair & Beauty Salon (Partner) c) Xtreme Debt Collectors - Debt Collection Services. (Sole Trader)
- 8) Mr. Avinit Narayan, Entrepreneur - Enterprising Pacific Consultancy (EPC)  
General Manager – Core Technologies Ltd (CTL)

With three (3) vacancies and eight (8) nominations received, the Chair declared the election will take place to decide the three (3) elected members.

**OUTCOME FROM ELECTION: BOARD MEMBERS 2020 – 2022**

Following elections, the following persons received majority votes:

- 1) Mr. Iliyaz Koya, ANZIIF (Snr Assoc) CIP, MAICD – Head of Broking
- 2) Mrs. Fantasha Lockington, Chief Executive Officer, Fiji Hotel & Tourism Association (FHTA)
- 3) Rev. Poate Mata, Director Mata & Associates

**8. ANY OTHER BUSINESS**

**8.1** *There were no other matters proposed or discussed.*

**9. CLOSURE**

There being no other business the President thanked the Board and the members for their support and declared the meeting closed at 3.55pm

CONFIRMED AS A TRUE AND CORRECT RECORD

.....  
Mr. Sandeep Chauhan  
President

.....  
Date

# ALL MEMBERS

## Election of Office Bearers

### 1) Elected Members of the Board

Under the Articles section 7.2.1 the following elected members of the Board retire by rotation prior to the 61st AGM in 2021. They are eligible for re-election.

- Mr. Howard Politini
- Mrs. Susie Waqanibaravi
- Mrs. Susan Miller
- Mr. Eldon Eastgate
- Ms. Vera Chute
- Mr. Bhan Pratap Singh (resigned 17th Feb 2021)
- Rev. Poate Mata (Deceased, 11th April 2021)
- Mr. Himen Chandra
- Mr. Vinay Narsey

2) At the Annual General Meeting on Friday, 24th September, 2021, members will be required to elect not more than Seven (7) elected members of the Board and President (Article 7.2.1).

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 3pm Monday, 13 September 2020**. **Nominees must sign the nomination form confirming their willingness to serve FCEF.**

# PRESIDENT'S ADDRESS



## *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.*

It has been a privilege to serve as the President of FCEF over the past 4 years and the time has come to hand over the reins to the next President to lead FCEF to new heights. The last 2 years have been the most challenging but with a strong & committed Board with the assistance of the CEO & the Secretariat team we have managed to hold our heads above water. I have no doubt that the events of the past two years can only make FCEF stronger and resilient.

This year's Annual Report will attest to the good work the Board has done over the past 12 months despite the difficult circumstances & challenges due to the global pandemic, with the COVID-19 causing a drastic impact on our economy here in Fiji.

FCEF has continued its work in encouraging its members to follow and abide by the new business protocols that have been placed in order to ensure safe business operations throughout the country amidst the pandemic which saw an increase in cases a few months ago. But, with our strong vaccination drive, we have managed to bring this under control and are well on our way to achieving herd immunity by vaccinating more than 95% of the target population so that our lives and business can return to some sort of normalcy.

As the Premier Employer Representative body of the country, FCEF has taken the leading role in organizing meetings and information sessions with stakeholders and Government Ministries to allow our members to ask and clarify any questions that they may have regarding protocols as well as the 2021-2022 national budget. Our members have also been instrumental in assisting the various government ministries to help develop policies and provide guidance and advice to minimize and help

reduce the impact of COVID-19 to the economy.

This year marks the 61st year of existence for FCEF and the many good work and changes it has brought in the private sector over the years. It is certainly a proud moment for FCEF to have played a vital role in the building of Fiji's economy over the past 61 years and to continue playing its part in the many years to come. FCEF has also built trust & credibility with many of its stakeholders and this has been achieved over many years of hard work and being steadfast in its values and mission.

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 which tends to assist both the employer and the employee.

With the many challenges put forward, FCEF continues to take on board new initiative such as taking a pledge this year to help "Eliminate Child Labour by 2025". Through this pledge FCEF will ensure that its members are following the labour laws and are not in breach of employing children under 18 years of age. FCEF has conducted a few information sessions with Employers in collaboration with ILO regarding the law in terms of employing children.

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.

FCEF values our current robust partnership with our Government, Business Link Pacific, Market Development Facility, the Australian Government, the New Zealand Government, the U.S. Government, the Office of the European Union, the various embassies of the Pacific Island countries, USAID Climate Ready, Fiji Women's Fund, the International Labour Organisation and the UN. These partnerships have provided the value adding support and strategies to meet the challenges businesses face now and in the future. The programs, initiatives, workshops and trainings would not have been possible without our valuable partners. I would like to take this opportunity to thank you for collaborating with FCEF and I trust that you will continue to play this role over the years to come.

Last but not the least, I would like to take this opportunity to extend my sincere appreciation to the ten Council Chairs and their executive teams

who continue to go above and beyond fostering consultation, building innovative opportunities, information sharing and capacity building in the current new normal. It is also encouraging to see some of these Council Chairs being elected to the Board. Such measures confirm that with good succession planning FCEF will continue to have leaders amongst its ranks who not only play a vital role within FCEF but also within the private sector through their respective organisations. The Board and EXCOM continues 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.

I also wish to sincerely acknowledge FCEF's two Trustees, the Board, the CEO and a very strong and capable Secretariat for their support to me in discharging my duties as President.

I have no doubt that with such a strong and vibrant team and their ongoing support we will be able to navigate the future together for the shared prosperity of our people.

God Bless Fiji!

**Sandeep Chauhan**  
**President**

# CHIEF EXECUTIVE OFFICER'S ADDRESS



***“Be safe, be smart, be kind”***  
**Dr. Tedros Adhanom Ghebreyesus -**  
**WHO Director General**

Dear Members

Welcome to the 2021 AGM.

“Be safe, be smart, be kind”, said Dr. Tedros Adhanom Ghebreyesus, WHO Director General, in the first months of the pandemic. “It’s going to disappear. One day, it’s like a miracle, it will disappear” repeated Donald Trump, President of the US, many times throughout the time he was in the Oval Office.

Thank you to all our Members for your support in the last 12 months, without which, we would not have been able to achieve the results we achieved. The second wave has not been kind, but the support from our Members and the FCEF Board was what has helped us get through these difficult times.

## Membership

Estefania Guadalupe Estrada quoted, “Alone, we can accomplish many great things. Together, we can change the World.” There is power in numbers, that, when we sustain the numbers, we have now, and grow our Membership to new heights, our voice in the corridors of power takes on a new dimension.

In the 2020/2021 Financial Year, we added eight (8) new Members to our Membership. However, compared to the previous Financial Year, we were down by 2 Members. WEBC fared better with 55 Members joining in the Financial Year, including YEC.

Compared to the previous Financial Year’s performance, Subscriptions grew by 1% in the current Financial Year.

I wish to acknowledge the assistance of the Board Directors who assisted the Secretariat in securing new

numbers. Also, thank Ravinesh Prasad and Naveena Roshni for their efforts.

## Industrial Relations (IR) Unit

In the 2020/2021 Financial Year, the services of the IR Unit ramped up the work that the Unit was providing to our Members. This is reflected in the 97% growth in the Unit’s achievement at the end of the Financial Year.

I would like to remind all Members, 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, setting up your Human Resources systems and HR policies. Please reach out to Noel Tofinga and/or his Assistant, Kelera Kula if you wish to engage their services.

I wish to acknowledge and thank Noel and Kula for their efforts, especially in light of the achievement of improving on the previous year’s performance.

## Training Unit

TOPEX Conference was scheduled for the 28th & 29th of May 2021 at the SOFITEL Fiji Resort. TOPEX had to be postponed because of the 2nd wave lockdown. We were looking forward to this annual event because an excellent line up of Speakers were ready, and the response from the Participants were great. At this stage, the Organising Committee, led by VP Eseta Nadakuitavuki, decided to postpone TOPEX until further notice. Keep watching the Secretariat’s “space,” we will be announcing the plan as soon as we know.

Compared to the previous Financial Year’s performance, the 2020/2021, the Workshop &

Seminars performance was 15% better than the previous year's. The Team transitioned from a face-to-face Training session to a virtual one. e-Evaluations and signed e-Training Certificates are issued immediately after the Training sessions, thanks to the assistance of Fiona Dansey. Initially, there were some concerns with the virtual sessions, but this has been laid to rest now as the Participants are enjoying the new normal.

I wish to acknowledge all the support that Members provided in signing in to the Training Programs that Debbie Whippy organises. We look forward to your continued support in the 2021/2022 Financial Year.

I wish to acknowledge the work that Debbie Whippy has put in to keep the excitement going in the Workshop & Seminar (Training & Development) space, and thank Debbie for her efforts.

### Secretariat Services

During the lockdown, Naveena has been providing Daily Updates, 7 days a week to all our Members on relevant subjects that are of interest to our Members. We have received feedback from Members, expressing their appreciation for the information provided. I wish to thank Naveena for her 7 days a week effort.

2021's Budget submission was supported by Members, who submitted information they wanted the Secretariat to bring to the attention of the Hon. Minister of Economy. Thankfully, most of the items in the submission were addressed. We were grateful that the Hon. Minister and his Team invited FCEF to a consultation meeting where FCEF was allowed a "second bite at the cherry." We acknowledge the support of Susie Waqanibaravi for her assistance with the writing up of our Budget Submission.

The Secretariat supported the Members in organising Public virtual meetings for the benefit of our Members. Despite the lockdown and restrictions, the new normal has been virtual meetings. Again, we have received feedback of gratitude from Members. Please get in touch with Naveena if there is a Speaker that you wish the Secretariat to invite. I am grateful to Naveena for her efforts in organising these meetings.

FCEF has a page in Wednesday's The Fiji Times to speak about whatever activity that FCEF is engaged in at that point in time. All my Colleagues in the Secretariat have been instrumental in writing articles every week. Recently, we have included Victoria Yee of ILO to use this platform to advocate for the Elimination of Child Labor. I would like to acknowledge and thank Jessica Gounder for her effort in ensuring that the articles are submitted on time each week. It would be amiss of

me not to acknowledge The Fiji Times to thank them for the opportunity to allow FCEF to contribute in the weekly articles.

There are a lot of other activities and services that the Secretariat provides and is happy to continue to provide for our Members. Our objective is to ensure we provide services that are meaningful for our Members.

I wish to acknowledge and thank Naveena and Ravinesh for their assistance and support. I also acknowledge the support and assistance of my other Colleagues in the Secretariat.

### Partners

We would like to acknowledge our Partners, WEBC, YEC, BLP, FEE/MDF, FBDR, who continue to provide support to the most vulnerable in our Business society, the MSME. During the year, these Partners have stepped up to provide Advisory services, training & development, grants and other relevant services that are needed by the MSMEs.

I wish to acknowledge and thank my Colleagues, Fiona Dansey, Ramesh Chand, Jessica Gounder, Savenaca Baro and Waisea Vosa for their efforts in supporting the needs of the MSMEs in FIJI.

As a result, FCEF has received recognition by our International Partners, our Government and other Institutions, as the leader in the MSME space.

Thank you to all my Colleagues, afore-mentioned for their efforts and support. Their assistance is not only limited to the work they do for the International Partners. Their efforts have been very valuable in supporting the work of the Secretariat, for which I am very grateful.

Sadly, at the time of my writing this piece, a valuable Member of the Team, Waisea Vosa resigned to pursue something different. On behalf of the Team, I wish Waisea all the best in his future endeavors.

### Acknowledgement Of The Excom And The Board

I wish to thank the EXCOM and the Board for their support, advice and assistance during a very difficult time that the Secretariat has just come through. We thought last year was a tough. This past Financial year posed a new set of difficulties, a road that no one has been down before.

The Team and I at the Secretariat are very grateful to the Board for their support, advice and assistance



during these difficult times.

I wish to acknowledge Sandeep Chauhan, whose term as President comes to an end at the 2021 AGM. Thank you, Sandeep, for the support and advice you provided during my 21 months at the Federation. You have been a great Leader to work under, Vinaka vakalevu.

### **Acknowledgement Of The Team**

I am very grateful to work with a great Team at the Secretariat. During the lockdown, the Team has been

working from home. The Team's effort has not waned and the Team has been very responsive to the needs of the Members, for which I am very grateful to the Team.

In conclusion, the Team I work with at the Secretariat and I look forward to serving you, our valuable Members in the new Financial Year and beyond.

Thank you.

**Kameli Batiweti**  
**Chief Executive Officer**

# CHIEF EXECUTIVE OFFICER'S REPORT

## A. The 2020/2021 Board of Directors comprised of:

- 1) Mr. Sandeep Chauhan,  
*Star Printery Ltd, President*
- 2) Mr. Himen Chandra,  
*Comfort Home Furnishing LTD; Immediate Past 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. Mitesh Kapadia,  
*Pacific Manufacturing Pte Ltd, Board Member*
- 8) Mrs. Susan Miller,  
*TOTAL FIJI, Board Member*
- 9) Mr. Eldon Eastgate,  
*Asaleo Care (Fiji) Ltd, Board Member*
- 10) Mrs. Vera Chute,  
*Value City Ltd, Board Member*
- 11) Mr. Ilyaz Koya,  
*Insurance Holdings (Pacific) Pte Ltd, Board Member*
- 12) Mrs. Fantasha Lockington,  
*Fiji Hotel and Tourism Association, Board Member*
- 13) Mr. Bhan Pratap Singh,  
*Pacific Fishing Company Ltd, Board Member (resigned)*
- 14) Mr. Poate Mata, Mata & Associates,  
*Board Member (Deceased)*



*FCEF's Last board meeting for the financial year ended 2020-2021. Chaired by FCEF President Mr. Sandeep Chauhan.*

## B. Executive Committee (EXCOM)

The 2020/2021 EXCOM of the Federation has oversight of the operations and finance and consist of:

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



*FCEF's Last EXCOM meeting for the financial year ended 2020-2021. Chaired by FCEF President Mr. Sandeep Chauhan.*

## C. Council Chairpersons

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

- 1) Mr. Netava Bakaniceva  
*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*

- |  |   |
|--|---|
| <p>5) Mr. Jasper Singh<br/><i>Tourism &amp; Transport Council</i></p> <p>6) Mrs. Eseta Nadakuitavuki<br/><i>Women Entrepreneurs Business Council</i></p> <p>7) Mr. Mike Spencer<br/><i>Fiji Business Disaster Resilience Council</i></p> | <p>8) Mr. Alvin Sharma<br/><i>Retailer and Small Business</i></p> <p>9) Mr. Watsoni Nata Jnr<br/><i>Young Entrepreneurs Council</i></p> |
|--|---|

#### D. Membership/New Members (1/7/2020 – 30/06/2021)

Name	Type
Azel Technology Traders Pte Ltd	Employer Member
Remington Office Equipment	Employer Member
Tertiary Scholarship and Loans Board	Employer Member
Kava Korporesen Pte Ltd	Employer Member
PACIFIC CENTRECOM (FIJI) LTD	Employer Member
Talei Goater	Employer Member
Data 4 Digital	Employer Member
BTR Fiji	Employer Member
Irwin Alsop Pacific Pte Ltd	Employer Member
East West Engineering Pte Ltd	Employer Member
Heichs	WEBC
Noellie Garand	WEBC
Joanne Kate	WEBC
Vilimaina Cawelo Serevi	WEBC
Arita Devi Sarup	WEBC
L Kirwin	WEBC
Ashika Shalini Maharaj	WEBC
Vines Travel & Financial Enterprises	WEBC
Beauty Vaani	WEBC
Dikau's Creation	WEBC
Eden Bistro & Bar	WEBC
Extreme Debt Collections	WEBC
Amelia Sawan	WEBC

Name	Type
Sera Matakibau Investment	WEBC
Viti Thrills	WEBC
Matemosi masi	WEBC
Beauty Mantra	WEBC
Romac Organic Farm	WEBC
Spark Pte Lts	WEBC
1Ton Fiji	WEBC
Paula Benn	WEBC
Beacon Media	WEBC
Japs Pte Ltd	WEBC
CASH	WEBC
De Vos	WEBC
Variety Market	WEBC
Eco Conscious FJ	WEBC
Wativula Loga	WEBC
Aromas Fiji	WEBC
RG Blossoms	WEBC
Invigorate	WEBC
Black Butterfly	WEBC
Whealthy You Fiji	WEBC
Revivel Charms	WEBC
Toho Investment	WEBC
Voro Fesaitu	WEBC
Little Stitches	WEBC
Creations 23	WEBC
Hot Glass Fiji	WEBC
Redox	WEBC
Dakuitoga Florist	WEBC
Tropik Wives	WEBC

Name	Type
Exodus Management Consultants	WEBC
Bryson Canteen	WEBC
Nadro Events Solutions	WEBC
Jols Traiding	WEBC
Runners ES	WEBC
Cozy Sole Trader	WEBC
Babett's Creation	WEBC
Lalai & Sprout	WEBC
Java Hut	WEBC
Hoo-Sear (SP) Enterprise	YEC
Photopedia (fiji)	YEC
Abdul Mohaimin Ifraz	YEC
Darshika Raj	YEC
Kesh Bee Production	YEC
Fiji Farms	YEC
Akanisi Vakaloloma Entertainment	YEC
Hospilality Solutions Ltd	YEC
Ahmed	YEC
Deepshika	YEC
Jonasa Radidick	YEC
Faiyaz Khan	YEC

## E. Council Reports

### 1. Mining & Quarrying Council

**Chairperson:** Mr. Netava Bakaniceva - Namosi Joint Venture /Newcrest

**Vice Chairperson:** Mr. Harvie Probert – Fiji Gas Limited

#### Activities for the Year

For period of July 2020 to June 2021 the council had 5 out of 7 council meetings and attendance during this council consisted of representatives from:

1. Mining and Quarrying operators
2. iTLTB
3. Mining Manager of Mineral Resources Department
4. Project Coordinator of Phase 2 of the ACP-EU Development Minerals programme –+ Fiji project (2020 – 2022)
5. College of Engineering Science and Technology of Fiji National University

#### Main points from the Council Meetings

1. **Grievance with regards to the Department of Environment was/is** causing a major concern with the local and foreign investors as a result the grievance from operators and stakeholders were collated and tabled at a meeting with Dr. Reddy, the Hon. Minister for Environment, with his Permanent Secretary and Director Environment.
2. **Chairperson will be the representative of MQC on the Technical Committee for the Phase 2 of the ACP-EU Development Minerals programme – Fiji project (2020 – 2022)**
3. **Mining Act has received the cabinet approval for a review** (To seek an approval to consider a review of the Act started in 1998)
4. **International Miners' Day Celebration** at FCEF on the 4th December with a Press Conference
5. **Press release in the Fiji Times on Wednesday 2nd December** was written by:
  - Mr. Netava Bakaniceva, the Chairperson of MQC
  - Mr. Isikeli Valemei the Project Coordinator of ACP-EU Development Minerals programme
  - Mr. Gray Yee of SPC's Geoscience Division
  - Mr. Mohd Raymond, Mining Manager of MRD
 And the Article included:
  - Mining Sectors importance and its contribution to the National GDP
  - the ACP-EU Development Minerals programme
 Members Feedback was requested on the following:
  1. MRD's Draft - **Protocol and Procedures with indigenous landowners and occupiers**

2. MRD's Draft - **Exploration Code of Conduct**
3. MRD's – **Exploration Reporting Template** for (Quarterly, Annual, Relinquished or Surrender report)

#### Information Session

##### July 2020

- **National Fire Authority** - Information and Awareness Session on the Benefits of the Fire Levy by Mr. Puamau Sowane the CEO of NFA.
- **Fiji Bureau of Statistics**
  - o General introduction of FBoS
  - o Importance of this survey (FBoS shared the current statistics on this individual industry and its Sectors)
  - o Survey Operation, Output, Stakeholders (Data Sources and Data Users), Challenges and Way Forward



##### October 2020

#### **Phase 2 of the ACP-EU Development Minerals programme – Fiji project (2020 – 2022)**

Which is implemented by UNDP in partnership with the Fiji Mineral Resource Department, the presentation was made by the Project Coordinator – Mr. Isikeli Valemei and Mr. Gary Lee from SPC Geoscience Division.



**April 2021**

**Stakeholder meeting with Hon. Dr. Reddy, Minister of Waterways & Environment, the Director and PS Environment.**

This face-to-face meeting was organised by the Secretariat so that grievance of the Mining & Quarrying council together with the Manufacturing, Trade and Export council can raise their concerns to Hon. Minister.

**Outcome of this meeting**

The Hon minister:

- 1) Informed the members of both the council that if Department of Environment fails to respond within 3 to 5 working days the matter can accelerate to the PS and eventually to the Minister himself.
- 2) Advised the Director Environment to meet the organisations separately or as a group to resolve their matters within a week.
- 3) Advised the Secretariat to liaise with his PA and to organise Quartey meeting with the Minister



himself which is to be attended by:

- a. the 2 council chairs
- b. FCEF CEO
- c. And the FCEF President if he is available

**Impacts of COVID-19**

Whilst COVID-19 impacted the mining and quarry industry to some extent, the industry showed resilience in terms of the level of employment and continuity in operations especially in mineral explorations and gold mining in Vatukoula.

**Conclusion**

The sector acknowledges the continuous support from Government and will fully endorse sustainable mining as stipulated in the government's 5 - and 20-years development plan as a way forward.



**2. Professional & Financial Services Council**

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

**Vice Chairperson:** Mr. James Mastapha of Insurance Holdings Limited



The Professional & Financial Services council has a wide cross - sectional representation from various industry sectors mainly from the Banking & Financial Service Providers, Accounting & Law Firms, Education Institutions, Engineering, and

Manufacturing & Hardware, etc.

The council continues to work towards supporting Secretariat in delivering its vision and achieving its objectives.

### Meetings

Due to Covid-19 and lockdown restrictions, the council was able to host 5 meetings during the financial year July 2020 to June 2021 as below:

Meeting Month	Number Of Attendees
July 2020	12
September 2020	38
October 2020	9
November 2020	14
February 2021	18

### Relationships

The Council continued to work on strengthening and fostering sustainable relationships with different stakeholders to be able to provide our members with updated information on various areas of interest that could be of benefit to them.

During the year, there were engagements with the following stakeholders to do a presentation for the council members. The key objective of the presentations was to have an interactive session with relevant stakeholders in order to create an awareness of latest developments, clarify and answer any areas of concern, etc.

1. **Registrar of Companies**
  - a. *Discussion of challenges with Business Re-registration and its impact*
2. **Fiji National Provident Fund**
  - a. *Awareness on their recently upgraded Employer Self-Services portal and benefits.*
3. **National Fire Authority**
  - a. *Benefits of the fire levy*
4. **Fiji Bureau of Statistics**
  - a. *General introduction of FBoS Survey Operation, Data Sources and Data Users, Challenges and Way Forward*
5. **Fiji Revenue & Customs Services**
  - a. *Awareness and rollout of the TPOS portal for different tax payments*
6. **Ministry of Employment, Productivity and**

### Industrial Relations

- a. *Awareness on the Labour Management Consultation Cooperation Committee (LMCCC)*

### 7. New Caledonia Investment & Trade

- a. *To promote and encourage trade (import/export) between for business between the countries*

Attendance to the council meetings is low despite the request for members to send their alternate if they are not available to attend the meetings themselves.



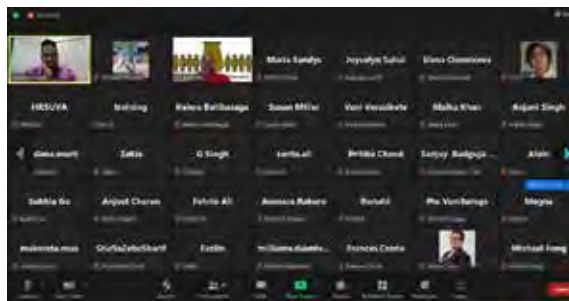
### 3. Human Resources Council

**Chairperson:** Mr. Sharoon Shah of Air Terminal Services (Fiji) PTE Limited

**Vice Chairperson:** Mr. Vinitesh Kumar of Fijian Competition & Consumer Commission

#### Activities for the year

A total of six (6) meetings were conducted from the period of July 2020 to June 2021. These meetings were also attended virtually by members from the Western and Northern division. There has been a significant increase in active attendance and participation recorded from members. The month of June, 2021 recorded the highest attendance of 52 Members (excluding FCEF team in attendance) on a single virtual HR Council Meeting.



#### Deliberations from the Council Meetings

A lot of discussions had been around the Wages Amendment Regulations 2017 for various industries represented within the Council. Most discussions revolved around the Regulation 8(1) to 8(3) in regards to working hours.

Members had questions in regards to reasons surrounding redundancy especially towards the initial impact of COVID-19. The basis of contract frustration and the reasons instituting the Redundancy provision in the ERA (Section 107) had been deliberated upon at length.

Prior to the National Budget 2021 announcements, a lot of concern was raised surrounding the issue of vaccinations and implications towards employment. The matter of mandating vaccinations for employees as well as options and timeliness Employers have to consider should employees refuse vaccinations had been discussed well before the “No Jab No Job” policy was in place. Members exchanged ideas on how this matter had been handled and ways employees were encouraged together with awareness sessions to make an informed decision. Similarly, members were keen to discuss the probability of termination of contracts due to refusal to vaccinate, keeping in mind discrimination elements as per the ERA.

Additionally, Mini Surveys were conducted by the Council. These included data collection in relation to unused Sick Leaves, survey on mental wellness and a specific survey on COVID 19 implications which covered HR related challenges faced by Members as well as challenges due to the implementation of new protocols and guidelines in place for COVID safe business operations.

One of the common items on the HRC Agenda is discussions on best practices within organizations. Members share best practices and/or new practices with others possibly implementing the same with minor tweaks to suit their respective organizations. Some of the best practices shared included, but not limited to, outsourced services now being carried out in-house by existing staff such as Security services, pest control and hygiene services; the importance of awareness on mental health, helping employees to voice their concerns and provide a support system at the workplace and at homes; Work From Home initiatives and the requirements to properly implement and monitor the same; Yellow Ribbon project giving offenders a second chance at life by providing employment opportunities.

Guest speakers also are encouraged in HRC meetings as requested by Members. This was limited in the current term due to COVID-19, however to be encouraged on a virtual basis in forthcoming meetings.



#### Information / Awareness Sessions

There had been information and awareness sessions hosted through the Council including National Fire Authority the presentation made by Mr. Puamau Sowane the CEO and Mr. Sen Jeet, the Manager Finance on the Benefit of the Fire Levy as well as Employment Relations Act 2007 and COVID-19 by Noel Tofinga in July 2020. In the month of November 2020, Ministry of Employment, Productivity and Industrial Relations presented on Labour Management Consultation Cooperation Committee (LMCCC).



In April 2021, Help Fiji Free from Modern Slavery Presentation was facilitated by the Modern-Day Slavery Committee.

The HR Council continues to address the concerns raised by the members through surveys and active discussions and feedback. The Council will also facilitate Guest Speakers in forthcoming meetings to help understand the regulations in place and how to manage challenges faced at the workplace.



#### 4. Manufacturing, Trade & Export Council (MTEC)

Chairperson: **Mr. Jeetender Rai of NCI Packaging Fiji**

Vice Chairperson: Mr. William Greig of Goodman Fielder International (Fiji) Pte



#### Main Activities for the Year

The main focus of the council has been trying to ensure that members are supported during these difficult times and relaying their concerns to the relevant agencies and appropriate measures are taken.

For the period of July 2020 to June 2021 the council had 5 meetings and these meetings were also virtually attended by the members from the West and Suva.

#### April

Face to Face Meeting with the Hon. Dr. Reddy, Minister of Waterways & Environment, the Director and PS Environment together with the Members of the Mining and Quarrying council.

Agenda to voice their grievance which concerns the department of environment.

Outcome - the Honorable Minister agreed to have regular meetings with the Chairs of both the Councils and either the CEO or President or both so that he is updated on concerns and progress of the 2 industries.

#### June Virtual Sessions:

- 1) National Budget Consultation with the Hon. Minister of Economy
- 2) FCEF Talanoa Session with the Retailers and Small Business Council to see how the Federation can help promote the vaccinate campaign.
- 3) Covid19 Protocols for Essential and Non-Essential Businesses with Mrs. Jenny Seeto and Mr. Kamal Chetty, Acting CEO of Investment Fiji.
- 4) Stakeholder meeting with Mr. Shaheen Ali, Permanent Secretary for Ministry of Trade, Tourism and Transport

Agenda being

1. What is the Governments:
  - o Clear direction on short term
  - o Cid-term vision (3-6months)

2. How Government plans to manage this pandemic
3. And the need for more precise communication to allow the members to make more informed and definitive decisions about their business operations.



- i. Chinese imported tomato sauce \$1.40
- ii. Local \$2.40
- c. Members agreed: -
  - i. that if we keep importing cheaper products it will eventually decimate the local industry.
  - ii. that there needs to be balance because if local manufactures start exiting the industry there will/could be increasing unemployment
  - iii. with duty reduction the smaller manufacturers who make very small margin will go out of business due to the increased competition.
  - iv. Local Manufacturers change their operation to become importers:
    - o *Future investment could be at risk as there could be change in the mode of operations.*
  - v. Products using the Fiji Made Logo should be reviewed /monitored to ensure that required standards are maintained. The Fiji Made brand will be affected if sub- standard products display the logo

### Concerns of the Council

#### 1) COVID19

- a. Challenges faced with the safety protocols and procedures in place which are changed as and when there seems a need, not consistent and relevant sectors /industries are not informed in a timely manner.
- b. No Job No Job policy - Health and Safety at Work Act 1996 and Regulations  
*What options does an employer have if the employee refuse to get vaccinated.*
- c. Increase in the cost of doing business to ensure all protocols are in compliance.
- d. Encouraging the vaccination process

- 2) Duty reduction as per the National Budget 2020 to 2021 means lost revenue for the government and what is the guarantee that the price reduction will be passed onto the consumers. As such the market has been flooded with cheaper alternatives which are not of the same standard – a submission was done for the 2021-2022 Budget however there were no changes made.

The current situation with the pandemic, increasing shipping costs and ongoing shipping and supply delays has led to some products seeing significant price increases.

#### 3) Fiji Made Products - points noted were:

- a. That government should prioritize Fijian Made products.
- b. While the government is promoting Fijian Made products, reducing the duty on imports does not support this as imported products are sold cheaper than local made. For example:



### Modern Day Slavery Update

Mr. Eldon Eastgate is the Chair of the subcommittee formed under FCEF. The committee will be driving awareness on the Modern Slavery council in conjunction with ILO, Government, non-profitable agencies and Australian and New Zealand Government representatives. The committee currently has representatives from Essity (Asaleo), Coca Cola, Ever Green and ANZ who are on board to facilitate and promote awareness of the issue and this has been endorsed by the FCEF Board.

The Committee has done various awareness presentations since April and aim to raise awareness and educate on this matter at a National Level.



### Guests and Presentation

#### November

- 1) Labour Management Consultation & Cooperation's Committee (LMCCC) Regulations 2008 By Mr. Jitendra Naidu, Manager Productivity & Training Productivity & Research Unit – Ministry of Employment, Productivity and Industrial Relations Aim of LMCCC
  - Promote GOOD FAITH Employment Relationship
  - Improve PRODUCTIVITY in the workplace Ways to Improve Productivity and Promote Good Faith -Work Smarter NOT Harder

#### Registration of LMCCC

- Compulsory under the employment law S 9 (3) of ERA 2007 which states that “employers employing more than 20 workers must establish a LMCC committee”
- Reference to the LMCC Reg. 2008 for more details
- Registration fee is \$150

#### Benefits of LMCCC

- Consultation and dialogue are ongoing and not restricted to formalized meetings
  - Consultation is constructive. Individuals feel they can raise issues and have them addressed positively
  - Improvement in labour-management relations, (i.e., there is a building of mutual respect and trust between the parties, working on attitudes and skills that foster meaningful consultation)
- 2) **Fiji for New Caledonia Trade & Invest**  
Presentation by Rhenaud Hette, export representative in NCT&I is a private association dedicated to support trade between New Caledonian companies and Fijian companies.

#### July 2020

- 1) **National Fire Authority** - Information and Awareness Session on the Benefits of the Fire Levy by Mr. Puamau Sowane the CEO of NFA.
- 2) **Fiji Bureau of Statistics (FBoS)**
  - o General introduction of FBoS
  - o Importance of this survey (FBoS shared the current statistics on this individual industry and its Sectors)
  - o Survey Operation, Output, Stakeholders (Data Sources and Data Users), Challenges and Way Forward

### 5. Tourism and Transport Council

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

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



#### Activities for the Year

Due to first and second wave of the pandemic, 4 out of 7 council meetings were held and the main issues discussed were;

#### Tourism Industry

##### June 2020 – Dec 2020

Council members were updated on the challenges of the tourism industry and the various solutions that had been circulated. These included the COVID-19 Safe practices and Care Fiji Commitment (CFC) that ensured any tourism businesses that were open, did so by practicing the COVID-Safe Guidelines that had been worked by the Ministry of Health, Ministry of Tourism and FHTA.

Council members were also advised that the tourism industry was pushing for these guidelines to be shared with Fijian businesses across all industries to ensure wider safe practices to address the pandemic situation and keep staff, communities and businesses safer.



The impact of COVID-19 on the tourism industry since the borders had shut were that around 90% of businesses had closed or were partially open.

Most businesses had placed staff on Leave Without Pay (LWOP), made staff redundant or had retained staff on reduced hours.

Domestic Tourism was being looked into as interim option with Fijians unable to leave but still able and willing to take holidays.

Once specific COVID-19 Guidelines were confirmed for Domestic Tourism to be allowed, this would be announced.

The Pandemic had caused the industry to shut down effectively to its core markets and international visitors and until border reopened or a vaccination program was confirmed as part of Fiji's mitigation efforts, there was no clarity on what the industry could expect.

**Jan – June 2021**

In the 6 months to June 2021, many changes had taken place in Fiji and the industry.

- Domestic Tourism was opened up in those areas and to those businesses that could
- Fiji's Vaccination Program was rolled out with the full support of the tourism industry, including providing communication and logistics to get tourism staff and the communities in and around the tourism belts and maritime islands to be vaccinated
- The majority of Fijian workers still employed worked from home as businesses shut offices around the country
- Commercial businesses were eventually allowed to open up via initially complicated application processes and the confirmation of demanding COVID-Safe Guidelines.
- As Fiji eased into a "softer" domestic commercial and manufacturing reopening, Containment Zones remained in place between the Central, Western and Maritime Islands, people movement continued, albeit at a lower than usual trading pace.
- Fiji's "2nd wave" had a deadlier impact on the country with thousands infected and over 300 deaths by June 2021
- Borders remained closed while Fiji's vaccination numbers increased; the vaccination numbers in its core markets of Australia and New Zealand remained well below 20% as their countries deliberated on the efficacy and approval of the several vaccine options available.
- By June with higher death and infection rates, even Domestic Tourism had ceased with Ministry of Health personnel, and higher numbers of quarantine and isolation moving into hotels and



when these numbers increased unabated, home quarantine & isolation was effected with vaccination programs being ramped up to try and overtake the infection levels.

**Transport Industry:**

**1. Impact of Covid-19 Pandemic on the Bus Industry**  
Some other challenges Please note this for the period July 2020 – June 2021

Bus operators, have been instructed (via legislation) to carry only 50% of the carrying capacity of passengers in buses which is really causing a lot of problems in terms of viability. No discussion or consultation whatsoever took place. The legislation came out in May 2021.

As private bus companies we have to forego 50% of our passengers especially during peak hours (3.30pm to 4.30pm) when people are rushing home. There is only 1% compensation that is about \$3 per bus per day. In overseas countries where bus companies are operated by state governments, all costs are borne by government whether its 50% people traveling or zero%. During the day we carry 5 to 15 pax (total loss) but its only after 3.30pm that the police fiscally enters the bus and counts the number of pax in the bus. A 60 & 70 pax bus is only allowed to carry 30 & 35 pax respectively with no compromise.

When the same law (50% of carrying capacity) was applied to the taxis & minibus they protested and they were given the approval to carry about 70% last month

2. **“Fiji Made Product” member raised concerns with regards to the quality and durability for fiji made products and advised the council that government should monitor and check the standard before renewing their licenses.**
3. **Deteriorating Road conditions and the workmanship on the road repair is a major concern amongst the members and despite the heavy road levies paid, road is still not built to the standard required.**

For example: -

- o Not building a passenger car road which is used by very heavy commercial trucks
- o Sealing the road but they come out every



time it rains.

- o Not using the right material to withstand the appropriate weight.

**4. School Bus driver been fined because school students were standing in the bus.**

A 65-seater bus can take 88 to 91 students but drivers have been charged by the police without doing the head count.

As per the member that as long as the passengers are behind the driver and are holding onto something it was permitted by the former CEO.

It was also noted that certain school girls would not want to sit at the back of the bus with the boys due to safety issues. Hence the concerned member had made a suggestion to the police that they need to work with Ministry of Education to get bus monitors on board.

**5. Raised their concern that LTA needs to do more awareness when there is new legislation or new fees in place.**

**6. The vast number of private cars operating as Pirate Taxis for the past 12 months.**

There has been an influx of private cars (mainly Toyota Prius and Toyota Comfort cars) operating as pirate taxis in all urban centers throughout Fiji.

Police and LTA has indicated that there is very little that can be done to apprehend such illegal operations.

If nothing is done by concerned authorities such illegal operations will have a devastating effect on the bus industry as they are currently picking passengers in front of busses and from bus stops. In most cases police and LTA are fully aware of this but bus operators cannot understand why very little is done to address this problem, whereas the authorities are coming down hard on buses for minor offences as such outing stickers in buses.



**Guest Speakers**

July 2020

**National Fire Authority** - Information and Awareness Session on the Benefits of the Fire Levy by Mr. Puamau Sowane the CEO of NFA.

**Members Questions;**

**National Fire Authority** should call for public consultation before implementing any new rates /fees.

- Is there a formal MOU between the Police Department, ambulance and National Fire Authority?

**Fire Levy- Members raised their concerns that National Fire Authority: -**

- Has started to charge the levy without publishing it in the gazette hence making the collection of Levy illegal and due process needs to be followed.
- Pushing insurance companies to comply with the levy, the comments raised were, fire levy is paid to service the fire hydrant but in cases where there is no hydrant then what happens to the levy paid?

**Regardless of being in or out of the allocated boundaries; whether there are fire hydrants or not companies will be required to pay the Levy.**

**Police Department:**

- Question: Who is responsible for the Damage caused during the car accident

*Answer: the person responsible for the accident*

- Question: Who attends to the accident sites first, Police department, Ambulance or LTA

*Answer: Department advised the council that is mandatory for the Police Department to attend to the site first before anyone else is allowed.*

**Fiji Bureau of Statistics**

- o General introduction of FBoS
- o Importance of this survey (FBoS shared the current statistics on this individual industry and its Sectors)
- o Survey Operation, Output, Stakeholders (Data Sources and Data Users), Challenges and Way Forward

**Members Comments**

To provide a breakdown of the accumulative transport statistics into various modes of transportation such as Land, Air and Water or better if can be broken down to bus, taxi, plane and boats/ferries.



## 6. Retailers and Small Business Council

**Chairperson:** Mr. Alvin Sharma of Agricultural Marketing Authority of Fiji

**Vice Chairperson:** Mr. Rajneel Kumar of New World IHG Supermarkets



### Main Activities for the Year

Despite the interruption caused by COVID19, the Retailers and Small Business Council has had 6 out of 7. The main focus of the council was working through the challenges faced due to the pandemic.

### Urgent Concerns of the Council

- 1) Losing skilled workers to overseas countries and after the 2nd wave of the pandemic to the agriculture sector
- 2) Will Vaccination be made mandatory for everyone?
- 3) What can an employer do if its employee refuses to be vaccinated
- 4) Challenges faced:
  - a. *By the industry due to the 2nd wave of the pandemic*
  - b. *With the implications of new protocols and guidelines in place for COVID safe business operations*
- 5) The need to review the non-essential support businesses as their services are equally required for the efficient running of the essential companies, example;
  - i. *The Supermarkets and Fumigation Services*
  - ii. *I.T. industry also needs to be opened up as technology usage in businesses is widespread and growing.*
- 6) the immediate high priority issue for us is to get clear direction on Govt's short term – mid-term vision (3 – 6 months) on how they plan to manage

this pandemic and the need for more precise communication. This will allow the members to make more informed and definitive decisions about their business operations;

### Guest Speakers

#### July 2020

- CEO of National Fire Authority
- Employment Relations Act 2007 and COVID 19 by Noel Tofinga

Relevant Section are:

Section 24 - Duty of employer to provide work

Section 29

Section 30 - Further provisions as to termination of contracts

Section 41 - Termination of contract in other circumstances

#### November 2020:

Labour Management Consultation & Cooperation's Committee (LMCCC) Regulations 2008 By Mr. Jitendra Naidu, Manager Productivity & Training Productivity & Research Unit – Ministry of Employment, Productivity and Industrial Relations

#### February 2021

Mr. Ariff Ali, Governor, Reserve Bank of Fiji



## 7. Women Entrepreneurs & Business Council (WEBC)

**Chairperson:** Mrs. Eseta Nadakuitavuki

**Vice Chairperson:** Ms. Sharyne Fong

**Vice Chairperson:** Ms. Fanny Fiteli

It is my pleasure to report on the Women Entrepreneurs & Business Council (WEBC) activities since the last Annual General Meeting. Despite the second wave of COVID19 hitting our shores early this year, we manoeuvred our way around and still managed to provide our members some of their business needs. Refer below a list of some key events that took place and a list of capacity building training for the last 12 months.



### Key Events:

- **Womens Market Day - Tuesday 20th October 2020**

In partnership with Fiji Women's Fund, WEBC hosted a market day at the Grand Pacific Hotel Carpark. The market was a success as per members' feedback. Total of 25 WEBC members participated.

- **Launch of the Business Start Up Kit – 8th March 2021**

The objective of the start-up kit is to help new entrepreneurs to access any information to start their own business.

The kit is available on FCEF website - <http://www.fcef.com.fj/webc-start-up-kit/>

Event was launched by WEBC Chair, attended by 28 members on the International Women's Day

- **Graduation Cohort 1 - Academy for Women Entrepreneurs (AWE) Program Graduation – 16th March 2021**

92 women entrepreneurs successfully graduated from the 7months AWE Program. The graduation ceremony was held at the US Embassy and officiated by Charge'd Affairs Mr. Tony Grubel and having Minister for Women, Mrs. Mereseini Vuniwaqa as the Chief Guest.

- **Academy for Women Entrepreneurship (AWE)**

### Program 2021 – 1st June 2021

The launch was officiated by the Charge'd Affairs Mr. Tony Grubel with 13 virtual attendees. The program is funded by the US Embassy and WEBC once again was successful to be one of the implementing partners.

- **AWE Cohort 2 – June 2021 – December 2021**

Seven groups of approximately 25 women are currently participating in this program. We have covered the central, western and northern division in this cohort having two classes per month.

- **Fiji Women Fund - 16th June**

WEBC received \$8,000 from the Fiji Women Fund to facilitate the COVID19 recovery program for our members. Expression of interest has been sent out and finalised awardees by end of August 2021.

- **Fiji Women Fund - 24th June**

The Fiji Women Fund announced that WEBC has been awarded additional funding towards their activities and to further strengthen the secretariat for the next two years.



### Advocacy 2021

- **18th March**

Council Chairperson Eseta Nadakuitavuki and Coordinator Fiona D Uagunu paid a courtesy call to the Deputy High Commissioner of the British High Commission, Suva, Mr. Paul Welsh. The visit was to discuss ways of collaboration to support women entrepreneurs in both formal and informal sectors.

- **24th March**

The coordinator and four AWE graduates were interviewed on talk business – program on Fiji TV.



The interview was based on the AWE program, WEBC and its benefits.

• **26th March**

WIN (Women Invigorating the nation) Talanoa  
The Council plans to organize members to share their stories and message of hope on videos. This was shared to vulnerable women communities and also during our Bridging the Gap activities.

Video recording were in English, i-Taukei and Hindustani.

• **03rd June**

Council Chairperson met with Milika Sobey from the Asia Foundation on a possible funding to progress the green policy work with WEBC in 2022.

Capacity Building/ Information Session				
Date of Training	Mode of Training	Topics	# Of Participants	Comments
9 <sup>th</sup> September 2020	Face to Face	Anti-Corruption Toolkit for Women Owned Business	22	In partnership with core funder – UNPRAC and implementing partners FICAC and FCCC, launched the toolkit. WEBC played a major role in developing Fiji’s first Anti-corruption toolkit for women-led businesses. The toolkit is available on FCEF’s website and also in FCEF library.
29 <sup>th</sup> September 2020	Face to Face	Code of Conduct Training	20	The training emphasized on the importance of setting principles and establishing sets of expectations and standards of how your businesses will behave. It also detailed the steps to outline how an employer and employee should behave when making strategic decisions, facilitating a business transaction or conducting any other business activities. Code of conduct training was facilitated by Mr. John Hyde of UN-PRAC.
21 <sup>st</sup> October 2020	Face to Face	Low Tox Workshop	16	WEBC conducted a diversification workshop for its members. Facilitator, Ms. Renita Reddy demonstrated to the members the various uses of essential oils. The main objective of this workshop is to give ideas to members for a new business venture.
9 <sup>th</sup> February 2021	Face to Face	Export Ready Information Session	19	The Council held an information session to its members on Export Ready. Export Compliance Officer, Mr. Ronald Prasad of BioSecurity Authority of Fiji conducted his presentation followed by question and answer. Mr. Joseph Rodan Jnr was also an invited guest. He shared his entrepreneurial journey as his business dealt with export.
20 <sup>th</sup> February	Face to Face & Virtual	Peer to Peer Learning	46 Face to Face 1 Virtual	Peer to peer learning was held at the Holiday Inn Suva. The event was co-funded by Business Link Pacific and officially opened by Ms. Michelle Podmore, Deputy Commission of the New Zealand High Commission. This is the second event hosted by the members for the members. A needs analysis was sent to members on what they want the program to base on.

Capacity Building/ Information Session				
Date of Training	Mode of Training	Topics	# Of Participants	Comments
23 <sup>rd</sup> February 2021	Face to Face	Cash Flow Training Working Capital Training	28 Face to Face attendees	The Council conducted Cash Flow and Working Capital training to its members based in Lautoka and Nadi. The training was facilitated by Bernie Nicholls and Api Kurusiga.
2 <sup>nd</sup> March 2021	Face to Face	Emotion and Anger Management Dialogue	22 Members	The dialogue was facilitated by Ms. Lorraine Evans. Lorraine is a champion in stress management and holds a gold medal in psychology.
8 <sup>th</sup> March 2021	Face to Face	Patent & Trademark Training	28 Members	Training was conducted by Ms. Hadassah Duaibe. Hadassah is a member and a solicitor by profession and owns her own consultancy business called Heichs Consultancy.
27 <sup>th</sup> May 2021	Virtual Session	Mental Health Session	20	Coordinator organised a virtual session on Mental Health which focus on Stress and Anxiety. The session targeted members who maybe undergoing these symptoms during the lockdown period.
17 <sup>th</sup> June 2021	Virtual Session	Business In-Readiness to Re-Open – Information Session	72	The program included 5 panel speakers based on the challenges and experience gained from meeting the Governments requirements and protocols in order to re-open.
3 <sup>rd</sup> July 2021	Virtual	Official AWE Classes started.	148	7 groups of more than 20 participants are part of AWE2021. Groups located in Suva, Nadi and Savusavu
7 <sup>th</sup> July 2021	Virtual	Business Link Adaptation Grant Information Session	52	In collaboration with Business Link Pacific through #DFAT and #MFAT, #WEBC conducted an information session on the Business Adaptation Grant. Business Link Pacific Manager, Mr. Ramesh Chand imparted as much information as possible to SME's before applying for the grant.
27 <sup>th</sup> July 2021	Virtual	Green Recovery Plan Training	60	In a collaborative effort with USAID Pacific Islands through the Fiji Business Disaster Resilience Council, #WEBC conducted a back-to-back Green Recovery Training to our AWE participants.
29 <sup>th</sup> July	Virtual	Green Recovery Plan Training	56	We acknowledge our funding partners US Embassy Suva, Fiji Women's Fund for their support towards the empowerment of women entrepreneurs.
3 <sup>rd</sup> August 2021	Virtual	2021 – 2022 MSME Post Budget Consultation	78	In partnership with Fiji Enterprise Engine (FEE) Program, the Council conducted an Information session based on what the National Budget and MSME Recovery in Fiji.

Capacity Building/ Information Session				
Date of Training	Mode of Training	Topics	# Of Participants	Comments
5 <sup>th</sup> August 2021	Virtual	Interpreting Financial Reports for Decision Making	42	Through the support from Fiji Women's Fund, conducted virtual financial training. Focused on Interpreting Financial Reports for Decision Making, the training was facilitated by Mr. Josua Mateiwai of Haya Development Consultancy. WEBC ensures that it provides relevant training for its women entrepreneur's members, especially during this unprecedented time.
17 <sup>th</sup> August 2021	Virtual	Strategic Planning for Maximum Impact	17	In partnership with Business Link Pacific through the GESI Program, we organized a Strategic Planning session for Maximum Impact Training for its members. The targeted audience were members that are already been established business arena for more than 3 years. Facilitated by Sharyne Fong of Insight Business Advisory - an approved business advisor of #BLP, Sharyne centered the training on understanding the importance of strategic planning, various strategic analysis tools that are available, and how to perform strategic analysis. The training helped the attendees to re-evaluate their SWOT analysis, asking important questions in aligning short-term goals to achieve bigger goals and increase their understanding of having a documented strategic plan.

Council Meeting			
Date	Date	Date	Date
13 <sup>th</sup> October 2020	Face to Face & Virtual	34 Face to Face 6 Virtual	
17 <sup>th</sup> November 2020	Face to Face & Virtual	40 Face to Face 11 Virtual	
12 <sup>th</sup> January 2021	Face to Face & Virtual	29 Face to Face 7 Virtual	
9 <sup>th</sup> February 2021	Face to Face & Virtual	35 Face to Face 3 Virtual	Mr. Moses O'Connor
13 <sup>th</sup> April 2021	Face to Face & Virtual	38 Face to Face 2 Virtual	Ms. Katerina Syngellakis Global Green Growth Institute (GGGI)
10 <sup>th</sup> August 2021	Virtual	33 attendees	



## 8. Fiji Business Disaster Resilience Council (FBDRC)

**Chair:** Mr. Mike Spencer, Paradise Beverages

**Vice Chair:** Mrs. Fantasha Lockington, FHTA

**Coordinator:** Mr. Waisea Vosa

### 1. Introduction

1.1. The year 2020 and 2021 will be remembered in history as the World continue to be grabbed by COVID-19 and in Fiji the double impacts of both COVID-19 and the frequency of climate events i.e., cyclones and flooding have plummeted badly the economy of this country, thus affecting nearly all businesses and the livelihoods of the grassroot communities.

1.2. The devastations of TC Harold, TC Yasa and TC Ana and the impacts of the second wave of COVID-19 have affected directly or indirectly all individual person in Fiji, disruptions to the businesses and crippling some important functions of government machineries.

1.3. With an open arm to accept any form of support and advise, the Government through its relevant key agencies the National Disaster Management Office and the Ministry of Commerce, Trade, Tourism and Transport engaged discussions and welcomed the support of the FCEF and also with the guidance and leadership of the FBDRC Chairs Mr. Mike Spencer and Fantasha Lockington.

1.4. FCEF & FBDRC have collaborated and supported in the facilitation to design COVID-19 Protocols and also supported the Policies and Laws that are currently implemented by Government to eliminate and reduce the spread of COVID-19 and also for the operations of businesses to be compliance within the COVID-19 environment.

1.5. Funding opportunities were granted to FCEF & FBDRC from the USAID Climate Ready Phase 3 Project and also Pacific Island Forum Secretariat Support for Private Sector Mapping.

1.6. Overwhelmed support for the MSMEs from government grant and also supports for the development of their Business Continuity Plans and also the Green Recovery Plan.

### 2. FBDRC Secretariat

2.1 The Chair and Vice -Chair being newly elected met with UN, PIPSO, NDMO, PFIS as well as with Glen Craig from Vanuatu BDRC and CBI Secretariat, to provide support and advise on Strategy/Focus, resources & capacity.

2.2 The Council members have agreed to the proposed Mission Statement “Provide a platform for



the private sector to both manage impacts to themselves, and support government, civil society and development partners in building climate resilience and preparing for and responding to disasters and emergencies.”

2.3 Both Chairs have a great vision and plans for FBDRRC, their proposed areas of focus activities are selected from the list below:

- Business Resilience, Risk Management
- Business continuity, BCP
- Coordination & communication
- Advocacy for safe & resilient businesses
- Climate ready planning (COVID-19)
- Gender awareness during crisis

2.4 The proposed meeting from both Chairs with the Municipalities around the country will be an opportunity planned to focus strategically the engagement of FBDRRC at the local or municipality level. The key areas of collaboration and discussions:

- Post cyclone experience
- Key communication issues
- Gaps and challenges that can be better addressed
- Support areas that were done well and those that were not
- Gender support – was any specific, focused support provided and what did this look like

2.5 FBDRRC was only able to host five meetings in 2020/2021, and due to COVID-19 restrictions almost all meetings were postponed or cancelled.

2.6 Both Chairs were heavily involved in the communications to all FBDRRC members through Viber group during the cyclone events and the 2nd wave of covid-19 crisis, and also their active engagement with NDMO and MCTTT.

2.7 FBDRRC has established its social media pages through Viber, Facebook, Instagram and Twitter as the spaces for advocacy and awareness raisings to members, the business communities and the general public as well.

### 3. FCEF/USAID Phase 2 BCP Project

3.1. The Fiji Commerce & Employers Federation through the Fiji Business Disaster Resilience Council received funding from DT Global as the Implementing Agency under the USAID Climate Ready.

3.2. Phase 2 of the USAID Climate Ready funding is the follow up from the Phase 1 of the Project on the Business Continuity Plan. The fund is to support the participants of the Training of Trainers to conduct BCP training reaching out to the Small and Micro



Enterprises. These Trainers will provide indication or feedback to discuss with FCEF/FBDRRC on how the BCP has been successfully implemented. In addition, to conduct and monitor training for the grassroots communities.

3.3. Phase 2 of the funding also support the development and implementation of the Green Recovery Plan. The Green Recovery Plan (GRP) was designed to assist Medium, Small and Micro Enterprises (MSMEs) survive and recover from the impacts of the COVID-19 pandemic in a more economic and environmentally sustainable manner.

3.4. The implementation of Phase 2 of the Project in Fiji was focused in the Central, Western and Northern Divisions. The following cities and towns where MSMEs were mostly targeted: Suva, Navua, Nadi, Lautoka, Rakiraki, Tavua, Levuka, Savusavu and Labasa. We targeted almost over 150 MSMEs and individuals in the implementation of the Phase 2 of the Project.

3.5. Establishment of the BCP Advisory Service  
FCEF/FBDRRC Business Continuity Plan Advisory Service was also established in August, 2020, through the funds from UASID Climate Ready. The Advisor and Trainer, Mr. Waisea Vosa who was one of the Trainers and also assisted in the roll out of the Phase 2 Project.



#### 4. FCEF/USAID Phase 3 BCP & GRP Project

- 4.1. The Fiji Commerce and Employers Federation through the Fiji Business Disaster Resilience Council and funding support through the USAID Ready have trained more than 322 local businesses in developing their own Business Continuity Plan and also 65 businesses and 26 trainers were trained on Green Recovery Plan training.
- 4.2. The phase 3 support is to organise BCP training at vulnerable markets that are prone to flooding in the West and the North to build the capacity of the local municipality and the local government in supporting the BCP of the Market Vendors. There will be clear consultation with the relevant local authority and training as well on their BCP.
- 4.3. Fiji's National Disaster Management Office (NDMO) will be approached to support in the implementation of the BCP training at the local government level (this will include the market vendors, Market Master, town council, District Officer, BDRC rep and the NDMO. As part of the training to design an action plan and commitment from each stakeholder and also finalising one BCP for the Market Vendor.
- 4.4. The FBDRC will also advocate on the newly developed Green Recovery Plan Guideline/Template and assist SMEs or FCEF Members to develop and support their GRP. We can monitor the trainers as well in the implementing of the toolkit.

#### 5. Sector Working Group Committee (Membership)

- 5.1. The Fiji National Designated Authority (NDA) under the Climate Change Division (Ministry of Economy) have selected representatives from the FBDRC/FCEF as members of the established climate finance Sector Working Groups (SWGs) under 4 thematic areas in November 2020.
- 5.2. The main objectives of the SWG consultative meeting were to:
  - Review the consultative group TOR; and

- Co-develop the Letter of Support and No Objections Letter procedures to appraise and approve Green Climate Fund concept notes (CN) and funding proposals (FP) respectively.

5.3. The current SWG Members from FCEF are: Waisea Vosa, Fantasha Lockington and Kameli Batiweti

#### 6. Pacific Island Forum Secretariat (PACREAS PROJECT) – Private Sector Mapping

- 6.1. Private sector engagement on climate change adaptation and mitigation actions faces several key challenges. These include the level of scrutiny to satisfy accountability requirements by financial intermediaries and donors. The complexity and duration of the application process including fund disbursement is another factor that discourages the private sector to access these resources as time is critical considering the nature of private sector operations.
- 6.2. To address some of these key challenges, the Fiji Commerce and Employers Federation (FCEF) as the national private sector organisation based in Suva, Fiji is planning a mapping exercise for the private sector. This mapping is intended to generate additional information about these challenges and will include identification areas to enhance private sector engagement with the public sector and opportunities to access climate change finance for the private sector. FCEF would require these data to be able to have a broader view of its members' resilience and be able to contribute in supporting any national resilient development initiatives.
- 6.3. Similar mapping works have been carried out in Vanuatu, Samoa, Cook Islands and Tonga that involve undertaking direct consultations with the private sector to determine their needs relative to climate financing, mapping out businesses' operations that are relevant to climate change adaptation and mitigation, creating a database of the private sector against relevant accredited entities and developing concept notes for private sector project proposals or for possible public private partnership arrangement.
- 6.4. Through this project, PIFS is engaging a consultant that will be coordinated with the FCEF, Ministry of Economy which is the Green Climate Fund's National Designated Authority (NDA), Ministry of Commerce, Trade, Tourism & Transport and the PIFS PACRES Project.

CONSULTANCY TO CONDUCT A MAPPING OF FIJI'S PRIVATE SECTOR RESILIENCE BUILDING INITIATIVES AND TO ENHANCE

PUBLIC PRIVATE SECTOR ENGAGEMENT IN CLIMATE FINANCE

7. 2nd Round of 2050 Pacific Strategy Scenario Workshops Consultation

- 7.1. FCEF participated and contributed during the consultation of the proposed new regional policy 2050 Pacific Strategy hosted virtually by the Pacific Island Forum Secretariat.
- 7.2. Discussions on sustainably managing the region’s resources, balancing investment, international trade, private sector development and supporting alternative models of development beyond GDP, for the benefit of Pacific people.
- 7.3. Improving socio-economic wellbeing through better access to, and freedom of movement for employment and entrepreneurship opportunities.
- 7.4. From the inputs provided and the discussions for private sector engagements and support to towards the following critical issues below:
  - o Resource Management
  - o Finance and PFM
  - o Capacity Building
  - o Social and Environmental Issues
  - o Entrepreneurship
  - o Mobility
  - o Multilateral and Trade Arrangements

8. 2021 UN World Ocean Day Celebration

- 8.1. FCEF/FBDRC was fortunate to be invited and attended the virtual celebrations of the World Ocean Day on the 8th of June. The virtual celebrations around the Pacific were from 11am to 12noon.
- 8.2. For the Pacific and in Fiji, the Ocean is our very life and livelihood – it is the one common resource that we all share, and is the basis of our identity, as the Blue Pacific.
- 8.3. As Fijian people, we are entrusted the responsibility as stewards, of this great ocean. We are all born conservationists – it is in our stories, it is in our communal wisdom, it is in our blood. In short, it is our DNA.
- 8.4. Today, sea levels are rising due to climate change, threatening our very livelihoods in atoll states, and coastal settlements throughout the region.

9. Conclusion

- 9.1. Ending the year is not a time to grieve, but to be glad that the stories happened. This how we describe the way we felt as the year ended with it, the decade comes to a close. It has been an eventful year which brought many challenges

when it started and not that is ending, there will be new challenges to carry forward into the next year. We kept our head up and look forward with renewed hope and energy. Many of the experiences we got to live in this year resulted as being a part of the Employers Federation, which fills us all with gratitude to be part of an esteem team.

- 9.2. The conclusion and delivery of the USAID Project and the activities of FBDRC for 2020/2021 were successful, and with the hope that this will continue in 2021/2022 for the continued support and engagements of FCEF members and the key stakeholders.
- 9.3. We acknowledged the support of the Board of Directors, the Chief Executive Officer, the Secretariat and the USAID Climate Ready Project Team.



F. 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. Howard Politini, *New World LTD*

G. 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*

## H. 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*

## I. Fiji National Council for Disabled Persons

- Mr. Noel Tofinga - Board Member



## J. Information / Awareness and Stakeholder meetings hosted by FCEF

Date	With	Agenda	Attended By
July 2020			
1 <sup>st</sup>	First Secretary of MFAT ( Fiji)		CEO, EO
1 <sup>st</sup>	<p>The Fiji Commerce and Employers Federation (FCEF) and the Fiji Trades Union Congress (FTUC) signed a Memorandum of AGREEMENT(MOA) to jointly implement the “Transition to Business (T2B)” project, with the objective to build the capacity of redundant workers who have started potentially scalable businesses and could potentially employ more redundant workers in the near future.</p> <p>The MOU will be signed by:</p> <ol style="list-style-type: none"> <li>1. Mr. Sandeep Chauhan, President, Fiji Commerce and Employers Federation</li> <li>2. Mr. Felix Anthony, National Secretary, Fiji Trade Unions Congress</li> <li>3. Mr. Matin Karimli, Director, ILO Office for Pacific Island Countries</li> </ol> <p>Attended by CEO and EO</p>		
7 <sup>th</sup>	Post Fiji Limited	Business Lunch Meeting between the CEO	
8 <sup>th</sup>	Motibhai Group Invitation	“Biggest Morning Tea”	CEO
16 <sup>th</sup>	RESET FIJI	Panel discussion to talk about FHRI/FCEF’s work with IFC on the Rakorako Series.	CEO
20 <sup>th</sup>	Permanent Secretary and Director Environment on Ministry of	<p>To discuss FCEF Industry approach to improving recycling collection rates in Fiji</p> <p><u>Attended by</u></p> <p>CEO                      Marigold Moody - Fiji water                      Warwick Pleass – Pleass Global                      Roger Hare - Coca Cola</p>	
21 <sup>st</sup>	Fiji National Provident Funds	Board Induction	CEO
27 <sup>th</sup>	Director & Secretary for Yanjian Group (Fiji) Co Pte Ltd	Courtesy Visit as the Director and Secretary for the China Chamber of Commerce in Fiji.	CEO



Date	With	Agenda	Attended By
August 2020			
3 <sup>rd</sup>	Green Growth Planning and Implementation Global Green Growth Institute	Review of Fiji's National Energy Policy (NEP) and Development of the Sustainable Development Goal (SDG) No. 7 Roadmap for Fiji - Stakeholder Consultation Meeting with FCEF	CEO EO Waisea
5 <sup>th</sup>	Fiji National Provident Fund	Acting CFO and team FNNP was interested in FCEF's data and a proposal for a MOU.	EO
7 <sup>th</sup>	Apex Consulting - Private Sector Development Consultant (Fiji)	Courtesy Visit	CEO
10 <sup>th</sup>	Fijian competition and consumer commission	GM Operations to discuss Consultation-Duty Reduction	CEO
19 <sup>th</sup>	PIPSO - CEO Alisi Tuga	FCEF endorsing PIPSO as the employers voice for the region.	CEO EO
25 <sup>th</sup>	Avinit Narayan	With regards LTA weight restriction	CEO
26 <sup>th</sup>	Final EXCOM before AGM		
28 <sup>th</sup>	Fiji National Consultation - 2050 Strategy of the Blue Pacific Continent		EO Savenaca Debbie
September 2020			
9 <sup>th</sup>		Anti-Corruption Toolkit	EO
14 <sup>th</sup>	Fiji TV	CEO's interview with Fiji TV	CEO
15 <sup>th</sup>	TLTB	Invitation as Guest Speaker	CEO
16 <sup>th</sup>	CYBER Food	Invitation 2nd Anniversary and new product launch	CEO
17 <sup>th</sup>	Wormald Fire & Security and Victory Protective Services PTE LTD	Concerns of the Security companies	CEO
18 <sup>th</sup>	FCEF Combined Council – Nadi		
25 <sup>th</sup>	FCEF 60 <sup>th</sup> Annual General Meeting		
28 <sup>th</sup>	PS and Directors of the Ministry of Commerce, Trade, Tourism and Transport	Discuss the Post Budget implications that your Individual Businesses are facing	CEO
29 <sup>th</sup>	Reverse Bank of Fiji	Invitation to the CEO to be an External Speaker "Conduct" (i) Acceptable behaviour, appearance and conduct of an employee or leader in an organisation; (ii) Professional conduct and its link to high performing teams; (iii) Ways in which a person can evolve to be an effective team player; (iv) Impact of unprofessional conduct and ways of responding to it;	CEO

Date	With	Agenda	Attended By
29 <sup>th</sup>	Fiji Revenue and Customs Services – CEO	Concern: that some of the current Companies offering Security Services do not have the necessary license from the Ministry of Défense.	CEO
29 <sup>th</sup>	Reverse Bank of Fiji	Invitation to the CEO to be an External Speaker “Conduct” (i) Acceptable behavior, appearance and conduct of an employee or leader in an organisation; (ii) Professional conduct and its link to high performing teams; (iii) Ways in which a person can evolve to be an effective team player; (iv) Impact of unprofessional conduct and ways of responding to it;	CEO
29 <sup>th</sup>	Fiji Revenue and Customs Services – CEO	Concern: that some of the current Companies offering Security Services do not have the necessary license from the Ministry of Défense.	CEO
29 <sup>th</sup>	Meeting with PS Defence and PS Employment, Productivity & Industrial Relations	Concerns with some Security Companies operating in Fiji, who do not have the License issued by the Ministry of Défense, and yet, are operating and engaging in some Contracts with some Government Ministries, Departments and Government Bodies	CEO
<b>October</b>			
1 <sup>st</sup>	Australia Pacific Training Coalition	Introduction of APTC Specialist Adviser TVET Projects Anti -Corruption Education, Mr. Graham Leung and kind request to meet with you please.	CEO
5 <sup>th</sup>	Graduate Women (Fiji)	INVITATION: Economically Empowering Women in Informal Settlements through Education Project Launch	Himen Chandra and Fiona
9 <sup>th</sup>	Post Fiji Pte Limited	Invitation: 2020 World Post Day Celebrations	CEO
7 <sup>th</sup>	Reverse Bank Fiji	Launch of 50 <sup>th</sup> year celebration	CEO
15 <sup>th</sup>	50th Anniversary of the Establishment of Diplomatic Relations between Fiji And Japan		CEO
23 <sup>rd</sup>	Business Link Pacific	Networking	CEO and FCEF team
26 <sup>th</sup>	Fiji Revenue and Customs Services	Panel to Interview Applicants/Candidates for the role of Director, People, Capability & Culture	CEO
29 <sup>th</sup>	Richard Beyer - Food scientist based here in Fiji (former PS Agriculture)	A review of all stakeholders who might be in a position to influence policy and imperatives that are likely to influence diets that might reduce NCDs and obesity.	CEO

Date	With	Agenda	Attended By
30 <sup>th</sup>	Munroleys Law	GSY/RAK discuss Tax Issues	CEO and CEO FHTA
31 <sup>st</sup>	Annual Gathering 2020 -21 HomeCare	National Disability Awards Launch 2020-21	CEO
1 <sup>st</sup>	Australia Pacific Training Coalition	Introduction of APTC Specialist Adviser TVET Projects Anti -Corruption Education, Mr. Graham Leung and kind request to meet with you please.	CEO
November 2020			
4 <sup>th</sup>	New Caledonia Trade & Invest (NCTI).	Mr. Rhenaud HETTE, our Export Representative, to make his introductions to your good office, and to pursue discussions over the MOU signed between NCTI and FCEF.	CEO
13 <sup>th</sup>	Australia Pacific Training Coalition	Fiji Labour Market Analysis Roundtable hosted by the APTC Fiji & Tuvalu Country Office on	CEO
20 <sup>th</sup>	Meeting with Stephen Hazelman and Mereia Volavola		
23 <sup>rd</sup>	<u>Modern Slavery Meeting</u> FCEF – CEO Eldon Eastgate (GM Asaleo Care) Emmy Ling-Elder (HRM Coca-Cola Amatil) Rigamoto Taito (GM Wormald)		
24 <sup>th</sup>	Meeting with Hon. Minister Employment Dr. Reddy		CEO
25 <sup>th</sup>	Ministry of Employment, Productivity & Industrial Relations	ERAB Sub Committee on Productivity	CEO
26 <sup>th</sup>	FEFHA - TAX Status of FEFHA		
30 <sup>th</sup>	Minister of Employment of Productivity and IR	Short Talanoa session Labour mobility programs currently administered by the Ministry in which a number of Fijians has departed for employment in Australia under the PLS and also concerns from some employers on the resignation of some of their workers to join the scheme.	CEO
December 2020			
3 <sup>rd</sup>	Young Entrepreneurs Council	YEC activities	
7 <sup>th</sup>	Fiji Development Bank - Motivational training by the CEO		
7 <sup>th</sup>	Island Magic Discussion	Zoom Meeting with CEO	
8 <sup>th</sup>	Skills Councils Fiji		CEO



Date	With	Agenda	Attended By
9 <sup>th</sup>	International Anti – Corruption Day		CEO
9 <sup>th</sup>	Fiji National Provident Funds	FNPF Human Resources Board Meetings	CEO
10 <sup>th</sup> - 11 <sup>th</sup>	ILO Office for Pacific Island Countries	The ILO in partnership with UNESCO, UNDP and IFAD is organising a project inception meeting with stakeholders for the project titled “Inclusive Economic Recovery through Sustainable Enterprises in the Informal Economies”.	CEO
16 <sup>th</sup>	Director ILO Office for Pacific Island Countries	Human Trafficking:  Winrock International has a longstanding commitment to combatting trafficking-in-persons and has carried out 36 counter-trafficking projects in 11 countries since 1998, including a number of US-AID-government funded projects in Asia.	CEO
17 <sup>th</sup>	Director ILO Office for Pacific Island Countries	ILO Fiji Office Questionnaire Discussion	CEO
22 <sup>nd</sup>	Ministry for Commerce, Trade, Tourism & Transport	Ministry notifying your good self of the Integrated Human Resources Development Programme (IHRDP) - Selection Panel Meeting.	CEO
<b>January 2021</b>			
7 <sup>th</sup>	Fiji National Provident Funds	FNPF Human Resources Board Meetings	CEO
11 <sup>th</sup>	Fiji Revenue and Customs Services	(FRCS) will be launching new processes on its Taxpayer Online Services (TPOS) in February 2021. One of these new processes will be Pay As You Earn (PAYE), which will require a coordinated effort between employers and FRCS for smooth transition into the online system.	CEO
11 <sup>th</sup>	Ministry Commerce, Trade, Tourism and Transport	MSME Fiji - the Integrated Human Resources Development Programme (IHRDP) - Selection Panel Meeting.	CEO
20 <sup>th</sup>	Director - ILO Office for Pacific Island Countries	Update on ILO’s engagement for TC Yasa and Tripartite meeting to discuss potential recovery activities	CEO, EO
27 <sup>th</sup>	Ministry of Foreign Affairs	Talanoa session: the 2050 Blue Pacific Strategy	CEO
27 <sup>th</sup>	Lorraine Reiher	Consultation with stakeholders to identify and suggest effective and time bound measures to implement Convention 182 (Worst Forms of Child Labour.)	CEO, EO
27 <sup>th</sup>	BPO (Fiji) Council	Council Meeting	Naveena

Date	With	Agenda	Attended By
28 <sup>th</sup> – 29 <sup>th</sup>	Community Policing Symposium 2021 @ the Pearl Resort “Partnership and Empowerment: Community Policing in Action” Panel Discussion – <u>Developing Best Practices in Community</u> <u>Attended by CEO</u>		
28 <sup>th</sup>	Fiji Arts Council	Invitation to attend FAC Board Meeting.	CEO
February 2021			
4 <sup>th</sup> to 5 <sup>th</sup>	Fiji Tripartite Partners	ERA Matrix Consultation	CEO, Late Rev Poate Mata and Noel Tofinga
4 <sup>th</sup> Feb	Nestlé Fiji	Courtesy Visit by Jason Jezewski, General Manager.	CEO and EO
4 <sup>th</sup> Feb	Pacific Islands Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ)	Launch of GIZ's New NDC (Nationally Determined Contributions) Hub Office.	CEO
5 <sup>th</sup> Feb	FCEF Members (Manufacturers and Retailers) Stakeholder meeting with FCCC	Meeting to discuss freight 4% mark-up on Price-regulated products, imposed by the FCCC	35 Members and Non-Members of the Manufacturing and Retailing industry (A Few new members joined FCEF after this session)
5 <sup>th</sup> Feb	Munro Leys Team	Training program	CEO ad EO
6 <sup>th</sup> Feb	Ministry of Foreign Affairs	Leadership Training for staff by FCEF CEO.	CEO
7 <sup>th</sup> Feb	Bred Bank CEO	Membership Drive	CEO, EO and Accountant
7 <sup>th</sup> Feb	Sea Quest GM. Mr. Wahid	Membership Drive	CEO, EO and Accountant
10 <sup>th</sup> Feb	Business Link Pacific	Work planning with FCEF for 2020, Comms, BSM role and additional resources	CEO, EO, Business Link Manager and Accountant
11 <sup>th</sup> Feb	Skills International	Meeting with Ms. Lesley O'Dwyer (Head of Business Development)	CEO, EO and Training Officer
12 <sup>th</sup> Feb	Permanent Secretary for Employment, Productivity & Industrial Relations	Stakeholders Engagement Workshop jointly organized with the Pacific Labour Facility (PLF)	CEO
13 <sup>th</sup> Feb	Investment Fiji	French Polynesia private sector delegation	CEO and EO
17 <sup>th</sup> Feb	PS - Ministry Investment Trade and Tourism	Suva Cruise Committee	CEO and Naveena
20 <sup>th</sup> Feb	DXC Eclipse - Fiji	Annual Customer Day_ DXC Eclipse – Fiji	CEO and EO

Date	With	Agenda	Attended By
24 <sup>th</sup> Feb	Climate Change Bill Stakeholder with Expatriate Consultant in the Ministry of Economy.	“Draft Climate Change Bill”	Attended by 12 FCEF members
25 <sup>th</sup> Feb	PS - Ministry Investment Trade and Tourism	Invitation to Fiji – Japan Trade and Investment Seminar and Cocktail Reception	CEO
25 <sup>th</sup> Feb	PS - Ministry Investment Trade and Tourism	Membership of the Micro, Small and Medium Enterprise Fiji	CEO
26 <sup>th</sup> Feb	Deepika Singh Senior Trade Economist, Trade Unit   MITT	Mr Gareth Lewis of Global Alliance for Trade Facilitation (GATF)	President and CEO
26 <sup>th</sup> Feb	Australian Institute of Company of Directors	Lauren Knight the International Manager	CEO
27 <sup>th</sup> Feb	Active Media	Mr. Meisake from Active Media (interview)	CEO
<b>March 2021</b>			
1 <sup>st</sup>	FCEF TOPEX Committee Meeting		
1 <sup>st</sup>	Fiji Bottlers Group Zoom Meeting	Proposed Container Deposit legislation via Zoom	CCA, Pleass Global, Motibhai Fiji Waters
2 <sup>nd</sup>	Patrick Tuimalealiifano Deputy Team Leader Inclusive Growth - UNDP	BCP in light of COVID 19	Waisea Vosa and CEO
4 <sup>th</sup>	Suva City Council	Stakeholders Workshop Invitation	CEO
8 <sup>th</sup>	Young Entrepreneurs Council	YEC Integrity Fiji Launch at FCEF	CEO
2 <sup>nd</sup>	Fiji Bottlers Group Zoom Meeting	Follow-up Proposed Container Deposit legislation via Zoom	CCA, Pleass Global, Motibhai, Fiji Waters
2 <sup>nd</sup>	Patrick Tuimalealiifano Deputy Team Leader Inclusive Growth - UNDP	BCP in light of COVID 19	Waisea Vosa and CEO
9 <sup>th</sup>	PS Ministry for Education	School Curriculum Discussion	CEO
9 <sup>th</sup>	Jerry from USAID	BDRC updates on the field visits	Waisea Vosa and CEO
11 <sup>th</sup>	Coca-Cola Amatil Fiji PTE Limited	Full day Leadership Training	CEO and Debbie
15 <sup>th</sup>	Ministry for Commerce, Trade, Tourism and Transport	National Exports	CEO
15 <sup>th</sup>	Meeting Divisional Superintendent of Police Totogo	Curfew Hours and Pass	CEO

Date	With	Agenda	Attended By
15 <sup>th</sup>	Modern Slavery Committee	Sub-Committee Meeting	CEO , Eldon Eastgate ; Emmy Ling-Elder ; Rigamoto Taito
16 <sup>th</sup>	Avinit Narayan – Consultant with ILO	Interview with CEO Doing a Handbook which will be shared with the YEC and WEBC equivalents in the Pacific Islands	CEO
16 <sup>th</sup>	Academy for Women Entrepreneurs	Graduation of WEBC members who in partnership with the US Embassy and Makoi Women’s Vocational Training Centre had completed the first pilot program AWE.	CEO
17 <sup>th</sup>	BDRC Update Meeting	With Mike Spencer – Chair of BDRC	CEO, Mike Spencer and Fantasha Lockington
18 <sup>th</sup>	Asaleo Care	Full Day of Leadership Training	CEO
19 <sup>th</sup>	Fiji USA Business Council	Invitation for CEO to attend meeting via Zoom	CEO
19 <sup>th</sup> -20 <sup>th</sup>	Fiji Institute of Accountants	CEO was Invited to Present: Topic - “Work Place Dynamics” – Challenges and Solutions; Work Place	CEO
22 <sup>nd</sup>	Asco Motors	TOPEX Sponsorship Meeting	CEO and Ravinesh
29 <sup>th</sup>	Fiji Investment	Strategic Planning Workshop	Vinay Narsey, Ilyaz Koya, Fantasha Lockington and Leonard Chan
<b>April 2021</b>			
1 <sup>st</sup>	Secretariat of National Council for Persons with Disabilities(NCPD).	ADCOM Education & Vocational Meeting	Noel Tofinga
7 <sup>th</sup>	Naleen Nageshwar, Principal Data4Digital Consulting	Agenda: 1. TOPEX 2. MONTHLY Webinar/Conference as a follow-up	CEO, Waisea and Debbie
8 <sup>th</sup>	General Manager, Mindpearl - Mr. Erik van Duivenbode -	FCEF Membership Drive	CEO and Ravinesh
9 <sup>th</sup>	ILO Office for Pacific Island Countries	Presentation of the draft National Action Plan - NAP (2021-2025) to eliminate Child labour and Worst forms of Child labour in Fiji	Waisea and Fiona
14 <sup>th</sup>	Motibhai Group	Bushells Fiji’s Biggest Morning Tea to support the Fiji Cancer Society	CEO
20 <sup>th</sup>	TOPEX 2021 Committee		
22 <sup>nd</sup>	PIPSO	Zoom Meeting	CEO
28 <sup>th</sup>	EXCOM Meeting		

## FIJI COMMERCE &amp; EMPLOYERS FEDERATION

Date	With	Agenda	Attended By
May 2021			
3 <sup>rd</sup>	Modern Slavery Committee	Sub-Committee Meeting	CEO , Eldon Eastgate ; Emmy Ling-Elder ; Rigamoto Taito
4 <sup>th</sup>	PWC and FNPF Executives	Job Evaluation Exercise	CEO
6 <sup>th</sup>	Consultation on the Draft Maritime Labour Convention Regulations for Fiji		CEO, Noel Tofinga Lorraine Reiher
11 <sup>th</sup>	ILO Office for Pacific Island Countries	Action Pledge 2021 discussion - FCEF	CEO
13 <sup>th</sup>	MDF Ms. Adimaibole	Fiji Enterprise Engine	CEO Ravinesh Savenaca
18 <sup>th</sup>	Ministry of Employment, and ILO	International Labour Convention 2021 briefing for Pacific Island Countries	CEO Noel
19 <sup>th</sup>		Blue Green Economy Public Finance Recovery Tools	Waisea
20 <sup>th</sup> May – 19 <sup>th</sup> June	109th Virtual Session of the (ILC) International Labour Conference		CEO Noel
26 <sup>th</sup>	Fiji Revenue and Customs Services	Virtual FRCS Interview Panel	CEO
June 2021			
8 <sup>th</sup>	Ministry of Commerce Trade Tourism and Transport	Stakeholder with Meeting with PS. Mr. Shaheen Ali	CEO Naveena
9 <sup>th</sup>	Mrs. Seeto and Mr. Kamal Chetty	BRIEF on Covid19 Protocols for Essential and Non-Essential Businesses	CEO Naveena
15 <sup>th</sup>	Credit Union for Employers Employee		CEO Ramesh -BPL Noel
21 <sup>st</sup>	FCEF Board	Pre Budget-National Consultation	CEO
23 <sup>rd</sup>	Ministry of Economy	2021-2022 Budget Consultation - Fiji Commerce and Employers Federation <u>Attended in person</u> President, CEO and Mr. Koya <u>Attended Virtually</u> : 9 Employer Reps	
24 <sup>th</sup>	Pacific Islands Forum Secretariat	FEMM Private Sector Preparatory workshop	CEO President

## K. Industrial Relations Unit Report

### 1. Air Terminal Services

Matter has been heard. Judgement on notice. The case is in relation to enforceability of contract.

### 2. Airports Fiji Ltd

The IR unit represented AFL on five employment grievance matter before the Arbitration Court. Two has been resolved and three is pending.

### 3. Bank of Baroda

Total of three cases were referred to the Unit. One employment grievance which is before the Arbitration Court is still awaiting Hearing date. One appeal before the High Court has been heard and awaiting judgement. One appeal case on an interlocutory order that was waiting for Hearing before the Employment Court has been withdrawn because the Union have discontinued the grievance from the lower court.

### 4. Bus Companies

The two appeals at the Employment Relations Court are still on foot. One of the appeals concerns the order made by the Tribunal in regards to compliance to a situation that has not even happened. Another matter is a criminal matter enforced by the Ministry of Labour. We appealed the decision of the Tribunal after he determined that the Employer was guilty. The appeal is on the validity of demand notices and 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 only has powers to fine individuals up to \$2,000.00. The two matter is likely to be heard next year.

### 5. Coca – Cola

One matter is at the Employment Relations Court whereas another one is before the Master. One employment dispute is before the Employment Relations Tribunal.

### 6. Fiji Times

The Unit was tasked to review Fiji Times existing Collective Agreements with National Union of Factory and Commercial Workers Union for the purpose of aligning it to the HR Policy and to insert the OHS Committee COVID 19 action plans together with the alternate workforce plan for the duration of the pandemic. Two disputes were also referred to the Unit. One is now before the Employment Relations Tribunal while the other is just going through the Mediation process.

### 7. Gurbachan Foods Ltd

Two cases are before the Employment Relations Tribunal. One is the application on unpaid wages lodged by Labour Officer which was withdrawn after we file for strike out. Another employment grievance is already set for Hearing and is scheduled to be heard in September.

### 8. GEM IT

The employment grievance before the Employment Relations Tribunal have been heard and the ruling was in our favour.

### 9. Grid Security

We are preparing an application to strike out the 51 criminal cases and the 3 other unfair dismissal cases for which the hearing dates have been set aside and the Tribunal will come back to us later to call for a mention date to fix another hearing date.

### 10. Narsey Plastics

The appeal application on an interlocutory decision is still awaiting Hearing date. The substantive matter is similar to the Bus Company issue on Section 247 of the ERA and jurisdiction of the Tribunal.

### 11. Public Rental Board

The IR unit have concluded reviewing the Board HR Policy. Awaiting PRB management to schedule a meeting for the presentation of the reviewed policy.

### 12. Paradise Beverages

We have also been tasked to review the HR policies and collective agreement for Paradise Beverages. The review exercise have been concluded and awaiting a convenient date for the Unit to conduct a validation workshop with the management on the reviewed documents.

### 13. Ranjit Garments

The employment grievance which was before the Tribunal has been resolved.

### 14. Runners Errand Services

Four employment grievance is before the Employment Tribunal and awaiting Hearing date.

### 15. Tacirua Transport Ltd

One employment grievance is before the Employment Relations Tribunal and another matter is just going through Mediation process.

### 16. Total

Ongoing negotiations for the Union's LOC.

**17. Training**

So far, a total of two training was conducted by the IR unit this year. The first training on “exercising management prerogative to control cost of doing business without breaching workers rights” was conducted in Labasa. The second training on “employment contracts and the many ways it can be determined” was conducted virtually last month. This same training was schedule to be conducted in April but did not take place because of COVID19 and its restrictions. However, because few participants have already paid the unit has decided to conduct it virtually to the paid participants only.

The IR unit is designing a Manual to help employers on the following issues:

- i. Employment Contract
- ii. Minimum Labour Standard
- iii. Employment Grievance Procedure
- iv. Reporting Dispute
- v. Responding to grievance & disputes
- vi. Mediation
- vii. Tribunal & Employment Court

A training schedule is also plan to commence from the last week of September.

**18. Employment Advisory Board**

No formal meeting has been conducted since the arrest of Felix Anthony however the Board has met informally several times at the ILO premises to review the 2013 amendment matrix.

**19. National Occupational, Safety and Health Advisory Board**

The Board has met on three officials’ meetings with the Union included. However, for the amendments to the OHS regulations on regulations 52 there was no meeting. The Ministry emailed Board members after 5pm seeking comments on the draft amendments no later than 10am the following day.

**20. National Employment Centre**

There was one virtual meeting on the reviewing of the National Employment Policy due to the Covid 19 situation with little or no value.

**21. 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
Airports Fiji Ltd	The New PART 19 to ERP 2007
Bank of Baroda	Log of claims
Central Bus Ltd	Workmen’s compensation
CJ Patel	Recruitment Policies
Coca Cola Amatil	HR Policies, etc
Colo I Suva Holdings Ltd	Employment Contracts
Utiqua Fiji Palms	Grievances
Fiji Hotels and Tourism Association	Employment Disputes
Fiji Development Bank	Summary Dismissals
Fiji Higher Education Commission	Termination without Cause
	ACA
	OHS
	Industrial Actions



Member Organization who used this service in no particular order of importance	Nature of queries in no particular order of priority and/or importance
Fiji Roads Authority	Business Plans
FINTEL	Budget Amendments Act
Flour Mills of Fiji	Pandemic Payment Policy
Fiji Agro-marketing	Covid 19 Protocols
Goodman Fielders	Work from Home policy
Hexagon Group of Companies	Maternity Leave Pay for working from home mothers or mother on LWP
Housing Authority	
Lami Town council	
LTA	
Lyndhurst Pte Ltd	
Pleass Beverages	
Post Fiji Limited	
Paradise Beverages	
Public Rental Board	
Punjas Group	
Pricewaterhouse Coopers	
Permix Fiji Ltd	
Pacific Investment Consultancy Ltd	
Pacific Fishing Company	
RC Manubhai	
Shore Bus Ltd	
Tropik Woods	
Total	
Tanoa International Hotel	
United Apparel Fiji Ltd	
Williams & Gosling Limited,	
Walesi Ltd	
WEBC & YEC members	

## L. 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 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 has successfully demonstrated how the right support and services can provide a vehicle for accelerated growth for small businesses in Fiji and the in period between July 2020 – June 2021 it has also demonstrated a successful pivot to provide relevant assistance through its COVID19 business support program. Achieving this has been through a collaborative effort with Program partners from the Market Development Facility (MDF), International Labour Organisation (ILO), YGAP and also SeedStars Program.

### 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.

In Early 2020 the FEE Business Accelerator Manager participated with the FCEF and ILO teams on a rapid assessment aimed at identifying the impact of the COVID19 pandemic on the private sector and primarily at the FCEF membership.

This rapid assessment allowed for the FEE program to also identify and measure what response services it

could provide to the FCEF Membership and MSMEs at large as part of FCEFs Covid19 response for MSMEs.

In the delivery of the COVID19 Business support services for MSMEs, 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.

The FEE COVID19 Business Support for MSMEs was intended to be a support service of the FCEF for MSMEs in Fiji and 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 upto 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 there were over 101 total beneficiaries with table below identifying data on the impact of the support services for the beneficiaries.

Total number of participants that attended the free webinars	175
Total number of female participants that attended the free webinars	65%
% of female participants that used the free counselling sessions	40%
Total number of beneficiaries	101
% female beneficiaries	75%
Additional incomes generated for beneficiaries	\$ 6,280.00
Total cost savings for beneficiaries	\$ 9,200.00
Total Private Sector Leveraged via MSMEs securing additional loans/grants	\$ 193,957.00

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.



FEE 2020 COHORT

Given the challenges identified as a result of the COVID19 Pandemic, there was still a huge interest for the FEE accelerator program by MSMEs, this led to the program pivoting to deliver a 3month targeted program around the theme of “Survival, Revival & Growth”. The program will commence at the end of August through to November and was designed to help businesses PIVOT and ADAPT to NEW WAYS of Business.

The FEE program was able to further subsidise the program fees to 1/3 of the cost in 2019 offering more opportunity for MSMEs to access this business support service. Through its extended network of partners, the FEE program was able to get assistance for the Australian DFAT SFI Frontier Incubator program, where program partners YGAP gave financial assistance of approximately \$30,000 FJD and MDF also gave financial assistance of \$16,000 FJD.

Fifteen MSMEs participated in the 3month program that also trialled hosting the program virtually via the Zoom online platform.

The following are the MSMEs that participated in the program:

	Company Name	Nature of Business
1	NewNet Pte Limited	Mobiile Business service provider
2	KD Builders & Landscaping	Exporting and Processing plant for Agricultural products
3	Fonetek Ltd	Mobile fone repaire centre
4	Taleitaki Enterprises	Naturally Handcraft ginger beer on tap
5	Elite Crystal Car Coating Fiji	Ceremic Car Coating
6	Shopaholic Fiji	Retailers of Fashion Wear and Accessories
7	Nailed It Fiji	Provide manicure and pedicure with gel and acrylic and beauty services
8	Fungs Farm	Provide Solil and Agriculture consultation services
9	Marama Pte Ltd	Oragnic Vanilla farming and Fashion
10	Waitika Farm	Bee Farm that offer beehive tours, sell hive products and hive by products and operate a small shop on the farm
11	Cyber Food	Online software development company that also focuses on online food order and delivery.
12	Lailai & Sprouts	Manufactureres of reusable nappies, menstrual pads and accessories.
13	Misaele Management Services Ltd	Landscaping design and construction company focusing on High end residences and resorts
13	Wainuqa Farmers Cooperative Ltd	Manufacturers of Food Chips from Cassava, Bread-fruit and Kumala
15	Hoosear Investments	Importer and exporter of goods and retail shop



The FEE 2020 Program was able to identify a success point that could address sustainability and expansion and this was through trialled an extension of the program being delivered virtually which identified:

1. Increased ability of MSMEs to attend the program remotely – as two women led businesses were able to attend the program remotely with one based in Rakiraki, Western Fiji and the other based in

Perth, Australia.

2. Increased class participation – the ability for MSMEs to join in remotely and online allowed for most MSMEs to increase class attendance and participation.

The FEE 2020 program was also able to extend its services through to supporting a village base cooperative which is also Fiji’s first ever village base food processing and manufacturers.

**SeedStars Start Up Challenge**

Following the success of Seedstars Suva in 2019 and the GSMA Ecosystem Accelerator programs, GSMA and the Australian Government with new partners Phandeyar introduced a targeted entrepreneurship and innovation training. The Australian Government supported this initiative to help small to medium enterprises (SMEs) in the Pacific harness technology solutions by accessing expert training and coaching from local and regional experts. This is even more important after the emergence of COVID-19, with



the private sector playing an important role in driving economic recovery in the region

The FEE Program was approached to be the Fiji Partners in the delivery of a nine-day entrepreneurship training program and pitching competition that was delivered online from 9 September to 18 September 2020. This training was designed to test and pitch new ideas and support established businesses taking on new technology solutions. Training was provided by leading professionals and local start-up founders. Participants learnt about using lean canvas, effective marketing, market expansion and business operations.

### Transition 2 Business (T2B) Program

In November 2020 the FEE program was approached by the International Labour Organisation to part of the Transition 2 Business (T2B) Program. The T2B program was designed to assist those in the tourism sector in the west that had lost formal employment and ventured in to entrepreneurship.

Through the Memorandum with the Fiji Trades Union Congress (FTUC), the ILO engaged the MSME support services with in the FCEF to provide support to the entrepreneurs engaged in the T2B program.

The FEE program having experienced and qualified trainers in the areas of:

1. Human Resources
2. Strategic Management
3. Sales & Marketing and;
4. Finance

Delivered face to face trainings group sessions and one to one support for over 30 women engaged in the T2B program. The coaches worked with the women from December 2020 to February 2021.

### FEE 2021

The FEE 2021 program was again hindered with outbreak that has affected the program that was intended to start in March, than deferred to June and now pushed back in to 2022. As the target audience have been the most severely affected, the issues of affordability and also sponsorship support have been the key areas being affected.

The program is now pivoting to a fully virtual program that requires an intensive redesign to allow for increased access for services with out a drop in impact, this will be a move outside of its original design but the trialled 2020 program has indicated its fluidity to transition between face to face and online delivery.

This has not led the program away from providing support, as the Alumni are still supported through collaborations with the FCEF MSME sector councils.

### Business Development Services

In December 2020 the FEE program was approached by the ILO to be part of consultations around Business Development Services for those in the Agriculture and Creative Arts Industry. Through intense preparations the FEE program has been selected as one of the 4 hubs to deliver this support for MSMEs in 2021.

This will see the program support upto 60 MSMEs in creative arts industry with a platform designed through collaborations with the ILO.

### FEE Engagements

Since the COVID19 developments in April, the FEE program has been intensively involved with local and international bodies seeking interventions in Fiji.

Organisations such as the:

1. Global Green Growth International (GGGI)
2. Pacific Green Entrepreneurs Network (PGEN)
3. International Trade Centre (ITC)

### Acknowledgements

The FEE pivot and transition over the very short timelines was an intense period for the FCEF/MDF team and the overwhelming contributions by the team and each individual has contributed to the success of the FEE program

A huge acknowledgement to Josua Mateiwai and Adimaibole Waqainabete who made up the core team for the immeasurable support through the technical assistance provided that have allowed for the set up work to be accomplished. The late hours and weekends that contributed to the success of the 2020 program.

The support team in Malcolm Bossley, Marilyn Vilisoni and Lauren Robinson who worked tirelessly to ensure the successful transition and pivot during these challenging covid times.

The FCEF team in Kameli Batiweti, Ravinesh Prasad and Victoria Yee who provided technical support to ensure the processes were carried out effectively and rendering their support to help the core team achieve its objectives meeting required procedures from both FCEF and MDF.

Also to WEBC Coordinator Fiona Dansey, BDRC Coordinator Waisea Vosa, BLP Manager Ramesh Chand, IR Team Noel Tofinga and Kelera Batibasaga and the entire FCEF Team for valuable support.

The FEE program will continue to work towards assisting MSMEs in the future and ensuring that effective and impactful support that will identify FCEF as a Hub for MSME support.



## M. Training Unit

Month	Day	Course Title	Venue/ Mode	Number of Participants	Course Facilitator
October	2 <sup>nd</sup>	Fire Warden Training	Face to face	19	National Fire Authority of Fiji
	19 <sup>th</sup>	Leadership Coaching	Face to face	46	Kitiana Chute
	26 <sup>th</sup>	Managing Stress in the Workplace	Face to face	13	Dr. Odille Chang
November	5 <sup>th</sup>	Quality Customer Service	Face to face	19	Epi Gonewai (Service Pro)
February	15 <sup>th</sup>	Leadership Training	FCEF Board Room	32	Kameli Batiweti
	18 <sup>th</sup>	Supervision and Middle Management	Tanoa Plaza	22	Epi Gonewai
	23 <sup>rd</sup>	Promote Products & Services (Day 1)	FCEF Board Room	12	Himen Chandra
	26 <sup>th</sup>	Leadership Training	FCEF Board Room	33	Kameli Batiweti
March	10 <sup>th</sup>	Promote Products & Services (Day 2)	FCEF Board Room	12	Himen Chandra
	11 <sup>th</sup>	Leadership In-house Training (Coca- Cola Amatil Ltd)	Coca-Cola Amatil Ltd, Laucala Beach	28	Kameli Batiweti
	16 <sup>th</sup> , 17 <sup>th</sup> & 18 <sup>th</sup>	OH&S Module 1 & 2	FCEF Board Room	17	Pio Rova
	18 <sup>th</sup>	Leadership In-house Training (Coca- Cola Amatil Ltd)	Intercontinental Fiji Golf Resort & Spa	28	Kameli Batiweti
	22 <sup>nd</sup>	Transformation or Confusion? Examining the impact of deregistration	FCEF Board Room	6	Glenis Yee
June	16 <sup>th</sup>	Climate Change Bill	Virtual (Zoom)	5	Nicholas Barnes
	23 <sup>rd</sup>	Legal Issues that arise while Managing and Ending an Employment Relationship	Virtual (Zoom)	49	Jon Apted
	24 <sup>th</sup>	Basics of Supervisory Skills (BOSS)	Virtual (Zoom)	35	Kameli Batiweti

## Brief Summary of Trainings

### 1. Leadership Training

Some points raised in the Leadership Training were:

- Anyone can and must be a Leader at some point in time of their lives!
- Leadership is NOT a skill that one is born with
- Rather; it is a powerful skill that can be developed over time.
- There is no one set of criteria for Leadership, it takes many different forms.
- The common interpretation is where an Individual leads another Individual or a group of Individuals towards a goal.
- Leadership, also, is about how you lead your life as an Individual (discipline)

“You don’t need a title to be a good leader. You lead by example” – Jamie Woodburn



### 2. Supervision and Middle Management

The following are the various topics that were covered in this training:

- Role & Traits of the Supervisor
- Delegation & Empowering employees
- Supervisor as a change agent
- New employee induction & orientation
- Supervising people to achieve goals
- Staffing & Scheduling
- Communication & Employee motivation



### 3. Promote Products and Services Training

This training covered service resource planning, advertising plans & evaluating resources.



### 4. OH&S Module 1 & 2

This introductory course aimed to provide health & safety representatives with the range of basic skills which enable them to effectively and responsibly represent their work group. It also aimed to provide the representatives with a working knowledge of the Health & Safety at Work Act 1996, and other relevant legislation. Furthermore it also assisted the health & safety representatives to understand the principles of hazard identification, risk assessment and risk control and develop positive attitudes towards occupational health & safety



### 5. Transformation or Confusion? Examining the impact of deregistration

This training highlighted the impact to businesses, examined the reinstatement process set out in the Companies Act and explored Australian precedent (as Fiji’s deregistration provisions are identical to Australia’s).

### 6. Climate Change Bill

This training touched on the overview of the Climate Change Bill

### 7. Legal Issues that arise while Managing and Ending an Employment Relationship

The following are the various topics that were covered in this training:

- o The shift from Master & Servant to the relational employment contract
- o Key terms in an employment contract
- o How should policies and procedures be provided for and used?
- o Implied duties of employer and workers under the ERA and the common law
- o Workplace remedies of workers – grievances, disputes, industrial action
- o Workplace remedies of the employer for underperformance and misconduct
- o disciplinary requirements and permitted sanctions Termination by Worker – resignation, acceptance, short notice, post-employment
- o restraints Termination by Employer- what are the options (including summary dismissal,
- o termination on notice or pay in lieu, redundancy, retirement for age and medical reasons – and s. 40 of the Employment Relations Act 2007) Potential exposure in Mediation, Employment Relations Tribunal or Court

**8. Basics of Supervisory Skills (BOSS)**

The BOSS training covered several topics, one being “The Role of Supervisors and/or Managers”. In this topic management was defined as the organization and mobilization of resources towards achieving an Organization’s objectives. Resources include People, Money, Equipment and Supplies.



**N. Business Link Pacific (BLP) Partnership**

**A. Introduction - BLP Programme:**

BLP is a private sector development programme, funded by the New Zealand Ministry of Foreign Affairs and Trade and is aimed at supporting the economic growth of Pacific Island countries.

The Business Link Pacific team is based in Auckland, New Zealand and is currently supported by in-country partners in the Cook Islands, Fiji, Kiribati, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu.

There are over 110 business advisory firm’s which are members of the Business Link Pacific Advisor Network who have helped to create new products, supported many digital transformations and have helped many businesses through a variety of crises, including the COVID-19 pandemic. There is increasing economic growth across Samoa, Vanuatu, Fiji, Cook Islands, Solomon Islands and Papua New Guinea.



**B. FCEF \ BLP Partnership**

The Fiji Commerce and Employers Federation (FCEF) is proud to be partnered with Business Link Pacific (BLP), 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.



Business Link Pacific 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.

FCEF CEO, Mr. Kameli Batiweti shares “At FCEF, we value the Partnership with Business Link Pacific (BLP) in the work that they do to support MSMEs in Fiji. BLP’s work in FIJI has grown significantly in the past 22 months as the Team in Fiji, led by the Manager, Ramesh Chand and ably assisted by Jessica Gounder, provide BLP’s support that MSMEs are able to access advisory services that previously were unaffordable. This service has assisted the MSMEs to remain afloat during these difficult times.”

Mr. Batiweti thanks BLP, for their great support.



business. BLP is working with FCEF’s Women Entrepreneurs Council, Women in Business and Fiji Women Rights Movement. The women entrepreneurs can get a subsidy of up to 70%.

7. Finance Facility – Business Adaptation Grant – will assist SMEs to overcome the impacts of the COVID-19 crisis and help them to introduce changes and adaptive strategies that will help the business to grow in the future. The Aadaptation Grants will assist SMEs in adjusting to the current business environment and will provide funding for the stabilisation and recovery of business operations and where appropriate, lead to access financial services and concessional loans through BLP’s partner financial institutions.
8. Finance Finder – BLP has launched a finance finder platform where SMEs can access information on institutions providing finance facilities.

BLP continues to support FCEF’s response to COVID-19 impacts to the SME sector in Fiji 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.



### C. BLP Programmes:

1. Online Business Health Check -Through the Health Check SMEs are able to identify the areas where their business needs improvement.
2. Business Continuity Planner –This helps the businesses to know where they stand as far as their BCP is concerned.
3. Business Diagnosis –Business Service Managers undertake the diagnosis. Reports on diagnosis are then submitted to the SMEs with the list of referrals to BASP.
4. Building Network of Business Advisor Service Providers – BLP creates a platform where Business Advisors can be easily accessible.
5. Subsidy – BLP provides up to 50% subsidy towards to the service fee charged by the BASP.
6. GESI programme – BLP continues to promote Women, Youths and People with Disability into



## D. BLP Activity Achievements for the Period 01.07.2020 to 30.06.2021

No.	Activities	Achievement
1.	Business Health Check	355
2.	Business Continuity Check	414
3.	Business Diagnosis & Reports Completed	101
4.	Number of SMEs Assisted with Subsidies	348
5.	Number of Subsidies Paid	453
6.	Value of Subsidies Paid	1.5 million FJD
7.	Total Value of Business Advisory Services	2.6 million FJD
8.	Number of 100% Subsidies Paid	154
9.	Value of 100% Subsidies Paid	500,000 FJD
10.	Number of Approved Business Service Providers	47
11.	Number of SME Surveys Conducted	221
12.	Number of BASP Survey Completed	32
	Business Adaption Grant – Round 1	
13.	Number of Successful Application	139
14.	Number of Business Adaptation Grant Paid	12
15.	Value of Business Adaptation Grant Paid up to June 2021	126,000 FJD
16.	Number of Grants in Contracting Stage	13
17.	Number of Grants being Validated By BASPs	91
18.	Number of Grants Awaiting SME Information	23

Many thanks,

Kameli Batiweti

**CHIEF EXECUTIVE OFFICER**



# FCEF CSR

On FCEF's 60th Anniversary, The Federation as part of its Corporate Social Responsibility (CSR) donated cash to few charity organisations. FCEF President Sandeep Chauhan, FCEF Board Member Howard Politini and FCEF Accountant Ravinesh Prasad handed over donation cheques on behalf of FCEF, to Homes of Hope, Loloma Home & Care Centre, Treasure House Children's Home, Rotary Club of Labasa and Lions Club of Labasa last year for christmas.

This is one of FCEF's commitment to assist the vulnerable organisations in these joyous occasions of Christmas to ensure that the children and elderly in these organisations are well looked after during the festive session when many are spending it with loved ones at home.

FCEF will continue to provide assistance to such organisations in years to come.



# Tribute to Rev. Poate Mata



Rev. Mata became actively involved in the Affairs of the then Fiji Employers Federation in 1994 whilst he was with BP Oil, he was the only i-Taukei on the Executive Committee at that time (which was predominately expatriate) and was later joined by Mr. Naituku. He became a Board Member in 1997.

Rev. Mata was a specialist HR/IR person and was involved in the inception of the HR Council in the early 90s. He was a wise counsel and most of us would always turn to him to seek advice on issues pertaining to HR/IR because we knew it was FREE and it came with a lot of love and passion as opposed to getting the advice of a lawyer.

He was still heavily involved with FEF after leaving BP Oil and represented Mata & Associates on the Board. His contribution to the Federation will always be remembered; he represented the Federation on Government Boards including the Employment Relations Advisory Board and the National Occupational Health and Safety Advisory Board.

In 2010 he was part of the Board who revamped the Federation's Annual TOPEX Conference and the change of name to the current Fiji Commerce & Employers Federation. He never misses the TOPEX Conference (this is a conference that attracts Senior Executives from all Industries in Fiji with speakers both local and abroad; we are always relieved that he is there as he is always tasked to start it off with the Prayer. Our '5.30am Rise and Shine' activities was his pride, as at his age, he puts us to shame as he completes the activities with no sweat.

The one thing he was always very proud of was that during his tenure in the Board, he has witnessed the construction of the Employers Hub at 42 Gorrie St. What used to be an old wooden house is now a 3 storey building and for years he was amongst those who have pushed on to see that the plan eventuated. I remember once he cracked out a joke that the Building Committee File grew as the years go by so it was high time they stop the meeting and start building.

He never misses any Board Meeting, he was punctual and very attentive. He will always be the first to arrive and the last to leave as he always wanted to catch up with his children (the staff of the Federation). He worked very closely with the Chief Executives (Ken Roberts, Nez Hazelman and Kameli Batiweti. His contribution will be missed greatly.

He was passionate about the FCEF, and was still a Board Member until his passing. We will miss him but we will ensure that his legacy lives on.

FIJI COMMERCE AND EMPLOYERS FEDERATION  
**FINANCIAL STATEMENT**  
**30th JUNE, 2021**



**FIJI COMMERCE AND EMPLOYERS FEDERATION****FINANCIAL STATEMENTS  
30 JUNE 2021****DIRECTORS' REPORT**

In accordance with a resolution of the board, the members herewith submit the balance sheet at 30 June 2021, 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 2021 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:

- Re-appointed 27 September 2019:  
Sandeep Chauhan (President)  
Himen Chandra (Immediate Past President)  
Eseta Nadakuitavuki (Vice President)  
Vinay Narsey (Vice President)  
Howard Politini  
Susie Waqanibaravi  
Vera Chute  
Bhan Pratap Singh (resigned 17 February 2021)
- Appointed 27 September 2019:  
Eldon Eastgate  
Mitesh Kapadia  
Susan Miller  
Rev Poate Mata (deceased 11 April 2021)
- Appointed 25 September 2020:  
Fantasha Lockington  
Iliyaz Koya
- Council Chairs:  
Alvin Sharma (re-appointed 15 October 2020)  
Jasper Singh (re-appointed 16 October 2020)  
Jeetender Rai (re-appointed 15 October 2020)  
Leonard Chan (re-appointed 20 October 2020)  
Mike Spencer (re-appointed 16 October 2020)  
Netava Bakaniceva (appointed 12 October 2020)  
Sharoon Shah (re-appointed 14 October 2020)  
Watsoni Nata Jnr (appointed 14 October 2020)

**2 PRINCIPAL ACTIVITY**

The principal 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 \$231,498 (2020: \$195,012).

**4 PROVISIONS**

There were no material movements in provisions.

**DIRECTORS' REPORT – continued****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.

**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**

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus disease ("COVID-19") as a pandemic. The spread of COVID-19 around the world during 2020 as well as 2021 has caused significant volatility in local and international markets. There is significant uncertainty around the breadth and duration of business disruptions related to COVID-19, as well as its impact on the local and international economies. As such, the Federation is actively monitoring the extent of the impact to its operations, financial accounting and reporting.

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.

**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.



**FIJI COMMERCE AND EMPLOYERS FEDERATION**

**FINANCIAL STATEMENTS**  
**30 JUNE 2021**

**DIRECTORS' REPORT – continued**

**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

20/09/21  
.....  
Date

  
.....  
Board Member

20/09/21  
.....  
Date


**FIJI COMMERCE AND EMPLOYERS FEDERATION**
**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 2021:
- 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 2021 and of the performance and cash flows of the Federation for the year ended 30 June 2021; 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

20/09/21  
 .....  
 Date

  
 .....  
 Board Member

20/09/21  
 .....  
 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 2021, 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 2021.

PricewaterhouseCoopers  
Chartered Accountants

A handwritten signature in blue ink that reads 'Paritosh Deo'.

by

A handwritten signature in blue ink that reads 'Paritosh Deo'.

Paritosh Deo  
Partner

20 September 2021

*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 2021, 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 2021, 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 2021, 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.*

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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**

**20 September 2021**  
Suva, Fiji

<b>FIJI COMMERCE AND EMPLOYERS FEDERATION</b>	<b>STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME FOR THE YEAR ENDED 30 JUNE 2021</b>		
	Notes	2021 \$	2020 \$
<b>Income</b>			
Entrance fees		5,655	9,166
Subscriptions		423,921	420,163
Seminars and conference - net income		81,509	194,763
Secretariat services - net income/(loss)		31,474	( 377)
Share of partnership profit	10	65,044	72,177
Other income		<u>138,981</u>	<u>78,952</u>
<b>Total income</b>		<u>746,584</u>	<u>774,844</u>
<b>Expenditure</b>			
Staff costs		( 339,321)	( 370,739)
Other expenditure		( 175,765)	( 209,093)
<b>Total expenditure</b>		<u>( 515,086)</u>	<u>( 579,832)</u>
<b>Operating profit</b>	3	<u>231,498</u>	<u>195,012</u>
Other comprehensive income		<u>-</u>	<u>-</u>
<b>Total comprehensive income for the year</b>		<u>\$ 231,498</u>	<u>\$ 195,012</u>

The accompanying notes form an integral part of these accounts.

**FIJI COMMERCE AND EMPLOYERS FEDERATION**

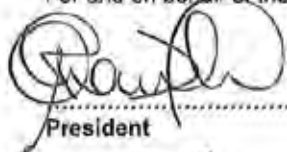
**BALANCE SHEET  
AS AT 30 JUNE 2021**

	Notes	2021 \$	2020 \$
<b>Current Assets</b>			
Cash and cash equivalents	4	278,349	258,078
Term deposit	5	214,800	150,000
Receivables	6	<u>188,126</u>	<u>85,639</u>
		<u>681,275</u>	<u>493,717</u>
<b>Non-Current Assets</b>			
Plant and equipment	8	46,434	39,685
Intangible assets	9	5,776	8,774
Term deposit	5	306,750	214,800
Investment	10	<u>2,155,140</u>	<u>2,090,096</u>
		<u>2,514,100</u>	<u>2,353,355</u>
<b>Total Assets</b>		<u>3,195,375</u>	<u>2,847,072</u>
<b>Current Liabilities</b>			
Payables and accruals	7	28,337	29,380
Annual leave accrued		23,630	19,874
Income received in advance		284,544	33,984
Subscriptions received in advance		<u>33,085</u>	<u>149,553</u>
<b>Total Liabilities</b>		<u>349,596</u>	<u>232,791</u>
<b>Net Assets</b>		<u>\$ 2,845,779</u>	<u>\$ 2,614,281</u>
<b>Members' funds</b>		<u>\$ 2,845,779</u>	<u>\$ 2,614,281</u>
<b>Accumulated funds</b>		<u>\$ 2,845,779</u>	<u>\$ 2,614,281</u>

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

20/09/21  
.....  
Date

  
.....  
Board Member

20/09/21  
.....  
Date

**FIJI COMMERCE AND EMPLOYERS FEDERATION**

**STATEMENT OF CHANGES IN  
MEMBERS' FUNDS  
YEAR ENDED 30 JUNE 2021**

	Accumulated Funds	Total
	\$	\$
Balance - 30 June 2019	2,419,269	2,419,269
Profit for the year	<u>195,012</u>	<u>195,012</u>
Balance - 30 June 2020	2,614,281	2,614,281
Profit for the year	<u>231,498</u>	<u>231,498</u>
Balance - 30 June 2021	<u>\$ 2,845,779</u>	<u>\$ 2,845,779</u>

The accompanying notes form an integral part of these accounts.

<b><u>FIJI COMMERCE AND EMPLOYERS FEDERATION</u></b>		<b><u>STATEMENT OF CASH FLOWS</u></b> <b><u>YEAR ENDED 30 JUNE 2021</u></b>	
	Notes	2021 \$	2020 \$
<b>CASH FLOW FROM OPERATING ACTIVITIES</b>			
Subscriptions		307,453	440,751
Entrance fees		5,655	9,166
Other income received		125,042	81,193
Interest received		8,039	11,222
Seminar income received - net		231,540	57,476
Secretariat services received - net		31,474	39,447
Other administrative expenses paid		( 176,971)	( 204,973)
Payments to suppliers and employees		<u>( 335,565)</u>	<u>( 366,524)</u>
<b>Net cash inflow from operating activities</b>		<u>196,667</u>	<u>67,758</u>
<b>CASH FLOW FROM INVESTING ACTIVITIES</b>			
Acquisition of plant, equipment and intangibles		( 19,646)	( 17,290)
Net (purchase)/maturity of term deposits		<u>( 156,750)</u>	<u>( 159,400)</u>
<b>Net cash (outflow) from investing activities</b>		<u>( 176,396)</u>	<u>( 176,690)</u>
<b>Net increase/(decrease) in cash and cash equivalents</b>		20,271	( 108,932)
<b>Cash and cash equivalents at the beginning of financial year</b>		<u>258,078</u>	<u>367,010</u>
<b>Cash and cash equivalents at the end of financial year</b>	4	<u>\$ 278,349</u> =====	<u>\$ 258,078</u> =====

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 2021****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 20<sup>th</sup> day of September 2021.

**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.

**Going concern and impact of COVID-19**

In March 2020, the World Health Organization declared the outbreak of a novel coronavirus disease ("COVID-19") as a pandemic. The spread of COVID-19 around the world during 2020 as well as 2021 has caused significant volatility in local and international markets. There is significant uncertainty around the breadth and duration of business disruptions related to COVID-19, as well as its impact on the local and international economies. As such, the Federation is actively monitoring the extent of the impact to its operations, financial accounting and reporting.

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.

**FIJI COMMERCE AND EMPLOYERS FEDERATION****NOTES TO AND FORMING PART OF  
THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021****2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued****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.

**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:

	<b>Rate</b>
Computer equipment	10% - 20%
Furniture, fittings and equipment	10%

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.

**FIJI COMMERCE AND EMPLOYERS FEDERATION**

**NOTES TO AND FORMING PART OF  
THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued**

**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.

**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:

	2021	2020
	\$	\$
<b>Charging as expense:</b>		
Auditors' remuneration - audit services	3,000	3,000
Depreciation	15,895	13,394



**FIJI COMMERCE AND EMPLOYERS FEDERATION**

**NOTES TO AND FORMING PART OF  
THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**4 CASH AND CASH EQUIVALENTS**

For the purpose of the statement of cash flows, the cash and cash equivalents comprise the following:

	2021 \$	2020 \$
Cash at bank and on hand	\$ 278,349	\$ 258,078
	<u>=====</u>	<u>=====</u>

**5 TERM DEPOSITS**

	2021 \$	2020 \$
<b>Current</b>		
Merchant Finance (Fiji) Limited	214,800	-
HFC Bank	<u>-</u>	<u>150,000</u>
	214,800	150,000
<b>Non-current</b>		
Credit Corporation (Fiji) Pte Limited	150,000	-
Merchant Finance (Fiji) Limited	<u>156,750</u>	<u>214,800</u>
	<u>\$ 521,550</u>	<u>\$ 364,800</u>

Term deposits with Credit Corporation and Merchant Finance (Fiji) Limited mature on 2 September 2022, and 3 June and 11 November 2022 respectively and attract interest at the rate of 3.65% for both deposits.

**6 RECEIVABLES**

	2021 \$	2020 \$
Accounts receivable	133,902	82,850
Less: Provision for doubtful debts	( 5,595)	( 13,975)
	128,307	68,875
Prepayments	41,422	11,945
Interest receivable	10,719	4,784
VAT Receivable	7,678	-
Others	<u>-</u>	<u>35</u>
	<u>\$ 188,126</u>	<u>\$ 85,639</u>

Movement in the provision for impairment of accounts receivable is as follows:

	2021 \$	2020 \$
At 1 July	13,975	15,950
Reversal of provision for impairment	-	-
Doubtful debts recovered	( 8,360)	( 8,175)
Provision recognised during the year	<u>-</u>	<u>6,200</u>
At 30 June	<u>\$ 5,595</u>	<u>\$ 13,975</u>

**FIJI COMMERCE AND EMPLOYERS FEDERATION**

**NOTES TO AND FORMING PART OF  
THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**7 PAYABLES AND ACCRUALS**

	2021 \$	2020 \$
Trade payables	153	2,747
VAT payable	-	5,133
Accruals and other payables	<u>28,184</u>	<u>21,500</u>
	<u>\$ 28,337</u>	<u>\$ 29,380</u>

**8 PLANT AND EQUIPMENT**

	Furniture fittings and office equipment \$	Computer equipment \$	Total \$
<b>30 June 2021</b>			
Cost	28,460	86,477	114,937
Accumulated depreciation	( 10,630)	( 57,873)	( 68,503)
Carrying amount at end of the year	<u>\$ 17,830</u>	<u>\$ 28,604</u>	<u>\$ 46,434</u>
<b>30 June 2020</b>			
Cost	19,063	76,228	95,291
Accumulated depreciation	( 8,397)	( 47,209)	( 55,606)
Carrying amount at end of the year	<u>\$ 10,666</u>	<u>\$ 29,019</u>	<u>\$ 39,685</u>

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 \$
<b>Carrying amount</b>			
At 1 July 2020	10,666	29,019	39,685
Additions	9,397	10,249	19,646
Disposal	-	-	-
Transfer	-	-	-
Depreciation charge	( 2,233)	( 10,664)	( 12,897)
<b>At 30 June 2021</b>	<u>\$ 17,830</u>	<u>\$ 28,604</u>	<u>\$ 46,434</u>



**FIJI COMMERCE AND EMPLOYERS FEDERATION**

**NOTES TO AND FORMING PART OF  
THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**9 INTANGIBLE ASSETS**

	\$
<b>30 June 2020</b>	
Cost	26,291
Accumulated amortisation	( 17,517)
Net book value	<u>\$ 8,774</u>
	=====
<b>30 June 2021</b>	
Opening net book value	8,774
Additions	-
Disposal	-
Amortisation charge	( 2,998)
Net book value	<u>\$ 5,776</u>
	=====
<b>30 June 2021</b>	
Cost	26,291
Accumulated amortisation	( 20,515)
Net book value	<u>\$ 5,776</u>
	=====

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

**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 \$65,044 (2020: \$72,177). The Federation's share of net assets in FEFHA partnership at 30 June 2021 of \$2,155,140 (2020: \$2,090,096) comprises of the following:

	2021 \$	2020 \$
Plant and equipment at cost	276,776	272,186
Accumulated depreciation	<u>( 162,408)</u>	<u>( 128,330)</u>
	<u>114,368</u>	<u>143,856</u>
Investment property	4,705,532	4,705,532
Cash at bank	53,185	75,478
Prepayments and other receivables	<u>26,427</u>	<u>21,676</u>
Total assets	<u>4,898,512</u>	<u>4,946,542</u>

**FIJI COMMERCE AND EMPLOYERS FEDERATION****NOTES TO AND FORMING PART OF  
THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021****10 INVESTMENT-- continued**

<i>Less:</i>		
Creditors and accruals	16,567	19,473
Tenants deposit	39,390	39,390
Borrowing	<u>1,421,912</u>	<u>1,570,281</u>
Net assets	\$ 3,420,643	\$ 3,317,398
	=====	=====
Fiji Commerce and Employers' Federation portion	2,155,040	2,089,996
Add: Shares in Exporters Club Limited	<u>100</u>	<u>100</u>
	\$ 2,155,140	\$ 2,090,096
	=====	=====

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 2021, 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.

**11 CONTINGENT LIABILITIES**

There are no contingent liabilities as at 30 June 2021 (2020: \$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:

	2021	2020
	\$	\$
<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 \$120,000 in gross terms (2020: \$117,045).

**FIJI COMMERCE AND EMPLOYERS FEDERATION**

**NOTES TO AND FORMING PART OF  
THE FINANCIAL STATEMENTS - continued  
FOR THE YEAR ENDED 30 JUNE 2021**

**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 2021**

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.

20 September 2021  
Suva, Fiji

A blue ink signature of 'PricewaterhouseCoopers' in a cursive script.

PricewaterhouseCoopers  
Chartered Accountants

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GPO Box 200, Suva, Fiji.  
T: (679)3313955 / 3315199, F: (679) 3300981 / 3300947*

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

<u>FIJI COMMERCE AND EMPLOYERS FEDERATION</u>	<u>DETAILED STATEMENT OF ADMINISTRATION INCOME AND EXPENDITURE FOR THE YEAR ENDED 30 JUNE 2021</u>	
<b>ADMINISTRATION</b>	2021	2020
	\$	\$
<b><u>Income</u></b>		
Entrance fees	5,655	9,166
Industrial relation - consultancy	104,349	53,020
Interest	13,974	15,151
Other income	14,658	4,281
Rental income	-	500
Service recovery	6,000	6,000
Share of partnership profit	65,044	72,177
Subscriptions	<u>423,921</u>	<u>420,163</u>
	<u>633,601</u>	<u>580,458</u>
<b><u>Less: Expenses</u></b>		
Auditors' remuneration		
- Auditing	3,000	3,000
- Accounting	248	188
Advertising and public relations	1,200	13,592
Annual leave	6,989	4,215
Bank charges	1,449	1,006
Business licence	-	200
Computer expenses	6,058	8,123
Depreciation	15,895	13,394
Doubtful debts (recovered)/recognised	( 8,380)	1,200
FCEF AGM expenses	6,068	10,181
FCEF board meetings	2,973	9,199
FCEF combined council meetings	10,315	7,041
FNPF contributions	25,275	36,595
FNU levy	4,481	3,946
Fringe benefit tax	1,500	1,219
General expenses	21,216	23,568
Industrial relations – expenses	3,627	6,585
Insurance	23,186	16,243
Internet	<u>3,187</u>	<u>1,940</u>
<b>Balance carried forward</b>	<b>128,287</b>	<b>161,425</b>



**FIJI COMMERCE AND EMPLOYERS FEDERATION****DETAILED STATEMENT OF ADMINISTRATION  
INCOME AND EXPENDITURE - continued  
FOR THE YEAR ENDED 30 JUNE 2021****ADMINISTRATION**

	2021	2020
	\$	\$
<b><u>Expenses - continued</u></b>		
Balance brought forward	128,287	161,425
Legal fees	4,000	5,250
Medical reimbursement expenses	740	1,426
Motor vehicle allowance	-	8,333
Postage, printing and stationery	2,728	7,638
Repairs and maintenance	163	144
Rent and rates	42,336	42,336
Staff function	-	358
Staff training	-	810
Staff salaries	302,576	316,492
Subscriptions	19,870	18,099
Telephone and faxes	10,710	11,032
Travel and accommodation	461	3,250
Withholding tax	<u>3,215</u>	<u>3,239</u>
	<u>515,086</u>	<u>579,832</u>
<b>Surplus from administration</b>	<b>\$ 118,515</b>	<b>\$ 626</b>

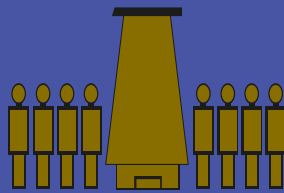
**FIJI COMMERCE AND EMPLOYERS FEDERATION****DETAILED STATEMENT OF SEMINAR AND  
CONFERENCE INCOME AND EXPENDITURE  
FOR THE YEAR ENDED 30 JUNE 2021****SEMINARS AND CONFERENCE**

	2021	2020
	\$	\$
<b><u>Income</u></b>		
TOPEX conference	-	455,369
WEBC	96,843	62,926
Workshops and seminars	<u>120,118</u>	<u>104,360</u>
	<u>216,961</u>	<u>622,655</u>
<b><u>Less: Expenses</u></b>		
TOPEX conference	-	310,169
WEBC	73,076	41,965
Workshops and seminars	61,876	75,758
YEC	<u>500</u>	<u>-</u>
	<u>135,452</u>	<u>427,892</u>
<b>Surplus from seminars and conference</b>	<b>\$ 81,509</b> =====	<b>\$ 194,763</b> =====

**FIJI COMMERCE AND EMPLOYERS FEDERATION****DETAILED STATEMENT OF  
SECRETARIAT SERVICES  
FOR THE YEAR ENDED 30 JUNE 2021****SECRETARIAT SERVICES**

	2021	2020
	\$	\$
<b><u>Income</u></b>		
Business Accelerator Program	59,549	45,840
Business Disaster Resilience Council sponsorship	68,979	-
Business Link Pacific	<u>115,487</u>	<u>77,820</u>
	<u>244,015</u>	<u>123,660</u>
<b><u>Less: Expenses</u></b>		
Business Accelerator Program	55,489	61,555
Business Disaster Resilience Council sponsorship	65,101	-
Business Link Pacific	<u>91,951</u>	<u>62,482</u>
	<u>212,541</u>	<u>124,037</u>
<b>Surplus/ (Deficit) from secretariat services</b>	<b>\$ 31,474</b>	<b>(\$ 377)</b>
	<b>=====</b>	<b>=====</b>





Fiji Commerce & Employers Federation  
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