



**Fiji Commerce
& Employers
Federation**

THE VOICE OF THE PRIVATE SECTOR

ANNUAL REPORT 2024

64th Annual General Meeting
28th October, 2024

Vision

The Voice of the Private Sector

Mission

Protect, Promote & Preserve Good Governance, Free Enterprise & Commerce for the Economic Development of Fiji

Pillars

PROTECT

Support policies to ensure a sustainable and conducive business environment.

PROMOTE

Promote, encourage and provide an opportunity for consultation amongst members

PRESERVE

Encourage a sustainable future for all by inculcating the creation of a business culture promoting fair work and safe workplaces

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Trustees



Jenny Seeto



Viliame Leqa

Board Members



PRESIDENT
Vinay Narsey
Narseys Plastics
Industries Pte Ltd



VICE PRESIDENT
Eldon Eastgate
Essity Australasia (Fiji)
Ltd



VICE PRESIDENT
Vera Chute
Value City (SP) Pte Ltd
(Resigned)



**IMMEDIATE PAST
PRESIDENT**
Sandeep Chauhan
Star Printery Pte Ltd



Anil Senewiratne
Vision Investments Ltd



Fantasha Lockington
Fiji Hotel & Tourism
Association



Mike Spencer
Paradise Beverages
(Fiji) Ltd



Susie Waqanibaravi
NPT Agency
(Resigned)



Mitesh Kapadia
Motibhai & Company
Ltd



Himen Chandra
Comfort Home
Furnishing Ltd



Rowena Taito
Westpac Banking
Corporation



Sharyne Fong
Insight Business
Advisory Pte Ltd



Arvind Maharaj
VKJ Global

Council Chairpersons



Karunesh Rao
Business Disaster
Resilience Council



Mahendra Chand
Professional &
Financial Services



Fantasha Lockington
Tourism and Transport
Council



Harvie Probert
Mining & Quarrying
Council



Sharyne Fong
Women Entrepreneurs
Business Council



Watesoni Nata Jnr
Micro, Small, Medium
Enterprises Council



Elizabeth Cama
Human Resource
Council



Jeetender Rai
Manufacturing Trade &
Export Council



Miliana Vulakouvaki
Retailers & Small
Business Council

Secretariat Staff



Jonetani Tonawai
Chief Executive Officer
(Resigned)



Savenaca Baro
Acting CEO/
Manager Member Services,
Research & Communications



Pratibha Datt
Manager Finance



Palinda Kaitu'u
Manager Business
Accelerator



Fiona Dansey
WEBC Coordinator



Anishma Prasad
Communications
Officer



Martha Kamea
Executive Assistant



Pricilla Ram
FBDRC Coordinator



Taleinigaunavinaka Lenati
WEBC Assistant



Sailasa Kalourua
Office Assistant
FEFHA Partners



Andrea Pesamino
Receptionist
FEFHA Partners

5th October 2024

ALL MEMBERS

64th ANNUAL GENERAL MEETING 2024

Pursuant to the Articles of Association of the Fiji Commerce & Employers Federation (Item No. 11.1), the Secretariat advises the general membership that the 64th AGM will be held **on Monday 28th October, 2024 from 2:00pm.**

Members are advised that the AGM Nominations for Five (5) Board Members need to reach the Secretariat by Wednesday **3:00pm, 23rd October, 2024.**

Savenaca Baro

ACTING CHIEF EXECUTIVE OFFICER

Agenda

- 1. Welcome**
- 2. Apologies**
- 3. Confirmation of Minutes**
 - 3.1. To confirm the Minutes of the 63rd Annual General Meeting held on 15th September 2023.
 - 3.2. Matters Arising
- 4. Elections**
 - 4.1. To elect not more than Five (5) Members of the Board
 - 4.2. To elect the Auditors for the financial year ending 30 June 2024
- 5. Reports**
 - 5.1. To receive the President's Report
 - 5.2. To receive the independent Audit Report and Financial Statements for the year ended 30th June 2024.
- 6. Special Business – Articles of Association Members to:**

Note the correction of Articles for Terms of Board members and Council Chairs
- 7. Such other matters as may be accepted by the Chairman**

Members are requested to register or advise the Secretariat on phone: 3313188, or email: employer@fcef.com.fj

Savenaca Baro

ACTING CHIEF EXECUTIVE OFFICER

Minutes

**63rd ANNUAL GENERAL MEETING
HELD AT FCEF'S BOARD ROOM
FRIDAY, 15th SEPTEMBER 2023 AT 2:00PM**

PRESENT

No	Name	Business Name
1	Eldon Eastgate	Essity Australasia
2	Edward Batiweti	Coca Cola Euro Pacific Partners
3	Himen Chandra	Comfort Home Furnishing
4	Majid Shahzad	Cyber@ge
5	Karunesh Rao	Energy Fiji Limited
6	Harvie Probert	Fiji Gas Limited
7	Geoff Smith	Natural Waters of Fiji
8	Eremasi Tamanisau	Fiji Performing Rights Associations
9	Saimone Vuatalevu	Fiji Performing Rights Associations
10	Neelam Maharaj	Friendly Mates Cleaning Services
11	Jyoti Maharaj	Kana Vinaka
12	Edwain	Lion One Metals Limited
13	Patrick Hickey	Lion One Metals Limited
14	Sakiusa	Lion One Metals Limited
15	Jinesh Patel	Motibhai Group of Companies
16	Mitesh Kapadia	Motibhai Group of Companies

Minutes

PRESENT

No	Name	Business Name
17	Vinay Narsey	Narseys Plastics Industries Pte Ltd
18	Jeetender Rai	NCI Packaging
19	Netava Bakaniceva	Newmont Corporation
20	Howard Politini	NEWWORLD IGA
21	Thelma Taria-Savua	Pacific People
22	Renjie Tang	Pangea Gold Mining Fiji Pte Ltd
23	Banuve	Paradise Beverages (Fiji) Limited
24	Warwick / Cate	Pleass Global Limited
25	Nandu Naidu	Punjas Limited
26	Kaushick Chandra	Price Waterhouse Coopers
27	Rohini Hamid	Sea and Soil
28	Sandeep Chauhan	STAR Printery
29	Ajit Singh	Tacirua Transport Company Limited
30	Anjani Singh	Tacirua Transport Company Limited
31	Vera Chute	Value City (SP) Pte Ltd
32	Dr. Ian	Vatukoula Gold Mines Ltd

Minutes

PRESENT

No	Name	Business Name
33	Anil	Vision Investment Ltd
34	Arvind Maharaj	VKJ Global PTE Limited
35	Trevor Nainoca	William and Goslings

IN ATTENDANCE

Jonetani Tonawai	CEO
Ravinesh Prasad	Secretariat – Manager Finance & Admin
Savenaca Baro	Secretariat – Manager Membership Services, Research & Communication
Naveena Roshni	Secretariat – Executive Assistant
Anishma Prasad	Secretariat – Communications Officer
Fiona Dansey	Secretariat – WEBC Coordinator
Kelera Batibasaga	Secretariat – IR Assistant
Sorovesi Tikomainaivalu	Secretariat – WEBC Assistant
Palinda Kaitu'u	Secretariat – Manager Business Accelerator
Andrea Pesamino	Secretariat – Receptionist
Sailasa Kalourua	Secretariat – Office Assistant
Sharlyn Dass	Secretariat – Training Officer

Minutes

1. WELCOME

The President, Mr. Vinay Narsey welcomed the members present at the 63rd Annual General Meeting and called the meeting to order. The meeting commenced at 2:00pm with the election of Board Directors and Board President.

2. APOLOGIES

Apologies were read and recorded from:

Name	Employer
Michael Spencer	Paradise Beverages
Sharyne Fong	Insight Business Advisory Pte Ltd
Digby Bossley	Bossley & Associates
Kaushik Kumar	United Apparel
Sanjesh Prasad	Vision Investments Limited
Noellie Garand	Prime Consulting Pacific PTE LTD
Jeetesh Kumar	Janty Bondwell Pte Limited
Anil Senewiratne	Vision Investment

2.1. AGENDA FOR THE 63rd ANNUAL GENERAL MEETING

The President presented the Agenda for the Meeting which had been previously circulated to the members.

3. CONFIRMATION OF MINUTES OF THE 62nd AGM, HELD ON 30th SEPTEMBER 2022

Proposed: Mr. Himen Chandra, Comfort Home Furnishings

Seconded: Mr. Mitesh Kapadia, Motibhai

4. MATTERS ARISING

4.1. There were no matters arising from the last AGM.

5. ELECTION OF BOARD MEMBERS

5.1. The physical voting process was used for elections. It was noted that post-covid, there would be no apps used for this. The applications went through the appropriate control measures and tests.

5.2. OUTCOME FROM ELECTION: BOARD MEMBERS

Following elections, the following persons received majority votes:

President – Mr. Vinay Narsey, Narseys Plastics (uncontested)

Board Members:

1. Mr. Mike Spencer, Paradise Beverages
2. Mr. Himen Chandra, Comfort Home Furnishings
3. Mr. Eldon Eastgate, Essity Australia
4. Ms. Sharyne Fong, Insight Business Advisory
5. Mr. Arvind Maharaj, VKJ Global Ltd
6. Ms. Rowena Taito, Westpac Banking Corporation

5.3. Mr. Narsey congratulated the newly elected and re-elected Board members of the Fiji Commerce & Employers Federation.

Minutes

6. PRESIDENT'S REPORT, CEO'S REPORT, AUDITOR'S REPORT, BALANCE SHEET AND STATEMENT OF ACCOUNTS FOR THE YEAR 2022/2023

6.1. 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's report was well received.

6.2. Auditor's Report, Balances Sheet and Statement of Accounts for the Year 2022/2023

The President invited Mrs. Susie Waqanibaravi from Neptune Shipping to present the Independent Audit report and financial statements. The Auditor's Report, Balance Sheet and Statement of Accounts for the year 2022/2023 were tabled as a true and accurate reflection of the FCEF state of affairs.

Proposed: Mr. Sandeep Chauhan, Star Printery

Seconded: Mr. Eldon Eastgate, Essity Australasia

Motion Carried

6.3. Appointment of New Auditors

In accordance with the Articles of Association, the Auditor for the Federation shall be appointed and hold office until the 2025 Annual General Meeting.

It was confirmed that BDO would be the appointed Auditors of the Federation ending 30th June 2025.

7. ANY OTHER BUSINESS

7.1. Induction of Honorary Members:

The following members were inducted as Honorary Members in recognition for their extensive contributions towards the Federation and its' activities:

1. Mr. Harvie Probert, Fiji Gas Limited
2. Mr. Digby Bossley, Bossley and Associates
3. Mr. Howard Politini, NEWWORLD IGA

8. CLOSURE

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

CONFIRMED AS A TRUE AND CORRECT RECORD

.....
Mr. Vinay Narsey
President

.....
Date

All Members

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 64th AGM in 2024. They are eligible for re-election.

1. Vera Chute, Value City (SP) PTE Ltd (Resigned)
 2. Mitesh Kapadia, Motibhai Group of Companies
 3. Fantasha Lockington, Fiji Hotel and Tourism Association
 4. Anil Senewiratne, Vision Investment Ltd
 5. Susie Waqanibaravi, Neptune Pacific Direct Line (resigned 2023)
- 2) At the Annual General Meeting on Monday, 20th September, 2024, members will be required to elect not more than Five (5) elected members of the Board (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 close of business Thursday, 13th September, 2024. Nominees must endorse the nomination by signing their willingness to serve FCEF.



Message from the President



Bula!

As we reflect on another remarkable year at the Fiji Commerce & Employers Federation (FCEF), I am filled with gratitude and pride for what we have achieved together. The 2023-2024 business year has been both exhilarating and historic, marking significant milestones in our journey. Serving my first year of my second term has brought valuable insights and deepened responsibilities, leaving a lasting impact on our organization.

This year, we have witnessed tremendous growth in our profile and recognition. The secretariat has been bustling with activity as we respond to the needs of our members, partners, and stakeholders. FCEF has firmly established itself as the go-to private sector organization, serving as a vital sounding board for all connected to us. Our commitment to delivering the highest quality service remains unwavering as we strive to meet the increasing demands of our members.

The heightened recognition we have gained has empowered us to fulfill our mandate of advocating for issues that matter to our members. FCEF has proudly maintained its role as “The Voice of the Private Sector,” working collaboratively with our tripartite partners to achieve common goals that enhance our economy. We have been actively working alongside the Employment Relations Advisory Board (ERAB), Wages Review Council, and in consultation with the government to drive better outcomes and results. (MSMEs).

We are dedicated to reshaping perceptions of our organization, emphasizing inclusivity and diversity while actively supporting the growth of micro, small, and medium enterprises (MSMEs).

One of the highlights of the year was the successful Top Executive Conference held at the Sofitel

Fiji Resort & Spa in Nadi. This highly anticipated event attracted over 350 leaders from various organizations, featuring insightful speakers, engaging sessions, and valuable networking opportunities. We provided numerous avenues for relaxation, including golf and a tree-planting initiative, aligning with our commitment to promoting the green and blue economy.

Throughout the year, FCEF has organized a range of networking opportunities and consultation events, showcasing our secretariat’s effective coordination skills. As we look to the future, we recognize the need to enhance our capabilities, engaging stakeholders like employers, training institutions, and relevant ministries to drive positive change.

Our members have consistently highlighted the importance of labor mobility, the reinstatement of the FNU training levy, and infrastructure development. We are actively engaged in discussions with stakeholders and government representatives to find sustainable solutions. Despite the challenges in the business environment, the resilience demonstrated by employers in Fiji is truly commendable and deserves recognition.

I am also proud to share the achievements of the Women Entrepreneurs Business Council (WEBC), which has made significant strides in empowering women through initiatives like the 2024 Women Invigorating the Nation (WIN) Convention. The council has offered various training sessions and courses, particularly the AWE program, which continues to attract numerous participants annually.

Additionally, FCEF has successfully managed the Fiji Enterprise Engine (FEE) program, which supports emerging businesses. We are grateful to our partners for their contributions in sustaining



this initiative, which provides a crucial platform for growth. This year was particularly special as we celebrated the graduation of the inaugural cohort from the Western Division, consisting of twelve local entrepreneurs, nine of whom are women.

We are excited about the transition of our Young Entrepreneurs Council to the Micro, Small, and Medium Enterprises (MSME) Council, accompanied by the launch of our new logo. I commend the efforts of Council Chair Mr. Watesoni Nata and his team for their dedication in bringing this initiative to fruition, marking significant progress for our membership and the Federation.

On the international and regional fronts, we have engaged with our Employer and Business Membership Organization (EBMO) partners in the Pacific and around the world. Our Board member, Mr. Jeetendra Rai, participated in the ILO tripartite conference in Geneva, where FCEF was recognized as the national representative of the private sector.

Our Partners

Our partners remain crucial to our success. As a representative of the private sector, FCEF cannot operate in isolation. Our partnerships with the Government of Fiji, the governments of Australia, New Zealand, and organizations such as Business Assistance Fiji (BAF), AID Climate Ready, and Fiji Women's Fund, among others, are essential for advancing strategic growth. We greatly appreciate our partnership with the International Labour Office (ILO), which has consistently offered valuable support through guidance, training, and creating new opportunities for growth. A heartfelt thank you to all these partners, who have become part of FCEF now.

Lastly, I extend my deepest gratitude to our dedicated secretariat. Although the Board plays a vital role, the secretariat's hard work behind the scenes on a daily basis is often overlooked. On behalf of the Board and all members, I want to thank them for their tireless efforts in keeping FCEF on its growth trajectory and ensuring that we deliver the best for our members. The team led by Mr. Savenaca Baro - Acting CEO, Ms. Pratibha Datt - Finance Manager, Ms. Fiona Dansey - WEBC Coordinator, Ms. Palinda Kaitu'u - Business Accelerator Manager, Ms. Pricilla Ram - FBDRC Coordinator, Ms. Anishma Prasad - Communications Officer, Ms. Martha Kamea - Executive Assistant, Ms. Talei Lenati - WEBC Assistant, Mr. Andrea Pesamino - Receptionist and Mr. Sailasa Kalourua - Office Assistant. Noting the contributions by the former Chief Executive Officer, Mr. Jonetani Tonawai, former Finance Manager - Mr. Ravinesh Prasad, former Training Officer - Ms. Sharlyn Dass and former Industrial Relations Assistant - Ms. Kelera Batibasaga are all a critical conduit for you as our members and the federation. Their work allows us to advocate for our issues and help FCEF function on a daily basis

I look forward to collaborating with all of you in the year ahead. Thank you for your ongoing support, guidance, and understanding as we strive to meet your expectations and deliver the best for our Federation.

Vinaka!

Message from the Acting CEO



Greetings, valuable Members.

Given the exponential growth of the Federation from its establishment and the journey that has established the organization as one of the most recognized and premier private sector and employer bodies in the region and also internationally, I wish to thank every single member, from the micro, small, medium and large enterprises for choosing to be a member of FCEF.

It was indeed a privilege to get this opportunity to assume this esteemed role from 19/8/24 at FCEF as the advocate and voice of the Private Sector. The Fiji business environment Post Covid19 has not been spared the labor mobility plague shared by our Pacific Island Neighbors, increasing costs in doing business, the strenuous issues with ease of doing business and also the work towards the review of the national employment relations act and wages.

In view of this, the Federation centered its workplan in ensuring the FCEF's short-mid term goals are centered around improving productivity and boosting the economy. Also to ensure that the voice of the private sector was echoed in all areas that influenced the narrative for business and employers.

The Board, Trustees and the Secretariat embarked on a schedule of activities to try and increase the value benefit of membership for business associated with the Federation.

Membership

Membership continues to be a work in progress, with some new members joining us in the 2023/2024 Financial Year, and some others have yet to renew their membership. We are hoping that these members, who have yet to renew their membership, make the decision to join us quickly given the immense benefits that there are in being a member of FCEF.

Training Department (Workshops & Seminars)

The Training Department continue to respond to the feedback that members provide to the Training Needs Questionnaire. Sharlyn Dass, who managed this department, continued to organize the necessary training that attempts to bridge the gap that the Training Needs Analysis identified.

FCEF is also partners with regional and international partners that provide fully funded trainings such as the AOTS out of Japan, DFAT, IOE, ILO and we encourage members to actively participate and keep a look out for these opportunities as some of these trainings are internationally accredited.

Leadership trainings are some key areas of training and also training on ESG practices through IFC were offered, We strongly encourage members to take advantage of this service for the simple reason that most of the training programs are offered at very concessional rates and some International ones are conducted free of charge.

We also wish to acknowledge former CEO Mr Jonetani Tonawai, an experienced and driven trainer who conducted numerous trainings in leadership and executive level talks.

Acknowledgement of the Board

To conclude, on behalf of the team and I, we wish to sincerely thank the President, Mr. Vinay Narsey, the Executive Committee (EXCOM), the full Board, the 9 Council Chairs and the Trustees who have been the backbone and key pillar of support to the Secretariat.

The Board and Trustees support and guidance have been invaluable, for which the Secretariat Team is very grateful for.

The FCEF secretariat team and I also wish to acknowledge you our members for your guidance and support over the past 12 months,

I wish to say a big thank you and we look forward to your continued support, because together, we can achieve a lot more!

Acknowledgement of the Team

I would like to acknowledge and thank the Team who have made valuable sacrifices and although these may be unseen, their dedication and efforts are one of the major contributors to the success of the FCEF.

We have been agile and we attempted to work towards meeting the expectations of the members.

The Secretariat has undergone significant changes with the movement of key personnel that have made tremendous contributions to the work of the Federation.

To Mr Jonetani Tonawai, thank you for the great support, mentoring and guidance in your term as CEO, also to Mr Ravinesh Prasad who left after 11 years of dedicated work that has shaped the

Federation and built the caliber of service to members and lastly, Ms Sharlyn Dass, who made valuable contributions to the training arm of the Federation. Without the Team's contribution, it would have been a very difficult road for me as the Acting- CEO in the last couple of months, The Team made my journey a lot easier for which I wish to express my sincere gratitude.

On a final note I would like to extend a warm welcome to the incoming CEO Mr Edward Bernard, a familiar face and helping hand that has come on board to help in steering us into greater heights on this journey.

Thank you all for your support and wishing the Federation continued success!

Thank you.

Savenaca Baro

ACTING CHIEF EXECUTIVE OFFICER



Incoming CEO Remarks



I am honoured to be given the privilege by the Board and the Executive Committee to serve you as Chief Executive Officer (CEO), from 4th November 2024.

FCEF has been central to my professional life, particularly through my work with the International Labour Organization (ILO) and the Fiji Government for the past 17 years. In recent times, my work as a Regional Consultant specializing in Private Sector/MSME Development has further equipped me for this new and exciting role. With the same enthusiasm as my past, I look forward to embarking on my new journey with you in the next few years.

The private sector is facing many traditional and new challenges such as high cost of doing business, archaic laws, inflation, labour and skills shortages, business disruptions and industrial relations, to name a few. The economic and business environment is evolving at a rate that demands a more agile and strategically and technically prepared national private sector/employers' organization.

There are also many opportunities, nationally and regionally, to expand the influence of FCEF and our membership, to address some of the challenges mentioned above. There are further opportunities to enhance and maintain good relations with Government and the Trades Unions, aimed at fostering a conducive business environment, where the economy, businesses including MSMEs, jobs and incomes can grow.

Serving the needs and aspirations of the private sector, through the membership will be paramount to my strategy and priorities. I hope to bring in a transformational style of leadership that will build and enhance institutional, structural and secretariat capacities, to represent and serve our members better. These transformations will be done in a consultative and outcome-oriented way, again, keeping in mind the needs and aspirations of our members.

That said, I and the secretariat look forward to your support as we embark on this transformational journey for FCEF.

Thank You!
Edward Benard

A. The 2023/2024 Board of Directors

Is comprised of:

1. Mr. Vinay Narsey, Narseys Plastics Industries Pte Ltd, President
2. Mr. Sandeep Chauhan, Star Printery Ltd, Immediate Past President
3. Mr. Eldon Eastgate, Essity Australasia, Vice President
4. Ms. Vera Chute, Value City Ltd, Board Member (Resigned)
5. Mr. Arvind Maharaj, VKJ Global, Board Member
6. Mr. Anil Senewiratne, Vision Investments Pte Ltd, Board Member
7. Mrs. Fantasha Lockington, Fiji Hotel & Tourism Association, Board Member
8. Mr. Himen Chandra, Comfort Home Furnishing Ltd, Board Member
9. Ms. Sharyne Fong, Insight Business Advisory Pte Ltd, Board Member
10. Mr. Mike Spencer, Paradise Beverages, Board Member
11. Mr. Mitesh Kapadia, Motibhai & Company Ltd, Board Member
12. Ms. Susie Waqanibaravi, Neptune Shipping, Board Member (Resigned)
13. Ms. Rowena Taito, Westpac Banking Corporation, Board Member



B. Executive Committee (EXCOM)

The 2023/2024 EXCOM of the Federation has oversight of the operations and finance and consist of:

1. Mr. Vinay Narsey, Narseys Plastics Industries Pte Ltd, President
2. Mr. Sandeep Chauhan, Star Printery Ltd, Immediate Past President
3. Mr. Eldon Eastgate, Essity Australasia, Vice President
4. Ms. Vera Chute, Value City Ltd, Board Member (Resigned)
5. Mr. Himen Chandra, Comfort Home Furnishing, Executive Director
6. Mrs. Susie Waqanibaravi, Neptune Shipping, Executive Director (Resigned)
7. Ms. Rowena Taito, Westpac Banking Corporation, Executive Director
8. Mr. Jeetender Rai, NCI Packaging (Co-opted - Resigned)

C. Council Chairpersons

The following Chairpersons of each of the nine (9) industry councils are also council appointed members on the Board:

1. Ms. Sharyne Fong, Women Entrepreneurs Business Council
2. Ms. Fantasha Lockington, Tourism and Transport Council
3. Mr. Harvie Probert, Mining & Quarrying Council
4. Mr. Jeetender Rai, Manufacturing Trade and Export Council
5. Mr. Karunesh Rao, Fiji Business Disaster Resilience Council
6. Ms, Miliana Vulakouvaki, Retailers & Small Business Council
7. Ms. Elizabeth Cama, Human Resources Council
8. Mr. Mahendra Chand, Professional & Financial Services Council
9. Mr. Watesoni Nata Jnr, Micro, Small & Medium Enterprise

D. Membership/New Members

1st July 2023 - 30th June 2024

Name	Type of Member
Adi's Event	WEBC
Mauri Professional Caregiving Institute	MSME
Aspire Realty Fiji	MSME
Aztec Fa	WEBC
BioEnergy Insight Pacific	MSME
Envirotech Solutions Pacific	MSME
Dream Drives	MSME
Early Education Centre	WEBC
Eleganza Pte Ltd	WEBC
Everything & More	MSME
Fiji Fashion Week Limited	WEBC
FijixZone.com	WEBC
Get for Less Dairy Shop	MSME
Greenhouse Studios	WEBC
Hanfiro Enterprise	MSME
Hydro Greens	WEBC
Inea Poto Atmai	WEBC
Jeuel Investment	WEBC
Kathleen Laura	WEBC
Kivonu Enterprise	WEBC
Lawn & Blast	MSME
Marketing Works	WEBC

Name	Type of Member
Mediation Pacific	MSME
Joy and Fane's cakes	WEBC
Mereonis Creation & Sweet	WEBC
Minions and Maui	WEBC
Mount Sophia Group	WEBC
Noleen Reigns	WEBC
OIS BEN	WEBC
PBTI	WEBC
Purayii Investment	WEBC
R2R Management	WEBC
Shenal Harakh	WEBC
Shirley Lavenia Susan Legal	WEBC
Spinning Village	WEBC
Susie Waqanibaravi	WEBC
The Grand Mix	WEBC
The Owl Perch Boutique	WEBC
Tikaram & Associate	WEBC
Tiny Sounds	MSME
Traseable Solutions Pte Ltd	WEBC
Victoria Pasca	WEBC
Vinaka Agricultural Material	WEBC
DHL Global Forwarding	Employer Member
Fonology	Employer Member
Kontiki Finance	Employer Member
Neel Shivam Lawyers	Employer Member
Pacific Polytech	Employer Member
Sai Prema Foundation	Employer Member

Name	Type of Member
VT Solutions	Employer Member
Webmedia South Pacific	Employer Member

E. 64th Annual General Meeting

The 64th Annual General meeting will be held on Monday, 28th September, 2024 at 2:00pm. Consistent with the provisions of our Constitution, only members who are financial at the time of the AGM are eligible to attend and vote at the Annual General Meeting.



F. Council Reports

Mining & Quarrying Council Report

Council Chairperson: Mr. Harvie Probert – Fiji Gas Limited
Vice-Chairperson : Mr. Patrick Hickey – Lion One Limited



Activities for the period of July 2023 to June 2024:

There were six (6) scheduled meetings which were on the months of August, October, December, January, March, May, and these meetings were represented by the following employer:

- Mining and Members Operators
- Mineral Resources Department
- TLTB
- Fiji National University
- Consultants from:
 - o Geotechnical Adviser, Pacific Community-SPC,
 - o Senior Marine Geophysicist SOPAC Division of SPC

Key Points:

1) Environmental Impact Assessment for Exploration

- i. The Council has been lobbying with relevant stakeholders, majorly the Department of

Environment and the Mineral Resources Department, with regards to the need for doing an Environmental Impact Assessment (EIA) for Exploration. The suggestion from the industry is to do an Environment Management Plan where surface disturbance is involved.

- ii. Through relevant Council Meetings and a Stakeholder meeting, this relevant issue has yet to be resolved.
- iii. The Department is guided by the Act that the Department of Environment (DOE) regulates, the Environment Management Act (EMA), Schedule 1 describes that EIA is required only for mining and there is no clarification on mineral explorations so MRD's position is that EIA processes and work to be carried out for mining but as for Explorations, there is a need to discuss with the DOE on the level of scrutiny that the DOE requires from the sector, the investors and the companies with regards to Explorations

2) Power Supply for operations

- i. Lion One has had discussions with EFL regarding

their solar farm project, this is in relation to the Mining Sector's request to investigate other renewable energy sources like solar, wind and hydro for the energy sector.

- ii. However, there is yet to be any updates relating to this.

3) Consultations with landowners

- i. The Council have raised their concerns with regards to complaints and demands from landowners with regards the damages done to the environment in the exploration process.
- ii. MRD have encouraged Council members to write to the Director MRD regarding their concerns.

4) OHS in Mines

- i. Director MRD informed the Council members that Mining OHS is separate from normal OHS framework. MRD will be guided by the best practices and regulate according to the standards set by the mines, but the onus is on companies to work according to best practice.
- ii. It has also been noted that there are environmental controls practiced by MRD which differ from the Department of Environment.

5) The Councils main Points for Budget Submission:

- i. Concerns over Renewal of mining leases
- ii. Need for consistency across the industry on the Euro 4 requirement for all vehicles. Most mining equipment and earth moving equipment is rated as tier 1, 2 & 3. Issue is with regards to bringing in parts for this equipment: while the equipment is duty free, the parts are not.
- iii. Loss of employees due to Labour Mobility.
- iv. Difficulty bringing in Expats to bridge the loss of skills due to delayed processing of Work Permit Applications

6) Mining and Quarrying industry is undervalued

- i. Concerns were raised by the Council that the value of mining and quarrying is undervalued in national stats.
- ii. MQC and MRD have agreed to work with the Fiji Bureau of Statistics so that the future stats which will be relevantly more accurate.

Presentations:

- 1) **Brief from the 2023 National Economic Summit** by Dr. Rajjeli Taga, Madame Permanent Secretary of Lands and Mineral Resources. Dr. Taga gave an update to the council regarding key areas of concern including the review of the Mining Act, digitalisation of the licensing processing, the Mangrove management plan, the River Gravel Guidelines, the Fair Share Act and the Quarries Act.
- 2) **Brief by Mr. Apete Soro, Director Mineral Development**, Mineral Resources Department, the major area of focus of his brief was the Environmental Impact Assessment for Exploration and OHS in Mines. Requested that the council continue to highlight these issues at every relevant opportunity and at all platforms that are available.
- 3) **APTC Alumni Job Portal** by Ms. Tarusila Bradburgh and Ms. Perina Vatunitu. The Australia Pacific Training Coalition (APTC) is an institution specializing in technical and vocational education. It has recently discontinued certain technical courses that necessitated apprenticeships in Australia. This decision followed a collaborative industry meeting in 2022, which included the Fiji Commerce and Employers Federation (FCEF). The APTC has developed a job portal aimed at bridging the gap between employers and its graduates. Currently, this portal is not accessible via the APTC's website, as the intention is to initially launch it in Fiji before expanding to other Pacific nations. Despite reaching out to some employers, APTC has yet to receive responses from these companies. Nonetheless, there is expressed interest from regional neighbours such as Tonga, Samoa, and Papua New Guinea. In partnership with the Department of Foreign Affairs and Trade (DFAT), APTC ensures that all businesses are thoroughly verified before they are granted access to this employment facilitation tool.

MINING AND QUARRYING COUNCIL - ACTION PLAN UPDATE						
No	Action Points	Assigned To	Completion Date	Comments	Status	PI
1	Members to Register complaints with the Mining Appeal Board	Council Members			Ongoing	
2	Discussions with MRD and DOE with regards to EIA for Exploration	Secretariat	January Council meeting	Director MRD presentation at the January Council meeting	Meeting Completed but issue still not resolved	
3	Discussions with Ministry of Employment and MRD regarding OHS in Mines	Secretariat	January Council meeting	Director MRD presentation at the January Council meeting	Completed	
4	FCEF Survey on Productivity, Labour Mobility and Skills shortage	Secretariat	December		Completed	
5	Work Permit and Visa Applications	Secretariat		VGM to send list of names to Secretariat to follow up with Immigration department	Completed	
6	FCEF to try to arrange an audience with the Cabinet Investment subcommittee	Secretariat		Despite several emails to relevant authority, no progress on this is noted.	Pending	
7	FCEF to organise meeting with DoE & MRD	Secretariat		Stakeholder meeting was organised for 3rd of June with MRD and DoE	Completed	
8	Webinar on Best Practices in Ontario, Canada	Council		Have had 2 meetings with Mr. Mike Kilbourne. Awaiting final webinar	Ongoing	

Professional & Financial Services Council Report

Council Chairperson: Mr. Mahendra Chand – Munro Leys
Vice-Chairperson: Ms. Laisa Draunibaka – Fiji Revenue & Customs Services



Council's Plans and Activities for the period July 2023 to June 2024:

There were six (6) scheduled meetings. These were held in August, October, December, January, March and May. The meetings were well attended by members from a variety of businesses.

Key Takeaways:

1) The implications of the 2023/2024 National Budget and increase in VAT from 9% to 15% and a further 3% increase in the Fiscal duty Concerns:

- i. Can businesses absorb this extra cost?
- ii. What will happen to the consumer spending?

2) **Serious issue of labor mobility**

Solutions:

- i. Encourage more discussions with relevant ministries and other stakeholders on the various schemes, such as the PALM Scheme. The focus is to determine how many people they have managed to send abroad, identify the skill sets being lost, and explore what employers can do to bridge the gap.

- ii. Raise concerns about the types of courses currently offered by national universities and TVET programs.

3) **Registrar of Companies**

An area of concern for members was what names they can use and not use when registering the names of companies. For instance, any name that is not an English dictionary word, businesses need to write a submission to the SG's office to seek his opinion and approval.

4) **Identification of Debit and Credit Bank cards:**

- i. It was noted by members that not all banks have the word "debit" written on their cards and this creates an issue with the retailers where the cashiers are not sure if the card presented is a debit or credit card.
- ii. This concern had been highlighted to the Chairman of the Association of Banks in Fiji.
- iii. Since this issue was raised, the new debit cards for BSP now have the word "Debit" on it and it is easier to distinguish the card with other bank cards.

5) Other Matters and notable Concerns

- i. Members noted that there was no alignment between current curriculum and what is expected in the market these days.
- ii. Concerns were raised regarding the \$6 proposed NMW following consultations organised by the FCEF and the appointed NMW Consultants.
- iii. The number of laws passed by Parliament has reduced drastically compared to the previous years.

Presentations:

5) Recent amendments to the legislation by Mr. Mahendra Chand of Munro Leys.

Act No.4 of 2023	To amend the Tax Administration Act of 2009
Act No.6 of 2023	To amend the Value Added Tax Act of 1991
Act No.8 of 2023	To amend the Customs Tariff Act of 1986
Act No.9 of 2023	To amend the Excise Act of 1986
Act No.10 of 2023	To amend the Airport Departure Tax Act of 1986
Act No.11 of 2023	To amend the Water Resources Tax Act of 2008
Act No.12 of 2023	To Amend the Fiji Revenue and Customs Service Act of 1998
Act No.14 of 2023	To amend the Tertiary Scholarships and Loans Services Act of 2014
Act No.15 of 2023	To amend the Land Sales Act of 1974
Act No.17 of 2023	To amend the Immigration Act of 2003
Act No. 21 of 2023	Local Government (Amendment) Act 2023 - came into force on 21 September 2023
Act No. 22 of 2023	Drainage (Amendment) Act - no commencement date issued yet
Act No. 23 of 2023	State Lands (Amendment) Act 2023 – came into force on 3 October 2023.
Act No. 24 of 2023	Higher Salaries Commission Act 2023 – came into force on 16 October 2023
Act No. 25 of 2023	iTaukei Affairs (Amendment) Act 2023 – comes into force on 1 December 2023
Act No. 26 of 2023	Employment Relations (Amendment) Act 2023 – appointed date is 05 December 2023
Act No. 27 of 2023	Mahogany Industry Development (Amendment) Act 2023 – no commencement date issued yet
Act No. 28 of 2023	Local Government (Amendment) (No. 2) Act 2023 – came into force on 21 September 2023

- 5) **Labour Mobility in the Country** by Ms. Amelia Komaisavai, Director Immigration. Ms. Komaisavai had noted in her presentation that the increasing number of foreign workers in Fiji spans various sectors, with labour primarily coming from Sri Lanka, India, and Bangladesh, and this trend is expected to grow. TOPEX 2023 highlighted the private sector's reliance on foreign nationals to fill skills gaps and noted that there was a need for more emphasis on retraining and upskilling the local workforce. Work permits delays were mainly due to manual processes and payment issues but this was to be resolved through an online system that was being developed. Additionally, short-term work permits and business visas have specific requirements, with the naturalisation process still taking 3-6 months. She further noted that both Australia and the UK were revising their migration policies to focus more on local talent development.
- 6) **Presentation on the Student Employment Exposure Program** by Ms. Seruwaia Bavai and Mr. Maikali Baleitilagica from the National Employment Centre.
- The presentation covered the Formal Employment Service and Fiji Volunteer Service, noting that the NEC registers unemployed persons, except students, unless they were part of the SEEP program. The SEEP program involved 170 students, mostly from rural areas, during the term 1 school holidays. The Ministry has conducted two registration drives at USP and FNU, focusing on work readiness training, and is involved in workplace attachments where students gain 6-month placements on a 50/50 cost-sharing basis with employers. Diploma students receive \$180/week, and Certificate students and below receive \$150/week. The Ministry seeks collaboration from employers to engage and prepare students for the workforce, with proposed initiatives across the West, North, and Central Divisions. Interested parties can contact the FCEF Secretariat or the Ministry directly.

PROFESSIONAL & FINANCIAL SERVICES COUNCIL - ACTION PLAN UPDATE

No	Action Points	Assigned To	Completion Date	Comments	Status	PI
1	Secretariat to liaise with government officials and organize a next meeting date regarding labour mobility	Secretariat			Pending	
2	HRC to approach ACCF to conduct an information session on the FNU levy	Secretariat		The CEO ACCF – Mr. Parvez Akbar attended the March PFSC meeting and provided an update to members	Completed	
3	Invite Deputy Prime Minister and Minister for Finance, Strategic Planning, National Development and Statistics, Hon. Professor Biman Chand Prasad Council to discuss members concerns on the 3% fiscal duty	Secretariat		Marked as completed as DPM was chief guest at the Post Budget Talanoa Session in July. Members concerns were raised in this forum.	Completed	
4	Approach Bureau of Stats to conduct an information session	Secretariat			Pending	

Human Resources Council Report

Council Chairperson: Ms. Elizabeth Cama – Maxumise
Vice-Chairperson: Mr. Uraia Rasake – Fiji Revenue & Customs Services



Councils Plans and Activities for the period of July 2023 to June 2024:

There were six (6) scheduled meetings which were on the months of August, October, November, January, March, May. These meetings were also attended virtually by members from the Western and Northern division.

Following last year's AGM, the HR Council has undergone three leadership changes. Mr. Banuve Yalimawai was elected Chairman at the first council meeting post-AGM, and after he left, Mr. Sharoon Shah, the Vice Chair at the time, automatically became Chairman. Following Sharoon's resignation, Ms. Elizabeth Cama, who had become the new Vice Chair, assumed the role of Chairwoman. These transitions reflect the council's adaptability in maintaining effective leadership.

Key Takeaways:

1) Businesses need to promoting TVET courses and apprenticeship programs Solutions:

- i. Tertiary institutes to run these short courses during the evening /night classes so that students can work during the daytime and attend classes in the evening.

- ii. Behavioural and Psychology study for HR Practitioners.
- iii. Training on how to conduct interviews.
- iv. Tertiary institutes should upgrade and revise their courses so that they are compatible to today's technology and needs of the private sector

2) Approaches to addressing the labour mobility challenge

- iii. Encourage more discussions with relevant ministries and other stakeholders on the various schemes, such as the PALM Scheme. The focus is to determine how many people they have managed to send abroad, identify the skill sets being lost, and explore what employers can do to bridge the gap.
- iv. Raise concerns about the types of courses currently offered by national universities and TVET programs.
- v. The council have organised "Lunch and Learn" sessions for HR practitioners to discuss on hot topics, strategies and best practices for their organisations.
- vi. A suggestion from members is the need to re-visit the apprenticeship schemes.

3) Tax Concessions

FRCS has a Tax Concession for employers who recruit students on a work placement. The suggestion from Members is for the council to invite the Tax Experts from FRCS to speak on this during the next lunch and learn sessions.

4) Member needs:

- i. Mediation and IR training
- ii. Issues with delayed approvals from Department of Immigration on Work Permit issues.

Presentations:

- 1) **Promoting Healthy Workplaces in Fiji** by Mr. Eldon Eastgate and Mr. Peni Veilave focused on the financial and non-financial costs of non-communicable diseases (NCDs), including direct healthcare expenses and lost productivity. It highlighted findings from the 2022 health screening on BMI, blood pressure, blood sugar, cardiovascular risk, and mental health. A “Wellness Promoting System” was introduced, along with accreditation criteria for healthy workplaces and a pilot program targeting high-risk groups and large organisations. The discussion also covered management commitment, policy implementation, and the measurement of absenteeism and presenteeism.
- 2) **Mental Health and Wellbeing in the workplace** by Ms. Anaseini Wakani of Empower Pacific. The presentation on Mental Health and Wellbeing covers the importance of maintaining good mental health and how it can be negatively impacted by work-related stress, including long hours, heavy workloads, and job insecurity. It introduces the “Five Ways to Wellbeing” framework, which includes connection, learning, activity, giving, and mindfulness. Tips for improving mental health, such as meditation, sleep, and counseling, are also provided, along with EAP contact information for support. The presentation encourages individuals to create a personal wellbeing plan.
- 3) **Presentation and Discussion of TOPEX 2023 outcomes** by Mr. Savenaca Baro. TOPEX is a major FCEF event, with over 400 attendees last year. The 2023 theme was “Co-Creating for Sustainable Growth: 2030,” featuring 8 sessions, including technical and motivational talks, with 26 speakers. Key outcomes included a revised 3% GDP forecast,

tourism’s role in economic recovery, and the impact of remittances on consumer spending. The final TOPEX Outcome Statement will be shared with members soon, with many outcomes already discussed in council meetings.

- 4) **TSLS Employer Connect Portal** by Ms. Monisha Kumar and Akshay Deo
The Employer Connect Portal, run by Fiji’s Tertiary Scholarships and Loans Service (TSLS), helps employers find graduates for job opportunities. Since its launch, 100 students have registered, but employer participation is low. The portal allows employers to post vacancies, and TSLS offers training for HR staff. Employers can also link their own recruitment portals. FCEF members were encouraged to use this resource.
- 5) **APTC Alumni Job Portal** by Ms. Tarusila Bradburgh and Ms. Perina Vatunitu.
The Australia Pacific Training Coalition (APTC), specializing in technical and vocational education, has discontinued certain apprenticeship-based courses after a 2022 industry meeting with FCEF. APTC has developed a job portal to connect employers with its graduates, though it’s not yet accessible on the APTC website. The portal is set to launch first in Fiji, with interest from other Pacific nations like Tonga, Samoa, and Papua New Guinea. In partnership with DFAT, APTC verifies businesses before granting them access to the portal, although responses from employers have been minimal so far.
- 6) **Engaging event ideas for the FCEF HR Council to consider and discussion**
 - i. Guest Speaker Series: Invite industry experts to speak on current HR trends, such as remote work management, diversity and inclusion, or mental health in the workplace.
 - ii. Workshops and Training Sessions: Organise interactive workshops on topics like leadership development, conflict resolution, and effective communication skills.
 - iii. Networking Events: Host informal networking events where members can share experiences, challenges, and best practices in a relaxed setting.
 - iv. Panel Discussions: Arrange panel discussions with HR leaders from various industries to discuss pressing issues and innovative solutions.
 - v. HR Technology Demos: Showcase the latest HR technologies and tools that can help streamline

- HR processes and improve efficiency.
- vi. Roundtable Discussions: Facilitate small group discussions on specific HR topics, allowing for deeper engagement and idea exchange.
 - vii. Wellness Programs: Offer sessions focused on employee wellness, such as stress management techniques, fitness challenges, or mindfulness workshops.
 - viii. Case Study Reviews: Analyze real-life HR case studies to learn from successes and challenges
- faced by other organisations.
- ix. Mentorship Programs: Create opportunities for experienced HR professionals to mentor newer members, fostering growth and development within the community.
 - x. Surveys and Feedback Sessions: Conduct surveys to gather input from members on topics they are interested in, and hold feedback sessions to discuss the results and plan future events accordingly

HUMAN RESOURCES COUNCIL - ACTION PLAN UPDATE						
No	Action Points	Assigned To	Completion Date	Comments	Status	PI
1	To speak about the migration of skilled and unskilled labourers	Secretariat		Org a speaker from NEC and/or FHEC	Ongoing	
2	Organise a speaker to speak on Mental Awareness	Secretariat		Completed in the January council meeting	Completed	
3	Organise Lunch and Learn sessions to investigate the Training needs of council members	Secretariat and Council Chair		1 session completed	Ongoing	
4	Invite FNU to speak on the apprenticeship programs	Secretariat / Chair		An update was provided by Mr. Alvin Lal, Manager Apprenticeship at FNU, spoke on the National Apprenticeship Training Scheme in the May Council Meeting	Completed	

Manufacturing, Trade & Export Council Report

Council Chairperson: Mr. Jeetender Rai – NCI Packaging



Councils Plans and Activities for the period of July 2023 to June 2024:

There were six (6) scheduled meetings which were on the months of August, October, November, January, March, May. The meetings were well attended by FCEF members from a variety of businesses.

Key Takeaways:

- 1) The Manufacturers Council, along with leading manufacturers, held stakeholder consultations with the Hon. Deputy Prime Minister Manoa Kamikamica to discuss the following points:

The members outlined key concerns faced by businesses in Fiji, primarily focusing on the high costs of doing business due to import duties, including a 3% duty on imported raw materials. Recommendations include eliminating this 3% duty to enhance competitiveness, streamlining immigration for skilled labour, and revising the training levy to better support workforce development. Further suggestions involve improving port facilities, advocating for reliable energy and water supply, and modernizing taxation and infrastructure policies to support manufacturers. The need to protect local industries from substandard imports and encourage research and development through tax incentives is also emphasized. The proposed measures aim to boost economic growth, foster competitiveness, and create a more conducive environment for business operations.

Summary:

- i. **Higher Costs of Doing Business:** Due to a 3% duty on imported raw materials; recommendation to remove this duty to enhance competitiveness.
 - ii. **Skilled Labor Shortage:** Streamline immigration and revise the training levy for better workforce support.
 - iii. **Port Facilities:** Urgent modernization needed to support economic growth.
 - iv. **Energy and Water Security:** Strategies proposed for reliable supply to the manufacturing sector.
 - v. **Taxation:** Recommend transitioning to a consumption tax model and providing tax incentives for R&D.
 - vi. **Protection of Local Industry:** Introduce policies against substandard imports.
 - vii. **Research and Development:** Encourage innovation through tax deductions and grants.
- The Council would like to note that through this dialogue process and FCEF's submission to the National Budget 2024/2025, the 3 percent duty on the importation of raw materials in the last Budget, was removed.
- 2) The Council members noted that there was a need for a localized productivity index done to ascertain the productivity levels against the

proposed increase of the minimum wage to \$5.00 (manufacturing minimum wage is \$5.10 effective 1st of August 2024).

- 3) A need to meet with leading tertiary institutes to highlight the need for specialized units to suit the current job market. Members suggested that there was a need to relook at vocational training as there is currently too much focus on white collar education despite the potential for more vocational training for specialized skills.
- 4) A major concern for businesses is the delay in processing and obtaining work permits from the immigration department.
- 5) It was agreed by members that under the current provisions of the ERA did not support originations providing 24-hour shifts.

6) Other Matters and notable Concerns

- i. Smaller companies are requesting that they be exempted from paying the FNU levy as there is little to no benefits to them.
- ii. Members further requested that the Federation's Training Department be more proactive in offering grant-claimable trainings, while also ensuring that these trainings provide added value for members.

Presentation:

APTC Alumni Job Portal by Ms. Tarusila Bradburgh and Ms. Perina Vatunitu of the Australian Pacific Technical College.

The Australia Pacific Training Coalition (APTC) specializes in technical and vocational education but has recently discontinued certain courses that required apprenticeships in Australia. This decision followed a 2022 industry meeting that included the Fiji Commerce and Employers Federation (FCEF). APTC has developed a job portal to connect its graduates with employers, though it is currently not available on their website and will be launched in Fiji first. Despite contacting 28 employers, APTC has not received responses but has interest from neighboring countries like Tonga, Samoa, and Papua New Guinea. In partnership with the Department of Foreign Affairs and Trade (DFAT), APTC ensures that all businesses are verified before accessing the portal. More than 1000 graduates have left Fiji, largely due to the Palm scheme and age care sector. APTC offers introductory courses for students who wish to work locally, while those pursuing Australian qualifications must work with Australian employers. Other employment portals like TSLs and FNU are also available, and employers can use social media to access the labor market.

MANUFACTURING, TRADE & EXPORT COUNCIL - ACTION PLAN UPDATE

No	Action Points	Assigned To	Completion Date	Comments	Status	PI
1	Reach out to Investment Fiji to follow up on how the 3% increase in raw material is or will affect businesses	Vinay Narsey	May	The Federation were advised to include this in its' submission to the 2024/2025 National Budget.	Completed	
2	There was a need to conduct a Localized productivity index survey	TBC			Pending	
3	Request for an outcome of the Tripartite Discussions	Secretariat		CEO provided council with updates on this. Discussions are still ongoing with Employer ERAB reps, Ministry ERAB reps and the Union reps.	Completed	

MANUFACTURING, TRADE & EXPORT COUNCIL - ACTION PLAN UPDATE						
No	Action Points	Assigned To	Completion Date	Comments	Status	PI
4	Write to the PS Economy for clarifications regarding the Mini Budget	Secretariat		Marked as complete as there was no discussions on a mini budget.	Completed	
5	Potential labour law changes affecting Manufacturing Sector	Secretariat		Unable to organise with Ministry of Labour however, follow up with Munro Leys confirmed that there have not been any.	Completed	
6	Invite Deputy Prime Minister and Minister for Finance, Strategic Planning, National Development and Statistics, Hon. Professor Biman Chand Prasad to Council	Secretariat		Marked as complete as the Hon. Minister was at the post-budget breakfast and many questions members had were answered	Completed	
7	Members to send specialized skills set to Secretariat	Secretariat		This was to assist with discussions with the Dept of Immigration with regards to work permit applications from Employers.	Completed	
8	Request for Bureau of Stats to run an information session	Secretariat		Unable to organise in the last FY.	Pending	

Retailers & Small Business Council Report

Council Chairperson: Ms. Miliana Vulakouvaki – Hot Bread Kitchen



Councils Plans and Activities for the period of July 2023 to June 2024:

There were six (6) scheduled meetings which were on the months of August, October, November, January, March, May. The meetings were well attended by FCEF members from a variety of businesses.

Following last year's AGM, the Council has undergone a leadership change. Mr. Hans Reiher was elected Chairman at the first council meeting post-AGM, and following Mr. Reiher's resignation, Ms. Miliana Vulakouvaki, who had become the new Vice Chair, assumed the role of Chairwoman. These transitions reflect the council's adaptability in maintaining effective leadership

Key Takeaways:

1) The issue of labor mobility

Concerns:

- i. Minimum wage and work benefits: there is a big gap between what Fiji can offer and what is being offered by overseas countries.
- ii. Employers are looking at recruitments almost every 3 months as they keep losing staff, to other local competitors.
- iii. Increase in staff turnovers due to migration

- iv. Current curriculum offered by university programs are not linking to the current jobs in the local market. Employers need to reinvest in training and upskilling school leavers to be work ready.
- v. PALM scheme: members have noted that the scheme has evolved from its original intent and that now both skilled and unemployed workers are participating in it.

Solutions:

- i. More effort from the Universities to get basic skill set training done, labour intensive training, TAFE type of colleges that can equip people with basic skills sets.

2) There was concern over the response to Cyclone Mal

- i. The country was shut down despite the weather not being severe in most areas, leading to unnecessary panic.
- ii. Request by members to quantify the productivity lost in Suva due to the National Disaster Management Office (NDMO) being overly cautious.

3) Concerns over the FNU levy

An area of concern for members was what names they can use and not use when registering the name of their companies.

For instance, any name that is not an English dictionary word, business needs to write a submission to the SG's office to seek his opinion and approval.

4) Members concerns on the increase in crime:

- i. Increase in thefts, attempted thefts, and robberies, especially in remote towns, raising concerns for staff safety despite security measures like CCTV.
- ii. Increase in online fraud, particularly involving stolen credit cards, is a growing issue, with police investigations and charges taking too long.
- iii. There is a need for better cyber security systems as there is high risk for employers.

Presentations:

- 1) **Taxes; Customs and Compliance** by Mr. Vilimone Nailotei who was the Senior Manager Taxpayer Education at the Fiji Revenue and Customs Service.

The Fiji Revenue and Customs Service (FRCS) believes that most of its customers are tax compliant, though rural and remote areas need more guidance. While some intentionally evade taxes, FRCS supports compliance through key customer segments. Corporate tax will increase from 20% to 25% in 2023, with incentives for South Pacific Stock Exchange companies raising their tax from 10% to 15%. Excise duties on alcohol, tobacco, sugary beverages, sweet snacks, and fruit juices will also rise starting January 2024.

2. **FRCS presentation** by Mr. Jaynesh Chand Manager Customer Relations and Mrs. Fiona Walli, Senior Manager in Customer Services at FRCS.

FRCS had looked in to the issues with calls and the general information system, that had been raised in August, have been resolved, with reduced dropped calls and plans to expand the contact centre workforce. Improvements include raising the financial threshold for tax clearance from FJ\$10,000 to FJ\$20,000 from October 6, 2023, excluding payments for services. Businesses no longer need tax clearance certificates for remittances under FJ\$20,000, except for service payments. Tax clearance requirements for import, education visa, pre-payments, merchandise, and medical bills have been relaxed. Additionally, corporate tax increased to 25% from the 2023 tax year.

- 3) **Breakdown on the FNU levy** by Mr. Jonetani Tonawai, the FCEF CEO

All employers in Fiji are required to pay a 1% levy to the Fiji National University's (FNU) National Training & Productivity Centre, as mandated by the FNU Amendment Act 2010 and FNU Levy Order, to support employee upskilling. The levy is calculated based on total gross wages and salaries, and is paid bi-annually. The funds are allocated as follows: 50% to the Government's Medical Scheme, 40% to the Accident Compensation Commission Fiji, and 10% to the FNU Grant Scheme. Employers can claim up to 90% of the levy if they train their employees. Changes to the levy scheme took effect on 1st January 2019.

- 4) **Presentation on Cyber Security for businesses in Fiji** by Mr. Rakin Wahed – Shop Pasifika Pte Ltd

Shop Pasifika Pte Ltd, a Pacific e-commerce software company founded by young high schoolers, aims to create a digital Fiji through affordable, sustainable, and scalable technology. In Fiji, the absence of cyber laws requires businesses to proactively update their security measures to protect sensitive data, intellectual property, and ensure business continuity. Key recommendations include using secure software like Google services over free apps like Viber, employing two-factor authentication, scanning devices before use, and blocking irrelevant sites. Cookie use and password security were addressed, with advice on using paid password managers over saving passwords in browsers. For non-digital-savvy staff, businesses should focus on re-education through videos and peer learning. Currently, there are no regulators for e-commerce in Fiji, though discussions are ongoing to establish an e-commerce association. To mitigate risks when transitioning from manual to automated processes, businesses are advised to use virus scanners like AVG, and be cautious of phishing emails by checking the actual sender's details.

- 5) **Importance of Life and Health Insurance** by Ms. Unaisi Tawake Bakabaka and Ms. Salasiga Duikoro of BSP Life

Life insurance protects your beneficiaries financially in case of your death and also serves as a savings and retirement plan. BSP Life, Fiji's leading life insurance provider for over 140 years, offers a stable investment portfolio with consistent growth in customer bonuses. They provide both life and health coverage, and employers can invite BSP Life to conduct insurance awareness sessions for staff and management. Additional benefits include group remittance options directly from the source.

RETAILERS & SMALL BUSINESS COUNCIL - ACTION PLAN UPDATE						
No	Action Points	Assigned To	Completion Date	Comments	Status	PI
1	Prepare an action matrix to keep track of all action items	Secretariat			Ongoing	
2	Discuss the 1% levy in terms of training	Secretariat		Closed – item has been action by the Professional & Financial council	Completed	
3	labour mobility issue	Secretariat			Ongoing	
4	Businesses having to wait for work permits in order to register for foreign workers for tin numbers and open bank accounts.	Secretariat		FRCS has issued a public notice issued by FRCS on 22nd of February, which allows expatriates to register and receive their TIN numbers. Mr. Nailotei encouraged members to continue to check the website for any new updates	Completed	
5	There was confusion between the 14day and 21day business work permit visa	Secretariat		A 21-day permit is available for citizens of Singapore, the USA, Australia, and New Zealand to enter Fiji for specific work, such as meetings. This permit allows for a short stay while their full work permit is being processed, but it cannot be extended. Applications must be lodged prior to arrival. Employers are encouraged to use the 14-day business visa instead, which doesn't require prior application as long as the person has a work permit and declares business on arrival. If someone enters Fiji on the 14-day visa without prior immigration lodgement, they must leave after the 14 days.	Completed	
6	To discuss how companies can make better use of existing security systems	Secretariat	March	Presentation by Rakin Wahed in the March Council meeting	Completed	
7	Cyber Security for businesses in Fiji	Secretariat		Secretariat to organise with Fiji Police Force	Pending	
7	Update on any new laws that relate to the Retailers and Small business sector	Secretariat		Secretariat to organise with Munro Leys	Pending	
8	Discuss the allocation of the 40% of the FNU levy to ACCF	Secretariat	January	CEO ACCF – Mr. Parvez Akbar presented at the Professional & Financial Services council meeting	Completed	

RETAILERS & SMALL BUSINESS COUNCIL - ACTION PLAN UPDATE						
No	Action Points	Assigned To	Completion Date	Comments	Status	PI
9	Difficulty contacting FRCS on the landline #'s	Secretariat		FRCS have highlighted issues with their management.	Completed	
10	SEEP Program – logistical information needed asap	Secretariat		1st phase of program in term 1	Completed	
11	Apprenticeship Program – how can members access their own apprenticeship programs	Secretariat			Pending	

Tourism & Transport Council Report

Council Chairperson: Ms. Fantasha Lockington – Fiji Hotel and Tourism Association
Vice-Chairperson: Mr. Eremasi Tamanisau – Fiji Performing Rights Association



Councils Plans and Activities for the period of July 2023 to June 2024:

This financial year, there were five (5) scheduled meetings which were on the months of October, November, January, March, May. These were the main issues discussed:

Key Takeaways and items discussed at Council:

- 1) Awareness on the need for businesses to pay license to play music
- 2) Symposium to brainstorm areas of skills gap
- 3) The need for the Transport Industry to consider traffic congestion and the need to review bus fares.

Presentations:

- 1) **Awareness Session** by Mr. Eremasi Tamanisau of FIPRA

The Fiji Performing Rights Association (FIPRA) is a non-profit organization that manages the performing rights of local composers and songwriters. FIPRA is focused on enhancing sustainable revenue growth, revising the Copyright Act 1999, and advocating for the inclusion of music, sports, and visual arts in Fiji's education system. Additionally, they emphasize the importance of TVET (Technical

and Vocational Education and Training) for Fiji's industries. FIPRA's revenue comes from licensing music for public performances, and they aim to expand licensing to include music in public and corporate transport. Retail shops are monitored for copyright compliance, with infringement penalties ranging from \$5,000 to \$50,000 and a maximum prison term of 5 years.

- 2) **Pacific: A Circular Economic Perspective of WaSH in the Fijian Tourism** by Mr. Paul Cobbin, CEO Hydroflux Pacific

Hydroflux is a carbon-neutral company focused on sustainability, climate adaptation, and environmental protection. Operating in Fiji since 1976, it manages water systems for 19 countries and 21 utilities across the Pacific. While 60% of Pacific communities have access to water, less than 20% have access to sewerage, and in Fiji, it's below 15%, potentially posing hygiene issues. Hydroflux assists organizations in developing sustainability policies and supports Fiji's goal to achieve Net Zero by 2050. The company focuses on decentralized systems, particularly relevant for tourism, where resorts use reverse osmosis for water treatment. Projects include work with Goodman Fielder and Malolo Family Resort, with future developments planned in Nadi. Hydroflux is also working with donors on the Nadi Treatment Plant, with the tender expected in the next 18 months.

- 3) **APTC Alumni Job Portal** by Ms. Tarusila Bradburgh and Ms. Perina Vatunitu of the Australian Pacific Technical College.

The Australia Pacific Training Coalition (APTC) is a technical and vocational education institution that recently discontinued certain technical courses requiring Australian apprenticeships. Following a 2022 industry meeting with the Fiji Commerce and Employers Federation (FCEF), APTC developed a job portal to connect graduates with employers, initially launching it in Fiji before expanding to other Pacific nations. Although there has been some response from employers contacted, there seems to be more interest from regional countries like Tonga, Samoa, and Papua New Guinea. Since 2007, APTC has graduated over 20,000 students across the Pacific, with 6,000 from Fiji, of which more than 1,000 have moved overseas, mainly through the Age Care sector under the Palm scheme. APTC no longer provides local attachments, focusing instead on

offering Australian qualifications. The National Employment Centre (NEC) tracks graduate return data for those attached overseas.

- 4) **Importance of Life and Health Insurance** by Ms. Unaisi Tawake Bakabaka and Ms. Salasiga Duikoro of BSP Life.

BSP Life, Fiji’s leading life insurance provider for over 140 years, offers both life and health coverage, along with a stable investment portfolio and successive growth in customer bonuses. Life insurance serves as both financial protection for beneficiaries and a savings/retirement plan. Employers can invite BSP Life to raise awareness among staff about life and health insurance. Beneficiaries can claim policies once a mortgage balance is cleared. The upper age limit for policies is 64, with rates determined by national mortality and mobility rates. Non-citizen employees must have a work permit to apply for policies, per the Insurance Act.

TOURISM & TRANSPORT COUNCIL - ACTION PLAN UPDATE						
No	Action Points	Assigned To	Completion Date	Comments	Status	PI
1	Businesses need to be aware to pay license for playing music	Secretariat to org with FIPRA		FIPRA conducted an awareness session at Council meeting. Power-point was shared with all members	Completed	
2	Council restructures	Secretariat			Ongoing	
3	Organise a Talanoa Session with businesses to highlight the issue of Labour Mobility	Secretariat		FCEF President advised to await outcomes of TOPEX 2023	Ongoing	
4	Organise a survey during TOPEX 2023 to determine the Skills Gap faced by Businesses	Secretariat			Completed	
5	FCEF Survey on Productivity, Labour mobility and skills	Secretariat		Members were requested to complete the survey	Completed	
6	Questions on the FNU levy	Secretariat		CEO updated council members as per discussions in the Professional and Financial Council meeting	Completed	

Fiji Business Disaster Resilience Council (FBDR)

Council Chairperson: Mr. Karunesh Rao – Energy Fiji Limited

Vice-Chairperson: Mr. Bob Mitchell - FNU

Vice-Chairperson: Nishantha Fernando - Browns Engineering & Construction Fiji Pte Ltd



A Year of Resilience – 2023 to 2024

The Fiji Business Disaster Resilience Council (FBDR) concluded a remarkable year, marked by significant achievements and unwavering commitment to building resilience in the face of adversity. From council meetings and training sessions to international collaborations and disaster response initiatives, the FBDR played a pivotal role in safeguarding businesses and communities across Fiji. The council was fortunate to receive funding support from Connecting Business Initiatives (CBI) at the end of September 2023 which allowed the recruitment of the FBDR Coordinator and overall operations of the council.

Strengthening the Council

The year observed a series of council meetings, where members discussed pressing issues such as climate change, business continuity, and disaster risk reduction. A highlight was the election of Mr. Nishantha Fernando and Mr. Bob Mitchell as Vice Chair for the Central & the Western Division respectively, bringing fresh perspectives and expertise to the council. To further enhance the collaborative efforts, partnerships and information sharing, the council-initiated information sessions with seasoned individuals from various stakeholders.

1.1. Thursday 17th August 2023, The Climate Change Act – By the Climate Change Division

- 1.2. Thursday 6th September 2023 - Briefing & Introduction of FBDR to UN Agencies
- 1.3. Friday 20th October 2023 – the FBDR council meeting was held and Karunesh Rao was re-elected as the Council Chair.
- 1.4. Monday 30th October 2023 - Climate Risk Disclosure Presentation and Private sector consultation
- 1.5. Friday 19th January 2024 – FBDR Council Meeting and Vice Chair elections; Mr. Nishantha Fernando being elected as the Vice Chair for the Central Division.
- 1.6. Wednesday 29th November, 2023 - FBDR Council Meeting & Information Session on “Business Continuity and the Future of Work”
- 1.7. Friday 15th March 2024 - Council Meet with the Appointment of Vice Chair for the west - Mr. Bob Mitchell followed by an Information Session by the Permanent Secretary for Environment who spoke on “Paving Pathways for Collaboration-Environment & Climate Change”.
- 1.8. Monday 22nd April 2024 – Fiji Council of Social Services (FCOSS) Information Session on “Mapping Synergies between NGOs and the Private Sector.” The session was presented by the Executive Director, Vani Catanasiga. The information session was also attended by the Fiscal Re-

view Committee and held at the FCEF Talanoa Room

- 1.9. Tuesday 14th May 2024 - the council meet for May had a guest speaker from UNDP, Mr. Vineil Narayan, Program Manager for UNDP Pacific's Blue Economy Portfolio who spoke on "The UNDP Pacific's Inclusive Growth Portfolio – Linkages to Disaster Resilience and climate Adaptation.
- 1.10. Tuesday 16th July 2024 – the council meet hosted a Talanoa session with Mr. Krishneil Narayan, Senior Development Advisor from the New Zealand Governments - Ministry of Foreign Affairs and Trade (MFAT) on challenges and opportunities for strengthening private sector's role for Sustainable, Climate and Disaster Resilience Development.

Disaster Awareness Initiative

The council launched a disaster awareness initiative in collaboration with the NDMO and Ministry of Education. The initiative was launched on Friday 19th January 2024 by the UN Resident Coordinator – Mr. Dirk Wegner, National Disaster Management Office (NDMO), Ministry of Education (MOE) and FCEF

As a proactive approach to empower young minds and foster a culture of preparedness, this initiative saw the distribution of the 2024 A2-sized wall calendars which serves as a year-long reminder of key messages, cyclone tracking map, and emergency contact numbers. The pocket timetable, designed for portability and quick reference, features disaster-readiness information and emergency contact numbers.

This collaborative effort demonstrates a significant step towards building a disaster-resilient future. By equipping students with knowledge, resources, and practical skills, this initiative empowers the next generation to become active agents in their own safety and contribute to a more prepared and resilient society.

A total of 50,000 A2 wall calendars and 50,000 pocket calendars were printed and distributed to approximately 70,000 school students Fiji wide and Rotuma.

Responding to Disasters

The FBDRC's commitment to disaster response was evident throughout the year. We provided essential support during Tropical Cyclone Mal, assisting the NDMO. This was done by regular communication to the FBDRC viber group and assistance provided to

NDMO by organising logistical support for delivery of food rations to affected communities. The council also played an active role in the National Disaster Awareness Week (NDAW) 2023 – Held in Fiji from Thursday 12th to Thursday 19th October, 2023. FBDRC was invited to be a part of the planning team. FBDRC assisted NDMO by donating fruits and flavored milk to school students on the day of the Tsunami Drills.

Expanding Reach through International Events and Collaborations

The FBDRC's influence extended beyond its borders through international collaborations. The council participated in the Connecting Business Initiative (CBI) meeting in Istanbul, Turkey, where they discussed scaling up private sector engagement in disaster management and humanitarian action. Additionally, the FBDRC was represented at the Pacific Resilience Partnership Meeting, where they contributed to regional efforts to build long-term sustainability and resilience

1. FCEF & FBDRC was invited to the Melanesia Sub-Regional Private Sector Climate Finance Workshop in the Solomon Islands from Tuesday 29th to Thursday 31st August, 2023. The Theme for this meet was: Building resilience through strengthening private sector engagement in climate change finance and public-private partnership. The event was represented a FCEF secretariat staff and the council chair.
2. Annual CBI meet was held from Monday 9th to Wednesday 11th October, 2023 in Istanbul, Turkey. FBDRC being a member of CBI was invited to this event and was represented by the Chair. The theme of the meet was: Reaching New Heights: Scaling up Private Sector Engagement in Disaster Management & Humanitarian Action.
3. Pacific Resilience Partnership Meeting was held from 11th to 13th November 2023 which brought together Pacific people, stakeholders, and experts from across the region to dialogue on building long-term strength, adaptability and sustainability of Pacific communities and ecosystems.
4. Wednesday 24th & Thursday 25th January 2024 – GSMA Humanitarian Connectivity Charter Workshop, Pampanga, Philippines. The council was represented by the council chair.
5. Thursday 11th and Friday 12 July 2024 - Risk Index Climate Displacement (RICD) and Climate

Catalytic Fund (CCF) symposium in Bangkok attended by the council chair.

Building Capacity and Resilience

To equip businesses with the tools to withstand disasters, the FBDRC conducted numerous Business Continuity Plan (BCP) training sessions across Fiji. A Business Continuity Plan (BCP) is a crucial document that outlines how an organization will continue its operations in the event of a disruptive event. Whether it is a natural disaster, cyberattack, or a major operational disruption, a BCP ensures that the business can minimize downtime and recover quickly. These trainings empowered participants with valuable knowledge and skills to develop effective BCP's and mitigate risks. Training schedule were as follows:

- 1.1. Tuesday 23rd April 2024 – Business Continuity Plan (BCP) Training – Central. A total of 22 participants from member organisations attended the one-day training on BCP. Training was held at the FCEF Talanoa Room.
- 1.2. Thursday 23rd May 2024 - Business Continuity Plan (BCP) Training – Lautoka. A total of 18 participants from member and non- member organisations attended the one-day training on BCP. Training was held at the Waterfront Hotel in Lautoka.
- 1.3. Thursday 24th May 2024 - Business Continuity Plan (BCP) Training – Nadi. A total of 14 participants from member and non- member organisations attended the one-day training on BCP. Training was conducted at the Corner Café, Jacks of Fiji conference room in Nadi.
- 1.4. Tuesday 18th June 2024 – BCP training at the FCEF Talanoa Room – Central session There were 22 participants.

Other Initiatives

As part of its activities, FBDRC also focused on sharing knowledge and implementation of learnings. As such the council participated in and initiated the following;

- 1.1. Thursday 22nd February 2024 - Disaster Messaging via cell Broadcast Meeting, Integrated Emergency Alert System and Cell Broadcast Solution.
- 1.2. Monday 26th February 2024 - 3rd Technical Working Group meeting for the introduction of Climate Risk Disclosures in Fiji – Virtual, Feedback and discussion around the Gap Analysis report and draft guidelines of the Climate Change Act.
- 1.3. Thursday 28th March 2024 - Western Division DRR Plan - round table discussion (NDMO & JICA), Western Division DRR Plan. The council was represented by the coordinator
- 1.4. Tuesday 9th & Wednesday 10th April 2024 - National Humanitarian Policy Review-Final validation workshop at Holiday Inn. Attended by Karunesh and Pricilla.
- 1.5. Monday 15th & Tuesday 16th April 2024 - Pacific Anticipatory Action Regional Meeting. The meeting was held in Shangri-la and attended by Karunesh.

As the FBDRC continues its work, it remains committed to enhancing Fiji's resilience to disasters and ensuring a sustainable future for businesses and communities. The Council's efforts over the past year have demonstrated its dedication to building a more resilient private sector and the nation.



Women Entrepreneur Business Council (WEBC) Report

Council Chairperson: Ms. Sharyne Fong, Insight Business Advisory

Council Vice Chairperson East: Ms. Vera Chute (Resigned)

Council Vice Chairperson West: Ms. Wati Maraiwai - Talavutu



The Women Entrepreneurs Business Council (WEBC) proudly presents its report, highlighting the milestones achieved over the past year and our ongoing commitment to fostering women-led entrepreneurship in Fiji.

Throughout the year, WEBC focused on empowering members within the Micro, Small, and Medium Enterprise (MSME) space through targeted initiatives. Key activities included capacity-building workshops, networking events, and information sessions designed to equip members with essential business skills. Market days were also organized, giving entrepreneurs the opportunity to promote their products, engage with customers, and grow their businesses.

These achievements would not have been possible without the unwavering support of our funders and partners. Their belief in our mission has allowed us to expand our reach and deliver valuable services that inspire and empower women entrepreneurs to thrive.

As we look toward the future, WEBC remains committed to growing its membership, building strategic partnerships, and continuing to create meaningful opportunities. Together, we will empower more women entrepreneurs to become catalysts for innovation and drivers of economic progress in Fiji.

We extend our heartfelt gratitude to all those who have contributed to our success and invite new collaborators to join us on this journey toward sustainable growth and national impact.

Key Highlights:

2023

1. WEBC/Udu Point Women's Initiative Market Day – 1st December 2023

The WEBC Market Day, in partnership with Women's Fund Fiji, hosted the Udu Point Women's Initiative. The Udu Women's Initiative, with whom we previously collaborated on the successful Bridging the Gap activity in May, culminated in this Market Day in Suva after their four-day training that was done in Udu Point. The event showcased the outstanding quality of goods produced by the participating women, celebrating their achievements and highlighting the positive impact of skill-building programs.

2. Care Catalyst Program Launch: 14th December 2023.

Fifteen women benefited from the Care Catalyst Program, which is a joint initiative of the Council and UNESCAP. We recruited fifteen women who went through four months of training with an emphasis on the care industry, particularly day care businesses. The program's goal was up-skill members to open their own day care businesses. The program aimed improve the quality-of-care services in the community and empower women in the workforce.

During the months of December and January, the following trainings were held.

Program completed:

- Introduction to Child Day Care Business
- Child Development and Milestones
- Child Safety
- Early Childhood Education and Play Based
- Trauma Informed
- First Aid and CPR Training
- Pediatric Nutritionist and Health Hygiene
- Business Planning and Goal Setting
- Human Resources
- Marketing and Communication
- Financial Literacy.

3. Academy Women Entrepreneurs (AWE) Program

The Academy for Women Entrepreneurs (AWE) Program in Fiji, launched in 2020 by the U.S. Embassy in partnership with the WEBC and Makoi Women's Vocational Training Center, is aimed to empowering Fijian women entrepreneurs. The program provides participants with the skills, knowledge, and networks needed to successfully launch or scale their businesses. It combines the "DreamBuilder" online platform with in-person mentoring and training from experienced facilitators.

- The AWE Market Day is a key event in the AWE Program, showcasing the knowledge and skills gained over the seven-month journey. This was held on the 8th December at the UN Park in Suva where a total of 72 women participants showcased and sold their products.
- A total of 138 women entrepreneurs successfully completed the program and graduated at the AWE Graduation Ceremony, held in the lower auditorium of the Civic Center in February 2024.
- The Graduation was co-officiated by the US Ambassador to Fiji, H.E. Marie Damour and the Minister of Women, Children and Poverty Alleviation, Honourable Lynda Tabuya.



2024

1. Women Invigorating the Nation (WIN) Convention – 22nd & 23rd March 2024

The third ‘Women Invigorating the Nation (WIN) Convention’ with the theme “Revitalize for Resilience: Fostering Inclusive Inspiration for All” was held at the Grand Pacific Hotel on the 22nd and 23rd of March 2024. The conference was attended to by women entrepreneurs, staff of established businesses, with majority of the participants being representatives of the business management sector and members of the Women Entrepreneurs Business Council (WEBC). Female representation to the conference was at 99% and the majority represented companies that were not owned by women.

The Convention was officiated by the Honourable Lynda Tabuya, Minister of Women, Children & Social Protection.

Event of the Program as follows:



Day 1 Session 1	Keynote Speaker – Dirk Wagener United Nations Resident Coordinator to Fiji, Solomon Islands, Tonga, Tuvalu, and Vanuatu
Session 2	EmpowHER: Nurturing Women’s Leadership in the Public Sector PS Eseta Nadakuitavuki – Ministry of Women, Children and Social Protection PS Selina Kuruleca – Ministry of Education PS Seema Sanjini Sharma – Ministry for Local Government PS Salaseini Daunabuna – Ministry for Tourism and Civil Aviation
Session 3	Breaking Barriers through Sports Cathy Wong - Director Physiotherapy/Board Member World Rugby Council Lailanie Burnes - Hospitality and Sponsorships Manager, SWIRE Shipping Fijian Drua Stanley Raniga - Chief Executive Officer, Future Farms Pte Ltd
Session 4	Reality Check on Family Health Conversations Dr. Krupali Tappoo - Director, Sri Sathya Sai Sanjeevani Children’s Hospital Dr. Tui Taoti - Specialist Obstetrician and Gynaecologist, Health West specialist Centre Julie Whippy - Co-Founder of Fiery Island Hot Sauce Swati Nair - Mental Health Director, Prestige Academy and Prestige Caregivers Agency
Green Star Launch	Guest Speaker: Dr. Brian Jones British High Commissioner

Session 5	<p>Changing the Game and Unlocking the Trailblazer</p> <p>Captain Seini Koroitamana Cornish - Captain A330 Aircraft, Fiji Airways</p> <p>Shobha Shailin Reddy - Managing Director, Acton</p> <p>Shenal Harakh - Founder, Shenal Harakh Investment</p> <p>Renee Browne - General Manager Land & Housing Development, Housing Authority of Fiji</p>
Session 6	<p>Reframing the Narrative in the Advancement of Women</p> <p>H.E. Charlotte Darlow - New Zealand High Commissioner to Fiji</p> <p>Saud Minam - Chief Executive Officer, Fiji Development Bank</p> <p>Mue Bentley-Fisher - Director, Mana Coffee & Communication Consultant, World Bank</p> <p>Elizabeth Morris - Founder, Tifui Nursery's</p>
Session 7	<p>Growing Businesses and Transforming Communities for Sustainability</p> <p>Waka Family (Stephanie and Jonathan Batisarisari)</p> <p>Waitika Farm (Jean and Anil Tikaram)</p>

2. Academy Women Entrepreneurs (AWE) Program

WEBC was successful in their proposal to implement the 2024 AWE Program. The signing and program launch was held at the Suva Civic Center Lower Auditorium on Thursday 1st August, 2024.

More than 500 women applied and with limited funding, only 175 women were recruit to go through the 7month program which started in August 2024 to February 2025.

We have 7 groups located in Labasa, Lautoka, Suva and Nasinu. Each group are facilitated by 7 facilitators who are WEBC members. Facilitators are: Ms. Sharyne Fong of Insight Business Advisory, Ms. Neelam Maharaj of Friendly Mates Services, Dr. Swarti Nair of Prestige Care, Ms. Wati Talavutu of Creations23, Ms. Asilika Naisaki and Ms. Arita Sarup of Makoi Womens Vocational Training Center, and Ms. Asenaca Maisema of Westpac Banking Corporation, Labasa.

Dates	Activities	Comments
3rd July, 2023	Meeting with Ambassador Beate Grzeski, Germany's Special Envoy for the Pacific Island States.	Germany Roving Ambassador Ms. Beate Grzeski met with WEBC Chair Ms. Sharyne Fong, immediate past president Mr. Chauhan, and WEBC council members to talk about the work FCEF and its council do to support women's economic empowerment. According to Ambassador Grzeski, the German Government is eager to collaborate with FCEF and will soon open an embassy in Suva.
16th – 18th August, 2023.	Women's Feminist Forum, Bangkok, Thailand	Member, Ms. Christine Pickering, and Council coordinator Fiona Dansey participated at the Women's Feminist Forum that was held in Bangkok in Thailand. The forum that aimed to advance gender-smart financing in the area, increase their network of female entrepreneurs, and share best practices and practical tools for enhancing the care economy and gender responsiveness.

Dates	Activities	Comments
25th – 26th August 2023	Women's Association and Chambers - Manilla, Philippines	WEBC was represented at this conference by member Ms. Laisani Saumaisue of Vines Travels, who gave a presentation about WEBC's work. Women from all throughout South East Asia, including Fiji, attended the conference to discuss their work in various women's organizations.
30th August – 1st September 2023	27th Australia Fiji Business Forum – Sydney, Australia	The Chair of the WEBC Council was asked to speak at the Forum. Included in Sharyne's presentation was: <ul style="list-style-type: none"> • Fiji Commerce and Employers Federation councils; • WEBC's founding and its auxiliary partners • Strategic Plan and the people it serves; • Green sustainable policy introduction; • WIN Convention; and • Council's ongoing operations
October 24, 2023	Courtesy Visit to the German Ambassador.	WEBC Chair, Ms. Sharyne Fong, WEBC Vice Chair East, Ms. Vera Chute, and the WEBC Coordinator paid a courtesy visit to H.E. Andreas Prothmann and First Secretary Ms. Melanie Freund to discuss potential collaborations between WEBC and the German Government in advancing gender empowerment initiatives
20th February 2024	Pacific Women in Power – World Bank	The Council Executives met with World Bank representatives to explore the relationship between the lack of qualified personnel in the renewable energy service provider sector and women entrepreneurs. Exploring ideas and solutions to effectively close this gap was the meeting's main goal. WEBC conveyed gratitude for the chance to participate in productive discussions regarding this important issue and enthusiastically looks forward to the potential benefits of this partnership.
27th of February 2024	FDB Loan Processing for Members	The Council extended an invitation to the Fiji Development Bank (FDB) to conduct loan processing meetings within the FCEF Talanoa Room. This initiative aimed to provide easier access to financial services for members and entrepreneurs, fostering a supportive environment for business development. By hosting these sessions on-site, the Council ensured that participants could engage directly with FDB representatives, receive personalized financial guidance, and streamline the loan application and approval processes, ultimately encouraging greater participation in economic activities and business growth.

Dates	Activities	Comments
7th – 9th May 2024	Feminist Finance Forum in Bangkok, Thailand.	The United Nations Economic and Social Commission for Asia and the Pacific (ESCAP) hosted the Feminist Finance Forum in Bangkok, Thailand, from May 7–9, 2024. This significant regional gathering fostered dialogue among key financial stakeholders to develop sustainable solutions for advancing feminist finance. The WEBC Coordinator participated as a panellist, presenting insights on the Care Catalyst Program, a collaborative initiative between the Council and UNESCAP
29th May 2024	Women Economic Empowerment National Action Plan Consultation	The final Women Economic Empowerment National Action Plan (WEE NAP) consultation took place on September 19 at the FCEF Talanoa Room. The basis of the entire WEE NAP document, the draft Framework for the proposed WEE NAP Actions, was eagerly shared by WEE NAP secretariat under the Ministry of Women, Children and Social Protection, which WEBC is part of the secretariat committee.

Council Meeting 2022- 2023		
Date	Mode	Attendance
8th August 2023 3.06pm-4.00pm	Hybrid - FCEF Talanoa Room	27face-to-face 9 virtual
21st November 2023 3.17pm – 4.42pm	Hybrid- FCEF Talanoa Room	12 face-to-face 10 Virtual
19th November 2024 3.24pm – 4.25pm	Hybrid - FCEF Talanoa Room	17 face-to-face 12 Virtual
11th March 2024 3.25pm – 4.15pm	Hybrid - FCEF Talanoa Room	15 face-to-face 6 Virtual
22nd July 2024 3:44pm – 4:30pm	In Person - Sri Sathya Sai Sanjeevani Children's Hospital.	12

Micro, Small & Medium Enterprise Council Report

Council Chairperson: Mr. Watesoni Nata Jnr - Salvage Traders Fiji Pte Ltd
 Council Vice Chairperson: Ms. Neelam Maharaj - Friendly Mates



This year was a hive of activity for the Council ranging from all sorts of speaker and consultation invitations, trainings and information sessions, the rebranding of YEC into the MSME Council right through to impacting legislative and policy change into the MSME Ecosystem ease of doing business in Fiji. For the purposes of this year’s Annual Report, we wanted to focus on some key events and our contribution into the area of MSME policy and law reform as follows:



1. YEC transition into the MSME Council (World MSME Day Celebrations in Namosi – Sat 29th June)

The 2023-2024 period saw the final transition of the Young Entrepreneurs Council (YEC) to the MSME Council doing away with the age barrier of 40 years’ old and welcoming every entrepreneur into the fold, so long as your business fell within the MSME Fiji policy definition of MSME. The launch coincided with our World MSME Day celebrations in Namosi and here are some of the highlights of the event:

- a. **Successful launch of the MSME Council and logo by the Deputy Prime Minister Hon. Manoa Kamikamica and Tui Namosi Ratu Suliano Matanitobua on the day thanks to our sponsors Capital Insurance;** CEO Capital Insurance was also present and took part in the launch as well. We received good support from the Government;



- b. 5 business women/ groups were awarded income generating prizes by our sponsor Vision Investment Limited and will be given a follow up programme in partnership with the Council and Vision;
- c. Namosi people got a preview of Star link Internet connection via our Council member Rakin Wahed setting it up at the venue for the day. This has led to the installation of Star link at one of the participant's home in Namosi village and more interest from others.
- d. Tui Namosi Ratu Suliano Matanitobua was able to take the Deputy Prime Minister on a tour to the Namosi Government station based in for an hour and a half and talk to him about further developmental needs of the people of Namosi;
- e. Namosi people got a preview of Star link Internet connection via our Council member Rakin Wahed setting it up at the venue for the day. This has led to the installation of Starlink at one of the participant's home in Namosi village with more interest from others;
- f. MSME Council member; Prestige Skills Training Academy carried out trainings on Drugs and Mental Health Awareness for the people of Namosi and awarded a total of 60 certificates to all the participants that successfully completed the training for the day and a total of 53 successfully completed the vitals check/ health screening;
- g. There was a total of 168 participants that completed the Business Basics and Financial Literacy trainings that were carried out by Westpac Bank (73 participants), Reserve Bank of Fiji (56 participants and ANZ Bank (with 39 participants) - all of which were awarded certificates for their participation;



- h. The people of Namosi got exposed to the services provided by all the MSME stakeholders that were present on the day – Capital Insurance, Merchant Finance, FNPF, FRCS, Registrar of Companies, Westpac, ANZ, Courts, Tower Insurance, Consumer Council, Reserve Bank of Fiji, Itaukei Trust Fund Board, Unit Trust of Fiji,



2. Consultations on the Access to Capital Bill (8th February 2024), MSME Fiji Strategic Plan (01st March 2024) & the MSME Bill (01st May 2024);

- a. We hosted the **MSME Focus group “Fiji Access to Capital Bill 2024”** Consultations at the Fiji Commerce & Employers Federation (FCEF) Talanoa Room today. Discussions centred around the Access to Capital (Private Companies) Bill 2024 and its Regulations introducing the “Small Offers Regime” and “Crowdfunding” via Equity and Peer to Peer lending. Motivation being to balance out the need to provide new avenues for SMEs to raise Capital with the need to protect Investors given the current challenges faced by MSMEs in accessing Capital. Vinaka to the Asian Development Bank team for presenting to



us today and thank you also to the Reserve Bank of Fiji & Ministry of Trade, Co-operatives, SMEs and Communications for the support . Public consultations on this Draft Legislation continue until the 16th of February and written submissions are due in by 4pm on Monday 19 February (refer to advertisement in the post).

b. MSME Fiji Consultations on the development of their Strategic Plan also took place in Nadi on 01st March 2024 with the Fiji Enterprise Engine cohort where both our Chairman and Council coordinator were present (as they're both part of the FEE programme also). Some of the areas that we feel that MSME Fiji should incorporate in their Strategic Plan were raised as follows:

- i. Mapping of the MSME Landscape in Fiji to know ALL the government led, private sector led & donor agency /CSO led initiatives and incentives available to MSMEs in Fiji;
- ii. Communicating and making available the MSME Landscape mapping findings/information to all MSMEs in Fiji so that MSMEs know exactly what's available to assist us;
- iii. MSME Bill to clearly demarcate the role of MSME Fiji and the role it plays as the Central Coordinating Agency for MSMEs in Fiji;
- iv. MSME Bill to have a clear definition of what Micro, Small & Medium Enterprises and Women Led MSMEs to ensure we have a proper identity and that other organisations can take their cue from and will also allow us to advocate more effectively with changes to other legislations that affect MSMEs;
- v. MSME Fiji to take a lead role in coordinating all MSME related donor funding initiatives as a result of the MSME Landscape mapping to ensure (as much as possible) that all initiatives don't run the risk of duplication but to ensure more collaboration between MSME agencies and that funding is utilised where it is most needed;
- vi. MSME Bill to not be overbearing on MSMEs to the extent that it will stifle our growth. It should encourage and #enhance the start-up and growth of MSMEs in Fiji just as the Council had raised at the 'Access to Capital Bill consultations that were held last week';
- vii. Ease of doing Business - we applaud the efforts taken by the Ministry of Trade, Co-operatives, SMEs and Communications so far in digitizing/centralising Business Registration and Permit applications but would like to raise the issue of back end on boarding of all the agencies and if whether they are equipped and digitizing

their internal processes also to avoid bottle necks? For back end agencies to also look into simply revising and enforcing their turn over time frames to ensure efficiency;

All in all - We Must All Work together to Create an enabling environment for MSMEs to thrive!



- c. We hosted the MSME Bill consultations 01st May 2024 with the team from RBF, Asian Development Bank & Ministry of Trade, Co-operatives, SMEs and Communications. Discussions centred around the definition of an MSME (its sub definitions also women, youth & disability owned MSMEs) and how #MSMEFIJI would be structured as a separate statutory entity on its own with the oversight of a Governance Board (its make up including the private sector/MSME owner reps) that would report to the Minister for Trade and MSMEs apart from other features in the Bill that were discussed today as we look forward to round 2 of consultations of the Bill.

3. Tourism Fiji Convention – Thursday 26th September 2024

- d. We had the opportunity to speak at the Fiji Tourism Convention 2024 on invitation from the Ministry of Tourism and Civil Aviation. He spoke on a panel that discussed the topic “Leveraging Tourism for community empowerment and Inclusivity” with the question: “We understand that the Young Entrepreneurs Council recently transitioned into the MSME Council broadening its support for entrepreneurs and furthering the work the Fiji Commerce & Employers Federation (FCEF) does in the MSME space. Where do you feel there are gaps for Tourism entrepreneurship development where the public and private sector can partner?”

Our Chairman raised the following points in light of the advocacy and policy reform role the Council has voicing out the concerns and suggesting solutions on behalf of MSMEs in Fiji:

- i. Streamlining Compliance for Tourism MSMEs
- ii. Reform the Hotel Licensing Legislation - Introduction of minimum standards
- iii. Support e-commerce for small tourism businesses
- iv. Support & Nurture Itaukei led Tourism
- v. Improve incentives for businesses to take on conservation leases
- vi. Recognition of Tourism Fiji of the needs of small operators

The MSME Council (along with the wider MSME community) and the Fiji Commerce Employers Federation (FCEF) as private sector representatives - stands steadfast in its commitment to support Governments initiatives into building a better MSME ecosystem for small businesses in the Tourism industry to Birth, Operate and GROW!



4. Inaugural Suva Cook-Off – (Friday 27th September 2024)

The MSME Council has successfully organised the first ever Suva Cook-off - “Gourmet Street Food” at the Paradiso Ground, in Suva, on Friday 27th September 2024. The Suva Cook-off aimed at giving Street Food MSMEs the recognition they deserve and elevate their food by providing them a platform to not only showcase their talents but also learn from each other. The event recreated an open street setup, where 346 guests were able to enjoy freshly produced Street Food offered by 11 food booths.





Total income reached FJD 42,950.00 while expenses amounted to FJD 27,736.27. This led to a net profit of FJD 15,213.73, which will go towards activities organised by the MSME Council over the coming year. We would like to thank our sponsors for the event:

6. Collaboration on successful Campaigns with the wider MSME Community

a. Cheque phase out deferment (20th March 2024)

The MSME Council supported the Fiji MSME Community led initiative to take up concerns on behalf of MSMEs regarding the phasing out of cheques by the Commercial Banks with the Governor of the Reserve Bank of Fiji Mr. Ariff Ali and his team. Together, we expressed the various difficulties MSMEs were facing during this transition phase along with plausible solutions that banks could take into consideration to assist MSMEs transit smoothly. This meeting then led to the initiation of consultations directly with the various banks on the plans that they had in place to transition MSMEs. **This advocacy contributed to the announcement from the Reserve Bank that the process has been further delayed until 2025.**



b. Restoration of tripartite Consultations with ERAB

The Coalition of MSME Networks made up of the Fiji MSME Community (FMSMEC), Fiji Business Development Services Group (FBDSG), Fiji Islands Dance Association (FIDA), Viti Association of Visual Arts (VAVA), Duavata Collective and the RoC Market Group - came together to support FCEF and the MSME Council with a Press Release dated 15th October 2024 supporting the stance FCEF and FHTA took in calling out the lack of due process being followed by the Ministry of Employment with regard to the review of the Employment Relations (Amendment) Bill 2024 along with all the draconian measures being introduced in the Bill that were counterproductive to the growth of MSMEs being the largest employer in Fiji at 60% of the workforce. Along with all the pressure that was put on the Minister of Employment by FHTA, FCEF, the Coalition of MSMEs in the Media and with everyone else that came on board – it eventually led to the Minister restoring Tripartite Consultations and assuring Public Consultations on the Draft Bill at a meeting held with FCEF employer reps on 21st October 2024.



JOINT PRESS RELEASE BY THE COALITION OF MSME NETWORKS

15th October 2024

Proposed amendments to the Employment Relations Act (ERA) neither benefit MSMEs nor the majority of workers in Fiji.

The Micro, Small & Medium Enterprise (MSME) community is calling on the Fiji Government to practice transparency and release the proposed amendments to the Employment Relations Act (ERA) for public information. At minimum, the Government should waive the Non Disclosure Agreement (NDA) that the Ministry of Employment, Productivity & Industrial Relations has imposed on employer members to the Employment Relations Advisory Board (ERAB), so that our representatives can engage freely with all MSMEs and discuss the proposed amendments.

We are very concerned about the revelation of huge fines and prison terms included in the proposed amendments, revealed recently by the Fiji Commerce & Employers Federation (FCEF) and the Fiji Hotels & Tourism Association (FHTA). Equally concerning is the revelation that

Minister restores Tripartite Consultations and assures Public Consultations on the Draft Employment Relations (Amendment) Bill 2024.

Joint Press Statement by:
 The Fiji Commerce and Employers Federation (FCEF), and the Fiji Hotel and Tourism Association (FHTA)

Monday 21st October, 2024

We were pleased to meet the Minister for Employment, Productivity and Workplace Relations Hon. Agni Deo Singh today in response to our concerns raised with him and discussed in the media recently.

7. Way forward for the MSME Council

We want to focus our first quarter of the next term in trying to get our Strategic and Work Plan sorted for the next 3-5 years in alignment with the National Development Plan, the MSME Fiji Strategic Plan and with the relevant United Nations Sustainable Development Goals (SDG's). We also look at engaging a full time Council coordinator to look after the Councils administrative needs as this is a need for the Council as we continue to grow. A special thank you to the Deputy Prime Minister and our line Minister for MSMEs Hon. Manoa Kamikamica and his team at the Ministry for their continued support towards all the MSME Council initiatives. Vinaka Vakalevu also to the FCEF Trustees, Board and to the CEO and Secretariat for being the support base to the Council and to the awesome hardworking members of the MSME Council who continue to think up, engage and execute our Council activities flawlessly and with much passion-Malo!!!



#MSMECouncil #Squad #SuvaCookOff #FriSep27 #Grabyourticketsnow

G. Employment Relations Advisory Board (ERAB)

The following representatives were appointed to serve this board for the period of December 2023 to date:

Name	Business/Organization Name
Ms. Fantasha Lockington	Fiji Hotel & Tourism Association
Mr. Noel Tofinga	Consultant
Ms. Karen Sorby	Fiji Gas Limited
Mr. Howard Politini	New World IGA
Mr. Watesoni Nata	Salvage Traders Pte Ltd

H. National Occupational Health And Safety Advisory Board (NOHSAB)

The following representatives were appointed to serve this board for the period of December 2023 to date

Name	Business/Organization Name
Mr. Savenaca Baro	Fiji Commerce and Employer Federation
Ms. Michelle Solvalu	Corporate Management Services Ltd - Hot Bread
Mr. Eldon Eastgate	Essity Australasia
Mr. Noel Tofinga	Consultant
Mr. Stuart Gow	Fiji Hotel and Tourism Association

I. National Employment Centre (NEC) Board

The following representatives were appointed to serve this board for the period from 2023 to 2025

Name	Business/Organization Name
Mr. Savenaca Baro	Fiji Commerce and Employer Federation
Ms. Susan Miller	Total Energies

J. Fiji National Council For Disabled Person

The following representative was appointed to serve this board till December 2023.

Name	Business/Organization Name
Mr. Noel Tofinga	Fiji Commerce and Employer Federation

K. Employment Relations Advisory Board (ERAB): Productivity Sub-Committee

The following representatives were appointed to serve this board for the period from 2023 to 2025

Name	Business/Organization Name
Mr. Eldon Eastgate	Essity Australasia
Ms. Michelle Solvalu	Corporate Management Services Ltd - Hot Bread (resigned)

L. Employers Panel Of The Arbitration Court

The following representatives were appointed to serve this panel for the period from May 2023 to May 2025

Name	Business/Organization Name
Mr. Savenaca Baro	Fiji Commerce and Employer Federation
Mr. Noel Tofinga	Consultant
Mr. Watesoni Nata Jnr	Salvage Trader Pte Ltd
Mr. Richard Donaldson	Fiji National University
Ms. Michelle Solvalu	Corporate Management Services Ltd - Hot Bread
Mr. Brian Kirsch	Fiji Hotel and Tourism Association

M. Employer Representatives On The 10 Wages Council

The following representatives were appointed to serve on this committee:

Netava Bakaniceva	Mining & Quarrying
Joycelyn Sahai	Wholesale & Retail
Warwick Pleass	Manufactures Industry
Fantasha Lockington	Hotel & Catering
Gordon Jenkins	Building, Civil & Electrical Engineering
Mike Towler	Garment Industry
Mosese Waqavonovono	Sawmilling & Logging
Ravinesh Deo	Security Service
Arvind Maharaj	Road & transport
Vikesh Chauhan	Printing Trade

M. FCEF Nominee to the technical committee that will work closely with the NEC Board Secretariat in Finalizing the draft NEC Regulations.

The following representatives were appointed to serve this board for the period from 2023 to 2025

Mr. Eldon Eastgate	Essity Australasia
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N. Fijian Standards Technical Committee On Energy And Electrotechnology

The following representative was appointed to serve this board

Mr. Hans Reiher	Fiji Gas Limited (resigned)
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O. FCEF Meetings

General Correspondences for July (2023) – June (2024) (Inward)

Date	From	Subject
27/06/2024	Ministry of Finance, Strategic Planning, National Development and Statistics	Budget Lockup - Change of Budget Announcement
18/06/2024	Ministry of Finance, Strategic Planning, National Development and Statistics	Invitation to the 2024/2025 Budget Lockup session
14/06/2024	Ministry of Trade, Co-operatives and Small and Medium Enterprises and Communications	Business NOW Fiji Starting a Business Subsystem – Private Sector Focus Group
10/06/2024	Finance Hub	Invitation to Annual Conference as Guest Speaker
23/05/2024	Ministry of Employment, Productivity and Industrial Relations	Invitation to attend the World Day Against Child Labour
01/05/2024	Ministry of Employment, Productivity and Industrial Relations	ERAB Matrix Discussion with Employer Reps
	Ministry of Employment, Productivity and Industrial Relations	Employment Relations Advisory Board Special Meeting
30/04/2024	Ministry of Employment, Productivity and Industrial Relations	Launching of the Student Employment Exposure Program
29/04/2024	CJS	Response on Demand Notice for Payment Served (IR)
	National Training & Productivity Centre	Launch of the 25th Year of Fiji Business Excellence Awards (FBEA)
28/04/2024	Delegation of the European Union to the Pacific	Invitation to Europe Day Reception - Thursday, 9th May 2024 at 6:30 PM
25/04/2024	Ministry of Trade, Co-operatives, SMEs and Communications	Invitation to Trade Development Committee (TDC) Meeting: The UK Sugar Autonomous Tariff Quota (ATQ) and Carbon Border Adjustment Mechanism
25/04/2024	Acting Permanent Secretary for Home Affairs and Immigration	Capacity Development Training for Fiji's Migration Policy

Date	From	Subject
24/4/2024	Ministry of Employment, Productivity and Industrial Relations	Employment Relations Advisory Board Special Meeting
24/4/2024	RBF	Request for Consultation - ADB Mission on MFIs Landscape Assessment Draft MSME Bill
23/04/2024	Ministry of Trade, Co-operatives, SMEs and Communications	Invitation to Trade Development Committee (TDC) Meeting: the UK Sugar Autonomous Tariff Quota (ATQ) and Carbon Border Adjustment Mechanisms
	AOTS, Japan	AOTS Invitation Program: Program Notification
22/04/2024	Ministry of Employment, Productivity and Industrial Relations	Capacity Development Training for Fiji's Migration Policy
19/04/2024	ILO DCM team	ILO Invitation - Direct Contact Mission Fiji
18/04/2024	Dialogue Fiji	Invitation to Participate as a Panellist at the Panel Discussion on Addressing Quality in Fiji's Tertiary Education
17/04/2024	PS Office of the Prime Minister	Nominee for Education Commission
16/04/2024	Department of Information	Balancing Act – Determining a fair minimum wage in Fiji
12/04/2024	PS for Employment, Productivity and Industrial Relations	ILO Direct Contact Mission (DCM) Visit
11/04/2024	Dialogue Fiji	Invitation to Participate as a Panelist at the Panel Discussion on Addressing Quality in Fiji's Tertiary Education
11/03/2024	PS for Employment, Productivity and Industrial Relations	Appointment to the Employment Relations Advisory Board Sub-committee
8/04/2024	PS for Employment, Productivity and Industrial Relations	Labour Management Consultation & Cooperation Committee (LMCCC) Awareness Drive
28/03/2024	PS for Employment, Productivity and Industrial Relations	Invitation to the World Day for Health and Safety at Work

Date	From	Subject	
07/03/2024	PS for Finance, Strategic Planning, National Development and Statistics	Consultation – Draft Procurement Regulation 2024	
06/03/2024	PS for Employment, Productivity and Industrial Relations	FORMATION OF WORKING COMMITTEE - SEEP (NEC ACTIVITIES)	
27/02/2024	Ministry of Employment, Productivity & Industrial Relations	Appointment to the Wages Council:	
		Netava Bakaniceva	Mining & Quarrying
		Joycelyn Sahai	Wholesale & Retail
		Warwick Pleass	Manufactures Industry
		Fantasha Lockington	Hotel & Catering
		Gordon Jenkins	Building, Civil & Electrical Engineering
		Mike Towler	Garment Industry
		Mosese Waqavonovono	Sawmilling & Logging
		Ravinesh Deo	Security Service
		Arvind Maharaj	Road & transport
	Vikesh Chauhan	Printing Trade	
	Ministry of Employment, Productivity & Industrial Relations	Nomination of Employers Representative to the National OHS Advisory Board	
21/02/2024	Fiji Trades Union Congress	FTUC 50th Biennial Delegates Conference, Saturday, 4th May, 2024 at Tanoa International Hotel, Nadi.	
20/02/2024	Fiji National University	National Conference on Occupational Health and Safety 26th of April 2024 at the Pearl Resort, in Pacific Habor Guest Speaker: FCEF CEO	
19/02/2024	PS for Employment, Productivity and Industrial Relations	112th Session of the International Labour Conference Monday 3rd June to Friday 14th June	
18/08/23	Minister of Economy Hon. Aiyaz Sayed-Khaiyum	Post National Budget Lunch	
17/08/23	Ms Alvina Deo of MoH&MS - Wellness Program	NCDs and the Healthy Workplace Initiative	

Date	From	Subject
03/08/23	Mr. Shaun Corrie - Head of Business Development Business Development BSP Life.	Information Session: Mortgage Protection Insurance.
07/07/23	FCEF in partnership with APTC is hosted Industry Consultations in Rakiraki.	
06/07/23	FCEF in partnership with APTC is hosted Industry Consultations in Nadi.	To determine what specific training that the Registered Training Organisations (Universities) need to deliver to bridge the skills gaps that currently exist because of the skills (drain) mobility into the Pacific Island Countries.
	Mr. Saud Minam – CEO Fiji Development Bank	Discussion on: Investment assistance to the general private sector Assistance that are offered by FDB to the SME's. Assistance that the retailers and small business sector can tap into.
005/07/23	Mr. Mark Dixon – CEO Fiji Revenue Customs Services	Information Session: FRCS Portal Overseas Payments

General Correspondences for July (2023) – June (2024) (Outward)

Date	To	Subject
28/06/2024	Director Immigration	Immigration Work Permit Exemption List - MQC
	Director Immigration	Naturalisation application
26/06/2024	Hon Agni Deo Singh – MEPIR	Post Budget Breakfast Talanoa with the Minister
	ILO Director, Mr. Martin Wanderer	Post Budget Breakfast Talanoa with the Minister
	British High Commissioner Dr Brian Jones	Post Budget Breakfast Talanoa with the Minister
	Hon Manoa Kamikamica – DPM & Minister for Trade, Co-operatives, Small and Medium Enterprises and Communications	Post Budget Breakfast Talanoa with the Minister
	David Dewar: NZTE	Post Budget Breakfast Talanoa with the Minister
	Australian High Commissioner Ewen McDonald	Post Budget Breakfast Talanoa with the Minister
	Office of the UN Resident Coordinator Dirk Wagner	Post Budget Breakfast Talanoa with the Minister
	Trustee: Viliame Leqa	Post Budget Breakfast Talanoa with the Minister
	Trustee: Jenny Seeto	Post Budget Breakfast Talanoa with the Minister
	Honorary member: Digby Bossley	Post Budget Breakfast Talanoa with the Minister
	Honorary member: Harvie Probert	Post Budget Breakfast Talanoa with the Minister
	Honorary member: Howard Politini	Post Budget Breakfast Talanoa with the Minister
19/06/2024	Dominion Wire & Cables Pte Limited	Endorsement letter – Jakir Bishas

Date	To	Subject
	Dominion Wire & Cables Pte Limited	Endorsement letter – Abdur Rahman
17/06/2024	Amitesh Balram	Rejection letter – Manager Finance
	Sazneen Hassan	Rejection letter – Manager Finance
	Vinal Kumar	Rejection letter – Manager Finance
15/06/2024	Dominion Wire & Cables Pte Limited	Endorsement letter – Moshiur Rahaman
	Dominion Wire & Cables Pte Limited	Endorsement letter – Milon Hossain
	Dominion Wire & Cables Pte Limited	Endorsement letter – Nur Amin
14/06/2024	Electomech Pte Limited	Endorsement letter – Vicky Pradipkumar Gohil
13/06/2024	Star Printery Ltd	Endorsement letter – Jayson Rosales Altavano
07/06/2024	Electomech Pte Limited	Endorsement letter – Jalpeshkumar Ambubhai Patel
03/06/2024	Dominion Wire & Cables Pte Limited	Endorsement letter – Rajendrabhai Koyajibhai Parmar
	Director Immigration	Work Permit request - Goodman Fielder International
3/6/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Rajendrabhai Parmar)
30/05/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Star Printery (Rodrigo Toquero)
23/5/2024	Director Immigration, Ms. Amelia Komaisavai	Goodman Fielder Bangladeshi Nationals Work Permit
21/5/2024	Director Immigration	Endorsement letter – Dominion Wire & Cables Pte Ltd (Ranvirsinh Raulji)
	Hon. Agni Deo Singh	ERAB Employer Representative Update

Date	To	Subject
	Dr. Sivendra Michael, PS Environment and Climate Change	Invite to MQC Stakeholder meeting
	Ms. Senimili Baleicakau, Director Environment and Climate Change	Invite to MQC Stakeholder meeting
	Dr. Apete Soro, Director MRD	Invite to MQC Stakeholder meeting
	Dr. Rajjeli Taga, PS Lands and Mineral Resources	Invite to MQC Stakeholder meeting
20/5/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Subir Mahadani)
7/5/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Sandeep Bhattarai)
	Hon. Atonio Rabici Lala-balavu	Letter on behalf of BAT
	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Om Kumar)
	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Sujeet Mahto)
	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Sanjaybhai Patanvadiya)
5/5/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Ranjan Sharma)
30/4/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Dharmeshkumar Patel)
	Hon. Min. Agni Deo Singh	ERAB Matrix Discussions with Employer Reps
29/4/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Star Printery Ltd (Jilmar Cadut-dut)
	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Dharmeshkumar Vasava)
	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Hiteshkumar Makwan)

Date	To	Subject
	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Hardikbhai Parmar)
26/4/2024	DPM Hon. Manoa Kamikamica	FEE Graduation – First West Cohort
25/4/2024	Mr. Andrew Shepherd, AHC	FEE Graduation – First West Cohort
	Mr. Mander Wandera, ILO Director	FEE Graduation – First West Cohort
24/4/2024	Hon. Min. Agni Deo Singh	FCEF request to meet with WRC
	Officer in Charge – ILO	FEE Graduation – First West Cohort
19/04/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Sushil Rai)
18/04/2024	FCEF Board of Directors	Business Breakfast - Launch of Diversity and Inclusion Position Paper and Policy Brief
16/04/2024	Police Commissioner	Letter of Invite – FCEF Breakfast Talanoa
	DPM. Hon. Viliame Gavoka	Letter of Invite – FCEF Breakfast Talanoa
	Hon. Atonio Rabici Lalabalavu	Letter of Invite – FCEF Breakfast Talanoa
15/04/2024	Director Immigration, Ms. Amelia Komaisavai	Endorsement letter – Dominion Wire & Cables Pte Ltd (Mahaveer Singh)
05/03/2024	U.S.Embassy Suva	Fiji Mining Sector Investment Roadmap workshop: March 11
04/03/2024	Ministry of Employment, Productivity and Industrial Relations	Employment Relations Forum
	Fiji Immigration Department	Letter to Director Immigration – Follow up on work permits
29/02/2024	Fiji National University	Guest Speaker Invitation_ National OHS Conference 2024

Date	To	Subject
	Fiji Trades Union Congress Headquarters	FTUC Invitation: FTUC 50th Biennial Delegates Conference, Saturday, 4th May, 2024 at Tanoa International Hotel, Nadi.
27/02/2024	ILO	112th Session of the International Labour Conference (ILC)
	Seedstars	Meeting Request: Seedstars Engagement in Fiji's MSME & Startup Ecosystem Growth
26/02/2024	Ministry of Commerce, Trade, Tourism and Transport	Request to Nominate an Officer as Member of Fijian Standards Technical Committee on Energy and Electrotechnology
22/02/2024	Director Mineral Development, Mineral Resources Department	Dome Mines SPL 1452 - DOE Screening Application appeal
	Ministry of Economy, Trade and Industry in Japan (METI)	Promoting Businesses Development Solving Social Issues in Pacific Island Countries_FCEF
	Jacks Fiji	Engagement of Expatriates
	Investment Fiji	Meeting Request - UAE Chambers of Commerce
18/07/23	Minister of Economy Hon. Aiyaz Sayed-Khaiyum	Post National Budget Lunch
17/07/23	Ms Alvina Deo of MoH&MS - Wellness Program	NCDs and the Healthy Workplace Initiative
03/07/23	Mr. Shaun Corrie - Head of Business Development Business Development BSP Life.	Information Session: Mortgage Protection Insurance.
07/07/23	FCEF in partnership with APTC is hosted Industry Consultations in Rakiraki.	
06/07/23	FCEF in partnership with APTC is hosted Industry Consultations in Nadi.	To determine what specific training that the Registered Training Organisations (Universities) need to deliver to bridge the skills gaps that currently exist because of the skills (drain) mobility into the Pacific Island Countries.

Date	To	Subject
	Mr. Saud Minam – CEO Fiji Development Bank	Discussion on: Investment assistance to the general private sector Assistance that are offered by FDB to the SME's. Assistance that the retailers and small business sector can tap into.
05/07/23	Mr. Mark Dixon – CEO Fiji Revenue Customs Services	Information Session: FRCS Portal Overseas Payments

Meetings: July 2023 – June 2024

DATE	WITH WHO	PURPOSE	COMMENT / Attended
28/06/2024	HRC Lunch and Learn session	Lunch and Learn session	Council members - HRC
	RSBC Information Session	Info session with NEC	Council members - RSBC
27/06/2024	Finance Sub Committee meeting		Finance Sub Committee
	Onboarding	Onboarding for Vice Chairs and New Board Directors	CEO, Savenaca, Vice Chairs and New Board Directors
	ERAB meeting	ERAB Matrix	ERAB
26/06/2024	FBC	FBC interview	CEO
	ERAB meeting	ERAB Matrix	ERAB
25/06/2024	Finance Hub	Guest Speaker at Finance Hub event	CEO & Rayvin Prasad
22/06/2024	Topex 2024 Initial Meeting		Full Topex committee
21/06/2024	Ministry of Home Affairs and	DS INTERVIEW	CEO
	British American Tobacco	Issue with MoH	CEO & Christopher Chand (Engagement Manager)

DATE	WITH WHO	PURPOSE	COMMENT / Attended
20/06/2024	Staff Topex meeting 2		Secretariat Staff
	FCEF Board	FCEF Board meeting	FCEF Board
	Young Entrepreneurs/ MSME Council	DLA Piper global law firm - building entrepreneurial capacity in Fiji through startup and venture capital best practice	Watesoni & MSME Council
19/06/2024	FCCC	Discussion on carpark agreement	CEO, Ravinesh, FHTA CEO
	ERAB meeting	ERAB Matrix	ERAB
	British High Com	Kings Birthday	CEO & Fiona
18/06/2024	FHL / FCEF	Fee program – potential partnerships	CEO & Palinda
17/06/2024	IFC	ESG for Boards Training of Trainers workshop	Savenaca & CEO
15/06/2024	IFC	ESG for Companies Awareness Event	Ravinesh, Sharlyn
14/06/2024	Shangri-La	Site Visit	Savenaca & CEO
	AVI – FCEF	Introductory Meeting	Board: Hans, Fantasha, Watesoni, Anil, Elizabeth
13/06/2024	Civil Aviation Authority of Fiji	CAAF's membership with FCEF	Savenaca & CEO
12/06/2024		Invitation to attend the World Day Against Child Labour	Rowena Taito
	South Pacific Fertilisers	Site Visit	Savenaca & CEO
	Punjas	Site Visit	Savenaca & CEO
	Pangea / VGM	Site Visit	Savenaca & CEO

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	NTPC	Productivity Breakfast Session - Guest Speaker	FCEF CEO
11/06/2024	Carolyn Moce	Capital Insurance – FEE partnership	FCEF CEO & Palinda Kaitu'u
	Shangri-la	Executive Leadership Training: Director HR Ms. Ann Yabaki and Inoke Nagatalevu, Human Resources Manager	FCEF CEO & Sharlyn Dass
		Special EXCOM meeting	EXCOM
7/06/2024	Simon Weakley	Dale Carnegie NZ & Pacific / FCEF partnership	FCEF CEO
6/06/2024	Palinda Kaitu'u	FEE Suva Cohort	FCEF CEO
	Martin Wandera	Forging support for capacity building for MSMEs and Cooperatives initiatives in partnership with ILO and the Ministry of Cooperatives	FCEF CEO
5/06/2024		ERAB meeting (tripartite)	Watesoni Nata, Karen Nata & Noel Tofinga
		Shore Buses IR balance	FCEF CEO, Ravinesh Prasad
4/06/2024	Elizabeth Cama	HRC – Council events	Martha Kamea
	Mr. Bari	Remington – IR Balance	FCEF CEO, Ravinesh Prasad
	Jaoji Koro	FEE partnerships: FCEF / FHL	FCEF CEO, Palinda Kaitu'u
3/06/2024	Arvind Maharaj	AI Training	FCEF CEO
30/05/2024		General combined wage Council meeting	WC representatives
	Pacific Polytech	Appointment to Discuss the Industry Trainings Gap and future collaboration	FCEF CEO

DATE	WITH WHO	PURPOSE	COMMENT / Attended
		EXCOM meeting	Eldon Eastgate, Jeetender Rai, Rowena Taito, Vera Chute, Sandeep Chauhan, FCEF CEO, Ravinesh Prasad & Martha Kamea
	Council Chairs	Onboarding	FCEF CEO, Savenaca Baro, Hans Reiher, Elizabeth Cama, Mahendra Chand, Sharyne Fong & Jeetender Rai
29/05/2024	Hon Minister for Finance	FY2024-2025 Budget Consultation Meeting	FCEF CEO, Sandeep Chauhan, Watesoni Nata, Arvind Maharaj, Sharyne Fong, Himen Chandra & Eldon Eastgate
	FCEF Event	Breakfast Talanoa – Pre-Budget Breakfast	Secretariat Staff
28/05/2024	Basic Industries	Leadership for Middle Managers	FCEF CEO
		APTC Aust TCET Team	FCEF CEO
		Interview - Department of Information	FCEF CEO
	Mr Peter Varghese	FCEF: Fiji's Foreign Policy White Paper	FCEF CEO & Savenaca Baro
28/05/2024		Young Entrepreneurs Council Meeting	
27/05/2024	Pio	STRAT Plan Format	FCEF CEO
24/05/2024		Graduate Business Start Up Grant	FCEF CEO, Savenaca Baro & Edward Bernard
23/05/2024	Ministry of Civil Service - Suliasi Tokoni	Senior Officers Leadership Forum (Ministry of Civil Service)	FCEF CEO
22/05/2024		Meeting with Stakeholders - FCEF Manufacturer's Council of FCEF submission paper on the issues discussed	Manufacturers Sector (MTEC) & FCEF CEO

DATE	WITH WHO	PURPOSE	COMMENT / Attended
		Mining & Quarrying Council Meeting	FCEF CEO
	FEE graduation	Graduation of the 1st West Cohort - FEE	FCEF CEO, Vinay Narsey, Palinda Kaitu'u, Watesoni Nata
21/05/2024		Tourism & Transport Council Meeting	FCEF CEO
	Fiji Red Cross: Ms. Ragigia Dawai	Courtesy Call	FCEF CEO
		Retailers & Small business Council meeting	Pricilla Ram
20/05/2024		Manufacturing, Trade & Export Council meeting	FCEF CEO
	Ministry ERAB technical team	ERAB Matrix Discussion with Ministry ERAB reps	Watesoni Nata, FCEF CEO, Fantasha Lockington & Howard Politini
17/05/2024		Human Resources Council Meeting	Savenaca Baro
	Ministry ERAB technical team	ERAB Matrix Discussion with Ministry ERAB reps	Watesoni Nata, FCEF CEO, Fantasha Lockington & Howard Politini
	Christopher Chand and BAT Team	British American Tobacco (BAT) Fiji request for assistance with MoHMS pending approvals	FCEF CEO
16/05/2024	Employer ERAB Meeting	Employer ERAB Meeting	Employer ERAB team
	Employer 10 Wages Councils Representatives	Wages Councils meeting	Employer 10 Wages Councils Representatives
	Employer ERAB team	Virtual ERAB meeting	Karen Sorby, FCEF CEO, Watesoni Nata, Fantasha Lockington & Noel Tofinga

DATE	WITH WHO	PURPOSE	COMMENT / Attended
15/05/2024	FCEF Board	FCEF Board Meeting	FCEF Board, FCEF CEO, Savenaca Baro, Ravinesh Prasad & Martha Kamea
	Ambassador of the European Union to the Pacific, Her Excellency Barbara Plinkert	Europe Day Celebrations	FCEF CEO & Vinay Narsey
14/05/2024	Manufacturers Sector (MTEC)	ALL Manufacturers Special Meeting	Manufacturers Sector (MTEC)
	APTC	Alumni Online Jobs Platform	FCEF CEO & Savenaca Baro
	Secretariat Staff	STRAT Plan Workshop	Secretariat Staff
	FEE Partnership	Meeting with Palinda and Rico	FCEF CEO & Palinda Kaitu'u
	FTUC	FTUC Invitation: 50th FTUC Biennial Delegates Congress	FCEF CEO
10/05/2024	MEPIR	Launch of the Student Employment Exposure Program	FCEF CEO & Savenaca Baro
	FCEF Board, ERAB & 10 Wages Council reps	Meeting with NMW Consultants	FCEF CEO, FCEF Board, ERAB & 10 Wages Council reps
09/05/2024	ERAB	Special ERAB meeting (Tripartite)	FCEF CEO, Watesoni Nata, Fantasha Lockington & Howard Politini
	Motibhai Group of Companies	Bushells Fiji's Biggest Morning Tea	FCEF CEO
8/05/2024	Ms. Karen Curtis	ILO Direct Contact Mission Visit to Fiji	EXCOM, FCEF CEO & Savenaca Baro
	Suliasi Tokoni (Ministry of Civil Service)	SENIOR OFFICERS LEADERSHIP FORUM (Ministry of Civil Service)	FCEF CEO

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	FCEF Board, ERAB & 10 Wages Council reps	Meeting with NMW Consultants (rescheduled to a later date)	FCEF CEO, FCEF Board, ERAB & 10 Wages Council reps
4/05/2024	ILO Event	Pacific Tripartite High-Level Dialogue on Decent Work	FCEF CEO & Savenaca Baro
3/05/2024	ILO Event	Pacific Tripartite High-Level Dialogue on Decent Work	FCEF CEO & Savenaca Baro
2/05/2024	ILO Event	Pacific Tripartite High-Level Dialogue on Decent Work	FCEF CEO & Savenaca Baro
1/05/2024	ILO Event	Pacific Tripartite High-Level Dialogue on Decent Work	FCEF CEO & Savenaca Baro
	Sai Sanjeevani Children's Hospital	Sanjeevani Hospital Anniversary Celebrations	FCEF CEO
30/04/2024	WEBC event	Launch of the Diversity & Inclusion paper (ILO)	FCEF CEO, Arvind Maharaj, Anil Senewiratne, Watesoni Nata, Rowena Taito, Anishma Prasad & Martha Kamea
29/04/2024	Ms. Chihoko Asada-Miyakawa	ILO Regional Director Courtesy Meeting with Fiji Commerce and Employers Federation	EXCOM, FCEF CEO, Savenaca Baro & Ravinesh Prasad
	International Labour Organization Office Bureau for Employers Activities (ACT/EMP).	Pacific Regional Strategy Forum for Enhancing Organizational Value and Resilience of Employers and Business Membership Organization	FCEF CEO, Savenaca Baro and Fiona Dansey
26/04/2024	Public Rental Board	Site Visit	FCEF CEO & Savenaca Baro
25/04/2024	Housing Authority	Site Visit	FCEF CEO & Savenaca Baro
24/04/2024	WEBC - SPPD launch		
23/04/2024	Public Rental Board	Site Visit	
	Housing Authority	Site Visit	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	Palinda, Steve, CEO & Vinay	Fiji Institute of Mentoring for FCEF	
22/04/2024	Sanjay Kirpal – CJS	To discuss IR and Labour related issues	
	ADB PSDI review	consultations around the Access to Capital Bill - are about to undertake a review of the original concept for the PSDI program as they consider the potential design of the next phase of the program	
19/04/2024	Wages Councils & EXCOM	To discuss template that Mr. Maharaj had prepared for Road & Transport WC – focus on other sectors.	Another meeting will be organised for end of April
	GRC meeting	To discuss on Governance, Risk & Compliance policies - FCEF	
	ILO: Sector-Selection Lunch	lunch to share findings of a recent survey on cross-sectoral skills needs in Fiji. The survey aimed to support the identification of bottlenecks for private sector development, analysing current and future skills needs in critical sectors	ILO and FCEF are collaborating on nine key recommendations which will be included in an upcoming report
19/04/2024	TSLs Meeting	Discussed opportunities for collaboration on key issues affecting the private sector which include skill development and training initiatives, industry-based scholarships, apprenticeships and more	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	Jacks Group event	Guest Speaker - Managers & Senior Managers understand and enhance their Leadership on critical thinking, problem solving and effective communication through emotional intelligence. Proactively becoming Agents of change to manage productivity through Clarity, reviewing Culture and Capability under the challenging Labour mobility environment.	Lead to success: Empowering leaders for Impact
18/04/2024	Jai Narayan Primary School	Chief Guest – Prefects Induction Ceremony	
	Fiji Sun	Guest Speaker - Senior Management end of the 1st Quarter meeting	Change Management - and how organisations like the Fiji Sun needs to adapt and change.
17/04/2024	IHRDP COMMITTEE MEETING		
	ERAB meeting	Discussions on ERAB matrix	
	University of Fiji Graduation Ceremony		
16/04/2024	Meeting with Ravi & Pardeep		
	Dr. Jone Lako	Training unit discussion	
12/04/2024	UNESCAP x Investment Fiji meeting	Investment Fiji is currently working alongside UNESCAP to develop a Manufacturing Value Proposition to better promote and attract investment into Fiji's Manufacturing sector - to gain greater insights into Fiji's Manufacturing sector.	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
11/04/2024	FaLeigh Investment	Ms. Tadulala Tuinamoala, FaLeigh Investment - discuss a potential collaboration between my small business and the Fiji Commerce Employer Federation	promote economic growth and entrepreneurship in Fiji
10/04/2024	FaLeigh Investment	Ms. Tadulala Tuinamoala, FaLeigh Investment - discuss a potential collaboration between my small business and the Fiji Commerce Employer Federation	promote economic growth and entrepreneurship in Fiji
09/04/2024	APTC	DFAT & APTC partners morning tea	
08/04/2024	ILO / EXCOM	Lunch with new ILO Director Mr Martin Wandera	
04/04/2024		EXCOM Meeting	
	RBF	Conducted Middle Management Training	
		Annual Leave Leadership Symposium - Nadi	
03/04/2024	Mining and Quarrying Council meeting		
02/04/2024		Fiji Mining Sector Investment Roadmap workshop (attended by Patrick Hickey and Harvie Probert)	
27/03/2024		Basic Industries – Leadership training	
26/03/2024	Consultation Meeting - KPMG Fiji (Muhammad Akhtar)		
	Sharoon Shah & Zackly Fonmoa (RBF)	Training Needs meeting for RBF and pre-HRC meeting	
25/03/2024	Meeting with Director MRD - Mr. Apete Soro	Discussion on current MQC issues relating to EIA	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
13/03/2024		HR and Governance sub-committee meeting	
11/03/2024		HR and Governance sub-committee meeting	
		MSME Strategic Development Plan	
	Site Visit - Ranjit Garments	Site Visit (tour of factory and meeting to discuss previous IR issues and other FCEF discussions)	
9/03/2024		FEFHA Building committee meeting	
8/03/2024	Craig Contencin	Scout Learning meeting with FCEF	
		ERAB	
7/03/2024		3rd Technical Working Group meeting for the introduction of Climate Risk Disclosures in Fiji	
6/03/2024	ILO – Fisheries Committee	Strategic Compliance Planning Fisheries Committee - ILO Level 4, FNPF Place (Dolphins)	
29/02/2024		Site Visit - Essity Australasia	
		Staff Meeting	
	Investment Fiji, FCEF and UAE Business Council	Discussion on Fiji – UAE Business Council & other forms of cooperation.	
	METI – Japanese Ministry of Export, Trade & Infrastructure	Promoting Businesses Development Solving Social Issues in Pacific Island Countries	
28/02/2024	One on one session with Pal		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
26/02/2024	FBDRRC Meeting	Meeting with Mobile Network Operators and NDMO - TO discuss the disaster messaging system	
		FCEF Board Meeting	
16/02/2024	Anishma	Staff session with CEO	
	Savenaca	Staff session with CEO	
15/02/2024	WEBC	AWE graduation	
14/02/2024	Ravinesh	Staff session with CEO	
	Building sub comm	To discuss SOP & TOR for sub com	
	MSME Bodies and Stakeholders	Stakeholder consultation	
13/02/2024	Pal, CEO & Vinay	Fiji Institute of Mentoring Update	
12/02/2024	Pricilla	Staff session with CEO	
	FCEF Staff	Savenaca's session on STRAT plan	
	FBDRRC: Chair – Karunesh Rao and Coordinator – Pricilla Ram	FBDRRC updates	
09/02/2024	Officer in Charge, (ILO) Mr Christian Viegelahn and Bimlesh Raj	Pacific Tripartite High-Level Dialogue	
	International Labour Organization (ILO)	Briefing Webinar for Pacific Tripartite High-Level Dialogue, 23-26 April 2024	
	Fiona	Staff session with CEO	
08/02/2024	Andrea	Staff session with CEO	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	Martha	Staff session with CEO	
		Queensland Alumni Reception	
	Mr. Juki Fong Chew (Police Commissioner)	<p>1. courtesy call The desired outcome for this will allow for a more comprehensive understanding of these issues and facilitate a collaborative approach between FCEF and the Police Department</p> <p>2. to discuss on how the Private Sector and the Police can work together to support communities. The police department is always ready to work with the private sector in sharing information and sharing technology via CCTV to address certain crimes in certain areas or business service in general.</p>	<p>Police department would like to do a presentation to the business community either through councils or one presentation for everyone and others can join on Zoom</p> <p>Presentation will be to raise awareness on crime activities, prevention measure and ways in which private sector can work together in the feat against crime.</p>
7/02/2024	Sapai Moana Matariki - Trade Policy Officer (Forum Secretariat) Guy from Noanoa Ltd	NoaNoa Ltd a cosmetic manufacturing company based in Vanuatu who are interested in linking up with business in Fiji, or prospects of the Fiji market. They are currently based out of Vanuatu, and will be in Fiji next week	
	NZ High Commissioner. H.E Ms Charlotte Darlow	Waitangi Day Reception 2024	
	Training on Leadership Management for Middle Managers - 2nd Batch		
		Prep for Training	
	BAM	MSME Fiji Grant Agreement Handover Programme - MTCSMEC	Panel, Minister handed over the awards

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	BAM meeting – Yamana Enterprises Ltd	Possibility of signing up as FEE candidates for Suva Cohort	
	Nominees	Briefing – nominees to ten wages councils	<p>1. FCEF to follow up with Ministry for schedule of meetings</p> <p>2. organize another round table with nominees prior to first Tripartite meeting</p>
06/02/2024	Nominees	Briefing – nominees to ten wages councils	<p>1. FCEF to follow up with Ministry for schedule of meetings</p> <p>2. organize another round table with nominees prior to first Tripartite meeting</p>
	Noel Tofinga	IR cases and consultancy	
	HR & Governance sub com	SOP's & TOR's	Subcommittee of EX-COM
05/02/2024	APTC	<p>Explore possibility for an employment drive with FCEF members</p> <p>APTC and its partners collaborate and organize their graduates for an employment recruitment drive with FCEF members</p>	<p>Collaboration with FCEF in sending listing of graduates to the Secretariat to send out to members.</p> <p>A specific point of discussion was the GEDSI</p>
02/02/2024	MEPIR – Seruwaia Bavia	School Employment Exposure Program (SEEP)	<p>Launch of 2-week technical program for 200 Y11 students to be attached to companies with a minimum allowance of \$50 per week</p> <p>Purpose; to start them off early on their career paths.</p> <p>Schools are from the Central Division with coverage from Serua (Lomary) to Korovou, Tailevu</p>

DATE	WITH WHO	PURPOSE	COMMENT / Attended
01/02/2024	Training on Leadership Management for Middle Managers – 1st Batch		
	Minister for Immigration, Hon. Pio Tikoduadua	<ol style="list-style-type: none"> 1. Courtesy Call with Min for Immigration 2. Raise the issue of turn-around time on WP applications 3. Minister requested that FCEF visit Police Commissioner to work together on combating crime strategies: eg, cctv footage sharing 	<p>Minister is working on and committed to revising turnaround times and work permits</p> <p>meeting will need to be arranged with the Commissioner of Police to discuss the details.</p> <p>(Specific request from the Minister)</p>
	ASCO Motors: Discussion on Diversity and Inclusion Trainings	<p>Outcome for meeting with the Asco Motors today</p> <p>to assist with preparing a succession planning framework</p> <p>training on coaching and mentoring</p> <p>preparing a template for the coaching and mentoring</p> <p>Join the trainer on coaching and mentoring</p> <p>a performance management system framework and training on the same</p> <p>an SOP on recruitment and a system for recruitment, digitizing the process of recruitment leadership training</p>	<p>TOR has been sent – 31st Jan</p> <p>They will be sending 15 staff for the leadership training; managers and team leaders.</p> <p>(9 managers + 6 team leaders)</p>
31/01/2024	BusinessNOW - Invitation for the launch event of BusinessNOW Fiji portal	<p>Fiji's one-stop portal for entrepreneurs and investors, It streamlines processes. The portal simplifies the process of the two critical pillars of doing business in Fiji:</p> <ol style="list-style-type: none"> 1. to start a business; 2. to build, construct, or invest in Fiji. 	<p>Starting a Business: As an investor or entrepreneur, you will be required to register a legal entity in Fiji before you commence your business. Let us guide you through the process</p> <p>Obtaining Construction Permits to be launched in 2025</p>
30/01/2024	Warren Cummins		Recently, Governance training for Board members was arranged by AICD sourced out of AICD

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	Thematic Working Group 5 – Social Protection and Employment Creation	<p>Discussion:</p> <p>Non-compliance with ILO conventions (Negative ILO reports) Archaic labour-regulated legislations, measuring productivity, Labour exodus (causing skill-gaps across sectors), Facilitating visa-free travel with major development partners (Aus & NZ), Fiji should explore opportunities of making inward migration more attractive to the international labour market, Improving labour-market standards to meet accredited international best practices, Opportunity to carry out a national skills and training needs assessment,</p> <p>Reforming the education system to align with the evolving job market-meet industry demands.</p>	<p>Outcomes</p> <p>Issue of skills shortages is prevalent across different sectors largely due to outward migration of workers Post-pandemic era, has placed more focus on how best a country could increase the size of its economy. Productivity is the key to achieving this Government's National Goal 2023 – 2027: is to achieve Decent Work & Sustainable Employment for All Review of Minimum Wage rate – to be finalized this financial year Training needs assessment and formulation of the five year national human resource plan</p>
	TTC	Monthly council meeting	
29/01/2024	FBDRC	Monthly council meeting	
25/1/2024	FBDRC	Collaborative Disaster Awareness Initiative Launch	FBDRC in collaboration with FCEF and NDMO launched their Collaborative Disaster Awareness Initiative
	YEC	Monthly council meeting	
	Ministry of Trade, Cooperative, Small & Medium Enterprises	BAF MSME Conference Launch	Conference scheduled for March 2024
24/1/2024	RSBC	Monthly council meeting	
23/1/2024	Wade Bromley		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
22/1/2024	Higher Education Commission Fiji - Tourism Talanoa Session	<p>Session organised by HECF with discussions centred on assessing the skill gaps in the hotel and tourism industry.</p> <p>In attendance, industry representatives and service providers.</p> <p>Main concerns of the industry reps:</p> <ol style="list-style-type: none"> 1. staff leaving and 2. the difficulty in replacing them because of the skills that is required to train them in a short time. 3. Additionally, they also raised the issue that after training and the graduates are sent off to the hotels, machinery and equipment are advanced and they have never Operated or learned how to use these machines. 	<p>1. A solution suggested at the session is around training these participants at the training centers to go to these hotels and learn the machines and equipment before they graduate.</p> <p>2. It was also discussed that the attachment program and the apprenticeship program if there can be a high-breed program that can be developed to address these skill gap issues</p>
19/1/2024	Fiji Times	Win Convention Talanoa with FT and Sharyne Fong	
	Emily Wilson, First Secretary - Economic, Trade and Development at the Australian High Commission	introductory meeting	
	MTEC	Monthly council meeting	
18/1/2024	HRC	Monthly council meeting	
	Indian High Commissioner	introductory meet to explore collaboration efforts	
	MQC	Monthly council meeting	
	PFSC	Monthly council meeting	
17/1/2024	EXCOM meeting	Monthly EXCOM meeting	
16/1/2024	Nitesh – Oceanic	Office 365, website, other matters	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	MY TV	interview	
15/1/2024	ERAB meeting		
12/1/2024	MEPIR + ILO	International Labour Organization Report 2023	Meeting did not happen – cancelled
	IOM	SUVA/OF23/32 - Invitation to International Migrants Day 2023	Last minute cancellation
	Professional & Financial Services council meeting		
11/1/2024	Meeting with Minister to discuss ERAB		
9/1/2024	ERAB Meeting		
	Meeting with Oceanic regarding emails		
8/1/2024	Integrated Human Resources Development Programme - Batch 2		
21/12/2023	Total Energies reception cocktail		
22/12/2023	Asia employers meeting		
11/12/2023	MQC Council Meeting		
8/12/2023	ERAB Meeting	Discussion regarding ERAB matrix	
07/12/2023	Staff Meeting		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
06/12/2023	World Bank	round table discussion on the objectives to present: a) the concepts of PIR framework developed by the World Bank for the Water Supply and Sanitation (WSS) sector and PIR global best practises. b) the results of a global study undertaken by the World Bank on tariffs and subsidies; and then open for discussions on the context in Fiji to identify feasible areas for deeper analysis.	
05/12/2023	World Bank	round table discussion on the objectives to present: a) the concepts of PIR framework developed by the World Bank for the Water Supply and Sanitation (WSS) sector and PIR global best practises. b) the results of a global study undertaken by the World Bank on tariffs and subsidies; and then open for discussions on the context in Fiji to identify feasible areas for deeper analysis.	
	TTC Council Meeting		
	Interview with Linda ILO	Discussion with regards to FCEF's experience engaging with the public sectors and other stakeholders to building the resilience of members.	
	FBDRRC Council Meeting		
04/12/2023	TOPEX committee debrief		
	Sharlyn, Save, Ravi	income cash flow / projection	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	Mr. Tushara, Group Senior Manager - Vinod Patel	Working hours for Vinod Patel employees	- working hours, rate of pay, new union, LMCC, TNA, HR Policy review, middle management training program
01/12/2023	NZTE - Glen Murphy	introductory meeting	
30/11/2023	Meeting with Mr. Robert Lee, Ambassador-Designate to the People's Republic of China	FCEF expectations of Chinese Embassy: - ease of doing business: Payment terms, Grow Trust in Fiji businesses - conduit for doing business: mentorships, technology (green tech), trainings.	
	FCEF/DC Catch Up	Warren Cummins	
29/11/2023	Hydroflux CEO introduction to FCEF CEO	Introductory meeting with Mr Paul Cobbin - Hydroflux CEO.	Hydroflux is a sustainability driven organisation delivering unrivalled engineering, scientific and technological solutions for a more secure future, with a focus on water, wastewater, renewable energy, climate resilience and environmental protection.
	Board Meeting		
	HR Training 2 for non-practitioners		
27/11/2023	meeting with Director Immigration	Regarding talking points at TOPEX 2023	
	MTEC Council Meeting		
23/11/2023 – 26/11/2023	ERAB Paper Discussion		
22/11/2023	RSBC Council Meeting		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
21/11/2023	Meeting with Government @ Minister's office		
	HRC Council Meeting		
20/11/2023	METI Japan - MIURA Masako (Japanese Ministry of Economy, Industry and Trade (METI))	<ul style="list-style-type: none"> - planning to dispatch a business mission in February - METI would like to have cooperation from your organization for that mission 	
	ILO meeting with Mr Christian Viegelahn - Officer-in-Charge ILO Office for Pacific Island Countries	<ul style="list-style-type: none"> - discuss ongoing joint activities, - as well as opportunities for potential future collaboration 	
	The Asia Foundation (TAF), Pacific Islands	<ul style="list-style-type: none"> - potential partnership between FCEF and The Asia Foundation through the Pacific Regional Initiative and - Support for more Effective Counter Trafficking In Persons (RISE-CTIP) program. 	
17/11/2023	Implementation Kick-Off for Scout Learning		
	Scout Talent Zoom Session		
	Sanjay - Manager Westpac		
16/11/2023	Meeting with WATER Authority		
	EU- CRCC Project Closure Event at Tanoa Plaza	"To address adverse impacts of climate change, reduce disaster risk; and achieve resilience and sustainable development in Fiji"	
09/11/2023	IMF team		
	Grid Security		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
8/11/2023	Zoom Meeting		
	IFC Introductory meeting – Neha Kumar	- Rakorako program - what priorities you may have for FCEF moving forward as well as allow us to update you on some of the projects we are currently working on.	
07/11/2023	FIJI SOVEREIGN BLUE BOND LAUNCH EVENT		
	FIJI SOVEREIGN BLUE BOND LAUNCH EVENT		
	HR Training 1 for non-practitioners		
06/11/2023	Fiji Labour Mobility Economic Impact Assessment	discuss the impact of labour mobility in Fiji	
	Itaukei Trust Fund		
02/11/2023	Zoom Meeting with Wade – ILO		
	FEE – Suva Cohort Graduation		
	Australian Embassy - First Minister – Andrew Shepherd		
01/11/2023	BAT (GM - Sam Dormor, Tevita Vuibau and Christopher Chand)		
30/10/2023	Tourism & Transport Council		
27/10/2023	Fiji Business Disaster Resilience Council		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
26/10/2023	Source Trade Conference		
	Manufacturing, Trade & Export Council		
	Young Entrepreneurs Council		
24/10/2023	Human Resources Council		
	Professional & Financial Services Council		
23/10/2023	TOPEX - Marketing Meeting		
20/10/2023	Mining & Quarrying Council		
	Invitation to celebrate World Standards Day		
19/10/2023	Change in Corporate income tax rate		
	Staff Briefing		
18/10/2023	Alibaba launch		
	Peniette Vulaca - Welfare Self-Reliance Manager		
17/10/2023	FDB CEO		
16/10/2023	Fiji Cash Working Group Meeting		
	NZ Trade Commissioner courtesy call		
13/10/2023	Advisory committee on employment		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	Stakeholder Partnership Introduction		
	Finau Soqo - Soqo Neo Capital	Climate Risk Disclosure Initial Stakeholder Consultation	
12/10/2023	Nikhil Lal - Consultant, Sustainable Development Management Solutions	Invitation to Participate in National E-commerce Strategy Consultations	
11/10/2023	Nikhil Lal - Consultant, Sustainable Development Management Solutions	Invitation to Participate in National E-commerce Strategy Consultations	
09/10/2023	Industrial Relations Symposium	Creating an enabling environment conducive to economic development, "the role of Employment Relations Practitioners"	
06/10/2023	Fintech DuaPay Launch		
05/10/2023	Pacific Infrastructure Conference	Developing Sustainable Resilient Infrastructure in the Blue Pacific	
	Interview DS Home affairs		
04/10/2023	Zoom interview - How to keep your team motivated		
	Fiji National Education Summit 2023		
03/10/2023	Virtual Meeting on Labour Mobility Research in the Pacific		
28/09/2023	METI - Masako Miura	Promotion of investment from Japan and trade between Fiji and Japan	
27/09/2023	meeting with Pangia & Noel		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
25/09/2023 - 27/09/2023	US Commercial service regional senior Commercial Officer to ANZPICs - Steve Knode	introductory meeting and to discuss upcoming activities in the region.	
20/09/2023	Mark (PIT Australia)	Oz Investment in Fiji	
	GM AVI Pacific People - Ms Thelma Taria-Savua and Human Capitalist Consultant -Lusiana Nuqanuqa		
19/09/2023	Interview for CEO, Exec PA		
	Industrial Relations Policy Working Group Meeting on living wage		
15/09/2023	strategic Dialogue Series		
14/09/2023	First Aid Webinar		
	Meeting members		
12/09/2023	NZ Fiji Business Council;		
	NZ Fiji Business Council;		
	TSLs CEO - Dr. Has-mukh Lal		
11/09/2023	BSP Financial Group Limited - Credit Card		
08/09/2023	Hollis - Vision Group		
	ILO OSH Specialist - Ms Yuka Ujita		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	PwC Remuneration Survey		
04/07/2023 - 07/09/2023	Discussion with FNU	FCEF's Registrations as a Training Provider	
01/09/2023	meeting with Edward	for Strat and Operational Plan	
30/08/2023	IOE - FCEF cooperation		
29/08/2023	Suva Retailers Association: Speaker Hon DPM Biman Chand Prasad		
	Supporting FCEF activities		
28/08/2023	Sangeeta Asre	Conflict of Interest process - Australia Awards Interview	
	Surkafa Katafono	FIA Fiji Meeting	
25/08/2023	Abigail Nagigia	Internship request interview	
	Finance / Accounts Meeting		
21/08/2023 - 24/08/2023	Tourism and Transport Council Meeting		
22/08/2023	Meeting with Hollis from Vision		
21/08/2023	meeting with Auditors - CGT & Valuation		
18/08/2023	Fiji Intake 2024 Interview		
17/08/2023	DPM Hon Manoa Kamikamica	Courtesy Visit	

DATE	WITH WHO	PURPOSE	COMMENT / Attended
	Pacific Infrastructure Conference		
	TOPEX 2023 Launch		
16/08/2023	Griffiths University Global Internship Program briefing		
	DFAT Aus Awards - Akosita Rokomate		
15/08/2023	Manufacturing, Trade & Export Council		
	meeting with Director Immigration		
14/08/2023	Stand up staff meeting		
	Pacific Infrastructure Conference - Brisbane		
11/08/2023	Young Entrepreneurship Council		
	Professional & Financial Services Council		
	Draft IR Symposium program		
10/08/2023	Mining & Quarrying Council		
	YECO Meeting AD-NTPC - Mr. Praneel Chand and Manager National Apprenticeship, Mr. Alvin Lal		
	TSLs Stakeholders Workshop and Launch of the 2023 Community handbook		

DATE	WITH WHO	PURPOSE	COMMENT / Attended
09/08/2023	Dr. Hasmukh Lal (CEO TSLS)		
	Mr. Alvin Lal - Na- tional Training and Productivity Centre of FNU		
	Global Psytech		
08/08/2023	Hon. Agni Deo Singh	Minister for Employment courtesy visit	Knowledge Sharing Event on Entrepreneur Analytic Platform

FCEF Circular to Members: July(2023) – June(2024)

Date	Subject	Comments
28/06/2024	FCEF Training: Train the Trainers Module 2	FCEF members
	FCEF CEO's Weekly Updates 4	FCEF members
25/06/2024	Final R - Post Budget Breakfast with the Deputy Prime Minister	FCEF members
18/06/2024	Friday: RSBC Information Session	RSBC members
	Wednesday: RSBC Information Session	RSBC members
17/06/2024	Confirmed list: RSBC Information Session	RSBC members
	Closing: RSBC Initiative: Information Session	RSBC members
	RSBC Initiative: Information Session	RSBC members
	R1: Industrial Relations and Human Resource Management for Executives [ERHE]	FCEF members
15/06/2024	July 2024 - Council Meeting Dates	FCEF members
13/06/2024	R1 - Post Budget Breakfast with the Deputy Prime Minister	FCEF members

Date	Subject	Comments
11/06/2024	EOI - BCP Training North	FCEF members
10/06/2024	BCP Training Central - Session 2	FCEF members
	Update - HR: Lunch and Learn Session	HRC members
07/06/2024	Employment Relations: NMW/ERAB updates and MSME perspectives	HRC Members only
06/06/2024	Post Budget Breakfast with the Deputy Prime Minister, Hon. Professor Biman Chand Prasad	All FCEF Members
30/05/2024	Industrial Relations and Human Resource Management for Executives [ERHE]	All FCEF Members
24/05/2024	FCEF CEO's Weekly Updates	All FCEF Members
23/05/2024	Stakeholder Meeting	All FCEF Members
21/05/2024	HR Orientation and Induction Essentials Training	All FCEF Members
17/05/2024	FCEF CEO's Updates	All FCEF Members
16/05/2024	Tourism and Transport Council Meeting	All FCEF Members
15/05/2024	Occupational Safety and Health Management and Work Environment Improvement [ERWM]	All FCEF Members
14/05/2024	Retailers & Small Business Council Meeting	All FCEF Members
13/05/2024	Manufacturing, Trade & Export Council Meeting	All FCEF Members
10/05/2024	Human Resources Council Meeting	All FCEF Members
09/05/2024	Professional & Financial Services Council Meeting	All FCEF Members

Date	Subject	Comments
	FBDRC Meeting and Information Session	All FCEF Mem- bers
08/05/2024	Pre-Budget Breakfast with the Minister	All FCEF Mem- bers
07/05/2024	Business Continuity Plan (BCP) Training WEST	All FCEF Mem- bers
06/05/2024	Calling on All Manufacturers	All FCEF Mem- bers
	National Minimum Wage Survey	All FCEF Mem- bers
03/05/2024	Training Department: Competency Profiling	All FCEF Mem- bers
02/05/2024	May 2024 - Council Meeting Dates	All FCEF Mem- bers
	'Instructors' Training Course on the 'Management Training Program (MTP)' [ERMI]	All FCEF Mem- bers
01/05/2024	Students Employment Exposure Program (SEEP)	All FCEF Mem- bers
22/04/24	'Instructors' Training Course on the 'Management Training Program (MTP)' [ERMI]	To all members
19/04/24	U.S-Fiji Workshop on Minerals Governance Legal and Regulatory Best Practices	MQC members
18/04/24	Industrial Relations - WEST Training	To all members
17/04/24	HRC Poll	HRC members
16/04/24	FCOSS Information Session	To all members
10/04/24	Training on Business Continuity Plan (BCP)	To all members
09/04/24	Call for Submission - Review of Fijian Competition & Consumer Commission (Price Control) (Supply of Sugar) (Ex-factory) Order 2021	To all members

Date	Subject	Comments
28/03/24	FCEF Newsletter - Issue No.1	To all members
27/03/24	FCEF Training: Industrial Relations: Labor Reform in Fiji	To all members
	UNESCAP x Investment Fiji meeting	MTEC members
25/03/24	Reminder: 2024 - 2025 NATIONAL BUDGET: Call For Submissions	To all members
	Reminder: Sexual Harassment at the Workplace	To all members
21/03/24	Reminder - Implementing Hazard Analysis and Critical Control Points Systems (HACCP)	To all members
	Meeting Request with Ms. Florence Willie from the Employers Federation in PNG	FCEF Board
	FCEF Training: Sexual Harassment at the Workplace	To all members
19/03/24	FCEF Training: Industrial Relations: Labor Reform in Fiji	To all members
18/03/24	FCEF Training: Implementing Hazard Analysis and Critical Control Points Systems (HACCP)	To all members
15/03/24	FCEF Training: Supply Chain and Inventory Management	To all members
14/03/24	WIN Convention 2024 - Registrations are Closing!!	To all members
	Security Services Wages Council	
	Reminder - Retailers & Small Business Council Meeting	RSBC members
	Reminder - Manufacturing, Trade & Export Council Meeting	MTEC members
13/03/24	Australia Awards Intake	To all members
12/03/24	Professional & Financial Services Council Meeting	PFSC members
	Reminder - Human Resources Council Meeting	HRC members
	Road Transport Wages Council	To all members

Date	Subject	Comments
11/03/24	Reminder - Mining and Quarrying Council Meeting	MQC members
	2024 - 2025 NATIONAL BUDGET: Call For Submissions	To all Members
08/03/24	Human Resources Council Meeting	HRC members
	EOI – Vice Chair HRC	HRC members
	Professional & Financial Services Council Meeting	PFSC members
	Mining and Quarrying Council Meeting	MQC members
06/03/24	OHS Module 1 & 2 Training	To all members
	Retailers & Small Business Council Meeting	RSBC members
	Manufacturing, Trade & Export Council Meeting	MTEC members
05/03/24	Tourism and Transport Council Meeting	To all members
01/03/24	KPMG Flash Report 1 of 2024 - ROC Annual Reminders	To all members
28/02/24	Call for Submission - Review of Fijian Competition & Consumer Commission (Control of Prices for the Supply of Cement Products) Order 2021	To all members
27/02/24	BREAKFAST TALANOA with the Minister - Hon. Agni Deo Singh	To all members
	Pharmaceutical Items Price Review - Call for Submission Quarter 2 2024	Pharmaceutical members
	Breakfast Talanoa - Program	Confirmed registrants
23/02/24	March 2024 - Council Meeting Dates	To all members
22/02/24	FCEF Training Department – FCEF Training Reminder: Train the Trainers Module 1 Date: 29 Feb – 2 March & 11 Mar – 12 Mar	To all members
19/02/24	FCEF Training - Recruitment, Selection & Interview	To all members
15/02/24	Immigration Skills Shortage	To all members

Date	Subject	Comments
14/02/24	What does a FIPRA music licence mean to your business?	To all members
	Reminder: FCEF Training: Train the Trainers Module 1	To all members
08/02/24	FCEF Upcoming Trainings	To all members
06/02/24	Reminder: Invitation to comment on the Draft Access to Capital (Private Companies) Bill CONSULATION	To all members
05/02/24	Urgent: Special Meeting Notice - February 12th, 2024	To all members
	BREAKFAST TALANOA with the Minister Hon. Agni Deo Singh	To all members
	Invitation to Participate in FCCC's E-commerce Market Survey	To all members
02/02/24	Invitation to comment on the Draft Access to Capital (Private Companies) Bill CONSULATION	To all members
01/02/24	FCEF Training: CPR and First Aid Training	To all members
30/01/24	FCEF Training: Financial Literacy & Decision-Making Training	To all members
29/01/24	FCEF Training: Train the Trainers Module 1	To all members
24/01/24	Reminder: FCEF Training: Leadership for Middle Managers	To all members
19/01/24	FCEF Training: Leadership for Middle Managers	To all members
18/01/24	Reminder: Tourism and Transport Council Meeting	To all members
	Reminder: Retailers & Small Business Council Meeting	To all members
17/01/24	Invitation to Online Workshop on GACC Requirements for Exporting Food Products to China	To all members
	FCEF Training: Financial Literacy & Decision-Making Training	To all members
12/01/24	Tourism and Transport Council Meeting	To all members
11/01/24	Human Resources Council Meeting	To all members

Date	Subject	Comments
	Reminder: FCEF Training: Financial Literacy Training	To all members
10/01/24	Manufacturing, Trade & Export Council Meeting	To all members
	Retailers & Small Business Council Meeting	To all members
09/01/24	Professional & Financial Services Council Meeting	To all members
	Mining and Quarrying Council Meeting	To all members
05/01/24	FCEF Training: Financial Literacy Training	To all members
	January 2024 - Council Meeting Dates	To all members
03/01/24	Reminder: FCEF Training: Fire Warden Training	To all members
22/12/23	FCEF Training: Fire Warden Training	To all members
06/12/23	Professional & Financial Services Council Meeting	To all members
	TOPEX 2023 – Sponsors (Cocktail Invite)	To all members
04/12/23	National Training Needs and Skills Survey	To all members
	Reminder: Mining and Quarrying Council Meeting	To all members
03/12/23	TOPEX 2023 Presentations and Pictures	To all members
29/11/23	Reminder: Tourism and Transport Council Meeting	To all members
28/11/23	FCEF Training: Corporate Writing	To all members
27/11/23	Pharmaceutical Items Price Review - Call for Submission Quarter 1 2024	To all members
21/11/23	Mining and Quarrying Council Meeting	To all members
	Business Continuity and the Future of Work - Disaster Ready	To all members
	Tourism and Transport Council Meeting	To all members

Date	Subject	Comments
	Bula Birdie at the TOPEX 2023	To all members
20/11/23	FCEF Business Survey Encouraging HR Council members to complete this important survey	To all members
16/11/23	Retailers & Small Business Council Meeting	To all members
	Reminder: Manufacturing, Trade & Export Council Meeting	To all members
	Reminder: FCEF Training: Customer Service Excellence	To all members
	Young Entrepreneurs Council Meeting	To all members
15/11/23	TOPEX 2023 Admin Note	To all members
	Human Resources Council Meeting	To all members
14/11/23	Postponement Notice: Board Meeting	To all members
	Postponement Notice: Tourism and Transport Council Meeting	To all members
	Postponement Notice: Professional & Financial Services Council Meeting	To all members
13/11/23	Postponement Notice: Mining and Quarrying Council Meeting	To all members
	Postponement of November 2023 Council Meeting	To all members
11/11/23	Mining and Quarrying Council Meeting	To all members
10/11/23	Diwali Greetings	To all members
09/11/23	FCEF Training: Customer Service Excellence	To all members
08/11/23	Updated Council Meeting Dates/Time	To all members
27/10/23	BizPitchComp 2023: Guidelines and Application Form	To all members

Date	Subject	Comments
22/09/23	Press Release From Tertiary Scholarships And Loans Service (Tsls)	To all members
16/08/23	Fiji Development Bank Private Sector Consultation on Transformational Approach Towards Climate Resiliency.	To all members
24/07/23	Joint Press Release- TSLS & FRCS - Operational Mechanisms for Forgiving of TELS Debt.	To all members
20/07/23	WELCOMING FCEF's NEW CEO - MR. JONETANI TONAWAI	To all members
17/07/23	INVITE TO PARTICIPATE IN WOMEN IN LEADERSHIP PROJECT COLLABORATION (Promoting Pacific Women to Leadership and Board Positions)	To all members

P. Secretariat Report

1. Fiji Enterprise Engine (FEE)

Business Accelerator Manager: Palinda Erasito Kaituu

International Master Trainer: Steve Cordeiro

Business Coaches/Advisors: Watesoni Nata Jnr (HR & IR), Josua Mateiwai & Paula Rasinupate (Accounting & Finance), Keasi Tora & Nanise Masau (Strategic Management), Ronna Sekiguchi & William Lomaloma (Branding & Marketing), Rakin Wahed (BizTech)

Milestones in the past 12 months

1.0 First West Cohort

Since 2019 to 2022, there has been one cohort facilitated from Suva. In November 2023, the first west cohort began with 12 MSME's who graduated in May 2024. Taking FEE to Nadi was one of the best decisions as it paved the way to support our Tourism MSME's that joined the cohort. Weekly commuting by BAM and the coaches, was worth the time and effort into piloting the first west cohort. The commitment by the west cohort to show up every week, their drive to soak in as much as they could during the program, was more than enough to keep the team commuting to the end. There is a significant need to build the MSME ecosystem in the west and expanding FEE to the west is one of the ways to help build this platform.

First West Cohort Graduates



2.0 FEE Alumni Partnership

Without our partners, the west cohort would not have been possible. We sincerely acknowledge all our current partners – International Labor Organization, Market Development Facility, Reserve Bank of Fiji, Ministry of Trade, Cooperatives, MSME and Communication and Itaukei Trust Fund Board.

This year, Capital Insurance has come on board as a partner together with 25 of the FEE Alumni's and business coaches. A milestone for FEE as participants from previous years, partner with FCEF to pave the way for other MSME's. A reflection of how FEE has impacted each of them in one or another.

Sincere acknowledgement to these MSME businesses:

2019 Cohort:

- 1) Gaia Holdings Pty Ltd (Michael Mausio)

2020/2021 Cohort

- 2) BioEnergy Insight Pacific (Wayne Fuakilau)
 3) Elite Nano Pacific (Payal Pooja)
 4) Gingelei Beer (Talei Tora and Yosh Wakaniyasi)
 5) Marama Vanilla Fiji (Elizabeth Pickering)

2022 Cohort

- 6) Cleanwater Technologies (Fiji) Pte Ltd (Eleaza O'Connor)
 7) Envirotech Solutions Pacific (Christopher Vanualailai)
 8) Hybrid Audio (Israel Cakaunivere)
 9) Kavalicious Fiji Pte Ltd (Ana Malumuvatu)
 10) Wasa Ni Tadra (Fiji) Pte Ltd (Laisenia & Salome Seru)
 11) Zoom Fiji (Bruce Southwick)

2023 Suva Cohort

- 12) Dynasty Tours and Travel (Hriday Daswaney)
 13) Design Catalyst (William Lomaloma)
 14) Muanivatu Trails (Epeli Asaro)
 15) Shop Pasifika Pte Ltd (Rakin Wahed)
 16) Sixth Sense Company Pte Ltd (Annmarie Gukisuva)
 17) Viti Roofing & Construction Pte Limited (Maciu Naivalu)

2023 West Cohort

- 18) Get For Less Dairy (Saleshni Devi)
 19) Mesovu (Fiji) Pte Ltd (Beatrice Nast)
 20) Nodatou Business Solutions (Josaia Matakatolu)
 21) Nahina Kava (Tuimalo Kitione)
 22) Reel Locations (Fiji) Pte Limited (Chrystella King)

Business Advisors/Coaches

- 23) Mediation Pacific (Watesoni Nata Jnr)
 24) Rasinupate Advisory (Paula Rasinupate)
 25) Extraordinaires (Fiji) Pte Limited (Alisi Lutu & Veronika Naiwaqa Nanise Masau and Palinda Kaituu)



3.0 Introducing BizTech into FEE

FEE has focused on the four thematic areas for business – Finance, Branding & Marketing, Strategic Management and Human Resources. For the 2024 Suva Cohort, BizTech was introduced into the program. This is facilitated by Rakin Wahed, owner of Shop Pasifika, an online marketplace that connects consumers with products from the Pacific region.

Equipping our MSME's in business technology is essential to thrive and succeed in today's competitive and technology-driven business environment. By leveraging the right technologies and strategies, businesses can enhance their operations, drive growth, and stay ahead of the curve.

4.0 Partnership with Hummingbird Meta

FEE piloted Hummingbird's Entrepreneurship Online Self-Paced system, with the Suva cohort and it has been a great start with over 80% completion by the MSME's. The use of innovation and entrepreneurship tools has provided this cohort with a more enhanced exposure to what and how they can improve their current business models. The feedback from all the participants has been very positive, with Hummingbird highly recommended to other MSME's.

In collaboration with UNDP, Hummingbird has now developed a Plus version of this entrepreneurship online program, that now includes the SDG's. Based on the level of support FEE gets, there is a possibility that the next cohort can also pilot the plus version of Hummingbird.



5.0 Consultations

MSME Fiji Consultations on the development of their Strategic Plan also took place in the west with the FEE cohort where both the Chairman and Council coordinator of the MSME Council were present (as they're both part of the FEE programme also). Some of the areas that were raised to incorporate in their Strategic Plan were as follows:

- 1) Mapping of the MSME Landscape in Fiji to know ALL the government led, private sector led & donor agency /CSO led initiatives and incentives available to MSMEs in Fiji;
- 2) Communicating and making available the MSME Landscape mapping findings/information to all MSMEs in Fiji so that MSMEs know exactly what's available to assist us;
- 3) MSME Bill to clearly demarcate the role of MSME Fiji and the role it plays as the Central Coordinating Agency for MSMEs in Fiji;
- 4) MSME Bill to have a clear definition of what Micro, Small & Medium Enterprises and Women Led MSMEs to ensure we have a proper identity and that other organisations can take their cue from and will also allow us to advocate more effectively with changes to other legislations that affect MSMEs;
- 5) MSME Fiji to take a lead role in coordinating all MSME related donor funding initiatives as a result of the MSME Landscape mapping to ensure (as much as possible) that all initiatives don't run the risk of duplication but to ensure more collaboration between MSME agencies and that funding is utilised where it is most needed;
- 6) MSME Bill to not be overbearing on MSMEs to the extent that it will stifle our growth. It should encourage and enhance the start up and growth of MSMEs in Fiji just as the Council had raised at the 'Access to Capital Bill consultations that were held last week'
- 7) Ease of doing Business - we applaud the efforts taken by the Ministry of Trade, Cooperatives, MSME's and Communication so far in digitizing/centralising Business Registration and Permit applications but would like to raise the issue of back end onboarding of all the agencies and if whether they are equipped and digitizing their internal processes also to avoid bottle necks? For back-end agencies to also look into simply revising and enforcing their turn over time frames to ensure efficiency;

Our West Cohort had an opportunity to be part of the Access to Capital Bill Consultations held in Nadi. Great initiative by Ministry of Trade, Co-operatives, SMEs and Communications, the west cohort got to hear from Director MSME - Faizal Khan and Lepani Uluiviti of Reserve Bank of Fiji and to provide valuable input and feedback on the proposed bill, ensuring that it addresses the needs and concerns of all parties involved in accessing capital for business growth and development.

6.0 Collaboration with Ministry of Trade and Economic Development of Tonga

Extending the value and impact of FEE to our Pacific countries is a milestone. In May 2024, in collaboration with MTED of Tonga, and MDF, a Train of Trainers session was facilitated by Master Trainer of FEE – Steve Cordeiro, Business Accelerator Manager – Palinda Kaituu and 3 of the Business Coaches of FEE, Benericco Naiveli, Nanise Masau and Ronna Sekiguchi.

Our FEE team assisted the team in Tonga in providing training to their trainers and working with their facilitators of their Tonga Accelerator. Knowledge sharing, and advisory support was greatly appreciated by MTED as they progress with their Tonga Accelerator Program.



7.0 MSME Conference at GPH and MSME Day at Namosi

Several FEE MSME’s and business advisors/coaches are part of the FCEF MSME Council. Watesoni Nata Jnr, who is Chair of the MSME Council is also the HR/IR Business Advisor/Coach for FEE. Being part of the MSME Conference at GPH, was an opportunity for networking and knowledge sharing.

FEE participants were also part of the MSME Day at Namosi. 2 significant milestones achieved by the MSME Council, taking the MSME celebration to Namosi and rebranding of YEC (Young Entrepreneurs Council) to the MSME Council.



Business Basics and Financial Literacy sessions carried out by RBF, WBC and ANZ, Youth activities, Drug awareness sessions, testing your sugar level and blood pressure, stakeholder booths, market day and networking.

Grateful to our FEE Alumni, current FEE cohort and FEE coaches who are part of the MSME council and made time to be part of this MSME Movement. The MSME logo was designed by Branding and Marketing Coach – William Lomaloma of Design Catalyst. BizTech Coach for FEE, Rakin Wahed showcased the benefits of Star Link in Namosi. And Watesoni Nata Jnr of Mediation Pacific, also HR/IR Coach for FEE and chair of the MSME Council, was instrumental in bringing together stakeholders for the day.

8.0 Mentoring Partners

Apart from the Industry expert sessions, classroom sessions, 1 on 1 coaching and Mentoring, networking and other benefits of the program, FEE Alumni mentoring was incorporated into this year’s program. Participants from previous cohorts, were invited for group mentoring sessions with the cohort, sharing their stories and imparting priceless

experiences that the current cohort gratefully appreciated.

Current partners like ILO, RBF, MDF, Capital Insurance, Ministry of Trade, Cooperatives, MSME's and Communication, also got to spend time with the cohort.



9.0 Monitoring and Evaluation

Monitoring and evaluation of the FEE program was previously completed by MDF. Part of the sustainability plan for FEE is to implement a system for monitoring and evaluation to reflect the effectiveness or shortfalls of the program and to allow FCEF to enhance or improve this program. In collaboration with ILO, a Monitoring and Evaluation system is being developed by ILO to capture data required for the FEE program. This will allow FCEF to track the outcomes from each cohort. Data collection from previous cohorts will also be incorporated into this system. This system is expected to roll out before this current cohort graduates.



2. Communications Report

Membership Services Research Communications: Mr. Savenaca Baro
 Communications Officer: Ms. Anishma Prasad

Objective

At the heart of the Fiji Commerce & Employers Federation's communication strategy is Advocacy and Representation, where the federation actively champions the interests of its member enterprises and employers. This entails engaging with governmental bodies and regulatory agencies to influence policies, regulations, and laws that affect the business landscape. Simultaneously, the federation embraces the role of Information Dissemination, consistently offering members precise and timely insights into industry trends, legal developments, and market fluctuations that shape their operations. This commitment is realized through various means, including reports, workshops, training sessions, social media updates, and emails.

Additionally, Networking and Collaboration are essential objectives of the federation. It utilizes diverse communication channels to foster connections and synergies among its varied members. By organizing events, forums, and platforms, the federation encourages members to forge relationships, exchange insights, and collectively tackle shared challenges. This intricate interplay of advocacy, information sharing, and collaboration highlights the federation's multifaceted role as a crucial facilitator of growth, development, and shared success within the business ecosystem.

Communication Channels to Facilitate Connection

Print Media

The Fiji Commerce & Employers Federation maintains a strong relationship with prominent print media outlets in Fiji, particularly the Fiji Times and Fiji Sun. The federation collaborates with both newspapers to promote advocacy initiatives, disseminate vital information, and ensure comprehensive coverage of various events organized by FCEF.

In particular, FCEF has formed a productive partnership with the Fiji Times, leveraging its platform to enhance awareness of the federation's activities and councils. Through a formal agreement, the Fiji Times dedicates a page every Wednesday to feature FCEF's stories through engaging narratives, articles, and visual content. This designated page has received positive feedback from both the board and members due to its extensive coverage of numerous events. In the current financial year, the federation has published over 60 articles in these Wednesday pages.

Moreover, the Fiji Times plays a crucial role in promoting the Top Executive Conference (TOPEX), having served as the official media partner in previous years and continuing this partnership this year. This collaboration underscores the newspaper's significant contribution to the promotion and success of TOPEX.



Social media

FCEF primarily uses Facebook, LinkedIn, and Twitter to share updates on events, meetings, and other information. Currently, the FCEF Facebook page has over 10,000 likes and more than 12,000 followers. The organization's online presence has thrived on Twitter and Facebook due to its active participation in various events and training activities. The Twitter account has more than 1,600 followers and continues to grow steadily. LinkedIn, which was launched this year, has already gained over 1,100 followers.

Television and Radio

The Fiji Commerce & Employers Federation has experienced a substantial growth in its influence. Presently, FCEF organizes a greater number of events, training sessions, and actively participates in conferences and seminars, both at local and regional levels. Through increased visibility and collaboration with its members and partners, FCEF's profile has been elevated in various forms of media, including

radio, television, and newspapers. In addition to its established print presence and its use of social media platforms like Facebook and Twitter, FCEF is now expanding its reach to members and the general public through television and radio.

Intend next financial year

The Fiji Commerce & Employers Federation communication department aims to enhance member engagement and public outreach in the upcoming financial year. Intending to implement targeted digital campaigns, strategic media relations, and informative content creation, the department seeks to amplify its role as a trusted industry voice, promoting connections with stakeholders and business advocacy, and highlighting key economic initiatives. Through innovative communication strategies, they aim to bolster the Federation's influence, disseminate valuable industry insights, and contribute to Fiji's sustainable economic growth and development.



3. Training Unit

Month	Course Title	Venue/ Mode	Number of Participants	Course Facilitator
July 2023	Post Budget Breakfast	Grand Pacific Hotel		Hon. Biman Prasad Hon. Manoa Kamikamica
September 2023	CPR and Pacific First Aid	FCEF Talanoa Room		Fiji Red Cross
	Mediation	FCEF Talanoa Room		Watesoni Nata
	Fire Warden Training	FCEF Talanoa Room		Fiji National University
October 2023	OHS Module 1&2	FCEF Talanoa Room		Fiji National University
	HR for Non-Compliance	FCEF Talanoa Room	13	Jonetani Tonawai
November 2023	Customer Service	FCEF Talanoa Room		Fiji National University
December 2023	Financial Literacy	FCEF Talanoa Room		Fiji National University
	Corporate Writing	FCEF Talanoa Room	22	Epi Gonewai
January 2024	Leadership for Middle Managers	FCEF Talanoa Room	30	Jonetani Tonawai
	NLP for Leaders	FCEF Talanoa Room		Sandra Viljoen
February 2024	Leadership for Middle Managers	Vinod Patel	19	Jonetani Tonawai
	Fire Warden	FCEF Talanoa Room	22	National Fire Authority
	Corporate Writing	BSP Finance	17	Epi Gonewai
	Financial Literacy & Decision Making	FCEF Talanoa Room	17	Ashwin Prasad - FNU
	HR for non-practitioners	FCEF Talanoa Room	15	Jonetani Tonawai
	Customer Service Excellence	Fiji National University	21	Fiji National University
March 2024	FCEF Breakfast	Grand Pacific Hotel	139	Hon. Agni Deo Singh
	Recruitment, Selection & Interview Process for HROS & Non-HR Practitioners	FCEF Talanoa Room	18	Epi Gonewai
	Train the Trainers Module 1	FCEF Talanoa Room	10	Jiten Singh - FNU
	Leadership for Middle Managers – Basic Industries	Basic Industries	14	Jonetani Tonawai
	Supply Chain Management	FCEF Talanoa Room	22	Epi Gonewai
	Leadership for Middle Managers	Reserve Bank of Fiji	25	Jonetani Tonawai
April 2024	IR Workshop		19	Dr. Jone Lako
	Sexual Harassment in the Workplace		27	Sheba Cavu
May 2024	Pre-Budget Breakfast	Holiday Inn	102	Hon. Biman Prasad





**FINANCIAL
STATEMENTS**
30 JUNE 2024

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS
30 JUNE 2024****DIRECTORS' REPORT**

In accordance with a resolution of the board, the members herewith submit the balance sheet at 30 June 2024, and the 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 2024 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:

- Appointed 24th September 2021:
Vinay Narsey (President)
Sandeep Chauhan (Immediate Past President)
Himen Chandra (Board Director)
Mike Spencer (Board Director)
- Re-appointed 24th September 2021:
Eldon Eastgate (Vice President)
Susie Waqanibaravi (Resigned 2023)
Vera Chute (Vice President)
- Re-appointed 30th September 2022:
Mitesh Kapadia (Board Director)
Fantasha Lockington (Board Director)
- Appointed 30th September 2022:
Anil Senewiratne (Board Director)
- Appointed 15th September 2023:
Sharyne Fong (Board Director)
Arvind Maharaj (Board Director)
Rowena Taito (Board Director)
- Council Chairs:
Elizabeth Cama – Human Resource Council
Harvie Probert – Mining & Quarrying
Mahendra Chand – Professional & Financial Services
Miliana Vulakouvaki – Retailers & Small business
Fantasha Lockington – Tourism & Transport
Watesoni Nata – MSME Council
Sharyne Fong – Women Entrepreneurs Business Council
Jeetender Rai – Manufacturers, Trade & Export Council
Karunesh Rao – Fiji Business Disaster Resilience

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS**
30 JUNE 2024**I N D E X**

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10	Balance Sheet
11	Statement of changes in members' funds
12	Statement of cash flows
13 to 21	Notes to and forming part of the financial statements
22	Disclaimer on additional financial information
23 to 26	Detailed statement of income and expenditure

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS
30 JUNE 2024****DIRECTORS' REPORT**

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Arvind Maharaj (Board Director)
Rowena Taito (Board Director)
- Re-appointed 24th September 2021:
Eldon Eastgate (Vice President)
Susie Waqanibaravi (Resigned 2023)
Vera Chute (Vice President)
- Re-appointed 30th September 2022:
Mitesh Kapadia
Fantasha Lockington
- Appointed 30th September 2022:
Anil Senewiratne
- Council Chairs:
Elizabeth Cama – Human Resource Council
Harvie Probert – Mining & Quarrying
Mahendra Chand – Professional & Financial Services
Miliana Vulakouvaki – Retailers & Small business
Fantasha Lockington – Tourism & Transport
Watesoni Nata – MSME Council
Sharyne Fong – Women Entrepreneurs Business Council
Jeetendra Rai – Manufacturers, Trade & Export Council
Karunesh Rao – Fiji Business Disaster Resilience

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS**
30 JUNE 2024**DIRECTORS' REPORT - Continued****2 PRINCIPAL ACTIVITY**

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

3 OPERATING RESULTS

The operating profit for the year is \$222,823 (2023: \$113,905).

4 PROVISIONS

There were no material movements in provisions.

5 BAD AND DOUBTFUL DEBTS

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

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

6 CURRENT AND NON-CURRENT ASSETS

Prior to the completion of the financial statements of the Federation, the directors took reasonable steps to ascertain whether any current and non-current assets were unlikely to realise in the ordinary course of business their values as shown in the accounting records of the Federation. Where necessary, these assets have been written down or adequate provision has been made to bring the values of such assets to an amount that they might be expected to realise.

As at the date of this report, the directors are not aware of any circumstances, which would render the values attributed to current and non-current assets in the Federation's financial statements misleading.

7 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.

8 BASIS OF ACCOUNTING – GOING CONCERN

The financial statements of the Federation have been prepared on a going concern basis. The directors consider the application of the going concern principle to be appropriate in the preparation of these financial statements as they believe that the Federation has adequate funds to meet its liabilities as and when they fall due over the next twelve months.

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS**
30 JUNE 2024**DIRECTORS' REPORT – continued****9 OTHER CIRCUMSTANCES**

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

10 UNUSUAL TRANSACTIONS

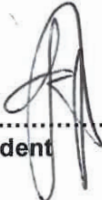
The results of the Federation's operations during the financial year have not in the opinion of the directors been substantially affected by any item, transaction or event of a material and unusual nature.

11 DIRECTORS' BENEFITS

No director of the Federation has, since the end of the previous financial year, received or become entitled to receive a benefit (other than a benefit included in the total amount of emoluments received or due and receivable by directors as shown in the Federation's financial statements) by reason of any contracts made by the Federation with the director or with a firm of which he / she is a member, or with a company in which he / she has substantial financial interest.

For and on behalf of the Board,

Dated this 21 day of October 2024


.....
Vice President
.....
Board Member

FIJI COMMERCE AND EMPLOYERS FEDERATION**FINANCIAL STATEMENTS
30 JUNE 2024****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 2024:
 - i. comply with the International Financial Reporting Standards for Small and Medium-Sized Entities and give a true and fair view of the financial position of the Federation as at 30 June 2024 and of the performance and cash flows of the Federation for the year ended 30 June 2024; and
 - ii. have been prepared in accordance with the Companies Act 2015.
- (b) The directors 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.

Dated this 21 day of October 2024


.....
Vice President


.....
Board Member



Tel: +679 331 4300
Fax: +679 330 1841
Email: info@bdofiji.com
Offices in Suva and Lautoka

BDO
Chartered Accountants
Level 10, FNPF Place
343 Victoria Parade
GPO Box 855
Suva, Fiji

FIJI COMMERCE AND EMPLOYERS FEDERATION

5

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 financial year ended 30 June 2024, 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.

A handwritten signature in blue ink, appearing to read 'Wathsala Suraweera', is written above the printed name.

Wathsala Suraweera
Partner
Suva, Fiji

A handwritten signature in blue ink, appearing to read 'BDO', is written above the printed name.

BDO
CHARTERED ACCOUNTANTS

21 October 2024



Tel: +679 331 4300
Fax: +679 330 1841
Email: info@bdo.fiji.com
Offices in Suva and Lautoka

BDO
Chartered Accountants
Level 10, FNPF Place
343 Victoria Parade
GPO Box 855
Suva, Fiji

INDEPENDENT AUDITOR'S REPORT

To the Members of Fiji Commerce and Employers Federation

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Fiji Commerce and Employers Federation (the Federation), which comprise the balance sheet as at 30 June 2024, 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 2024, and of its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standard for Small and Medium- Sized Entities (IFRS for SMEs).

Basis for Opinion

We conducted our audit in accordance with International Standards on Auditing (ISA). 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 are independent of the Federation in accordance with the International Ethics Standards Board for Accountants' *Code of Ethics for Professional Accountants (IESBA Code)* together with the ethical requirements 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. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other Information

The management and directors are responsible for the other information. The other information comprises of the information included in the directors' report and the Annual Report but does not include the financial statements and the auditor's report thereon. The Annual Report is expected to be made available to us after the date of the auditor's report.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained during the audit, or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

INDEPENDENT AUDITOR'S REPORT [CONT'D]

To the Members of Fiji Commerce and Employers Federation

Responsibilities of the Management and Those Charged with Governance for the Financial Statements

The management and directors are responsible for the preparation and fair presentation of the financial statements in accordance with IFRS for SMEs, 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 management and directors 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 management and directors either intend to liquidate the Federation or to cease operations, or have no realistic alternative but to do so.

Those charged with governance 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 ISA will always detect a material misstatement when it exists. Misstatements can arise from fraud and 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 ISA, we exercise professional judgement and maintain professional skepticism 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 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 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.

INDEPENDENT AUDITOR'S REPORT [CONT'D]

To the Members of Fiji Commerce and Employers Federation

Auditor's Responsibilities for the Audit of the Financial Statements (Cont'd)

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the management and directors 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.

We also provide the management and directors with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Report on Other Legal and Regulatory Requirements

In our opinion, the financial statements have been prepared in accordance with the requirements of the 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.



BDO
CHARTERED ACCOUNTANTS



Wathsala Suraweera
Partner
Suva, Fiji
21 October 2024

FIJI COMMERCE AND EMPLOYERS FEDERATION**STATEMENT OF PROFIT OR LOSS AND
OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 30 JUNE 2024**

	Notes	2024 \$	2023 \$
Income			
Entrance fees		2,644	7,361
Subscriptions		451,206	411,080
Seminars and conference - net income		351,951	246,407
Secretariat services - net income		(11,524)	58,201
Share of partnership profit	10	14,488	66,253
Other income		50,206	95,907
Total income		858,971	885,209
Expenditure			
Staff costs		(334,670)	(463,662)
Other expenditure		(301,478)	(307,642)
Total expenditure		(636,148)	(771,304)
Profit from operations	3	222,823	113,905
Other comprehensive income		-	-
Total comprehensive income for the year		222,823	113,905

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

FIJI COMMERCE AND EMPLOYERS FEDERATION

BALANCE SHEET

	Notes	2024 \$	2023 \$
Current Assets			
Cash and cash equivalents	4	214,952	335,280
Term deposit	5	330,281	35,086
Receivables	6	94,726	150,370
Total Current Asset		639,959	520,736
Non-Current Assets			
Plant and equipment	8	45,127	47,507
Intangible assets	9	11,992	12,797
Term deposit	5	736,600	730,281
Investment	10	2,301,977	2,287,489
Total Non-current Assets		3,095,696	3,078,074
Total Assets		3,735,655	3,598,810
Current Liabilities			
Payables and accruals	7	94,025	54,528
Annual leave accrued		5,324	25,694
Income received in advance	11	17,312	122,417
Total Current Liabilities		116,661	202,639
Total Liabilities		116,661	202,639
Net Assets		3,618,994	3,396,171
Members' funds			
Accumulated funds		3,618,994	3,396,171

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.

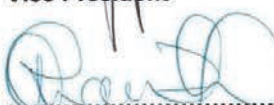
For and on behalf of the Board.



Vice President

21/10/2024.

Date



Board Member

21/10/24

Date

FIJI COMMERCE AND EMPLOYERS FEDERATION**STATEMENT OF CHANGES IN
MEMBERS' FUNDS
YEAR ENDED 30 JUNE 2024**

	Accumulated Funds	Total
Balance - 1 July 2022	\$ 3,282,266	\$ 3,282,266
Profit for the year	113,905	113,905
Balance - 30 June 2023	3,396,171	3,396,171
Profit for the year	222,823	222,823
Balance - 30 June 2024	3,618,994	3,618,994

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

FIJI COMMERCE AND EMPLOYERS FEDERATION**STATEMENT OF CASH FLOWS**
YEAR ENDED 30 JUNE 2024

	Notes	2024 \$	2023 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members and others		767,264	567,711
Payments to suppliers, employees and for administration		(585,627)	(785,363)
Interest received		17,976	40,132
		<hr/>	<hr/>
Net cash inflows / (outflows) from operating activities		199,613	(177,520)
CASH FLOW FROM INVESTING ACTIVITIES			
Acquisition of plant and equipment		(18,427)	(19,953)
Net payments for term deposits		(301,514)	(225,917)
		<hr/>	<hr/>
Net cash outflows for investing activities		(319,941)	(245,870)
Net decrease in cash and cash equivalents		(120,328)	(423,390)
Cash and cash equivalents at the beginning of financial year		335,280	758,670
		<hr/>	<hr/>
Cash and cash equivalents at the end of financial year	4	214,952	335,280

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

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024****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 21 October 2024.

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.

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

Receivables are recognised initially at fair value and subsequently measured at amortised cost using the effective interest method, less allowance for impairment. An allowance for impairment of receivables is established when there is objective evidence that the Federation will not be able to collect all amounts due according to the original terms of the receivables.

Significant financial difficulties of the debtor and default or delinquency in payments are considered indicators that the receivable is impaired. The carrying amount of the asset is reduced through the use of an allowance account, and the amount of the loss is recognised in the statement of profit or loss within administration and operating expenses.

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024****2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – continued****2.4 Receivables (continued)**

When a receivable balance is uncollectible, it is written off against the allowance account for receivables. Subsequent recoveries of amounts previously written off are credited to other income in the statement of profit or loss.

2.5 Plant and equipment

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

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

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

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

2.6 Intangible assets

Computer software and member database is capitalised on the basis of the costs incurred to acquire and bring to use the specific asset. These are amortised over their estimated useful lives using the straight-line method of depreciation.

2.7 Revenue recognition

Entrance fees and subscription income are recognised as revenue on receipt. Any subscriptions received in advance are carried forward in the balance sheet under current liabilities.

Seminars and conference income is recognised when it is earned and when the performance obligations related to the seminar or conference has been substantially fulfilled.

Secretariat service income is recognised as income over the periods necessary to match them with related costs which they are intended to compensate.

Other income is recognised on an accrual basis.

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024****2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued****2.8 Employee entitlements**

Wages and salaries

Liabilities for wages and salaries expected to be settled within 12 months of the reporting date are accrued up to the reporting date.

Annual leave

The liability for annual leave is recognized in the provision for employee benefits. These benefits are expected to be settled within 12 months and are measured at their nominal values using the remuneration rate expected to apply at the time of the settlement.

Defined contribution plans

Contributions to Fiji National Provident Fund are expensed when incurred.

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.

2.14 Basis of accounting – going concern

The financial statements of the Federation have been prepared on a going concern basis. The directors consider the application of the going concern principle to be appropriate in the preparation of these financial statements as they believe that the Federation has adequate funds to meet its liabilities as and when they fall due over the next twelve months.

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024****2 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES - continued****2.15 Value Added Tax (VAT)**

Revenues, expenses, assets and liabilities are recognised net of the amount of Value Added Tax (VAT), except:

- i) where the amount of VAT incurred is not recoverable from the taxation authority, it is recognised as part of the cost of acquisition of an asset or as part of an item of expense; and
- ii) for trade receivables and trade payables which are recognised inclusive of VAT.

The net amount of VAT recoverable from, or payable to, the taxation authority is included as part of receivables or payables.

The VAT component of cash flows arising from operating and investing activities which is recoverable from or payable to, the taxation authority is classified as operating cash flows.

2.16 Income in advance

Income in advance represents receipts in advance for services. This represents the Federation's obligation to members and others to be fulfilled in future.

3 PROFIT FROM OPERATIONS

The profit for the year has been determined after charging the following as expenses:

	2024 \$	2023 \$
Charging as expense:		
Auditor's remuneration - audit services	9,000	7,000
Depreciation and amortisation	15,397	15,125
	<u>15,397</u>	<u>15,125</u>

4 CASH AND CASH EQUIVALENTS

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

	2024 \$	2023 \$
Cash at bank and on hand	214,952	335,280
	<u>214,952</u>	<u>335,280</u>

5 TERM DEPOSITS

	2024 \$	2023 \$
Current		
Merchant Finance (Fiji) Pte Limited	168,977	35,086
Credit Corporation (Fiji) Pte Limited	161,304	-
	<u>330,281</u>	<u>35,086</u>

**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024**

FIJI COMMERCE AND EMPLOYERS FEDERATION

5 TERM DEPOSITS (CONTINUED)

	2024	2023
	\$	\$
Non-current		
Credit Corporation (Fiji) Pte Limited	-	161,304
Merchant Finance (Fiji) Pte Limited	36,600	168,977
Reserve Bank of Fiji - Viti Bonds	400,000	400,000
Kontiki Finance Pte Limited	300,000	-
	736,600	730,281
Total term deposit	1,066,881	765,367

The term deposit with Credit Corporation (Fiji) Pte Limited matures on 2 September 2024 and attracts interest at the rate of 2%. Term deposits with Merchant Finance (Fiji) Pte Limited matures on 11 November 2024 and 3 June 2026 and attracts interest at the rate of 2% and 2.20% respectively. The Viti Bond with Reserve Bank of Fiji matures on 30 January 2032 and 30 January 2033 and attracts interest at the rate of 4%. The term deposit with Kontiki Finance Limited matures on 28 May 2026 and attracts interest at the rate of 2.25%.

6 RECEIVABLES

	2024	2023
	\$	\$
Accounts receivable	80,367	127,750
Less: Provision for doubtful debts	(20,490)	(12,825)
	59,877	114,925
Prepayments	19,562	28,800
VAT receivable	3,143	-
Interest receivable	12,144	6,645
	94,726	150,370

Movement in the provision for doubtful debts is as follows:

	2024	2023
	\$	\$
At 1 July	12,825	10,495
Debts written off against provision	(10,000)	(6,270)
Provision recognised during the year	17,665	8,600
At 30 June	20,490	12,825

7 PAYABLES AND ACCRUALS

	2024	2023
	\$	\$
Trade payables	74,736	8,067
VAT payable	-	2,016
Other payables and accruals	19,289	44,445
	94,025	54,528

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024****8 PLANT AND EQUIPMENT**

	Furniture fittings and office equipment \$	Computer equipment \$	Total \$
30 June 2024			
Cost	42,633	114,366	156,999
Accumulated depreciation	(19,988)	(91,884)	(111,872)
	<hr/>		
Carrying amount at end of the year	22,645	22,482	45,127
<hr/>			
30 June 2023			
Cost	39,942	105,462	145,404
Accumulated depreciation	(16,805)	(81,092)	(97,897)
	<hr/>		
Carrying amount at end of the year	23,137	24,370	47,507
<hr/>			

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

	Furniture fittings and office equipment \$	Computer equipment \$	Total \$
Carrying amount			
At 1 July 2022	23,387	30,132	53,519
Additions	3,148	5,205	8,353
Depreciation charge	(3,398)	(10,967)	(14,365)
	<hr/>		
At 30 June 2023	23,137	24,370	47,507
<hr/>			
At 1 July 2023	23,137	24,370	47,507
Additions	9,523	8,904	18,427
Disposals	(6,170)	-	(6,170)
Depreciation charge	(3,845)	(10,792)	(14,637)
	<hr/>		
At 30 June 2024	22,645	22,482	45,127
<hr/>			

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024****9 INTANGIBLE ASSETS**

	Members Database	Website Development in Progress	Total
	\$	\$	\$
30 June 2024			
Opening net book value	1,197	11,600	12,797
Disposal	-	(45)	(45)
Amortisation charge	(760)	-	(760)
Net book value	437	11,555	11,992
30 June 2023			
Cost	3,800	11,600	15,400
Accumulated amortisation	(2,603)	-	(2,603)
Net book value	1,197	11,600	12,797
30 June 2024			
Cost	3,800	11,555	15,355
Accumulated amortisation	(3,363)	-	(3,363)
Net book value	437	11,555	11,992

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

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 \$14,488 (2023: \$66,253). The Federation's share of net assets in FEFHA partnership at 30 June 2024 of \$2,301,877 (2023: \$2,287,389) and comprises of the following:

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024****10 INVESTMENT (CONTINUED)**

	2024 \$	2023 \$
Plant and equipment at cost	269,465	275,073
Accumulated depreciation	(234,578)	(216,339)
	<u>34,887</u>	<u>58,734</u>
Investment property	4,705,532	4,705,532
Cash at bank	111,404	39,019
Prepayments and other receivables	63,348	20,449
	<u>4,915,171</u>	<u>4,823,734</u>
<u>Less:</u>		
Creditors and accruals	88,586	17,341
Tenants deposit	39,390	39,390
Borrowing	<u>1,133,477</u>	<u>1,136,282</u>
Net assets	<u>3,653,718</u>	<u>3,630,721</u>
Fiji Commerce and Employers' Federation portion	2,301,877	2,287,389
Add: Shares in Exporters Club Limited	100	100
	<u>2,301,977</u>	<u>2,287,489</u>

The land and building and associated loan and corresponding expenditure has been recorded in the books of the partnership in accordance with the Deed dated 6 April 1993 between Fiji Employer 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 audited financial statements for 30 June 2024, 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 INCOME IN ADVANCE

	2024 \$	2023 \$
Seminars and Conference		
Workshop and seminar income received in advance	17,312	44,213
Secretariat Services		
Programme funding received in advance	-	56,917
Subscriptions received in advance	<u>-</u>	<u>21,287</u>
	<u>17,312</u>	<u>122,417</u>

12 CONTINGENT LIABILITIES

There are no contingent liabilities as at 30 June 2024 (2023: \$Nil).

FIJI COMMERCE AND EMPLOYERS FEDERATION**NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 30 JUNE 2024****13 COMMITMENTS**

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

14 RELATED PARTY TRANSACTIONS*i) Related Party Transactions*

The following transactions were carried out with related parties during the year and prior years:

	2024	2023
	\$	\$
<i>Income:</i>		
Service recovery – Fiji Employers Federation and Fiji Hotel Association Partnership	6,000	6,000
Share of partnership profit – Fiji Employers Federation and Fiji Hotel Association Partnership	14,488	66,253
<i>Expense:</i>		
Rental - Fiji Employers Federation and Fiji Hotel Association Partnership	48,000	42,336
Printing – Star Printery Pte Limited (Sandeep Chauhan)	41,316	30,057
Facilitator fee – Insight Business Advisory (Sharyne Fong)	7,515	8,585
Printing and Supplying Branding & Marketing Products - Narseys Plastic Industries Pte Limited (Vinay Narsey)	4,802	-

Apart from the above transactions, subscriptions and other Federation income were derived in the normal course of business from directors, members and its related entities. The directors and members also engaged in numerous programs and workshops and contributed to its revenue and expenses.

ii) Key management personnel remuneration

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the entity, directly or indirectly, including any director (whether executive or otherwise) of that entity.

Key management includes the Directors and Chief Executive Officer. No remuneration was paid to the directors during the year. The Chief Executive Officer's salary and other benefits totalled \$142,614 in gross terms (2023: \$120,000).

15. EVENTS SUBSEQUENT TO BALANCE DATE

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

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

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

FIJI COMMERCE AND EMPLOYERS FEDERATION

DISCLAIMER ON ADDITIONAL FINANCIAL INFORMATION

FOR THE YEAR ENDED 30 JUNE 2024

Disclaimer on Additional Financial Information

The additional financial information presented on pages 23 to 26 does not form part of the statutory financial statements. The additional financial information is in accordance with the books and records of Fiji Commerce and Employers Federation which have been subjected to the auditing procedures applied in our statutory audit of the Federation for the year ended 30 June 2024. Our statutory audit did not cover all details of the additional financial information. Accordingly, we do not express an opinion on the additional financial information and no warranty of accuracy or reliability is given.

In accordance with our firm's policy, we advise that neither the firm nor any member or employee of the firm undertakes responsibility arising in any way whatsoever to any person (other than the Federation) in respect of such information.

21 OCTOBER 2024
SUVA, FIJI



BDO
CHARTERED ACCOUNTANTS

FIJI COMMERCE AND EMPLOYERS FEDERATION**DETAILED STATEMENT OF ADMINISTRATION
INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2024****ADMINISTRATION**

	2024	2023
	\$	\$
<u>Income</u>		
Entrance fees	2,644	7,361
Share of partnership profit	14,488	66,253
Subscriptions	451,206	411,080
<i>Other income:</i>		
Industrial relations - consultancy	7,026	59,735
Interest income	23,475	30,130
Miscellaneous income	13,705	42
Service recovery	6,000	6,000
	<hr/>	<hr/>
	518,544	580,601
<u>Less: Expenses</u>		
Auditors' remuneration		
- Auditing	9,000	7,000
- Accounting	-	853
Administrative expenses	7,836	-
Advertising and public relations	8,665	66,653
Bank charges	1,363	1,783
Computer expenses	7,528	5,787
Depreciation and amortisation	15,397	15,125
Bad and doubtful debts	17,665	8,600
FCEF AGM expenses	7,750	7,782
FCEF board meetings	9,649	7,935
FCEF combined council meetings	13,479	10,436
Fringe Benefit Tax	2,568	1,638
General expenses	17,333	28,206
Industrial relations – expenses	11,628	13,443
Insurance expense	21,273	26,267
Internet and communication expense	14,168	4,946
	<hr/>	<hr/>
Balance carried forward	165,302	206,454

FIJI COMMERCE AND EMPLOYERS FEDERATION**DETAILED STATEMENT OF ADMINISTRATION
INCOME AND EXPENDITURE - continued
FOR THE YEAR ENDED 30 JUNE 2024****ADMINISTRATION**

	2024	2023
	\$	\$
<u>Expenses - continued</u>		
Balance brought forward	165,302	206,454
Legal fees	-	5,771
Medical reimbursement expenses	2,685	2,880
Member benefit	1,610	-
Postage, printing and stationery	4,041	3,027
Rent and rates	48,000	42,336
Subscriptions	30,379	23,396
Telephone and faxes	15,870	10,371
Travel and accommodation	29,272	6,943
Withholding tax	3,884	3,464
Donation	435	3,000
<i>Staff costs:</i>		
Staff Salaries	291,498	425,638
Staff training	5,140	1,392
FNPF contributions	28,038	32,295
Annual leave	5,324	(660)
FNU levy	4,670	4,997
	<u>636,148</u>	<u>771,304</u>
Deficit from administration	<u>(117,604)</u>	<u>(190,703)</u>

FIJI COMMERCE AND EMPLOYERS FEDERATION**DETAILED STATEMENT OF SEMINAR AND
CONFERENCE INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2024****SEMINARS AND CONFERENCE**

	2024	2023
	\$	\$
<u>Income</u>		
TOPEX conference	875,783	461,481
Workshops and seminars	197,204	171,271
	<u>1,072,987</u>	<u>632,752</u>
<u>Less: Expenses</u>		
TOPEX conference	633,213	314,975
Workshops and seminars	87,823	71,370
	<u>721,036</u>	<u>386,345</u>
Surplus from seminars and conference	<u><u>351,951</u></u>	<u><u>246,407</u></u>

FIJI COMMERCE AND EMPLOYERS FEDERATION**DETAILED STATEMENT OF SECRETARIAT
SERVICES INCOME AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2024****SECRETARIAT SERVICES**

	2024	2023
	\$	\$
<u>Income</u>		
Business Accelerator Program	225,372	166,636
Business Disaster Resilience Council	82,837	7,790
WEBC	318,197	342,766
YEC	16,728	-
	<u>643,134</u>	<u>517,192</u>
<u>Less: Expenses</u>		
Business Accelerator Program	266,671	160,095
Business Disaster Resilience Council	73,435	7,790
WEBC	296,591	291,106
YEC	17,961	-
	<u>654,658</u>	<u>458,991</u>
Surplus / (deficit) from secretariat services	<u>(11,524)</u>	<u>58,201</u>



**Fiji Commerce
& Employers
Federation**

THE VOICE OF THE PRIVATE SECTOR

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