



**Fiji Commerce
& Employers
Federation**

THE VOICE OF THE PRIVATE SECTOR



ANNUAL REPORT 2023

63rd Annual General Meeting
15th Sept, 2023

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
Eseta Nadakuitavuki
Westpac Banking
Cooperation



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



Vera Chute
Value City (SP) Pte Ltd



Fantasha Lockington
Fiji Hotel & Tourism
Association



Mike Spencer
Paradise Beverages
(Fiji) Ltd



Susie Waqanibaravi
NPT Agency



Anil Senewiratne
Vision Investments Ltd



Jeetender Rai
NCI Packaging



Mitesh Kapadia
Motibhai & Company
Ltd



Alvin Sharma
Punjas & Sons Pte Ltd



Himen Chandra
Comfort Home
Furnishing Ltd



Council Chairpersons



Karunesh Rao
Business Disaster
Resilience Council



Sharoon Shah
Human Resources
Council



Iliyaz Koya
Manufacturing Trade
and Export Council



Fantasha Lockington
Tourism and Transport
Council



Eseta Nadakuitavuki
Women Entrepreneurs
Business Council



Susie Waqanibaravi
Professional &
Financial Services
Council



Harvie Probert
Mining & Quarrying
Council



Watisoni Nata
Young Entrepreneurs
Council



Sanjesh Prasad
Retailers & Small
Business Council



Secretariat Staff



Kameli Batiweti
Chief Executive Officer



Jonetani Tonawai
Incoming Chief
Executive Officer



Ravinesh Prasad
Manager Finance &
Admin



Savenaca Baro
Manager Member
Services, Research &
Communications



Palinda Kaitu'u
Manager Business
Accelerator



Noel Tofinga
IR Consultant



Fiona D Uagunu
WEBC Coordinator



Sharlyn Dass
Training Officer



Naveena Roshni
Executive Assistant



Kelera Batibasaga
IR Assistant



Anishma Prasad
Communications
Officer



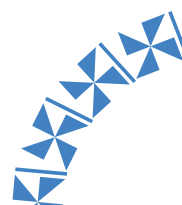
Sorovesi Tikomainaivalu
WEBC Assistant



Sailasa Kalourua
Office Assistant
FEFHA Partners



Andrea Pesamino
Receptionist
FEFHA Partners



24th August 2023

ALL MEMBERS

63rd ANNUAL GENERAL MEETING 2023

Pursuant to the Articles of Association of the Fiji Commerce & Employers Federation (Item No. 11.1), the Secretariat advises the general membership that the 63rd AGM will be held at

2pm on Friday 15th September 2023.

Members are advised that the AGM Nominations for President and the Six (6) Board Members need to reach the Secretariat by **3:00pm Thursday, 7th September, 2023.**

Jonetani Tonawai
CHIEF EXECUTIVE OFFICER

Agenda

1. **Welcome**
2. **Apologies**
3. **Confirmation of Minutes**
 - 3.1. To confirm the Minutes of the 62nd Annual General Meeting held on 30th September 2022.
 - 3.2. Matters Arising
4. **Elections**
 - 4.1. To elect President
 - 4.2. To elect not more than Six (6) Members of the Board
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 2023
6. **Such other matters as may be accepted by the Chairman**

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

Jonetani Tonawai
CHIEF EXECUTIVE OFFICER



Minutes

62nd ANNUAL GENERAL MEETING HELD AT FCEF'S BOARD ROOM FRIDAY, 30th SEPTEMBER 2022 AT 2PM

PRESENT

| Name | Employer Name |
|---------------------|----------------------------------|
| Ajay Singh | AMA |
| Sakiusa Waqa | Lion one Ltd |
| Eseta Nadakuitavuki | Westpac Banking Corporation |
| Fantasha Lockington | Fiji Hotel & Tourism Association |
| Himen Chandra | Comfort Home Furnishing Ltd |
| Ilyaz Koya | Insurance Holdings Limited |
| Thelma Taria Savua | Pacific People |
| Jenny Seeto | Trustee |
| Karunesh Rao | Energy Fiji Limited |
| Mitesh Kapadia | Pacific Manufacturers Ltd |
| Sandeep Chauhan | STAR Printery |
| Susan Miller | Total (Fiji) PTE Limited |
| Susie Waqabaravi | Neptune Shipping |
| Vinay Narsey | Narseys Plastics |
| Watson Nata | The Merch |
| Monish Lal | Fiji care |

Minutes

PRESENT

| Name | Employer Name |
|-------------------|----------------------------------|
| Eldon Eastgate | Essity Australasia |
| Alvin Lal | Fiji National University |
| Ben Chand | Fiji Revenue & Customs Authority |
| Stephanie Jones | Goodman Fielder |
| James Mastapha | Insurance Holdings Limited |
| Madan Krishna | Jacks Fiji |
| Michael Spencer | Paradise Beverages |
| Noellie Garand | Prime Consulting Pacific PTE |
| Arvind Maharaj | VKJ Global Pte Limited |
| Anil Senewiratne | Vision Investment |
| Netava Bakaniceva | Namosi Joint Venture |
| Paritosh Deo | PWC |
| Sidharth Kumar | PWC |
| Neelam Maharaj | Friendly Mates |
| Atela Yee | Raiwaqa bakery |



Minutes

PRESENT VIRTUALLY

| Name | Employer Name |
|----------------|---------------|
| Viraaj Lad | BBC Group |
| Geoffery Smith | Fiji Water |
| Jeetender Rai | NCI Packaging |
| Priya Lal | Fiji Airways |

IN ATTENDANCE

| | |
|-----------------|------|
| Kameli Batiweti | CEO |
| Ravinesh Prasad | FCEF |
| Naveena Roshni | FCEF |
| Savenaca Baro | FCEF |

Minutes

1. WELCOME

The President, Mr. Vinay Narsey welcomed the members present at the 62nd Annual General Meeting and called the meeting to order. The meeting commenced at 10.07am with the election of Board Directors and was adjourned at 10.22am before reconvening at 2.15pm for the AGM proper. A moment of silence was observed in honour of FCEF Trustee Late Mr. Hafiz Khan

2. APOLOGIES

Apologies were read and recorded from:

| Name | Employer Name |
|--------------------|----------------------|
| Majid Shazad | Cyberage |
| Kaushik Kumar | United Apparel |
| Rokoseru Nabalarua | Lyndhurst |
| Sharoon Shah | Reserve Bank of Fiji |

2.1 AGENDA FOR THE 62ND 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 61ST AGM, HELD ON 24th SEPTEMBER 2021

Proposed: Mr. Mitesh Kapadia, Pacific Manufacturers Ltd
Seconded: Mr. Karunesh Rao, Energy Fiji Limited

3.1 MATTERS ARISING

There were no matters arising from the last AGM.

4. ELECTION OF BOARD MEMBERS

- 4.1 An app was used for elections to replace the physical voting process. The application went through the appropriate control measures and tests. It was setup in a manner that ensured a specific user could only vote once.

4.2 OUTCOME FROM ELECTION: BOARD MEMBERS

Following elections, the following persons received majority votes:

Board Members:

1. Mr. Mitesh Kapadia, Pacific Manufacturers
2. Ms. Eseta Nadakuitavuki, Westpac Banking Corporation
3. Mr. Anil Senewiratne, Vision Group
4. Ms. Fantasha Lockington, Fiji Hotels and Tourism Association

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



Minutes

5. PRESIDENT'S REPORT, CEO'S REPORT, AUDITOR'S REPORT, BALANCE SHEET AND STATEMENT OF ACCOUNTS FOR THE YEAR 2021/2022

- 5.1 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.

- 5.2 Auditor's Report, Balances Sheet and Statement of Accounts for the Year 2021/2022

The President invited Mrs. Susie Waqabaravi 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 2021/2022 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

- 5.3 Selection of New Auditors

Mr Narsey thanked PWC for the great partnerships and work that had been carried out in the past years. In light of the board and Excom resolution, Mr Narsey announced that the BDO would be the new audit firm for the 2023 – 2024 financial period.

6. ANY OTHER BUSINESS

There were no other matters.

7. 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

Election of Office Bearers

1) Elected Members of the Board

Under the Articles section 7.2.1 the following elected members of the Board retire by rotation prior to the 63rd AGM in 2023. They are eligible for re-election.

- Alvin Sharma, Punja & Soons Pte Ltd
- Eseta Nadakuitavuki, Westpac Banking Corporation
- Eldon Eastgate, Essity Australia
- Himen Chandra, Comfort Home Furnishings
- Jeetender Rai, NCI Packaging
- Mike Spencer, Paradise Beverages

- 2) At the Annual General Meeting on Friday, 15th September, 2023, members will be required to elect president and not more than six (6) 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 3:00pm Thursday, 7th September, 2023. Nominees must endorse the nomination by signing their willingness to serve FCEF.





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Through our rebranding and restructuring efforts, our aim is to enhance the value we offer to you, our members.

Message from the President



“The increased recognition has allowed us to deliver our mandate which is to advocate for our members on issues of common interest. This led to our new slogan, ‘The Voice of the Private Sector.’ “

Bula

In 2022-2023, Fiji Commerce & Employers Federation had an exhilarating business year, notably historic. Having served my second year of my term, the learnings and responsibilities seemed to have brought profound insights and increased duties that left a lasting impact.

As we embarked on the business end of the new year – the Board started work on one of its priorities - the rebranding – Project Bula Vou. There was general consensus that FCEF turns the brand in becoming more modern, more relevant in today’s business world. Inclusivity and diversity were amongst the pillars of change for the Board – green and blue economy also played a part in how we positioned ourselves for the future.

It gives me great pride in saying that the FCEF profile is growing

from strength to strength – the secretariat is inundated with work from members, partners & stakeholders. We are recognized as the go to Private Sector organization. We are a sounding board for many – those that are connected to us and even those that are on the fringes. Members needs have been increasing and as such the Federation is continually working on ensuring that we are able to deliver the best service to you all.

The increased recognition has allowed us to deliver our mandate which is to advocate for our members on issues of common interest. This led to our new slogan, ‘The Voice of the Private Sector.’ FCEF aims to shift how people see us – an organization that serves all kinds of businesses, emphasizing inclusivity and diversity. We’re also strongly backing the growth of smaller businesses. By reshaping our councils, we can achieve more in this area.



In 2022, we once again achieved success with our Top Executive Conference held at Shangri-La. This event is a highlight on FCEF's schedule and has become highly anticipated by CEOs and industry leaders in Fiji. The conference featured excellent speakers, informative sessions, and valuable networking opportunities, creating a fantastic blend of experiences. We offered various chances for leaders to relax and unwind, such as playing golf or participating in the mangrove planting initiative. These options matched our emphasis and rebranding efforts towards the green and blue economy.

Over the past year, FCEF has arranged numerous chances for networking and consultations, including CEO breakfasts, guest speakers, and training sessions. These events showcase the secretariat's effective coordination abilities. Going ahead, FCEF acknowledges that strengthening capabilities is a challenge. Engaging with stakeholders like employers, training institutes, and relevant ministries has been a significant focus for us.

Our members continue to prioritize labor mobility, the reinstatement of the FNU training levy, and infrastructure development. We've been actively engaged in discussions with relevant stakeholders to find sustainable solutions. Although the business environment for employers isn't perfect, the remarkable resilience shown by most employers in Fiji is truly commendable and deserves recognition.

Continuing their journey from 2022, Women Entrepreneurs Business Council (WEBC) achieved remarkable success with the 2023 Women Invigorating the Nation (WIN) Convention. This council has made significant strides in empowering women. Ms. Eseta Nadakuitavuki, their able Chair and FCEF Vice President, leaves a notable legacy. Her impactful work and platform will endure. Through diverse partnerships, they conduct various training sessions and courses, with the AWE program gaining popularity and attracting numerous interested participants annually.

FCEF has also achieved commendable results through the Fiji Enterprise Engine (FEE) program – an accelerator designed to support and guide emerging businesses towards advancement. FCEF now fully manages the FEE program and expresses gratitude to its partners for their contributions in sustaining it. Ensuring the program's continuity amid challenges was vital, as it provides a foundational platform for growth.

The Mining Council remains highly active, engaging prominent investors who seek FCEF's guidance and community. Despite significant challenges, FCEF

strives to provide aid to our members, acknowledging the substantial responsibilities involved.

The new strategic plan for FCEF is in the pipeline which should be completed before end of 2023 giving the new management and board the direction that it needs to take. Through our rebranding and restructuring efforts, our aim is to enhance the value we offer to you, our members. The essential advantages we provide might not always be apparent – considerable behind-the-scenes efforts enable the front-end operations that allow us to effectively represent the private sector's voice.

During the year, we bid a sad farewell to CEO Kameli Katiweti and WEBC chair and vice president of FCEF Eseta Nadakuitavuki. Kameli had been instrumental in working with the board on its restructure journey - results of which speak in itself today. There is still a lot of work that needs to be done and the board is still working on making it happen.

Eseta had been at the helm of FCEF for over 10 years- a powerful individual who made WEBC her own - guided it to its current growth. Her vision and wisdom made her a good leader and sounding board - she will be missed dearly.

Internationally and regionally, we engaged extensively with our EBMO partners in the Pacific and worldwide. Our former CEO, Kameli, participated in the tripartite ILO conference in Geneva, where FCEF was acknowledged as the national private sector representative. Additionally, our immediate past president, Mr. Sandeep Chauhan, represented FCEF at the 2023 SDG Global Business Forum in New York, facilitated by IOE - the International Organisation of Employers, through which we gain international employer recognition as members.

Our partners

An organisation such as ours can never work in isolation, as the Private Sector Representative, our partnership with the Government of Fiji, the governments of Australia, New Zealand, United States of America, United Kingdom, European Union along with partners such as Business Assistance Fiji (BAF), AID Climate Ready, Fiji Women's Fund, Market Development Facility (MDF) is essential to ensuring a progressive move towards achieving strategic growth. Our most valued partnership with the International Labour Office (ILO) who have always been the pillar of strong support and lending a hand whenever needed to provide advice, trainings, opening new doors allowing for the Federation to forge ahead. A big Vinaka Va Levu to all these partners who we can say have become part of the "FCEF Vuvale" – Family.

Thank You - Secretariat

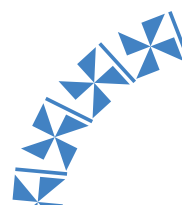
While the board is here - it must be noted that there is hard working secretariat that is working behind the scenes on a daily basis for our needs as members. The tireless hours that they put in are sometimes not recognised. On behalf of the board and all members, I take this time to thank them for their efforts in ensuring that FCEF stays on its growth potential and aim to deliver the best it can for our members. The team led by Chief Executive Officer, Kameli Batiweti, Manager Membership Services, Research and Communication, Savenaca Baro, Manager Finance & Administration, Ravinesh Prasad, Training Officer, Ms. Sharlyn Dass, WEBC Coordinator, Ms. Fiona Dansey, Business Accelerator Manager,

Ms. Palinda Kaitu'u, Industrial Relation Consultant, Noel Tofinga, Industrial Relations Assistant, Ms. Kelera Batibasaga, Communications Officer, Ms. Anishma Prasad, Executive Assistant, Ms. Naveena Roshni, Receptionist, Mr. Andrea Pesamino and Office Assistant, Mr. Sailasa Kalourua 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 - Vinaka

I look forward to working with everyone in the year ahead and I thank each and everyone for providing us your support and guidance and having the patience in understanding that sometimes our best may not fully deliver your desired results.



“ The new strategic plan for FCEF is in the pipeline which should be completed before end of 2023 giving the new management and board the direction that it needs to take ”



Message from the CEO

“As I depart this wonderful Organisation, I would like to remind us all to work together for our individual and collective benefits because, together, we can.”



Greetings, valuable Members.

I wish to thank every single member, from the micro, small, medium and large enterprises for choosing to be a member of FCEF.

In my view, TEAM as an acronym stands for Together, Everyone Achieves More, and that is exactly what we have attempted to do in the past 12 months.

As I depart this wonderful Organisation, I would like to remind us all to work together for our individual and collective benefits because, together, we can.

With the increasing costs in doing business slowly descending upon us, we need to work together to find solutions that will benefit us, our Workers, our Customers and the Government of the day.

The Board, Trustees and the Secretariat embarked on the revamp of the logo and the website. Whilst the logo change has been completed, the website is being finalized and we are hoping that by the time that the AGM happens that the website is fully operational.

Membership

Membership continues to be a work in progress, with some new members joining us in the 2022/2023 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.

If you wish to know more about the membership benefits, please call either Ravinesh Prasad or Savenaca Baro and they would be very happy to share the story on the benefits.

Industrial Relations (IR) Unit

The IR Unit continue to provide this necessary service of providing free advice, and attending mediation on behalf of members. Whilst the former is free of charge, the latter is a paid service that the IR Unit provide at concessional rates.

The IR Unit also provides a 12-hours helpline to assist any member who wishes to seek free advice on any employment matter. This helpline is open from 9am to 9pm and the number to call is 9498308.

Kelera Kula runs this service and the number quoted above is Kelera Kula's number.

Training Department (Workshops & Seminars)

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

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.

I wish to also make mention that my Successor, Mr. Jonetani Tonawai is a Master Trainer and has many years of experience in delivering Leadership Training as an example and many more. I am certain that you will see Mr. Jonetani Tonawai in action in this space when time allows him.

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.

On behalf of my Successor and the Secretariat Team, 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 I worked with at FCEF. We have been agile and we attempted to work towards meeting the expectations of the members.

Without the Team's contribution, it would have been a very difficult road for me as the CEO. The Team made my journey a lot easier for which I wish to express my sincere gratitude.

On a final note, by the time you read this message, I would have already left FCEF.

I wish to thank you for all your support and assistance during my stint as CEO, it was a wonderful experience for me and I wish you all the best and to keep the FCEF Brand flying high.

Thank you.

Kameli Batiweti

Incoming CEO Remarks

It's indeed a privilege to get this opportunity to assume this esteemed role from 18/7/23 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. In view of this dilemma, FCEF's short-mid term goals are centered around improving productivity and boosting the economy. The past few weeks in July – Aug 23, have been spent in engaging key stake-holders, Government, ILO and PIFS to discuss mitigating and survival strategies to collaborate on the way forward.

It is obvious that the skill drain has left a huge gap in the Fiji labor market, hence, it is imperative that a skill gap analysis be conducted immediately and strategies put in place with the co-operation of Government to protect our labor market. As our strategic partners, ILO, FNU, TVET / Polytech are to provide short term technical and skill base courses to lift the aggregate appropriate and relevant skill level to keep the economic machinery turning.

In the meantime, assistance is being sought on addressing strategies that support “the ease of doing business” with the help of Immigration department and Investment Fiji and FRCS.



There is a commitment to build the Secretariats capabilities in order that the high demand of its members can be satisfied and lift its service delivery standards to the next level in line with the Strategic Plan 2023 – 2025.

Thank you!

Jonetani Tonawai



A. The 2022/2023 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. Mrs. Eseta Nadakuitavuki, Westpac Banking Corporation, Vice President
5. Mr. Alvin Sharma, Punja & Sons Pte Ltd, 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. Mr. Jeetender Rai, NCI Packaging Fiji, Board Member
10. Mr. Mike Spencer, Paradise Beverages, Board Member
11. Mr. Mitesh Kapadia, Motibhai & Company Ltd, Board Member
12. Mrs. Susie Waqanibaravi, Neptune Shipping, Board Member
13. Mrs. Vera Chute, Value City Ltd, Board Member

B. Executive Committee (EXCOM)

The 2022/2023 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. Eseta Nadakuitavuki, Westpac Banking Corporation, Vice President
5. Mr. Himen Chandra, Comfort Home Furnishing, Executive Director
6. Mrs. Susie Waqanibaravi, Neptune Shipping, Executive Director

C. Council Chairpersons

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

1. Eseta Nadakuitavuki, Women Entrepreneurs Business Council
2. Fantasha Lockington, Tourism and Transport Council
3. Harvie Probert, Mining & Quarrying Council
4. Iliyaz Koya, Manufacturing Trade and Export Council
5. Karunesh Rao, Business Disaster Resilience Council
6. Sanjesh Prasad, Retailers & Small Business Council
7. Sharoon Shah, Human Resources Council
8. Susie Waqanibaravi, Professional & Financial Services Council
9. Watsoni Nata Jnr, Young Entrepreneurs Council



D. Membership/New Members

(1/7/2022 – 30/06/2023)

| Name | Type of Member |
|---|-----------------|
| BDO | Employer Member |
| Blue Harbour Recruitment | Employer Member |
| Browns Engineering & Construction (Fiji) Pte. Ltd | Employer Member |
| CCECC South Pacific (Fiji) Ltd | Employer Member |
| Fiji Investment Corporation | Employer Member |
| Oceania Hospitals | Employer Member |
| Pacific Engineering Projects Ltd | Employer Member |
| Sale; Alice Exploration Pte Ltd | Employer Member |
| Sale; Pronto Software | Employer Member |
| Toorak Central Hospitality Ltd | Employer Member |
| Tubemakers | Employer Member |
| Vijay Auto Spares | Employer Member |
| Vinod Patel & Company | Employer Member |
| Akata Creations | WEBC |
| Alisis Pastries | WEBC |
| Artis Consultancy | WEBC |
| Aubyn Ltd | WEBC |
| BePro Marketing | WEBC |
| BluTree | WEBC |
| Boss Com Agency | WEBC |
| Debbie Veniana | WEBC |
| Extension st Pharmacy | WEBC |
| Food Culture | WEBC |

| Name | Type of Member |
|------------------------------|----------------|
| GHD | WEBC |
| Gold Range Investment | WEBC |
| JCPGIHL | WEBC |
| Kaila Na Ua Resort | WEBC |
| Kavalicious | WEBC |
| Lewanuku Investment | WEBC |
| Lite Vinadina | WEBC |
| Maa Lei | WEBC |
| Marleeanas Scrun | WEBC |
| Matelita Bulabulavu | WEBC |
| Merewalesi Koro | WEBC |
| Nanise | WEBC |
| Nasato Creations | WEBC |
| Nity Shalini Nand | WEBC |
| Perfect Embellishments | WEBC |
| Physiotherapy Clinic (Fiji) | WEBC |
| Pixel Perfect Ltd | WEBC |
| Prestige Caregivers | WEBC |
| Retry Faith Investment | WEBC |
| Susan Shobna | WEBC |
| Tadulala Talemai | WEBC |
| The Nanny Hub | WEBC |
| The Skin Edit | WEBC |
| Udu Point Womens Initiative | WEBC |
| Unicorn Technology Solutions | WEBC |
| Vuvale Investents | WEBC |



| Name | Type of Member |
|------------------------|----------------|
| All in 1 Pacific Works | YEC |
| BBC | YEC |
| Blade Lines | YEC |
| Bounce Perfect Pte Ltd | YEC |
| Charisma Bill | YEC |
| Design Calatgst | YEC |
| L B Masters | YEC |
| M Chan Law | YEC |
| Max George | YEC |
| Meli Tuqotu | YEC |
| Oil Care Solutions | YEC |
| Prestige Caregivers | YEC |
| Shivneel Singh | YEC |
| Tech 360 | YEC |
| Unaisi Baleielvuka | YEC |

E. 63rd Annual General Meeting

The 63rd Annual General meeting will be held on Friday, 15th September, 2023 at 2pm. Consistent with the provisions of our Constitution, only members who are financial at the time of the AGM are eligible to attend and vote at the Annual General Meeting.

F. Council Reports

1. Fiji Business Disaster Resilience Council (FBDRC)

Chairperson: Mr. Karunesh Rao, Energy Fiji Limited (EFL)

Vice Chairperson: Mr. Nandu Naidu, Punja & Sons Limited
Mr. Sharun Ali, Fiji Airways



Our Theme - Resilient Businesses, Ready for Tomorrow

Our Mission - Provide a platform for the private sector to both manage impacts to themselves, support public sector, civil society and development partners, in building climate resilience and preparing for, and responding to disasters and emergencies.

Our Work - Stakeholder Engagement (Private Sector, Public Sector, NDMO, Development Partners & other stakeholders) towards:

- Risk Reduction
- Preparedness
- Response & Recovery

Strategic Alliances Locally

We were fortunate to have had the support of all the members and the respective stakeholders. Coming out of the COVID-19 Pandemic, everyone was raring to make a difference and cover up for the lost time. It has been an eventful and exciting year with the constant engagement with our stakeholders at various levels and a host of information sessions for our members.



The Fiji Business Disaster Resilience Council (FBDRC) met as follows:

| No | Meeting Dates | Information Session Presenters & Topic |
|-----------------------|-------------------------------|--|
| FBDRC | July, 2022 | Philippines Disaster Resilience Foundation – Private Sector Emergency Operations Centre Rene 'Butch' Meiley, President, Philippine Disaster Resilience Foundation |
| FCEF | September, 2022 | FCEF AGM |
| FBDRC | Friday 21st October, 2022 | Election of Council Officials |
| FBDRC | Thursday 8th December, 2022 | Public & Private Partnership in Disaster Risk Reduction (DRR) Ms. Vasiti Soko, Director, National Disaster Management Office (NDMO) |
| FBDRC | Tuesday 17th January, 2023 | Meeting Only |
| FBDRC | Wednesday 15th February, 2023 | Working with the Red Cross Ms. Ragigia Dawai, Director General, Fiji Red Cross |
| Combined Council Meet | Tuesday 18th May March, 2023 | |
| FBDRC | Thursday 20th April, 2023 | Impact of Current Dry Spell Challenges & Implications Ahead Mr. Seru Soderberg, Chief Operation Officer, Water Authority of Fiji (WAF) |
| FBDRC | Thursday 22nd June, 2023 | Changing Weather Patterns – Challenges & Implications Ahead Mr. Terry Atalifo, Director (Acting), Fiji Meteorological Services |

Our information sessions included the following:



Strategic Alliances Regionally & International

There has been a number of meetings, workshops and discussions strengthening our relationship with a number of regional donor agencies and development partners with prospects of collaboration.

Support from the Connecting Business Initiatives (CBI)

What is CBI?



The Connecting Business initiative (CBI) engages the private sector in disaster preparedness, response and recovery. Since CBI's launch in 2016, CBI Member Networks have responded to more than 132 crises, mobilized US \$98 million and assisted around 23 million people.

A joint initiative by the United Nations Development Programme (UNDP) and the United Nations Office for the Coordination of Humanitarian Affairs (OCHA), CBI supports both crisis response and development efforts.

The private sector plays a crucial role in disaster preparedness, response and recovery. This is only becoming more critical as the severity and frequency of disasters increase around the world,

CBI works directly with business federations around the world, representing more than 8,300 members and reaching more than 567,000 individual businesses, big and small, in a wide variety of industries.

CBI aims to become the go-to hub for business networks involved in disaster management, both strengthening their collaboration with Governments, Development and Humanitarian actors as well as, contributing to save the lives and livelihoods of people affected by crises in vulnerable countries.

FBDRC is grateful to have been selected for financial support by Connecting Business initiatives (CBI) towards ongoing works by FBDRC & FCEF with its stakeholders towards Disaster Resilience.

Partnering with the Private Sector for Disaster Resilience & Humanitarian Action

FBDRC was invited by CBI to attend the first Regional Workshop for Asia and the Pacific. This workshop was held in Bangkok, Thailand on Tuesday 16th and Wednesday 17th May, 2023 followed by an Asia Pacific UNICEF-Business Network Consultation on Thursday 18th May, 2023.

Asia and the Pacific are highly vulnerable to a wide range of natural hazards such as earthquakes, typhoons, droughts, floods, and landslides. Climate change is increasing the frequency and intensity of extreme weather events, highlighting the urgent need for effective risk reduction and disaster management strategies

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extreme weather events, highlighting the urgent need for effective risk reduction and disaster management strategies.



Participants to the Partnering with the Private Sector for Disaster Resilience & Humanitarian Action Workshop in Bangkok, Thailand.

The aims of this Asia Pacific Regional meeting were to:

- promote the exchange of good practices and lessons learned from private sector engagement in disaster preparedness, humanitarian coordination and response as well as recovery;
- facilitate dialogue on current challenges for private sector engagement in disaster management frameworks and mechanisms;
- identify mechanisms for improved collaboration between the private sector, the Government, and humanitarian and development partners at the national and regional levels;
- highlight the benefits of private sector engagement in national disaster risk management mechanisms and policies, and identify entry points for enhanced collaboration; and
- generate a common agenda for integrating and scaling up private sector operational engagement in disaster preparedness, humanitarian coordination and response as well as recovery.

Meeting participants were representatives of the business, government, humanitarian, and development communities drawn from more than a dozen countries in Asia and the Pacific.

Peer2Peer Learning – Regional Private Sector Collaboration

The Pacific Islands Forum Secretariat (PIFS) through the Pacific Adaption to Climate Change and Resilience Building (PACRES) Project, together with

FCEF & FBDRRC coordinated an inaugural Pacific Regional Peer-to-Peer Learning (P2P) Programme for the private sector in Fiji.

The PACRES P2P Learning Programme for the Private Sector in Climate Finance and Resilience was held in Fiji from Sunday 28th May to Thursday 1st June, 2023.

Through the P2P Learning Programme, it was anticipated that participants will improve their collaboration, knowledge and practical skills of integrating climate change finance and resilience into business investments. This included the integration of emerging issues related to disasters, security, gender regional and global issues. It also provided an opportunity to diffuse this learning back to their business entities, national private sector organisation (NPSO) etc. to ensure an impact is realized.

Additionally, the P2P Learning network was intended to strengthen private sector engagement in climate change finance through building regional cooperation and integration.

This first ever regional gathering hosted NPSO representatives from the Cook Islands, Kiribati, Nauru, Niue, Republic of Marshall Islands, Samoa, Solomon Islands, Tuvalu, and Vanuatu.

FBDRRC was fortunate to have Ms. Florian Rhiza Nery, Network Coordination Specialist, Connecting Business

Initiative (CBI) participate at this event.

The participants had the first-hand opportunity to hear and discuss with Fiji's public and private sector practitioners their practices and challenges:

Public Sector - Fiji Metrological Services (FMS), Water Authority of Fiji (WAF), the National Disaster Management Office

Hospitality Sector – Sofitel Fiji Resort

Small & Medium Enterprise (SME) – Sunrise Solar, BBC Sweets,

Wholesale & Retail – Punjas, Value City, & Pure Fiji

Large Corporates – Fiji Airways, Rooster Poultry, British American Tobacco (BAT), Energy Fiji Limited (EFL), Mark One Apparel & Coca-Cola Amatil



Participants to the Pacific Adaptation to Climate Change and Resilience Building - Peer-to-Peer Learning Programme in Nadi, Fiji.

National Private Sector Mapping of Climate Change and Resilience Initiatives

FBDRC supported the mapping exercise initiated in 2021, to collect information and data related to climate change and resilience initiatives from businesses, which were consolidated to help guide and inform a more effective policy and decision-making process, relating to private sector engagement.

The mapping exercise was completed in 2022 and the report is being reviewed and will be published in 2023. A Consultant was engaged to undertake direct consultations with the private sector to determine their needs relative to climate financing, mapping out businesses' operations that are relevant to climate change adaptation and mitigation. In addition, a desktop study was carried out for all accredited entities (AEs) and climate finance sources that are relevant for the countries. As a result of the mapping, a database of the private sector against relevant AEs was created, with private sector project proposal concepts were identified based on the needs of the private sector.

A policy brief was also developed aimed at strengthening private sector engagement with the public sector in the entire national process related to climate and resilience financing.

What to Expect in the months ahead?

There are a number of Business Continuity Planning (BCP) Workshops planned to be undertaken in the respective regions for FCEF membership.

Focused disaster risk reduction, preparedness, response & recovery and workshops with relevant stakeholders in flood prone townships.

Increased awareness towards Disaster Risk Reduction, Preparedness, Response & Recovery

FBDRC will be one of the 15 CBI networks participating in the CBI Annual Event 2023 – Reaching New Heights: Scaling up Private Sector Engagement in Disaster Management and Humanitarian Action to be held in Istanbul, Turkey in October, 2023.



2. Human Resource Council

Chairperson: Mr. Sharoon Shah, Reserve Bank of Fiji (RBF)

Vice Chairperson: Ms. Susan Miller, Total Energies Fiji



Activities for the year

A total of six (6) council meetings were conducted from the period of July 2022 to June 2023. These meetings were also attended virtually by members from the Western and Northern division. There has been a significant increase in active attendance and participation recorded from members.

Deliberations from the Council Meetings

The council meetings had thorough discussions around the implications of numerous challenges on business as well as procedures implemented by organizations coming out of COVID. From lessons learnt, organizations need to constantly monitor and implement risk management solutions for business continuity and sustainability.

Other areas of discussions included, but were not limited to, were on workplace diversity and the possibility of having diversity KPIs, employee engagement, and succession planning initiatives, counselling for employees, as well the hot topic of staff attrition and retention due to impact of labor mobility.

A major survey was also conducted to gauge the extent of labor movement with areas of concern. The retention strategies put in place were also shared by member organisations to assist others in devising own means of staff motivation and retention.

Additionally, Mini Surveys were conducted by the Council as requested by member organizations. The

feedback was then collated into reports that can be accessed through the Secretariat by participating member organizations.

One of the common items on the HRC Agenda is discussions on best practices within organizations. Members share best practices and/or new practices with others possibly implementing the same with minor tweaks to suit their respective organizations.

Guest speakers are encouraged in HRC meetings as requested by Members. This was previously limited due to COVID, however now frequently included with at least one Guest Speaker in every HR Council meeting.

There was a newspaper article in May from the HR Council Chair, in line with the International Human Resources Day on 20 May 2023.

Information / Awareness Sessions / Guest Speakers

The HR Council continues to have Guest Speakers in each of the Council Meetings.

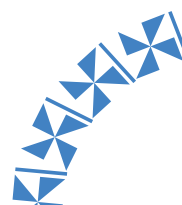
Information and awareness sessions hosted through the Council including presentations from the Fiji National University Grants and Levy team as well as LMCC awareness through Ministry of Employment Productivity & Industrial Relations.

Other Guest Speakers included Ms. Alvina Deo of MoH&MS – Wellness Program on “NCDs and the Healthy Workplace Initiative”, Ms. Khushbu Rai of

Skilled Professionals Evaluation Committee (SPEC) Division at Ministry for Commerce, Trade, Tourism and Transport, Mr. Watesoni Nata of Mediation Pacific on “In-house Mediation”, Ms. Kirti Prasad of Pacific Eye Institute / Fred Hollows Foundation NZ – “To inform the members of the impactful work of the Fred Hollows Foundation NZ and Pacific Eye Institute (PEI) in Fiji” and Ms. Jocelyn Sahai of Bondwell Fiji on

“Smart Recruiting”.

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



3. Mining & Quarrying Council

Chairperson: Mr. Harvie Probert, Fiji Gas Limited

Vice Chairperson: Mr. Netava Bakaniceva, Newcrest / Namosi Joint Venture
Mr. Patrick Hickey, Lion One Limited



Activities for the period of July 2022 to June 2023:

There were seven (7) council meetings which were represented by the following employers:

- Mining and Quarrying members
- Mineral Resources Department (MRD)
- iTLTB
- Fiji National University
- National Training and Productivity Centre
- Project Coordinator of the ACP-EU Development Minerals Program, Fiji Project
- Munro Leys
- Consultants from:
 1. Geotechnical Adviser, Pacific Community-SPC,
 2. Senior Marine Geophysicist SOPAC Division of SPC

Mining and Quarrying Council on behalf of its members submitted a paper for the 2022 National Economic Summit stating the industries challenges with their recommendation towards ease of doing business.

Key Points:

1. Power Supply for operations - Currently there is no spare capacity in the EFL power network and as a result mining members are using a lot of heavy oil which therefore the cost of operations is high as Fiji power grid cannot provide the power needed. Renewable energy source was another issue which

cut across nearly all developments.

Solution: Change to renewable energy such as solar energy farm and when this does happen then the solar farm will be producing more power than what is needed hence the question, can they sell the extra to the current power grid or not.

2. Mining and Quarrying industry is undervalued, Fiji Bureau of Statistics had no data on the exploration companies which spend millions of dollars and some major operators had not participated as they had not received the survey forms.

Solution: MQC and MRD have agreed to work with the Fiji Bureau of Statistics so that the future stats reflect all activities under the mining sector.

3. Decisions made by the Director of the Environment with regards to the Environmental Impact Assessment versus Environmental Management Plan in exploration phase.

Solution 1: Needs to be elevated urgently to the next level especially with the Investment Facilitation (Core) Committee which is Chaired by the Hon. Prime Minister and is comprised of:

1. Minister of Trade, Co-operatives, Small and Medium Enterprises
2. Governor, Reserve Bank of Fiji (RBF)
3. Minister of Finance, Strategic Planning, National Development and Statistics
4. Minister of Lands and Mineral Resources

5. Minister of Housing and Local Government
6. Chief Executive Officer, iTaukei Lands Trust Board
7. Chief Executive Officer, Investment Fiji.

Solution 2: As recommended by Director Mines during the National Economic Summit:

1. A review of the Environment Management Act (EMA) especially the definition of “development”
2. To remove mineral exploration from development as mineral exploration is purely investigative and not development.

Presentation:

Digital Earth Pacific, Earth Observation Platform by Mr. Sachindra Singh, Team Leader Earth Observation and Geoinformatics.

A pilot project developed in part of the Development minerals programme focusing on how this tool / platform can support the government in monitoring regulated /illegal river extractions.

Prof. Nick Bainton, Principal Research Fellow Centre for Social Responsibility in Mining from The University of Queensland, he had presented on the combined effects of climate change and increased resource extraction in the Pacific (DSM, terrestrial mining, and other forms of resource extraction etc).

Vision Energy Solutions presented on Powering Fiji with Sustainably Solar and Renewable energy options.

iTLTB was invited to presented on Planning and Land-use Mapping – Agreed with TLTB to include the geological survey information (available with MRD) in its land use studies and mapping and iTLTB Board approved New Gravel Rates.



4. Professional & Financial Services Council

Chairperson: Mrs. Susie Waqanibaravi, NPT Agency

Vice Chairperson: Mr. Mahendra Chand, Munro Leys



The Professional and Financial Services Council (PFSC) met seven (7) times in August, October, and November of 2022 and in January, February, April, June this year. The meetings were well attended by FCEF members from a variety of businesses.

Also based on issues and matters of interest raised by Council members, the following information and Q&A sessions, that were open to all members of FCEF, were organized:

1. "Mortgage Protection Insurance" by Mr. Shaun Corrie, Head of Business Development of BSP Life.
2. "National Payment System" by Mr. Praneel Prasad, the Project Manager, Reserve Bank of Fiji (RBF).
3. "Immigration" by Ms Amelia Komaisavai, Director, Fijian Immigration Department, Government of Fiji.
4. "How to make Nation Green and Sustainable" by Ms. Setaita Tamanikaiyaroi, Manager Climate Eco Finance, of Fiji Development Bank.
5. "Taxpayer Online Services (TPOS)" by Mr. Vilimone Nailotei, Chief Auditor at the New Tax Information System (NTIS) at FRCS.

A constant theme with members has been their increasing concerns about the pathways now available to people to move overseas for work and on the flip side, the difficulties they face as employers trying to recruit from offshore to fill vacant positions.

The Council will work through the Secretariat to organize a session on labor mobility with the Minister for Employment, Productivity & Industrial Relations, Deputy Prime Minister and Minister for Ministry of Trade, Cooperatives, Small, Medium Enterprises and Communications and Director of Immigration.



5. Retailers and Small Business Council

Chairperson: Mr. Sanjesh Prasad, Vision Investment Limited

Vice Chairperson: Mr. Nilesh Chand, Motibhai Group



Councils Plans and Activities for 2023

There were seven (7) scheduled council meetings and these were attended by the representative of the different retailing and small business outlets.

1. Seek New Membership for the Council

Organize membership drive to increase RSBC members portfolio, targeting Central/Eastern, Western and Northern regions.

2. Organize Forums to Educate Members on Key Matters

- Reserve Bank of Fiji - Fiji economic update and business environment
- Investment Fiji - Investment update and opportunities for retailers
- IFC/UNCDF - Renewable Energy and MSME projects
- e-Commerce and Digital Transformation - impact on local businesses

3. Organize Information Awareness Sessions

- Climate Change Act Provisions stakeholder session
- Product Quality and Safety - MCTTT Technical Committee
- Biosecurity Authority of Fiji stakeholder session - BAF challenges

- Ministry for Employment Productivity and Industrial Relations - Skills gap

4. RSBC Charity Event

- Organize morning tea to raise funds for Fiji Cancer Society
- RSBC members and other groups to participate
- Event to coincide with RSBC membership drive

Key Points:

1. Increase in Freight / Port Charges and delays caused by the Bio-Security Authority of Fiji is an ongoing matter
2. Skills Gap - Mismatch on what is required by the employment sector and what produced by the universities which clearly states that this pathway between the two is broken which needs to be re-established.
3. Migration Challenges - Brain drain is a pressing issue today that has detrimental effect on the economy. There are no concrete stats available to show sectors or industries affected the most.
4. Long term solution:
 - Revamp the National Apprenticeship Scheme and CEO encouraged the members to use the scheme and requested if employers could pay these apprentice's the National minimum wages of \$4 so that they have incentive to stay longer.



- Make industrial attachment / internship mandatory for graduation in all tertiary institutes.
- Employers can directly recruit / select their attaché from the tertiary institutes and if these candidates are successful, employer can offer them a job upon graduation.

Guest Speakers:

October - Labour Management Consultation Cooperation Committee (LMCCC) by Mr. Jitendra Naidu, Manager Productivity & Training of Ministry of Employment Productivity & Industrial Relations

April - Investment Fiji – CEO, Mr. Kamal Chetty with Mr. Lisala Dyer and Mr. Sanjesh Narayan presented an update on:

- General update on various activities undertaken by Investment Fiji
- Investment Fiji's strategies for 2023
- Project pipeline for 2023
- Insight on renewable energy projects

June - Reserve Bank of Fiji, The Governor Mr. Ariff Ali, was invited to speak on the following key matters:

- Domestic economic update
- Global economic outlook
- Update on most recent economic indicators
- Business sentiments on key economic and financial indicators
- Financial sector performance
- National Payment System update
- Key risks and challenges



RETAILERS & SMALL BUSINESS COUNCIL - ACTION PLAN UPDATE

| No | Action Points | Assigned To | Completion Date | Comments | Status | PI |
|----|--------------------------------------|-------------|-----------------|--|-----------|----|
| 1 | Blue Accelerator Grant Scheme | Secretariat | Jun-22 | Circulate PowerPoint presentation to all members. | Completed | |
| 2 | Water Authority Survey (WAF) Results | Chairperson | Nov-22 | More members to participate. Meaningful response to survey. | Completed | |
| 3 | ROC Update - Direct Bank Transfers | Secretariat | Nov-22 | ROC to allow direct bank transfers as they are only allowing M-paisa and credit card transactions. | Completed | |
| 4 | FRCS Tax Clearance | Secretariat | Nov-22 | Seek clarification from FRCS regarding tax clearance. | Completed | |
| 5 | Information Session with CEO of WAF | Secretariat | Nov-22 | Session was held on 21 November 2022. | Completed | |

RETAILERS & SMALL BUSINESS COUNCIL - ACTION PLAN UPDATE

| No | Action Points | Assigned To | Completion Date | Comments | Status | PI |
|----|--|-----------------|-----------------|---|-------------|----|
| 6 | Suva Retailers Association's Membership | CEO/Chairperson | Jan-23 | Resume discussion with SRA | In Progress | |
| 7 | Port Charges | CEO | Jan-23 | All port charges are regulated by Fijian Competition and Consumer Commission. | Ongoing | |
| 8 | Immigration Stats | Secretariat | Jan-23 | FCEF research officer to collate statistics for the Federation. | Pending | |
| 9 | Skill Migration - Employment Sector/ Tertiary/TVET | CEO/Chairperson | Jan-23 | Review strategies, introduce apprenticeship program, hire expatriates, automation and outsourcing. | Ongoing | |
| 10 | Product Safety and Quality Technical Committee | Secretariat | Jan-23 | Email sent to Ministry but to date there has been no response. | In Progress | |
| 11 | Sea Container Hygiene System | CEO | Feb-23 | Awaiting update from Fiji Australia Business Council. | Pending | |
| 12 | Double fumigation charges | CEO/Chairperson | Feb-23 | Seek an audience with the new CEO at BAF to address these ongoing concerns regarding double fumigation charges. | Pending | |
| 13 | Organize Membership Drive | RSBC Members | Q1-Q4 | Organize membership drive to increase RSBC members portfolio. | Ongoing | |
| 14 | Information Session - Investment Fiji | Chairperson | Apr-23 | Presentation by Investment Fiji Team | Completed | |
| 15 | Information Session - Reserve Bank of Fiji | Chairperson | Jun-23 | Presentation by Governor of Reserve Bank of Fiji | Completed | |
| 16 | Information Session - Fiji Revenue & Customs Service | Chairperson | Aug-23 | Guest speaker to be confirmed | Completed | |
| 17 | Information Session - Renewable Energy & MSME Projects | Chairperson | Sep-23 | Guest speaker to be confirmed | Pending | |

Progress Indicator Stats

| | Total | % |
|----------------------------|-----------|-------------|
| In Progress | 2 | 12% |
| Pending | 4 | 24% |
| Completed/Ongoing | 11 | 65% |
| Total Action Points | 17 | 100% |



6. Tourism and Transport Council

Chairperson: Mrs. Fantasha Lockington, Fiji Hotel and Tourism Association

Vice Chairperson: Mr. Arvind Maharaj, VKJ Global Ltd
Mr. Niraj Singh, Shore Buses Limited



Introduction

This report provides a comprehensive overview of the activities and discussions held by the Tourism and Transport Council (TTC) under the Fiji Commerce and Federation (FCEF) during the year 2022 to 2023.

TTC Meetings Post FCEF AGM - October and November 2022

There have been only two TTC meetings post the FCEF AGM on 30th September 2022. The first meeting took place on 21st October, during which the Council Chair was appointed, and the Chair and Vice Chairs were confirmed based on nominations received. The last meeting of the year was held on 17th Nov. 2022.

1. Key Discussion Points:

- Both meetings raised widespread concern about the outward movement of skilled labor and its impacts on tourism, transport, and other industries. Possible solutions were discussed, including a letter drafted by FCEF to the Ministry of Employment, shared for relevant input from various councils and chambers.
- Interest was shown to understand the support from the Department of Immigration to expedite work permit applications for expatriates, addressing short-term skill shortages.

- On-going discussions with TVET and Higher Education institutions aimed to request changes in response to industry demands for faster training of students in key TVET areas. The council also sought to follow up on previous discussions with FHEC on a Skills Council formulation.

- A working committee was recommended to examine the efficiency of road network systems and plans for electric vehicles and charging stations, given the increasing traffic volume on often less efficient roads.

2. Key Updates and Actions Taken

- Update from FIPRA: Concerns were raised about hotels engaging overseas musicians without proper permits. The Chair advised FIPRA to ensure compliance with the required process.
- Skills Migration Update: The Chair met with Professor Hitendra Pillay from Queensland University of Technology, who was developing a 10-year Human Capital Development plan for Fiji. Council members were encouraged to provide feedback to the consultant to ensure comprehensive insights from different industries.
- Blue Harbour Recruitment's Support: Blue

Harbour Recruitment offered support to Fijian companies facing skilled shortage positions. A steering group and task force were suggested to drive this initiative.

- **FHEC's Involvement in Training Programs:** FHEC requested FHTA's involvement in industries' training programs, and the Council agreed to consult and collaborate with FHEC to align hospitality courses with industry needs.
- **Concerns Raised by Vijay Auto Spares:** Concerns regarding increasing port and freight charges and delays caused by bio-security were discussed. An information session with the new BAF CEO was scheduled to address these concerns.
- **Call for a Sub-committee:** It was proposed forming a sub-committee to address land transport and bus industry issues, including submissions to the government and questions for the LTA representatives.

3. Key Council Activities 2023

- **Submission Towards the National Economic Summit:** The Council actively contributed to FCEF's submission for the National Economic Summit. A "Fiji Business and Economic Forum" was organized twice at the FCEF Boardroom with targeted invitees from the membership.
- **Fiscal Review Committee Submission:** FCEF's written submission was sent to the Fiscal Review Committee to address economic challenges and opportunities.
- **Land Transport Sub-Committee Formation:** A Sub-committee was formed to address issues in the land transport sector, and stakeholders from Fiji Bus Operators Association (FBOA) and LTA were invited to provide input.
- **Ideation Workshop on Water:** FCEF participated in the Ideation Workshop on Water, contributing to the "Water Sector Strategy 2050" discussions.

Tourism & Transport Council Report – January - April 2023

1. TTC's Contributions to Economic Development Initiatives

The Council actively contributed to various economic and development-related initiatives, including the National Economic Summit, Fiscal Review Committee, and Ideation Workshop on Water. These contributions created greater awareness and understanding of challenges and opportunities, encouraging action to assist the private sector in contributing to Fiji's economic growth.

2. Upcoming Activities and Board Consideration

The TTC sought the Board's endorsement to continue highlighting key areas of concern and advocating for changes during the upcoming National Budget 2023-2024. The Council aimed to prioritize pressing points and contribute to ease of doing business and overall growth in Fiji's economy.

3. Council Meetings and Land Transport Sub-committee

Council Meetings - During the reporting period, the Tourism and Transport Council held six (6) out of the scheduled seven (7) meetings. The August 2022 council meeting was cancelled due to a lack of quorum. The Council meetings were attended by representatives from various sectors, including:

- Fiji Hotel and Tourism Association and the Hotel Representatives
- Bus Operators and Fiji Bus Operator's Association
- Fiji Performing Rights Association
- Munro Leys Law
- Manufacturing & Retailing Companies Representative from their Transport/Logistics Department.
- Suva City Council
- Fiji Roads Authority
- Land Transport Authority

Formation of a Land Transport Sub-committee

In January, a sub-committee for Land Transport was established to address issues and challenges faced by members. The objective was to raise these concerns with relevant stakeholders and propose solutions for consideration through the FCEF Board and CEO's office.

Action Plan for the sub-committee:

The sub-committee convened in January to compile a comprehensive list of issues and challenges faced by the sector. It then organized a meeting with the Fiji Bus Operator's Association (FBOA) to discuss the identified issues and incorporate feedback received. The finalized list of challenges and recommendations was subsequently submitted to the CEO's Office for further action.

4. Key Concerns:

Skill/Labour migration - the Council discussed the growing concern of skilled labour migration faced by member organizations and their respective industries. Obtaining work permits for replacement of staff proved challenging. The Immigration Department's lengthy process and unclear policies further hindered employers from addressing skill shortages promptly and sustaining their businesses.



Robberies in Suva - Council members expressed concerns over multiple robbery incidents in Suva's main CBD area and surrounding regions. Such incidents could potentially create a negative impression for both tourists and locals accessing services in the area.

5. Guest Speaker:

Mr. Razik Khan, Senior Technical Officer - Standards & Engineering, from the Land Transport Authority, delivered his presentation at the June meeting. The presentation covered the following topics:

- Functions of the Authority.
- A progressive land transport system for Fiji.
- Total number of vehicles as of the end of May 2023, which was 144,316.
- Land transport challenges.
- Short to medium-term strategies.
- Future of land transport in Fiji.

It was observed that while the Land Transport Authority had commendable initiatives and strategies, it faced numerous challenges and seemed to operate in relative isolation with limited support from higher-level policymakers. This situation led to delays in implementing positive changes and negatively impacted the overall improvement needed in the land transport sector.

Major Challenges for Board's Consideration:

The Council identified two critical challenges that require immediate intervention and planning:

1. **Increasing Daily Traffic:** Addressing the issue of escalating traffic volume demands a focused effort to present relevant data and statistics to convince authorities and policymakers to prioritize the land transport sector.
2. **Infrastructure Planning:** A robust strategic plan for the next 5, 10, and 20 years needs to be developed, with strict adherence to timelines and Key Performance Indicators (KPIs).

To tackle these challenges effectively, collaborative efforts are essential among all relevant agencies, working together to achieve common objectives.

Conclusion

The Tourism and Transport Council has actively engaged in addressing pertinent issues and challenges faced by its members during the reporting period. By collaborating with key stakeholders and policymakers, the Council aims to drive positive changes in Fiji's land transport sector, ensuring sustainable growth and development.



7. Women Entrepreneur Business Council (WEBC)

Chairperson: Ms. Eseta Nadakuitavuki, Westpac Banking Corporation

Vice Chairperson: Ms. Sharyne Fong, Insight Business Advisory



The Women Entrepreneurs Business Council (WEBC) is a dynamic and proactive council dedicated to empowering women entrepreneurs in the MSME space. Over the past twelve months, our primary focus has been on fostering growth and expansion by enhancing membership and services.

Our activities encompass a wide range of initiatives aimed at nurturing the potential of our members. We organized capacity building workshops and information sessions to upskill members, equipping them with the knowledge and tools to thrive in their businesses. Additionally, we held market days to showcase and market the diverse skills and talents of our members.

The achievements of the past financial year are a testament to the support we received from our Funders. We extend our heartfelt gratitude to all those who believed in WEBC and contributed to our success.

With unwavering determination, we look forward to continuing our vision of women entrepreneurs invigorating the nation.

1. Connecting Women-Led Enterprises in Fiji to Markets – November 2022

Through the partnership with the Pacific Islands Forum Secretariat, six members participated at the Fiji Hotel and Tourism Association Exhibition –

HOTEC, that was held at the Sheraton Resort.

The exhibition provided a platform for members to exhibit their niche products to hoteliers.

2. Academy for Women Entrepreneurs (AWE) Program

The AWE Program is dedicated to empower women entrepreneurs or early-stage women-led business owners by providing them with the necessary skills, resources, and support to establish and grow their businesses.

2022

- The AWE Market Day was held on the 7th December, 2022 at the Fiji Development Bank Car Park. This activity aims to showcase the participants learning through showcasing and selling their wares at the pop-up market.
- 108 women entrepreneurs successfully completed their program and graduated at the AWE Graduation Ceremony that was held at the US Embassy, Suva.
- The graduation was co-officiated by US Ambassador to Fiji, H.E. Maria Damour and Minister of Women, Children and Poverty Alleviation, Honorable Lynda Tabuya.

- AWE East Asia Pacific Summit 2023 was held in Kuala Lumpur from the 6th – 9th March. Fiji was represented by the Council Chair, Council Coordinator and 7 AWE Alumnae.

2023

- WEBC was successful in their proposal to implement the 2023 AWE Program. The signing and program launch was held at the Suva Civic Center on Thursday 22nd June, 2023.
- More than 1600 women applied and with limited funding, only 210 women were recruited to go through the 7month program which started in June and January 2024.
- 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, Ms. Lesi Vuatalevu of Yamanaki Investment, Ms. Renita Reddy of The Good Company, Ms. Veronika Naiwaqa of Upskill Yourself, Ms. Arita Sarup of Makoi Womens Vocational Training Center, and Ms. Asenaca Maisema of Westpac Banking Corporation, Labasa.

Green Sustainability Policy in partnership with Asia Foundation

The funded partnership gave the Council an opportunity to design and adopt a green policy to help guide the Councils operations of the members and to re-invigorate Fiji's economy given the impacts of COVID-19 and climate related events.

A Green Policy was launch during the WIN Convention and adopted by the Council.



Women Invigorating the Nation (WIN) Convention – 24th & 25th March 2023

The WIN Convention 2023 was held at the Grand Pacific Hotel in Suva, with the theme “Sustainable Solutions for Success”. The 2-day event saw more than 170 attendees and was officiated by the Minister for Women, Children and Poverty Alleviation (now Ministry of Women, Children and Social Protection), Hon. Lynda Tabuya.



Event of the Program as follows:

| | |
|--------------------|--|
| Day 1 Session 1 | Keynote Speaker – Ms. Adimaimalaga Tafuna’i Co-Founder and Executive Director of Women in Business Development, Inc |
| Session 2 | Strengthening Sustainable Partnership <ul style="list-style-type: none"> Hon. Lenora Qereqeretabua - Deputy Speaker , Assistant Minister for Housing and Local Government Hon. Sashi Kiran – Former CEO for Friend, Assistant Minister for Women, Children and Poverty Alleviation |
| Session 3 | Paving Pathways to Sustainable Recovery <ul style="list-style-type: none"> Ms. Marita Manley - Director & Principal Consultant Talanoa Consulting Ms. Leanne Hunter - Creative Director, J Hunter Pearls Mr. Michael Mausio - Founder & Director, House of Mausio & Pacific Voyager |
| Session 4 | Entrepreneur Focus – Ideation & Innovation <ul style="list-style-type: none"> Ms. Maria Ronna Luna Pastorizo-Sekiguchi – Founder, Greenhouse Studio and Greenhouse CoWorking Mr. Eleazar O’Connor – Partner, Naisevu Organic Farm |
| End of Day 1 | <ul style="list-style-type: none"> Launch of WEBC Green Policy Address by Speaker - Ms. Nunia Thomas-Moko, Director, NatureFiji-MareqetiViti |
| Day 2 Session 5 | Conquering Challenges for Change <ul style="list-style-type: none"> Mr. James Sowane - Managing Director, TEWAKA Fiji Ms. Sachiko Soro – Director, VOU Fiji |
| Session 6 | Corporate Focus – Navigating Corporate Barriers <ul style="list-style-type: none"> Ms. Christine Lyons – General Manager, Fiji Times Ms. Meliki Tuinamuana – Partner, KPMG, Fiji Mr. Jaoji Koroï – Group Chief Executive Officer, Fijian Holdings Limited |
| Session 7 | Collaborating with the media to move your brand forward <ul style="list-style-type: none"> Mr. Avaneesh Raman – Curator/ Founder, TheAConnection Ms. Shamima Ali – Co-Ordinator, Fiji Women’s Crisis Center Ms. Lice Movono – Pacific Affairs Journalist |
| Session 8 | Inspiring Solutions for Future Success <ul style="list-style-type: none"> Speaker: Mr. Moses O’Connor - Motivational Speaker, Leadership Coaching & Culture Change Management Trainer |

The event ended with WEBC’s 10th year Anniversary Commemoration dinner.





Bridging the Gap Activity: Nukudamu Village, Udu Point, Vanua Levu (15 May-16 May 2023)

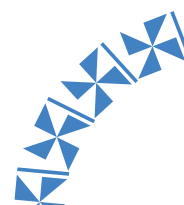
The Women Economic Empowerment Training titled "Supporting women entrepreneurship in the rural setting" was a two-day event held on Monday 15th and Tuesday 16th May. The training, organized under the initiative "Bridging the gap - leaving no one behind," aimed to empower women in the Udu Point region by providing them with essential skills and knowledge related to financial literacy, business basics, organic farming, co-operative models, product quality, and social media.

The training took place in Nukudamu village,

welcoming women from both Macuata Province and Cakaudrove Province. Participants came from various communities, including Vunikodi, Nabouono, Nukudamu, Nukusa, Nagasauva, and Vatu villages. More than 70 women and youths registered for the training, indicating a strong interest in acquiring entrepreneurial skills and knowledge.

The training event concluded with a closing ceremony, graced by the presence of the First Lady, Madam Filomena Katonivere. She acknowledged the participants' dedication and hard work and presented participation certificates to all attendees. The presence of the First Lady at the event highlighted the significance and support given to women's economic empowerment.

| Date of Training | Collaboration | Topics | Comments |
|--|---|--|--|
| 8th August 2022 Information Session | FDB CEO Mr. Saud Minam, CEO of Fiji Development Bank | Products for Women Entrepreneurs available for members to tap into. | Since the announcement of the Loan Scheme by the Fiji Development Bank, the Council conduct an information session for members and AWE participants. WEBC conducted a total of 3 face to face sessions and 2 virtual sessions |
| 26th of August 2022 Talanoa Session - Taveuni | Women of the North | Financial First Steps, Business Basics and Business Mentoring | A Talanoa session was conducted at the Vale ni Volavola ni yasana office in Somo-somo village, Taveuni. A total of 12 women entrepreneurs in the informal sector attended the 1-day session of business training facilitated by Ms. Asenaca Maisema. Financial First Steps and Business Basics was conducted followed by a virtual mentoring session facilitated by Ms. Api Kurusiga |
| 14th September 2022 Information Session. | Fiji Revenue and Customs Services | Corporate Income Tax (CIT) & Personal Income Tax (PIT) | The session was conducted for members for the understanding of the difference between Corporate and Personal Income Tax. Session was conducted by Ms. Shaheen Hussain – the Principal Assessor |
| 29th September 2022 Training – Suva | Ministry of Employment, Productivity and Industry Relations | Good-Faith Employment Relationship, Productivity Improvement & Employment Relations Act | In partnership with the Ministry of Employment & Productivity, the training was conducted to our members. Facilitator, Mr. Jitendra Naidu who is the Manager Productivity & Training |
| 24th January 2023 Information Session | Investment Fiji | Investment Opportunities Export Investment & Trade Mission to New Zealand. | The Session was conducted prior to the January Council Meeting. Guest Speaker Mr. Kamal Chetty, Investment Fiji. Mr. Chetty elaborated on the following: Investment Opportunities Export Investment & Trade Mission to New Zealand |
| 21st February 2023 Training - Suva | Women's Fund Fiji | Grant Proposal Training Understanding the different types of proposals and to attain basic skills to write grant proposal at a beginner's level | The objective of the training was to understand the different types of proposals and to attain basic skills to write grant proposal at a beginner's level and further progress to an advance level. The training was concluded with guest speakers from the US embassy and Women Fiji fund to share how submitted grants are assessed |
| 28th of February 2023 Information Session | Munro Leys Law | Estate Planning, Wills and Power of Attorney | The session was conducted prior to the February Council Meeting by Guest Facilitator, Solicitor Mr. Karthik Chandra |



| Date of Training | Collaboration | Topics | Comments |
|---|--|---|--|
| 13 April 2023 Training - West | Women's Fund Fiji | The Business Continuity Plan (BCP) Training | The Business Continuity Plan (BCP) Training was facilitated by FCEF CEO Mr. Kameli Batiweti at the Nadi Civic Center. 13 Participants had registered and had the opportunity to share experiences of running their businesses and how they have overcome the challenges faced while running their businesses |
| 18th April 2023 21st April 2023 Information and Awareness Session | International Labour Organisation (ILO) Ministry of Employment, Productivity, and Industrial Relations | To Eliminate Child Labor and create awareness | WEBC co-facilitated a one-day information session and awareness program to members in Nadi, Lautoka and Ba. The same agenda was conducted to the Naitasiri Women in Dairy |

Council Meeting 2022- 2023

| Date | Mode | Attendance | Guest Speaker |
|--------------------------------|--------|-------------------------------|---|
| 16th August 2022 2pm-4.25pm | Hybrid | 15 face-to-face 8 virtual | Guest Speaker: Mr. Shauket Ali, General Manager Relationship & Sales, Fiji Development Bank |
| 23th November 2022 | Hybrid | 19 face-to-face 13 Virtual | Api Kurusiga's Funeral Gathering |
| 24th January 2023 | Hybrid | 25 face-to-face 8 Virtual | Guest Speaker: Mr. Kamal Chetty, Investment Fiji. Mr. Chetty |
| 28th February 2023 | Hybrid | 19 face-to-face 6 Virtual | Guest Speaker: Mr. Karthik Chandra, Solicitor, Munro Leys. |
| 11th April 2023 | Hybrid | 16 face-to-face 13 Virtual | Pitching session by members |
| 13th June 2023 | Hybrid | 33 face-to-face, 5 Virtual | Chair Ms. Eseta Nadakuitavuki Farewell |

8. Young Entrepreneurs Council (YEC)

Chairperson: Watisoni Nata

Vice Chairperson: Katalina Allen
Cynthia Bujano



We have received 265 online applications to join the MSME Council from January 2023 to date. This is a good reflection of the interest that exists in the Council that YEC will now transition into. This number is the highest ever received in the history of the Council and I can attest this to the increased online marketing of our activities and engagements over our YEC Facebook page and the networking and

physical presence we continue to have in the MSME development space in Fiji. This year saw members bouncing back from COVID in various different ways. Some have temporarily closed business, some have closed for good, some have sort reemployment into the workforce while others have reopened and diversified their businesses also.



YEC along with other stakeholders participated in the World MSME Day & International Day of Cooperatives in Ba. The event was organised by Ministry of Trade, Cooperatives, SMEs and Communications with the DPM Hon Manoa Kamikamica as Chief Guest.

Out of the 261 applications received we had managed to convert 21 of those applications into paid membership with the Council. We have 12 returning YEC members and the other 8 members are full members of FCEF that make up the total 41 strong YEC community. Converting registrations into paid membership is a continuous challenge but nonetheless something we will look at strengthening as we continue to grow.

This year saw YEC engaged in a hive of activity for our members and also in increased engagement with the stakeholders in the MSME Development space in Fiji. We saw the appointment of YEC Chair as an MSME representative into the following spaces which augers well with our intended mission to being “the voice of MSMEs in Fiji”:

- Board Member - Employment Relations Advisory Board (ERAB), Ministry of Employment, Productivity & Industrial Relations
- Employer Panel Member - Arbitration Court, Ministry of Employment, Productivity & Industrial Relations
- Chair - MSME Finance Working Group, National

Financial Inclusion Task Force, Reserve Bank of Fiji

- Panel member – Young Entrepreneurship Scheme (YES), Ministry of Trade, Cooperatives, MSMEs & Communications
- Team member – Tax Payer Online System (TPOS) Tiger Team, Fiji Revenue & Customs Service (FRCS)

Some of the activities were held for our members were as follows:

- MSME taxation training with FRCS which involved both theory sessions and a practical guided session with TPOS (21 June)
- Financial Literacy Training with Reserve Bank of Fiji – Personal financial management (24 May)
- Social Media and Digital Marketing Training – Business Assistance Fiji (BAF) (10 May)
- MSME Pre-National Economic Summit & Budget Dialogue (15 April)



YEC members participating in the Financial Literacy training hosted by Reserve Bank of Fiji, UNCDF and ANZ on 24 May.

Information sessions are also a regular feature of our YEC meetings:

- Information Session on The Importance of Work life balance amidst the Continuous Hustle as an Entrepreneur by Empower Pacific Counsellor Demesi Seruvatu (09 Aug)
- Information Session on Opportunities in Fiji's Outsourcing Industry by Sagufta Janif (09 Aug)
- Information Session on the Pacific Fair 2023 in New Caledonia by Mr. Rhenaude Hette from New Caledonia Trade & Invest (15 June)
- Information Session with Reserve Bank of Fiji Exchange Control Services & MSME Guarantee Scheme (24 May)
- Information Session on Strengthening Pacific Intra-Regional & International Trade (SPIRIT) and the EU Pacific Economic Partnership Agreement (IEPA) by Setaita Tupua of PIFS and The Acting Head of Delegation of the EU for the Pacific, Dr. Erja Askola (12 April)
- Information Session on Wills & Probates – Fiji Public Trustees Corporation (16 March)
- Information Session on Employment Contracts

with IR Consultant Noel Tofinga (13 April)

- Information Session on SOLE Fintech app – with founder Semi Tukana (15 Jan)
- Information Session on Intellectual Property with IP Lawyer Pita Niubalavu (23 Feb)



YEC played an integral role with the organising of the Pre-National Economic Summit for MSMEs on Saturday 15 April at the Holiday Inn, Suva which was a success.

We also carried out some courtesy visits to the following organisations;

- Courtesy visit to Unit Trust of Fiji Office, Suva (05 May)
- Courtesy visit to Business Assistance Fiji Office (BAF), Suva (02 May)
- Courtesy visit to Investment Fiji, Suva (14 April)



YEC members participating in a 2-day practical training with FRCS on how to prepare their financials followed by a practical session with the Tax Payer Online System (TPOS) and then lodgement of their Tax Compliance Certificates.



We also had a lot of external engagements representing YEC and MSMEs in various spaces:

- Interviewed with FBC's "Noda i Lavo" programme - talking entrepreneurship and the services provided for by YEC (13 June)
- Interview with Australian Government local consultants Ana Laqeretabua and Edward Bernard for an Australian Government commissioned case study into the impact of the COVID-19 pandemic and the COVID-19 response package on the private sector in the Pacific. (23 May)
- Dialogue Fiji's Multi- Stakeholder Dialogue on the Fijian Economy (22 June)
- GGGI Pacific incubator pitching competition (05 May)
- The ICR Facility's Webinar on 'Supporting Business Environment Reforms for Youth Entrepreneurship in the ACP Countries' (May 17)



YEC Chair empowering the next generation of Entrepreneur's where he was invited to be Guest Speaker at the Millionaire Mixer initiative for a Church Youth Group held at FNU Campus Nasinu on Saturday 18 June. YEC Chair engaged them with activities focusing on problem solving through entrepreneurship. Nothing but amazing energy from a room filled with young passionate minds!

Some Impacts form 2023

- Organising the MSME Pre- National Economic Summit where members from various sectors of the MSME Community covering 13 MSME groups and 7 sectors. They got the chance to have a private audience with the Minister for SMEs, the PS and Director MSME also along with the CEO of Investment Fiji and the Chair of the Fiscal Review Committee to raise issues and solutions tailored to their specific sectors. The outcomes of this workshop then informed the discussions in the MSME Sector discussions at the National Economic Summit and the tasks set forth by the MSME Fiji to achieve.
- Receiving 265 applications as interest to join the MSME Council from Jan – Aug period is an achievement in itself and I put this to the increase in our engagements in the MSME space and updating our YEC FB page accordingly. Online visibility on Facebook worked amazingly and seems to attract our demographic of membership as we posted the registration link on every post we made on our Facebook page. So this mode has definitely replaced the physical membership drives since its producing results and at a fraction of the cost at that.
- Getting to impact and represent the voice of MSMEs in various spaces like the Employment Relations Advisory Board (ERAB); MSME Finance Working Group amongst other appointments listed above is a huge achievement for YEC and MSMEs in Fiji alike and augers well with the Vision of the MSME Council as we transition into becoming "the voice of employers in Fiji". Great that we get to impact directly at policy level.

Some Challenges & Opportunities for 2024

- We look forward to converting more of 265 YEC registrations received into fulltime paid membership with YEC by engaging them more into our trainings and information sessions so that they can get a personal feel of what it means to be a YEC member. We have to invest more time into a bit more of a hand-holding approach to rake in more members for the Council.
- YEC's transition into the MSME Council will see the removal of the current age limitation of 18-40

years and opening it up to everyone regardless of age, gender or industry that they operate in. We want to cater for everyone in the MSME sector from those entrepreneurs still in the ideation phase to those micro businesses that need assistance with formalising and including those more mature in business that may want to scale up. Provide/ refer funding opportunities for MSMEs to tap into and capacity building trainings for all our member businesses. Try and incorporate incubator and industry related Programmes since FCEF already has a business accelerator programme like FEE. We need to

cater to the needs of our members all along the spectrum to ensure needs and expectations are met.

- We would like to put out more applications for donor funding for the Council's activities and also to assist with Secretariat functionality for the Council.
- We also plan to organise an MSME week in June 2024 to commemorate World MSME day on the week of June 27th and integrate MSME awareness sessions, capacity building trainings, a week long market set up along with information booths and have thematic days for a 5-day week-long event and possibly end with a MSME awards night.



YEC Chair presenting at the USP Entrepreneurship Fair held at the Japan ICT Centre on March 16th.



H. Employment Relations Advisory Board (Erab)

The following representatives were appointed to serve this board for the period of December 2021 to December 2023.

| Name | Business/Organization Name |
|---------------------|---------------------------------------|
| Mr. Kameli Batiweti | Fiji Commerce and Employer Federation |
| Mr. Noel Tofinga | Fiji Commerce and Employer Federation |
| Mr. Harvie Probert | Fiji Gas Limited |
| Mr. Howard Politini | New World Limited |
| Mr. Brian Kirsch | Fiji Hotel and Tourism Association |

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

The following representatives were appointed to serve this board for the period of December 2021 to December 2023.

| Name | Business/Organization Name |
|--------------------|---------------------------------------|
| Mr. Harvie Probert | Fiji Gas Limited |
| Mrs. Susan Miller | Total Energies |
| Mr. Eldon Eastgate | Essity Australia |
| Mr. Noel Tofinga | Fiji Commerce and Employer Federation |
| Mr. Stuart Gow | Fiji Hotel and Tourism Association |

J. 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 |
|-------------------------|----------------------------|
| Mrs. Susie Waqanibaravi | NPT Agency |
| Mrs. Susan Miller | Total Energies |

K. 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 |

L. 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 |
|--------------------------|------------------------------------|
| Mrs. Fantasha Lockington | Fiji Hotel and Tourism Association |
| Mr. Ilyaz Koya | Insurance Holdings Limited |

M. 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. Kameli Batiweti | Fiji Commerce and Employer Federation |
| Mr. Noel Tofinga | Fiji Commerce and Employer Federation |
| Mr. Watson Jnr Nata | Salvage Traders |
| Mr. Richard Donaldson | Fiji National University |
| Ms. Michelle Raibevu | Hot Bread Kitchen |
| Mr. Brian Kirsch | Fiji Hotel and Tourism Association |



N. FCEF – Events / Stakeholder Meetings / Information & Awareness Sessions - July 2022 - June 2023

(Please note: All members were invited to session(s) that were hosted by a particular Council)

| Date | Guest | Agenda | Hosted by |
|---------|---|--|---|
| 5-Jul | Mr. Mark Dixon – CEO Fiji Revenue Customs Services | Information Session: • FRCS Portal • Overseas Payments | Manufacturing Trade and Export Council |
| 6-Jul | 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 | FCEF |
| 6-Jul | 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 | |
| 7-Jul | FCEF in partnership with APTC is hosted Industry Consultations in Rakiraki | | |
| 3-Aug | Mr. Shaun Corrie - Head of Business Development Business Development BSP Life | Information Session: Mortgage Protection Insurance | Professional & Financial Services Council |
| 17-Aug | Ms Alvina Deo of MoH&MS - Wellness Program | NCDs and the Healthy Workplace Initiative | Human Resources Council |
| 18-Aug | Minister of Economy Hon. Aiyaz Sayed-Khaiyum | Post National Budget Lunch | FCEF |
| 30-Sept | FCEF 62nd Annual General Meeting | | |
| 19-Oct | Mr. Jitendra Naidu – Manager Productivity & Training of MoEP&IR | Information and Awareness Session: Labour Management Consultation Cooperation Committee (LMCCC) | FCEF |
| 19-Oct | Mr. Jeremaia Merekula of LifeLine Fiji | Information Session Mental Health at work place | Human Resources Council Meeting |
| 8-Nov | Steve Cordeiro, a Master Trainer, and Certified Mentor out of Australia and Singapore | FOC session on Mentoring and its Benefits for individuals and Organisation | FCEF |

| Date | Guest | Agenda | Hosted by |
|--------|---|--|---|
| 8-Nov | Mr. Praneel Prasad - National Payment System Project Manager at RBF | Information and Awareness Session on <u>National Payment System</u> <ul style="list-style-type: none"> Who will need to apply How does work What is the purpose this Act Its impact on Business | Professional and Financial Services Council |
| 9-Nov | Mr. Watesoni Nata Jr - Mediation Pacific | Information and Awareness Session: “Consider incorporating Mediation within your HR internal grievance process and as your first go-to with Commercial Dispute Resolution” | Human Resources Council Meeting |
| 11-Nov | Noel Tofinga - FCEF IR Consultant | IR Awareness Session <ul style="list-style-type: none"> Changing face of employment grievance Recovery of wages and the impact of recent court decisions | FCEF |
| 21-Nov | Dr Amit Chanan - CEO of Water Authority of Fiji | Stakeholder Meeting with WAF <ul style="list-style-type: none"> WAF’s strategic approach to meet the increasing demand for water and your goals in the: - <ol style="list-style-type: none"> short term medium term long term Pipe Repairs- regular leakages and bursting of main pipes. What is- <ol style="list-style-type: none"> The expected/actual WAF response time During road upgrades/repairs /construction work- are WAF personnel present on site to guide contractors to prevent inadvertent damage of water pipes? Unplanned water cuts are increasing and leading to below issues- What is WAF’s plan to improve/prevent this from happening: <ol style="list-style-type: none"> staff absenteeism at work – hence the loss of productivity or staff are sent home because there is no water for production | Manufacturing Trade and Export Council |
| 8-Dec | Mrs Vasiti Soko, Director National Disaster Management Office | “Disaster Readiness” | Fiji Business Disaster Resilience Council Meeting |



| Date | Guest | Agenda | Hosted by |
|--------|---|---|--|
| 23-Jan | Mr. Prelish Lal Climate Finance Specialist - Climate Change & International Cooperation Division, Ministry of Economy | "Presentation of the Climate Change Act" | FCEF |
| 2-Feb | Rev. Dr YOUNGKYO KIM | Theme: Necessity of Mind Education - on how it was possible for the Republic of Korea to recover and develop dramatically after experiencing the Japanese colonial era and the Korean war | FCEF |
| 13-Feb | CEO of Bio-Security Authority of Fiji, Mr. Michael Bartlett | Stakeholder Meeting | FCEF |
| 14-Feb | Director Immigration | Information Session with FCEF members -to discuss the challenges of work permits | FCEF |
| 15-Feb | Ms. Adi Ragigia Dawai, the Director General of Fiji Red Cross. | Topics: <ul style="list-style-type: none"> • Role and Responsibilities of Fiji Red Cross • Preparedness • Collaboration • How FCEF memberships can work closely with Fiji Red Cross. | Fiji Business Disaster Resilience Council |
| 22-Feb | FCEF Fiji Business & Economic Forum | FCEF's Mini Summit to gather members feedback from various sectors. | FCEF |
| 10-Mar | Australia Awards team from DFAT | Information Session: Australia Awards 2024 Intake | FCEF |
| 23-Mar | FCEF: ERAB CONSULTATION in SUVA | The purpose of the consultation is to brief on the obvious changes and to take further instructions from stakeholders. One of the most prominent possible changes is the adjustment to the Tribunal's jurisdiction to enable a proper enforcement that is already in the Act. | FCEF |
| 24-Mar | FCEF: ERAB CONSULTATION in NADI | | |
| 18-Apr | CEO's Breakfast | The Pacific Insurance and Climate Adaptation Programme Team has been developing and will be piloting the first ever parametric microinsurance scheme in Fiji and Tonga/Vanuatu. | FCEF |
| 20-Apr | Mr. Seru Soderberg, the Chief Operating Officer, Water Authority of Fiji | "Drought/Dry spell situation – Impacts/ Challenges on Water" | Fiji Business Disaster Resilience Council |
| 25-Apr | The Credit Information Reporting Agency (CIRA) | Information Session | FCEF |

| Date | Guest | Agenda | Hosted by |
|--------|---|--|---|
| 9-May | Fiji Bureau of Statistics | This information session was requested to see what methods the Bureau uses to collect the data. Members and Mineral Resources Department agreed that the Mining and Quarrying industry was undervalued And there was great chance that other industries and sectors were also undervalued. | Mining and Quarrying Council |
| 18-May | FCEF Combined Council - Suva | | |
| 12-Jun | Senior Land Use Planner Mr. Doni Wainiqolo, iTaukei Land Trust Board | Presentation on: <ul style="list-style-type: none"> • TLTB Planning and Land-use Mapping • TLTB Board approved New Gravel Rates | Mining and Quarrying Council |
| 13-Jun | Mr. Vilimone Nailotei, Chief Auditor of the New Tax Information System (NTIS) | Information Session: <ul style="list-style-type: none"> • The session discussed the issues and challenges faced both by the employers and FRCS. • To obtain customer feedback and suggestion for improvement they requested the Secretariat to circulate "TPOS Issue Template" for members to fill and return to FRCS. | Professional and Financial Services Council |
| 14-Jun | Presentation1: Fiji National University | Information Session: Grant and Levy by FNU | Human Resources Council |
| | Presentation 2: Smart Recruiting | "Smart Recruiting" by Ms. Jocelyn Sahai | |
| 15-Jun | Mr. Ariff Ali the Governor, Reserve Bank of Fiji | Information Session: <ul style="list-style-type: none"> • Domestic economic update • Global economic outlook • Update on most recent economic indicators • Business sentiments on key economic and financial indicators • Financial sector performance • National Payment System update • Key risks and challenges | Retailers and Small Business Council |



| Date | Guest | Agenda | Hosted by |
|--------|---|---|---|
| 21-Jun | Mr. Razik Sharoo Khan Senior Technical Officer – Standards & Engineering, Land Transport Authority | Information Session: <ul style="list-style-type: none"> • Provide a current summarized snapshot of LTA and the Land Transport sector. • Update us on key areas of challenges and how they are intended to be tackled by LTA. • Inform us on some of the key 'short to medium' term strategies that are planned and • about to be implemented and why they are prioritized in that manner. • Inform us on what the future of land transport will look like in 5 and in 10 years' time, • including how public transportation will be improved and enhanced? | Tourism and Transport Council |
| 22-Jun | Mr. Terry Atalifo, Acting Director Fiji Meteorological Services | Information Session: <ul style="list-style-type: none"> • Changing Weather Pattern • Challenges & Implication Ahead | Fiji Business Disaster Resilience Council |
| 22-Jun | FCEF CEO, Mr. Kameli Batiweti and Vice President Mrs. Eseta Nadakuivavuki | Farewell | FCEF |



O. FCEF Meetings

| Date | With | Meeting Details /Agenda | Attended |
|--------|---|--|---|
| 1-Jul | Modern Day Slavery Meeting | CEO Eldon Eastgate | |
| 5-Jul | Trade Unit Ministry of Commerce, Trade, Tourism and Transport | Newly appointed Trade Commissioners to: 1. Australia and New Zealand – Mr Daniel Stow 2. North America – Mr Alike Cooper | CEO |
| 5-Jul | Ministry of Commerce, Trade, Tourism and Transport | Trade Development Committee (TDC) meeting on the World Trade Organisation (WTO)'s fourth Trade Policy Review (TPR) of Fiji | Ravinesh |
| 6-Jul | Ministry of Economy - Climate Change & International Cooperation Division (CCICD) | The Green Climate Fund delegation - discussions will be centered around improving access to climate finance in Fiji and the Pacific and private sector engagement | CEO, Ravinesh |
| 6-Jul | ADB-funded Covid-19 Business Recovery Program (CBRP) team | COVID-19 affected MSMEs to recover and grow in the post-pandemic period through (i) strengthening the enabling environment for MSMEs and (ii) improving MSMEs access to business development services and finance. | CEO, Savenaca |
| 7-Jul | Mr. Karimli, Matin, Director ILO, Pacific Office | CEO | |
| 7-Jul | Australia Awards 2023 | Participate on the Joint Scholarship Selection Committee (JSSC) panel | CEO |
| 8-Jul | Modern Day Slavery Meeting | CEO, Eldon Eastgate; Lorraine Reiher; Rigamoto Taito, Emmy-ling-Elder | |
| 13-Jul | Inaugural Higher Education Forum - 13th to 15th of July 2022 at the Sofitel | Themed: Transformation of Higher Education in Fiji | CEO |
| 13-Jul | Forum Leaders | Dialogue with the Private Sector and Civil Society combined as NSA Dialogue | FCEF President |
| 15-Jul | A Virtual Talanoa - Australia Pacific Climate Programme | Information session on consulting roles in Disaster Risk Reduction in the Pacific | Patricia Mallam Howard Politini Pranit Sushil |



| Date | With | Meeting Details /Agenda | Attended |
|--------|---|---|--------------------------------|
| 19-Jul | Mining and Quarrying Council (MQC) Chairs and Director Mineral Resources Department (MRD) | Lunch meeting to discuss MQC and MRD challenges | CEO Ravinesh Naveena |
| 19-Jul | Michelle Macdonald - Samoa Chamber of commerce | How SCCI and FCEF can work even closer together to share best practices | CEO President MTEC-Chair |
| 25-Jul | APTC | FCEF Industry Consultation on TVET with APTC, FCEF and FCEF Members in Suva | Savenaca and Naveena |
| 26-Jul | APTC | FCEF Industry Consultation on TVET with APTC, FCEF and FCEF Members in Labasa | Savenaca and Naveena |
| 28-Jul | Dr Andrea Giacomelli (Mr) Aid-for-Trade and Trade Policy Advisor | Aid for Trade Global Review 2022 - The Pacific Case: Implementation of the Pacific Aid-for-Trade Strategy | Panelist – Viraa Lad CEO |
| 28-Jul | Bula Outsourcing | Meeting with FCEF | CEO President |
| 29-Jul | Mr. Mark Kidd, The Safe365 Co-Founder and Director | Workplace safety in Fiji Discuss with various stakeholders in Fiji. | CEO President |
| 1-Aug | William and Gosling And Neptune Shipping | BAF Concern: issues encountering with BAF regarding snail interception | CEO |
| 2-Aug | Warwick McCormack Founder & International Director - The Learn.Fast Centre Auckland, New Zealand | The possibility of working with FCEF in a mentoring or training-the-trainer role | CEO Sharlyn |
| 5-Aug | Minister for Ministry of Education | Transformation of Fiji's education Systems | Savenaca |
| 5-Aug | Cema Bolabola - World Bank consultant working with the Ministry of Economy and Ministry of Women | Consultation to develop an Adaptive Social Protection Strategy. | Interview Request - CEO |
| 5-Aug | Fiji National University | Business Process Outsourcing Collaboration with FNU | CEO |
| 8-Aug | Investment Fiji | Mr. Timothy Rabbitt (CEO) and Mr. Nigel Wilson (Director Client and Government Relations) of Acumentis, an Australian based company | CEO |

| Date | With | Meeting Details /Agenda | Attended |
|--------|--|---|---|
| 8-Aug | Lion One Limited | The Official hand-over of their 11 years of lease will be officiated by the Hon. Attorney-General | CEO |
| 11-Aug | Australian High Commission Mr. Malcolm Paterson; Acting Deputy High Commissioner and Counsellor Political | Consultations on the Pacific Engagement Visa (PEV). The PEV was an election commitment by our new government to establish a new visa which would provide Pacific islanders with a pathway to permanent residency in Australia | CEO |
| 13-Aug | Mining and Resources Department with MQC Chairperson | Lunch Meeting to Discuss the concerns of MRD and MQC | CEO Naveena MQC Chair MRD Director |
| 15-Aug | International Korean Youth Federation | "Developing the mindsets and empowering leadership skills of the business leaders" | CEO |
| 15-Aug | Mining and Quarrying Council Meeting | | |
| 16-Aug | Professional and Financial Services Council Meeting | | |
| 16-Aug | Tertiary Scholarships and Loans Service | Invitation to Key Stakeholders Awareness Workshop | Savenaca |
| 17-Aug | Human Resources Council Meeting | | |
| 18-Aug | Manufacturing Trade and Export Council Meeting | | |
| 18-Aug | Retailers and Small Business Council Meeting | | |
| 19-Aug | Tourism and Transport Council Meeting | | |
| 19-Aug | Fiji Business Disaster Resilience Council Meeting | | |
| 19-Aug | Ministry of Communications - Government Transformation digitalFIJI | National Cyber Security Strategy Consultation | CEO |
| 22-Aug | International Korean Youth Federation | Meeting Founder and Chairperson, Dr. Ock Soo Park | Savenaca |
| 24-Aug | Mr Noah Patrick Kouback, Programme Adviser Trade & Acting Director Programmes & Initiatives Pacific Islands Forum Secretariat (PIFS) | Invitation to the Launching of the Pacific E-Commerce Portal and Graduation ceremony of the PIFS E-commerce Discipline Course | CEO |



| Date | With | Meeting Details /Agenda | Attended |
|----------|---|--|------------------------------|
| 24-Aug | Ministry of Commerce, Trade, Tourism and Transport: Fiji-Korea Business Forum. | Request to join Panel - Discussion FCEF to share the private sector perspectives of doing business/investment in Fiji. | President |
| 25-Aug | Tertiary Scholarships and Loans Service | Pre-Service and In-Service Human Capital Demand Areas for Private Sector | CEO |
| 25-Aug | Ms. Tinai ANZ Melbourne | Courtesy visit - Former HR ANZ Suva | CEO |
| 25-Aug | NineCloud Australia Pranit Lal | RE: Corporate Management workshop for CEO's and Corporate Leader | CEO |
| 30-Aug | Mr. Rakesh Ram HFC CEO | TOPEX 2022 Sponsorship | CEO President Ravinesh |
| 30-Aug | Mr. Charles Goundar Telecom CEO | TOPEX 2022 Sponsorship | CEO President Ravinesh |
| 30-Aug | Mr. Haroon Ali BSP Group CEO | TOPEX 2022 Sponsorship | CEO President Ravinesh |
| 30-Aug | Skills New Zealand | CEO | |
| 30-Aug | Meeting with LifeLine | CEO | |
| 31-Aug | Ministry of Education, Heritage & Arts Senior Curriculum Specialist - Careers/ Vocational Education CAS/ TEST | National TVET Policy Consultation | Savenaca |
| 31-Aug | TVET Consultants - Dr. Gita Subrahmanyam & Aseri Tabuawaiwai | CEO | |
| 31-Aug | Mr. Michael Nacola BSP Life MD | TOPEX 2022 Sponsorship | CEO President Ravinesh |
| 6-Sept | Pacific People | Australian Volunteers International (AVI) - Chief Executive Officer | CEO |
| 8-9 Sept | ILO Office for Pacific Island Countries | Invitation to deliver remarks - Strategic Prioritization Workshop, | Savenaca |
| 9-Sept | Ministry of Foreign Affairs | Roundtable Dialogue on Strengthening Fiji's Diaspora Engagement. | CEO |

| Date | With | Meeting Details /Agenda | Attended |
|---------------|---|--|------------------------------|
| 13-Sept | Mr. Shane Smith Westpac Chief Executive | TOPEX 2022 Sponsorship | CEO President Ravinesh |
| 14-Sept | Outsourcing Fiji – “Meet our Panelist” | Infrastructure Standards for Fiji's Out- sourcing Industry. | CEO |
| 15-Sept | Lion one Limited | Discussions on mining concerns | CEO |
| 15-Sept | Pacific Region Infrastruc- ture Facility | Virtual Conference | CEO |
| 16-Sept | Outsource Fiji | Invitation to be the moderator during a panel discussion at our Infrastructure Standards Document launch | CEO |
| 23-Sept | Tertiary Scholarship and Loans Service | TSLs and FCEF sign MOU to identify key priority areas of Human capital needs for Fiji | CEO Savenaca |
| 24-Sept | FCEF: 62nd Annual Gen- eral Meeting | | |
| 26-Sept | Wade Bromley - ILO | Potential collaboration between FCEF, NTPC and the ILO | CEO |
| 27-28 Sept | Fiji Hotel and Tourism Association | FHTA Tourism Talanoa Symposium -Pan- elist | CEO |
| 3-Oct | DT Global | The objective is to meet stakeholders and partners who play a role in the climate change sector in the Pacific, more specif- ically climate financing | CEO |
| 4-Oct | Armando Heilbron and Dan Nichols of Interna- tional Finance Corpora- tion – World Bank | Tourism Investment Promotion in Fiji | CEO |
| 3-Oct | DT Global | The objective is to meet stakeholders and partners who play a role in the climate change sector in the Pacific, more specif- ically climate financing | CEO |
| 4-Oct | Armando Heilbron and Dan Nichols of Interna- tional Finance Corpora- tion – World Bank | Tourism Investment Promotion in Fiji | CEO |
| 5-Oct | Interview: Communica- tions Officer | CEO Savenaca | |



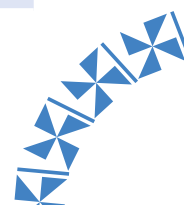
| Date | With | Meeting Details /Agenda | Attended |
|--------|---|--|------------------|
| 6-Oct | The Australia Pacific Training Coalition (APTC) | APTC Graduation Ceremony | CEO |
| 12-Oct | Tertiary Scholarships & Loans Service | Fiji 10 Year Human Capital Development Plan | CEO |
| 13-Oct | FCEF Staff Meeting | | |
| 14-Oct | FCEF By Laws | With CEO, President, Savenaca, Ravinesh, Naveena | |
| 14-Oct | Mr. Kum On. Tarawa Regional Master Educator - ONOC OSEP | Discuss and get CEO's views on the Current Human Capital development, its progress and vision with regards to improving approaches and systems around this important matter. | CEO |
| 14-Oct | United Nations High Commissioner for Human Rights Pacific Regional Office | Invitation - Pacific Human Rights Coordination Group Inauguration Meeting | CEO |
| 17-Oct | Mining & Quarrying Council Meeting | | |
| 18-Oct | Professional and Financial Services Council Meeting | | |
| 18-Oct | Mr. Vajira Piyasena – CEO Fiji Ports | To discuss and seek solution on FCEF members ability to export their products to Australia. | CEO |
| 19-Oct | Young Entrepreneurs Council Meeting | | |
| 19-Oct | Human Resources Councils Meeting | | |
| 20-Oct | Manufacturing Trade and Export Council Meeting | | |
| 20-Oct | Retailers and Small Business Council Meeting | | |
| 21-Oct | Fijian Competition & Consumer Commission | Interview Panel for Graduate Trainee | Naveena |
| 21-Oct | Tourism and Transport Council Meeting | | |
| 21-Oct | Fiji Business Disaster Resilience | | |
| 21-Oct | CentreCom | Centrecom Nadi Office Opening | CEO |
| 24-Oct | Hennon Yuen, AGD Project - ILO Office for Pacific Island Countries | Baseline study on Labour Administration of the Pacific Island Countries | CEO and Savenaca |

| Date | With | Meeting Details /Agenda | Attended |
|--------|---|---|----------|
| 26-Oct | Council Chairperson and Vice-Chairpersons | On Boarding Session | CEO |
| 27-Oct | National Training & Productivity Centre | 2022 National Quality & Innovation Conference | CEO |
| 28-Oct | Fiji Hotel and Tourism Association | HOTECH 2022 | CEO |
| 1-Nov | Fiji National University | 2022 Cybersecurity Symposium Opening | Ravinesh |
| 2-Nov | FCEF EXCOM | | |
| 2-Nov | Mr. Yogesh Karan Permanent Secretary of Immigration and Prime Minister's Office | Members Immigration Concerns | CEO |
| 3-Nov | Kyle O'Keefe - Operations Australia Oceania Indigenous House of eCommerce Ltd | Introductory Meeting: Ka Hao i Te Ao is an Indigenous eCommerce programme that is being offered to SMEs across the Pacific, as well as in Aotearoa and Australia. | CEO |
| 3-Nov | Ambassador - Embassy of the Republic of Korea, | Reception - Korea National Foundation Day | CEO |
| 7-Nov | Andy Shi Global Account Director - Alibaba Cloud ANZ | To discuss the future business corporation between Alibaba cloud and local business committee. | CEO |
| 7-Nov | Krishneil Narayan Senior Development Adviser – Climate Change | Brainstorming Session - Climate Change and Private Sector Engagement in Fiji | CEO |
| 7-Nov | Mining Quarrying Council Meeting | | |
| 8-Nov | Professional and Financial Services Council | | |
| 8-Nov | Michael Bartlett - CEO of Biosecurity Authority of Fiji | Meeting the new CEO and raising members concerns | CEO |
| 9-Nov | Young Entrepreneurs Council Meeting | | |
| 9-Nov | Human Resources Council Meeting | | |
| 10-Nov | Manufacturing Trade and Export Council Meeting | | |
| 10-Nov | Retailers and Small Business Council Meeting | | |
| 17-Nov | Tourism and Transports Council Meeting | | |



| Date | With | Meeting Details /Agenda | Attended |
|--|--|--|---|
| 23-Nov | Oceania Regional Office (ORO), IUCN (International Union for Conservation of Nature) | Plastic Waste Free Islands (PWFI) stakeholders and development partners | FCEF President |
| 24-26 Nov | TOPEX 2022 | | |
| 29-30 Nov | IOM and ILO Implementing Team. | Launch and Inception Workshop Labour Mobility for Sustainable Development and Climate Resilience in the Pacific | CEO |
| 30-Nov | Ambassade de France aux Fiji | Cocktail reception invitation from the Official Representative of the Government of New Caledonia to Fiji and the Ambassador of France to Fiji | CEO |
| 30-Nov | KPMG | Christmas Cocktail | CEO |
| 6-Dec | Mr. Sanjay Deo – SCOPE Pacific Limited | Courtesy visit to FCEF | CEO |
| 7-Dec | National Employment Centre - Ministry of Commerce, Trade, Tourism and Transport. | 2022/2023 National Export Strategy (NES) Programme | CEO |
| 7-Dec | Briefing with concerned members before meeting with Ms. Susannah Hodson | Sea Container Hygiene Scheme Discussion | Fiji Water, Punjas, Pleass Global, William and Goslings, PFD Fiji and Neptune Shipping Agency |
| 8-Dec | Ms. Susannah Hodson, First Secretary, Australian High Commission | Sea Container Hygiene System (SCHS) and issues at Lautoka Port. | Fiji Water, Punjas, Pleass Global, William and Goslings, PFD Fiji and Neptune Shipping Agency |
| 15-16 Dec | Fiji National University | National TVET Stakeholder Forum – 15 & 16 December 2022 | CEO |
| Secretariat was closed from 28th December 2022 to 3rd January 2023 | | | |
| 6-Jan | Hon. Agni Deo Singh's Minister of Employment Productivity and IR Courtesy visit to FCEF to meeting with EXCOM | Courtesy visit to FCEF | EXCOM |
| 9-Jan | Hon. Manoa Kamikamica | Courtesy visit to the Hon. Minister's Office | EXCOM |

| Date | With | Meeting Details /Agenda | Attended |
|--------|---|--|--|
| 10-Jan | Fiji Enterprise Engine | Fiji Enterprise Engine (FEE) Participants' pitch | CEO |
| 11-Jan | Fijian Competition & Consumer Commission | Public Lecture followed by Panel Discussion Hon. Biman Prasad, Hon. Manoa Kamikamica, Professor Paresh Narayan, Mr. Joel Abraham. | CEO - the moderator for the panel discussion |
| 16-Jan | British American Tobacco | Courtesy visit by incoming GM of BAT to discuss BAT's issues that FCEF can advocate on. | CEO Vinay Narsey Ravinesh |
| 16-Jan | Surkafa F. Katafono Project Coordinator Labour Standards on Fishing Vessels | Tripartite Consultations: Labour Standards on Fishing Vessels Project | Noel Tofinga Kula |
| 16-Jan | Special Board Meeting | CEO, Ravinesh, Savenaca, Anishma | |
| 17-Jan | Tourism and Transport Council Meeting | | |
| 18-Jan | Fiji Business Disaster Resilience Council Meeting | | |
| 18-Jan | Oceania Hospitals PTE Ltd | Official launch Medical Resonance Imaging (MRI) Services | CEO |
| 18-Jan | Pacific Islands Forum Secretariat | PIFS-PACRES Private Sector Resilience Training | CEO FBDRC |
| 19-Jan | Fiji Enterprise Engine | Discussion with Ms. Kelera Cavuilati FEE discussion with MDF, had a separate discussion with Cook Islands Chamber's CEO regarding PIPSO and had a virtual meeting with VAR NZ on business opportunities for FCEF. | CEO |
| 19-Jan | Mr. Craig Cotton - Chief Commercial Officer of Skills VR And Mr. Peter Elbourne | Business Advisor & Strategist of Hoopoe Advisory | CEO |
| 20-Jan | Fijian Holdings Limited | Mr Andy Yuen – General Manager, FHL Properties | CEO |
| 24-Jan | Hon. Prof Biman Prasad | To meet CEO, FCEF Board Members and Trustees for Brunch at FCEF | |
| 23-Jan | Mining and Quarrying Council Meeting – CEO and Naveena | | |
| 24-Jan | FCEF EXCOM Meeting - CEO, Ravinesh, Savenaca, Anishma | | |
| 25-Jan | Human Resources Council Meeting – CEO and Naveena | | |



| Date | With | Meeting Details /Agenda | Attended |
|---------|---|--|--------------------------------|
| 26-Jan | FABC Executive Committee | FABC - Australia Day Breakfast Event Invite | CEO FCEF President |
| 26-Jan | Manufacturing Trade and Export Council Meeting | | CEO and Naveena |
| 26-Jan | Retailers and Small Business Council Meeting – CEO and Naveena | | |
| 27- Jan | DHM - Judicial Department | Invitation to present at Divisional Heads Meeting on “Leadership Traits” | CEO |
| 27-Jan | Mr. David Dewar Trade Commissioner, Pacific And Ms. Sussan Turner is the CEO of Safety-N-Action, | Virtual Meeting: Introductions: Safety-n-Action / Fiji Commerce and Employers Federation | CEO |
| 30-Jan | International Labor Organization – Pacific Office | Victoria Yee | CEO |
| 31-Jan | Ms. Alisi Tuqa of SPC | Discuss PIPSO | CEO Vinay Narsey |
| 31-Jan | MR. Hasthika Dela, CEO Fiji Ports Terminal Limited at the FPCL HQ office, | Meeting to Discuss Purported Cargo Clearance Issues from the Port | CEO and concerned MTEC Members |
| 2-Feb | Professional and Financial Services Council Meetings | | CEO and Naveena |
| 3-Feb | Mrs. Amelia Komaisavai, Director Immigration | Immigration/Work permit Concerns | CEO |
| 8-Feb | Ministry of Employment, Productivity, and Industrial Relations | First - Employment Relations Advisory Board (ERAB) | FCEF ERAB Representative |
| 13-Feb | Mining and Quarrying Council Meeting – | | CEO and Naveena |
| 14-Feb | Professional and Financial Services Council Meeting – | | CEO and Naveena |
| 15-Feb | Human Resources Council – CEO and Naveena | | |
| 16-Feb | Manufacturing Trade and Export Council Meeting – | | CEO and Naveena |
| 16-Feb | Retailers and Small Business Council Meeting – | | CEO and Naveena |
| 14-Feb | Ms. Alice Nie and Mr. Andy Shi Alibaba | RE: to discuss a 2 ½ day session with FCEF Member | CEO |

| Date | With | Meeting Details /Agenda | Attended |
|----------|--|--|--------------------|
| 14-Feb | Dr. Andrew See - Associate Fellow of the Higher Education Academy | Courtesy Call | CEO |
| 17-Feb | Daniel Muñoz-Smith GGGI Country Representative Fiji, Kiribati, Tonga and Vanuatu | Invitation as Guest of Honour for Pacific Green entrepreneurs Incubator Graduation Ceremony & Showcase event | CEO |
| 20-Feb | Ms. Jillian Senkiw Counsellor for Office of the High Commission of Canada to New Zealand, Fiji, Samoa, Tuvalu, Tonga, and Kiribati. | Informal Talanoa Session | CEO |
| 20-Feb | FCEF Board Meeting | CEO, Ravinesh, Savenaca, Anishma | |
| 22-Feb | Tourism and Transport Council Meeting | | CEO, Naveena |
| 23-Feb | Fiji Business Disaster Resilience Council Meeting - | | CEO, Naveena |
| 23-24Feb | The Pacific Islands Forum (PIF) Special Leaders Retreat lead | Invitation from Hon. Prime Minister's Office for dinner | CEO |
| 1-Mar | Ms. Jill Atieno Juma PIFS Sub-Regional Trade Adviser (Melanesia) | Economic Partnership Agreements with the EU, in particular trade issues that affect the private sector. | CEO |
| 2-Mar | Mr. Seru Soderberg – Chief Operating Officer of Water Authority of Fiji | Dr. Ian He, Chairman of Vatukoula Gold Mining Limited (VGML) | CEO |
| 3-Mar | Ms. Jill Atieno Juma PIFS Sub-Regional Trade Adviser (Melanesia) | Updates and an Informal Catch up session | CEO |
| 7-Mar | European Investment Bank | Invitation to the official inauguration of the European Investment Bank office in Suva, 07.03.2023 | Vinay Narsey |
| 7-Mar | Permanent Secretary - Ministry of Lands & Mineral Resources | Mining and Quarrying | MQC Members CEO |
| 7-Mar | Mr. Seru Soderberg, COO of Water Authority of Fiji | Dr. Ian He, Chairman of Vatukoula Gold Mining Limited | CEO with VGML |
| 8-Mar | Donald Lawrie Relationship Manager The Fred Hollows Foundation | Courtesy Visit and requesting for an information and awareness session with the private sector | CEO, Naveena |



| Date | With | Meeting Details /Agenda | Attended |
|-----------|---|--|--------------------------------|
| 8-Mar | Fiji Development Bank | FDB Invitation Launch of National Small & Medium Enterprise Awards 2022 | Savenaca Baro |
| 9- 23 Mar | Ministry of Health and Japanese International Cooperation Agency | Healthy Workplace - Corporate & Private sectors. | Eldon Eastgate |
| 10-Mar | Deputy Prime Minister and Minister for External Trade, Cooperative & SME, The Hon. Manoa Kamikamica | "Fiji Made" meeting with the Members from the Manufacturing Sector | CEO with MTEC members |
| 15-Mar | USAID - Pacific American Fund | USAID Pacific American Fund Year 3 Grant Cycle Q&A Webinar | Sharlyn Dass |
| 16-Mar | Ministry of Employment, Productivity & IR - NOHSAB Secretariat | Sub - Committee meeting 2023 World Day for Safety and Health at Work Place | Susan Miller |
| 16-Mar | His Excellency Dr Brain Jones, British High Commissioner to Fiji | Event to support the CWM Hospital | CEO |
| 17-Mar | Deputy Prime Minister and Minister for Trade, Co-operatives and SMEs and Communications | Meeting with MTEC Members – Re Fiji Made Brand. | MTEC Members |
| 17-Mar | Fiji Human Resources Institute (FHRI) | FHRI Annual Convention 2023 | CEO |
| 18-Mar | Pacific Recycling Foundation (PRF) | Invitation to attend the Global Recycling Day (GRD), 2023 event in partnership with Tourism Fiji. | Savenaca Baro |
| 20-Mar | Stuart Petersen of Hydroflux Pacific | To discuss the SD Goals and how we can align ourselves within this space | CEO |
| 20-Mar | Manager Planning & Business Intelligence, Fiji National University | 1.Graduate Employability of FNU students 2.Employers perception of FNU graduates. | CEO |
| 21-22 Mar | Water Authority of Fiji | Pre-National Economic Summit Ideation Workshop on Water | Savenaca Baro & Arvind Maharaj |
| 22-Mar | Tourism and Transport Council Meeting -CEO and Naveena | | |
| 22-Mar | Tomasi Niucavu-WASH Program Manager, Rotary Pacific Water for Life Foundation | Invited CEO as a panelist at the Panel Discussion and Cocktail organized to commemorate World Water Day 2023 | CEO |

| Date | With | Meeting Details /Agenda | Attended |
|---------------|--|--|--|
| 22-Mar | Ellen Lekka, Culture Programme Specialist UNESCO Office for the Pacific States | Mapping the needs of Fiji's music ecosystem | CEO |
| 23-Mar | Meeting with Hon. Agni Deo Singh | Hon. Agni Deo Singh met with the Employers Representatives in the ERAB to discuss the contentious issues that the ERAB could not agree to in its last deliberations. | CEO Howard Politini Noel Tofinga |
| 23-Mar | FCEF's ERAB CONSULTATION in SUVA by Noel Tofinga | | |
| 24-Mar | FCEF's ERAB CONSULTATION in NADI by Noel Tofinga | | |
| 27-Mar | Regional Development & Communication lead, British High Commission Suva | UK Trade Partnerships Programme (UKTP II) | CEO |
| 29-Mar | FCEF EXCOM Meeting – CEO, Ravinesh, Savenaca, Anishma | | |
| 30-Mar | FCEF Mini Summit: 2nd workshop to validate and finalize the document for submission to the National Economic Summit. | | |
| 30-Mar | Mr. Chris Zaayman, General Manager, Goodman Fielder | Farewell Meeting | CEO Vinay Narsey Ravinesh |
| 31-Mar | Ministry of Trade, Co-operatives and SMEs. | Validation Meeting on World Trade Organisation Fiji's 4th Trade Policy Review | CEO |
| 31-Mar | Bio-Security of Fiji (BAF) | Awareness session for FCEF | Savenaca Baro |
| 31-Mar | Ministry of Finance | Fiscal Review – Public Consultation | CEO |
| 3-Apr | Fiji Australia Business Council | FABC - Cocktail Invite with the Lowy Institute Representatives | Savenaca Baro |
| 3-Apr | Mining and Quarrying Council Meeting – CEO and Naveena | | |
| 4-Apr | Prime Minister's Climate Change Division (CCD) | Fiji Carbon Market Design & Capacity Building - Webinar | CEO |
| 11-Apr | Professional and Financial Services Council Meeting – CEO and Naveena | | |
| 12-Apr | Human Resources Council Meeting – Savenaca and Naveena | | |
| 13-Apr | Manufacturing Trade and Export Council Meeting – Savenaca and Naveena | | |
| 13-Apr | Retailers and Small Business Council Meeting – Savenaca and Naveena | | |
| 11 and 14 Apr | 1-day BCP Training in Nadi on Tuesday the 11th of April 2023 and in Ba on Friday the 14th of April 2023 conducted by CEO | | |



| Date | With | Meeting Details /Agenda | Attended |
|--------|---|--|---------------------------|
| 17-Apr | FCEF ERAB representative and EXCOM meeting to discuss ERAB submission | | |
| 18-Apr | UNDP - Pacific Insurance and Climate Adaptation Programme | CEO's Breakfast | CEO with 40 FCEF members |
| 19-Apr | Tourism and Transport Council Meeting – Savenaca and Naveena | | |
| 19-Apr | Ms. Chantelle McCabe ILO Consultant | C190 advocacy brief under development consultancy - Fiji Commerce & Employers' Federation (FCEF) | CEO |
| 19-Apr | Fiji Islands Security Employers Association | To seek clarification on Overtime and working hours | CEO |
| 20-Apr | Fiji Business Disaster Resilience Council Meeting – Savenaca and Naveena | | |
| 21-Apr | U.S. State Department's Bureau of Energy Resources (ENR) | Paul Hueper heads the energy and mineral programs, and oversees two global assistance programs | MQC Chairs and Members |
| 22-Apr | Australia Awards Team | Australia Awards Networking Event | CEO |
| 25-Apr | (NOHSAB) of the Ministry of Employment, Productivity & Industrial Relations (MEPIR) | 2023 World Day for Safety and Health at Work | Susan Miller |
| 26-Apr | Acting PS of Employment, Productivity, and Industrial Relations | Meeting to Discuss Outcome of ERAB Meeting with Ministry Officials | FCEF ERAB Representatives |
| 27-Apr | FCEF Board Meeting | CEO, Ravinesh, Savenaca, Anishma | |
| 1-May | Ministry of Finance | Fiji Carbon Market Strategy meeting | CEO |
| 2-May | Forum Secretariat. | Meeting Peer to Peer Learning Team | CEO, Anishma, Savenaca |
| 2-May | Sophie Clarke of Castalia Advisors | CEO | |
| 3-May | International Training Centre of the ILO | Training on Living Wages verses Minimum Wages | CEO |
| 4-May | Fiji Higher Education Commission | Director, Dr. Kishore | CEO |
| 4-May | World Bank Official | CEO | |
| 8-May | USAID Climate Ready Team | CEO | |
| 8-May | ILO | Virtual meeting with Wade Bromley | CEO |

| Date | With | Meeting Details /Agenda | Attended |
|--------|---|---|----------------------------------|
| 9-May | European Union Ambassador, Sujiro Seam | Cocktail on board French Naval Ships | CEO Vinay Narsey |
| 10-May | International Training Centre of the ILO | Training on Living Wages verses Minimum Wages | CEO |
| 10-May | Minister Of Finance, Hon. Prof. Biman Prasad | Meeting with Fiji Dairy Cooperation | CEO |
| 10-May | Ms. Lesley O'Dwyer, Vice President - International Partnerships, Skills New Zealand | CEO | |
| 11-May | Ali Baba Group | Investment in Fiji | CEO, Sharlyn, Ravinesh, Savenaca |
| 12-May | Employers & Manufacturers Association (EMA), New Zealand | CEO | |
| 12-May | International Organization of Employers | Virtual meeting | CEO |
| 16-May | Ofer Zwikael, Australian National University. | Discuss the opportunities on the development of Project Management course | CEO |
| 16-May | Disciplinary Hearing | CEO | |
| 16-May | Ms. Sangeeta Asre – Australian Awards 2024 | CEO | |
| 17-May | National TVET Working Group Meeting | CEO | |
| 17-May | Fiji Development Bank | MOU Signing with the French Development Agencies | CEO |
| 17-May | The Tertiary Scholarship and Loans Service (TSLs) | Meeting with CEO Dr. Hasmukh Lal | CEO |
| 18-May | Fiji National University | Meeting with Nilesh Prasad, Director Finance regarding Levy and Grant | CEO |
| 18-May | Combined Council Meeting – Suva | CEO, Ravinesh, Savenaca | |
| 19-May | Investor from Singapore | CEO | |
| 19-May | Ministry of Finance | Official report on SDG's achievement | CEO |
| 23-May | Fiji Higher Education Commission | Meeting with the Director | CEO |



| Date | With | Meeting Details /Agenda | Attended |
|-----------|---|--|----------------------------------|
| 24-May | FCEF EXCOM Meeting | | CEO, Ravinesh, Savenaca, Anishma |
| 24-May | Acting Permanent Secretary – Ministry of Employment, Productivity, and IR | 111th International Labour Conference – Logistics briefing | CEO Naveena |
| 25-May | FCEF EXCOM Meeting | CEO, Ravinesh, Savenaca, Anishma | |
| 25-May | Manager Quality Awards – Bob Mitchell, National Training and Productivity Centers | Discuss Productivity Measurement | CEO |
| 26-May | Pacific Islands Forum Secretariat (PIFS), | Peer-to-Peer Learning | CEO, Savenaca, Anishma |
| 29-May | International Labour Organization | Meeting with ILO Team | FCEF Staff |
| 30-May | Pacific Islands Forum Secretariat (PIFS), | Pacific Islands, Hospitality and Tourism round table | CEO |
| 31-May | Pacific Islands Forum Secretariat (PIFS), | Pacific Regional Meetings support program | CEO |
| 3 -19 Jun | 111th International Labour Conference in Geneva | CEO | |
| 12-13Jun | United Nations Conference On Trade and Development | Fiji National Workshop on the MSG Green Trade Project & IMPACT/SAF | Savenaca |
| 12-Jun | Ministry of Employment, Productivity & Industrial | Celebration of World Day Against Child Labour | Ravinesh |
| 12-Jun | Mining and Quarrying Council Meeting – Ravinesh and Naveena | | |
| 13-Jun | Professional and Financial Services Council Meeting – Ravinesh and Naveena | | |
| 14-Jun | Human Resources Council Meeting – Ravinesh and Naveena | | |
| 15-Jun | Manufacturing Trade and Export Council Meeting – Savenaca and Naveena | | |
| 15-Jun | Retailers and Small Business Council Meeting – Savenaca and Naveena | | |
| 19-Apr | Investment Fiji in collaboration with the European Union for the Pacific | The Launch of Fiji- EU Trade & Investment Forum 2023 | CEO |
| 21-Jun | Tourism and Transport Council Meeting – Savenaca and Naveena | | |

| Date | With | Meeting Details /Agenda | Attended |
|---------|---|--|--------------|
| 22-Jun | Fiji Business Disaster and Resilience Council Meeting – Savenaca and Naveena | | |
| 23-Jun | Investment Fiji | Dr Evan Shellshear, CEO & MD of Ubidy. | CEO |
| 26-Jun | Programme Officer - Private Sector Development, Pacific Islands Forum Secretariat | Review and Comments on the Pacific Island Forum's Pacific Roadmap for Economic Development | Savenaca |
| 28-Jan | FCEF Board Meeting | CEO, Ravinesh, Savenaca, Anishma | |
| 29-Jun | Tertiary Scholarships and Loans Service (TSLS) | TSLS - Launch of Employer Connect Programme | CEO |
| 30-June | Parliament | National Budget Announcement | Vinay Narsey |
| 30-Jun | Ministry of Finance | Lockup Session, National Budget | Ravinesh |



O. Outwards Correspondance & Submissions made by FCEF

| Date | To | Purpose |
|--------|---|--|
| 7-Jul | Tertiary Scholarships and Loans Service | FCEF Feedback: Human Capital Demand in Private Sector |
| 5-Aug | Permanent Secretary, Mr Shaheen Ali. | Meeting between Shipping Owners/Agents and Bio Security |
| 5-Aug | Mr. Kishore Maneklal | Thank you note and E introduction of Ravinesh, Savenaca and Naveena |
| 9-Aug | Mr. Sanjay – Motibhai | Clarification on how best we can put our Drivers and Sales Reps on a employment contract of say 45 hours weekly. |
| 11-Aug | Director Immigration | Letter of Authority: New Work permit Application |
| 11-Aug | Director Immigration | Letter of Authority: New Work permit Application |
| 25-Aug | Permanent Secretary – Ministry of Implement productivity & Industrial Relations | FCEF Submission - Consultation for Daylight Saving 2022-2023 |
| 28-Aug | Mineral Resources Department | FCEF Submission and Letter of Support in the formulation of a National Development Minerals Policy to assist in cabinet submission. |
| 2-Sept | Permanent Secretary, Mr. Osea Cawaru | Job matching website examples. example that could be used by NEC https://eyouthhub.ws/ https://www.myjobssamoa.com/about/ |
| 3-Oct | Mr. Paritosh Deo - Partner PwC | RE: Rotation of Auditors and Letter of Appreciation for PwC's services |
| 10-Oct | Mr. Vajira Piyasena – CEO Fiji Ports | Request to organize a meeting between FCEF and Fiji Ports to seek a solution for a situation that has arisen as a result of a decision that the Australian Bio Security has taken that has significantly affected our members ability to export their products to Australia. |
| 17-Oct | Mr. Kamal Chetty, CEO – Investment Fiji | Request for Meeting with CEO Investment Fiji and the Honourable Minister MCTTT |
| 19-Oct | Chairman Dr. Yingbin of Vatukoula Gold Mines | Greetings and a thank you for the courtesy visit to FCEF |

| Date | To | Purpose |
|--------|---|---|
| 19-Oct | Mr. Yogesh Karan - Permanent Secretary, of the Prime Ministers office | Requesting Meeting |
| 21-Oct | MQC Members | The feedback from CEO of Investment Fiji after the meeting of Hon. Minister of MCTTT, PS of Environment, the PS Ministry of Land & MRD, and the Director of Mines, Mr. Mohammed Raymond with the Honourable Minister. |
| 24-Oct | Mr. Matin Karimil | TOPEX invitation |
| 3-Nov | Members Query | Regarding Encashment of Annual Leaves. |
| 11-Nov | Flying Minutes to Appoint a Trustee to Fill a Vacancy | |
| 22-Nov | Mr. Viliame Leqa. | Appointment as Trustee of the Fiji Commerce & Employers Federation |
| 23-Nov | Director Immigration | Follow-up on members work permit applications |
| 28-Nov | Mrs. Vera Chute - President of FABC | RE: GAS Hold of Containers from Fiji |
| 30-Nov | Mr. Senijale Seniloli - NES Chairperson | Declaration of Confidentiality & Non-Conflict of Interest - CEO |
| 29-Dec | The Hon. Sitiveni Ligamamada Rabuka, Prime Minister of Fiji of Prime Minister's Office | Congratulatory letter from FCEF to the Coalition on being elected to run the Government for the next four (4) years. |
| 29-Dec | The Hon. Agni Deo Singh, Minister for Employment, Productivity and Industrial Relations | Congratulatory letter from FCEF to the Coalition on being elected to run the Government for the next four (4) years. |
| 29-Dec | The Hon. Professor Biman Prasad Minister for Finance | Congratulatory letter from FCEF to the Coalition on being elected to run the Government for the next four (4) years. |
| 4- Jan | Director Immigration | Letter of Authority: New Work permit Application |
| 7-Jan | Mr. Steve Cordeiro, Small Business Development Service | Thanking him for assisting FCEF to establish FIM |
| 12-Jan | Hon. Prime Minister's Office | Inviting Ho.PM to be our Chief Guest at the launch of the "new" look FCEF from 6.00-8.30pm on Thursday the 16th of January 2023 at the GPH. |
| 17-Jan | The Hon. Professor Biman Prasad, Deputy Prime Minister and Minister for Finance | Invitation to be Chief Guest – Breakfast – plans for the private sector. |
| 18-Jan | Patrick Hickey – Chief Operating Officer of Lion One PTE | Reference letter |
| 18-Jan | Director Immigration | Letter of Authority: New Work permit Application |



| Date | To | Purpose |
|--------|---|---|
| 23-Jan | Director Immigration | Letter of Authority: New Work permit Application |
| 23-Jan | Director Immigration | Letter of Authority: New Work permit Application |
| 24-Jan | Hon. Agni Deo Singh – Minister of Employment, Productivity & Industrial Relations | FCEF Nomination to the Employment Relations Advisory Board (ERAB) |
| 26-Jan | The Hon. Filimoni Vosarogo, Minister for Lands and Mineral Resources | Congratulation and Invitation to come and meet the industry members. |
| 31-Jan | Arvind Maharaj – MD VKJGlobal | Reference letter |
| 1-Feb | The Acting Permanent Secretary, Ministry of Employment, Productivity & Industrial Relations | FCEF Nomination to ERAB Subcommittee to review the ERA 2007 |
| 21-Feb | The Hon Manoa Kamikamica, Deputy Prime Minister and Minister for External Trade Cooperative & SMEs. | Invitation to be Chief Guest FCEF Refresh Launch |
| 1-Mar | Director Immigration | Letter of Authority: New Work permit Application |
| 2-Mar | The Hon. Filimoni Vosarogo, Minister for Lands and Mineral Resources | Mining and Quarrying Council's Pending issues with Government. |
| 6-Mar | The Hon Manoa Kamikamica, Deputy Prime Minister and Minister for External Trade Cooperative & SMEs. | Thank you, letter, for the accepting invitation to be Chief Guest FCEF Refresh Launch: 7 th Marcf 2023 |
| 6-Mar | Ms. Rosi Doviverta – Managing Editor Digital and Readership Development | Concerns on Misleading Article |
| 9-Mar | The Hon. Professor Biman Prasad, Deputy Prime Minister and Minister for Finance | Invitation to be a speaker at FCEF Breakfast, 26 th April. |
| 9-Mar | The Hon Manoa Kamikamica, Deputy Prime Minister and Minister for External Trade Cooperative & SMEs. | Invitation to speaker at FCEF Breakfast, 26 th April. |
| 13-Mar | The Acting Permanent Secretary, Ministry of Employment, Productivity & Industrial Relations | FCEF Nomination for Employers representative to the NOHSAB Subcommittee |
| 14-Mar | Hon. Agni Deo Singh – Minister of Employment, Productivity & Industrial Relations | ERAB Resignation of a Member and replacement nominee |

| Date | To | Purpose |
|----------|---|--|
| 15-Mar | Director Immigration | Letter of Authority: New Work permit Application |
| 15-Mar | Director Immigration | Letter of Authority: New Work permit Application |
| 22-Mar | Hon. Agni Deo Singh – Minister of Employment, Productivity & Industrial Relations | FCEF Nomination to the Employers Panel of the Arbitration Court |
| 22-Mar | Hon. Seri Radrodro, Minister for Education, Heritage and Arts | Briefing on the Skills Council Fiji (SCF) by the TVET Sector Review Committee. |
| 27-Mar | Director Immigration | Letter of Authority: New Work permit Application |
| 4-Apr | The Acting Permanent Secretary, Minister for Employment, Productivity and Industrial Relations | 111 th Session of the International Labour Conference (ILC). FCEF's Nominee to attend ILC – Mr. Kameli Batiweti. |
| 4-April | Director Immigration | Letter of Authority: New Work permit Application |
| 4-April | Director Immigration | Letter of Authority: New Work permit Application |
| 4-April | Director Immigration | Letter of Authority: New Work permit Application |
| 6-Apr | Ministry of Finance | FCEF Submission to Fiscal Committee Submission |
| 14-April | Director Immigration | Letter of Authority: New Work permit Application |
| 14-April | Director Immigration | Letter of Authority: New Work permit Application |
| 26-Apr | The Hon. Professor Biman Prasad, Deputy Prime Minister and Minister for Finance | Thank you letter for speaking at FCEF's Breakfast. |
| 26-Apr | The Hon Manoa Kamikamica, Deputy Prime Minister and Minister for External Trade Cooperative & SMEs. | Thank you letter for speaking at FCEF's Breakfast. |
| 8-May | Director Immigration | Letter of Authority: New Work permit Application |
| 8-May | The Immigration Officer, Australian High Commission | Request for a Visa for CEO, Kameli Batiweti. |
| 17-May | The Hon. Professor Biman Prasad, Deputy Prime Minister and Minister for Finance | Invitation to FCEF's Post Budget Breakfast |
| 25-May | Director Immigration | Letter of Authority: New Work permit Application |
| 26-May | Hon. Agni Deo Singh – Minister of Employment, Productivity & Industrial Relations | Nominating of Members to the National Employment Centre Board for 2023-2025 |



| Date | To | Purpose |
|--------|--|--|
| 26-May | The Hon. Professor Biman Prasad, Deputy Prime Minister and Minister for Finance | Further to 17 th May: Post 2023-2024 National Budget Brunch in together with FABC and FNZBC) |
| 2-Jun | Director Immigration | Letter of Authority: New Work permit Application |
| 2-Jun | Mr. Wade Bromley, Senior Specialist, Bureau for Employers Activities | June labour mobility Regional Coordination Meeting |
| 7-Jun | The Acting Permanent Secretary, Minister for Employment, Productivity and Industrial Relations | Development, Innovation and Productivity Skill (DIPS) Centre |
| 19-Jun | Director Immigration | Letter of Authority: New Work permit Application |
| 25-Jun | BSP Bank Mr. Haroon Ali and BSPLife Michael Nacola | President of FCEF, Mr. Vinay Narsey, expressing our condolences on the recent passing of the late Sir Kostas G. Constantinou, OBE. |



P. Secretariat Reports

1. Industrial Relations Unit

1. Air Terminal Services

Judgement has been on notice since 2019. It concerns enforcement of contract.

2. Airports Fiji Ltd

AFL referred five cases of which two has been resolved and three is still pending at the Arbitration Court.

3. Bank of Baroda

Awaiting judgement on High Court employment matter.

4. Bus Companies

The judgement on the appeal concerning the order made by the Tribunal is still on notice. The said order had required the Employer to comply with the law, but it was based on speculation that the employer may breach the law.

A criminal matter was enforced by the Ministry of Labour. We have appealed the decision of the Tribunal, as they found the Employer guilty without giving them a chance to be heard on the matter. Our appeal also encompasses our challenge regarding the validity of demand notices and the application of s.247. According to s.247, the Tribunal, upon conviction, may impose fines of up to \$10,000.00 for individuals and up to \$100,000.00 for commercial entities. However, s. 211(3) explicitly states that the Tribunal only has the authority to fine individuals up to \$2,000.00.

The matter has been heard and ruling is on notice. Another grievance matter in relation to constructive dismissal is currently in the Employment (High) Court. An appeal filed by the worker.

5. Coca – Cola

Two grievances were reported to the Employment Relations Court because the remedies sought were in excess of the Tribunal's monetary jurisdiction. One is awaiting judgement while the other is waiting for further instructions from the Registry.

We have filed an appeal on a ruling by the Tribunal stating that we are obligated not only to pay holiday pay but also to provide and additional day off, which contradicts how we typically practice section 67 of the ERA. Unfortunately, the Registry has yet to release the application for servicing.

6. Charan Jeath Singh Supermarket

One unfair dismissal case is before the Tribunal. Was adjourned to 1st August for further Mention.

7. Fiji Times

We have completed the revision of the Collective Agreement and the Fiji Times are now using the said revision to try and amend the CA accordingly. We are also waiting for the Employer to complete the interview process so that we finalize the SOP's and JD's.

8. FMF

This was a work compensation claim. Matter is now awaiting ruling.

9. Gurbachan Foods Ltd

This is an unfair dismissal case. Ruling on notice.

10. Grid Security

We filed a motion to strike out the 51 criminal case (recovery of wages worths 2.5 million) filed by the MEPIR. Matter was heard on the 9th August, 2022. The Tribunal has ruled in our favour on our application to strike out the 51 criminal cases. Matter struck out. Our position was identical to the position taken in the Central Transport case. The unit was also handling six dismissal cases for which three have been fixed for Hearing. One was struck out. Two are waiting for further directions.

11. Golden Manufactures Ltd

A dispute case has been referred to the Unit in relation to enforcement of a specific provision of the Collective Agreement. Parties have been given time to resolve dispute out of Court. Matter is adjourned to 4th August for further mention.

12. Narsey Plastics

Judgement on notice. The appeal is an application against an interlocutory decision by the Tribunal based on our position that the Ministry of Labour abused the process when they commence an action on s247 and concluded it under s214.

13. Pangea Gold Mining Pte Ltd

Pangea is now prepared to engage in negotiations regarding the unions LOC since the completion of the HR policies review, benchmarking of position



descriptions, and the design of job description and JD Sops. The JEE (Job Evaluation Exercise) and wage fixing process are still ongoing. We have already conducted three training sessions with HR, Finance, and the Senior Management Team. Upon completing the remaining exercises, further training will be provided for awareness and implementation purposes.

14. Public Rental Board

Awaiting PRB management to schedule a meeting for the presentation of the reviewed policy.

15. Punja & Sons Ltd

One matter concerning enforceability of the Collective Agreement was referred to the Unit. The matter has been adjourned to the 1st of August for ruling.

16. Paradise Beverages

Status quo. Awaiting a convenient date to conduct a validation workshop with the management on the reviewed documents. The unit was also handling two-employment grievance on unfair dismissal. One has been heard and ruling is scheduled to 9th October, 2023. The second case has been transferred to the Legal Tribunal as the claim is more than the jurisdiction of Non-Legal Tribunal.

17. Ranjit Garments

We are still waiting for the grievor to sign the Deed of Settlement.

18. Remington

We have completed developing Remington Employment contracts. During the validation exercise the Director intervened and promised to do validation themselves. We will proceed to finalize the second part of the contract which is to develop their HR policy.

19. Shangri La Yanuca Island Resort

We have completed reviewing Shangri -La Collective Agreement to ensure compliance with the policy and law. We are also waiting for the Employer to complete the interview process so that we finalize the SOP's and JD's

20. South Pacific Fertilizers

We have completed reviewing the company HR policy. Awaiting a date convenient to the Management to present the reviewed documents.

21. Training

First training of the year was on the topic Mediation/ Employment Grievance and Employment Dispute and was conducted in the FCEF Board Room on 2nd March, 2023.

A total of 17 participants attended the second IR Training on the topic ERA intent and application at the FCEF Boardroom on 21st April. The same training was conducted for the West members on the 27th of April, 2023.



2. Fiji Enterprise Engine (FEE)

In January 2023, 19 individuals from 14 MSME's graduated as the 2022 cohort.

Private sector partnerships were a focus for 2022, leading into 2023. Partnerships secured last year were with MCTTT now called Ministry of Trade, Cooperatives, SME and Communication, Itaukei Trust Fund Board and Market Development Facility.

This year, FEE has partnered with the same partners of last year with new partnerships secured with International Labour Organization and Reserve Bank

of Fiji.

The goal of this year is to facilitate a cohort in Suva and another cohort in Nadi. The partnerships that have come on board for this year provides FEE with the capacity to facilitate both cohorts.

The Suva cohort began in May 2023 and will be completed in October 2023. The West cohort is to commence in Nov 2023 and end in April 2024. 15 participants are being selected for each cohort.

Meet the Suva Cohort:

THE 4TH COHORT
BUSINESS PROFILES

Sixth Sense Company Pte Limited
+677 330 111 / 330 111
sarah@sixthsense.com.fj
Sat 34 Bita Place, Suva
Years of operating: 3 years

What does your business do?

- We conceptualise and plan a road to success, mostly to help you achieve it.
- Businesses grow while we grow our business too.
- Sixth Sense Company has created five different roles in the business.
- Road management & Planning – we provide a holistic package from identifying the road to the solution.
- Supply of industrial equipment – agents, stock, maintenance, repair, spare parts, oil, etc.
- Implementing regular maintenance & inspection to ensure road safety.

What Social media platforms are you on?

- Facebook, Instagram, WhatsApp

Where do you see your business in the next 5 to 10 years?

- Globally & expand the business to the Pacific region and increase our presence globally.

What advice would you give to someone just starting their own business?

- Start and set your goal in one block, don't wait until you have the resources. Keep it simple, stay focused, don't get overwhelmed. Stay high and don't forget those who support you from day one will be your success.

Asmaria Elisabeth Quikawa

Qualifications, Awards or any Trainings Attended

- Master in Business Administration (MBA)
- Professional Diploma in Business Management (PDBM)
- Trade Certificate in Electronic Engineering (TCE)
- Training of Trainers modules 1 – 4 (TTMC)
- Managing Teams of the Workplace (MTPW)
- Building and Winning Customer Loyalty (MPC)

THE 4TH COHORT
BUSINESS PROFILES

Vuadomo Company (Fiji) Pte Ltd
+677 330 111 / 330 111
vuadomo@vuadomo.com
Vuadomo Village, Western Suva
Years of operating: 4
• Locally – 10 years and
• Globally – 4 months

What does your business do?

- Operating a tour company and providing eco-tourism activities

What Social media platforms are you on?

- Facebook and Instagram

Where do you see your business in the next 5 to 10 years?

- Expanding towards having our very own indigenous accommodation units.

What advice would you give to someone just starting their own business?

- The struggle in the business arena is real and that is the nature of the beast. However, if you think you have failed because you've exhausted all avenues to begin or expand your business.
- Stay, remember this, you haven't, if there is a will, there is a way. Stay focused, stay determined, stay focused, stay determined, stay focused, stay determined.

Epeli Asaro

Qualifications, Awards or any Trainings Attended

- BA in Social Management (SMP)
- Republic of Fiji Military Force (RFMF)
- Basic Survival Course (BSC)
- WWF Officer Commissioning Course (2016 – 2017)
- New Zealand Defense Force (NZDF)
- NZDF Officer Commissioning Course (2017 – 2018)

THE 4TH COHORT
BUSINESS PROFILES

DYNASTY TOURS & TRAVELS
+677 330 111 / 330 111
info@dynastytravels.com
Level 1, PMB Building, Suva CBD
Years of operating: 1 year

What does your business do?

- We are a travel and tour agency servicing companies with international clients, as well as individuals. Bookings for inbound tourists to Fiji.

What Social media platforms are you on?

- Agency: Facebook & Instagram
Facebook: @dynastytravels
Instagram: @dynastytravels
LinkedIn: @dynastytravels

Where do you see your business in the next 5 to 10 years?

- The best travel servicing agency for international visitors in Fiji and the most popular inbound tour operator for "Sunrise Tours" for incoming tourists.

What advice would you give to someone just starting their own business?

- Be optimistic, never give up and take each day as it comes.

Hriday Deswani

Qualifications, Awards or any Trainings Attended

- BBA (Marketing) and MBA (Business)
- Licensed Immigration advisor for New Zealand (M24)
- Award from Fiji Airways in 2022

THE 4TH COHORT
BUSINESS PROFILES

7 Design Events
+677 330 111
7design@7design.com
Lam, Suva
Years of operating: 1 year

What does your business do?

- We design and create beautiful event experiences and cover a range of services within the hospitality and events industry. From being your wedding planner, event organizer of your family reunion, or event coordinator. We love fulfilling your event space goals for a lasting memorable experience!

What Social media platforms are you on?

- Facebook, Instagram

Where do you see your business in the next 5 to 10 years?

- In the next 5 years, build a worldwide and nationwide fully customers, increase their event space.
- In the next 10 years, a global brand providing job opportunities for over 100+ creative who help create the Fiji experience through event styling in the world.

What advice would you give to someone just starting their own business?

- God has deposited that particular dream in you to help people, to dream big, and have the right people around you who will build on your dream. Remember that you are an extension of your business. The small things right, and the big things will come into place.

Sainimil Kulikawa

Qualifications, Awards or any Trainings Attended

- Graduated with a Bachelor of Commerce in Marketing & Human Resources Management from USP
- Currently work at Seven Insurance as a Social Media & Digital Content Specialist.

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Meet the Suva Cohort:

THE 4TH COHORT
BUSINESS PROFILES

BUSINESS NAME
Only Idea Studios

CONTACT
+677 422 704 / 70 700
info@onlyideastudios.com
Princess Road, Shop 26 & 27
Suva, Suva, Fiji

Years of operating: 4 years

What does your business do?

- A Production Company based in Suva City, Fiji Islands. We offer a range of services in Photography, Cinematography, Audio Production, Animation, 3D Production, Graphic Design & Video Production.

What Social media platforms are you on?

- Instagram: @onlyideastudios
- Facebook: Only Idea Studios
- YouTube: Only Idea Studios

Where do you see your business in the next 5 to 10 years?

- There's just so much I can say about this as our business keeps expanding every year.

What advice would you give to someone just starting their own business?

- Just like how I started, just start and have faith that everything will work out fine. The more you fail the better you become. Remember, starting a business requires dedication, perseverance, and hard work. Stay passionate about your vision, stay flexible in your approach, and always strive for continuous improvement. Good luck on your entrepreneurial journey!

Benjamin Senevaga

Qualifications, Awards or any Trainings Attended

- Advanced Certificate in Computing
- Diploma in Information Technology
- (Photovision) Represented Fiji at The Festival of Pacific Arts & Culture (FESTPAC) 2018 Founder & Chairman for Thakalait

THE 4TH COHORT
BUSINESS PROFILES

BUSINESS NAME
JBROS

CONTACT
+677 100 830
jbrospromotions@gmail.com
Shop 5, Lot 106, Pointe Alu
Rakua, Suva City, Suva
Fiji

Years of operating: 10 years

What does your business do?

- We design and do screen printing of t-shirts and materials for any occasion. We're mostly just opened our 1st boutique shop space in Rakua where we also stock products by other local female owned businesses.

What Social media platforms are you on?

- Facebook: @jbrospromos
- Instagram: @jbrospromos

Where do you see your business in the next 5 to 10 years?

- To be the leading provider for quality screen printing and unique custom designs across throughout Fiji and the Pacific.

What advice would you give to someone just starting their own business?

- Put God first. Believe in yourself, keep your head in the game and don't quit. Surround yourself with people who support your dreams and continue to inspire and motivate you. Trust me you will need all the support you can get. It's never easy but with the right mindset and support system, you will get there.

Mele Wakolo

Qualifications, Awards or any Trainings Attended

- 2021 Received Certificate of Participation in Virtual Training in Art of Organization Management
- 2021 Received Certificate of Attendance for 8th course Karamoko Honoring the Spirit
- 2021 Received Certificate of Participation What Committee a Prominent Report
- 2021 Received Certificate of Completion for Business Acceleration Program
- 2021 Received Certificate of Participation for Virtual Training on Strategic Planning for Medium Impact
- 2022 Received Certificate of Completion in the Academy for Women Entrepreneurs

THE 4TH COHORT
BUSINESS PROFILES

BUSINESS NAME
Moana Loa Performing Arts Center

CONTACT
+677 100 755
moanaloa@moanaloa.com
Lami, Suva, Suva

Years of operating: 4 years

What does your business do?

- Performing Arts Company - provides entertainment of events, produces events/dance stage shows
- Performing Arts School - teaches social arts, dance and drama
- Performing Arts Consultancy - facilitates workshops on Theatre and Dance, work with NGOs in creating theatrical shows, addressing and creating awareness on social issues

What Social media platforms are you on?

- Facebook, Instagram, Twitter, Tik Tok, LinkedIn

Where do you see your business in the next 5 to 10 years?

- A Performing Arts Center recognized nationally, regionally and internationally. A business centered through its high-quality, profit-focused service and a robust network providing regular job opportunities to artists. Establish the Culture Map, Day-Hat Package in Suva City in the first 3 to 5 years, with the inclusion of a performing arts stage production, depicting early Fiji history, myths and legends, integrating contemporary dance, social dance and traditional dance to be discussed at the Suva City Center on birthday days.

What advice would you give to someone just starting their own business?

- Believe in your vision and never give up.

Alecia Revvu

Qualifications, Awards or any Trainings Attended

- 20 years in the performing arts industry - worked on various theatre productions, stage and film productions
- Received 2018 National Theatre Award for Best Actress
- 2019 National Theatre Award for Best Actress
- 2020 National Theatre Award for Best Actress
- 2021 National Theatre Award for Best Actress
- 2022 National Theatre Award for Best Actress
- 2023 National Theatre Award for Best Actress

THE 4TH COHORT
BUSINESS PROFILES

BUSINESS NAME
Juice Fiji

CONTACT
+677 100 755
juicefiji@juicefiji.com
Suva & Rakua

Years of operating: 8 years

What does your business do?

- Manufacture fresh juice

What Social media platforms are you on?

- Facebook, Instagram and TikTok

Where do you see your business in the next 5 to 10 years?

- Be able to export to the world

What advice would you give to someone just starting their own business?

- It is to be persistent and never give up

Panepesa Duanakamakama

Qualifications, Awards or any Trainings Attended

- 2021 Received Certificate of Participation in Virtual Training in Art of Organization Management
- 2021 Received Certificate of Attendance for 8th course Karamoko Honoring the Spirit
- 2021 Received Certificate of Participation What Committee a Prominent Report
- 2021 Received Certificate of Completion for Business Acceleration Program
- 2021 Received Certificate of Participation for Virtual Training on Strategic Planning for Medium Impact
- 2022 Received Certificate of Completion in the Academy for Women Entrepreneurs

THE 4TH COHORT
BUSINESS PROFILES

BUSINESS NAME
Shop Pasifika PTE LTD

CONTACT
+677 100 830
shop@shoppasifika.com
Garden Rd, Rakua, Suva

Years of operating: 7 years

What does your business do?

- Online/consult on e-commerce platform
- Multi-vendor retail platform

What Social media platforms are you on?

- WhatsApp - FACEBOOK

Where do you see your business in the next 5 to 10 years?

- Pacific operative expansion
- Serve international clients
- Digitalize commerce space in Fiji

What advice would you give to someone just starting their own business?

- People will take out more time to criticize your idea than to help you achieve it
- If you think it can't be done, it's because nobody has tried
- Be ready to get ready to fail

Rakin Wahed

Qualifications, Awards or any Trainings Attended

- Bachelor of International Business Marketing & Tourism management
- Small Shopkeeper of the year 2019
- 2019 Summer up
- YES GOV (Young Entrepreneurs Scheme) grant recipient
- Founder of Cheap Games Fiji & Shop Pasifika PTE LTD

The FEE Facilitators

The FEE Team for 2023 consists of 8 Local Business Coaches (LBC), 1 International Master Trainer (IMT) and 1 Business Accelerator Manager (BAM).

The LBC's are:

1. Accounting and Finance – Ben Naiveli & Paula Rasinupate
2. Branding & Marketing – Ronna Sekiguchi & Jesse King
3. Human Resources & Industrial Relations – Watson Nata & Jonetani Tonawai
4. Strategic Management – Nanise Masau & Keasi Tora
5. International Master Trainer – Steve Cordeiro
6. Business Accelerator Manager – Palinda Kaituu

FEE Curriculum

The core thematic areas covered in FEE are the top four areas. The IMT facilitates Entrepreneurship & Innovation for the cohort. This year with the partnership with ILO, FEE will introduce Greening Your Business (GYB) and Digitalizing Your Business (DYB). GYB and DYB will be facilitated for the cohort by the IMT and BAM.

Other development areas introduced this year are session on Effective Communication and Public Speaking, which is being facilitated by Veronika Naiwaqa of Up-skill Yourself.

FEE Participants participate in classroom sessions, mentoring and one-on-one coaching sessions with the LBC's, IMT and BAM. Industry Expert sessions are conducted by FRCS, FNPF, Ministry of Trade, Cooperatives, SME and Communication, including other relevant industry speakers.



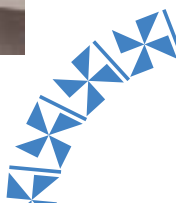
MDF Summary from FEE Monitoring

- The FEE Monitoring in 2022 comprised of interviews with the 2019 and 2020 FEE cohorts.
- From 2019 to 2022 (4 years of monitoring), the MSMEs that have gone through FEE have been able to earn a combined additional revenue of FJD1.8 million by implementing learnings from FEE enabling them to improve their current business models. In 2022 alone, FEE was still impacting their revenues, 2-3 years after having completed the programme. Five (5) of the MSMEs recorded a combined additional revenue of FJD330,000 in 2022 alone.
- Overall, FEE has impacted 116 MSMEs (20 FEE alumni and 96 MSMEs through FEE covid webinars and classes) and created or sustained employment for 26 employees, since 2019.
- Due to what these MSMEs have learnt from FEE about Finance and applying for financing as well as improving their investment readiness by going through the programme, 8 of those MSMEs have since 2019 been able to apply for and access FJD642,000 in grant and loan financing. Some of the MSMEs have been able to access grant funding more than once.
- In 2022 alone, FJD207,000 was accessed by 3 MSMEs.
- This has enabled the MSMEs to invest into their businesses to help them adapt, survive, revive, and grow.
- The monitoring for the 2022 cohort is currently in progress by MDF and expected to be released by November 2023.

Outcomes During the Program

Other outcomes achieved in FEE this year, are the launch of Quick Find Fiji – established by one of the MSME's Shop Pasifika Pte Ltd. Director Rakin Wahed, develops and consults on e-commerce platforms and multi-vendor retail platform. Rakin launched Quick Find Fiji, which is an advanced digital version of the traditional "Yellow Pages" in our Fiji Directory.







On 27th of September 2023, Vuadomo Company, also part of the Suva Cohort, launched their Tourism initiative in Savusavu, which was World Tourism Day. The cohort was also part of this event as they visited Vuadomo and facilitated their Entrepreneur Day with the neighboring villages. Vuadomo launched their package as the Muanivatu Trails, with the following features: Cultural Tours, Vuadomo Waterfall Adventure, Hiking experience, Conservative Initiative (reef planting, mangrove planting & tree planting), water sports (free diving, kayaking, snorkeling and fishing) and village homestays (immerse into the daily life of an indigenous Fijian with an experience

of farm and fish to fork)

FEE continues to develop and equip MSME's for investment readiness and a more sustainable way of doing business. The expansion of FEE into the West region is a step closer to impacting our local MSME's not only in the capital but around the country. As more partnerships are secured, FEE intends on expanding it's reach to the North.

Sincere acknowledgement goes out to the facilitators and partners of FEE and the drive to invest into our local MSME's.



3. Communications

Membership Services Research Communications: Savenaca Baro Communications Officer: Anishma Prasad

Objective

At the core of Fiji Commerce & Employers Federation's communication strategy lies Advocacy and Representation, where the federation advocates for its member enterprises and employers. This involves active engagement with governmental bodies and regulatory entities to influence policies, regulations, and laws that impact the business environment. Concurrently, the federation takes on the role of Information Dissemination, diligently providing members with accurate and current insights into industry trends, legal changes, and market shifts that shape their operations. This commitment is fulfilled through reports, workshops, trainings, social media updates and emails.

Furthermore, Networking and Collaboration are central objectives. The federation leverages various communication channels to facilitate connections and synergy among its diverse members. By organizing events, forums, and platforms, it encourages members to establish relationships, share insights, and collectively address mutual challenges. This intricate interplay of advocacy, information-sharing, and collaboration underscores the federation's multifaceted role as a vital channel for fostering growth, development, and shared success within the business ecosystem.

Communication Channels to Facilitate Connection

Print media

The Fiji Commerce & Employer's Federation maintains a strong rapport with Fiji's prominent print media outlets, namely the Fiji Times and Fiji Sun. FCEF involves collaborative efforts with both newspapers to advance advocacy initiatives, disseminate crucial information, and provide comprehensive coverage of various events organized by the FCEF.

In particular, FCEF has established a productive partnership with the Fiji Times, utilizing its platform to amplify awareness of FCEF's activities and councils. Through a formal arrangement, the Fiji Times allocates a dedicated page every Wednesday to showcase FCEF's stories through captivating narratives, articles, and visual content. This designated page has gathered favorable responses from both the board and members, owing to its coverage of numerous events.

Furthermore, the Fiji Times assumes a pivotal role in championing the Top Executive Conference (TOPEX),

having served as the official media partner in past years and continuing this role into the present year. This collaboration underscores the newspaper's significant contribution to the promotion and success of TOPEX.

Social media

Facebook and Twitter serve as the primary platforms for FCEF to share updates about events, meetings, and other information. Over the past seven months, FCEF's official Facebook page has experienced substantial growth in terms of likes and followers, attributed to the increased frequency of weekly posts. Presently, the FCEF Facebook page boasts more than 10,000 likes and enjoys a following of over 11,500 individuals.

FCEF's online presence has flourished across both Twitter and Facebook due to its active engagement in numerous events and training activities. The Twitter account currently boasts over 1,000 followers, and its following is steadily expanding over time.

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.

Re-Branding

On March 8, 2023, the Fiji Commerce & Employers Federation celebrated the unveiling of their rebrand. This event marked the introduction of a fresh logo that carries deeper significance, resonating with the core activities of FCEF. The newly revealed emblem effectively upholds the organization's rich heritage while also embracing contemporary ideologies. It also signifies the reforms that have been undertaken over the past few years.

Intend next financial year

The Fiji Commerce & Employers Federation communication department aims to enhance member engagement and public outreach in the



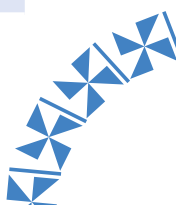
upcoming financial year. Intending to implement targeted digital campaigns, strategic media relations, and informative content creation, the department seeks to amplify its role as a trusted industry voice, promoting connections with stakeholders and business advocacy, and highlighting key economic

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.



4. Training Unit

| Month | Day | Course Title | Venue/Mode | Number of Participants | Course Facilitator |
|-----------------------------------|-------------|--|---------------------------|------------------------|-----------------------------|
| July 2022 | 1st | Leadership Modules 1, 2 & 3 | FCEF Board Room | 20 | Kameli Batiweti |
| | 9th | Leadership Module 1 & 2 | Member premises – inhouse | 19 | Kameli Batiweti |
| | 12th | Communication at the Workplace | Member premises – inhouse | 15 | Kameli Batiweti |
| | 28th | Change Management & Emotional Intelligence | FCEF Board Room | 10 | Epi Gonewai |
| August 2022 | 1st | Basics of Skills Advisory | FCEF Board Room | 10 | Kameli Batiweti |
| | 16th | Leadership Module 4, 5 & 6 | Member premises – inhouse | 31 | Kameli Batiweti |
| | 29th & 30th | CPR and First Aid Training | FCEF Board Room | 23 | Fiji Red Cross |
| September 2022 | 2nd | Mediation | FCEF Board Room | 21 | Watesoni Nata |
| | 8th & 9th | Mental Health at the Workplace | FCEF Board Room | 10 | Life Line Fiji |
| | 15th & 16th | OHS Modules 3 & 4 | FCEF Board Room | 14 | Pio Rova |
| October 2022 | 13th | Regulating Workplace Absenteeism | FCEF Board Room | 13 | Epi Gonewai |
| | 16th | Enneagram | Holiday Inn | 43 | Sandra Viljoen |
| November 2022 | 17th | H R Policies | FCEF Board Room | 17 | Lusiana Nuqanuqa |
| 25th & 26th November - TOPEX 2022 | | | | | |
| January 2023 | 19th & 20th | Pacific First Aid and CPR | FCEF Board Room | 7 | Fiji Red Cross |
| | 21st | Leadership Module 1 & 2 | Member premises – inhouse | 19 | Kameli Batiweti |
| February 2023 | 3rd | Fire Warden | FCEF Board Room | 7 | National Fire Authority |
| | 4th | Leadership Module 3 & 4 | Member premises – inhouse | 19 | Kameli Batiweti |
| | 9th & 10th | OHS Modules 1 & 2 | FCEF Board Room | 15 | Pio Rova |
| | 13th & 14th | CPR | FCEF Board Room | 8 | Fiji Red Cross |
| | 21st & 22nd | Working in Confined Spaces | FCEF Board Room | 7 | National Fire Authority |
| | 27th | Breakfast with the Minister | Grand Pacific Hotel | 180 | Hon. Professor Biman Prasad |
| March 2023 | 2nd | Mediation/Disputes Grievances | FCEF Board Room | 20 | Noel Tofinga |



| Month | Day | Course Title | Venue/Mode | Number of Participants | Course Facilitator |
|------------|-------------|--|----------------------------------|------------------------|-----------------------------|
| | 4th | Leadership Module 5 & 6 | Member premises – inhouse | 19 | Kameli Batiweti |
| | 22nd & 23rd | Working at Heights | National Fire Authority Premises | 13 | National Fire Authority |
| | 28th | Front Office Management & Customer Services | FCEF Board Room | 13 | Epi Gonewai |
| | 31st | Mentoring and Coaching | Member premises – inhouse | 10 | Kameli Batiweti |
| April 2023 | 13th | Business Continuity Plan | Nadi Town Council Civic Centre | 14 | Kameli Batiweti |
| | 17th | Performance Management System | FCEF Board Room | 25 | Thelma Tarai-Savua |
| | 18th | Australia Awards – Inclusive Leadership | FCEF Board Room | 30 | Ethos |
| | 21st | ERA – Intent & Application | FCEF Board Room | 15 | Noel Tofinga |
| | 26th | Breakfast with the Minister | Gran Pacific Hotel | 108 | Hon. Professor Biman Prasad |
| | 27th & 28th | Australia Awards – Train the Trainer | FCEF Board Room | 45 | Ethos |
| May 2023 | 9th | Confined Spaces | National Fire Authority Premises | 15 | National Fire Authority |
| | 18th | Business Writing Skills and Communication Skills | FCEF Board Room | 20 | Epi Gonewai |
| | 22nd | Mediation | FCEF Board Room | 20 | Watesoni Nata |

Summary of Trainings provided by the Training Unit:

At the Federation, between the period July 2022 to June 2023, the training unit delivered various trainings both at FCEF premises and at client premises to our valued members. We supplied face to face trainings all throughout the year, which were welcomed by our members after months of virtual trainings due to pandemic restrictions. We delivered trainings in Leadership, Communication skills, Front Office Management, Business Writing Skills, Change Management and Emotional Intelligence, Mental Health, Occupational Health & Safety Modules 1,2,3, and 4, Human Resources and Industrial Relations. Other areas of trainings covered:

- CPR and First Aid Training by The Fiji Red Cross
- Fire Warden by The National Fire Authority
- Working in Confined Spaces by The National Fire Authority
- Working at Heights by The National Fire Authority

We also had two information sessions for our members for the year as follows:

- Breakfast with the Minister, Deputy Prime Minister, Hon. Professor Biman Prasad
- Breakfast with the Minister, Deputy Prime Minister, Hon. Professor Biman Prasad and Deputy Prime Minister, Hon. Manoa Kamikamica

These information sessions set a platform for members to engage with the speakers to gain understanding on the way forward by the new Government in terms of the Private sector and the country.

Fiji Commerce and Employers Federation also delivers beneficial free courses by engaging with our overseas training partners such as The Australia Awards, The Association for Overseas Technical Cooperation and Sustainable Partnerships (AOTS) and Asian Productivity Organization (APO). This year FCEF in conjunction with our overseas training partners offered participants a virtually learning platform in areas such as Human Resources, Management, Train the Trainers and Occupational Health and Safety.

Soft Skills Trainings offered by Fiji Commerce and Employers Federation:

1. Leadership Modules 1, 2, 3, 4, 5 and 6

The Leadership Training is divided into modules and covers various aspects of Leadership:

- What is Leadership
- Leadership Styles
- Leadership – Makes a Difference
- Defining (Crucial/Important/Significant) Moments Define you as a Leader
- Handling Criticisms

All of the above sub-topics takes the participants into understanding leadership from a different perspective. This was one of the popular trainings for the year which was delivered at FCEF Board Room and in-house for a few members.

2. Basics of Skills Advisory

The BOSS training covered several topics, one being “The Role of Supervisors and/or Managers”. In this topic management was defined as the organization and mobilization of resources towards achieving an organization’s objectives. The discussion on the Manager or Supervisor responsibilities and accountabilities plus the principles of needs and how this relates to Employees motivation at work is also covered.

3. OHS Module 1,2,3, and 4

This course aimed to provide health and safety representatives with the range of basic skills which enable the participants to effectively and responsibly represent their work group. It also aimed to provide the representatives with a working knowledge of the Health & Safety at Work Act 1996 and other relevant legislation. Furthermore, it also assisted the health and safety representatives to understand the principles of hazard identification, risk assessment and risk control and develop positive attitudes towards occupational health and safety. It also equipped participants on how to develop the OH&S Management system focusing on the essential processes, learning of appropriate implementation procedures and gaining insight into an experience of variety of organisations that have implemented OHSMS.

4. Communication at the Workplace

This course aimed at the communication and its perspective in the workplace equipping the participants to include proper communication in their daily duties. The course defines communication, parts to communication and the consequences of poor communication including examples and how to avoid poor communication. It also includes the cost for poor communication and understanding effective communication results. It also touched topics relating to communication and learning

and the increasing staff engagement through communications visiting emerging challenges with improper communication at the workplace.

5. Change Management & Emotional Intelligence

This course aimed at change as the most important element of successful business management. To remain competitive in increasingly aggressive markets, organization (and individuals in them) have to adopt a positive attitude to change. Participants were able to understand the view of the current environment faced by the workplace, how emotionally intelligent leaders are challenged to overcome change and manage the emotions involved in change. This one-day course has been designed to enable leaders to facilitate change by way of identifying the talents needed to build a winning team, and the ability to overcome resistance to change as well as to plan strategically to achieve the best results.

6. Mental Health at the Workplace

Mental Health and Wellbeing is an awareness course that defined and explained current concepts and thinking around staying mentally healthy, and the factors that support wellness. Participants were introduced on taking care of their own mental health: It outlined the concepts and encouraged the participants to talk openly about their emotional state. Reducing the stigma and improving understanding can be facilitated by learning about concepts of mental well-being and how to stay mentally healthy. The importance of self-care and developing strategies to build resilience is covered in this training for better understanding people who have mental health illness. Mental Health and Wellbeing training highlighted the importance of managing stress and building resilience, and how to put that into practice, equipping participants with the tools to work towards taking responsibility for their own wellbeing.

7. Front Office Management & Customer Services

This course has been designed for the front office administration employees and the front office professional where their performance outcomes, skills and knowledge are required to provide quality service to customers in a range of service industry workplaces. The course aimed at upgrading the knowledge and skills of telephone users, secretaries and front-line personnel as they professionally carry out proper telephone etiquette and manage front office dealings.

8. Business Report Writing Skills

The aim of this course was to provide participants with the opportunities to explore variety of techniques and styles they can use to impart effectively through Report Writing and Communications.



Course Objectives At the end of the session, learners were able to:

- Identify various styles and process of report writing
- Demonstrate easy method of preparing report
- Types of report, identifying styles of report, collecting data & information gathering, documenting information and recording, failures in report writing, understanding report characteristics and characteristics of factual/objective report

The training unit acknowledges the support of the Board of Directors, the Chief Executive Officer, Mr, Kameli Batiweti and the Secretariat in the planning and the implementation of the training to the FCEF members. The training unit also appreciates the continued support of the FCEF members in encouraging their employees to take advantage and attend the trainings for their organization's sustainable growth and development. There will be more training opportunities and support to members in the upcoming months so keep watching the Training space.



FCEF Refresh Launch



Fiji Commerce & Employers Federation

THE VOICE OF THE PRIVATE SECTOR



FCEF Refresh Launch



FCEF Refresh Launch



Farewell and Best Wishes Mr. Kameli Batiweti and Mrs. Eseta Nadakuitavuki



FIJI COMMERCE AND EMPLOYERS FEDERATION LIMITED

(A Company Limited by Guarantee, and not having a Share
Capital)

FINANCIAL STATEMENTS 30 JUNE 2023

FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

FINANCIAL STATEMENTS
30 JUNE 2023

DIRECTORS' REPORT

In accordance with a resolution of the board, the members herewith submit the balance sheet at 30 June 2023, 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 2023 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)
 Alvin Sharma
 Himan Chandra
 Jeetender Rai
 Mike Spencer
- Re-appointed 24th September 2021:
 Eldon Eastgate (Vice President)
 Susie Wanjaniharvi
 Vera Chute
- Re-appointed 30th September 2022:
 Esela Nadakuitavuti (Vice President)
 Mitesh Kapadia
 Fankesha Lockington
- Appointed 25th September 2020:
 Ilyaz Koya (resigned on 30th September 2022)
- Appointed 30th September 2022:
 Anil Sanemintoe
- Council Chairs:
 Esela Nadakuitavuti (re-appointed 18th October 2022)
 Sharon Shah (re-appointed 19th October 2022)
 Wafisoni Naba Jnr (re-appointed 19th October 2022)
 Karunesh Rao (re-appointed 21st October 2022)
 Harvie Probert (appointed 17th October 2022)
 Susie Wanjaniharvi (appointed 18th October 2022)
 Ilyaz Koya (appointed 20th October 2022)
 Sanjash Prasad (appointed 20th October 2022)
 Fankesha Lockington (appointed 20th October 2022)

2 PRINCIPAL ACTIVITY

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

FUJ COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

FINANCIAL STATEMENTS
30 JUNE 2023

DIRECTORS' REPORT – Continued

3 OPERATING RESULTS

The operating profit for the year is \$113,905 (2022: \$438,487).

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 LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

FINANCIAL STATEMENTS
30 JUNE 2023

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 other than those disclosed in the financial statements.

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 and in accordance with a resolution of the directors.

Dated this 11th day of September 2023.



 President



 Board Member

FIJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

FINANCIAL STATEMENTS
30 JUNE 2023

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 2023:
 - i. comply with the IFRS for Small and Medium-sized Entities Standards and give a true and fair view of the financial position of the Federation as at 30 June 2023 and of the performance and cash flows of the Federation for the year ended 30 June 2023; 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 11th day of September 2023.

.....
President

.....
Board Member





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 email: info@bdo.fj
 Offices in Suva and Lautoka

BDO
 Chartered Accountants
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 GPO Box 855
 Suva, Fiji

FUJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

AUDITOR'S INDEPENDENCE DECLARATION TO THE DIRECTORS

As auditor for the audit of Fuji Commerce and Employers Federation Limited for the financial year ended 30 June 2023, 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.

Wathsala Suraweera
 Partner
 Suva, Fiji

BDO
 CHARTERED ACCOUNTANTS

11 September 2023



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

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 Suva, Fiji

INDEPENDENT AUDITOR'S REPORT

To the Members of Fiji Commerce and Employers Federation Limited (A Company Limited by Guarantee, and not having a Share Capital)

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Fiji Commerce and Employers Federation Limited (the Federation), which comprise the balance sheet as at 30 June 2023, 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 2023, 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 but does not include the financial statements and the auditor's report thereon.

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 Limited (A Company Limited by Guarantee, and not having a Share Capital) - Cont'd

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 Limited (A Company Limited by Guarantee, and not having a Share Capital) - Cont'd

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.

Other Matter

The financial statements of the Federation for the year ended 30 June 2022 were audited by another auditor who expressed an unmodified opinion on those financial statements on the 14 September 2022.



BDO

CHARTERED ACCOUNTANTS



Wathisala Suraweera

Partner

Suva, Fiji

11 September 2023



FUI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

**STATEMENT OF PROFIT OR LOSS AND
 OTHER COMPREHENSIVE INCOME
 FOR THE YEAR ENDED 30 JUNE 2023**

| | Notes | 2023 \$ | 2022 \$ |
|--|-------|------------------|------------------|
| Income | | | |
| Entrance fees | | 7,381 | 7,888 |
| Subscriptions | | 411,080 | 418,337 |
| Seminars and conference - net income | | 248,407 | 284,812 |
| Secretariat services - net income | | 58,211 | 54,717 |
| Share of partnership profit | 10 | 88,233 | 85,088 |
| Other income | | <u>18,807</u> | <u>143,126</u> |
| Total income | | <u>862,209</u> | <u>984,723</u> |
| Expenditure | | | |
| Staff costs | | (463,882) | (353,887) |
| Other expenditure | | <u>(307,842)</u> | <u>(194,588)</u> |
| Total expenditure | | <u>(771,304)</u> | <u>(548,230)</u> |
| Profit from operations | 3 | <u>113,805</u> | <u>436,487</u> |
| Other comprehensive income | | <u>-</u> | <u>-</u> |
| Total comprehensive income for the year | | <u>113,805</u> | <u>436,487</u> |

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

FIJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

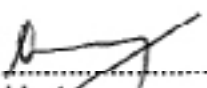
BALANCE SHEET
AS AT 30 JUNE 2023

| | Notes | 2023 \$ | 2022 \$ |
|----------------------------------|-------|------------------|------------------|
| Current Assets | | | |
| Cash and cash equivalents | 4 | 335,280 | 758,870 |
| Term deposit | 5 | 35,086 | 306,750 |
| Receivables | 6 | 150,370 | 248,158 |
| Total Current Asset | | 520,736 | 1,313,778 |
| Non-Current Assets | | | |
| Plant and equipment | 8 | 47,507 | 53,519 |
| Intangible assets | 9 | 12,797 | 1,957 |
| Term deposit | 5 | 730,281 | 232,700 |
| Investment | 10 | 2,207,489 | 2,221,236 |
| Total Non-current Assets | | 3,078,074 | 2,509,412 |
| Total Assets | | 3,598,810 | 3,822,990 |
| Current Liabilities | | | |
| Payables and accruals | 7 | 54,528 | 80,653 |
| Annual leave accrued | | 26,694 | 26,354 |
| Income received in advance | 11 | 122,417 | 433,717 |
| Total Current Liabilities | | 202,639 | 540,724 |
| Total Liabilities | | 202,639 | 540,724 |
| Net Assets | | 3,396,171 | 3,282,266 |
| | | ===== | ===== |
| Members' funds | | | |
| Accumulated funds | | 3,396,171 | 3,282,266 |
| | | ===== | ===== |

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 and in accordance with a resolution of the directors.



 President

11 September 2023

.....
 Date



 Board Member

11 September 2023

.....
 Date



FUJ COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

**STATEMENT OF CHANGES IN
MEMBERS' FUNDS**
YEAR ENDED 30 JUNE 2023

| | Accumulated Funds | Total |
|------------------------|----------------------|------------------|
| | \$ | \$ |
| Balance - 30 June 2021 | 2,845,778 | 2,845,778 |
| Profit for the year | <u>438,487</u> | <u>438,487</u> |
| Balance - 30 June 2022 | 3,282,266 | 3,282,266 |
| Profit for the year | <u>113,905</u> | <u>113,905</u> |
| Balance - 30 June 2023 | <u>3,396,171</u> | <u>3,396,171</u> |

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



FUJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

STATEMENT OF CASH FLOWS
YEAR ENDED 30 JUNE 2023

| | Notes | 2023 \$ | 2022 \$ |
|--|-------|-----------------------|-----------------------|
| CASH FLOW FROM OPERATING ACTIVITIES | | | |
| Receipts from members and others | | 687,711 | 680,808 |
| Payments to suppliers, employees and for administration | | (785,383) | (481,289) |
| Interest received | | <u>40,132</u> | <u>21,408</u> |
| Net cash inflows / (outflows) from operating activities | | <u>(177,520)</u> | <u>520,835</u> |
| CASH FLOW FROM INVESTING ACTIVITIES | | | |
| Acquisition of plant, equipment and intangibles | | (19,853) | (22,814) |
| Net payments for term deposits | | <u>(225,817)</u> | <u>(17,800)</u> |
| Net cash outflows from investing activities | | <u>(245,870)</u> | <u>(40,514)</u> |
| Net increase/ (decrease) in cash and cash equivalents | | (423,380) | 480,321 |
| Cash and cash equivalents at the beginning of financial year | | <u>758,870</u> | <u>278,349</u> |
| Cash and cash equivalents at the end of financial year | 4 | <u><u>335,290</u></u> | <u><u>758,870</u></u> |

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



FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2023

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 Gormie Street, Suva, Fiji.

The financial statements were authorised for issue by the Board of Directors on

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.

FIN COMMERCE AND EMPLOYERS FEDERATION LIMITED **NOTES TO AND FORMING PART OF**
(A Company Limited by Guarantee, and not having a Share Capital) **THE FINANCIAL STATEMENTS-CONT'D**
FOR THE YEAR ENDED 30 JUNE 2023

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 (three to five years) 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.



FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee and not having a Share Capital)

NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS-CONT'D
FOR THE YEAR ENDED 30 JUNE 2023

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.

FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS-CONT'D
FOR THE YEAR ENDED 30 JUNE 2023

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:

| | 2023 | 2022 |
|---|--------|--------|
| | \$ | \$ |
| Charging as expense: | | |
| Auditor's remuneration - audit services | 7,000 | 5,000 |
| Depreciation and amortisation | 15,125 | 18,088 |

4 CASH AND CASH EQUIVALENTS

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

| | 2023 | 2022 |
|--------------------------|----------------|-------------------|
| | \$ | \$ |
| Cash at bank and on hand | <u>335,280</u> | <u>\$ 758,870</u> |

5 TERM DEPOSITS

| | 2023 | 2022 |
|---------------------------------------|---------------|----------------|
| | \$ | \$ |
| Current | | |
| Merchant Finance (Fiji) Pte Limited | 35,088 | 150,750 |
| Credit Corporation (Fiji) Pte Limited | <u>-</u> | <u>150,000</u> |
| | <u>35,088</u> | <u>300,750</u> |

FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

**NOTES TO AND FORMING PART OF
 THE FINANCIAL STATEMENTS CONT'D
 FOR THE YEAR ENDED 30 JUNE 2023**

5 TERM DEPOSITS (CONTINUED)

| | 2023 | 2022 |
|---------------------------------------|----------------|----------------|
| | \$ | \$ |
| Non-current | | |
| Credit Corporation (Fiji) Pte Limited | 181,304 | - |
| Merchant Finance Pte Limited | 188,877 | 32,700 |
| Reserve Bank of Fiji - Viti Bonds | <u>400,000</u> | <u>200,000</u> |
| | <u>730,261</u> | <u>232,700</u> |
| Total term deposit | <u>785,367</u> | <u>538,450</u> |

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 Pte Limited matures on 11 November 2024 and 3 June 2024 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%.

6 RECEIVABLES

| | 2023 | 2022 |
|------------------------------------|------------------|------------------|
| | \$ | \$ |
| Accounts receivable | 127,750 | 217,835 |
| Less: Provision for doubtful debts | <u>(12,825)</u> | <u>(10,485)</u> |
| | 114,925 | 207,440 |
| Prepayments | 28,800 | 24,072 |
| Interest receivable | <u>6,845</u> | <u>16,848</u> |
| | <u>150,370</u> | <u>248,168</u> |

Movement in the provision for doubtful debts is as follows:

| | 2023 | 2022 |
|--------------------------------------|-----------------|---------------|
| | \$ | \$ |
| At 1 July | 10,485 | 5,585 |
| Doubtful debts written off | <u>(6,270)</u> | <u>(-)</u> |
| Provision recognised during the year | <u>8,800</u> | <u>4,900</u> |
| At 30 June | <u>12,825</u> | <u>10,485</u> |

7 PAYABLES AND ACCRUALS

| | 2023 | 2022 |
|-----------------------------|---------------|---------------|
| | \$ | \$ |
| Trade payables | 8,007 | 9,880 |
| VAT payable | 2,016 | 15,400 |
| Other payables and accruals | <u>44,440</u> | <u>55,367</u> |
| | <u>54,528</u> | <u>80,653</u> |

FUJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS-CONT'D
FOR THE YEAR ENDED 30 JUNE 2023

8 PLANT AND EQUIPMENT

| | Furniture fittings and office equipment | Computer equipment | Total |
|------------------------------------|--|-------------------------------|---------------|
| | \$ | \$ | \$ |
| 30 June 2023 | | | |
| Cost | 30,842 | 105,482 | 145,404 |
| Accumulated depreciation | (18,805) | (81,002) | (99,807) |
| Carrying amount at end of the year | <u>23,137</u> | <u>24,370</u> | <u>47,507</u> |
| 30 June 2022 | | | |
| Cost | 38,794 | 100,257 | 137,051 |
| Accumulated depreciation | (13,407) | (70,125) | (83,532) |
| Carrying amount at end of the year | <u>23,387</u> | <u>30,132</u> | <u>53,519</u> |

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

| | Furniture fittings and office equipment | Computer equipment | Total |
|------------------------|--|-------------------------------|---------------|
| | \$ | \$ | \$ |
| Carrying amount | | | |
| At 1 July 2021 | 17,030 | 20,804 | 48,434 |
| Additions | 8,033 | 13,701 | 22,814 |
| Disposals | (500) | - | (500) |
| Depreciation charge | (2,770) | (12,233) | (15,029) |
| At 30 June 2022 | <u>23,387</u> | <u>30,132</u> | <u>53,519</u> |
| At 1 July 2022 | 23,387 | 30,132 | 53,519 |
| Additions | 3,148 | 5,205 | 8,353 |
| Depreciation charge | (3,398) | (10,087) | (14,305) |
| At 30 June 2023 | <u>23,137</u> | <u>24,370</u> | <u>47,507</u> |



FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS-CONT'D
FOR THE YEAR ENDED 30 JUNE 2023

9 INTANGIBLE ASSETS

| | Members Database | Website Development in Progress | Total |
|--------------------------|---------------------|------------------------------------|----------|
| | \$ | \$ | \$ |
| 30 June 2022 | | | |
| Cost | 3,800 | | 3,800 |
| Accumulated amortisation | (1,843) | (-) | (1,843) |
| Net book value | 1,957 | - | 1,957 |
| 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 2023 | | | |
| Opening net book value | 1,197 | - | 1,197 |
| Additions | - | 11,000 | 11,000 |
| Amortisation charge | (780) | | (780) |
| Net book value | 1,197 | 11,600 | 12,797 |

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, factor and protect the interests of its members and is responsible for the maintenance and upkeep of the property situated at 42 Gornie Street, Suva. The title of the land is held by the partners, Fiji Commerce and Employers Federation Limited (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 Limited as to 63%.
- ii) Fiji Hotel Association as to 37%.

The Federation's share of profit from the FEFHA partnership for the year is \$68,253 (2022: \$68,086). The Federation's share of net assets in FEFHA partnership at 30 June 2023 of \$2,287,389 (2022: \$2,221,130) and comprises of the following:

FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

NOTES TO AND FORMING PART OF
THE FINANCIAL STATEMENTS-CONT'D
FOR THE YEAR ENDED 30 JUNE 2023

10 INVESTMENT (CONTINUED)

| | 2023 | 2022 |
|--|------------------|------------------|
| | \$ | \$ |
| Plant and equipment at cost | 273,073 | 274,817 |
| Accumulated depreciation | <u>(210,358)</u> | <u>(185,838)</u> |
| | <u>58,734</u> | <u>88,878</u> |
| Investment property | 4,705,532 | 4,705,532 |
| Cash at bank | 38,019 | 51,348 |
| Prepayments and other receivables | <u>20,449</u> | <u>18,792</u> |
| Total assets | 4,823,734 | 4,805,550 |
| Less: | | |
| Creditors and accruals | 17,341 | 18,036 |
| Tenants deposit | 38,380 | 38,380 |
| Borrowing | <u>1,138,282</u> | <u>1,282,567</u> |
| Net assets | <u>3,630,721</u> | <u>3,525,567</u> |
| Fiji Commerce and Employers Federation portion | 2,787,380 | 2,721,138 |
| Add: Shares in Exporters Club Limited | 100 | 100 |
| | <u>2,787,480</u> | <u>2,721,238</u> |

The land and building and associated loan and corresponding expenditure has been recorded in the books of the partnership in accordance with the Deed dated 6 April 1993 between Fiji Employers Federation (now known as Fiji Commerce and Employers Federation Limited) 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 audited financial statements for 30 June 2023 and 2022.

11 INCOME IN ADVANCE

| | 2023 | 2022 |
|---|----------------|----------------|
| | \$ | \$ |
| Seminars and Conference | | |
| Workshop and seminar income received in advance | 44,213 | 122,410 |
| Secretariat Services | | |
| Programme funding received in advance | 50,917 | 238,833 |
| Subscriptions received in advance | <u>21,287</u> | <u>72,472</u> |
| | <u>122,417</u> | <u>433,717</u> |

12 CONTINGENT LIABILITIES

There are no contingent liabilities as at 30 June 2023 (2022: \$Nil).



FJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

**NOTES TO AND FORMING PART OF
 THE FINANCIAL STATEMENTS-CONT'D
 FOR THE YEAR ENDED 30 JUNE 2023**

13. COMMITMENTS

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

14. RELATED PARTY TRANSACTIONS

g) Related Party Transactions

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

| | 2023 \$ | 2022 \$ |
|--|------------|------------|
| Income: | | |
| Service recovery – Fiji Employers Federation and Fiji Hotel Association Partnership | 6,000 | 6,000 |
| Share of profit – Fiji Employers Federation and Fiji Hotel Association Partnership | 66,253 | 66,080 |
| Expenses: | | |
| Rental – Fiji Employers Federation and Fiji Hotel Association Partnership | 47,338 | 47,338 |
| Printing – Star Printery Pte Limited | 30,057 | - |
| Facilitator fee – Eseba Nadakuribavuki | 8,585 | - |

Apart from the above transactions, subscriptions and other Federation income were also derived in the normal course of business from directors, member and its related entities.

h) 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 \$120,000 in gross terms (2022: \$120,000).

15. EVENTS SUBSEQUENT TO BALANCE DATE

No change 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.



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 Email: info@bdo.fiji.com
 Offices in Suva and Lautoka

BDO
 Chartered Accountants
 Level 10, PNHF Place
 343 Victoria Parade
 PO Box 855
 Suva, Fiji

FIL COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

DISCLAIMER ON ADDITIONAL FINANCIAL INFORMATION

FOR THE YEAR ENDED 30 JUNE 2023

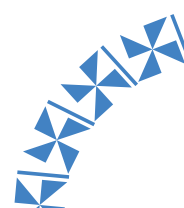
Disclaimer on Additional Financial Information

The additional financial information presented on pages 23 to 28 does not form part of the statutory financial statements. The additional financial information is in accordance with the books and records of Fil Commerce and Employers Federation Limited which have been subjected to the auditing procedures applied in our statutory audit of the Federation for the year ended 30 June 2023. 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.

11 September 2023
 SUVA, FIJI


BDO
CHARTERED ACCOUNTANTS



FUJ COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

**DETAILED STATEMENT OF INCOME
AND EXPENDITURE
FOR THE YEAR ENDED 30 JUNE 2023**

ADMINISTRATION

| | 2023 | 2022 |
|------------------------------------|----------------|----------------|
| | \$ | \$ |
| Income | | |
| Entrance fees | 7,301 | 7,800 |
| Share of joint venture profit | 00,220 | 00,000 |
| Subscriptions | 411,080 | 418,337 |
| Other income: | | |
| Industrial relations – consultancy | 59,730 | 104,833 |
| Interest | 30,130 | 27,334 |
| Miscellaneous income | 42 | 4,836 |
| Service recovery | 0,000 | 0,000 |
| | <u>580,001</u> | <u>635,404</u> |
| Less: Expenses | | |
| Auditors' remuneration | | |
| - Auditing | 7,000 | 5,000 |
| - Accounting | 833 | 715 |
| Advertising and public relations | 00,053 | 8,367 |
| Bank charges | 1,783 | 1,933 |
| Computer expenses | 5,787 | 2,005 |
| Depreciation and amortisation | 10,129 | 10,900 |
| Doubtful debts | 8,000 | 4,900 |
| FCEF AGM expenses | 7,782 | 0,103 |
| FCEF board meetings | 7,935 | 3,946 |
| FCEF combined council meetings | 10,430 | 5,380 |
| Fringe benefit tax | 1,038 | 1,404 |
| General expenses | 28,200 | 10,330 |
| Industrial relations – expenses | 13,443 | 5,387 |
| Insurance expense | 20,207 | 24,845 |
| Interest expense | 4,940 | 3,184 |
| | <u>206,404</u> | <u>101,117</u> |
| Balance carried forward | | |

HUI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

**DETAILED STATEMENT OF INCOME
 AND EXPENDITURE – CONT'D
 FOR THE YEAR ENDED 30 JUNE 2023**

ADMINISTRATION

| | 2023 | 2022 |
|--|-------------------|----------------|
| | \$ | \$ |
| <u>Expenses - continued</u> | | |
| Balance brought forward | 208,161 | 101,117 |
| Loss on disposal of fixed assets | - | 1,882 |
| Legal fees | 5,771 | 2,888 |
| Medical reimbursement expenses | 2,880 | 1,780 |
| Postage, printing and stationery | 3,027 | 4,106 |
| Repairs and maintenance | - | - |
| Rent and rates | 42,336 | 42,338 |
| Subscriptions | 23,386 | 21,700 |
| Telephone and faxes | 10,371 | 11,489 |
| Travel and accommodation | 8,043 | 3,381 |
| Withholding tax | 3,484 | 3,883 |
| Donation | 3,000 | - |
| Staff costs: | | |
| Staff Salaries | 425,630 | 310,723 |
| Staff training | 1,302 | 175 |
| FNPF contributions | 32,285 | 25,054 |
| Annual leave | (860) | 5,413 |
| HNU levy | 4,387 | 4,302 |
| | <u>771,304</u> | <u>548,238</u> |
| Surplus/ (deficit) from administration | <u>(190,703)</u> | <u>87,168</u> |



FIJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company Limited by Guarantee, and not having a Share Capital)

**DETAILED STATEMENT OF INCOME
AND EXPENDITURE – CONT'D**
FOR THE YEAR ENDED 30 JUNE 2023

SEMINARS AND CONFERENCE

| | 2023 | 2022 |
|---|----------------|-------------------|
| | \$ | \$ |
| Income: | | |
| TOPEX conference | 481,481 | 477,851 |
| Workshops and seminars | 171,271 | 148,484 |
| | <u>652,752</u> | <u>626,335</u> |
| Less: Expenses | | |
| TOPEX conference | 314,076 | 281,021 |
| Workshops and seminars | 71,370 | 87,702 |
| | <u>385,446</u> | <u>368,723</u> |
| Surplus from seminars and conference | <u>267,307</u> | <u>\$ 257,612</u> |

FIJI COMMERCE AND EMPLOYERS FEDERATION LIMITED
(A Company limited by Guarantee, and not having a Share Capital)

**DETAILED STATEMENT OF INCOME
AND EXPENDITURE CONT'D
FOR THE YEAR ENDED 30 JUNE 2023**

SECRETARIAT SERVICES

| | 2023 | 2022 |
|--|----------------------|----------------------|
| | \$ | \$ |
| <u>Income</u> | | |
| Business Accelerator Program | 186,638 | 48,416 |
| Business Disaster Resilience Council | 7,780 | 28,001 |
| Business Link Pacific | - | 87,180 |
| WEBG | 342,768 | 183,570 |
| | <u>517,182</u> | <u>362,147</u> |
| <u>Less: Expenses</u> | | |
| Business Accelerator Program | 180,085 | 48,507 |
| Business Disaster Resilience Council | 7,780 | 24,772 |
| Business Link Pacific | - | 77,508 |
| WEBG | 281,108 | 158,653 |
| | <u>458,961</u> | <u>307,440</u> |
| Surplus from secretariat services | <u>58,201</u> | <u>54,707</u> |



TOPEX 2022







**Fiji Commerce &
Employers Federation**

THE VOICE OF THE PRIVATE SECTOR

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