

CORPORATE PLAN 2022 -2025



"LAW REFORM TO BENEFIT"

FOREWORD

Laws need to undergo review and renewal to ensure they continue to reflect and maintain the values and aspirations of the people they serve. The Samoa Law Reform Commission's Corporate Plan 2022 – 2025 continues to adhere to this purpose which remains the key focus of the Commission in the next three years, to ensure the Commission serves the people of Samoa wholeheartedly while upholding their mandated functions.

Samoa Law Reform Commission is an independent statutory agency for the review, reform and development of the laws of Samoa, in order to promote Samoan customs and traditions, enhancing the social, cultural, economic and commercial development of Samoa, and to ensure that the laws of Samoa are kept in a modern state which meets the needs of the government and the community. The Commission is responsible for keeping the law under systematic review by providing evidence-based research to inform government decisions about the development, reform and harmonisation of Samoa's laws and related processes.

I challenge the Samoa Law Reform Commission to ensure that service delivery is fully committed to achieving the key outcomes and strategies set out in this Corporate Plan.

Lastly, I extend my sincere gratitude to all development partners, organizations, individuals and the government of Samoa who have supported and continue to support reforming the Fabric of Laws of Samoa.

It is an honour and privilege to approve the Commission's Corporate Plan 2022-2025 and I wish the Executive Director, Management and Staff every success in the implementation of this Plan.



Honourable Matamua Seumanu Vasati Sili Pulufana

MINISTER, SAMOA LAW REFORM COMMISSION

EXECUTIVE DIRECTOR'S STATEMENT

I am pleased to present the Samoa Law Reform Commission's new Corporate Plan for the next three years (2022 – 2025).

The Commission continues to strengthen its internal policies, procedures and systems to ensure it carries out its functions efficiently and effectively, despite resource constraints. It also focusses on its systematic approach to reviewing the laws. We believe that there are opportunities to communicate and engage more with the people of Samoa with the assistance of our Stakeholders and Partners to ensure that their insights about law reform are understood and considered.

The Commission can best play its part in the Law and Justice Sector if its relationships with stakeholders and partners in the sector are strong. Therefore the Commission continues to build partnerships across government, and with professional providers of legal services, academia and others with both expert and practical knowledge of the laws under review.

This Corporate Plan sets out the key strategies and major activities for the Commission in order to achieve the following four (4) Key Outcomes.

1. Reform of the laws to be consistent with the social, cultural, economic and commercial development of Samoa.
2. Increased community input into the review of Laws.
3. Enhanced capacity of the Commission to provide recommendations that are informed from research and input from all its stakeholders.
4. Financial and human resource coordination responsibilities managed efficiently and improved responses to national disasters and emergencies.

The plan outlines the strategic direction for the Commission and is supported by more detailed Annual Performance Plans developed at the end of each financial year for implementation in the following year.

Since its establishment in 2008, the Commission has had many achievements it can be proud of. However, it continues to face many challenges particularly in relation to obtaining research material and updated data to inform sound research and recommendations. Nonetheless, we are confident we can continue to address challenges with the unwavering support of the government and donor partners, as well as the passion and commitment of the Commission's vibrant staff led by the Honourable Minister of the Ministry of Justice and Courts Administration and the Samoa Law Reform Commission, Afioa Matamua Seumanu Vasati Sili Pulufana.



Telei'ai Dr. Lalotoa Mulitalo

EXECUTIVE DIRECTOR, SAMOA LAW REFORM COMMISSION

ACRONYMS

AG	Attorney General
CMS	Centralized Management System
ED	Executive Director
ICT	Information Communication and Technology
LLB	Bachelor of Laws
MQR	Ministry Quarterly Report
OAG	Office of the Attorney General
OCLA	Office of the Clerk of the Legislative Assembly
PDS	Pathway for the Development of Samoa
PSC	Public Service Commission
SDG	Sustainable Development Goals
SLRC	Samoa Law Reform Commission
SWOT	Strengths, Weaknesses, Opportunities and Threats
TOR	Terms of Reference

TABLE OF CONTENTS

FOREWORD	I
EXECUTIVE DIRECTOR'S STATEMENT	II
ACRONYMS	III
1. INTRODUCTION	1
1.1 OUR VISION	1
1.2 OUR MISSION	1
1.3 OUR MANDATE	1
1.4 OUR CORE FUNCTIONS	2
2. THE LAW REFORM PROCESS	3
3. GUIDING PRINCIPLES AND VALUES	3
4. SAMOA LAW REFORM COMMISSION PLANNING FRAMEWORK	4
5. SWOT ANALYSIS OF THE PREVIOUS CORPORATE PLAN 2018 - 2021	5
6. PERFORMANCE FRAMEWORK	6
7. IMPLEMENTATION PLAN 2022-2025	9
7.1 LEGAL DIVISION	9
7.2 CORPORATE SERVICES DIVISION	11
8. MONITORING AND EVALUATION FRAMEWORK	13
8.1 LEGAL DIVISION	13
8.2 CORPORATE SERVICES DIVISION	16
9. SAMOA LAW REFORM ORGANIZATION STRUCTURE	19



1. INTRODUCTION

The Plan provides Cabinet, Members of Parliament and external stakeholders with an overview of the Samoa Law Reform Commission’s vision, mission, guiding principles and values as well as our key outcomes together with associated strategies and activities with key performance indicators to measure success. This plan highlights the commitment of the Commission in promoting the principles of good governance operationalized through the implementation of best practices to enhance service delivery with the ultimate goal of Improved Governance expected of all public sector offices.

The Samoa Law reform Commission (SLRC) was established under the Law Reform Commission Act 2008 with a statutory mandate to review, reform and development of the laws of Samoa, in order to promote Samoan Customs and traditions, enhance the social, cultural, economic and commercial development of Samoa, and to ensure that the laws of Samoa are kept in a modern state which meets the needs of Government and the Community. The Office is currently within the ministerial portfolio of the Honourable Minister, Matamua Seumanu Vasati Sili Pulufana.

The following sub-sections provide the Commission’s Vision, Mission, Mandate and Core Functions.

1.1 OUR VISION

“To pioneer excellence in law reform that is relevant and responsive to the needs of Samoa”

1.2 OUR MISSION


“To facilitate law reform in Samoa by providing pragmatic recommendations based on high quality research, analysis and effective consultation.”

1.3 OUR MANDATE

The Samoa Law Reform Commission legal mandate derives from:

- The Constitution of the Independent State of Samoa 1960; and
- The Law Reform Commission Act 2008.

It also has responsibilities under the following:

- 
- Public Service Act 2004;
 - National Provident Fund Act 1972;
 - Labour and Employment Relations Act 2013;
 - Accident Compensation Act 1989;
 - Public Finance Management Act 2001;
 - Law and Justice Sector Plan 2021 – 2025;
 - Pathway for the Development of Samoa 2021 - 2026;
 - SLRC Corporate Plan 2022 – 2025;
 - Government Priorities (Cabinet Directives); and
 - Public Service Working Condition (Code of Conduct, Values and Principles of Employment).

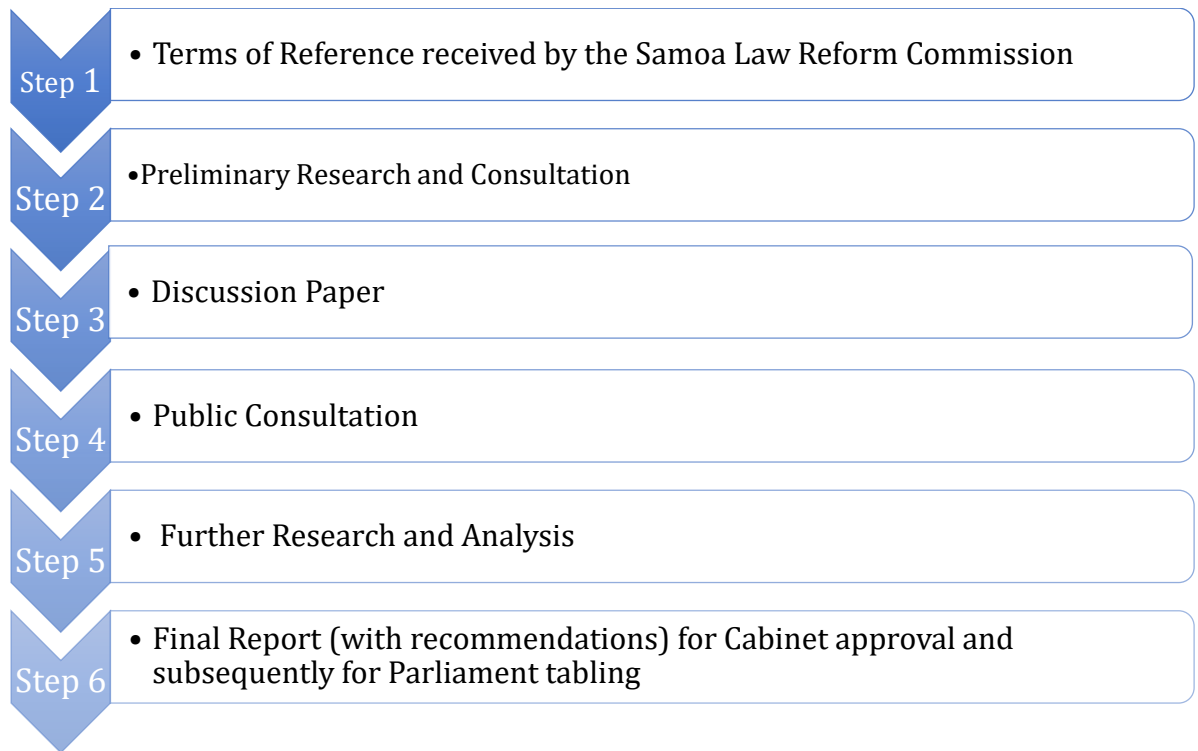
1.4 OUR CORE FUNCTIONS

The core functions of the Commission under the Law Reform Commission Act 2008 are as follows:

- (a) To research and analyse areas of law considered to be in need of reform in accordance with reference:
 - (i) made to it by the Prime Minister, Cabinet or the Attorney General; or
 - (ii) self-initiated by the Commission.
- (b) To consult with and advise the public about its work;
- (c) To provide reports providing its recommendation to the Prime Minister, Cabinet and the Attorney General; and arrange for their publication upon Cabinet approval;
- (d) If recommended in its reports and where capacity allows, to draft new or amending laws or proposed legal framework for the approval of the Attorney General;
- (e) To promote awareness of the laws of Samoa; and
- (f) To advise government Ministries and agencies on the manner or content of reviews of the law conducted by those Ministries and agencies.

2. THE LAW REFORM PROCESS

The Commission follows a 6 Step process in implementing reforming responsibilities based on TOR approved by the Prime Minister, Cabinet and Attorney General:



3. GUIDING PRINCIPLES AND VALUES

Integrity	<ul style="list-style-type: none"> • We are honest, act fairly, responsibly and in good faith. • We are accountable for our actions. • We respect confidential information. • We provide service to our people well through faithful service to the Government.
Impartiality	<ul style="list-style-type: none"> • We provide impartial advice, act without fear or favour and make decisions on their merits. • We are apolitical and treat everyone and other contacts equally and without bias.
Professionalism	<ul style="list-style-type: none"> • We are committed to the Commission’s organisational goals and values and we act to enhance public awareness on our laws. • We are committed to continuous improvement.

Respect	<ul style="list-style-type: none"> We are conscious of the rights and feelings of our colleagues and the people that we deal with, and we treat them all with courtesy and respect. We respect the confidentiality of personal information.
Collaboration	<ul style="list-style-type: none"> We recognize team work that will enable the Commission to increase its capacity to deliver quality service. We foster supportive and productive partnership.
Excellence	<ul style="list-style-type: none"> We produce high quality, relevant and timely advice. We exhibit the highest standards in our interactions with clients and colleagues. We undertake our work responsibilities to the very best of our abilities.

4. SAMOA LAW REFORM COMMISSION PLANNING FRAMEWORK



5. SWOT ANALYSIS OF THE PREVIOUS CORPORATE PLAN 2018 – 2021

The Commission believes that there were challenges and unanticipated threats during the implementation of its previous Corporate Plan 2018-2021. For the key strengths that were identified, strategies to maximise them are provided, whereas for identified key weaknesses, mitigation measures to minimise them are also provided. On the other hand, in discussing opportunities as an external influence, strategies to take advantage of those opportunities are made explicit. Activities which were affected due to external threats were identified, and strategies to protect against them are clearly provided to achieve the same outcome. Addressing these challenges will be dealt with during the implementation of the new Corporate Plan 2022 – 2025, which are clearly outlined in the SWOT analysis presented in the Table below.

Internal Influence (Attributes of the System)	Key Strengths	Strategies to Maximise
	<ul style="list-style-type: none"> • Capacity of staff with skills and knowledge • Systems in place to support the law reform process as well as human resource and financial management 	<ul style="list-style-type: none"> • Encourage and support maintaining of senior trained staff • Templates and precedents made available for ease of practice use
	Key Weaknesses	Mitigation Measures to Minimise
	<ul style="list-style-type: none"> • Lack of qualified Lawyers available to fulfil the vacancies • High staff turnover • Lack of funding support from local budget for public and stakeholders consultations • Commitment and ownership • Limited access to Court Decisions • No access to Online Legal Search • Limited available training opportunities for the legal profession and law reform 	<ul style="list-style-type: none"> • Seek/obtain law reform, legal, legal research and legislative drafting training available for legal staff • Seek for PSCs opening of LLB scholarships • More positions for senior research lawyers • Support ongoing in-service professional development through internal training particular to law reform, legal, legal research and legislative drafting training • Strengthen stakeholder involvement through effective consultation in the planning process • SLRC to improve online access to the MJCA Court Decisions Online Databases e.g. the Samoa Legal Information Institute (samlii.org)

		<ul style="list-style-type: none"> Seek MOF's approval to pay for online subscriptions including Lexis Nexis and other useful online search engines.
External Influence (Attributes of the Environment)	Key Opportunities	Strategies to Utilize
	<ul style="list-style-type: none"> Partnerships with donors and stakeholders Partnership with overseas Universities 	<ul style="list-style-type: none"> Promote / Encourage Government Partnerships with donor partners, especially those with missions which are related (and responsive) to beneficial laws for communities Enhance Internship Programs and partnership with overseas Universities to develop research partnerships with Universities
	Key Threats	Mitigation Measures
	<ul style="list-style-type: none"> Shift in priorities and resources Workforce shift and migration Political influence Competing priorities 	<ul style="list-style-type: none"> The Commission must be in a position to automatically re-prioritize PSC - opening of LLB scholarships The Commission must focus on the law, focus on the ongoing law reform projects, notwithstanding any change in government The Commission complies with Cabinet directives on Government's priorities, and must be in a position to advise Cabinet in advance on Project status and office capacity

6. PERFORMANCE FRAMEWORK

This performance framework is a statement of intended performance and impact, to be reported by the Commission at the end of the lifetime of this plan, which includes an agreed set of outcomes and strategies to be achieved. The performance framework connect the goals and outcomes of the Commission from Organisational level to Sectoral level to the National level with linkage to Global level as shown in the Table below.

<p>Global Goals</p> <p>UN Sustainable Development Goals (SDG) – 2030 Agenda</p>	<p>SDG 5 – Gender Equality</p> <p style="text-align: center;">- Achieve gender equality and empower all women and girls</p> <p>SDG 16 – Peace, Justice and Strong Institutions</p>
---	---

	<p align="center">- Promote peaceful and inclusive societies for sustainable development</p>	
<p>National Vision & Goal</p> <p>Pathway for the Development of Samoa (PDS) 2021 - 2026</p>	<p>PDS Vision – <i>“Fostering social harmony, safety and freedom for all”</i></p> <p>Key Strategic Outcome 3: Security and Trusted Governance</p> <p>Key Priority Area 12: Empowered Legislation</p>	
<p>Sectoral Goals</p> <p>Law and Justice Sector Plan 2021-2025</p>	<p>Sector Key Outcome 2: Accessibility to the Justice System improved and in harmonization with Governance and Integrity of the Customary & Formal Justice System in place</p>	
<p>Commission Key Outcomes and Strategies</p> <p>Samoa Law Reform Commission Corporate Plan 2022 - 2025</p>	<p>SLRC Key Outcomes</p>	<p>Strategies</p>
	<p>1. Reform of the laws to be consistent with the social, cultural, economic and commercial development of Samoa.</p>	<p>1.1 Implement the Review of laws according to the Terms of Reference provided by the OAG, Prime Minister and/or Cabinet.</p> <p>1.2 Implement AD-HOC Projects referred from the Prime Minister, Cabinet and/or Attorney General and requests referred from government ministries & SOEs for advice</p> <p>1.3 Raise awareness and advise the public about the work of the SLRC</p>

	2. Increased community input into the review of Laws	2.1 Strengthen partnerships with villages and communities through consultative approach
	3. Enhanced capacity of the Commission to provide recommendations that are informed from research and input from all its stakeholders.	3.1 Develop a committed and competent SLRC workforce at all levels
	4. Financial and human resource coordination responsibilities managed efficiently and improved responses to national disasters and emergencies	<p>4.1 Strengthen compliance with policies and guidelines governing human, financial equipment and e-resources</p> <p>4.2 Strengthen financial and risk management, auditing issues and procurement processes in SLRC</p> <p>4.3 Strengthen SLRC planning, monitoring, reporting and response to natural disasters and emergencies</p> <p>4.4 Upgrade the office Server and develop a Centralized Management System/Database</p> <p>4.5 Coordinate Project Management relevant activities</p>

7. IMPLEMENTATION PLAN 2022-2025

The Samoa Law Reform Commission has designed its Key Performance Indicators to better reflect the SLRC's contribution to Government and the Samoan Community overall. In launching this Corporate Plan 2022-2025, SLRC will measure its success of its strategies and activities against key performance indicators.

7.1 LEGAL DIVISION

Strategies	Activities	Key Performance Indicators	Time Frame
1.1. Implement the Reviews of laws according to the Terms of Reference provided by the OAG, Prime Minister and Cabinet.	1.1.1 Review of the Traffic Laws of Samoa <ul style="list-style-type: none"> - Road Traffic Ordinance 1960 (Including Regulations, Orders and Rules) - Road Traffic (Payment of Fines) Act 2009 (Including Regulations, Orders and Rules) - Road Transport Reform Act 2008 (Including Regulations, Orders and Rules) ❖ Conduct public and stakeholder consultations ❖ Compilation of consultation findings, analysis and further research ❖ Formulation of Final Report and Recommendations to be submitted to Cabinet for endorsement ❖ Translation and printing of Final Report to be tabled at Parliament 	<ol style="list-style-type: none"> 1. Formulation of Final Report & Recommendations completed and submitted to Cabinet for approval 2. Final Report translated, printed and submitted 100 copies to OCLA for Parliamentary Debate 	June 2024

	<p>1.1.2 Review of the Arms Ordinance 1960</p> <ul style="list-style-type: none"> ❖ Re-commence discussions & continue preliminary research ❖ Compile preliminary research findings and develop Discussion Paper for Cabinet’s approval ❖ Conduct public and stakeholders consultations ❖ Compilation of consultation findings, analysis and further research ❖ Formulation of Final Report and Recommendations to be submitted to Cabinet for endorsement 	<ol style="list-style-type: none"> 3. Formulation of Final Report & Recommendations completed and submitted to Cabinet for approval 4. Final Report translated, printed and submitted 100 copies to OCLA for Parliamentary Debate 	<p>June 2025</p>
<p>1.2. Implement AD-HOC Projects referred from the Prime Minister, Cabinet and/or Attorney General and requests referred from government ministries & SOEs for advice</p>	<p>1.2.1 Conduct AD-HOC projects referred from relevant authorities</p>	<ol style="list-style-type: none"> 5. Percentage of AD-HOC projects completed on time with analysis/recommendations submitted to the relevant authority 	<p>Ongoing</p>
<p>1.3. Raise awareness and advise the public about the work of the SLRC</p>	<p>1.3.1 Prepare biannual newsletters and disseminate to stakeholders and public through Commission official website and social media</p>	<ol style="list-style-type: none"> 6. Number of biannual newsletters developed and disseminated 7. Number of awareness programs and information 	<p>Six months</p>

		disseminated to stakeholders	
2.1 Strengthen partnerships with villages and communities through consultative approach	<p>2.1.1 Establish effective working relationships with villages/community organizations</p> <p>2.1.2 Actively engage with Ministries to be informed about ongoing reviews and reviews in the pipeline relevant to the work of the Commission.</p>	<p>8. Percentage (%) of intended villages/communities participants present during consultations</p> <p>9. Percentage (%) of intended stakeholders present during consultations</p>	Ongoing
3.1 Develop a committed and competent SLRC workforce at all levels	<p>3.1.1 Secure relevant training opportunities to build capacity of staff</p> <p>3.1.2 Coordinate and facilitate In-Service professional development to build capacity of staff</p>	10. Percentage (%) of staff engaged in professional development activities	Ongoing

7.2 CORPORATE SERVICES DIVISION

Strategies	Activities	Key Performance Indicators	Time Frame
4.1 Strengthen compliance with policies and guidelines governing human, financial equipment and e-resources	<p>4.1.1 Provide Human Resource Management and Financial advice in compliance with governing policies.</p> <p>4.1.2 Coordinate the implementation of the SLRC Workforce Plan</p> <p>4.1.3 Coordinate Induction Trainings for new recruits and refresher trainings on working conditions</p> <p>4.1.4 Conduct staff performance appraisals</p> <p>4.1.5 Conduct training needs analysis on a yearly basis</p>	<p>11. Number of Ministry Quarterly Report (MQR) completed and submitted to PSC on time</p> <p>12. Performance plans and appraisals at an annual basis completed for all permanent staff</p> <p>13. Timely preparation of budget proposal (forward estimates) for management discussion and</p>	Ongoing

	<p>to inform capacity building programs</p> <p>4.1.6 Enhance ICT security and maintenance of ICT equipment.</p> <p>4.1.7 Update and upgrade SLRC Website content and Social Media sites</p> <p>4.1.8 Provide secretarial work for Executive Director, Management and Legal Team</p>	<p>timely submission to MOF.</p> <p>14. ICT Monthly Issues Report prepared and submitted to Management on time</p>	
<p>4.2 Strengthen financial risk management, auditing issues and procurement processes in SLRC</p>	<p>4.2.1 Monitor and implement audit report recommendations, procurement plans and risk management plans</p> <p>4.2.2 Strengthen financial management processes for the disbursement and acquittal of financial expenditure on a quarterly basis</p>	<p>15. Audit reports meet expected standards for financial management</p> <p>16. Quarterly financial reports made available for Office reporting in a timely manner</p>	Ongoing
<p>4.3 Strengthen SLRC planning, monitoring, reporting and response to natural disasters and emergencies</p>	<p>4.3.1 Monitor Government / SLRC planning framework, implementation and progress towards achieving expected outcomes and annual targets</p>	<p>17. Date by which SLRC Annual Reports submitted to Cabinet every year and then Parliament after cabinet endorsement</p>	October
<p>4.4 Upgrade the office Server and develop a Centralized Management System (CMS)</p>	<p>4.5.1 Re-organize the files and folders in the current server</p> <p>4.5.2 Assess cost and provide cost estimates for the system including possible database subscriptions</p>	<p>18. CMS developed and operationalized</p>	December 2023

4.5 Coordinate Project Management relevant activities	4.5.1 Provide updates of the law reform projects to Management when required 4.5.2 Update the Commission information on the SLRC website and coordinate awareness programs for the Commission’s work 4.5.3 Provide HR and Administration support through annual reports, quarterly reports, management plans and budget planning	19. Project management relevant activities coordinated and completed on time - Law reform projects updates - Website updated and awareness programs coordinated accordingly - Annual reports and quarterly progress reports completed on time	Ongoing
--	--	--	---------

8. MONITORING AND EVALUATION FRAMEWORK

Monitoring and evaluation are important management tools to track progress and facilitate decision making. By closely examining our work, the Commission developed strategies and activities that reflects our mandate, and yield powerful results for the community at large. Below is the Monitoring and Evaluation Framework that will be used to measure the results against each of the four Key Outcome Areas of this Corporate Plan.

8.1 LEGAL DIVISION

Key Outcomes	Key Performance Indicators	Baseline Data	Year 1 Target (June 2023)	Year 2 Target (June 2024)	Year 3 Target (June 2025)	Means of Verification
1. Reform of the laws to be consistent with the social, cultural, economic and commercial developme	1. Formulation of Final Report & Recommendations completed of Traffic Laws review and submitted to Cabinet for approval	N/A	Public and Stakeholder consultation completed Compilation of consultation findings	Final Report completed & submitted to Cabinet		Final Report for Traffic Laws Review



nt of Samoa.			, analysis and further research comple ted			
	2. Final Report of Traffic Laws review translated, printed and submitted 100 copies to OCLA for Parliamentary Debate	N/A		Final Report translated to Samoan and submitted to Parliament		Final Report for Traffic Laws Review
	3. Formulation of Final Report & Recommendations of the Arms Ordinance review completed and submitted to Cabinet for approval	N/A	Discuss ions and prelimi nary research comple ted Prelimi nary research findings compile d and Discuss ion Paper develop ed	Public and stakehol ders consulta tions comple ted Consulta tion findings compile d, analysis and further research comple ted		Final Report for the Review of the Arms Ordinance 1960
	4. Final Report of the Arms Ordinance review translated, printed and submitted 100 copies to OCLA for	N/A			Final Report completed and submitted to Cabinet	Final Report for the Review of the Arms Ordinance 1960

	Parliamentary Debate				Final Report translated to Samoan and submitted to Parliament	
	5. Percentage of AD-HOC projects completed on time with analysis/recommendations submitted to the relevant authority	100% (3)	100% ((3)	100% (3)	100% (3)	SLRC Annual Reports
	6. Number of biannual newsletters developed and disseminated	N/A	2	2	2	SLRC Newsletters
	7. Number of awareness programs and information disseminated to stakeholders	2	2	2	2	SLRC Quarterly Reports and Annual Reports
2. Increased community input into the review of Laws	8. Percentage (%) of intended villages/communities participants present during consultations	65%	70%	80%	100%	Law Reform Project Final Reports
	9. Percentage (%) of intended stakeholders present during consultations	70%	80%	90%	100%	Laws Review Reports
3. Enhanced capacity of the	10. Percentage (%) of staff engaged in professional	15% (FY	15%	20%	25%	SLRC MQR

<p>Commission to provide recommendations that are informed from research and input from all its stakeholders.</p>	<p>development activities</p>	<p>21/22)</p>				
--	-------------------------------	---------------	--	--	--	--

8.2 CORPORATE SERVICES DIVISION

Key Outcomes	Key Performance Indicators	Baseline Data	Year 1 Target (June 2023)	Year 2 Target (June 2024)	Year 3 Target (June 2025)	Means of Verification
<p>4. Financial and human resource coordination responsibilities managed efficiently and improved responses to national disasters and emergencies</p>	<p>11. Number of Ministry Quarterly Report (MQR) completed and submitted to PSC on time</p>	<p>4 (FY 20/21)</p>	<p>4</p>	<p>4</p>	<p>4</p>	<p>SLRC MQR</p>
	<p>12. Performance plans and appraisals at an annual basis completed for all permanent staff</p>	<p>FY 2020/2021</p>	<p>Performance plans and appraisals completed for 10 permanent staff</p>	<p>Performance plans and appraisals completed for 10 permanent staff</p>	<p>Performance plans and appraisals completed for 10 permanent staff</p>	<p>PSC M&E Visit Reports</p>
	<p>13. Timely preparation of budget proposal</p>	<p>Annual submission</p>	<p>Budget requirements</p>	<p>Budget requirements</p>	<p>Budget requirements</p>	<p>Budget preparation and</p>

	(forward estimates) for management discussion and timely submission to MOF.		submitted on time	submitted on time	submitted on time	documentation
14.	ICT Monthly Issues Report prepared and submitted to Management on time	N/A	12 monthly Issues Reports to Management	12 monthly Issues Reports to Management	12 monthly Issues Reports to Management	CSU quarterly reports
15.	Audit reports meet expected standards for financial management	FY 2021/2022	Audit issues reduced to 10%	Audit issues reduced to 5%	Audit issues reduced to 0%	Audit Reports
16.	Quarterly financial reports made available for Office reporting in a timely manner	FY 21/22	Four quarterly financial reports	Four quarterly financial reports	Four quarterly financial reports	Quarterly Financial Reports
17.	Date by which SLRC Annual Reports submitted to	October 2021	October 2022	October 2023	October 2024	SLRC Annual Reports



	Cabinet every year and then Parliament after cabinet endorsement					
	18. CMS developed and operationalized	N/A	Re-arrangement of files and folders in current server completed	Centralized Management System completed		Centralized Management System
	19. Project Management relevant activities completed on time	FY 20/21	<ul style="list-style-type: none"> - Law reform project updates (Quarterly) - Website updates (quarterly) - Annual Reports (Annually) - Quarterly Progress reports 	<ul style="list-style-type: none"> - Law reform project updates (Quarterly) - Website updates (quarterly) - Annual Reports (Annually) - Quarterly Progress reports 	<ul style="list-style-type: none"> - Law reform project updates (Quarterly) - Website updates (quarterly) - Annual Reports (Annually) - Quarterly Progress reports 	<ul style="list-style-type: none"> Law reform project updates Annual Reports Quarterly Progress Reports

9. SAMOA LAW REFORM ORGANIZATION STRUCTURE

