

OFFICE OF THE PRESIDENT



ANNUAL REPORT

FOR THE FINANCIAL YEAR 2017-2018

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Annual Report of the Office of the President

The submission of the Annual Report on Performance of the Office of the President is a requirement in accordance with the provisions of the Finance and Audit Act, as amended.

The Annual Report outlines the performance of the Office of the President during the course of the Financial Year starting 1 July 2017 to 30 June 2018.

The Report also highlights the activities organized by the Office of the President as well as the major projects implemented during the course of Financial Year 2017/2018.

The Office of the President is fully committed to maintaining transparency and accountability in the discharge of its functions. It aims at improving continuously the processes for greater transparency, value for money and avoiding the wastage of public funds.

STATE HOUSE
OCTOBER 2018

Structure of the Report

Part I: About the Office of the President

Part I of the Report sets out the vision, mission, the roles and functions of the Office of the President as well as its organisational structure.

Part II: Major Achievements and Challenges

Part II describes the major achievements and a review of performance of the Office of the President during Financial Year 2017/2018, including a status on the implementation of major projects.

Part III: Financial Performance

Part III highlights the financial performance for Financial Year 2017/2018, an analysis of major changes, including a statement of expenditure.

Part IV: Way Forward

Part IV provides the strategic direction which would help in realising the vision, objectives and desired outcomes of the Office of the President.

PART 1: ABOUT THE OFFICE OF THE PRESIDENT

Vision and Mission

Vision

To have a country where the rights of every citizen are respected in accordance with the Constitution while ensuring that the diverse Mauritian nation lives in peace, harmony, dignity and unity.

Mission

To assist the President of the Republic in his/her responsibilities to preserve, protect and defend the Constitution and to promote National Unity as well as to maintain the State House.

Our Core Values

In the quest towards our vision and the achievement of our mission, we are guided by the following core values:

➤ ***Honesty***

We always act in good faith and dignity.

➤ ***Integrity***

We strive to maintain the highest standards of professional ethics even in difficult circumstances.

➤ ***Quality***

We are committed to providing quality services to our customers.

➤ ***Timeliness***

We are responsive to deadline sets.

➤ ***Teamwork***

We give importance to mutual trust and respect.

➤ ***Justice***

We adhere to the principle of natural justice and we favour meritocracy.

➤ ***Trust***

We have trust in staff who are our real assets.

➤ ***Courtesy***

Visitors are our guests to whom we extend our hospitality.

Message from the Secretary to the President

It gives me great pleasure to submit the first Annual Report of the Office of the President for the Financial Year 01 July 2017 to 30 June 2018, in accordance with the provisions of the Finance and Audit Act, as amended.

The Office of the President is established under the Constitution of Mauritius to assist the President of the Republic in his duties to preserve, protect and defend the Constitution as well as promote National Unity.

The Office of the President is headed by the Secretary to the President and he is assisted in the discharge of his duties by a group of professional and dedicated supporting staff.

The period under review was marked by the following two salient events:

- The resignation of the Former President of the Republic of Mauritius Mrs Ameenah Gurib-Fakim, G.C.S.K., C.S.K, PhD, DSc, and the appointment of Mr Paramasivum Pillay Vyapoory, as Acting President of the Republic of Mauritius.
- The start of the refurbishment of the State House – Phase 1 project.

The Office of the President has its own specificities.

The maintenance of the State House and the upkeep of the vast grounds of the State House represent major challenges. This involves a major deployment of physical and human resources.

During the period under review, the Office of the President has been involved in the organization of a series of official activities at the State House.

I wish to express my sincere appreciation to all staff for assisting me in the discharge of my responsibilities at the State House.

Mr Motichand Seebah
Secretary to the President

22 October 2018

Roles and Functions of the Office of the President

Section 28 of the Constitution provides that there shall be a President who shall:

- (a) be the Head of State and Commander-in-Chief of the Republic of Mauritius;
- (b) uphold and defend the Constitution and ensure that-
 - (i) the institutions of democracy and the rule of law are protected
 - (ii) the fundamental rights of all are respected; and
 - (iii) The unity of the diverse Mauritian nation is maintained and strengthened

The Office of the President has been established to assist the President of the Republic in carrying out his constitutional/official obligations, namely to preserve, protect and defend the Constitution and promote national unity.

The overall day-to-day administration of the Office of the President rests upon the Secretary to the President. He is assisted in his tasks by officers of the Administrative cadre, General Services and other specific departmental grades.

Our Objectives

The objectives of the Office of the President are amongst others:

- To issue the Writ of Elections (Village Council, Municipal Council, General Elections, By-election).
- To organise the protocol to put in place a Government of the day and the Leader of the Opposition after the General Elections.
- To authorise for replacement of Ministers on mission/visit overseas.
- To give assent to legislation passed by the National Assembly.
- To appoint chairpersons and members of boards and committees where the Constitution and other legislation so provide.
- To organise activities and functions to mark events, such as National Day Celebrations, Insignia Ceremony, Reception for Laureates, Open Days, etc.
- To appoint, after consultation with the Government, Ambassadors/High Commissioners of Mauritius abroad.
- To receive dignitaries at the level of Ambassadors, Ministers and Heads of State at the State House.
- To consider petitions from prisoners made to the Commission on the Prerogative of Mercy

Gender Statement

As at 30 June 2018, the workforce of the Office of the President comprises 110 employees, of which 80 are male and 30 are female. One male officer (Secretary to the President) and two female officers (a Deputy Permanent Secretary and an Assistant Permanent Secretary) form part of senior management team, while at middle management, there are 5 male and 3 female officers. The officers in the other grades comprise 74 male and 25 female officers.

It is to be noted that recruitment exercise in the Administrative Cadre, the General Services and the technical departmental grades are carried out by the Public Service Commission. The posting of officers from the Administrative Cadre and the General Services are made by the Office of the Secretary to Cabinet and Head of Civil Service, and the Ministry of Civil Service and Administrative Reforms. This Office has no say in regard to the posting of officers at this Office, including their gender.

On the other hand, recruitment exercise for departmental minor grades are carried out by the Office of the President under delegated powers, based on qualifications and experience, as elaborated in the respective schemes of service, without gender discrimination.

A gender-sensitive approach has been introduced since last year. Female workers have been recruited in respect of the posts of General Worker and Sanitary Attendant which were formerly reserved for male candidates. In addition, the post of Laundry Attendant which was formerly reserved for women only, has been extended to male candidates as well.

About Our People

Staffing

The Secretary to the President is responsible for the overall administration of the Office of the President. He is assisted in the day-to-day running of the Office by officers of the Administrative Cadre, the Human Resource Cadre, the Procurement and Supply Cadre, and the Financial Operations Cadre.

The Office has a workforce of 110 employees on its establishment. In addition, officers from the Ministry of Agro-Industry and Food Security as well as from the Ministry of Public Infrastructure and Land Transport have been seconded to the Office of the President to provide technical support in the day-to-day execution of the agricultural and maintenance tasks.

Furthermore, two (2) interns under the Service to Mauritius Programme and one (1) Trainee under the Youth Employment Programme have been providing support to the administration in the smooth running of the organisation.

The human resources at the Office of the President are deployed as follows:

- Tasks relating to the general administration of the Office of the President are undertaken by the officers of the Administrative Cadre and the General Services.
- The Maintenance and the MPI Units are entrusted with the responsibility of ensuring continuous maintenance of infrastructure and upkeep of the State House and other facilities.
- The Agricultural Unit caters for the proper upkeep of the various gardens and maintenance of the 152 acres of land, including a “Parcours de Santé” of 2.2 Kms, forming part of the State House.

- The Household Section is responsible for housekeeping, food and beverages and butler services. The staff is attached to the President.
- The Special Mobile Force is responsible for security of the President and safety of all properties at the State House according to the Guard Orders issued by the SMF.
- The VIPSU team is responsible for the personal security of the President and his family

The establishment of the Office of the President as at 30 June 2018

<i>Grade</i>	<i>No of Post</i>
Secretary to the President	1
Deputy Permanent Secretary	2
Assistant Permanent Secretary	1
Personal Secretary	1
Maintenance Officer	1
Assistant Maintenance Officer	1
Assistant Manager, Financial Operations	1
Financial Officer/Senior Financial Officer	1
Assistant Manager Procurement and Supply	1
Procurement and Supply Officer/SPSO	1
Office Management Executive	3
Office Management Assistant	3
Management Support Officer	9
Confidential Secretary	2
Word Processing Operator	3
Household Supervisor	1
Housekeeper	1
Housekeeper's Assistant	1
Chef	1
Assistant Chef (Roster)	1
Butler	1

Receptionist/Telephone Operator	1
Head Gardener/ Nursery Attendant	4
Senior Gardener/Nursery Attendant	6
Gardener/Nursery Attendant	31
Sanitary Attendant	1
Senior Household Attendant	1
Household Attendant (Roster)	7
Driver	4
Head Office Auxiliary	-
Office Auxiliary/Senior Office Auxiliary	5
Handy worker (New)	-
Laundry Attendant	3
General Worker	10
TOTAL	110

**Officers seconded from the Ministry of Agro-Industry and Food Security
as at 30 June 2018**

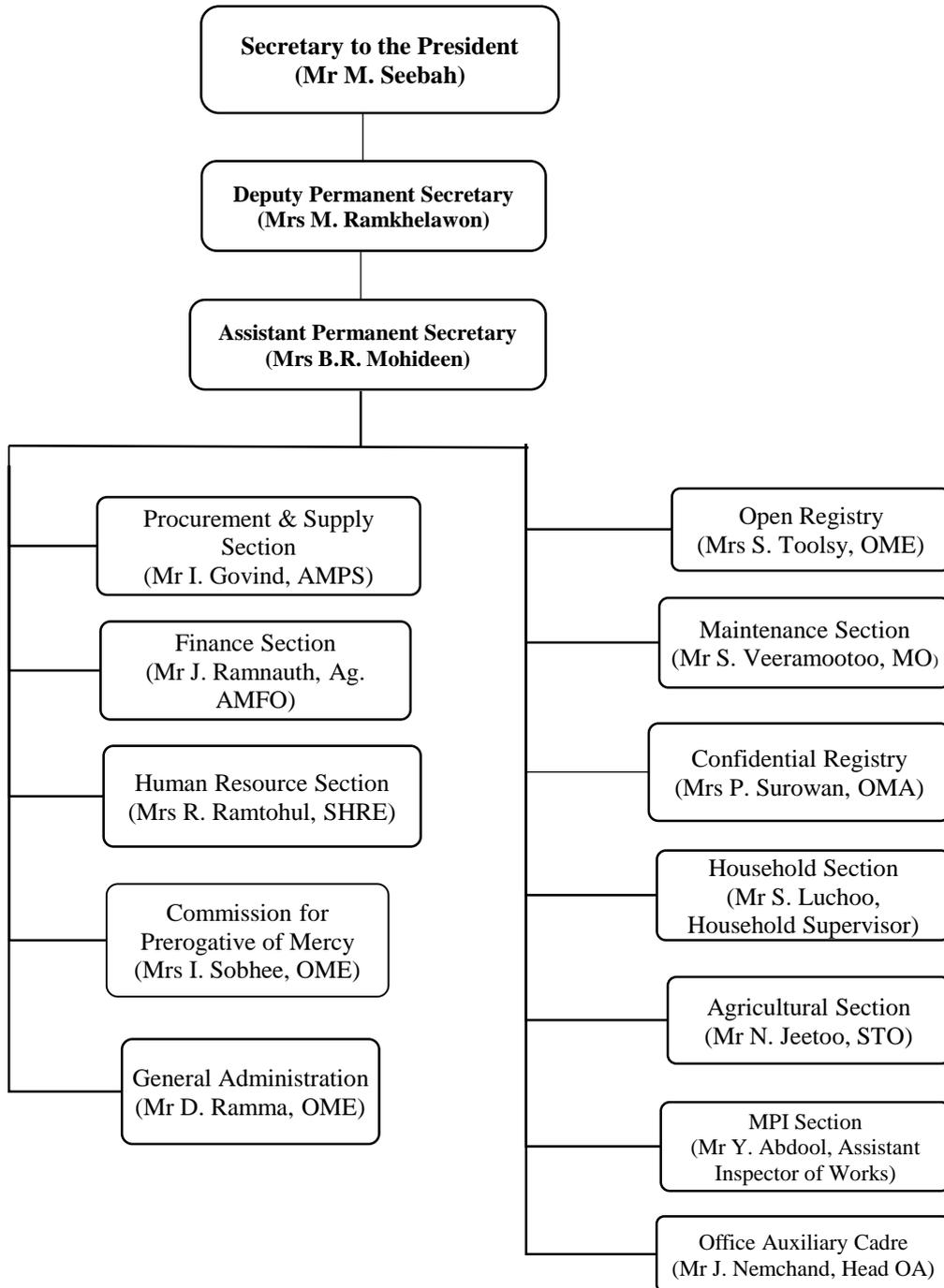
<i>Grades</i>	<i>No of Post</i>
Senior Technical Officer	1
Technical Assistant	1
Stores Attendant	1
Sales Officer	1
TOTAL	4

**Officers seconded from the Ministry of Public Infrastructure and Land
Transport as at 30 June 2018**

<i>Grades</i>	<i>No of Post</i>
Assistant Inspector	1
Foremen	1
Carpenter	1
Mason	1
Driver	1
Store Attendant	1
General Worker	6
Casual General Worker	3
TOTAL	15

Organisation Structure

Organisational Structure of the Office of the President as at 30 June 2018



Manpower Training and Development

As part of the continuous development programme, officers at the Office of the President are given the opportunity to undergo training programmes offered by the different training institutions, including the Civil Service College Mauritius. For instance, officers in the Household Section have been trained in Workforce Planning, whereas officers in the General Services and other departmental grades have followed the under-mentioned training courses:

- (i) Managing Time for Efficiency;
- (ii) Using Internet and Email at Work;
- (iii) Team Building and Bonding;
- (iv) Code of Ethic and Good Governance;
- (v) Customer Service Excellence;
- (vi) Basic Communication Skills; and
- (vii) Certificate of Achievement in Service and Performance Excellence.

As far as practicable, new recruits at departmental grades are provided with an induction programme.

Health and Safety at work

Given that health and safety of workers is a pre-requisite in the delivery of quality services, issues relating to the health and safety of officers are high on the agenda of this Office. Protective equipment are provided to the workers according to their requirements and according to the rules and regulations in force. In addition, fire drills are held on a regular basis for the safety of the staff.

Team Building Initiatives

- There is harmonious working relations between Management and Staff.
- Teamwork which prevails at the State House enables good staff morale leading to increased productivity.
- Annual participation in the Civil Service Kermesse with a view to raising funds for the organisation of welfare activities for the benefit of the staff.
- Participation in Public Service Excellence Award 2017.

PART II: MAJOR ACHIEVEMENTS AND CHALLENGES

Major Achievements

Refurbishment of State House- Phase I

The project consists of treatment of water leakages in the building and the works shall comprise:

- Replacement and laying of flat roof waterproofing.
- Removal of existing “adaplomb” roof waterproofing and replacement with paraxial Zinc.
- Replacement and repairs to galvanized valley gutters to roof.
- Removal and replacement of existing flashing between lean-to-roof and building.
- Removal of damaged flooring and timber roof structure to terrace and replace by new timber structure.
- Removal of timber flooring on west meeting room and applying of waterproofing.
- Replacement and fixing of new cast iron water downpipes.
- Repairs to water drainage installations and fixing in position of new drains.

The project is estimated to cost around Rs 45million. The contract was awarded in May 2018. The works are expected to be completed by January 2019.

Construction of Covered Pathways

Three covered pathways of 55 metres long are being constructed with a view to connecting the administrative blocks. This project is expected to be completed by the end of February 2019.

Construction of Kiosks

Three kiosks are being constructed along the 'Parcours de Santé' with a view to providing shelter to the visitors. This project will be completed by the end of October 2018.

Resurfacing of roads within the precincts of the State House

Some 850 metres of roads were resurfaced within the precincts of the State House.

Other Projects

- Two Greenhouses were set up for growing of rose flowers to be used for floral decorations at the State House.
- An Arboretum of Endemic Plants was set up to showcase mainly endemic plants from Rodrigues Island and endemic plants common to Mauritius and Rodrigues.
- A Bambous Garden was set up with a collection of different species of Bambous plants.
- As part of the Ground Maintenance Programme, pruning, lopping and felling down of trees are being undertaken on a regular basis. The ground premises of the State House are maintained at the highest standards.

Events Hosted/Organised by the Office of the President

Main Activities Organised at The State House

- **July 2017** - High level discussion on the need to engage the world of art nature and science with the participation of Doctor Ismail Serageldin, Founding Director Emeritus, Library of Alexandria, Egypt and Doctor Alexandra Henrion Caude, Director of Research at the French National Institute of Health and Medical Research and Chairperson of the Eisenhower fellows of France.
- **July 2017** - High level discussion on the need to engage the world of art nature and science with the participation of Professor Bai Chunli, President of the Chinese Academy of Science and Professor of Chemistry, Professor N.V Ramana Rao, Jawaharlal Nehru Technological University Hyderabad India and Doctor Micheal Pinsky, Royal College of Art RSA Arts Council England, British Council Arts and Business UK.
- **September 2017** - Talk by Mr Navi Radjou, Innovation and leadership Advisor based in Silicon Valley on the theme of “Frugal Innovation: Building a Better World with Fewer Resources”.
- **November 2017** - Talk by Mr Julius Akinyemi, Founder/CEO UWINCorp Inc. and Ms Sandra Ro, managing partner/COO UWINCorp Inc. on the theme of “Unleashing the wealth in Block Chain Technology for Economic Development”.
- **November 2017** - In the context of the celebration of the 25th Anniversary of the Republic and 50 years of Independence of the Republic of Mauritius, Opera Mauritius, in collaboration with the Office of the President, organized a unique musical concert by the internationally renowned artist, Barbara Hendricks at the Swami Vivekananda International Convention Centre.

- **March 2018** - Reception in honour of the Laureates.
- **March 2018** - Launching of the book “From Le Réduit to the State House”.
- **March 2018** - Garden Party in the context of the celebration of the 25th Anniversary of the Republic and 50 years of Independence of the Republic of Mauritius.

Risk Management, Citizen Oriented Initiatives & Good Governance

- The provisions of the Financial Management Manual, the Public Procurement Act 2006 and the Human Resource Management Manual are strictly adhered to.
- Heads of Section are called upon to provide Progress Report on a weekly basis for monitoring of projects and other works.
- As part of the Public Service Reforms, the Electronic Attendance System, the Performance Management System, the e-Registry System, the Online Asset Management Register System, the Human Resource Management Information System and the e-Procurement System are being implemented.
- A Customer Charter for the Office of the President has been elaborated in June 2018 which sets out the service standards and timely delivery for the main services offered as well as the core values of this office.

Implementation Plan – Director of Audit Comments

It is to be pointed out that in the Report of the Director of Audit on the Accounts of the Republic of Mauritius for the Financial Year 1 July 2016 to 30 June 2017, no mention is made of the Office of the President.

However, corrective actions are taken by this Office whenever our attention is drawn by the Director of Audit on any shortcomings.

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PART III: FINANCIAL PERFORMANCE

Financial Highlights

For Financial Year 2017/2018, an amount of Rs 44,550,000 was budgeted for the Compensation of Employees, out of which an actual amount of Rs 37,179,866.62 was utilised. Furthermore, an amount of Rs 24,450,000 was provided in the Estimates 2017/18 for Goods and Services. The actual amount disbursed was Rs 19,803,291.47. In regard to Capital Expenditure, an amount of Rs 22,500,000 was earmarked, of which Rs 8,055,760.85 was used for the Acquisition of Non-Financial Assets.

Compensation of Employees constituted 58 per cent of the Budget of the Office of the President, whereas expenditure on Goods and Services amounted to 30 per cent. The remaining 12 per cent was in respect of Capital Expenditure. Actual Expenditure as compared to Estimates for the Financial Year 2017/18 was 73.27%.

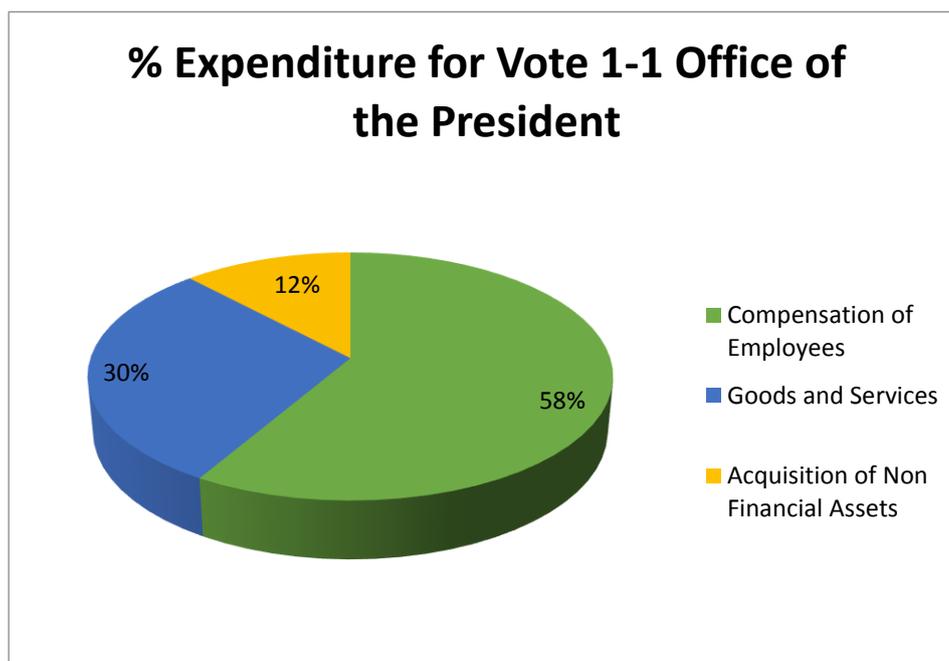


Chart showing %Expenditure

Analysis of Major Changes

The 2017/18 Budget for the Office of the President has achieved the objective of adherence to public finance regarding value for money. Financial resources were judiciously used to improve public service delivery. As such, recurrent expenditure was contained from an estimated Rs 69M to Rs 59M. Concerning Compensation of Employees, the workforce has increased from 92 to 110, which in a way alleviated the lack of labour problem encountered by this Office.

Since the State House, and its surroundings, are considered to be a valuable asset to our country, out of an estimated budget of Rs 24.45M for Goods and Services, Rs 19.8M was disbursed during the financial year 2017/18 for the upkeep of this national heritage.

Regarding the Capital Budget, the projects of the Office of the President were prioritised to ensure that they are based on a realistic implementation plan. Capital Projects include the Renovation of the Chateau, Construction of a new Gate Post and Covered Pathways. Variances from Budget Estimates are due to the fact that the contract for the Refurbishment of the State House – Phase 1 was awarded on 09 March 2018 following an open bidding exercise. The construction of a new Gate Post was still in the pipeline while that of Covered Pathways started in July 2018.

Statement of Expenditure

Table below provides a summary of total expenditure incurred:

Head/Sub-Head of Expenditure	2016-2017 Actual (Rs)	2017-2018 Estimates (Rs)	2017-2018 Actual (Rs)
Compensation of Employees	41,343,573.23	44,550,000.00	39,179,866.62
Goods and Services	16,804,527.30	24,450,000.00	19,803,291.47
Subsidies	-	-	-
Grants	-	-	-
Social Benefits	-	-	-
Other Expense	-	-	-
Acquisition of Non-Financial Assets	14,699,047.38	22,500,000.00	8,055,760.85
Acquisition of Financial Assets	-	-	-
Total Expenditure for Vote 1-1	72,847,147.91	91,500,000.00	67,038,918.94
Actual Expenditure as compared to Estimated = 73.27%			

Table 3: Statement of Expenditure

PART IV: WAY FORWARD

Strategic Directions

On the basis of a SWOT Analysis carried out at the level of the Office of the President, the strategic orientations of the Office of the President are as follows:

- **Refurbishment of the State House**

Following renovation works to the roof of the State House, interior and refurbishment works need to be carried out in the State House. Provision has been made in the FY 2018/19 for Consultancy Services for Interior Decoration as part of the Phase II of the renovation of the State House project. It is expected that the State House will be fully refurbished by 2020.

- **SMF Quarters**

The permanent SMF officers are currently accommodated in a condemned building. Therefore, the SMF Barracks will be upgraded to accommodate the SMF personnel. The repair works include roof repairs, tile works, plumbing, upgrading of kitchen etc.

- **Gate Post**

The existing Gate Post at the entrance of the State House needs to be repaired.

- **Maintenance Plan for the State House**

The maintenance of the “Château” and the upkeep of the grounds of the State House and its various gardens represent major challenges.

Following the refurbishment works at the State House, a comprehensive Maintenance Plan would be elaborated so as to maintain the “Château” regularly with a view to avoiding degradation of the historical building.

All efforts should be made to provide adequate number of staff to ensure that the vast grounds of the State House are kept at a satisfactory level.

- **Implementation of e-Procurement System**

With the codification and introduction of e-Procurement System, the Procurement Section will be in a better position to monitor the issue of stock items, launching and awarding of contracts within reasonable time frame taking into consideration efficiency, effectiveness and cost reduction through its processes. In line with the PPO directives, the project will enable the Office of the President to move to the next stage of the Procurement level.

- **Use of modern techniques at the State House**

To provide for a better understanding, nomenclature of endemic and indigenous trees of importance in front the State House is being undertaken.

Use of bio farming techniques for the production of vegetables and other crops for the State House are being resorted to.