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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 2018 to 30 June 2019.

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 2018/2019.

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

STATE HOUSE
December 2019

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 2018/2019, including a status on the implementation of capital projects.

Part III: Financial Performance

Part III highlights the financial performance for Financial Year 2018/2019, 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.

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***

We extend our hospitality to visitors who are our guests.

Message from the Secretary to the President

It is a really privileged moment as Secretary to the President to present the Annual Report of the Office of the President for the Financial Year 2018/19 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/her 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 is assisted in the discharge of her duties by a group of professional and dedicated supporting staff.

The period under review was marked by the several events such as:

- (i) Courtesy Call of three (3) Heads of State, namely; H.E. Mr Filipe Jacinto Nyusi, President of the Republic of Mozambique, H.E. Mr Andry Nirina Rajoelina, President of the Republic of Madagascar and H.E. Mr Uhuru Kenyatta, President of the Republic of Kenya;
- (ii) The Commission of Enquiry on Drug Trafficking; and
- (iii) Capital projects.

The refurbishment of the State House – Phase 1 project;

The construction of 3 Kiosks along the Parcours de Santé;

Renovation of the Gate Post;

Renovation of the SMF Barracks 141; and

Construction of 3 Covered Passages linking the different blocks.

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.

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

Mrs Nirmala Bheenick
Secretary to the President

December 2019

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/her 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. She is assisted in her tasks by officers of the Administrative Cadre, General Services and other departmental grades as well as staff from the Ministry of Agro-Industry and Food Security and the Ministry of Public Infrastructure and Land Transport.

During the period under review, the Office of the President has been involved in the organization of a series of other official activities devolving upon its core activities as stipulated in the Constitution.

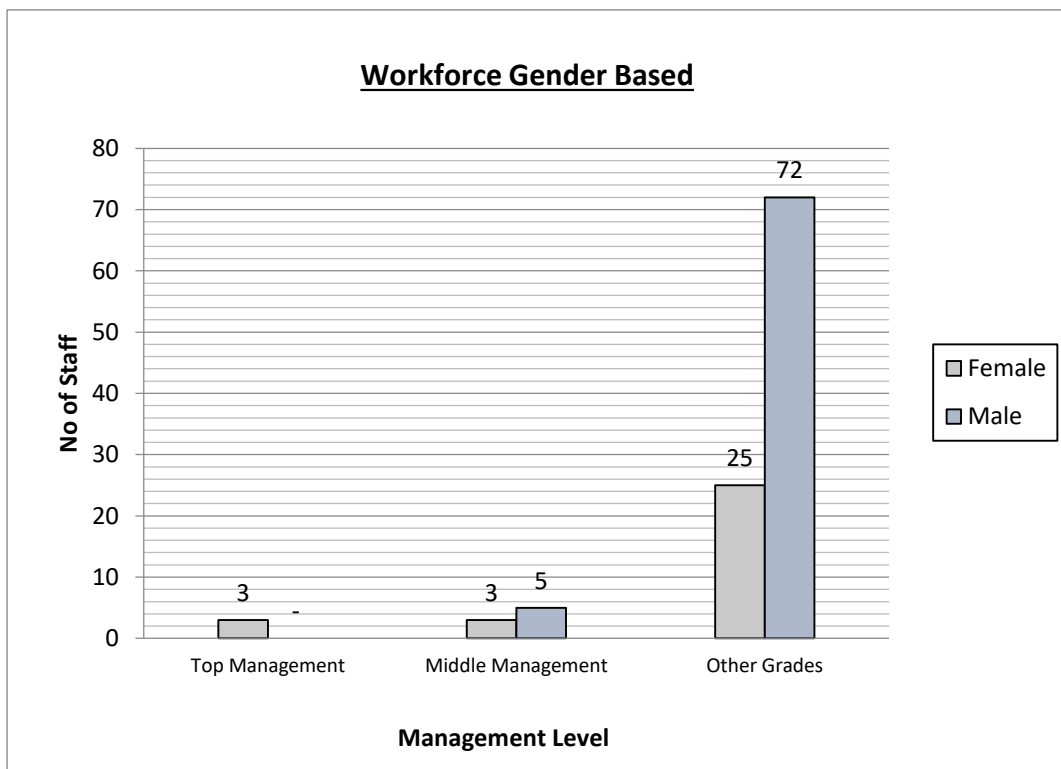
Our Objectives

The objectives of the Office of the President is to assist H.E. the President in his functions including the following:

- Issuing the Writ of Elections (Village Council, Municipal Council, General Elections, By-election).
- Organising the protocol to put in place a Government of the day and the Leader of the Opposition after the General Elections.
- Authorising for replacement of Ministers on mission/visit overseas.
- Giving assent to legislation passed by the National Assembly and proclaim the coming into operation of Acts.
- Appointing chairpersons and members of boards and committees where the Constitution and other legislation so provide.
- Organising activities and functions to mark events, such as National Day Celebrations, Insignia Ceremony, Reception for Laureates, etc.
- Appointing, after consultation with the Government, Ambassadors/High Commissioners of Mauritius abroad.
- Receiving dignitaries at the level of Ambassadors, Ministers and Heads of State at the State House.
- Considering petitions from prisoners made to the Commission on the Prerogative of Mercy.
- Appointing Commission of Inquiry to inquire into the conduct of any officer in the public service, or any matter of public interest or concern in line with Commission of Inquiry Act.

Gender Statement

As at 30 June 2019, the workforce of the Office of the President comprised 108 employees, of which 77 are male and 31 are female. All officers forming part of the senior management team (Secretary to the President, Deputy Permanent Secretary and Assistant Permanent Secretary) are female officers, while at middle management, there are 5 male and 3 female officers. The officers in the other grades comprise 72 male and 25 female officers.



As is the case in other Ministries/Departments, recruitment exercise in the Administrative Cadre, the General Services Cadre 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 Cadre are made by the Office of the Secretary to Cabinet and Head of the Civil Service, and the Ministry of Civil Service and Administrative Reforms.

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 their respective schemes of service, without gender discrimination.

Adopting a gender-sensitive approach 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 female candidates 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. She 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 108 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, one (1) Trainee under the Youth Employment Programme has been providing support to the Agriculture Section for 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 Chateau which is the official residence of His Excellency the President of the Republic.
- The Agricultural Unit caters for the proper upkeep of the land and maintenance of ground, as well as the following gardens:
 - (a) Gabriel D'Argent Endemic Garden;
 - (b) Medicinal Plant Garden;
 - (c) Arboretum for Rodrigues Endemic Plants;
 - (d) Bamboo Garden;
 - (e) Cut Flower Garden;
 - (f) Rock Garden; and

(g) Landscaped Rose Garden

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. These staff are attached to the President. They are also responsible for catering services during functions/events organised at the State House.
- 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 2019

<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 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	11
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	1
Office Auxiliary/Senior Office Auxiliary	5
Handy worker (New)	1
Laundry Attendant	3
General Worker	13
TOTAL	117

**Officers seconded from the Ministry of Agro-Industry and Food Security
as at 30 June 2019**

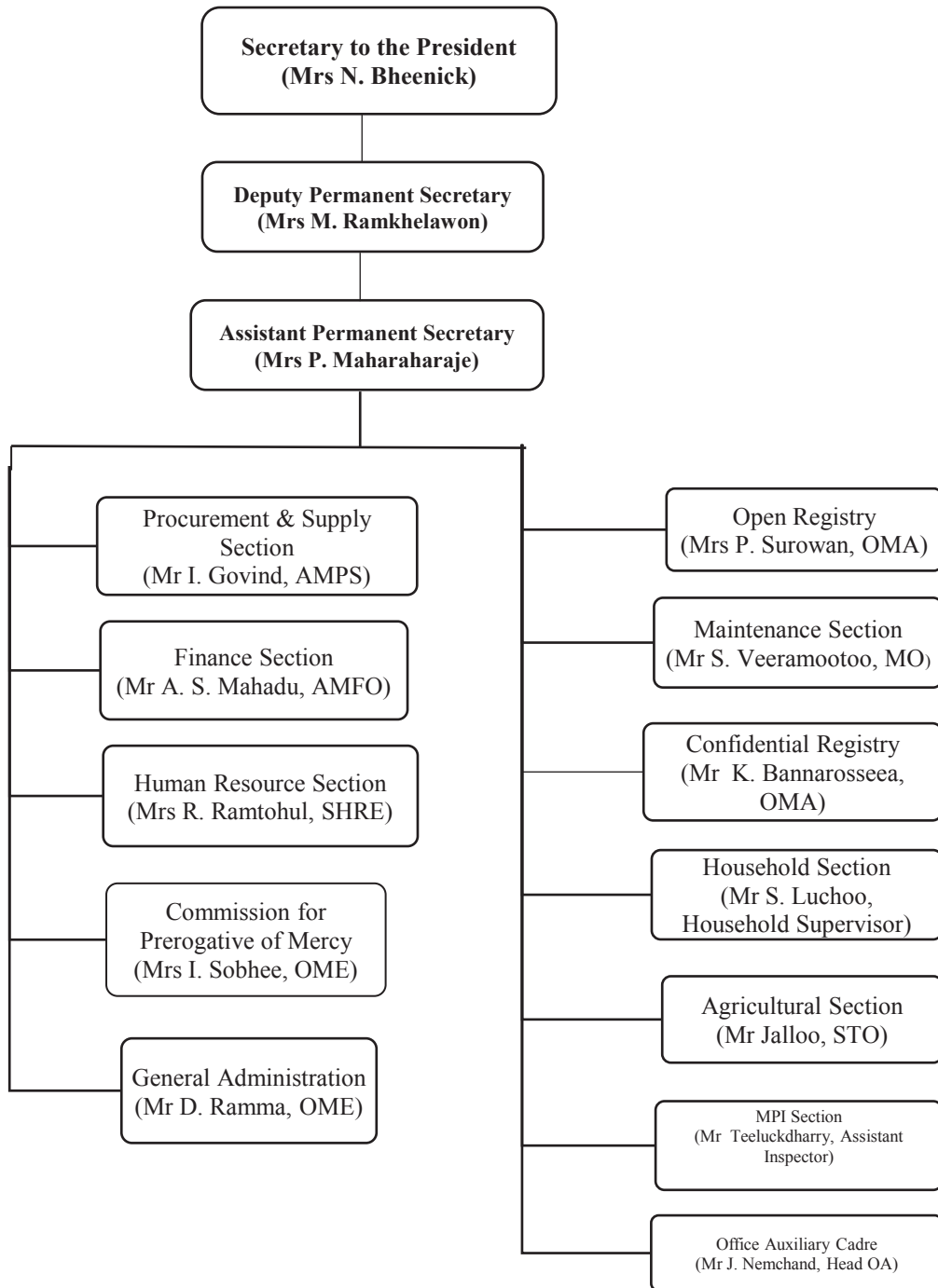
<i>Grades</i>	<i>No of Post</i>
Senior Technical Officer	1
ASO/SASO	1
Stores Attendant	1
Sales Officer (Ag M.S.O.)	1
TOTAL	4

**Officers seconded from the Ministry of Public Infrastructure and Land
Transport as at 30 June 2019**

<i>Grades</i>	<i>No of Post</i>
Assistant Inspector	1
Foremen	1
Mason	1
Driver	1
Store Attendant	1
General Worker	8
Casual General Worker	2
TOTAL	15

Organisation Structure

Organisational Structure of the Office of the President as at 30 June 2019



Manpower Training and Development

Officers at the Office of the President are given the opportunity to undergo training programmes offered by the different training institutions, the Ministry of Civil Service and Administrative Reforms including the Civil Service College Mauritius.

As regards new recruits in departmental grades, they are provided with an induction programme as well as on-the-job training.

Health and Safety at work

Health and safety of workers is a pre-requisite in the delivery of quality services. As such, protective equipment are provided to the workers according to their requirements and according to the rules and regulations in force.

Fire drills are organised annually with a view to ensuring that staff are adequately prepared in case of fire outbreak or any other calamities.

Team Building Initiatives

- The harmonious working relations between Management and Staff are laudable.
- Teamwork which prevails at the State House enables good staff morale leading to increased productivity. In view of the specificities of the functions of this Office, very often staff are called upon to stay in office beyond normal working hours, on weekends as well as on public holidays. They spontaneously assist management whenever urgent matters crop up. There is complete discretion in the conduct of the affairs of the State house.
- Over successive years, staff participate in the Civil Service Kermesse with a view to raising funds for the organisation of welfare activities for the benefit of the staff.

- A get together is organised when there is change of posting/retirement of an officer.
- The Staff Welfare Association has been reconstituted with new executive members. Activities such as footing along the “Parcours de santé” after office hours have been introduced. Several team building activities have been scheduled for the forthcoming year.

End of Year Party 28 December 2018

The End of Year Party was held on 28 December 2018 at the Coral Azure Hotel at Trou aux Biches

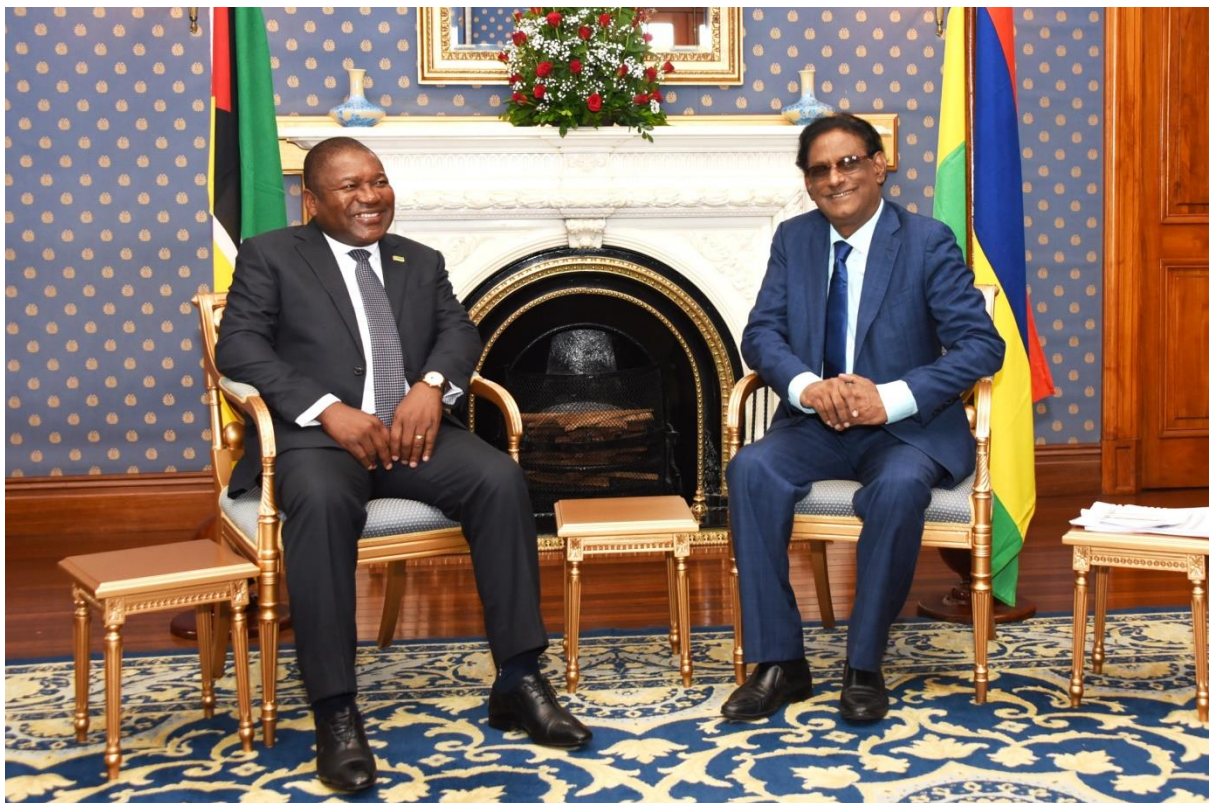
PART II: MAJOR ACHIEVEMENTS AND CHALLENGES

Major Achievements

Organisation of State Visits

During the year under review, exceptionally, three Heads of State paid courtesy calls to the Ag President during the months of February, March and April 2019, namely:

- (i) H.E Mr Filip Jacinto Nyusi, President of the Republic of Mozambique in February 2019;



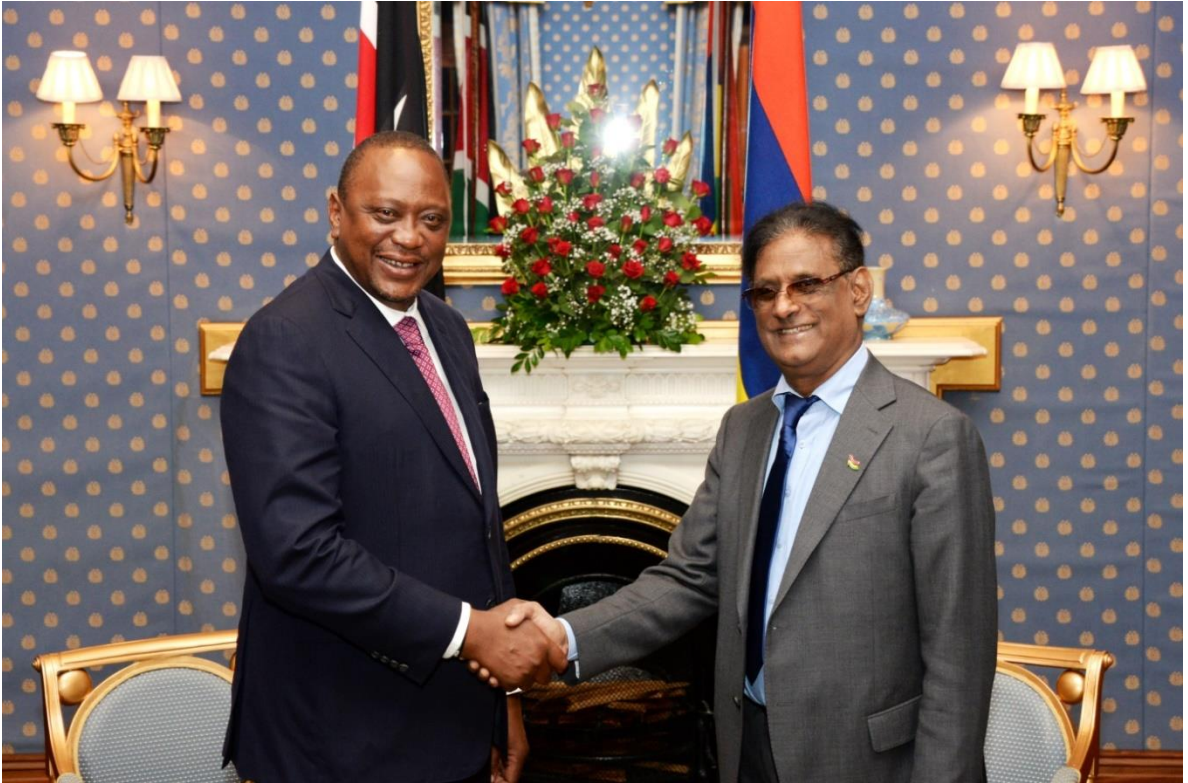
Courtesy Call of H.E Mr Filip Jacinto Nyusi, President of the Republic of Mozambique on H.E Mr Paramasivum Pillay Vyapoory, Ag. President of the Republic of Mauritius

- (ii) H.E Mr Andry Nirina Rajoelina, President of the Republic of Madagascar in March 2019; and



Courtesy Call of H.E Mr Andry Nirina Rajoelina, President of the Republic of Madagascar on H.E Mr Paramasivum Pillay Vyapoory, Ag. President of the Republic

(iii) H.E Mr Uhuru Kenyatta, President of the Republic of Kenya in April 2019.



Courtesy Call of H.E Mr Uhuru Kenyatta, President of the Republic of Kenya on H.E Mr Paramasivum Pillay Vyapoory, Ag. President of the Republic

As such, State Lunches had been organised in honour of the Heads of States of Mozambique, Madagascar and Kenya respectively.

Refurbishment of State House- Phase I

The renovation works for the “Refurbishment of the State House – Phase I” comprising repairs to the roof, treatment of water leakages in the building, replacement and laying of flat roof waterproofing and timber shingles was completed in January 2019.

Construction of Covered Pathways

Three covered pathways of 55 metres long have been constructed with a view to connecting the administrative blocks so as to protect staff during rainy seasons. The project was completed in March 2019.

Construction of Kiosks

Three kiosks have been constructed along the ‘Parcours de Santé’ with a view to providing shelter to the visitors during ground visit. This project was completed in December 2019.

Renovation of Gate Post

The Gate Post of the State House was in a deplorable state and was leaking heavily. Renovation works which comprised re-roofing, replacement of toilet, wash basin and consolidation of wooden structures of Gate Post were completed on 15 July 2019.

Refurbishment of the 141 SMF Barracks

- The 141 SMF Barracks which houses the SMF staff was leaking heavily. As such, renovation works which were initiated in January 2019 were completed in October 2019.

Pruning, lopping and felling down of trees

- As part of the Ground Maintenance Programme, pruning, lopping and felling down of trees are being undertaken prior to any State Visit so as to avoid any branches from falling on the drive way and on vehicles. The ground premises of the State House are maintained at the highest standards throughout the year.

Commission of Inquiry on Drug Trafficking in Mauritius

- The report of the Commission of Enquiry on Drug Trafficking in Mauritius was handed over to this Office as a custodian on July 2018. Following which several institutions such as ICAC, Police Department, MRA etc have had access to consult the proceedings of the Commission of Enquiry in complete discretion.

Major Challenges

The vast grounds of the State House remain major challenges owing to climatic changes. Maintenance of grounds requires the mobilization of resources be it in terms of machinery and human capital.

The State House was a “chantier” with the numerous capital projects last year. The renovation of the State House – Phase II being capital intensive remains a major challenge. However, the project has to be executed at the earliest with a view to preventing any further deterioration to the Chateau which is national heritage.

Events Hosted/Organised by the Office of the President

Main Activities Organised at The State House

- **01 August 2018** – National Day Awards Ceremony (Insignia) was held exceptionally at the Mahatma Gandhi Institute, Moka whereby all those who were conferred awards on the occasion of the National Day Celebration 2018 were decorated with appropriate medals.
- **30 October 2018** – A Cherry Planting Ceremony was held at the State House in collaboration with the Embassy of Japan in the context of the 50th Anniversary of the National Day Celebration of Mauritius.
- **01 February 2019** – A State Lunch in Honour of H.E the President of the Republic of Mozambique was held at the State House in the context of the celebrations to commemorate the 184th anniversary of the Abolition of Slavery in Mauritius.
- **12 March 2019** – A State Lunch in Honour of H.E the President of the Republic of Madagascar at the State House in the context of the National Day Celebrations 2019. Thereafter, a Tree Planting Ceremony was held.
- **13 March 2019** – The annual Garden Party was held at the State House in connection with the celebration of the 26th Anniversary of the Republic and the 51 years of Independence of the Republic of Mauritius.
- **14 March 2019** – In the context of the National Day Celebrations 2019, A Youth rally was organised in collaboration with Committee for the promotion of National Unity (CPNU) at the State House.
- **15 March 2019** – A UK Alumni Award Ceremony was held at State House in recognition of the outstanding achievement by UK Alumni.
- **04 April 2019** – In Honour of Laureates of the HSC 2018 Examinations a reception was held in recognition of students for their outstanding performance for the HSC 2018 examinations.

- **11 April 2019** – A State Lunch was held in Honour of H.E the President of the Republic of Kenya – State House, Le Reduit followed by a Tree Planting Ceremony.
- **22 May 2019** – With a view to promoting National Unity, Iftar followed by a Dinner was held at the State House during the month of Ramadan.
- **28 June 2019** – A cocktail dinner was held at the State House for the Presentation of the Athletes taking part in the Indian Ocean Islands Games 2019.

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.
- 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. Monitoring is done through the Transformation Implementation Committee.
- The Customer Charter for the Office of the President 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 2017/18, no mention was made of the Office of the President.

However, some observations were made in a Management Letter issued by the National Audit Office. Corrective actions are being taken by this Office so as to remedy the shortcomings highlighted. Utmost care is taken so as to improve the management of the affairs of this Office in line with the Public Procurement Act 2006 (as amended) as well circulars issued by the Ministry of Finance and Economic Development.

PART III: FINANCIAL PERFORMANCE

Financial Highlights

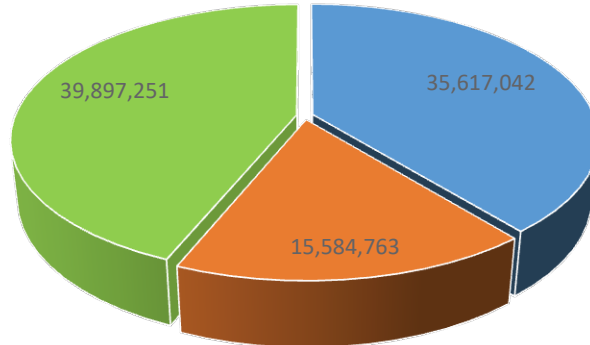
During the Financial Year 2018/2019, an amount of Rs 45,135,000 was budgeted for the Compensation of Employees, out of which an actual amount of Rs 35,617,042 was utilised.

Furthermore, an amount of Rs 24,565,000 was provided in the Estimates 2018/19 for Goods and Services. The actual amount disbursed was Rs15,584,763.

With regard to Capital Expenditure, an amount of Rs 31,800,000 was approved for the year under review. However, “Virements” amounting to Rs 6,883,168 and Rs1,380,000 were further approved by the Ministry of Finance and Economic Development. Thereafter, the capital provision amounted to Rs 40,063,168 for the renovation work phase I of the State House and acquisition of vehicles respectively, out of which Rs 39,897,251 was spent for the Acquisition of Non-Financial Assets.

Compensation of Employees constituted 39 per cent of the total expenditure of the Office of the President, whereas expenditure on Goods and Services amounted to 17 per cent. The remaining 44 per cent was in respect of Capital Expenditure. Total Actual Expenditure of the Office of the President for the Financial Year 2018/19 accounted for 84.05% of the Voted Provision .

% Expenditure for Vote 1-1 Office of the President



- Compensation of Employees
- Acquisition of Non-Financial Assets
- Acquisition of Financial Assets

Expenditure classified by Economic Categories

The concept of value for money has been achieved in 2018/19 Budget for the Office of the President. Financial resources were judiciously used to improve public service delivery. As such, Recurrent Expenditure was contained from an estimated amount of Rs 69.7 M to Rs 51.2 M. With regard to Compensation of Employees, the workforce has increased from 110 to 116,

Since the State House, and its surroundings, are considered to be a valuable asset to our country, out of an estimated budget of Rs 24.315 M for Goods and Services, Rs 15.58M was disbursed during the financial year 2018/19 for the upkeep of the Chateau which is considered as a National Heritage site.

Regarding the Capital Budget, projects were prioritised to ensure that they were based on a realistic implementation plan. Capital Projects include

- (i) the Renovation of the Chateau-Phase I,
- (ii) Construction of a new Gate Post and
- (iii) Construction of Covered Pathways.

Statement of Expenditure by Economic Category

Table below provides a summary of total expenditure incurred:

Head/Sub-Head of Expenditure	2017-2018 Actual (Rs)	2018-2019 Estimates (Rs)	2018-2019 Actual (Rs)
Compensation of Employees	39,179,867	Rs 41,505,000 (Voted Provision Rs 45,135,000—Virements Rs250,000-Rs1,380,000-Rs 2,000,000-)	35,617,042
Goods and Services	19,803,291	Rs 24,315,000 (Voted Provision Rs 24,565,000-Virement Rs 500,000+Rs250,000-)	15,584,763
Subsidies	-	-	-
Grants	-	-	-
Social Benefits	-	-	-
Other Expense	-	-	-
Acquisition of Non-Financial Assets	8,055,760.85	42,563,168 (Voted Provision 31,800,000+Virement of Rs 9,383,168)	39,897,251
Acquisition of Financial Assets	-	-	-
Total Expenditure for Vote 1-1	67,038,919	108,383,168	91,099,056
Actual Expenditure as compared to Estimated = 84.05%			

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 2019/20 for Consultancy Services for Interior Decoration of the Chateau as part of the Phase II of the renovation of the State House project. In view of the fact that the Phase I of the renovation works was completed in January 2019, bids could not be invited during the Financial Year 2018/19. It is expected that the State House will be fully refurbished by 2022.

- **SMF Quarters (24x7)**

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

- **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 has been initiated.

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