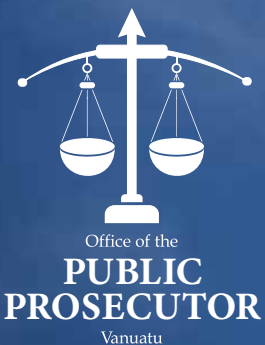


Office of the Public Prosecutor Vanuatu

ANNUAL BUSINESS PLAN 2018-2019



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FOREWORD

This document sets out our priorities over the next 12 months for the Office of the Public Prosecutor and for the State Prosecutions Department and the milestones we will use to assess our progress.

Over the last 12 months a great deal of work has gone into shaping the Office of the Public Prosecutor to meet the challenges ahead. We recently launched the Prosecutors' Code of Ethics and the Prosecution Policy while also opening the Fredrick G. Cook Law Library located at the Office of the Public Prosecutor.

The coming year is also likely to be one of transition as we continue to develop and improve the prosecution services we provide and expand the office premises to meet future needs and goals. Like many public sector organisations, the challenges facing the prosecution service are increasingly financial, business and efficiency related and there is a recognition that implementing performance management systems will help us to drive the improvements of service delivery we are aiming for.

We will continue to work collaboratively across justice sector agencies to deliver an efficient prosecution service.

Josaia Naigulevu

Josaia Naigulevu

Public Prosecutor



Vision

“Adept: to be top edge”

Mission

“A robust prosecution service that supports national aspirations of Peace and good governance”

HOW WE WORK

Our Values

Independence

We act in accordance with the law and in the public interest, and will refuse to be affected by extraneous and improper influence.

Ethical

We act with integrity and objectivity and exercise sound judgement that reflect accepted ordinary public standards

Open and Fair

We will be open and honest in our dealings and show sensitivity and understanding towards victims and our diverse community, and fairness towards those accused of offending the law.

Accountability

We are accountable to parliament and the public, and will report on our performance and will respond to criticism positively.

Professionalism

We are committed to delivering a high quality prosecution service that ensures that public resources are applied in the most efficient way according to best practices and management standards

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OUR KEY PRIORITIES FOR 2018-2019

EFFICIENCY & TIMELINESS

Priority 1

Priority 1 - Develop an efficient Prosecution service that delivers in a timely manner

- 1** Develop and publish standards relating to individual components of prosecution activities and specific offences.
- 2** Develop and implement management performance monitoring process and reward and recognition system
- 3** Develop process for evaluating failed prosecutions
- 4** Develop policy that protects needs of victims and vulnerable witnesses
- 5** Embracing technology to enhance core prosecutorial activities

Key Milestones

- ✓ Prosecution Guidelines are published
- ✓ Office Manual is created
- ✓ Monitoring performance processes and templates Are in place
- ✓ Data evaluation stools are developed and used
- ✓ Performance reward processes are in place
- ✓ Failed prosecutions processes and protocols are developed victims of crimes support procedures are developed
- ✓ An App-based platform to facilitate victims access to assistance is developed
- ✓ An App-based platform to facilitate retrieval and research of legal data in courtroom environment is developed.

ACCESS TO JUSTICE

Priority 2

Priority 2 - Improve access to Justice through building relationships with local Communities, specifically:

- 1 Victims access to Justice
- 2 Educating the communities about offences
- 3 Consult with communities to identify what they need to know about OPP services.
- 4 Advocate MJCS- led community outreach involving all ministry agencies and partner in delivery
- 5 Engage public about topical issues relating to criminal justice administration

Key Milestones

- ✓ Communities, area administrators, chiefs and stakeholders are consulted
- ✓ Processes are developed to mainstream community needs within OPP service delivery
- ✓ Advocate for MOJCS- to lead outreach programs and participate in these programs
- ✓ The public is engaged through several discussions and activities on Criminal Justice topics

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IMPROVE THE OPP

Priority 3

Priority 3 - Improve the OPP as an Institution

- 1 Develop and implement an OPP Office Administration/HR Manual
- 2 Design HR Policies and procedures that support and promote staff development and career progression
- 3 Develop an organisation culture that promotes teamwork, professionalism, effective and efficient service delivery
- 4 Extend office space in Port Vila and conduct an audit of the staff workspace
- 5 Host IAP Asia Pacific Regional Conference 2018

Key Milestones

- ✓ Staff Handbook published
- ✓ HR policy suite published
- ✓ Baldrige Service Excellence Framework. implemented
- ✓ Tender documents completed
- ✓ Funding for office extension agreed
- ✓ Conference program finalised
- ✓ New Logo and Office Re-branding completed
- ✓ Successful hosting of IAP

3

Priority 4 - Value, train, empower and recognise our staff

- 1 Develop and Implement a staff welfare program
- 2 Create and implement a professional legal training program for the professionalisation of support staff (Legal Admin Officers)
- 3 Implement a professional development program across all staff including identifying and implementing succession plans
- 4 Develop an accredited training course for all summary prosecutors
- 5 Complete the Job Analysis for OPP administration support roles

VALUE, TRAIN & EMPOWER

Priority 4

Key Milestones

- ✓ Staff insurance policy cover in place
- ✓ Legal officer training completed
- ✓ Staff professional development plan developed and published
- ✓ Summary prosecutors trained
- ✓ Updated job descriptions developed for all staff

ACTIVITY PLANS

SUMMARY 1

1. Develop an efficient Prosecution service that delivers in a timely manner.

Strategic Objectives	Agreed Activities	Responsibility	Timing
Develop and publish standards relating to individual components of prosecution activities and specific offences.	Develop and publish Prosecution Guideline	Public Prosecutor	September 2018
	Develop and publish Office Manual	Human Resource Officer	August 2018
Develop and implement management performance monitoring process and reward and recognition system	Establish and publish process, and develop templates for monitoring performance	Prosecutions Adviser	June 2018
	Establish process to evaluate data and inform subject	Prosecutions Adviser	July 2018
	Establish system of rewarding good performance	Prosecutions Adviser, Public Prosecutor	August 2018
Develop process for evaluating failed prosecutions	Establish and publish process	Public Prosecutor	August 2018
	Establish protocols	Public Prosecutor	September 2018
Develop policy that protects needs of victims and vulnerable witnesses	Develop policy and processes to support victims of crimes.	Prosecutors, Prosecution Adviser	September 2018
	Develop App-based platform to facilitate victims access to assistance	Public Prosecutor	December 2018
Embracing technology to enhance core prosecutorial activities	Develop App-based platform to facilitate retrieval and research of legal data in courtroom environment	Public Prosecutor	December 2018

SUMMARY 2

2. Improve access to Justice through building relationships with local communities, specifically:

- Victims access to Justice
- Educating the communities about criminal justice issues

Strategic Objectives	Agreed Activities	Responsibility	Timing
Consult with communities to identify what they need to know about OPP services.	Consult with communities, area administrators, chiefs and stakeholders	Prosecutors, SRBJS, MJCS Support	August 2018
	Consult with communities, area administrators, chiefs and stakeholders		
	Advocate MJCS- led community outreach involving all ministry agencies and partner in delivery	Prosecutors	October 2018
Advocate MJCS- led community outreach involving all ministry agencies and partner in delivery	Advocate MOJCS-led outreach	Public Prosecutor	June Ongoing
	Engage public about topical issues relating to criminal justice administration	Prosecutors	August ongoing
Engage public about topical issues relating to criminal justice administration	Articulate at least 2 topical issues a year	Prosecutors	August, October 2018
	Deliver at least 2 activities using variety of public forums	Prosecutors	August, October 2018

SUMMARY 3

3. Improve the OPP as an Institution

Strategic Objectives	Agreed Activities	Responsibility	Timing
Develop and implement an OPP Office Administration/HR Manual	Identify suitable office Manual Template	Human Resource Officer	May 2018
	Review necessary amendments	Human Resource Officer, Public Prosecutor	June 2018
	Write and publish amended Office Manual	Human Resource Officer, Technical Adviser	July 2018
Design HR Policies and procedures that support and promote staff development and career progression	Identify the key policies that are required for OPP	Human Resource Officer	June 2018
	Develop and publish policies	Human Resource Officer	August 2018
Develop an organisation culture that promotes teamwork, professionalism, effective and efficient service delivery	Establish regular monthly staff meetings and communicate common values at every opportunity	All staff	ongoing
	Ensure meetings are convened at all levels across the OPP	Public Prosecutor	ongoing
	Implement organisational continuous improvement, using Baldrige Service Excellence Framework.	Human Resource Officer, Public Prosecutor	May 2018 ongoing
	Rebrand including developing logo, letterhead, signage and corporate color.	Volunteer and Public Prosecutor	July
Extend office space in Port Vila and conduct an audit of the staff workspace	Prepare tender documents and appoint builder	Office Manager	June 2018
	Seek and finalise funding	Office Manager, Public Prosecutor	June 2018
Host IAP Asia Pacific Regional Conference 2018	Develop a conference committee that will develop a conference plan	Office Manager, Public Prosecutor	June 2018
	Develop a budget and seek additional funding	Office Manager, Public Prosecutor	June 2018

SUMMARY 4

4. Value, train, empower and recognise our staff

Strategic Objectives	Agreed Activities	Responsibility	Timing
Develop and Implement a staff welfare program	Develop and implement staff policy cover pilot	Human Resource Officer	December 2018
Create and implement a professional legal training program for the professionalisation of support staff (Legal Admin Officers)	Liaise on a regular basis with the ministry on status of training of legal executive and provide regular feedback to PP	Human Resource Officer	Ongoing monthly
Implement a professional development program across all staff including identifying and implementing succession plans	Develop an implementation team and establish regular review meetings with PP	Human Resource Officer Technical Adviser	August and ongoing
Develop an accredited training course for all summary prosecutors	Obtain funding to appoint a curriculum writer	Prosecutions Adviser Public Prosecutor	August 2018
	Implement a professional development program across all staff including identifying and implementing succession plans	Public Prosecutor	December 2018
Complete the Job Analysis for OPP administration support roles	Publish Job Descriptions	Human Resource Officer	August 2018



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