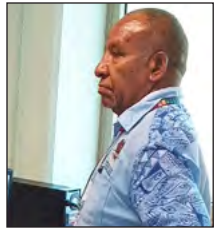




# Department of Finance Newsletter



Issue No.2 May, 2020



## PCaB workshop on annual work plan

The FMIP Provincial Capacity Building Program has conducted its annual planning workshop on February.

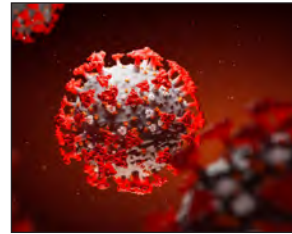
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## Car park gets facelift

The Vulupindi car park has received a facelift was officially opened for use on Monday 27 of April 2020.

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## COVID-19 Awareness

Practicing personal hygiene is very important to stop the spread of the virus

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## Secretary's Kona



DR. Ken Ngangan OBE PhD CMA CPA  
Secretary

*While PNG and the rest of the world face the current challenges of COVID-19, it is vital to continue practicing good health and hygiene in ensuring long-term health security for our communities and future generations.*

*Since COVID-19 was declared a pandemic, I would like to commend the continuous support from staff, partners, stakeholder and clients in ensuring there is a smooth flow of our operation and especially adhering to the government's lockdown and SoE safety measures.*

*Despite the major challenge of operating with reduced staffing, the Department managed to deliver its essential financial services.*

*In response to the Government's decision to declare a Nation Wide State of Emergency to contain the spread of COVID-19 virus, the Department has taken measures to ensure safe work practices are in place by putting in key staffing arrangements to ensure the ongoing provision of essential financial services throughout the country.*

*Once more, I would like to thank everyone for your cooperation and understanding throughout this difficult time and encourage everyone to continue to stay focused and observe SoE/Covid-19 preventative measures daily to minimise the potential spread while committing to work under new normal work arrangements.*



Deputy Secretary Stephen Nukuitu testing the thermometer, by checking an officer's temperature.

# Dept steps up C19 preventive measures

AS work resumes back to the new normal after the COVID-19 lockdown, the Department of Finance has stepped up preventive measures for COVID-19 since the first case was first reported in Papua New Guinea.

In response to the Government's decision to the Nation Wide State of Emergency to contain the spread of COVID-19 virus, the Department has now taken measures to ensure safe work practices are in place by putting

in key staffing arrangements to ensure the ongoing provision of essential financial services throughout the country.

Assistant Secretary Trust Accounting Marlene Philip has been appointed as Coordination Manager for COVID-19 who is working closely with all Divisional heads ensuring good personal hygiene practices and workplace distancing on a daily basis.

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## DoF officers attend Special GO 11 meet

Three Human Resource officers attached with Organisational Strategy Division have attended a three-day workshop on Special General Order 11 last month.

The workshop was conducted by the Department of Personnel Management at the Crown Plaza hotel in Port Moresby. All State agency representatives were all part of the workshop. The workshop is specifically for agencies HR practitioners to be informed on Special General Order 11 on updated policies that came into effect last year as a directive from the National Executive Council.

DPM Deputy Secretary Agnes Friday when addressing the participants said human resource and financial resources are vital in any organisation.

Every HR practitioner must know the general orders and the current HR practices. She urged all agencies to produce online reports.

She said the Department of Personnel Management will carry out a system cleansing starting from the central agencies during a two year restriction and I encourage everyone to comply with government directives.

Ms Friday also stated that all agency vacancies will be frozen for the next two years. All submission to DPM will be assessed against PE Advisory report on a fortnightly basis.

“Do your job as the HR managers and officers and address staff issues. DPM will only see departmental heads and no individual.

“All outstanding must be paid out by December and we should all take ownership and responsibilities on these matters.

She also made mentioned on retirement strategy which HR officers must make sure every officers' file must be updated. These are some of the important issues that were presented during the workshop. It is an informative meet where HR officer were made known on policies and what DPM will undertake.

DoF officers that were part of the workshop were pleased and looking forward to take the right steps to comply with directives from DPM and NEC.



Manager PCaB Sam Erepan speaking during the workshop.

## Workshop discusses annual work plan

The FMIP Provincial Capacity Building Program (PCaB) has conducted its annual planning workshop on 24 to 28 of February 2020 at Vulupindi Haus Level one Training Room.

The purpose of the workshop was to share, discuss and review the Advisor's 2019 Annual Work Plan (AWP) and plan for their 2020 work plans by incorporating inputs from other Divisions within the DoF such as IFMS (Phase 2), CSD (FMTB) and FRCD etc.

The workshop was officially opened by the FMIP Program Manager, Thomas Leute.

Speaking at the Workshop opening Mr Leute stressed the vital role the PCaB Program plays in supporting the DoF in rolling out of IFMS at the sub national including other PFM

Reforms that the Department has initiated since 2015.

In attendance as part of the opening procession, was also the UNDP Assistant Resident Representative Ms Julie Bukikun who shared similar comments from the donor's perspective in order for donors to continue to support the Department through the PCaB Program.

The Program Advisors were also fortunate to have the Secretary in the workshop during the mid-week to acknowledge their support in the provinces.

He encourage Advisors to continue the good work of supporting these major PFM reforms through awareness and implementation to ensure that these reforms are operationalised and sustained at various institutions at the sub national.





# New Normal at workplace

As a step into the new normal workplace safe practice, Vulupindi Haus entry will only be through approved appointments for clients and officers show of ID cards at the building's front entry point going forward. Officers have been relocated temporarily within their offices so that they are at least 1.5 meters apart. High frequency touch areas to be cleaned hourly by the cleaning staff while officers are asked to wipe their workstations daily as cleaning materials will be provided in central locations on each floor.

Officers are also urged to carry their own bottles of soapy water and a clean towel as part of their personal hygiene.

Chewing of buai and smoking is strictly prohibited at workplace to reduce the risk of transmission.

There is also isolation rooms established on each floor.

Officers who develop symptoms of COVID-19 while at the workplace will be immediately moved to the isolation room and given a disposable surgical mask before arrangements are made to move them from the premises with a specific vehicle.

Staff are prohibited to entering the workplace if they have recorded a high temperature of 37.8 degree Celsius or higher.

Officers must report to their immediate divisional heads if they are tested positive for COVID-19 or may have come into contact with someone who tested positive for COVID-19 virus.

Since the Government declared State of Emergency on 23 March 2020, for 14 days a range of measures were introduced to protect the people against the potential spread of the COVID-19 in the country.

During the period non-essential staff stayed home to embrace safe work practices while essential staff ensures the ongoing provisions of essential financial services from the National and sub-National levels. Essential staff who worked during this period ensures public servants are paid their normal fortnightly entitlements as advised by the Department of Personnel Management.

Despite returning to normal work on 4 of May the Government is taking strong measures to protect our country, therefore everyone is urged to ensure you do your part during this difficult time.



Security officers doing checks for officers and clients entering the building.



No entry at the back gate during the SoE period.



## Basic hygiene

- Observe 1.5 meter workplace distancing
- Hand sanitizing and temperature checks
- Staff roster for essential services during lock down and SoE
- Workplace frequently touched areas to be cleaned hourly
- Staff encouraged to carry personal soapy water and towel as part of personal hygiene practice
- All duty travel cancelled until further notice
- All formal meetings of more than 15 people are cancelled until further notice
- Personal hygiene practices
- All FAS to conduct daily floor briefing
- Established isolation rooms for staff who have a reading of above 37.8 degree celsius
- Introduced staff absenteeism







# Vulupindi car park gets facelift

The Department of Finance has received a facelift for its car park which was officially opened for use on Monday 27 of April 2020.

The car park was opened by the Secretary Dr Ken Ngangan witnessed by the Department essential officers, representatives from Minister's Office, 5D Contractor and the public. The car park was constructed by the Ariel Constructions Ltd on duration of two months which began in mid-February and was completed in March 27.

Speaking during the opening Secretary Ngangan said we are thankful to the Minister Hon. Rainbo Paita and his team for the initiative to upgrade our car park.

Ngangan praised the Contractor Ariel Construction Ltd for an excellent work which will last for many years to come.

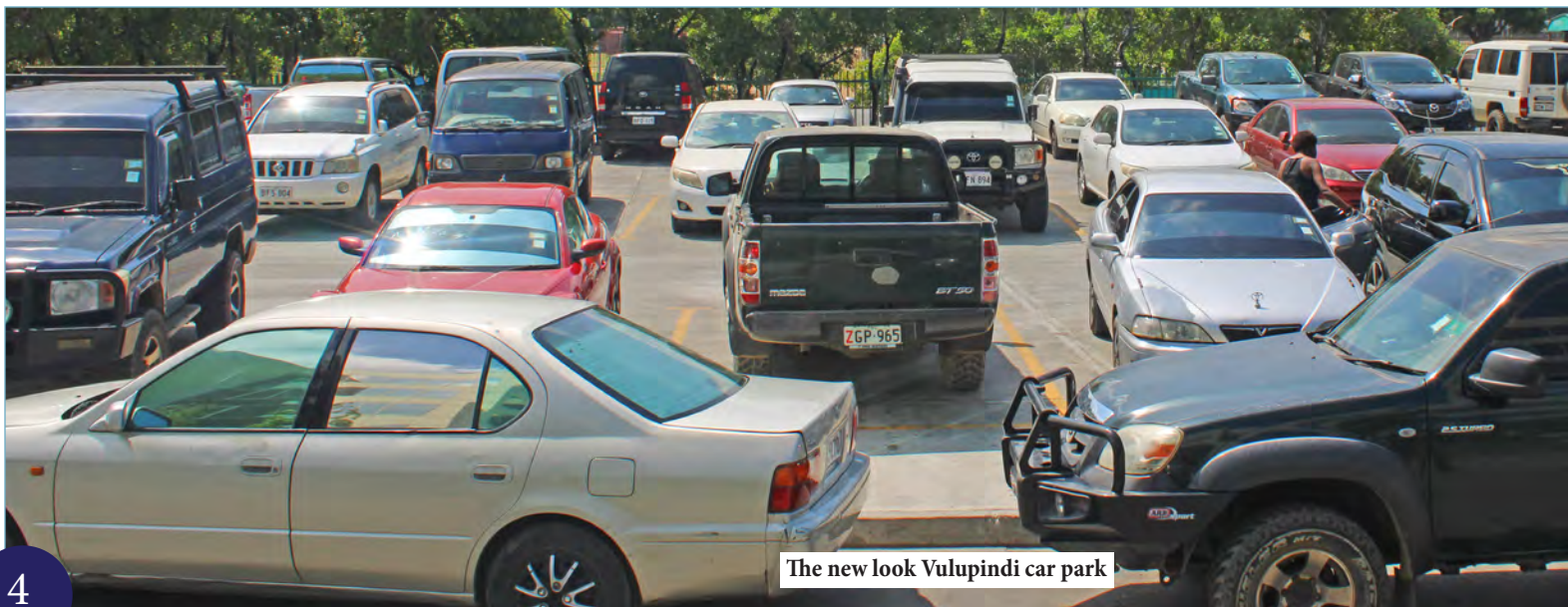
“On behalf of the Department and Ministry of Finance I thank the Constructor for a professional work that they have done,” he said.

Manager of Ariel Construction Ltd William Huasiwahia who was present at the opening handed over the completion certificate to Secretary Ngangan.

The car park will cater for up to 35 vehicles and will be used by officers of the Vulupindi Haus and the general public who are here for business.



Secretary Ngangan received the Certificate of Completion from Ariel Construction Ltd Manager William Huasiwahia.



The new look Vulupindi car park





# IFMS rollout is a shared responsibility

Integrated Financial Management System (IFMS) rollout to the provinces is successful despite the challenges faced with its implementation process.

It is now operational in ENB, East Sepik, Morobe, Central, Northern, New Ireland, Jiwaka, Western Highlands, Madang, Chimbu, and Eastern Highlands provinces.

Hon. Rainbo Paita Minister for Finance and Rural Development when responding to questions in Parliament last session stated that IFMS rollout is a shared responsibilities between all partners for it to be fully operational.

Further roll outs are pending on the outcome of the Covid-19 SOE.

IFMS was piloted in East New Britain in 2017 and 2018 to ensure that key critical functions of GoPNG Budgeting and Accounting would be

supported as governed by the PFMA and Budgeting Policies and Business Rules.

In 2018, IFMS was further piloted in Central and Oro Provinces and the IFMS Project Board approved a roll out plan for the Roll outs to commence in 2019 for the remaining provinces.

In 2019, IFMS was rolled out to three more provinces, East Sepik, Morobe and New Ireland.

The roll out in East Sepik consisted of Training and Implementations at the Provincial Headquarter, the six DDAs and the Provincial Health Authority.

The roll out in East Sepik has highlighted some key success factors which have been taken on board for future roll outs. These include:

- Good communication between the IFMS Project, PFOs, DFOs in East Sepik and



John Sam, PCAB Advisor ESP showing Edward Wilkinson, Second Secretary Economics, Australian High Commission the IFMS rollout setup for ESP Provincial Health Authority at Boram Hospital PHA office, Wewak.



ESP Provincial Administration ARO's processing requisitions through IFMS at the ESP PCAB/IFMS computer lab.

PDFMD, PCaB Support and the East Sepik Provincial Administration

- Commitment from the PFO/DFO staff, Provincial Administration

■ Good co-ordination by the PCaB adviser and the PFM, coordinating the DoF team and the Provincial Administration team

- Commitment and support from the IFMS Team

East Sepik Implementation was a success story hence when the Australian High Commission requested for its own assessment of the roll out, East Sepik was chosen for their representative to visit.

Positive remarks were reported back from this visit.

The Department is focused to see IFMS rollout to all provinces and districts.

## Special Economic Zone a key project

Financial inclusion and Special Economic Zone (SEZ) are also part of key projects under the Economic sector of the Medium Term Development Plan (MTDP) III as part of the national Government's development priorities in the next 5 years.

Speaking at the MTDP III 2018-2022 Medium Term Review national consultation forum, Department of National Planning and Monitoring (DNPM) deputy acting secretary Programming and Monitoring Loia Vaira said successful implementation of these investment plans and others

will result in the Government's overall achievement of the MTDP III development outcomes.

These non-PFM activities will be implemented by the Department of Finance and the Finance Ministry supporting the government's commitment to provide an inclusive and sustainable economic growth going forward.

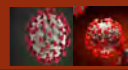
"Note that we (DNPM) are not financing the SEZ but we're looking at SEZ potentials so there is a lot feasibility done by DNPM."

"SEZ is one area that PNG is looking

to explore in a big way because of employment opportunities that come into play and of course trade and investment," she explained.

The five year strategic investment plan will continue to build and consolidate the foundation for inclusive and sustainable economic growth for the present and future generations.

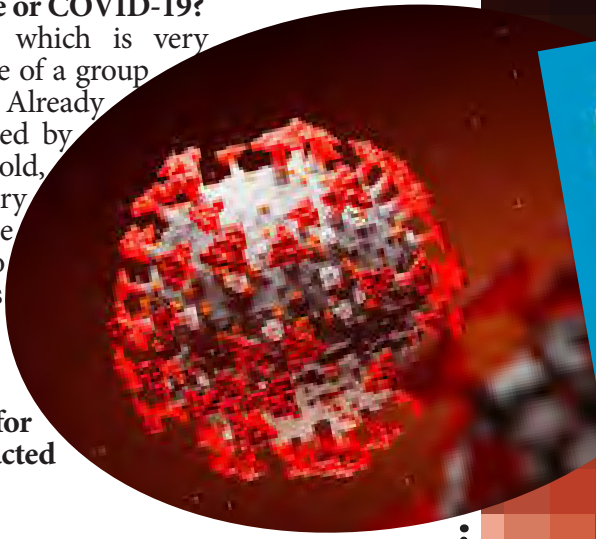
The MTDP III 2018-2022 Medium Term Review national consultation forum was organised by the Department of National Planning and Monitoring (DNPM) in March in Port Moresby.



# Corona Virus or COVID-19

## What is Corona Virus Disease or COVID-19?

Covid-19 is a new disease which is very infectious and is caused by one of a group of viruses called corona virus. Already known types of diseases caused by corona viruses are common cold, SARS (Severe Acute Respiratory Syndrome) and MERS (Middle East Respiratory Syndrome) to name a few. Covid-19 stands for corona virus disease 2019. Symptoms of Covid-19.



## What you need to look out for in a person who has contracted covid-19;

- Sneezing
- Fever
- Tiredness
- Dry Cough
- Shortness of breath
- Aches and pain
- Sore throat
- Sometimes diarrhea, nausea (feel like vomiting), or running nose

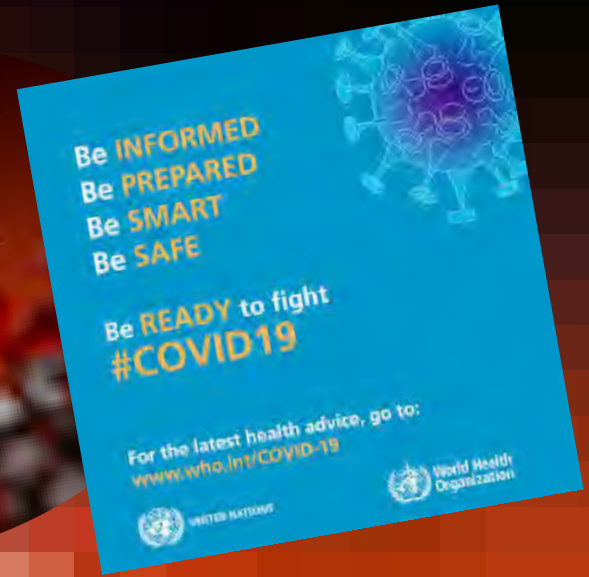
## Mode of Spread of COVID-19 and How to Avoid It

Human coronaviruses most commonly spread from an infected person to others through:

- The air by coughing and sneezing.
- Close personal contact, such as touching or shaking hands with other person already infected.
- Touching an object or surface with the virus on it, then touching your mouth, nose, or eyes before washing your hands.
- You can avoid infecting yourself or others by;
  - Self-isolation– avoid public gatherings, clubs, markets etc.
  - Social distancing – it is recommended that you should be at least 2 meters away from other person. This is sufficient distance to avoid the virus jump from one person to another.
  - Avoid close contact - avoid unprotected contact with sick people (including touching ones eyes, nose or mouth) and with live farm or wild animals, also avoid touching objects and surfaces such as (tables and door handles) contaminated from a person with Covid-19.
  - Practice food safety – wash your hands between handling raw and cooked food. Wash your hands frequently with soap and water, before and after eating, and after going to the toilet.

## What to do if you are sick?

- Only common sense actions will help reduce risk to you and to others.
- If you are sick, stay away from others – that is the most important thing you can do. You should also practice good hand and sneeze/cough hygiene
- cover your cough and sneeze, dispose of tissues, and use alcohol-based hand sanitizer.
- if unwell, avoid contact with others by staying two meters away from



people.  
At this time, there are no specific vaccines or treatments for COVID-19. However, there are many ongoing clinical trials evaluating potential treatments.

Source: Department of Health Website

**Hotline : 1800200**

### How to prevent the spread of COVID-19

- Wash hands often for 20 seconds and encourage others to do the same.
- If no soap and water available, use hand sanitizer with at least 60% alcohol.
- Cover coughs and sneezes with a tissue, then throw the tissue away.
- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Disinfect surfaces, buttons, handles, knobs and other places touched often.
- Avoid close contact with people who are sick.

COVID-19 CORONAVIRUS DISEASE 2019

TEXAS Department of State Health Services

updated 03/05

