



ANNUAL WORK PLAN | YEAR 2023

DIVISION: CORPORATE DIVISION (CD)

1. INTRODUCTION

The Annual Work Plan for the Corporate Division describes the task and projects for the year 2023. This provides guidance to the team members on the new tasks including ongoing annual task achieving the URA's strategic goals for 2022 – 2026 and execute the task as per the deadlines.

URA MISSION

To enhance quality of life and business growth in Vanuatu by ensuring reliable, customer friendly electricity and water services at reasonable prices, available to all who demand it.

2. URA STRATEGIC PRIORITY 2022 – 2026

URA Strategic Objectives for 2022 - 2026

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| STRATEGIC OBJECTIVE 1 | Improve Effectiveness and Efficiency of URA's Regulatory Functions |
| STRATEGIC OBJECTIVE 2 | Strengthen and Monitor Price & Safe Provisions of Regulated Services |
| STRATEGIC OBJECTIVE 3 | Promote Reliability and Enhance Quality of Regulated Services |
| STRATEGIC OBJECTIVE 4 | Identify Means to Enable Regulated Services to Become More Affordable |
| STRATEGIC OBJECTIVE 5 | Maximizing Access to Regulated Services |
| STRATEGIC OBJECTIVE 6 | Promoting Utility Service Resilience and Environmental Conservation Objective through Regulation |
| STRATEGIC OBJECTIVE 7 | Petroleum Products Regulation |

3. SUMMARY OF ANNUAL WORK PLAN | YEAR 2023

The Table below summarize of the New Task/Assignments and Ongoing Tasks of the Corporate Division throughout 2023. The details of each of the below activities comprises this business plan.

Table 1: Summary of CD Business Work for 2023

New Project/Tasks

| Project Detail | Project Description | Timeframe | Comment |
|----------------|---|-----------------------------|--|
| Activity 1 | CD Annual Work Plan and KPI's | 2 Months Dec 22 – Jan 23 | In progress |
| Activity 2 | Training Plan 2022 - 2023 | 1 Months Jan-23 | In house training is a challenge due to staff having project and tasks with timeframe to deliver. Another option for future consideration is to have a university to assist write up certified by VQA. |
| Activity 3 | MYOB Updates & Upgrade Ongoing from 2022 | 5 Months Jan – May 23 | Executive team having a weekly meeting on Tuesday to update with Accountant task, therefore, is liaising with B&P and AJC for URA in the future to use XERO Accounting. Evaluation is pending next Commission meeting for endorsement. Aim is to have URA accounting system in cloud. |
| Activity 4 | HR performance Mgtm Software Ongoing from 2022 | 7 Months Jan – July 23 | 2022 – 2026 – SP Data entry in progress |
| Activity 5 | Staff Annual & Sick Leave Database Ongoing from 2022 | 10 Months Jan – Oct 23 | In progress for further discussion. XERO system to process. Recommendation to include AL and SL balances to be included on the Payslip's |
| Activity 6 | Rebranding Website Development & Marketing Ongoing from 2022 | 5 Months Jan – May 23 | In progress - Evaluation of submission |
| Activity 7 | Communication and Promotion New Project 2023 | 3 Months Jan – Mar 23 | # Of press release annually and check with other divisions on topic to publish URA FB access to all managers to post timely on an event example consultation etc. Tokbak show |
| Activity 8 | URA Brand Guideline New Project 2023 | 3 Months Jan – Mar 23 | A guide that provides right shade of colours to use and their names, Font names, stationery sets, Email signatures, and right logo versions to use on social media, and marketing materials like your uniforms, cups, pens etc. |

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| Activity 9 | Provide Expenditure Review Report - Undertake regular review of URA's operational Costs New Project 2023 | To commence Jan 2023 | Accountant to provide expenditure review report on cost effectiveness of URA as an organisation to URA Commission Commission and Managers Meeting end of Jan 2023 to present on divisional budget |
| Activity 10 | Staff KPI's and salary scale New Project 2023 | To commence Jan 2023 | Assess staff performance and motivation. Staff salary scale |
| Activity 11 | Staff Rotation with NB Team New Project 2023 | To commence Jan 2023 | For consideration |
| Activity 12 | URA Brochures of Role of the Authority and CCCR New Project 2023 | 5 months Jan - May 23 | Have an objective for this task Know the views/customers Be creative and unique Go straight to the point Avoid big words Emphasize the headline. |
| Activity 13 | 2023 Annual Report Ongoing | 4 months Jan – April 23 | 1.3.1 Annual Report against Business Plan and Budget Narratives (Appropriations Act) on time in March annually for presentation by Minister (MFEM) to April Parliament |
| Activity 14 | Policy Ministers Meetings with URA New Project 2023 | Quarterly | Schedule meetings with Hon. Ministers and Policy Ministers on subject matters/ URA projects on how to assist the Authority. |

Corporate Division Annual Operations 2023

| Project Detail | Project Description | Frequency |
|----------------|---|----------------------------|
| Activity 15 | Preparation of Annual budget with NPPs | Mar – Jun 23 |
| Activity 16 | Year End Financial Audit | Feb 22 |
| Activity 17 | Financial Statement | Monthly |
| Activity 18 | VAT Returns Statements | 27 th Quarterly |
| Activity 19 | Staff Severance | Ongoing |
| Activity 20 | Payment of Authority Invoices | Fortnightly - Ongoing |
| Activity 21 | Staff Leave Entitlement Balance update | Monthly Ongoing |
| Activity 22 | Procurement Process | Monthly Ongoing |
| Activity 23 | Medical Claim Register | Monthly Ongoing |
| Activity 24 | NB office Oversee IT system | Monthly Ongoing |
| Activity 25 | NB office Inventory Reporting | Monthly Ongoing |
| Activity 26 | NB Office Management | Monthly Ongoing |
| Activity 27 | NB Office Planning and Meeting | Monthly Ongoing |
| Activity 28 | NB Petty Cash | Monthly Ongoing |
| Activity 29 | Staff hours Summary Report | Monthly Ongoing |
| Activity 30 | Storage Facility | Monthly Ongoing |
| Activity 31 | Office Inventory Management and Reporting | Monthly Ongoing |
| Activity 32 | Office House Keeping | Monthly Ongoing |
| Activity 33 | Motor Vehicle Cleaning and Maintenance | Monthly Ongoing |
| Activity 34 | Petty Cash | Monthly Ongoing |
| Activity 35 | Apparels/Promotional Items | |
| Activity 36 | Public Educational Program | |
| Activity 37 | Financial Reporting Format | 10 Months |

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| Activity 38 | Cash Forecast Report | Quarterly |
| Activity 39 | FSP Investment and Invoicing | Quarterly |

