

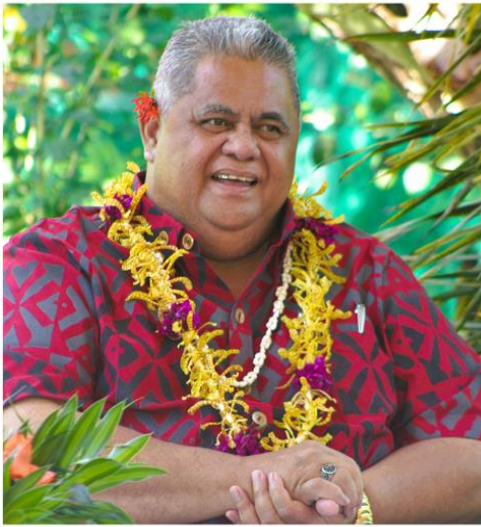


# Ministry of Agriculture and Fisheries

2024



**INFORMATION SERVICE  
MANUAL**



LA'AULIALEMALIETOA POLATAIVAO FOSI SCHMIDT  
HON. MINISTER, MAF

## TALOFA LAVA!

O outou paia ma mamalu, o le a nu'unu'u atu ia fa'atini o tausala aua o paia ma mamalu ua mae'a ona paepae ulufanua.

O sā fo'i ma faiga o Samoa i aiga o tupu, aiga o e'e, aiga o nofo, aiga o papa ma aiga na tafa'ifa, ou te fa'atulou, ma fa'afeiloai atu ai.

As the Minister of the Ministry of Agriculture and Fisheries (MAF), I am pleased to present you with our MAF Information Service Manual. This Information Service Manual is a commitment to integrity, efficiency, and dedication to serving our nation. Agriculture and fisheries are vital to our well-being, economy, and heritage. We pledge:



FUIMAONO MAIAVA TITO ASAFO  
HON. ASSOCIATE MINISTER, MAF

- **Accessibility:** We guarantee that our services are accessible to everyone, regardless of geographical location or social status.
- **Efficiency:** We guarantee streamlined operations, leading to time and resource savings.
- **Transparency:** We provide clear information regarding our services and performance.
- **Accountability:** We acknowledge our responsibilities towards the nation and appreciate your feedback.
- **Innovation:** We constantly strive to find improved practices and approaches that contribute to the betterment of our nation.
- **Inclusivity:** We ensure a welcoming, valued, and respected environment for everyone; thus, actively involving all stakeholders.
- **Faasamoa Values and principles:** We guarantee equal treatment for everyone and deliver services with love and respect.

We believe that this manual will offer our readers valuable insights into the operations and services provided by the Ministry of Agriculture and Fisheries.

Soifua.



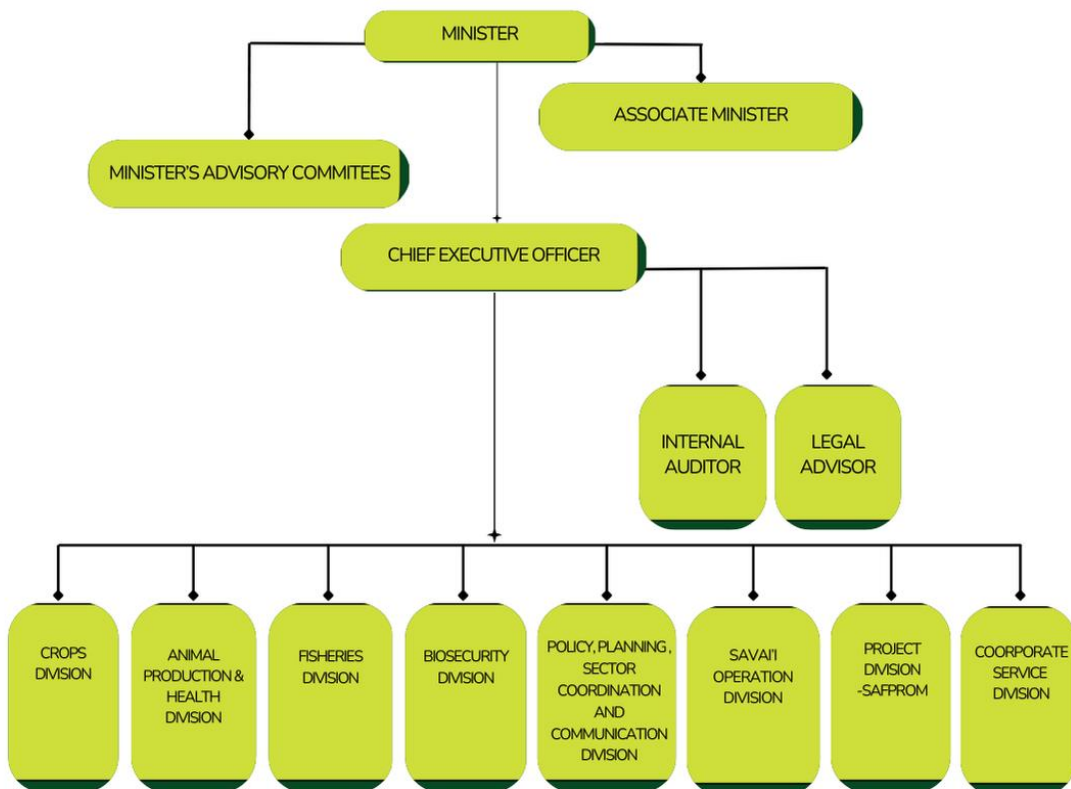
DR. SEUSEU TAUATI  
CHIEF EXECUTIVE OFFICER, MAF

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# ABOUT US

The Ministry of Agriculture and Fisheries (MAF) is the principal organization charged by the Government of Samoa to provide policies, regulations, and technical support to agriculture and fishery production. MAF's approach is to work in partnership with stakeholders such as subsistence and commercial farmers, importers, exporters, and agro-processors; and in collaboration with their associated public agencies, NGOs and service providers.



# Our Vision

To be a leading authority in sustainable agriculture and fisheries, contributing to the prosperity and well-being for all.



# Our Mission

Empower and support the agriculture and fisheries sector through evidence-based policies, research, and development initiatives. Facilitate sustainable practices, innovation and technology adoption while fostering collaboration with stakeholders. Promote the economic growth of Samoa, ensuring the conservation of natural resources and the resilience of local communities.

# Our Values & Principles

The Ministry's roles and functions are mandated by the authority vested in at least nine Acts of Parliament and corresponding regulations. The Chief Executive Officer (CEO) delegates the authority to administer these acts and is supported by an Executive Management Team, along with staff stationed at field locations across Upolu and Savaii.



## CLIENTS

MAF is committed to serving clients with the highest standards of professionalism, diligence, impartiality, and respect. Additionally, MAF prioritizes primary sector support through integration and conservation of cultural traditions and values.



## ORGANIZATION

MAF is dedicated to managing its affairs with unwavering honesty, efficiency, and full commitment, emphasizing accountability and transparency. The staff is treated with equity, fairness, and respect, fostering a positive and supportive work environment. Leaders within the organization take personal responsibility for guiding the team and ensuring timely delivery on commitments. Proactivity in promoting positive change is encouraged, reflecting a dynamic approach to organizational growth and development.



## RESOURCES

MAF acknowledges the fundamental role of offering reliable technical guidance and high-quality services in fostering the advancement and administration of the agriculture and fisheries sector.

# OFFICE OF THE CEO

The Office of the CEO serves as the epicenter of strategic decision-making and executive leadership within the ministry. As the highest echelon of corporate governance, it seamlessly integrates legal and audit functions to ensure regulatory compliance, risk mitigation, and transparent financial practices.

## 1. LEGAL

The unit provides high-quality legal advice and services to the CEO and Ministry, taking into consideration the review, strengthening, and application of the legislative framework implemented and enforced by the Ministry. To represent the Ministry in all court matters, both civil and criminal, with the authorization of the Attorney General and the Executive Director of the National Prosecution Office.

## 2. AUDIT

The unit provides an independent review of internal control systems, standards, policies, and procedures. It also provides consulting services on risk management, internal control designs, and implementation for the overall enhancement of efficiency, effectiveness, economy, transparency, accountability, and good governance.



☎ 22561

📍 MAIN OFFICE, TATTE  
BUILDING, LEVEL 4,  
SOGI, SAMOA

# CROPS DIVISION

The goal of the crops division is to engage in crop development and provide technical advisory services aimed at improving crop production for both subsistence and commercial stakeholders, including producers, processors, and marketers involved in fruit trees, spices, vegetables, root and tuber crops, and plantation crops.

The activities were implemented through the following sections of the Crops Division:

## 1. ADVISORY SECTION

The core function of the **Advisory Section** is to provide technical extension services through crop advisory and development services to improve crop production for primary producers of plantation crops, vegetables, root crops, fruit trees, nuts, and spices.

The effectiveness of agricultural extension tools relies on transparent communication and coordination with our stakeholders, partners, and program facilitators. The following approaches are adopted by the **Advisory Section** to ensure sustainable crop development:

- Collaborate and coordinate with farmers, farmers' groups and associations, village communities, youth groups, NGOs, Government agencies, schools, etc.
- Provide training programs such as Integrated Pest Management (IPM), farming systems, farming technologies, Plant Health Clinic (PHC), Farmer Field School (FFS), Export Pathways, Farm Management and Business Plans, Coconut Rhinoceros Beetle Control Programs, Field Visits, etc.
- Strong affiliations with organizations such as ACIAR/SPC/IPM/ICM, UNDP SGP, CSSP Agriculture Interventions, FAO Agriculture Interventions, PPCR Coconut, and Cocoa Replanting, etc., to assist in the execution of projects.



- Conduct regular Participatory Rural Appraisal (PRA) meetings and consultations with stakeholders from different communities and backgrounds.
- Raise public awareness through community outreach programs, TV, annual agricultural shows, open days, career days, special events, Radio, Publications, demonstrations, etc.
- Promote open-pollinated seed varieties in seed production to ensure consistent supply of seeds, food and nutrition security.



# CROPS DIVISION





## 2. DEVELOPMENT SECTION

The core function of the **Development Section** is to engage in crop development and extension services, with a focus on improving crop production for primary producers involved in plantation crops, vegetables, root crops, fruit trees, nuts and spices.

The **Development Section** team caters to the public and communities by generating high-quality and sufficient planting materials to address the ongoing demand for crop planting resources.

Moreover, there is a showcasing of available farming technologies, farming systems, and crop-improved varieties. Additionally, in-field conservation of Plant Genetic Resources (PGR), including traditional varieties, is carried out.

 23416 or 23423

 CROPS OFFICE, NU'U,  
SAVAI'I, SAMOA

# ANIMAL PRODUCTION & HEALTH DIVISION

The goal of the Animal Production and Health Division is to conduct research and development, offering guidance and services on animal health to enhance livestock production for both subsistence and commercial producers.

The implementation of the activities are carried out under the following sections:

## 1. ANIMAL HEALTH AND REGULATORY SECTION

The section delivers proficient animal healthcare and treatment, guarantees the production of safe and suitable meat and meat products for human consumption, conducts import risk analysis for all animal cases, and secures certification for exports.

## 2. ANIMAL PRODUCTION AND ADVISORY SECTION

The section offers guidance and technical support to farmers with the aim of promoting and improving livestock production.

## 3. DEVELOPMENT SECTION

The section facilitates the advancement of technologies to enhance local livestock industries by the following activities:

- Develop innovative approaches to improve and promote livestock production, particularly focusing on breeding genetics and animal nutrition.



# ANIMAL PRODUCTION & HEALTH DIVISION



- Explore and analyze various farm management practices, including model farms for animal production and long-term economic sustainability.
- Oversee, track, and evaluate pasture species and feeding trials.
- Generate comprehensive reports based on research and technology development outcomes.
- Monitor and analyze livestock numbers, natural increase statistics, and stock growth on MAF farms.
- Implement livestock distribution schemes to benefit farmers.
- Oversee breeding programs for all stock on MAF.
- Provide support to design and construct livestock farming equipment and tools, and maintain MAF farm infrastructure.
- Provide technical assistance to apiary farmers.

## 4. SUPPORT SERVICES

The section provides administrative and general support services for the Animal Production and Health Division.

☎ 21052 or 26529

📍 APHD OFFICE, VAEA,  
APIA, SAMOA



The Fisheries Division conducts research, analysis, monitoring, and reporting to promote sustainable fisheries and aquaculture in Samoa. The Division works with international, regional, and government agencies, and village communities, to conserve, develop, and manage fisheries resources and ecosystems. It advises Samoan government agencies, communities, NGOs, and stakeholders on aquaculture, coastal, and oceanic fisheries development and management. The Division also undertakes fisheries conservation, development, and management roles in Samoa.

# FISHERIES DIVISION

The implementation of the activities are carried out under the following sections:

## 1. ADVISORY SECTION

The section facilitates coastal communities' participation in fishing resource management and marine environment preservation through the Community-Based Fisheries Management Program (CBFMP). The program follows a "bottom-up" approach, that empowers communities to manage their aquatic, fisheries and marine resources.



## 2. COASTAL OR INSHORE FISHERIES SECTION

The section promotes sustainable coastal, fisheries and marine resources in Samoa through following responsibilities:

- Conduct research on coastal fisheries resources and the marine environment to inform management decisions and assess their potential for development.
- Monitor developments in coastal fisheries for sustainability.
- Establish and advocate for conservation measures to ensure the sustainable utilization of fishery resources.
- Diversify coastal fisheries resources, including stock enhancement and value-adding, to promote food, nutritional security and livelihoods.
- Promote the health and resilience of coastal habitats and coral reef systems.
- Increase awareness and foster active participation among stakeholders in research activities.

# FISHERIES DIVISION

- Perform market surveys, socio-economic surveys, stock assessments, habitat monitoring, and research on commercially important species: ciguatera, palolo, sea cucumbers, trochus, and edible seaweeds to determine how climate change impacts habitats.
- Collect and document Samoan coastal fisheries and marine habitats district profiles.

## 3. OCEANIC OR OFFSHORE FISHERIES SECTION

The section regulates Samoa's oceanic fisheries and progresses the commercial fisheries and processing by providing guidance on the following work areas:

- Monitor the yields of resources from fishing activities in Samoa's oceanic area.
- Develop and review pertinent regulations, tuna management and development plans, and fishing license and system terms to regulate fishing activities for oceanic fisheries resources.
- Develop and implement fisheries surveillance programs to ensure that oceanic fishing operators comply with conservation and management measures.
- Collect and evaluate fisheries and scientific data to better understand marine fish stocks dynamics, including population and biomass.
- Deploy and maintain fish-aggregating devices to support small-scale oceanic fisheries.
- Provide infrastructure support for rural small-scale fishermen.
- Provide policy advice and efforts to national forums to ensure Samoa's commercial tuna fisheries' profitability and viability.



- Develop systems of equivalency or compatibility with market state access requirements to secure the continuous exportation of fish from Samoa.
- Oversee a cabinet-sanctioned Commercial Fisheries Management Advisory Committee (CF-MAC) with government and industry members that engages frequently to address the management and development of Samoan commercial fisheries.

## 4. AQUACULTURE RESEARCH AND DEVELOPMENT

The section is dedicated to cultivating aquatic organisms in various environments including freshwater, seawater, brackish water, and inland saline water. It actively promotes and develops aquaculture in Samoa to alleviate the pressure on marine fishing by introducing and restocking species in lagoons and reefs.

## 5. COMPETENT AUTHORITY OR SEAFOOD SAFETY AND VERIFICATION

The Competent Authority (CA) is the independent government agency responsible for the verification and certification of fish exports. The CA's overall objective is to ensure that the fish and fishery products originating from Samoa meet the needs of its trading partners or overseas markets.



# BIOSECURITY DIVISION

The Biosecurity Division operates within the Ministry of Agriculture and Fisheries (MAF), guided by the Biosecurity Act of 2005, which mandates our efforts to prevent or manage the introduction and spread of pests and diseases that pose potential harm to human beings, animals, plants, and various elements of the environment or economic activities.



## 2. AWARENESS SECTION

The section is dedicated to increasing public awareness on issues related to Samoa's biosecurity and ensuring relevant information is relayed appropriately Awareness Section.

## 3. PESTICIDE SECTION

The section is tasked with the registration, regulation, and supervision of all imported pesticides, overseeing their sale, safe usage, and distribution in Samoa. The enforcement of the Pesticides Regulation 2011 guarantees that only high-quality pesticides are permitted entry into Samoa.

## 1. TECHNICAL POLICY SECTION

The section engages in conducting Import Risk Analyses (IRAs) for newly proposed imports and reviews existing import permits. Additionally, it conducts research on international health standards related to approved imports, aids in implementing policy advice, and compiles contact information regarding market access status with other importing and exporting countries.



# BIOSECURITY DIVISION



## 4. REGULATORY SECTION

The section plans, oversees, regulates, integrates, and evaluates the operational activities of the regulatory section, encompassing:

**Fumigation Treatment:** Dis-infestation treatment for export certification using Methyl Bromide Chemical and as required for import commodities.

**Waterblasting:** Disinfestation treatment for vehicles, machineries, and car parts.

**Garbage Collection:** Disposal of garbage from international aircraft and ships, as well as other potential sources of risk.

**Incineration:** Destruction of non-compliant agricultural commodities or confiscated items from various ports of entry at the incinerator.

**Export Certification:** Issuance of Phytosanitary and/or Zoosanitary Certificates following inspection and necessary treatment.

**Surveillance and Monitoring:** Inspection and audit of approved facilities for post-entry quarantine and packhouse and export facilities.

**Site and Report:** Surveillance for pest interception or disease, along with database entry for pest lists, virtual collection, and the management of pest samples.

☎ 22171 or 20924

📍 BIOSECURITY OFFICE,  
MATAUTU-TAI, APIA,  
SAMOA



Effective & efficient provision of strategic advice on all policy matters pertaining to the development of agricultural production, domestic & international agricultural trade, food security and nutrition and climate change.

Coordinate the implementation and M&E of the Agriculture & Fisheries Sector Plan and the MAF Corporate Plan. Also manage the communication and information services of the Ministry

# POLICY, PLANNING SECTOR COORDINATION AND COMMUNICATION DIVISION

The Policy, Planning, and Sector Coordination Division develops evidence-based policies in line with sectoral and national goals. Furthermore, the division conducts efficient monitoring and evaluation (M&E) of the ministry's promptly implemented annual management plans. It conducts economic and statistical analyses of primary production, domestic and international trade, food and nutrition security. Additionally, it collects, organizes, analyzes, and disseminates agricultural statistics, as well as providing communication services.

## 1. POLICY SECTION

- Develop evidence-based research on issues pertaining to primary production, domestic and international trade, food nutrition & income security
- Develop policy advice

## 2. PLANNING SECTION

- Conduct regular monitoring and evaluation (M&E) of key performance indicators set by the Ministry
- Prepare mid-year, annual reviews and reports
- Coordinate, monitor and evaluate implementation of the MAF Corporate Plan 2023-2027.
- Ensure Ministry's plan are developed on time in line with sector, national objectives and timeframes





# POLICY, PLANNING, SECTOR COORDINATION AND COMMUNICATION DIVISION



## 3. AGRICULTURE STATISTICS AND TRADE

- Centralize and manage data collection from field, data analysis and dissemination of agriculture statistics and maps.
- Coordinate trade related activities and notify WTO on domestic support and export subsidies on agriculture.
- Conduct biannual production surveys.



## 4. SECTOR COORDINATION

- Coordinate, monitor & evaluate implementation of Agriculture & Fisheries Sector Plan 2022/2023 - 2026/2027
- Mapping and M&E of all Sector/ Ministry projects.



## 5. COMMUNICATION SECTION

- Manage and coordinate Ministry's communication services.
- Maintain Ministry's public relations and ensure effective dissemination of information through media programs, publications, digital library and resource center.



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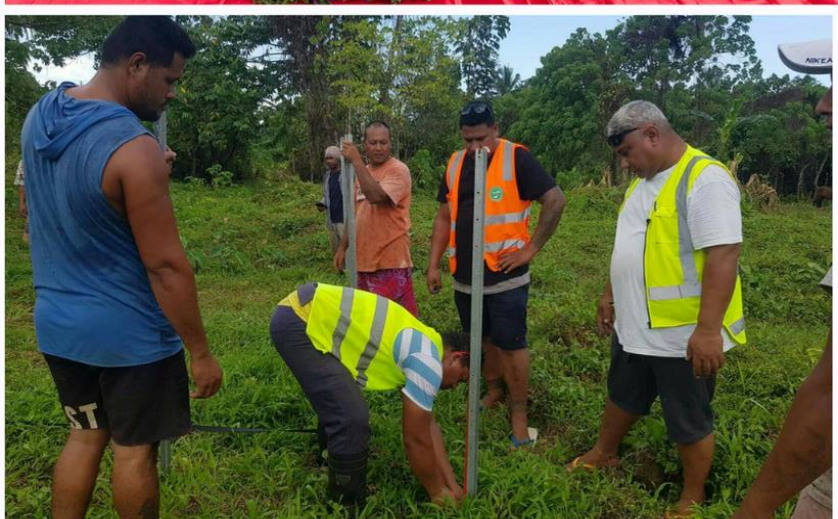


MAIN OFFICE, TATTE BUILDING, LEVEL 1, SOGI, APIA, SAMOA



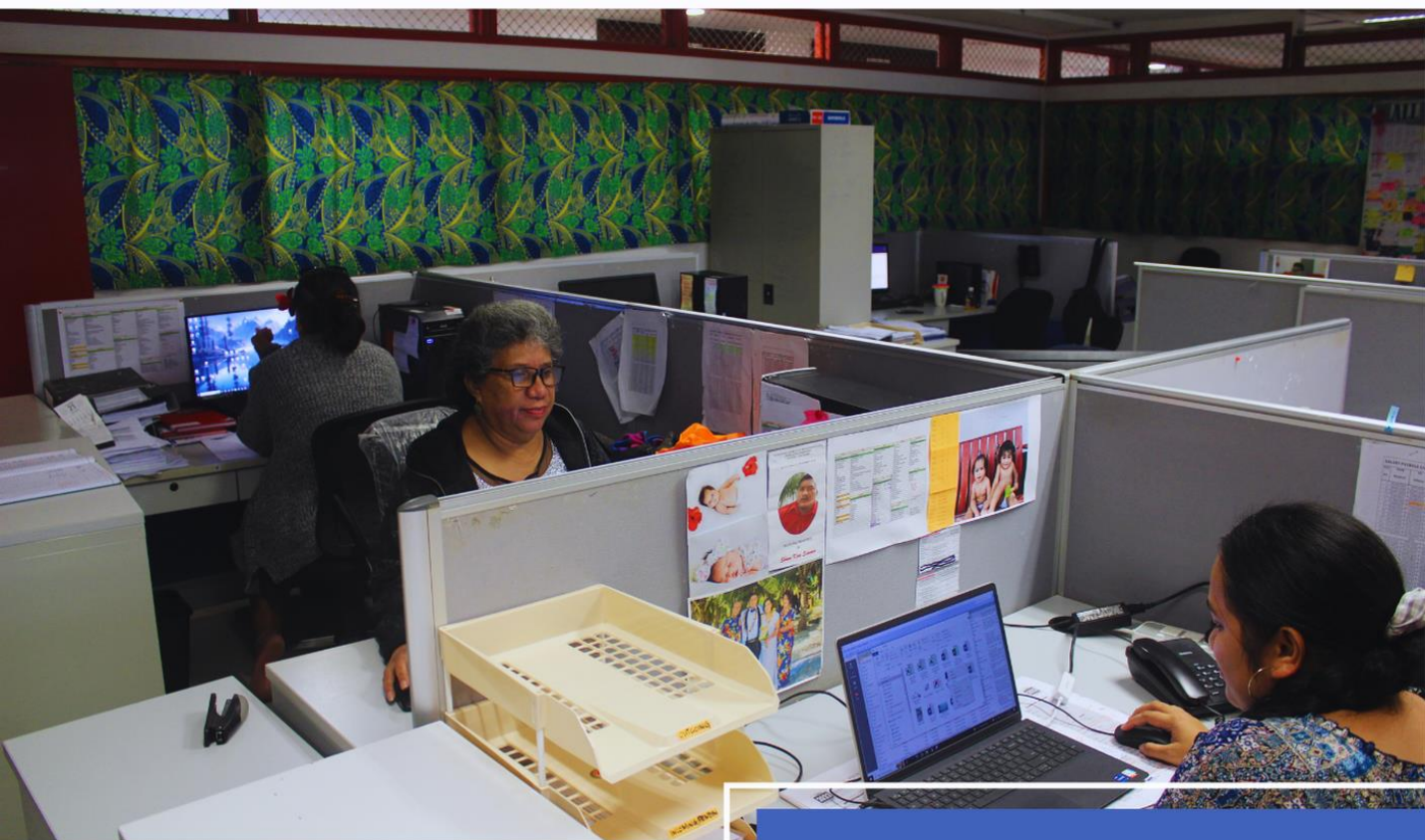
# SAVAI'I OPERATION DIVISION

The Savai'i Operation Division covers three (3) technical divisions: crops, animal production and health, and the fisheries division. Each division has the same service as the divisions in Upolu.



☎ 51364 (ext. 604)

📍 SALELOLOGA  
OFFICE, MAF OFFICE,  
SALELOLOGA,  
SAVAI'I, SAMOA



# CORPORATE SERVICE DIVISION

The Corporate Service Division conducts research and analysis and develops best practice policies and systems in the areas of human resource management, financial management, administration, asset management, records management, and information technology. Facilitate effective implementation and compliance with relevant legislation, policies, and directives of the Government of Samoa.

## 1. HUMAN RESOURCE UNIT

The unit plans, organizes, leads and controls HR Activities for the Ministry of Agriculture and Fisheries in the following ways:

- The Recruitment and Selection (R&S) Performance Appraisal Management System
- Organizational Structure Reviews
- The Occupational Safety and Health Program
- Provide policy advice and assistance on HR matters.
- Capacity Building
- Monitoring and evaluation of HR activities.
- Manage breaches of the Code of Conduct and grievances.

## 2. ADMINISTRATION UNIT

In the following ways, the unit plans, organizes, leads, and controls the Ministry of Agriculture and Fisheries' central administration activities:

- Records management
- Payroll management
- Leave management
- Provide customer service delivery
- Manage employee entitlements and benefits.

# CORPORATE SERVICE DIVISION



## 3. FINANCE UNIT


Provide effective and efficient financial services and advice, enabling financial resources to be effectively planned, monitored, and reported upon.

- Monitor and controls budget
- Asset management
- Manage and controls utilities
- Facilitate and manage annual initiatives, events and finances.

## 4. INFORMATION TECHNOLOGY UNIT

The IT Unit helps ensure that IT services are provided with excellence through the provision and planned evolution of information and communication technology and other related services to all divisions, including remote locations.

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 MAIN OFFICE, TATTE BUILDING, LEVEL 4, SOGI, SAMOA

# MAF'S PROJECTS

## 1. SAFPROM

The overall SAFPROM Project Development Objective (PDO) is to increase the productivity and access to markets by selected producers, to improve the management of targeted productive natural resources, and, in the event of an eligible crisis or emergency, to provide an immediate response.

## 2. SCATAP

The main aim of SCATAP Phase V is to strengthen agricultural extension, build agricultural facilities, provide agricultural machinery, and carry out agricultural training to increase the technical level and production capacity of vegetables, citrus, and broilers in Samoa.

☎ 22561

📍 MAIN OFFICE, TATTE  
BUILDING, LEVEL 4,  
SOGI, SAMOA

☎ 23416

📍 CROPS DIVISION, NUU,  
SAMOA



