



**MINISTRY OF
TOURISM,
ARTS AND
CULTURE**

**NATIONAL
CULTURAL
COMMISSION**

NATIONAL CULTURAL COMMISSION



2021

**ANNUAL
OPERATIONAL
PLAN**



NATIONAL CULTURAL COMMISSION

“Preserving, Communicating and Celebrating
Papua New Guinea’s Cultural -Diversity”

ACRONYMS

AOP	Annual Operational Plan
BOT	Board of Trustees
CACC	Central Agency Coordinating Committee
DPM	Department of Personal Management
DNPM	Department of National Planning & Monitoring
EHP	Eastern Highlands Province
EMT	Executive Management Team
ENB	East New Britain Province
FM	Financial Manual
IPNGS	Institute of Papua New Guinea Studies
ICH	Intangible Cultural Heritage
LLG	Local Level Government
MTDP	Medium Term Development Plan
NCC	National Cultural Commission
NFI	National Film Institution
NPAT	National Performing Arts Troupe
OTAC	Office of Tourism, Arts and Culture
PFMA	Public Finance Management Act
PIP	Project Investment Programs
PSC	Project Steering Committee
SMT	Senior Management Team
WHP	Western Highlands Province





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NATIONAL CULTURAL COMMISSION
2021 ANNUAL OPERATIONAL PLAN**

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It is my greatest pleasure to present the 2021 Annual Operational Plan for National Cultural Commission including its three Cultural Institutions namely, Institute of PNG Studies, National Film Institute and National Performing Arts Troupe. We are happy with what we started last year and we are gaining momentum to continue with our theme, “connecting with people”, simply by reaching out to the Provinces, Districts and LLGs supporting and promoting our diverse traditional ways and cultural practice. We will continue to utilize and manage our scarce resources for the maximum outcome in 2021.

Last year 2020, was one of the very challenging year for us, with COVID19 affecting most of our planned programs and activities. Funding for our activities and projects were drastically reduced by the National Government, but we were able to implement most of our plans as scheduled and we are satisfied with the outcome.

Come 2021, we look forward to boosting our Human Resource with competent people to fill up vacancies in all the divisions in NCC including vacancies with our three cultural institutions. This exercise is made possible through the Department of Personnel Management with the approval of our organizational restructuring which we will come to full implementation this year 2021. Recruitment is scheduled to start in early February, 2021.

We are putting together a team of young minds to develop the National Cultural Development Policy framework that will be used as a platform in developing a strong policy in the leading workshops to come. This will enable us to develop Key Result Indicators to address sensitive issues affecting cultural development and strategies put forward. This policy development will be driven by our Policy, Research and Regulatory Division of NCC, in collaboration with our three cultural institutions.

We will continue to celebrate our cultural heritage through festivals and cultural shows at the National, Provincial, District and Local Level Government (LLG). To extend our boundaries into the very remote areas of PNG and connecting to the people, through recognizing and promoting their traditional and cultural life style and this will pave way for the establishment of cultural centers in the remote areas of our LLGs.

NCC will continue to work in partnership with embassies, international bodies and PNG institutions to support the work of cultural development in PNG. We are the champions in our responsibilities to arts and culture, but we are not limited to what we do, basically because we have the obligation to our communities. We empower our unfortunate youths in the communities with the life changing programs, through upskilling them with necessary skills to sustain themselves in their communities in the future. This is made possible through partnership programs that NCC rolls out with development partners.

Finally, our 2021 appropriation is not promising, with drastic budget cuts in our operational expenditure and nil funding in our development budget. This will not stop us from implementing our planned programs in-house and we look forward to working in partnership to implement our 2021 Annual Operational Plan.

Thank you.

PNG NATIONAL CULTURAL COMMISSION

Mr. Steven Enomb. Kilanda
Executive Director

Executive Director's Foreword



MR STEVEN ENOMB KILANDA
EXECUTIVE DIRECTOR



Introduction to 2021 Annual Operational Plan

Our Annual Operational Plan for 2021 will capture all our priorities for the respective Division in NCC including our three cultural institution who will be responsible for the implementation and completion of their respective programs and activities. The 2021 operating plan is guided by our Corporate Plan 2019-2023 that gives us the direction in planning for our programs and will be used as a tool to measure our performance for the next five years. The NCC's vision statement, mission statement, corporate values and goals are as follows;

STRATEGIC OVERVIEW

VISION

- > "Preserving, Communicating and Celebrating Papua New Guinea's Cultural Diversity"

MISSION

- > "To preserve, promote and safeguard our diverse tangible and intangible cultural heritage".

CORPORATE VALUES

- > We strive to promote good governance, and practice innovation, accountability, transparency and organizational efficiency.
- > We encourage spirit of collaboration and partnership because we believe in team work because our job is too important to do it alone.
- > We care for the wellbeing of our staffs and our facilities and stories by creating a conducive environment for growth and learning.
- > We value wider community support and engagement for the fulfillment of our mandated responsibilities and institutional aspirations.
- > We care for our employees and would seek to invest in their personal and professional development.
- > We aspire to deliver accurate and high quality knowledge and information about Papua New Guinea's cultural diversity.
- > We believe in change and we encourage ingenuity, continuous learning and improvement.





National Cultural Commission's Goals

- > Foster respect and collaboration with all communities, organizations and stakeholders concerned with the preservation, protection and promotion of PNG cultural heritage;
- > Identify and stimulate the growth and the market of creative industries
- > Promote nation building through cultural education
- > Improve and strengthen the corporate governance of the Commission

The National Cultural Commission's four major goals have key strategies that are tied up under each respective goals to which all activities and programs for 2021 have been identified to enable the National Cultural Commission and its three cultural institution namely Institute of Papua New Guinea studies, National Film Institute and National Performing Arts Troupe in Goroka to work towards realizing its mandated functions. Under respective activities are key actions or projects which are listed and further cascaded down to tasks of individual officers work plans. From each actions or projects has a primary division assigned to it and they are responsible for its completion. A branch is assigned to support the primary division achieve the action/project. Each division has also developed their own detailed sectional work plan for each action/project assigned to them.

Sectional work plans will include additional detail on the tasks, timing and budget required to implement each action/project. Sectional work plans are available with respective managers or the policy and planning branch to coordinate.

Staff responsible for the tasks in the division/section work plans will be recorded in Personal work plans and all division/section and personal work plans are monitored and reported on, through division/section monthly and quarterly reports (which include financial reports to ensure that actuals corresponds to annual budget appropriation). These plans and reports are overseen by the Executive Director and Executive Management Team. At the end of 2021 an annual report will be drafted and will be delivered to the Board, our Minister, Central Agencies Coordinating Committee and the National Executive Council and will detail how successful we have been in delivering our AOP 2021 outcomes within our budget appropriation.

Diagram on page seven (7) shows a strategic management framework indicating alignment to Government key Development Policies and Commissions reporting management framework.

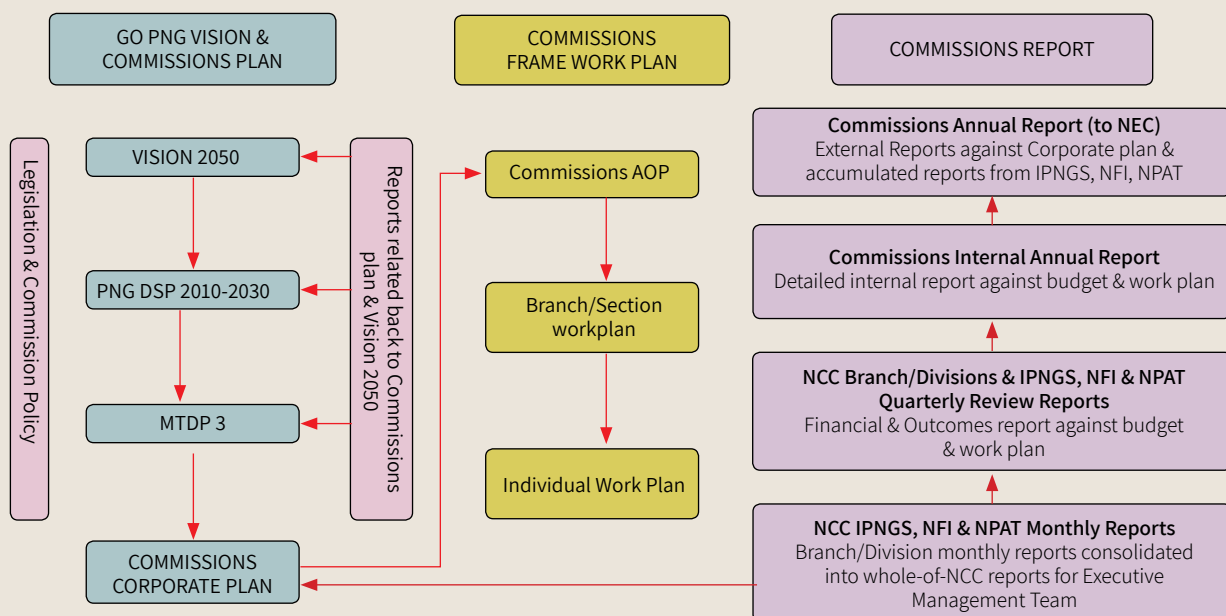




NCC Strategic and Reporting Management Framework

Pillar 6 in Vision 2050 supports the core functional and legislative responsibility and mandate of the Commission through “Spiritual, Cultural and Community Development”. As the legal custodian we are obliged to preserve, promote and safeguard our diverse tangible and intangible cultural heritage of Papua New Guinea and make this valuable information available for future generation.

ALIGNMENT OF STRATEGIC FRAMEWORK WITH GOVERNMENT CORPORATE VISION



Monitoring and Evaluation Reporting

NCC’s annual operational plan and reporting will be coordinated and monitored by our Policy, Planning and Research Division of NCC. This also includes our three cultural institutions, NFI, IPNGS and NPAT. The AOP is the main tool that will be used in the successful implementation of the activities and programs specified in this plan and will be measured through our monitoring and evaluation system. Regardless of how good a plan is; if it is not implemented well it is worthless.

With the Strategic Management Framework, the NCC will now use it as the strong reporting process. This process of reporting will be link to the personal work plans to allow each staff, directors and manager to know how they doing against their area of priority. Forums such as the senior management team meeting are held on monthly basis where directors, managers give a presentation on their monthly achievement and assessment on how well they performed against their planned activities.

Division Directors will be responsible for the implementation evaluation of their planned priorities and will provide a comprehensive report each month based on individual and branch/section work plans. As mentioned a quarterly report will also be completed by division Directors and will review the implementation progress and financial results. From these quarterly reports a consolidated report will be provided to the Departments of Finance, Treasury and National Planning and Monitoring respectively. This forms the quarterly budget review reports for NCC.

The Policy, Planning and Research Division will be responsible for the coordination and collating of these reports with the help of the Finance and Administration Branch who will provide the financial data and analysis support and Human Resources Management who will provide status reports on human resource capacity and pay reconciliation.

The matrix below of the Results Framework Structure shows the basis on how all NCC plans operate and defines how the Monitoring and Evaluation Framework for the 2021 AOP will function.



Monitoring and Evaluation Framework for National Cultural Commission Plans

STRATEGIC DIRECTION: As nationally determined by Medium Term Development Plan (MTDP III)						
	NCC Plans	Means and ways of Monitoring and Evaluation				
NCC CORPORATE GOALS DEFINED		Individual Level	Sectional Level	Division Level	Department Level	Comments
	NCC Corporate Plan	Compiled sectional results based monthly reports	Sectional annual results based reports	Divisional annual reports (Results based)	NCC annual report to CACC & NEC	Directs and keeps management focused on results achievement
	NCC Annual Operational Plan	Sectional monthly results based reports	Sectional annual results based reports	Divisional internal annual reports (Results based)	NCC internal annual reports and quarterly reports to Central Agencies	Annual Operation report focuses on results instead of activities
	Branch/Section Work Plans	Compiled individual staff results based monthly reports	Sectional quarterly results based reports	Divisional quarterly results based reports	NCC annual reports	Sections should consider compiling annual performance reports
	Individual Work Plans	Compiled individual staff results based monthly reports	Sectional monthly results based reports	Divisional monthly results based reports	NCC quarterly reports	Staff can report outputs aimed at expected outcomes

National Cultural Commission Priorities for 2021

1) Goal 1: Foster respect and collaboration with all communities, organizations and stakeholders concerned with the preservation, protection and promotion of PNG cultural heritage							
Key Strategies	Activities/programs	Performance Indicator	Funding			Section responsibilities	Remarks
			Oper	PIP	Others		
1.1. Organize periodic cultural festivals in and around different Provinces and Districts of Papua New Guinea and also at the Regional and International levels	1.1.1. Pacific Festival of Arts and Culture – Hawaii	Successful participation of PNG delegates	-	-	K5m GoPNG	NCC, NFI, NPAT and IPNGS	Due to Covid 19, deferred to 2021
	1.1.2. National, Provincial, District and LLGs Cultural Festivals & Shows	Support 30x festivals and cultural show. 20X Registration of cultural groups	1,000,000	-	-	Cultural Service & Development Division	Major function of NCC
	1.1.3. Establishment of Community Cultural Centre	10x community cultural center	250,000	-	-	Office of the Executive Director	NCC will pledge and support Cultural Centre
	1.2.3. Launch of PNG 2021 National Cultural Events Calendar	300x Calender printed	50,000	-	-	Cultural Service & Development Division	Calenders to be distributed, plus electronics
	1.2.4. Festival posters, brochures, fliers, etc	Produce 1000+ festival posters	100,000	-	-	Cultural Service & Development Division	For promotional of posters
	1.2.5. Produce Festival and Cultural show documentaries	2x Documentary 10X promotional films	50,000	-	-	Office of Executive Director, Cultural Service & Development	

1.2. Coordinate and/or organise the audio-visual documentation of traditional and contemporary cultures of Papua New Guinea;	1.2.1. Research for cultural content on domestic festivals and cultural shows	10X publication	200,000	-	-	Policy, Research and Regulation Division	Publication will be featuring cultural ways of an area
	1.2.2. Wokabaut Piksa Show	Lukim sidaun blong yumi, Enga, ENB, NIP, Morobe, Gulf, Oro, ESP & Milne Bay	200,000	-	-	National Film Institute	
	1.2.3. Documentation of festivals for the music archive collection	5x documentation	54,000	-	-	Institute of PNG Studies	Audiovisual recordings, photographs and document the event
1.3. Revalue and reposition the cultural interest in theatre and stimulate its capacity development through recruitment and training;	1.3.1. Film making training	Film training for youths in EHP, Port Moresby, ENB, Oro, Gulf, WHP	200,000	-	-	National Film Institute	
	1.3.2. Theatre training and production development	70 participants for training, 24 to be selected for production	40,000	-	-	National Performing Arts Troupe	Benefices is unemployed youths
	1.3.3. Annual National Theatre Festival – Port Moresby	Successful event	100,000	-	-	National Performing Arts Troupe	Use theatre as a medium to inform and educate the public
	1.3.4. Skills & tourism product development training	1 successful workshop	100,000	-	-	National Performing Arts Troupe	
	1.3.5. Annual National School holiday program	2x successful training conducted	100,000	-	-	National Performing Arts Troupe	Schedule for Dec 16 -17, water rice pri, school
	1.3.6. Launching of NPAT training manual	Successful launching	10,000	-	-	National Performing Arts Troupe	



1.4. Consolidate the archival capacity and demonstrate the value and relevance of traditional music, dance and folklore to a wider audience;	1.4.1. Research publication on Traditional Dance, Music, Festivals etc. for cultural content	2X research & publication	200,000	-	-	Policy, Planning and Research Division	
	1.4.2. Conduct quarterly research and use information for preservation and publication	4X research papers	50,000	-	-	Institute of PNG Studies	
	1.4.3. Purchase of books on PNG and renewal of subscription to relevant journals	10X new books	5,000	-	-	Institute of PNG Studies	Ethnology
	1.4.4. Completion of manuscript on customary landowning of Huli, Hiwa Koma tribe, Yumbi clan, and Nano Webo clan	4x script published	10,000	-	-	Institute of PNG Studies	
	1.4.5. Scanning of IPNGS publication for Library and users	50x publication per quarter	-	-	-	Institute of PNG Studies	Ongoing
	1.4.6. Associated cost for Dance ethnologist for PhD @Auckland University for paper presentation	1x Travel arrangements, research seminar	15,000	-	-	Institute of PNG Studies	Thesis presentation



1.5. Preserve all archival records through digitization	1.5.1. Develop a cultural database	User friendly database	500,000	-	-	Cultural Service & Development Division, Policy, Planning and Research Division	
	1.5.2. Filming to preserve culture	Making of traditional attire - grass skirts : Enga, EHP(Masi), Chimbu	50,000	-	-	National Film Institute	
	1.5.3. Film Digitizing	Film digitising process Database and shipment to Australia	300,000	-	-	National Film Institute	
	1.5.4. NCC's permanent records and archives storage space	Newly build storage facilities	100,000	-	-	Office of the Executive Director	NCC storage space
	1.5.5. Purchase of Archive and Studio materials	DVDs, CDs, Video playback, DAT and Digitization computer	60,000	-	-	Institute of PNG Studies	For storage of audio recordings, photos, and videos, and purchase of flash drives, as well as printer for CD labels, cartridges,
	1.5.6. Purchase of equipment for field work	2x Video camera, 2x Still camera	20,000	-	-	Institute of PNG Studies	Documentation at cultural show
	1.5.7. Film Digitising - NFI and Sound Archives (NFSA) Australia	100x Digitised film	200,000	-	-	National Film Institute	





1.6. Identify and foster close partnerships with all relevant stakeholders.	1.6.1. True Echoes Project	5x Laptops, 5x tablets, 5x portable speakers and 5x power banks	22,000	-	-	Institute of PNG Studies	Working in collaboration with British Library and other institution in the Pacific
	1.6.2. Participation in conference – Linguistic Society of PNG	Presentation of paper	5,800	-	-	Institute of PNG Studies	
	1.6.3. Participation in International Council for Traditional Music and editing of first seventy years of the International Council for Traditional Music	1x Board meeting in Lisbon and draft manuscript prepared	-	-	-	Institute of PNG Studies	Funded by International Council for Traditional Music
	1.6.4. Participate in the 7th Symposium in the Study Group on Music of the Turkic-speaking World, Kyrgyzstan	1x Symposium	-	-	-	Institute of PNG Studies	To be funded by organisers.
	1.6.5. Documentary Film making training (mobile)	1x manual and training kit, 20x participants per quarter	5,000	-	-	National Film Institute	
	1.6.7. Documentary Film making training (Camera/ Desktop)	20x business house, 20x school participants /Qtr	5,000	-	-	National Film Institute	
	1.6.8. NPAT to communicate and establish district partners, EHP	Church, village and settlement youths and schools	10,000	-	-	National Performing Arts Troupe	
	1.6.9. Create Data from collect stories, traditional songs & dance moves	New Database	15,000	-	-	National Performing Arts Troupe	
	1.6.10. Musical Development of PNG National Rhythms, developing the personal and product	Purchase of instruments and successful program	40,000	-	-	National Performing Arts Troupe	
	1.6.11. Training and Developing PNG National Actors & Actress in theatre	2x successful workshop	30,000	-	-	National Performing Arts Troupe	
	1.6.12. Poem Songs Development-product & personal	12x successful workshop	2,000	-	-	National Performing Arts Troupe	

2) Goal 2: Identify and stimulate the growth and the market of creative industries

Key Strategies	Activities/programs	Performance Indicator	Funding			Section responsibilities	Remarks
			Oper	PIP	Others		
2.1. Map the emerging market of creative industries;	2.1.1. Survey on Arts and Crafts Person in PNG – Local Artists	Successful creation of inventory and Database of Artists	100,000	-	-	Cultural Service & Development Division	Important for the registry of artists, musicians, etc
2.2. Design platforms to capture the potential of creative industries;	2.2.1. National Arts and Crafts Exhibition	Successful stage of major Arts and crafts exhibition	150,000	-	-	Cultural Service & Development Division	Engage NFI for documentation of Exhibition
	2.2.2. Produce National Arts & Crafts Exhibition Posters	Produce 50x copies	20,000	-	-	Cultural Service & Development Division	Promotional Posters
	2.2.4. Registration of Associations, Artists, musicians etc	15 groups registered	20,000	-	-	Office of the Executive Director	
	2.2.5. Develop creative industry Marketing and policy framework	Draft policy	-	-	-	Policy, Research and Regulation Division	
2.3. Attract partnership and investment in creative industries to expand its market value and potential;	2.3.1. Mini Arts exhibition and National Arts exhibition	2x Arts Exhibition to be conducted	500,000	-	-	Cultural Service & Development Division	
	2.3.2. Liaise with funders to sell ideas of theatre production	MOU with funders	2,000	-	-	National Performing Arts Troupe	



2.4. Develop a key and appropriate legislative framework to regulate and stimulate creative industries	2.4.1. Develop a Copy right Policy to protect Artists	Draft copy right Policy	200,000	-	-	Cultural Service & Development Division, and Policy & Planning Division, IPNGS	
	2.4.2. Strengthen MOU with International and Local institutions for cultural extension Program	10X Development Partners, local communities and international bodies	300,000	-	-	Office of the Executive Director, Policy, Planning & Research Division	
2.5. Bolster economic growth through creative industries	2.5.1. Organize National Music Festival	Successful host of the National Music Festival	250,000	-	-	Cultural Service & Development Division, IPNGS, NFI	
	2.5.2. Develop a Marketing and Revenue Strategy	NCC, NFI, IPNGS & NPAT	5,000	-	-	Policy, Planning & Research Division	

3) Goal 3: Promote nation building through cultural education

Key Strategies (refer Corporate Plan)	Activities/programs	Target	Funding			Section Responsibilities	Remarks
			Oper	PIP	Others		
3.1. Use cultural content from audio-visual documents and theatre to inspire learning, pride and national introspection;	3.1.1. Promotional Brochures, flyers and informational booklets on traditional & cultural content	Produce 2000 copies to be distributed to airlines, hotels,	50,000	-	-	Cultural Service & Development Division, and Policy & Planning Division	For Tourism purposes
	3.1.2. Culture Tok quarterly publication	30 copies per quarter newsletter	100,000	-	-	Cultural Service & Development Division, and Policy & Planning Division	
	3.1.3. Cultural Education Program	5x rollout Mini arts exhibition in schools	200,000	-	-	Cultural Service & Development Division, PPR, Executive Division, IPNGS,	



3.2. Use theatre and audio-visual documents to communicate and engage with issues of contemporary social, political and environmental concerns;	3.2.1. Enga Traditional Salt Making & Sand Painting Documentaries	1 Film on Salt making and 1 Film on Sand Painting	200,000	-	-	Cultural Service & Development Division, NFI and Office of Executive Director	
	3.2.2. Educating PNG Through film	Awareness film on Tuberculosis & AIDS HIV with EHP Health Authority	100,000	-	-	National Film Institute	
	3.2.3. Annual Theatre Training	Conduct 5X theatre training on Cultural and social Issues	200,000	-	-	National Performing Arts Troupe	
	3.2.4. Develop PNG National Film Policy	Completion of the Draft policy	100,000	-	-	National Film Institute	
	3.2.5. Broadcast the Kamera Eye program on NBC TV	5x per quarter	50,000	-	-	National Film Institute	
3.3. Organize annual competitions in literature and essays on cultural topics; and	3.3.1. National Literature Competition	2x successful competition	20,000	-	-	Cultural Service & Development Division and IPNGS	
	3.3.2. Conduct annual conference each year for publication IPNGS	Literature competition	30,000	-	-	Institute of PNG Studies	
3.4. Identify, reward and promote a creative means of celebrating unity in diversity.	3.4.1. Youth Cultural Development Program	Number of youths involved cultural programs, life up skilling training	600,000	-	-	Cultural Service & Development Division, PPR & Executive Division Officers	
	3.4.2. Continue implementing MOU with Youth development Authority for up skilling program	50X Prisoners graduate Youths in community engaged	30,000	-	-	Office of the Executive Director,	





4) Goal 4: Improve and strengthen the corporate governance of the Commission

Key Strategies (refer to Corporate plan)	Activities/programs	Target	Funding			Section responsibilities	Remarks
			Oper	PIP	Others		
4.1. Capacity improvement and development in Human Resource, Financial accountability and reporting, and infrastructure rehabilitation and growth;	4.1.1. Continue renovation on IPNGS archives Studio, library and office space	Fully renovated Studio & archives	-	50,000	-	Internal Project Steering Committee	Chaired by Executive Director
	4.1.2. Continue renovation on NPAT	Fully renovated office space & raun raun theatre	-	50,000	-	Internal Project Steering Committee	Chaired by Executive Director
	4.1.3. Continue renovation on NFI	Fully renovated Studio & Archives	-	50,000	-	Internal Project Steering Committee	Chaired by Executive Director
	4.1.4. Continue renovation on Staff Housing – Marea Haus	Fully renovated staff housing	-	50,000	-	Internal Project Steering Committee	Chaired by Executive Director
	4.1.5. Quarterly trips to Goroka	4x trips to NFI & NPAT	100,000	-	-	Management Service Division, Policy, Planning Division	Management trip
	4.1.6. Tightening of Management Committee	Project Steering Committee, Housing Committee, Disciplinary Committee	-	-	-	NCC's Senior Management Team	Ongoing administrative process
	4.1.7. Develop training Policy	Draft policy	-	-	-	Human Resource Branch	
	4.1.8. Develop internal policies	Transport Policy, GESI Policy, Housing Policy	-	-	-	Policy, Planning & Research Division	
4.2. Develop and maintain an asset registry and policy of the Commission, and establish a permanent institutional home for the Commission;	4.2.1. Update and maintain all Personal & Staff files up to date	Updated file registry	-	-	-	Human Resource Branch	
	4.2.2. Develop and launch 2021 Annual Operational Plan	Successful launch of operating plan	20,000	-	-	Policy, Planning & Research Division	
	4.2.3. launch Annual Achievement Report 2020	Successful launch of report to CACC	20,000	-	-	Policy, Planning & Research Division	
	4.2.4. Asset Registry and Recovery	Furnish Asset Registry and recovery of outstanding assets	50,000	-	-	Management Service Division	Ongoing exercise
	4.2.5. Maintain and update NCC's website	Successful update of website	10,000	-	-	Informational, Communication and Technology Branch	Ongoing exercise



4.3. Ensure compliance and deliberate improvement in all the legacy issues of non-accountability that have plagued the Commission in yester years;	4.3.1. Develop NCC's Financial Manual	Successful implementation of NCC FM	-	-	-	Corporate Service Division, Finance and HR branch	
	4.3.2. 2022 Unified Budget Submission	Submit 2022 Operational Expenditure & Capital Investment	50,000	-	-	Corporate Service Division, Policy, Planning & Research Division	Lock down
	4.3.3. Quarterly Budget Review Report	4X Quarterly Reports to CACC	-	-	-	Policy, Planning & Research Division	Report to CACC
	4.3.4. Ministerial Statement to Parliament	Deliver Ministerial Statement	-	-	-	Office of the Executive Director	
	4.3.5. NCC's Sports Day	Medical Check and host sports day	20,000	-	-	Human Resource Branch	
	4.3.6. New staff Induction	Successful Induction of newly recruited staffs	10,000	-	-	Management Service Division	For officers recruited in 2020 and still on casuals
	4.3.7. NCC's Audit report 2020	Compile and complete outstanding Audit report for 2018-2019	10,000	-	-	Finance Branch	Finalize financial statement for Audit requirement
	4.3.8. Support office of the Minister tourism and Culture	Monthly support	100,000	-	-	Office of the Executive Director	Ongoing
4.4. Review current staff establishment and implement an organizational restructure based on a human resource audit and an organizational needs analysis; and	4.4.1. Implementation of NCC's organizational restructure	Successful advertisement & recruitment process	50,000	-	-	Human Resource Branch	
	4.4.2. Hire all the Casual on kundu pay to Alesco	Bring down casual number >2	-	-	-	Human Resource Branch	
	4.4.3. Ensure monthly SMT, EMT and Staff general meeting happened	12 SMT, 12 EMT and 12 General Staff meetings	-	-	-	Policy, Planning & Research Division	As CACC advise
	4.4.4. Maintain Board meeting and resolution made	10X Board meetings in a year	100,000	-	-	Office of the Executive Director	
	4.4.5. HR Audit	Address all outstanding casual, hire to Alesco, personal files and pay reconciliation	-	-	-	Human Resource Branch	Ongoing exercise

4.5. Review the legislative framework of the Commission in light of changing economic and historical circumstances, and align it with similar legal aspirations of cultural, environmental and economic organizations in PNG.	4.5.1. Develop and launch NCC cultural Policy	Successful launch	30,000	-	-	NCC, NFI, NPAT, IPNGS	Policy covers archives, festivals, literature etc.
	4.5.2. Appointment of NCC's Board of Trustees	New Board in place	-	-	-	Office of the Executive Director	BOT in place
	4.5.3. Develop a proposal for Regional Cultural Centres	Submission of proposal	-	250,000	-	Policy, Planning and Research Division, Office of Executive Director	
	4.5.5. Cultural Mapping Project	Develop a framework for the Cultural Mapping	150,000	-	-	Policy, Planning & Research Division	
	4.5.6. Legislative review for National Cultural Commission Act	2X workshop for review	350,000	-	-	Policy, Planning & Research Division	





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