



Ministry of Education, Heritage and Arts

Policy Request Template

Name of Proposed Policy:

Name of Drafter (this should be a member of the area with expertise in the subject):

Reason Policy is Required:

When Policy is Required by, and the reason for that timeframe:

Requested by:

Position:

Date:

Email request to metuisela.gauna@govnet.gov.fj and kristina.pawliw@govnet.gov.fj.

The request will then be approved by the relevant Head of Unit and allocated to an appropriate member of staff for development.