

ESTIMATES

OF THE PUBLIC SECTOR

CURRENT AND CAPITAL REVENUE AND EXPENDITURE

For the year

2004

as presented to

THE NATIONAL ASSEMBLY

VOLUME 2



Budget Agency Outlines & Narratives

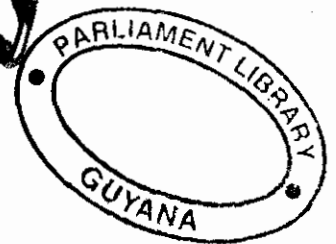




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Budget Agencies

Budget Agency Code	Budget Agency Description
01	Office of the President
02	Office of the Prime Minister
03	Ministry of Finance
04	Ministry of Foreign Affairs
07	Parliament Office
08	Office of the Auditor General
09	Public and Police Service Commission
10	Teaching Service Commission
11	Elections Commission
13	Ministry of Local Government and Regional Development
14	Public Service Ministry
15	Ministry of Foreign Trade and International Co-operation
16	Ministry of Amerindian Affairs
21	Ministry of Agriculture
23	Ministry of Tourism, Commerce and Industry
31	Ministry of Public Works and Communications
41	Ministry of Education
44	Ministry of Culture, Youth and Sports
45	Ministry of Housing and Water
46	Georgetown Public Hospital Corporation
47	Ministry of Health
48	Ministry of Labour, Human Services and Social Security
51	Ministry of Home Affairs
52	Ministry of Legal Affairs
53	Guyana Defence Force
55	Supreme Court
56	Public Prosecutions
57	Office of the Ombudsman
58	Public Service Appellate Tribunal
71	Region 1: Barima/Waini
72	Region 2: Pomeroon/Supanaam
73	Region 3: Essequibo Islands/West Demerara
74	Region 4: Demerara/Mahaica
75	Region 5: Mahaica/Barbice
76	Region 6: East Berbice/Corentyne

Budget Agencies

Budget Agency Code	Budget Agency Description
77	Region 7: Cuyuni/Mazaruni
78	Region 8: Potaro/Siparuni
79	Region 9: Upper Takatu/Upper Essequibo
80	Region 10: Upper Demerara/Upper Berbice

General Administration Sector

Programme Outlines

01 - Office of the President

Programme	SubProgramme	Activity
011 Head Office Administration		
01101	Administrative Services	0110101 General Administration 0110102 Central Registry 0110103 Personnel 0110104 Field Audit 0110105 Maintenance 0110106 External Scholarship Administration
01102	Finance	0110201 Budgeting and Finance 0110202 Stores
01103	Subvention Agencies	0110301 Presidential Guard Service 0110302 Castellani House 0110303 Other Subvention Agencies
012 Presidential Advisory (Cabinet and Other Services)		
01201	Cabinet and Defence Board Secretariat	0120101 HPS Secretariat 0120102 Cabinet Secretariat 0120103 Defence Board Secretariat
01202	Confidential Secretariat	0120201 Confidential Secretariat
01203	Protocol Division	0120301 Protocol Division
01204	Other Advisory Services	0120401 Sustainable Development 0120402 Political Affairs
01205	Parliamentary Affairs	0120501 Parliamentary Affairs
013 Amerindian Development		
01301	Main Office	0130101 Office of the Minister of Amerindian Affairs 0130102 Office of the Principal Regional Development Officer
01302	Hinterland Affairs	0130201 Hinterland Welfare 0130202 Amerindian Residences

Programme Outlines **01 - Office of the President**

Programme	Sub-Programme	Activity
014 Public Policy and Planning		
01401	Administration	0140101 Administration
01402	Project Appraisal, Monitoring and Evaluation	0140201 Project Appraisal, Monitoring and Evaluation
01403	Research and Documentation	0140301 Research and Documentation
01404	Marketing and Communication	0140401 Marketing and Communication

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AGENCY 01 - OFFICE OF THE PRESIDENT

President

His Excellency Bharrat Jagdeo

Minister

Honourable Reepu Daman Persaud

Minister

Honourable Carolyn Rodrigues

Head of Presidential Secretariat

Dr. R. Luncheon

Permanent Secretary

Ms. J. Webster

Mission Statement

To ensure that the President is equipped to carry out effectively his duties and responsibilities as Head of State and Commander-in-Chief, by ensuring the provision of timely and competent advice; formulating and implementing policies and programmes designed to improve the management of the Public Service and providing administrative support to the President and his Cabinet.

The Office of the President's Mission is addressed through four programme areas: Head Office Administration, Presidential Advisory (Cabinet and Other Services), Amerindian Development and Public Policy and Planning.

Head Office Administration is responsible for providing a reliable and efficient information management system and to plan, improve and maintain the physical plant, infrastructure and essential services of the Office of the President. This is accomplished through the sub-programme areas: Administrative Services, Finance and Subvention Agencies.

Presidential Advisory (Cabinet and Other Services) is responsible for providing the President with advisory and support services of the highest calibre, which will enable the President to carry out his duties efficiently and effectively. This is accomplished through the sub-programme areas: Cabinet and Defence Board Secretariat, Confidential Secretariat, Protocol Division and Other Advisory Services.

Amerindian Development is responsible for the promotion and continued integration of the Amerindian Community into the wider Guyanese Society and to encourage self-sufficiency in the hinterland regions. This is accomplished through the sub-programme areas: Main Office and Hinterland Affairs.

Public Policy and Planning is responsible for the process of successful transformation of the Public Service by ensuring that the necessary reform initiatives are implemented through a formal interactive process between line Agencies, the PSRC and Cabinet. This is accomplished through the sub-programme areas: Administration, Project Appraisal, Monitoring and Evaluation, Marketing and Communication and Research and Documentation.

OFFICE OF THE PRESIDENT

PROGRAMME: **Head Office Administration**

OBJECTIVE:

To provide a reliable and efficient information management system and to plan, improve and maintain the physical plant, infrastructure and essential services of the Office of the President.

SUB-PROGRAMMES:

- Administrative Services
- Finance
- Subvention Agencies

KEY RESPONSIBILITIES:

- Ensure the provision of registry, messenger, transport, security and other essential services;
- Ensure the effective and efficient management of the financial operations of the Agency, and ensure that they are carried out in accordance with the Financial Administration and Audit Act, Financial Regulations and Circular Instructions;
- Supervise meetings of the Ministerial Tender Board;
- Oversee the timely preparation and presentation of estimates of revenue and expenditure, financial returns, reports and monthly compliance certificates;
- Advise the Management Committee on financial matters;
- Ensure that the storekeeping activities are done in conformity with the stores regulations and relevant circulars issued by the Secretary to the Treasury and Accountant General;
- Ensure that Heads of Departments and supervisors are familiar with and adhere to the Public Service rules, regulations, circulars and other documents pertaining to personnel policies and practices to facilitate a harmonious industrial relations climate;
- Oversee the conduct of field audit, stock verification and special investigation exercises;
- Administer and advise on the effective utilisation of external scholarship awards to ensure that awards reflect policy and sectoral priorities;
- Manage State and Government lands in accordance with legislation and policy;
- Gather, document and disseminate information dealing with the economic, social, cultural and national development of Guyana using all available channels of communication inside and outside of Guyana.

KEY RESULTS:

- Essential services (transportation, telecommunications, messenger, etc.) are maintained;
- The financial operation of the Agency is carried out in accordance with financial legislation, rules, regulations and circular instructions;
- All Ministerial Tender Board decisions are recorded and appropriate action taken;
- Timely preparation and presentation of relevant documents (budget estimates, cash flow and financial statements, certificates of compliance, etc.);
- Heads of Departments are informed of financial situation;
- Inventories are maintained according to stores regulations and circulars;
- Effective personnel policies are implemented;
- Field audits are carried out;
- Effective systems are developed for managing and administering external scholarships and awards;
- Land allocation is carried out in keeping with Government's land policy;
- Timely, efficient and professional production and distribution of government documents and periodicals, television and radio programmes.

OFFICE OF THE PRESIDENT

PROGRAMME: Presidential Advisory (Cabinet and Other Services)

OBJECTIVE:

To provide the President with advisory and support services of the highest calibre, which will enable the President to carry out his duties efficiently and effectively.

SUB-PROGRAMMES:

- Cabinet and Defence Board Secretariat
- Confidential Secretariat
- Protocol Division
- Other Advisory Services

KEY RESPONSIBILITIES:

- Provide effective and efficient administrative support to the Cabinet and the Defence Board;
- Service the Cabinet and administer the Defence Board and its obligations under the Defence Act;
- Provide leadership and take managerial action to ensure that the President is provided with the appropriate mechanisms to facilitate the exercise of Executive Authority;
- Provide information and advice to the President on political matters and those related to Science and Technology, Energy, Natural Resources and the Environment;
- Assist the President in the organisation of his diary and in dealing with agencies, organisations and the public.

KEY RESULTS:

- Public policy is formulated effectively;
- The Cabinet and Defence Board committees function smoothly and matters arising are dealt with appropriately;
- The President receives sound advice on matters of a political nature, as well as those issues relating to science and technology and the environment;
- The President's Diary is scheduled efficiently to enable him to carry out his duties appropriately;
- The Office of the President operates smoothly;
- Organisations, persons and groups petitioning the President are met and their matters addressed;
- Support services are always available to meet the President's needs.

OFFICE OF THE PRESIDENT

PROGRAMME: Amerindian Development

OBJECTIVE:

To promote the continued integration of the Amerindian Community into the wider society, and to encourage self – sufficiency, economic and social development in the hinterland regions.

SUBPROGRAMMES:

- Main Office
- Hinterland Affairs

KEY RESPONSIBILITIES:

- Ensure all clauses of the Amerindian Act are observed;
- Provide advice to and monitor Amerindian councils;
- Ensure that all indigenous people can participate in their cultural activities;
- Promote Amerindian welfare;
- Facilitate business ventures and coordinate health, education, agriculture and infrastructure programmes in the hinterland regions.

KEY RESULTS:

- Observation of the law by the Amerindian people;
- Harmony between Amerindians and the wider Guyanese society;
- Sustain the Amerindian culture;
- Provision of temporary accommodation in Georgetown for hinterland patients and students;
- Improved standard of living for Amerindians;
- Better management of resources in the hinterland regions.

OFFICE OF THE PRESIDENT

PROGRAMME: Public Policy and Planning

OBJECTIVE:

To support and sustain the successful transformation process of the Public Service through the implementation of necessary reform combined with a formal interactive process between line agencies, the Public Sector Reform Committee (PSRC) and Cabinet.

SUB-PROGRAMMES:

- Administration
- Research and Documentation
- Project Appraisal, Monitoring and Evaluation
- Marketing and Communication

KEY RESPONSIBILITIES:

- Provide the PSRC with appropriate documentation, position papers, Cabinet papers, research and/or status report to enable appropriate decision making relating to policies for PSR;
- Assist line agencies and other related public sector agencies in setting appropriate deadlines for agreed/approved policy activities in areas of financial and personnel management, to analyse variances in actual performance and to submit proposals to PSRC to redress slippage;
- Monitor both external and internal funded projects and programmes that respond to the Public Sector Reform Strategy and which are approved by Cabinet and submit regular reports to the PSRC;
- Foster relations with stakeholder groups, namely unions, private sector, civil society and other organisations;
- Liase with Ministries, Departments and Regions on PSR and the PSM to develop/evaluate and submit proposals for improvements for the consideration of the PSRC;
- Develop and refine/adjust on an ongoing basis mechanisms and systems for monitoring and reporting on all ongoing reforms (across sectors) to the PSRC for further analysis and submissions to Cabinet;
- Conduct public officials' surveys and surveys of general public to garner the perceptions as to desired PSR initiatives;
- Prepare terms of reference proposals for all PSR consultancy assignments; assist in procurement by defining selection/evaluation criteria;
- Develop and implement an ongoing communication strategy to build awareness and garner consensus for PSR both within and without the Public Service;
- Review PSR proposals in order to identify rationalisation strategies, thus eliminating overlap, optimising use of resources and engendering the environment to allow the PSRC to co-ordinate PSR;
- Review PSR reports and advise the PSRC on its relevance to identify PSR objectives and its acceptability for implementation.

KEY RESULTS:

- Co-ordinate PSR across sectors;
- Timely executed projects and programmes;
- Stakeholder convergence on PSR strategies and priorities;
- Up-to-date comprehensive web site on PSR;
- Up-to-date comprehensive PSR data base;
- Sound proposals, reports, analyses on PSR to PSRC and cabinet;
- Well informed public and Public Service on current reform measures;
- Documented research on PSR in the Caribbean and elsewhere;
- Satisfied donor community re sustainable PSR in Guyana.

Programme Outlines

02 - Office of the Prime Minister

Programme	SubProgramme	Activity
021 Prime Minister's Secretariat		
02101	General Administration	0210101 General Administration
02102	Confidential Secretariat	0210201 Confidential Secretariat
02103	Political Division/Utilities and Mines Section	0210301 Political Division/Utilities and Mines Section

AGENCY 02 - OFFICE OF THE PRIME MINISTER

Prime Minister
Honourable Samuel Hinds

Accounting Officer
Mr. K. Jordan

Mission Statement

To support the activities, functions and duties of the Prime Minister, and to operate an efficient and effective Secretariat in the discharge of the responsibilities of the Prime Minister.

The Mission of this Office is addressed through one programme area, which is divided into three sub-programmes: General Administration, Confidential Secretariat and Political Division/Utilities and Mines Section.

General Administration is responsible for coordinating and managing efficiently the available human, financial and physical resources critical to the successful administration of the Secretariat's operations. Additionally, the planning, organization and coordination of receptions for the Prime Minister are also occasionally undertaken.

Confidential Secretariat is responsible for the provision of an efficient and effective service in the management of time and the provision of administrative support to the Prime Minister. Primarily, functions dealing with scheduling of the Prime Minister's time, hosting foreign dignitaries at the Office and functions dealing with administrative support are handled by this sub-programme,

Political Division/Utilities and Mines Section operate to foster the attainment of political and other objectives of the Government by rendering technical and other assistance to the Prime Minister in the areas for which he has responsibility. Staff in this sub-programme primarily meet with members of the public and screen persons desirous of having an audience with the Prime Minister. This section is also responsible for the preparation of speeches and undertaking/overseeing of research for the Prime Minister, and the monitoring of programmes of agencies, which fall under the Utilities and Mines purview of the Prime Minister.

PRIME MINISTER'S SECRETARIAT

PROGRAMME: Prime Minister's Secretariat

OBJECTIVE:

To support the activities, functions and duties of the Prime Minister, and to operate an efficient and effective secretariat in the pursuit and achievement of the responsibilities of the Prime Minister.

SUB-PROGRAMMES:

- General Administration
- Confidential Secretariat
- Political Division/Utilities and Mines Section

KEY RESPONSIBILITIES:

- Provide administrative and personal support to the Prime Minister;
- Prepare speeches, daily schedules and weekly calendars of events;
- Assist in hosting foreign dignitaries and guests of the Prime Minister at the office and at the official residence;
- Make protocol arrangements for the Prime Minister;
- Co-ordinate and undertake research as requested by the Prime Minister;
- Maintain and service equipment, vehicles and physical plant at the Secretariat, and the physical environment at the official residence of the Prime Minister;
- Undertake budgeting and human resources functions for the Secretariat, and monitor and review work programmes for each Unit;
- Monitor activities and programmes of agencies, which fall under the purview of the Prime Minister.

KEY RESULTS:

- Efficient and effective administrative, scheduling and personal support to the Prime Minister;
- Dignitaries and guests are hosted at the office and official residence in a manner adhering to established protocol;
- Prime Minister has access to accurate and relevant research and information;
- Timely and effective maintenance and supply service to Secretariat and official residence equipment;
- Timely and accurate budgeting, and coordinated work plans;
- The Prime Minister is kept abreast of activities collectively under his purview.

Programme Outlines

03 - Ministry of Finance

Programme	SubProgramme	Activity
031 Ministry Administration		
03101	Main Office	0310101 Office of the Minister 0310102 Office of the Finance Secretary
03102	General Administration	0310201 Administration 0310202 Registry 0310203 Personnel 0310204 Valuation Unit 0310205 Tender Board
03103	Office of the Budget	0310301 Office of the Budget
032 Accountant General Department		
03201	Main Office	0320101 Office of the Accountant General 0320102 Administration
03202	Service	0320201 Salaries and Vote Accounting 0320202 Advances and Deposits 0320203 Receipts and Payments 0320204 Regional Sub-Treasuries
03203	Technical	0320301 Final Accounts Section 0320302 Public Debt Section 0320303 Examination Section 0320304 Inspection Section 0320305 Training and Research
03204	Management Information Systems Unit	0320401 Management Information Systems Unit
03205	Pensions and Gratuities	0320501 Public Officers 0320502 Police 0320503 Teacher 0320504 GNS 0320505 Parliament 0320506 State 0320507 Special Allowance 0320508 Gratuities to Non-Pensioners 0320509 Pensions to GTC

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AGENCY 03 - MINISTRY OF FINANCE

Minister
Honourable Saisnarine Kowlessar

Finance Secretary
Mr. N. Rekha

Mission Statement

To foster strong economic development by managing and maintaining sound public finances, providing a positive framework for public and private initiatives and mobilising inflows and resources.

The Ministry addresses its mission through two programme areas: Ministry Administration and Accountant General Department.

Ministry Administration is responsible for co-ordinating and managing the available financial and physical resources critical to the success of the Ministry's operations.

Accountant General Department is responsible for the management and supervision of the accounting operations of the Government of Guyana.

MINISTRY OF FINANCE

PROGRAMME: Ministry Administration

OBJECTIVE:

To co-ordinate and manage the available financial and physical resources critical to the success of the Ministry's operations.

SUB-PROGRAMMES:

- Main Office
- General Administration
- Office of the Budget

KEY RESPONSIBILITIES:

- Ensure and provide the means and support for all the departments and programmes of the Ministry of Finance, thereby enabling them to provide the necessary services;
- Provide mechanism for organisational change and development within the MoF;
- Prepare and manage the annual budget of the Government of Guyana.

KEY RESULTS:

- Efficient and effective management systems are developed for all the Departments so as to maximise their performance capabilities;
- An efficient organisational structure is developed and implemented;
- Timely preparation and efficient management of the National Budget.

MINISTRY OF FINANCE

PROGRAMME: Accountant General Department

OBJECTIVE:

To prepare timely and accurate statements on financial and related transactions of Government as required by the Fiscal Management and Accountability Act 2003.

SUB-PROGRAMMES:

- Main Office
- Service
- Technical
- Management Information Systems Unit
- Pensions and Gratuities

KEY RESPONSIBILITIES:

- Maintain the current, capital and statutory accounts of Guyana;
- Ensure payment for services, personnel and other expenditures of the Government Ministries, Regional Government Authorities and Special Entities.
- Manage and supervise the accounting operation of the Government of Guyana;
- Prepare pension and gratuity payments to retired public service employees;
- Operate other special funds and trust accounts related to public debt;
- Provide services and monitor compliance with rules and regulations;
- Train government accounting staff so as to improve service;
- Provide support to users of IT systems-hardware and software and maintain computer hardware and applications.

KEY RESULTS:

- All Government expenditures are documented and accounted for;
- An efficient accounting system;
- Retired public service employees receive all their benefits;
- An efficient system is in place to manage the public debt;
- Well trained government accounting staff;
- Users are provided with the level of support needed for effective use of IT and system downtimes are reduced through on-going maintenance.

Programme Outlines

04 - Ministry of Foreign Affairs

Programme	SubProgramme	Activity
041 Ministry Administration		
04101	Head Office	0410101 Secretariat of the Minister 0410102 Office of the Director General 0410103 Administrative Services 0410104 Finance and Budgeting
04102	Human Resource Development	0410201 Registry and Personnel 0410202 Training/Scholarships 0410203 Foreign Service Institute
042 Foreign Relations		
04201	Policy and Monitoring	0420101 Americas and Asia 0420102 Multilateral and Global Affairs 0420103 Frontiers 0420104 Protocol and Consular Affairs
04202	Overseas Missions	0420201 Washington Embassy 0420202 New York Permanent Mission 0420203 New York Consulate 0420204 Ottawa High Commission 0420205 Toronto Consulate 0420206 Beijing Embassy 0420207 Brazil Embassy 0420208 Brussels Embassy 0420209 Caracas Embassy 0420210 Havana Embassy 0420211 London High Commission 0420212 Paramaribo Embassy 0420213 Nickerie Consulate 0420214 Honorary Consuls
043 Foreign Trade and International Cooperation		
04301	Office of the Minister	0430101 Office of the Minister
04302	Office of the Permanent Secretary	0430201 Office of the Permanent Secretary
04303	Trade Policy	0430301 Trade Policy
04304	International Cooperation	0430401 International Cooperation

AGENCY 04 - MINISTRY OF FOREIGN AFFAIRS

Minister
Honourable Rudolph Insanally

Minister
Honourable Clement Rohee

Director General
Ms. E. Harper

Mission Statement

To promote and defend worldwide the interests of Guyana. Accordingly, the Ministry of Foreign Affairs is resolved to continuously pursue this objective through:

- a) The preservation of the sovereignty, territorial integrity and independence of Guyana;
 - b) The promotion of the economic and social development of Guyana;
 - c) The provision of consular services both at home and abroad;
 - d) The maintenance of friendly relations with the nations of the world;
 - e) Ensuring that Guyana's interests are made known and promoted in the International Community; and
 - f) The promotion of the purposes and principles of the United Nations Charter.
-

The Ministry of Foreign Affairs' Mission is addressed through three programme areas: Ministry Administration, Foreign Relations and Foreign Trade and International Cooperation.

Ministry Administration is responsible for effective and efficient management of the organisation, ensuring that financial, human and other resources are utilised in keeping with the organisation's programmes, policies and procedures, which govern them. Additionally, the Administration is accountable to the Ministry and Parliament for government finances and public property. Added to these responsibilities is the function of co-ordinating and subsequently monitoring all organisational activities.

Foreign Relations is responsible for the preservation of Guyana's sovereignty and territorial integrity and for promoting Guyana's interests worldwide by providing policy, consular and diplomatic services of the highest calibre. The Foreign Relations programme achieves this by providing policy and monitoring services at the headquarters in Georgetown, and through the ten (10) foreign missions, three (3) consulates and twenty (20) Honorary Consuls serving abroad.

Foreign Trade and International Cooperation is responsible for implementing trade policy that promotes trade and investment in Guyana. The programme is also responsible for promoting international cooperation and garnering resources for financing development programmes.

MINISTRY OF FOREIGN AFFAIRS

PROGRAMME: Ministry Administration

OBJECTIVE:

To ensure effective and efficient co-ordination and management of the human, financial and physical resources necessary for the successful administration of the foreign policy of Guyana, and to advise and assist in the implementation of the Government's foreign policies and directives.

SUB-PROGRAMME:

- Head Office
- Human Resource Development

KEY RESPONSIBILITIES:

- Implement foreign policy based on the domestic policy of the government;
- Advise on the formulation of Foreign Policy;
- Provide administrative support through the provision of efficient support services in the areas of personnel, finance, registry, maintenance, security, transport and administrative services;
- Ensure the maintenance of an efficient system of records management and library services through accurate filing, cataloguing and swift retrieval of documents is maintained, and provide a speedy and accurate secretarial support service;
- Ensure the effective and efficient management of the financial operations of the Ministry, and ensure that they are carried out in accordance with the Financial Administration and Audit Act, Financial Regulations and Circular instructions;
- Facilitate the remigration of returning Guyanese nationals and assist their settlement in Guyana;
- Provide legal advice and services to the Minister;
- Promote the activities of the Ministry of Foreign Affairs through the processing and dissemination of information;
- Provide training to new entrants to the diplomatic services at the mid-career level, short training courses and other specialised courses for government officials and the private sector concerned with external matters;
- Develop human resource capabilities through the accessing of training opportunities.

KEY RESULTS:

- Informed decisions are taken based on timely advice;
- Policy and administrative support is available when needed;
- Spending is done in accordance with financial legislation, regulations and circulars;
- Cost effective financial operations are provided at Head Office and at overseas missions;
- Increased remigration contributes to national economic development;
- Accurate legal advice is available when needed;
- Improve human resource capacity;
- Highly trained and competent staff.

MINISTRY OF FOREIGN AFFAIRS

PROGRAMME: Foreign Relations

OBJECTIVE:

To promote and defend Guyana's interests worldwide by the execution of a determined foreign policy.

SUB-PROGRAMMES:

- Policy and Monitoring
- Overseas Missions

KEY RESPONSIBILITIES:

- Promote Guyana's interests worldwide by contributing to the effort for the maintenance of national sovereignty and territorial integrity, debt relief, socio-economic development;
- Foster and further strengthen relations with foreign countries, and attract trade and investment in Guyana;
- Provide policy advice on political, economic, social and technical matters;
- Represent Guyana's interests in regional and international fora;
- Monitor international developments to determine implications for foreign and domestic policies;
- Promote purposes and principles of the United Nations Charter;
- Provide consular services to Guyanese and foreign nationals as required;
- Provide protocol advice and services.

KEY RESULTS:

- Preservation of Guyana's sovereignty and territorial integrity;
- Smooth execution of Government's foreign policy;
- Timely provision of advice on diplomatic, economic and foreign policy issues;
- Informed decision making on regional and international political and economic issues;
- Improved bilateral relations and reciprocal support;
- Enhancement of Guyana's standing and profile in regional and international fora;
- Attraction of regional and international funding and technical assistance for national projects;
- Adherence to the purposes and principles of the United Nations Charter;
- Enhanced protocol and consular services.

MINISTRY OF FOREIGN AFFAIRS

PROGRAMME: Foreign Trade and International Cooperation

OBJECTIVE:

To formulate and advocate a coherent and effective trade policy that will advance Guyana's multilateral, regional and bilateral trading interests; identify opportunities for developing new markets for existing goods and services and new exportable goods and services; and combine conventional and other approaches to the critical issue of resource mobilization through technical cooperation with the developing countries and the donor community of the industrialized states, multilateral financial and development oriented institutions.

SUB – PROGRAMMES:

- Office of the Minister
- Trade Policy
- International Cooperation

KEY RESPONSIBILITIES:

- To provide administrative support and to facilitate the work of the Minister, and project and maintain a positive image of the Ministry;
- Formulate and advocate a coherent and effective trade policy for Guyana;
- Coordinate and develop national positions on external trade negotiations and international trade policy;
- Support regional trade arrangements and the implementation of the Caricom Single Market and Economy;
- Coordinate and monitor the operations of the various trade agreements with foreign countries to which Guyana is signatory;
- Promote Guyana's multilateral, regional and bilateral trade policies in liaison with Guyana's diplomatic missions and overseas trade representatives;
- Support local industry and business development through the identification and removal of barriers to trade;
- Identify and mobilize resources for development through technical and economic cooperation with developing countries and the international donor community;
- Coordinate Guyana's bilateral Joint Commission Arrangements with other countries;
- Organize workshops, seminars and conferences in the areas of foreign trade and international cooperation;
- Provide data, analyses, reports and policy papers to state and non-state actors;
- Provide the Guyanese community at home and abroad with comprehensive, relevant and up-to-date information on Guyana's policies on foreign trade and international cooperation.

KEY RESULTS

- Increased public awareness of the role and activities of the Ministry;
- Coherent and effective national trade policy is implemented;
- Informed decision-making, enhanced participation and input by Guyana in the various external trade negotiations;
- Improved conditions for Guyana's trade and investment opportunities within Caricom and the wider international community;
- Increased mobilization of resources for technical and other economic assistance from multilateral and bilateral sources;
- Increased resource flows for capacity building, employment generation, poverty alleviation and institutional strengthening;
- Increased consultations with and information flows to stakeholders regarding Guyana's international trade policy initiatives and international economic cooperation arrangements.

Programme Outlines

07 - Parliament Office

Programme	SubProgramme	Activity
071 National Assembly		
07101	Office of the Speaker	0710101 Office of the Speaker
07102	Parliamentary Affairs	0710201 Sitings
		0710202 Committees
		0710203 Reportorial
		0710204 Procedural and Sale of Legislation
07103	Office of the Clerk	0710301 Office of the Clerk
07104	General Administration	0710401 Administration
		0710402 Human Resources
		0710403 Registry
		0710404 Maintenance and Security
07105	Budgeting and Finance	0710501 Central Accounting
		0710502 Stores

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AGENCY 07 - PARLIAMENT OFFICE

Speaker of the National Assembly
Honourable Hari Ramkarran, S.C.

Clerk of the National Assembly
Mr. S. Issacs

Mission Statement

To provide administrative support for the efficient conduct of the business of the National Assembly (in the making of laws, etc.), Parliamentary Committees and Sub-Committees. Also to provide local secretarial services in respect of matters pertaining to those international organisations with which the Parliament of Guyana holds membership.

The Parliament Office fulfills its mission through one programme which is divided into the following five sub-programmes:

Office of the Speaker is responsible for ensuring that all matters brought to the National Assembly are dealt with in accordance with the Standing Orders.

Parliamentary Affairs which deals with all the primary functions of the National Assembly and its Committees.

Office of the Clerk of the National Assembly is responsible for providing administrative support for the efficient conduct of the business of the National Assembly, Parliamentary Committees and Sub-Committees.

General Administration which deals with all administrative functions of the Parliament Office.

Budgeting and Finance which is responsible for ensuring the availability of resources for activities undertaken by the Office.

PARLIAMENT OFFICE

PROGRAMME: **National Assembly**

OBJECTIVE:

To provide administrative support for the efficient conduct of the business of the National Assembly (in the making of laws, etc.), Parliamentary Committees and Sub-Committees. Also to provide local secretarial services in respect of matters pertaining to those international organisations with which the Parliament of Guyana holds membership.

SUB-PROGRAMMES:

- Office of the Speaker
- Parliamentary Affairs
- Office of the Clerk of the National Assembly
- General Administration
- Budgeting & Finance

KEY RESPONSIBILITIES:

- Ensure that all matters before the National Assembly are dealt with in accordance with the Standing Orders;
- Manage and co-ordinate the activities associated with the functioning of the National Assembly in an effective and efficient manner;
- Provide administrative support for the efficient conduct of the business of the National Assembly, Parliamentary Committees and Sub-Committees;
- Ensure effective and efficient co-ordination and management of human, financial and physical resources necessary for successful administration of Parliament Office;
- Manage and ensure the availability of funds for all activities undertaken by the Parliament Office.

KEY RESULTS:

- All matters before the National Assembly are addressed in accordance with the Standing Orders;
- All activities needed for the functioning of the National Assembly are conducted efficiently and effectively;
- All resources are coordinated effectively for a smooth administration of the Parliament Office;
- Funds are available for all activities undertaken by the Parliament Office.

Programme Outlines **08 - Office of the Auditor General**

Programme	SubProgramme	Activity
081 Office of the Auditor General		
08101	Programme Administration	0810101 Programme Administration
08102	Audit Unit A	0810201 Administration and Finance
		0810202 Education Related and Region #3
		0810203 Defence Related and Public Order
		0810204 Agriculture Related, Legal Entities and Region #4
		0810205 Inland Revenue / Customs
08103	Audit Unit B	0810301 Municipalities and Regions #1,5,6,7,8 & 9
		0810302 Health Related and Region #2 & 10
		0810303 Finance Related and Other Entities
		0810304 Public Works and Other Entities
		0810305 Public Corporations and Financial Institutions

Programme Outlines
03 - Office of the Auditor General

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AGENCY 08 - OFFICE OF THE AUDITOR GENERAL

Auditor General
Mr. B. Balram (ag.)

Mission Statement

To be the foremost institution of the State in promoting openness, transparency, good governance and improved public accountability through: the execution of high quality audits of government programmes; and reporting the results to the Legislature in a timely manner and hence to the public.

The Office of the Auditor General constitutes a single programme, which is divided into three sub-programmes: Programme Administration and two Audit Units.

OFFICE OF THE AUDITOR GENERAL

PROGRAMME: Office of the Auditor General

OBJECTIVE:

To ensure that the Office of the Auditor General is staffed with highly skilled, motivated and competent staff, delivering a high quality service in a cost-effective and efficient manner and by adherence to the most up-to-date auditing practices. The Office of the Auditor General aims to foster excellent relationships with clients to provide them with timely reports to enable them to improve their operations.

SUB-PROGRAMMES:

- Programme Administration
- Audit Unit A
- Audit Unit B

KEY RESPONSIBILITIES:

- Audit of Central Government activities;
- Audit of other entities, including statutory bodies, public enterprise undertakings, local authorities, trade unions, and foreign funded projects;
- Conduct pre-auditing of superannuation benefits;
- Undertake the administrative functions of the Office of the Auditor General;
- Prepare and manage the budget for the Office;
- Prepare and submit an annual report to Parliament;
- Undertake institutional strengthening initiatives within the Office of the Auditor General;
- Provide and support staff training;
- Maintain active links with regional and international audit institutions.

KEY RESULTS:

- Timely preparation and submission of the Report of the Auditor General to Parliament;
- Opinion is expressed as to whether or not the financial statements of audited entities give a true and fair view of the state of affairs of the entities;
- Superannuation benefits are paid in accordance with existing regulations;
- Efficient and effective support is available to business units and divisions;
- Well executed budget;
- Institutional strengthening project is implemented according to plan;
- Highly trained and effective staff;
- Professional relationships are pursued through seminars, conferences and other symposia.

Programme Outlines

09 - Public and Police Service Commission

Programme	SubProgramme	Activity
091 Public and Police Service Commission		
09101	General Administration	
		0910101 Administration
		0910102 Accounts
		0910103 Confidential Registry
		0910104 Registry
09102	Services Division	
		0910201 Junior Services Division
		0910202 Senior Services Division

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AGENCY 09 - PUBLIC AND POLICE SERVICE COMMISSIONS

Chairman
Mr. George Fung-On

Chairman
Mr. Ivan Crandon

Secretary
Mr. J. Geer

Mission Statement

Public Service Commission is responsible for making appointments to Public Offices and to remove and exercise disciplinary control over persons holding or acting in such offices and to ensure that no claims of partiality of any nature can be justifiably made against it.

Police Service Commission is responsible for making appointments to all ranks in the Guyana Police Force, of or above the rank of Inspector. It also serves to remove and exercise disciplinary control over persons holding or acting in such ranks and ensures that no claims of partiality of any nature are justified.

This Constitutional Agency's mission is addressed and managed through two sub-programmes: General Administration and Services Division.

PUBLIC AND POLICE SERVICE COMMISSIONS

PROGRAMME: PUBLIC AND POLICE SERVICE COMMISSIONS

OBJECTIVE:

To deal with matters concerning the appointments to and Disciplinary Control of all Public Offices and ranks in the Guyana Police Force above the rank of Inspector.

SUB-PROGRAMMES:

- General Administration
- Services Division

KEY RESPONSIBILITIES:

- Ensure that the Public and Police Service Commission functions properly and runs smoothly;
- Maintain financial records and ensure that accounting practices are in compliance with the Financial Administration and Audit Act;
- Ensure that all matters are dealt with in a timely manner;
- Ensure that all clerical and senior Public Service appointees adhere to the rules and regulations of the Public Service;
- Collect, store and retrieve vital information for use by the Commissions.

KEY RESULTS:

- All matters that reach the Commission are addressed;
- Correct decisions are made on all matters that reach the Commissions;
- An effective Secretariat serving the Commissions;
- Enhance the decision making process of the Commissions in a timely manner.

Programme Outlines

10 - Teaching Service Commission

Programme	SubProgramme	Activity
101 Teaching Service Commission		
10101	Commission	1010101 Commission
10102	Secretariat	1010201 Administration
		1010202 Teachers Personnel Unit
		1010203 Registry
		1010204 Accounts

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AGENCY 10 - Teaching Service Commission

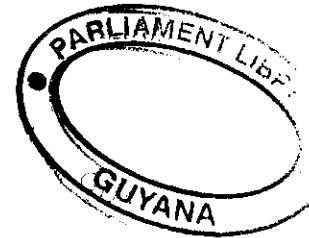
Chairperson
Mr. Richard Mangar

Secretary
Mr. T. Thomas

Mission Statement

To appoint persons as teachers/lecturers in the public service and to remove and exercise disciplinary control over persons holding or acting in such offices and also to ensure that no claims of partiality of any nature can justifiably be made against it.

The Teaching Service Commission constitutes a single programme, which is divided into two sub-programmes: Commission and Secretariat.



TEACHING SERVICE COMMISSION

PROGRAMME: Teaching Service Commission

OBJECTIVE:

To appoint persons as teachers/lecturers in the public service and to remove and exercise disciplinary control over persons holding or acting in such offices and also to ensure that no claims of partiality of any nature can justifiably be made against it.

SUB-PROGRAMMES:

- Commission
- Secretariat

KEY RESPONSIBILITIES:

- Undertake all aspects of staffing for teachers and lecturers across all schools in Guyana;
- Monitor staff needs across schools in Guyana;
- Liaise with relevant Ministries, Agencies and regional personnel;
- Provide effective personnel and accounting services.

KEY RESULTS:

- Appointments, promotions, filling of vacancies, dismissals, terminations and removals are handled in a consistent and effective manner;
- Adequate staffing levels are maintained in all schools;
- Coordinated and informed action on all matters relating to teachers and lecturers;
- Smooth and effective management of the Commission's human and financial resources.

Programme Outlines

11 - Guyana Elections Commission

Programme	SubProgramme	Activity
111 Elections Commission		
11101	Office of the Secretariat	1110101 Main Office 1110102 Public Relations 1110103 Office of the Secretariat
11102	General Administration	1110201 Administration 1110202 Budgeting and Finance 1110203 Human Resources
11103	Information Systems	1110301 Information Systems
11104	Operations/Logistics	1110401 Operations/Logistics
112 National Registration and Elections		
11201	National Registration	1120101 National House/Field Registration
11202	Voter Education	1120201 Civic/Voter Education for the Registration Period 1120202 Civic/Voter Education for Claims and Objections 1120203 Civic/Voter Education for the Conduct of the Poll
11203	Elections	1120301 Claims and Objections 1120302 Conduct of the Poll

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AGENCY 11 - GUYANA ELECTIONS COMMISSION

Chairman

Dr. Steve Surujbally

Chief Elections Officer

Mr. G. Boodhco

Mission Statement

The Guyana Elections Commission is empowered under the Constitution of the Cooperative Republic of Guyana to exercise general direction and supervision over the registration of electors and the administrative conduct of all elections of members of the National Assembly, the Regional Democratic Councils and Local Authorities in Guyana.

The Guyana Elections Commission is a Constitutional Agency that is charged with managing the operations of the Secretariat, preparing voter education documents and establishing protocols for the conduct of fair and transparent elections.

The Guyana Elections Commission fulfills its mission through two programmes: Elections Secretariat and National Registration and Elections.

GUYANA ELECTIONS COMMISSION

PROGRAMME: Elections Secretariat

OBJECTIVE:

To exercise general direction and supervision over the registration of electors and the administrative conduct of all elections of members of National Assembly, the Regional Democratic Councils and Local Authorities in Guyana.

SUB-PROGRAMMES:

- Office of the Election Commission
- General Administration
- Information Systems
- Operations/Logistics

KEY RESPONSIBILITIES:

- Establishment of a permanent secretariat to ensure institutional memory, functional capacity and sustainability;
- Develop and produce computerized applications for the production of voters' lists for National and Regional and Local Government Elections;
- Institute a system of continuous voter registration;
- Design and implement aggressive voter education programmes to inform voters of their rights and responsibilities;
- Ensure that all National, Regional and Local Government Elections are free, fair and transparent.

KEY RESULTS:

- The Commission and Secretariat fulfill their mandate in accordance with the law;
- Technologically sound computer applications are designed and utilized to produce acceptable voters' lists;
- Elimination of all discrepancies relating to the preparation of the voter's roll;
- Implementation of vibrant voter education campaign to disseminate information to voters;
- Conduct of National, Regional and Local Government Elections that are free, fair and transparent.

GUYANA ELECTIONS COMMISSION

PROGRAMME: National Registration and Elections

OBJECTIVE:

To ensure the continuing relevance and vibrancy of democratic National Registration and Elections process by:

- (a) Representation - through elections in which candidates stand for office and are elected by choice;
- (b) Participation - through which citizens are empowered in policy-making that reflects their cultural values and capacities from a solid democratic base.

SUB-PROGRAMMES:

- National Registration
- Voter Education
- Elections

KEY RESPONSIBILITIES:

- Interpretation and implementation of the laws governing National Registration and Elections process;
- Preparation of a schedule of activities which will serve to provide direction to all actions;
- Implementation of a functional structure to establish clear channels of communication and command;
- Publication of Preliminary Voters' Lists for each Municipality and Neighbourhood Democratic Council;
- Revision of the PVL for each Municipality and Neighbourhood Democratic Council;
- Publication of the Official Lists of Electors for each area;
- Address logistical issues;
- Receipt of Lists of Candidates (Nominations);
- Approval of Lists of Candidates
- Distribution of Polling Day and related materials;
- Conducting Poll;
- Receipt and certifying of results;
- Publication of Official Results.

KEY RESULTS:

- Standard procedures for effecting changes to Preliminary Voters' Lists;
- Publication of an acceptable Voters' List for each area;
- Effective management of legal and other aspect of the voting process;
- Effective resource utilization;
- Delivery of high quality of service to voters and political participants;
- Demonstration of freedom of choice, equity, integrity and secrecy of the voting process;
- Acceptance of official results by all concerned;
- Conduct of free, fair and transparent elections.

Programme Outlines

13 - Ministry of Local Government and Regional Development

Programme	SubProgramme	Activity
131 Main Office		
13101	Office of the Senior Minister	1310101 Office of the Senior Minister
13102	Minister within the Ministry of Local Government	1310201 Minister within the Ministry of Local Government
13103	Office of the Director - C.D.C	1310301 Office of the Director - C.D.C
13104	Office of the Permanent Secretary	1310401 Office of the Permanent Secretary
132 Ministry Administration		
13201	General Administration	1320101 Administration 1320102 Central Registry
13202	Central Accounting	1320201 Central Accounting
133 Regional Development		
13301	Local Government	1330101 Local Government
13302	Planning and Training	1330201 Planning and Training

AGENCY 13 - MINISTRY OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

Minister

Honourable Harripersaud Nokta

Minister in the Ministry

Honourable Clinton Collymore

Permanent Secretary

Mr. P. Hamilton

Mission Statement

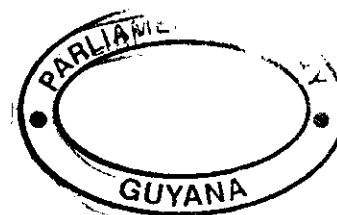
The mission of the Ministry of Local Government and Regional Development is to supervise and maintain the legal and regulatory framework of the system of local and regional administration; to encourage and facilitate the economic development of the regions; to promote the continued integration of the hinterland communities into the wider Guyanese society; and to encourage self-sufficiency and social development in the hinterland regions.

The Ministry addresses its mission through three programmes: Main Office, Ministry Administration and Regional Development.

Main Office ensures the successful implementation of the Ministry's plans, policies and development programmes.

Ministry Administration ensures consistency between local plans and national policy, and provides accounting services to the Ministry, Regions and Neighbourhood Democratic Councils.

Regional Development facilitates economic development of the regions and assists in integrating the hinterland communities into the wider society.



MINISTRY OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

PROGRAMME: Main Office

OBJECTIVE:

To ensure the successful implementation of the Ministry's plans, policies and development programmes.

SUB-PROGRAMMES:

- Office of the Minister
- Office of the Director - CDC
- Minister within the Ministry of Local Government
- Office of the Permanent Secretary

KEY RESPONSIBILITIES:

- Promote self-sufficiency, economic and social development in the hinterland Regions;
- Supervise and maintain the legal and regulatory framework of the systems of regional and local administrations;
- Efficiently coordinate, administer and manage the overall activities and functions of the Ministry;
- Ensure consistency between local plans and national policies;
- Ensure that plans are in place to deal with any disaster;
- Give technical advice and guidance to the Regions and Neighbourhood Democratic Councils (NDCs);
- Formulate and coordinate programmes to develop and monitor Community Development Council activities;
- Relate with individuals, groups, Government Agencies and Non-Government Organisations (NGOs);
- Collaboration between Regional Democratic Councils, Neighbourhood Democratic Councils and Community Development Councils.

KEY RESULTS:

- Less dependency on the coast for basic food produce;
- Councils operate within the framework of the law;
- Transparency in management;
- Consistency between Local plans and National Policies;
- Assistance given to communities experiencing disaster;
- Improve social and economic conditions in Community Development Council areas;
- Maximum utilization of human, financial and material resources in Community Development Councils;
- Improve local governance in Community Development Council areas.

MINISTRY OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

PROGRAMME: Ministry Administration

OBJECTIVE:

To ensure consistency between local plans and national policy, and to provide accounting services to the Ministry, Regions and NDCs.

SUB-PROGRAMME:

- General Administration
- Central Accounting

KEY RESPONSIBILITIES:

- Advise the Ministers, Director of Community Development Councils and Permanent Secretary on local government and regional matters;
- Advise the divisions of the Ministry on technical matters and coordinate their functions;
- Coordinate the allocation of funds among the divisions of the Ministry;
- Liaise with Central Government Agencies and Regions;
- Ensure the Ministry functions smoothly;
- Ensure that the actions of the Ministry, Regions and Local Government are in accordance with the law;
- Produce Annual Report;
- Protect and manage state properties;
- Provide accounting services;
- Maintain financial records;
- Ensure financial practices are in accordance with the Financial Administration and Audit Act.

KEY RESULTS:

- Ministers, the Director of Community Development Councils and the Permanent Secretary are advised and options are outlined;
- Coordination of functions in the Ministry;
- Optimal allocation of the Ministry's budget;
- Coordination of the functions of Central Government Agencies and Regions;
- Elimination of bottlenecks in the system;
- Promotion of responsibility and accountability;
- Timely submission of Annual Report;
- Elimination of corruption;
- Production of financial statements;
- Proper documentation of transactions;
- Financial practices are ethical and legal.

MINISTRY OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

PROGRAMME: Regional Development

OBJECTIVE:

To encourage and facilitate the economic development of the Regions and to integrate the hinterland communities into the wider Guyanese society.

SUB-PROGRAMME:

- Local Government
- Planning and Training

KEY RESPONSIBILITIES:

- Encourage and facilitate economic, social and cultural development in the hinterland region;
- Build capacity of local leaders and improve capabilities of professional and technical staff;
- Ensure regional plans are coordinated and contribute to regional development;
- Implement and manage training programmes;
- Advise and monitor NDCs on their statutory functions, duties and legal requirements;
- Maintain the legal and regulatory framework of regional and local administration.

KEY RESULTS:

- Development of the hinterland regions;
- Hinterland communities are protected by the state;
- Skilled and trained workforce;
- Coordinated regional development;
- Capable staff to deal with various tasks of managing;
- Efficient functioning of the local government system.

Programme Outlines

14 - Public Service Ministry

Programme	SubProgramme	Activity
141 Public Service Management		
14101	Administration	1410101 Office of the Minister 1410102 Office of the Permanent Secretary 1410103 Administrative Support Services
14102	Training	1410201 Development and Operations 1410202 Scholarships Administration
14103	Personnel	1410301 Central Personnel 1410302 Management Services
14104	Information Systems	1410401 Information Systems

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AGENCY 14 - PUBLIC SERVICE MINISTRY

Minister

Honourable Dr. Jennifer Westford

Permanent Secretary

Dr. N. K. Gopaul

Mission Statement

Public Service Ministry has overall responsibility for the Management of all Government Ministries, Departments and Regional Administrations, especially in areas of organization design, development and maintenance of relevant policies, systems and procedures, so as to facilitate the efficient and effective implementation of Government policies and programmes.

Public Service Management is responsible for managing the Public Service of Guyana through the provision of professional personnel, training and consultancy services to Ministries, Departments and Regional Administrations. This is accomplished through the sub-programme areas: Administration, Training, Management Services, Central Personnel and Information Systems.

PUBLIC SERVICE MINISTRY

PROGRAMME: **Public Service Management**

OBJECTIVE:

To manage the Public Service of Guyana through the provision of professional personnel, training and consultancy services to Ministries, Departments and Regional Administrations.

SUB-PROGRAMMES:

- Administration
- Training
- Management Services
- Central Personnel
- Information Systems

KEY RESPONSIBILITIES:

- Provide strategic direction and focus to the Public Service leadership, enabling the successful execution of Government Policy;
- Formulate policy and advise the GoG on training and development for the Public Service;
- Administer and advise on the effective utilisation of scholarship awards to ensure that awards reflect policy and sectoral priorities;
- Provide consultancy services to the Public Service in order to assist the Service to improve operations and to facilitate cultural, communication and performance level changes;
- Establish and maintain personnel systems and procedures and formulate, interpret and implement policies on all aspects of conditions of service;
- Liaise with unions on public service issues;
- Ensure personnel policies are consistently applied, as far as is practicable, throughout the service and that they reflect shifts in economic, cultural and political imperatives of the day;
- Collaborate with Permanent Secretaries and other Heads of Departments to develop appropriate structural arrangements for the delivery of Government Services;
- Introduce new management practices and exploit technological advancements to enhance the Ministry's operation and, at a wider level, to improve the management information systems in the area of Human Resource Management;
- Identify and access support and funding from the donor community to enable the execution of key projects and programmes geared to enhance work routines and conditions of service.

KEY RESULTS:

- Effective advice to the Minister and the Permanent Secretary;
- Training courses are conceptualised, designed, implemented and evaluated;
- Support is provided to Ministries to conduct in-house training;
- Surveys are conducted of skill needs within the Public Service and plans are developed for addressing these needs;
- Effective systems are developed for managing and administering scholarships and awards;
- Targeted work programmes are developed for Ministries to facilitate Staff Performance Reviews;
- Updated operational documentation is developed and in use in all Ministries;
- Employees service-wide are aware of and have access to updated Conditions of Service, Public Service Rules and Personnel Procedures;
- Regular research is ongoing to inform personnel policy development;
- The Public Service is able to recruit and retain able staff.

Programme Outlines

15 - Ministry of Foreign Trade and International Cooperation

Programme	SubProgramme	Activity
151 Foreign Trade and International Cooperation		
15101	Office of the Minister	1510101 Office of the Minister
15102	Office of the Permanent Secretary	1510201 Office of the Permanent Secretary
15103	Trade Policy	1510301 Trade Policy
15104	International Cooperation	1510401 International Cooperation

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AGENCY 15 - MINISTRY OF FOREIGN TRADE AND INTERNATIONAL COOPERATION

Minister

Honourable Clement Rohee

Permanent Secretary

Mr. J. Issacs

Mission Statement

To formulate and advocate a coherent and effective trade policy that will advance Guyana's multilateral, regional and bilateral trading interests; identify opportunities for developing new markets for existing goods and services and new exportable goods and services; and combine conventional and other approaches to the critical issue of resource mobilization through technical cooperation with the developing countries and the donor community of the industrialized states, multilateral financial and development – oriented institutions.

The ministry addresses its mission through a single programme area: Foreign Trade and International Cooperation, which is divided into three (3) sub-programmes: Office of the Minister, Trade Policy and International Cooperation.

MINISTRY OF FOREIGN TRADE AND INTERNATIONAL COOPERATION

PROGRAMME: Foreign Trade & International Cooperation

OBJECTIVE:

To formulate and advocate a coherent and effective trade policy that will advance Guyana's multilateral, regional and bilateral trading interests; identify opportunities for developing new markets for existing goods and services and new exportable goods and services; and combine conventional and other approaches to the critical issue of resource mobilization through technical cooperation with the developing countries and the donor community of the industrialized states, multilateral financial and development-oriented institutions.

SUB – PROGRAMMES:

- Office of the Minister
- Trade Policy
- International Cooperation

KEY RESPONSIBILITIES:

- To provide administrative support and to facilitate the work of the Minister, and project and maintain a positive image of the Ministry;
- Formulate and advocate a coherent and effective trade policy for Guyana;
- Coordinate and develop national positions on external trade negotiations and international trade policy;
- Support regional trade arrangements and the implementation of the Caricom Single Market and Economy;
- Coordinate and monitor the operations of the various trade agreements with foreign countries to which Guyana is signatory;
- Promote Guyana's multilateral, regional and bilateral trade policies in liaison with Guyana's diplomatic missions and overseas trade representatives;
- Support local industry and business development through the identification and removal of barriers to trade;
- Identify and mobilize resources for development through technical and economic cooperation with developing countries and the international donor community;
- Coordinate Guyana's bilateral Joint Commission Arrangements with other countries;
- Organize workshops, seminars and conferences in the areas of foreign trade and international cooperation;
- Provide data, analyses, reports and policy papers to state and non-state actors;
- Provide the Guyanese community at home and abroad with comprehensive, relevant and up-to-date information on Guyana's policies on foreign trade and international cooperation.

KEY RESULTS

- Increased public awareness of the role and activities of the Ministry;
- Coherent and effective national trade policy is implemented;
- Informed decision-making, enhanced participation and input by Guyana in the various external trade negotiations;
- Improved conditions for Guyana's trade and investment opportunities within the Caricom and the wider international community;
- Increased mobilization of resources for technical and other economic assistance from multilateral and bilateral sources;
- Increased resource flows for capacity building, employment generation, poverty alleviation and institutional strengthening;
- Increased consultations with and information flows to stakeholders regarding Guyana's international trade policy initiatives and international economic cooperation arrangements.

Programme Outlines

16 - Ministry of Amerindian Development

Programme	SubProgramme	Activity
161 Amerindian Development		
	16101 Main Office	
		1610101 Office of the Minister of Amerindian Affairs
		1610102 Office of Principal Regional Development Officer
	16102 Hinterland Affairs	
		1610201 Hinterland Welfare
		1610202 Amerindian Residences

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AGENCY 16 – MINISTRY OF AMERINDIAN AFFAIRS

Minister

Honourable Carolyn Rodrigues

Permanent Secretary

Mr. R. Brotherson

Mission Statement

To enhance the quality of life, promote social and economic opportunities and carry out the responsibility to protect and improve the rights and assets of the indigenous people of Guyana, through a highly skilled and motivated staff in delivering quality social, economic and community services.

The ministry's mission is addressed through the programme area: Amerindian Development

Amerindian Development is responsible for the promotion and continued integration of the Amerindian Community into the wider society, and to encourage self-sufficiency in the hinterland regions. This is accomplished through the sub-programme areas: Main Office and Hinterland Affairs.

MINISTRY OF AMERINDIAN AFFAIRS

PROGRAMME:

Amerindian Development

OBJECTIVE:

To promote the continued integration of the Amerindian Community into the wider society, and to encourage self-sufficiency, economic and social development in the hinterland regions.

SUBPROGRAMMES:

- Main Office
- Hinterland Affairs

KEY RESPONSIBILITIES:

- Ensure all clauses of the Amerindian Act are observed;
- Provide advice to and monitor Amerindian councils;
- Ensure that all indigenous people can participate in their cultural activities;
- Promote Amerindian welfare;
- Facilitate business ventures and coordinate health, education, agriculture and infrastructure programmes.

KEY RESULTS:

- Observation of the Law by Amerindian people;
- Better management of resources;
- Sustain the Amerindian culture;
- Provision of temporary accommodation in Georgetown for hinterland patients and students;
- Improved standard of living for Amerindians;
- Harmony between Amerindians and the wider Guyanese society.

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Economic Services Sector

Programme Outlines

21 - Ministry of Agriculture

Programme	SubProgramme	Activity
211 Ministry Administration		
21101	Main Office	2110101 Office of the Minister 2110102 Office of the Permanent Secretary
21102	Budgeting and Finance	2110201 Budgeting and Finance
21103	Statistical Services	2110301 Statistical Services
21104	Project Cycle Management	2110401 Project Cycle Management
21105	General Administration	2110501 Administration 2110502 Registry
21106	Personnel Administration	2110601 Personnel Administration
212 Crops and Livestock Support Services		
21201	Programme Administration	2120101 Office of the Minister of Fisheries Crops and Livestock Secretari 2120102 Administration 2120103 Training
21202	Extension Services	2120201 Plant Health 2120202 Orchard Crops 2120203 Edible Oil Crops 2120204 Vegetable and Field Crops 2120205 Hinterland Extension
21203	Animal Services	2120301 Animal Health 2120302 Livestock Improvement
213 Fisheries		
21301	Programme Administration	2130101 Programme Administration
21302	Legal and Inspectorate	2130201 Legal and Inspectorate
21303	Research and Development	2130301 Statistics 2130302 Resource Assessment 2130303 Technology and Development 2130304 Aquaculture
21304	Extension Services	2130401 Extension Services

Programme Outlines

21 - Ministry of Agriculture

Programme	SubProgramme	Activity
214 Hydrometeorological Services		
21401	Programme Administration	2140101 Programme Administration
21402	Climate	2140201 Climate
21403	Water Resources	2140301 Water Resources
21404	Short Range Forecasting	2140401 Short Range Forecasting
21405	Agricultural Meteorology	2140501 Agricultural Meteorology

AGENCY 21 - MINISTRY OF AGRICULTURE

Minister

Honourable Satyadeow Sawh

Permanent Secretary

Dr. D. Permaul

Mission Statement

To ensure the formulation and implementation of policies and programmes which facilitate the development of agriculture and fisheries in Guyana, thereby contributing to the enhancement of rural life, the sustained improvement of incomes of producers and other participants in the agricultural production and marketing chain; and the maintenance of a sound physical and institutional environment for present and future productive activities.

The Ministry's Mission is addressed through four programme areas: Ministry Administration, Crops and Livestock Support Services, Fisheries and Hydrometeorological Services.

Ministry Administration is responsible for effectively and efficiently managing and co-ordinating human, financial, physical and material resources necessary for the successful implementation and administration of the Ministry's programmes and operations.

Crops and Livestock Support Services is responsible for promoting and supporting development of agriculture in Guyana through the provision of a range of technical and regulatory services to the Sector.

Fisheries is responsible for managing, regulating and promoting the sustainable development of the nation's fishery resources for the benefit of the participants in the sector and the national economy.

Hydrometeorological Services is responsible for observing, archiving and understanding Guyanese weather and climate and providing meteorological, hydrological and oceanographic services in support of Guyana's national needs and international obligations.

MINISTRY OF AGRICULTURE

PROGRAMME: Ministry Administration

OBJECTIVE:

To ensure effective and efficient management and co-ordination of human, financial, physical and material resources necessary for the successful implementation and administration of the Ministry's programmes and operations.

SUB-PROGRAMMES:

- Main Office
- Budgeting and Finance
- Statistical Services
- Project Cycle Management
- General Administration
- Personnel Administration

KEY RESPONSIBILITIES:

- Facilitate the development of human resource capabilities, through the implementation of policy and the provision of training opportunities;
- Provide effective and efficient administrative, finance and personnel services;
- Co-ordinate the development, formulation and implementation of agriculture, finance and administration policies and plans;
- Facilitate the development, co-ordination and integration of regional agriculture plans and programmes with central agriculture policies, plans and programmes;
- Promote the Ministry's programmes and activities to other agencies and the general public;
- Develop international and domestic linkages with other institutions and bodies, with a view to fostering agricultural development in Guyana;
- Collect and analyse data on the agriculture sector and publish such statistics/reports;
- Co-ordinate the Ministry's annual estimates development and resource allocation process, and ensure the existence and functioning of appropriate in-year monitoring mechanisms to report on programme performance;
- Ensure that the Ministry's finance, accounting and administrative functions adhere to the Financial Administration and Audit Act, Public Service regulations, rules and circulars;
- Provide support services critical to the Ministry's successful operations.

KEY RESULTS:

- Efficient administration of available resources and systems;
- Highly trained and competent staff;
- Existence of operational plans and policy guidelines for all programme areas;
- Greater awareness on the part of domestic as well as international bodies and organisations of the Ministry's policies, plans, programmes and activities;
- The Ministry benefits from linkages with other organisations and bodies, both domestic and international, in terms of access to information, technical and financial resources;
- Timely availability of high quality agriculture sector statistical data;
- Timely preparation and submission of the Annual Budget to the Ministry of Finance;
- Prudent fiscal/financial management;
- Efficient and adequate support services.

MINISTRY OF AGRICULTURE

PROGRAMME: Crops and Livestock Support Services

OBJECTIVE:

To promote and support the growth and development of agriculture in Guyana through the provision of a range of technical and regulatory services to the Sector.

SUBPROGRAMMES:

- Programme Administration
- Extension Services
- Animal Services

KEY RESPONSIBILITIES:

- Facilitate and co-ordinate the management and operations of all Crops and Livestock Department activities;
- Provide services which facilitate the utilisation of technologies for crop and animal development, other than rice and sugar;
- Facilitate improvements and developments of environmentally safe crop and livestock farming, other than rice and sugar;
- Provide various animal health services to livestock, companion animals and non-domesticated animals;
- Regulate the import and export of all species of animals and birds, plants and plant parts;
- Provide subventions and contributions to selected local and international organisations;
- Assist in the preservation of wild species of plants and animals;
- Promote an appreciation for agriculture as a possible career choice.

KEY RESULTS:

- Effective and efficient co-ordination and management of administrative and technical services;
- Availability of relevant and appropriate extension services;
- Increased availability of relevant technologies for the crops and livestock rearing industries;
- The import and export of both cultivated and wild plants and plant parts, and both domesticated and wild animals are closely monitored;
- Agricultural health of the country is safeguarded;
- A wider appreciation of agriculture as a business among youth and the general public.

MINISTRY OF AGRICULTURE

PROGRAMME: Fisheries

OBJECTIVE:

To manage, regulate and promote the sustainable development of the nation's fishery resources for the benefit of the participants in the sector and the national economy.

SUB-PROGRAMMES:

- Programme Administration
- Legal and Inspectorate
- Research and Development
- Extension Services

KEY RESPONSIBILITIES:

- Advise the Minister and Permanent Secretary, technical officers and policy makers on matters pertaining to the fishing industry;
- Prepare and undertake plans in the field of fisheries development and management, and monitor their implementation, impact and outcome;
- Facilitate and promote the development of an aquaculture industry;
- Guide the development of inland fisheries activities based on research results;
- Represent the Ministry and the Government of Guyana on various committees;
- Monitor international treaties, agreements, mandates etc. which affect resource management and use;
- Recommend and oversee implementation of regulations and fisheries management actions;
- Establish collaborative links and working relationships with other enforcing agencies;
- Register, inspect, licence and monitor all aspects of the fishing industry;
- Monitor and regulate fish and fish products exports;
- Collect industry data and information;
- Maintain a documentation centre;
- Undertake species identification and establish a reference collection;
- Monitor and collect biological, catch and effort data, and conduct stock assessment studies;
- Liaise with industry and community stakeholders and disseminate relevant technical and general industry information, and garner feedback from participants;
- Ensure collection of revenue under the Fisheries Act (1957) and Maritime Boundaries Act (1977).

KEY RESULTS:

- Well informed policy makers and decisions;
- Fisheries plans are produced and implemented;
- A better informed, appropriately regulated, expanding aquaculture industry;
- Sustainable and rationalised growth of inland fisheries;
- Fisheries interests are represented effectively both nationally and internationally;
- A current and effective overall regulatory framework is maintained;
- Co-ordinated and effective enforcement of fisheries regulations;
- Regulatory compliance in the fisheries;
- Fish and fish product exports adhere to stated requirements;
- Relevant data and information is available on industry activities;
- Identification of biological and other external pressures on fisheries;
- Co-operative and effective dialogue and transfer of information among stakeholders;
- Revenues due to the Government are collected in a timely fashion.

MINISTRY OF AGRICULTURE

PROGRAMME: Hydrometeorological Services

OBJECTIVE:

To observe, archive and understand Guyanese weather and climate and provide meteorological, hydrological and oceanographic services in support of Guyana's national needs and international obligations.

SUB-PROGRAMMES:

- Programme Administration
- Climate
- Water Resources
- Short Range Forecasting
- Agricultural Meteorology

KEY RESPONSIBILITIES:

- Plan and co-ordinate hydrometeorological operations in Guyana;
- Co-ordinate research and systematic monitoring of activities in furtherance of Guyana's commitments under international conventions (United Nation's framework convention on climate change and Montreal protocol on ozone depleting substances);
- Promote public awareness of the atmospheric and water resources of Guyana and their importance to social and economic development;
- Co-ordinate the Guyanese component of the World Weather Watch Program and the World Climate Program;
- Provide support services critical to the department's successful operations;
- Assist in the formulation of policy decisions on natural resources and environmental issues;
- Advise the Minister and senior management on general policy relating to hydrology, meteorology and oceanography aspects of the atmospheric and water resources in Guyana and its EEZ (Exclusive Economic Zone).

KEY RESULTS

- Efficient administration of available resources;
- Highly trained and competent staff;
- Existence of operational plans and policy guidelines for all programme areas;
- Efficient and adequate support services for operational programmes;
- Compliance with regional and international commitments;
- Increased public awareness of weather, climate and water resources activities;
- Timely supply of reliable data and information to users.

Programme Outlines

23 - Ministry of Tourism, Commerce and Industry

Programme	SubProgramme	Activity
231 Main Office		
23101	Office of the Minister	23101.01 Office of the Minister
23102	Office of the Permanent Secretary	23102.01 Office of the Permanent Secretary
23103	Subventions to Semi-Autonomous Agencies:	23103.01 Guyana National Bureau of Standards (GNBS)
		23103.02 Guyana Tourism Authority
		23103.03 Guyana Consumers' Association
		23103.04 Consumer Advisory Bureau
		23103.05 Consumer Movement of Guyana
23104	National Exhibition Center	23104.01 National Exhibition Center
232 Ministry Administration		
23201	Human Resources	23201.01 Human Resources
23202	Budgeting and Finance	23202.01 Budgeting and Finance
23203	General Administration	23203.01 General Administration
23204	Data Unit	23204.01 Data Unit
233 Commerce, Industry and Consumer Affairs		
23301	Commerce	23301.01 Commerce
23302	Industrial Development	23302.01 Industrial Development
		23302.02 Small Business Development
23303	Consumer Affairs	23303.01 Consumer Affairs

AGENCY 23 - MINISTRY OF TOURISM, COMMERCE AND INDUSTRY

Minister
Honourable Manzoor Nadir

Permanent Secretary
Mr. W. Hamilton (ag.)

Mission Statement

To formulate and provide an effective mechanism for the implementation, evaluation and improvement of policies, the aim of which will be to facilitate economic and social improvement through coordinating actions in the areas of Commerce, Tourism, Industrial Development and Consumer Affairs.

The principal strategies being adopted by the Ministry for achieving this mission are:

- Develop and articulate comprehensive and effective policies in the areas of Commerce, Industrial Development, Tourism and Consumer Affairs;
- Facilitate the expansion of the industrial/ sectoral base of the Guyana economy;
- Undertake institutional strengthening initiatives in the Ministry to enable the successful realization of policy directives;
- Pursue the implementation and organisation of the Strategic Plan and to ensure a coordinated approach by all stakeholders towards the achievement of sector goals and strategies;
- Ensure the optimal and effective utilisation of financial, human and physical resources allocated to the Ministry;
- Enhance staff/ administrator's effectiveness through continuing education and training as well as exposure to innovative management system.

The Ministry's mission is addressed through three programmes: Main Office, Ministry Administration, and Commerce, Industry and Consumer Affairs.

Main Office is responsible for providing leadership, managerial and administrative direction necessary for the formulation of relevant sector strategies, which are critical for the successful implementation of the Ministry's Strategic Plan. It is also responsible for the development and enhancement of a sustainable tourism sector. The Office of the Minister and Permanent Secretary are the key functions that guide the Ministry.

Ministry Administration is responsible for coordinating and managing efficiently the available human, financial and physical resources critical to the successful administration of Ministry operations.

Commerce, Industry and Consumer Affairs comprise the core functions of the Ministry. This programme is responsible for facilitating the development of a broad and productive industrial base. It is also responsible for the strengthening of the decision making ability of consumers and other stakeholders through the provision of comprehensive consumer protection legislation and regulations.

MINISTRY OF TOURISM, COMMERCE AND INDUSTRY

PROGRAMME: Main Office

OBJECTIVE:

To provide leadership in the Commerce, Tourism and Industry Sectors and ensure the existence of relevant mechanisms and processes in the public and private sectors to formulate the achievement of sector strategies and the Ministry's Strategic Plan.

SUB-PROGRAMMES:

- Office of the Minister
- Office of the Permanent Secretary
- Subventions to Semi-Autonomous Agencies
- National Exhibition Center

KEY RESPONSIBILITIES:

- Pursue the implementation and organization of the Strategic Plan and ensure a coordinated approach by all stakeholders towards the achievement of sector goals and strategies;
- Ensure policies and activities of all programmes reflect the Ministry's Strategic Plan;
- Advise Cabinet on, and recommend, decisions to be taken regarding Commerce, Tourism, Industry and Consumer policies, inclusive of legislation;
- Ensure the optimal and effective utilization of financial, human and physical resources allocated to the Ministry;
- Provide input, support and direction to the implementation of projects and programmes of the Ministry;
- Develop eco-tourism in Guyana within the wider context of tourism development in the Caribbean;
- Facilitate investment in the tourism industry and the development of tourism resources in a sustainable manner.

KEY RESULTS:

- Structured and planned approach towards the achievement of the goals of the Strategic Plan and the various sectors under the purview of the Ministry;
- Consistent and coordinated implementation of Strategic Plan initiatives;
- Informed Cabinet decisions;
- Efficient and effective utilization of limited resources, and the smooth functioning of the Ministry's operations;
- Successful implementation of the project initiatives;
- Ministry outputs are of the highest professional standard;
- Sustainable and appropriate growth in the tourism industry;
- Increased net foreign exchange earnings from tourism.

MINISTRY OF TOURISM, COMMERCE AND INDUSTRY

PROGRAMME: Ministry Administration

OBJECTIVE:

To provide prompt and efficient support in the areas of resource management, accounting and finance, general office support, and secretarial and typing services.

SUB-PROGRAMMES:

- Human Resources
- Budgeting and Finance
- General Administration
- Data Unit

KEY RESPONSIBILITIES:

- Provide effective personnel and accounting services;
- Enhance the Ministry's staffing and skills base;
- Stimulate interpersonal staff relations;
- Provide effective accounting services;
- Prepare the Ministry's budget and annual report;
- Identify and acquire necessary equipment and materials to sustain optimum levels of output;
- Provide proper maintenance and care to buildings, equipment and surroundings;
- Operate an effective service and record keeping system;
- Undertake data collection, research and analysis for the Ministry;
- Produce accurate reports and correspondence.

KEY RESULTS:

- Smooth and effective management of Ministry's human and financial resources;
- Adequate and effective staff for management and specialist divisions;
- Development of a staff skills inventory and needs assessment;
- Enhanced team spirit and team-building across the Ministry;
- Efficient management of financial resources;
- Timely and accurate preparation/presentation of budget and annual report;
- Accurate and easily accessible records, to facilitate operations and planning;
- Material needs are ascertained and funding is allocated or identified;
- Equipment failure is minimized, and general surroundings are aesthetically pleasing;
- Effective and accurate planning and analysis is undertaken.

MINISTRY OF TOURISM, COMMERCE AND INDUSTRY

PROGRAMME: Commerce, Industry and Consumer Affairs

OBJECTIVE:

To facilitate the development of a broad and productive industrial base, providing opportunities for export and import substitution and to provide consumers and other stakeholders with improved decision making ability through the provision of comprehensive consumer protection legislation and regulations.

SUB-PROGRAMMES:

- Commerce
- Industrial Development
- Consumer Affairs

KEY RESPONSIBILITIES:

- Formulate and improve industrial development policies and programmes aimed at defining investment opportunities, attracting new investments and encouraging industry competitiveness;
- Provide sustained, coordinated programmes and measures to ensure consumer protection through policies and their implementation.

KEY RESULTS:

- Increased local and foreign investment activity with a view to a broadened industrial base;
- Legal protection of consumers' interests and safety, and increased public awareness of consumer protection laws and rights issues.

Infrastructure - Sector

Programme Outlines

31 - Ministry of Public Works and Communications

Programme	SubProgramme	Activity
311 Ministry Administration		
31101	Main Office	3110101 Office of the Minister 3110102 Office of the Permanent Secretary
31102	General Administration	3110201 Administration 3110202 Transport and Security
31103	Budgeting and Finance	3110301 Central Accounting 3110302 Field Audit 3110303 Stores
31104	Human Resources	3110401 Personnel Administration 3110402 Registry
31105	Expenditure Planning and Management	3110501 Expenditure Planning and Management Unit
312 Public Works		
31201	Programme Administration	3120101 Programme Administration
31202	Roads	3120201 Roads
31203	Materials and Soils Research	3120301 Materials and Soils Research
31204	Buildings	3120401 Buildings
31205	Electrical	3120501 Electrical Inspection and Certification 3120502 Electrical Installation and Maintenance
31206	Mechanical	3120601 Administration and Assessments 3120602 Services and Repairs
31207	Sea and River Defences	3120701 Sea and River Defences
313 Communication and Transport		
31301	Government Aerodromes	3130101 Maintenance of Government Airstrips
31302	Central Transport Planning	3130201 Central Transport Planning

AGENCY 31 - MINISTRY OF PUBLIC WORKS AND COMMUNICATIONS

Prime Minister
Honourable Samuel Hinds

Minister
Honourable Anthony Xavier

Permanent Secretary
Mr. K. Jordan

Mission Statement

To promote high technical standards in the construction industry, in electrical installation and to co-ordinate and monitor policies and activities with respect to public infrastructure in roads, buildings and sea and river defences. To ensure the provision of safe and efficient transport and communications services.

The Ministry's mission is principally fulfilled through the following three programme areas: Ministry Administration, Public Works and Transport and Planning.

Ministry Administration is responsible for providing leadership, managerial and administrative direction, policy formulation, support services, including budgeting, financial and technical guidance and planning advice. This Programme is also responsible for ensuring that civil aviation regulatory services are provided and that the CJ International Airport operations are conducted in a safe, efficient and orderly manner.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in Guyana. This is accomplished through the following sub-programmes: Programme Administration, Roads, Materials and Soils Research, Buildings, Electrical, Mechanical and Sea and River Defences.

Transport and Planning is responsible for constructing, developing and maintaining strategic Government Aerodromes in the hinterland regions and advises Government on transport issues in order to facilitate the development of adequate, efficient and economical air, land and water transport countrywide. This is accomplished through the sub-programmes: Government Aerodromes and Central Transport Planning.

MINISTRY OF PUBLIC WORKS AND COMMUNICATIONS

PROGRAMME: Ministry Administration

OBJECTIVE:

To ensure effective and efficient co-ordination and management of human, financial and physical resources necessary for the successful administration of the Ministry's operations, and to communicate Government's policies and directives to the Ministry's operatives and the general public.

SUB-PROGRAMMES:

- Main Office
- General Administration
- Budgeting and Finance
- Human Resources
- Expenditure Planning and Management Unit

KEY RESPONSIBILITIES:

- Interpret and communicate Government policies and directives;
- Ensure the formulation of appropriate policies in pursuit of the Ministry's mission;
- Ensure the effective and economical performance of the Ministry;
- Ensure the effective development and utilisation of human resources in order to attain the objectives of the Ministry;
- Co-ordinate the development and formulation of the programme's budget estimate and work plan for inclusion in the Agency's overall budget for submission to the Ministry of Finance;
- Advise the Agency Budget Committee (ABC) on budgetary and strategic issues;
- Monitor Agency Budget information system and MISU accounting system;
- Provide Air Traffic Control, Flight and Aeronautical Information services and maintenance services for telecommunication and navigation equipment;
- Monitor, co-ordinate and manage operations and activities at CJ International Airport.

KEY RESULTS:

- Programmes are executed in keeping with Government's policies;
- Informed Cabinet decisions;
- Competently managed Ministry with well co-ordinated activities;
- Spending is done in accordance with financial legislation, regulations, rules and circular instructions;
- Enhanced decision-making at all departmental levels, enabling cost-efficient use of resources;
- A trained pool of human resources who are effectively utilised;
- Programme budget is prepared and submitted in a timely manner;
- Collection and analysis of data to facilitate informed decision making;
- Progress and evaluation reports on programmes, sub-programmes and activities;
- Air navigation services provided in a safe, orderly and efficient manner;
- Effective and efficient management of airport operation.

MINISTRY OF PUBLIC WORKS AND COMMUNICATIONS

PROGRAMME: Public Works

OBJECTIVE:

To ensure the effective, efficient and safe design, supervision, construction and maintenance of civil works in Guyana.

SUB-PROGRAMMES:

- Programme Administration
- Roads
- Materials and Soils Research
- Buildings
- Electrical
- Mechanical
- Sea and River Defences

KEY RESPONSIBILITIES:

- Advise on the design, supervision and construction of civil works;
- Supervise contractors and consultants working on roads, buildings and electrical works;
- Prepare and conduct feasibility studies/surveys to facilitate decision making within the department and the Government regarding which projects should proceed, and how to most effectively expend limited resources for works;
- Advise senior management on the selection process regarding projects, as well as Tender Board procedures;
- Provide project management/construction management;
- Ensure that materials used for civil works are tested for suitability;
- Provide advice to regional administrations on all civil works;
- Provide advice to private sector from time to time;
- Supervise the preparation of divisional budgets and advise on the seasonal implications for cash flow (rains, etc.);
- Advise on recruitment of technical staff within Public Works department.

KEY RESULTS:

- Civil works are built according to specifications and designs;
- Appropriate standards are adhered to: AAHSO American standards for roads, British standards for buildings and electrical works;
- Annual work plan completed within the fiscal year;
- Guyana has safe, durable roads which contribute to a reduction in the incidence of accidents and loss of lives on roads;
- Buildings in Guyana are constructed to reduce incidence of accidents and loss of lives;
- Financial and human resources available are utilised efficiently throughout the department of Public Works.

MINISTRY OF PUBLIC WORKS AND COMMUNICATIONS

PROGRAMME: Transport and Planning

OBJECTIVE:

To construct and maintain strategic Government Aerodromes in the hinterland regions and advice Government on transport issues in critical to the development of adequate, efficient and economical air, land and water transport country-wide.

SUB-PROGRAMMES:

- Government Aerodromes
- Central Transport Planning

KEY RESPONSIBILITIES:

- Maintain Government Aerodromes in keeping with standards set by and/or acceptable to the Guyana Civil Authority;
- To present the required information and facilitate the necessary inspections for licensing of Government Aerodromes, to be done by the Guyana Civil Aviation Authority;
- Ensure that all Government Aerodromes that are open, are safe for aircraft operations;
- Investigate and act on reports pertaining to maintenance of Government Aerodromes;
- Ensure collection of aerodrome landing fees at Government Aerodromes;
- Design appropriate aeronautical charts for use at Government Aerodromes;
- Administer Government's Capital programme for Hinterland Airstrip Development Programme;
- Maintain an updated list of Government Aerodromes in Guyana;
- Analyse sectoral transport budgets (sea, air, road) and advise the Ministry on prioritisation based on the national plan;
- Collect and analyse transportation data and maintain the Transport Data Bank;
- Prepare and review analytical reports on specific transport and related issues;
- Manage and control the budget of the programme.

KEY RESULTS:

- All usable Government Aerodromes comply with applicable standards set by the Guyana Civil Aviation Authority;
- All usable Government Aerodromes are maintained in keeping with the conditions of the Licence issued by the Guyana Civil Aviation Authority;
- Progress in expanding the quantity and quality of Government Aerodromes throughout Guyana;
- All users of Government Aerodromes pay appropriate fees promptly;
- Revenues are collected and paid into the Consolidated Fund as required;
- Availability of accurate aeronautical charts for Government Aerodromes as appropriate;
- Greater access to and hence development of hinterland areas;
- Availability of updated lists of Government Aerodromes;
- Clear government priorities for the transport sector;
- Current transport data always available from the Transport Data Bank;
- Informed decision making regarding transport investment resulting from analysis and advice prepared in the CTPU;
- Reports, analysis and policy advice are prepared and available as required;
- Expenditures are in keeping with priorities.

Social Services - Sector

Programme Outlines

41 - Ministry of Education

Programme	SubProgramme	Activity
411 Main Office		
41101	Office of the Minister	4110101 Office of Minister
41102	Office of the Permanent Secretary	4110201 Administration
		4110202 Subventions to Semi-Autonomous Agencies
		4110203 Guyana National Commission for UNESCO
412 National Education Policy - Implementation and Supervision		
41201	Programme Administration	4120101 Programme Administration
41202	Policy Implementation	4120201 Nursery
		4120202 Primary
		4120203 Secondary, Community High Schools and Work Study
		4120204 Technical and Vocational
41203	Inspectorate	4120301 Inspectorate
41204	School Board Secretariat	4120401 School Board Secretariat

Programme Outlines

41 - Ministry of Education

Programme	SubProgramme	Activity
413 Ministry Administration		
41301	Human Resources	4130101 Policy 4130102 Personnel Administration 4130103 Training and Development
41302	Planning	4130201 Planning/Project Implementation 4130202 Statistical Services 4130203 Management Information Systems
41303	Budgeting and Finance	4130301 Budgeting and Finance Secretariat 4130302 Central Accounting 4130303 Field Auditing 4130304 Building Maintenance
41304	General Administration	4130401 Administration 4130402 Central Registry 4130403 Security 4130404 Transport 4130405 Special Projects 4130406 Book Distribution Unit
41305	Examinations Division	4130501 Administration 4130502 Supervision and Marking of Examinations

Programme Outlines

41 - Ministry of Education

Programme	SubProgramme	Activity
414 Training and Development		
41401	Programme Administration	4140101 <i>Programme Administration</i>
41402	National Centre for Education Resource Development	4140201 <i>Administration</i>
		4140202 <i>Curriculum Development and Implementation</i>
		4140203 <i>Learning Resources Development Unit</i>
		4140204 <i>Measurement and Evaluation</i>
		4140205 <i>Materials Production</i>
		4140206 <i>School Libraries Division</i>
		4140207 <i>Distance Education</i>
41403	Teacher Training (CPCE)	4140301 <i>Administration</i>
		4140302 <i>Curriculum and Instruction</i>
		4140303 <i>Development</i>
41404	Allied Arts	4140401 <i>Administration</i>
		4140402 <i>Enrichment Subjects</i>
		4140403 <i>Performing Arts</i>

Programme Outlines

41 - Ministry of Education

Programme	SubProgramme	Activity
415 Education Delivery		
41501	Management and Coordination (Georgetown)	4150101 <i>Management and Coordination (Georgetown)</i>
41502	Nursery (Georgetown)	4150201 <i>Nursey (Georgetown)</i>
41503	Primary (Georgetown)	4150301 <i>Primary (Georgetown)</i>
41504	Secondary and Community High Schools (Georgetown)	4150401 <i>Secondary and Community High Schools (Georgetown)</i>
41505	Practical Instruction Centres	4150501 <i>Practical Instruction Centres</i>
41506	Technical and Vocational	4150601 <i>Administration</i> 4150602 <i>Government Technical Institute (GTI)</i> 4150603 <i>Guyana Industrial Training Centre (GITC)</i> 4150604 <i>New Amsterdam Technical Institute (NATI)</i> 4150605 <i>Linden Technical Institute (LTI)</i> 4150606 <i>Carnegie School of Home Economics (CSHE)</i> 4150607 <i>Craft Production</i>
41507	Other Education: Subventions	4150701 <i>University of Guyana</i> 4150702 <i>Critchlow Labour College</i> 4150703 <i>Kuru Kuru College</i>

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AGENCY 41 - MINISTRY OF EDUCATION

Minister

Honourable Dr. Henry Jeffrey

Permanent Secretary

Mr. G. Persauc

Mission Statement

To ensure that every individual has equal access to Education, which caters for his/her total development and equip him/her with the knowledge, skills and attitude necessary to make a meaningful contribution to National Development.

The Ministry's Mission is addressed through five Programme areas: Main Office, National Education Policy Implementation and Supervision, Ministry Administration, Training and Development and Education Delivery.

Main Office is responsible for providing leadership and managerial administration, necessary for the formulation of relevant sector strategies, which are critical for the successful implementation of the Ministry's strategic plan. This programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

National Education Policy-Implementation and Supervision is responsible for coordinating the development and dissemination of Education Policies and policy guidelines, as well as monitoring the implementation of National Education Policies and curriculum across Guyana. Strong emphasis will be placed on strengthening communication and reporting between centre, regions and communities. Major aims are to garner community inputs and to get feedback on sectoral performance.

Ministry Administration is responsible for coordinating and managing efficiently the available human, financial and physical resources critical to the successful administration of the Ministry operations.

Training and Development aims to enhance and develop skills, knowledge, attitudes, understanding and curricula, which are critical elements in the effective delivery and supervision of education across the nation. As improvement in the quality of education is the major priority for the Ministry, the greatest emphasis will be placed on the Training and Development Programme activities.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with the National Education Policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels in Georgetown and the Technical and Vocational Institutions nationally.

MINISTRY OF EDUCATION

PROGRAMME: Main Office

OBJECTIVE:

To provide leadership in the Education Sector and ensure the existence of relevant mechanisms and processes in the public and private sectors to ensure the achievement of the sector strategies and sector plan.

SUB-PROGRAMMES:

- Office of the Minister
- Office of the Permanent Secretary

KEY RESPONSIBILITIES:

- Pursue the implementation of the Ministry's Strategic Plan;
- Pursue the institutional strengthening necessary in the operations of the Central Ministry, regions and tertiary organisations to facilitate the achievement of the Ministry's Strategic Plan for Guyana;
- Ensure policies and programmes of all education institutions reflect the Ministry's Strategic Plan for Guyana;
- Advise Cabinet on, and recommend, decisions to be taken regarding Education Policies;
- Ensure the optimal and effective utilisation of financial, human and physical resources allocated to the Ministry;
- Appoint and recommend Council members for various educational institutions.

KEY RESULTS:

- A structured and planned approach towards the achievement of the goals of the Education Sector;
- Coherent Education Policies;
- Informed Cabinet decisions;
- Efficient and effective utilisation of limited resources;
- Smooth functioning of the Ministry's operations.

PROGRAMME: National Education Policy-Implementation and Supervision

To effectively and efficiently coordinate the development and monitor the implementation of national education policies and curricula across Guyana, and to ensure uniform education standards.

- Programme Administration
- Policy Implementation
- Inspectorate
- School Board Secretariat

- Develop and disseminate Education Policies, policy guidelines and instructional materials to the relevant authorities across the nation;
- Ensure administrative mechanisms are in place for the implementation of strategies developed;
- Make education available and accessible to all children nationally;
- Monitor and supervise the quality of education delivered nationally, and facilitate improvements;
- Establish regulations regarding the existence and operation of school boards;
- Supervise and monitor the operation of school boards;
- Oversee budget and resource development and allocation.

- Structured approach to the development, monitoring and implementation of Education Policy nationally;
- Awareness of relevant education policy nationally;
- Consistent policy implementation;
- Unrestricted access to education;
- Improved quality of education delivered nationally;
- School board regulations are formulated, ratified and circulated;
- Efficient and effective school board operations.

MINISTRY OF EDUCATION

PROGRAMME: Ministry Administration

OBJECTIVE:

To ensure effective and efficient coordination and management of human, financial and physical resources necessary for successful administration of the Ministry's operations.

SUB-PROGRAMMES:

- Human Resources
- Planning
- Budgeting and Finance
- General Administration
- Examination Division

KEY RESPONSIBILITIES:

- Develop human resource capabilities, through the implementation of policy, and training and development;
- Provide effective and efficient personnel services;
- Co-ordinate the development and implementation of education, finance and administrative policies and plans;
- Collect and analyse data on the education system;
- Co-ordinate the Ministry's annual budget development and allocation process, and ensure the existence and functioning of appropriate in-year monitoring mechanisms to report on programme performance;
- Ensure that the Ministry's accounting and administrative functions adhere to regulations and circulars;
- Provide support services critical to the Ministry's successful operations;
- Provide support to users of IT systems and maintain computer hardware and software;
- Advise executive management on IT and formulate IT policies and procedures for adoption by the Ministry.

KEY RESULTS:

- Efficient administration of available resources;
- Highly trained and competent staff;
- Existence of Multi-Year Operational Plans, as well as policy guidelines for all programme areas;
- Prudent fiscal/financial management;
- Efficient and adequate support services;
- Users are provided with the level of training needed for effective use of IT;
- System downtimes are reduced due to on-going maintenance.

MINISTRY OF EDUCATION

PROGRAMME: Training and Development

OBJECTIVE:

To enhance and develop, skills, knowledge, attitudes and understanding in the delivery of education, to expand and develop curricula and to function in the capacities of research and supervision.

SUB-PROGRAMMES:

- Programme Administration
- National Centre for Education Research Development
- Teachers Training (CPCE)
- Allied Arts

KEY RESPONSIBILITIES:

- Establish and maintain effective linkages with partners in education in the provision of quality education;
- Coordinate allied arts training and develop activities nationally;
- Coordinate and deliver initial and on the job teacher training programmes;
- Monitor and evaluate all aspects of teachers training;
- Plan, review, evaluate and develop school curriculum at all levels;
- Advise on policy decisions and assist in the formulation of policy guidelines which relate to training and development;
- Coordinate and monitor all activities of the Sub-Programme;
- Administer all examinations at various educational levels.

KEY RESULTS:

- Greater involvement in the allied arts activities;
- Highly trained and qualified teachers at all levels;
- Implementation of school curriculum;
- Compliance with Guidelines and Policy Framework;
- Effective and efficient management of Sub-Programmes;
- Certificates of examinations are recognised nationally and internationally;
- Integrity of examinations are maintained;
- Examinations are successfully and efficiently administered.

MINISTRY OF EDUCATION

PROGRAMME: Education Delivery

OBJECTIVE:

To effectively and efficiently coordinate, monitor and manage the delivery of education at the Nursery, Primary and Secondary (including PIC's) school levels in Georgetown and at the Technical and Vocational Institutions nationally, in accordance with national education policies and curricula.

SUB-PROGRAMME:

- Management and Coordination (Georgetown)
- Nursery (Georgetown)
- Primary (Georgetown)
- Secondary and Community High Schools (Georgetown)
- Practical Instruction Centers
- Technical and Vocational
- Other Education: Subventions

KEY RESPONSIBILITIES:

- Ensure that schools and Technical Institutions adhere to policy and curriculum guidelines;
- Monitor activities at schools in Georgetown and Technical Institutions nationally;
- Review education delivery mechanisms and recommend improved methods where necessary;
- Ensure that qualified staff and teachers are distributed across Georgetown at all levels of schools and all Technical Institutions nationally;
- Ensure that the level of education delivered is consistent.

KEY RESULTS:

- Schools' and Institutions' operations are consistent with national policy;
- Consistent instruction and curricula;
- Improved administrative and financial accountability;
- Successful innovations, practices and methodologies are adopted;
- Similar education opportunities are available to students at any school level.

Programme Outlines

44 - Ministry of Culture, Youth and Sports

Programme	SubProgramme	Activity
441 Ministry Administration		
44101	Main Office	
		4410101 Office of the Minister
		4410102 Office of the Permanent Secretary
		4410103 Budget and Finance
		4410104 Personnel
		4410105 General Administration
442 Culture		
44201	Programme Administration	
		4420101 Programme Administration
44202	Visual and Performing Arts	
		4420201 Burrowes School of Art
		4420202 Music
		4420203 National School of Dance
		4420204 National Dance Company
		4420205 National Cultural Centre
44203	Preservation and Conservation	
		4420301 National Trust
		4420302 Round House
		4420303 National Museum
		4420304 National Archives
		4420305 Walter Roth Museum
		4420306 Museum of African Art
		4420307 Folk Research
		4420308 Umana Yana
44204	Community Development Projects	
		4420401 National Commemorative Committee
		4420402 Subventions to Community Projects
		4420403 Cultural Exchanges
443 Youth		
44301	Youth Services	
		4430101 Programme Administration
		4430102 President Youth Award Republic of Guyana
		4430103 Youth Empowerment
		4430104 Regional Outreach/Youth Exchanges

Programme Outlines

44 - Ministry of Culture, Youth and Sports

Programme	SubProgramme	Activity
444 Sports		
44401	Sports	
		4440101 Sports Development
		4440102 National Sports Commission
		4440103 Sports Administration
445 Youth Entrepreneurial Skills Training		
44501	Youth Entrepreneurial Skills Training	
		4450101 Programme Administration
		4450102 Kuru Kuru Training Centre
		4450103 New Opportunity Corps
		4450104 Sophia Training Centre
		4450105 Smythfield Drop in Centre

Minister
Honourable Gail Teixeira

Permanent Secretary
Mr. K. Booker

Mission Statement

To ensure that every individual with specific focus on youth has equal access to culture and sporting experiences which cater for his/her total development and equip him/her with the knowledge, skills and attitudes necessary to make a meaningful contribution to national development.

The Principal Strategies being adopted by the Ministry for achieving this mission are:

- Ensuring that Sporting and cultural activities are accessible to the nation as a whole, given available resources.
- Enhancing physical, geographical and socio-economic accessibility.
- Reforming the legal framework of areas pertaining to the preservation and conservation of our heritage to enable the successful realisation of policy directives.
- Encourage the development of education Policies, policy guidelines, curricula and strategies, which will enhance individual access to media to express their creativity in culture and sports.
- Strengthening partnerships between Central Ministry and fellow Ministries, RDCs', NDCs, Non-Government Organisations, community action groups, the private sector, religious and secular organizations, to enhance their involvement and sharing of responsibility.
- Special focus will be given to the youth empowerment through programmes designed to improve their access to opportunities in skills training, and utilising their energies and intelligence towards national cohesion and national development.

The Ministry's Mission is addressed through five programme areas; Main Office, Culture, Youth, Sports and Youth Entrepreneurial Skills Training.

Ministry Administration is responsible for providing leadership and managerial administration, necessary for the formulation of relevant strategies that are critical for the successful implementation of the Ministry's Plan. This Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

The Culture programme is designed to ensure that every individual has access to cultural experiences that contribute to his/ her total development and equip him/ her with knowledge, skills and attitudes necessary to make a meaningful contribution to national development.

The Youth programme is designed to ensure that all young Guyanese are empowered, through interactive programmes, to enhance skills and develop attitudes so as to make meaningful contributions to national development.

The Sports programme is designed to ensure that all Guyanese are provided with opportunities to participate in sporting activities and programmes thereby channeling creative energies, abilities and talent to contribute meaningfully to national development.

Youth Entrepreneurial Skills Training programme is designed to develop the entrepreneurial talents of youth enabling a contribution to national development.

MINISTRY OF CULTURE, YOUTH AND SPORTS

PROGRAMME: MINISTRY ADMINISTRATION

OBJECTIVE:

To ensure effective and efficient management and co-ordination of human, financial and material resources necessary for the successful implementation and administration of the Ministry's programmes.

SUB-PROGRAMME:

- Main Office

KEY RESPONSIBILITIES:

- Provide and maintain record keeping;
- Facilitate the development of human resource capabilities through the implementation of policy and the provision of learning opportunities;
- Provide effective and efficient administration, finance and personnel services;
- Co-ordinate the formulation, development and implementation of cultural, youth and sport policies and plans;
- Promote the Ministry's Programmes and Plan to other agencies and the general public;
- Develop international and domestic linkages with cultural, youth and sports organisations.

KEY RESULTS:

- Updated records, timely access to files, and improved administration;
- Accountability for financial resources and timely submission of budget;
- Educated and competent staff;
- Pleasant working environment;
- Comprehensive Ministry policy;
- Greater linkages with international and domestic organisations.

MINISTRY OF CULTURE, YOUTH AND SPORTS

PROGRAMME: CULTURE

OBJECTIVE:

- To ensure that Guyanese of every walk of life are provided opportunities to both learn of and actively participate in the visual and performing arts.
- To preserve and conserve our national heritage.

SUB-PROGRAMME:

- Programme Administration
- Visual and Performing Arts
- Preservation and Conservation
- Community Development Projects

KEY RESPONSIBILITIES:

- Develop and implement policies relating to cultural development;
- Encourage the growth of cultural activities through training and promotion;
- Create an environment for the understanding, appreciation and tolerance of the various cultures;
- Preserve buildings, monuments, artifacts and documents;
- Provide exposure for culturally talented persons.

KEY RESULTS:

- Existence of a National Policy and Legislation on culture;
- Greater appreciation and tolerance of the various cultures;
- Awareness of the contributions of cultural activities towards economic growth;
- Cultural presentations and exhibitions;
- Record and preserve national historical documents;
- Awareness of historical legacy.

MINISTRY OF CULTURE, YOUTH AND SPORTS

PROGRAMME: YOUTH

OBJECTIVE:

To ensure that young Guyanese are empowered through interactive programmes designed to enhance skills and develop abilities so as to make meaningful contribution to national development.

SUB-PROGRAMME

- Youth Services

KEY RESPONSIBILITIES:

- Develop/modify and implement policies relating to the development and empowerment of youths;
- Encourage youth development through vocational and other skill areas and improve access to opportunities to find sustainable options in life;
- Provide exposure through outreach and youth exchange programmes;
- Create an environment in which youths are given the opportunity to make contributions to policies affecting them;
- Strengthen co-ordination at the inter-agency level and facilitate further collaboration between public and private sectors, NGOs, and communities.

KEY RESULTS:

- Existence of a new and more responsive policy for youth development;
- Reduction of youth unemployment;
- Increase/ heightened awareness of how youths live, relate to each other and solve problems, in various parts of the country and overseas and how to ameliorate these problems;
- Recognition and appreciation of the contribution of youth activities to all facets of life in the social and economic development of Guyana;
- Measurable increase in the public – private – NGO – community partnership.

MINISTRY OF CULTURE, YOUTH AND SPORTS

PROGRAMME: SPORTS

OBJECTIVE:

To ensure that all Guyanese are provided with opportunities to participate in sporting activities/programmes thereby channeling energies, abilities and talents to contribute meaningfully to national development.

SUB-PROGRAMME:

- Sports

KEY RESPONSIBILITIES:

- Develop, modify and implement policies relating to the development and administration of sports;
- Develop a spirit of competitiveness and keen sportsmanship through competition both locally and overseas;
- Encourage the development of interest in various sporting disciplines through training (both practical and theoretical).

KEY RESULTS:

- Greater linkages at the community level to encourage the development of sports as a way of life;
- Existence of a new and more responsive policy for the development of sports in Guyana;
- Greater understanding and appreciation of various sporting disciplines through varied exposure;
- Awareness of the contribution of sporting activities towards social and cultural growth;
- Hosting of competitions for various sporting disciplines.

MINISTRY OF CULTURE, YOUTH AND SPORTS

PROGRAMME: YOUTH ENTREPRENEURIAL SKILLS TRAINING

OBJECTIVES:

- To promote the development of a skilled cadre of young Guyanese entrepreneurs.
- To ensure that they are provided with opportunities for successful business and skill development.

SUB-PROGRAMME:

- Youth Entrepreneurial Skills Training

KEY RESPONSIBILITIES:

- Formulate policies for youth entrepreneurship;
- Plan and execute training for potential and existing young entrepreneurs;
- Conduct vocational and remedial skills training;
- Conduct staff development training;
- Manage efficiently the physical, financial and human resources of the programme;
- Act as custodian for wards of the Court.

KEY RESULTS:

- More qualified and trained young managers in successful ventures;
- Increased number of businesses owned and operated by youths;
- Cheap and accessible credit is available;
- Business expansion and increased output.

Programme Outlines

45 - Ministry of Housing and Water

Programme	Sub Programme	Activity
451 Housing and Water		
45101	Main Office	
		4510101 Office of the Minister
		4510102 Office of the Parliamentary Secretary
		4510103 Office of the Permanent Secretary
		4510104 Support Services
45102	Settlement Development & Water Resource Management	
		4510201 Guyana Water Inc
		4510202 Central Housing and Planning Authority
45103	Regulation and Planning	
		4510301 Auditing
		4510302 Enforcement and Investigation
		4510303 Monitoring

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AGENCY 45 – MINISTRY OF HOUSING AND WATER

Minister
Honourable Shaik Baksh

Permanent Secretary
Ms. C. Moore

Mission Statement

To formulate policies in the Human Settlement and Water sectors and to monitor the implementation of projects and programmes designed to satisfy the housing and water needs of the population.

The Ministry addresses its mission through one programme area: Housing and Water.

Housing and Water will provide Settlements Development, Water Resource Management and Regulation and Planning, as well as leadership and policy support to the housing and water sectors through which projects and programmes will be implemented.

MINISTRY OF HOUSING AND WATER

PROGRAMME: HOUSING AND WATER

OBJECTIVE:

To provide leadership in the Housing and Water Sectors and ensure the existence of relevant mechanisms and processes to achieve the Ministry's mission.

SUB-PROGRAMMES:

- Main Office
- Settlement Development and Water Resources Management
- Regulation and Planning

KEY RESPONSIBILITIES:

- Maintain the implementation and organisation of sector strategies and ensure a coordinated approach by all stakeholders towards the achievement of sector goals and strategies;
- Ensure that policies and activities of all programmes reflect the Ministry's mission;
- Advise Cabinet and recommend decisions to be taken regarding Housing and Water Sector policies inclusive of legislation;
- Ensure the optimal and effective utilisation of the Ministry's human, financial and physical resources.

KEY RESULTS:

- Structured and planned approach towards the achievement of sector goals;
- Informed Cabinet decisions on Housing and Water policies;
- Efficient and effective utilisation of resources;
- High level of project implementation and monitoring in the two sectors.

Programme Outlines

46 - Georgetown Public Hospital Corporation

Programme	SubProgramme	Activity
461 Public Hospital		
46101	Administration	4610101 Administration 4610102 Dietary 4610103 Human Resources
46102	Facilities	4610201 Maintenance 4610202 Biomedical 4610203 Plant and Equipment 4610204 General Services
46103	Medical Services	4610301 Medical and Professional Services 4610302 Nursing Services 4610303 Diagnostic Services 4610304 Clinics

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AGENCY 46 – GEORGETOWN PUBLIC HOSPITAL CORPORATION

Minister
Honourable Dr. Leslie Ramsammy

Chief Executive Officer
Mr. M. Khan

Mission Statement

To provide a comprehensive range of quality health care services in an efficient, effective, equitable and caring manner with teaching and research activities designed to ensure excellence in patient care, education and research.

The Corporation's mission would be addressed through the co-ordinated effort of its sub-programmes: Administration, Facilities and Medical Services.

GEORGETOWN PUBLIC HOSPITAL CORPORATION

PROGRAMME: Public Hospital

OBJECTIVE:

To provide the best possible medical, nursing and other appropriate care to all persons referred to the Georgetown Hospital, in an efficient and effective manner.

SCOPE:

The Public Hospital Georgetown (PHG) employs 1,200 staff and treats approximately 17,000 inpatients and approximately 140,000 outpatients annually.

KEY RESPONSIBILITIES:

- Ensure effective and efficient co-ordination and management of human, financial and physical resources necessary for the successful operations of the Hospital;
- Ensure that the financial administration of the PHG is carried out in accordance with the Financial Administration and Audit Act, the Financial Regulations, Central Agencies circular instructions and the Public Corporations Act;
- Ensure fairness and equity for all staff by providing guidance and advice to management on all aspects of personnel policy, practice and procedures;
- Ensure, in collaboration with other health care providers, that safe, effective and adequate medications are maintained in the Hospital at all times, for use by in and out patients;
- Ensure that support services at PHG are always available and of the highest quality;
- Ensure hospital buildings and equipment function properly and safely;
- Efficiently provide technical support service in the repair and planned preventative maintenance of medical equipment at the Hospital;
- Ensure the effective planning, organisation, implementation, and evaluation of all Management Health Information Systems (HIS);
- Ensure that the quality of medical and nursing care provided at the Georgetown Hospital is in accordance with accepted clinical standards;
- Ensure proper diagnosis, management and surveillance of diseases by providing accurate, timely and efficient laboratory services;
- Establish standards and measure the performance of staff members and departments;
- Ensure that training received by all staff is of a high standard;
- Continue to provide the services expected of the National Referral Hospital;
- Continue to develop additional laboratory services in such areas as thyroids, biopsy, immunology test, medogy and endocrinology.

KEY RESULTS:

- A high standard of medical, professional and nursing care;
- Efficient utilisation of, and accounting for available resources;
- Highly trained and competent staff;
- Multi-Year Operational Plans and policy guidelines and protocols for all sub-programmes;
- Prudent fiscal/financial management;
- Efficient and adequate support services;
- Sufficient drugs in the hospital;
- Greater team spirit and teamwork;
- Improved and wider range of laboratory services.

Programme Outlines

47 - Ministry of Health

Programme	Sub Programme	Activity
471 Ministry Administration		
47101	Main Office	4710101 Office of the Minister 4710102 Office of the Permanent Secretary 4710103 Office of the Chief Medical Officer 4710104 Food and Drug Administration 4710105 Office of the Principal Nursing Officer
47102	Budgeting and Finance	4710201 Budgeting, Finance, Accounting and Audit 4710202 Central Supply Unit
47103	Personnel	4710301 Personnel
47104	General Administration	4710401 Administration 4710402 Procurement Unit
47105	Health Planning	4710501 Health Planning
472 Diseases Control		
47201	Administration	4720101 Administration 4720102 Port Health
47202	Vector Control	4720201 Malaria 4720202 Filaria 4720203 Dengue 4720204 Tropical Disease Laboratory 4720205 Entomology/Parasitology
47203	Chest Diseases/Tuberculosis	4720301 Chest Diseases/Tuberculosis
47204	Hansens Disease	4720401 Hansens Disease
47205	STDs/HIV/AIDS	4720501 STDs/HIV/AIDS
47206	Epidemiology & Health Statistics	4720601 Epidemiology & Health Statistics
47207	Veterinary Public Health	4720701 Veterinary Public Health
47208	Chronic Diseases	4720801 Chronic Diseases

Programme Outlines

47 - Ministry of Health

Programme	SubProgramme	Activity
473 Primary Health Care Services		
47301	Administration	4730101 Administration
47302	Maternal and Child Health	4730201 Maternal and Child Health Services
		4730202 Expanded Programme on Immunisation (EPI)
47303	Food and Nutrition	4730301 Nutrition Surveillance
		4730302 Nutrition Education
		4730303 Breast Feeding Education
		4730304 Anaemia Education
47304	Dental Health Services	4730401 Dental Health Services
47305	Environmental Health	4730501 Environmental Health
474 Regional and Clinical Services		
47401	Regional and District Health Centres and Hospitals	4740101 Regional and District Health Centres and Hospitals

Programme Outlines

47 - Ministry of Health

Programme	SubProgramme	Activity
475 Health Sciences Education		
47501	Health Education and Promotion	4750101 Health Education and Promotion 4750102 Drug Education/Rehabilitation
47502	Technical and Clinical Training Programmes	4750201 Administration 4750202 Community Health Workers Training Programme 4750203 Multi-Purpose Technician Training Programme 4750204 Pharmacy Assistant Training Programme 4750205 Environmental Health Assistant Training Programme 4750206 Dentex Training Programme 4750207 Medex Training Programme 4750208 Rehabilitation Assistant Training Programme 4750209 Laboratory Technician Training Programme 4750210 X - Ray Technician Training Program
47503	Nurses Training	4750301 General Nurses Training Programme 4750302 Public Health Nurses Training Programme 4750303 Psychiatric Nurses Training Programme 4750304 Anaesthetic Nurses Training Programme 4750305 Rural Midwifery Training
47504	Health Learning Materials	4750401 Health Learning Materials
476 Standards and Technical Services		
47601	Standards for Clinical and Other Services	4760101 Administration and Public and Private Health Care 4760102 Quality Assurance and Management
47602	Support Services	4760201 National Blood Transfusion Service 4760202 Regional Support Service 4760203 Government Pharmacy Service

Programme Outlines

47 - Ministry of Health

Programme	Sub Programme	Activity
477 Rehabilitation Services		
47701	Administration	4770101 Administration
47702	Rehabilitation Services	4770201 Regional Physiotherapy
		4770202 Occupational Therapy
		4770203 Speech Therapy
		4770204 Audiology
47703	Cheshire Home	4770301 Cheshire Home
47704	National Vocational Training Center for Persons with Disabilities	4770401 National Vocational Training Center for Persons with Disabilities

AGENCY 47 - MINISTRY OF HEALTH

Minister

Honourable Dr. Leslie Ramsammy

Permanent Secretary

Ms. S. Roopnauth

Mission Statement

To improve the physical, social and mental health status of all Guyanese by ensuring that health services are as accessible, acceptable, affordable, timely and appropriate as possible given available resources and enhancing the effectiveness of health personnel through continuing education, training and management systems.

The Ministry's Mission is addressed through seven programme areas: Ministry Administration, Disease Control, Primary Health Care Services, Regional and Clinical Services, Health Sciences Education, Standards and Technical Services and Rehabilitation Services.

Ministry Administration is responsible for co-ordinating and managing efficiently the available human, financial and physical resources critical to the successful administration of the Ministry's operations.

Disease Control provides disease surveillance and prevention activities at the regional and national levels and manages the communicable, non-communicable and chronic diseases services.

Primary Health Care Services remains the cornerstone of the Ministry's strategy to assure the Guyanese public of accessible, technically competent and socially acceptable health care.

Regional and Clinical Services co-ordinates technical and other resource inputs and support to the Health Departments of the Administrative Regions from the Central Ministry of Health.

Health Sciences Education provides educational support for all the health training programmes and co-ordinates the planning and implementation of nursing and other clinical training programmes.

Standards and Technical Services establishes, co-ordinates, monitors and evaluates the implementation of norms and standards within which all the components of the health care delivery system (both private and public institutions) must operate.

Rehabilitation Services provides a wide range of services to persons with impairments and disabilities and is aimed at enabling them to achieve an optimum level of functioning, thus affording them the means to acquire a greater level of independence.

MINISTRY OF HEALTH

PROGRAMME: Ministry Administration

OBJECTIVE:

To ensure effective and efficient co-ordination and management of human, financial and physical resources necessary for the successful administration of the Ministry's operations.

SUB-PROGRAMMES:

- Main Office
- Budgeting and Finance
- Personnel
- General Administration
- Health Planning

KEY RESPONSIBILITIES:

- Facilitate the development of human resource capabilities, through the implementation of policy and the provision of training opportunities;
- Provide effective and efficient administrative, finance and personnel services;
- Co-ordinate the development and implementation of health, finance and administration policies and plans;
- Facilitate the development, co-ordination and integration of regional health plans and programmes with central Health policies, plans and programmes;
- Collect and analyse data on the health care sector;
- Co-ordinate the Ministry's annual estimates development and allocation process, and ensure the existence and functioning of appropriate in-year monitoring mechanisms to report on programme performance;
- Ensure that the Ministry's finance, accounting and administrative functions adhere to the prescribed Public Service regulations, rules and circulars;
- Provide support services critical to the Ministry's successful operations.

KEY RESULTS:

- Efficient administration of available resources;
- Highly trained and competent staff;
- Existence of Multi-Year Operational Plans and policy guidelines for all programme areas;
- Prudent fiscal/financial management;
- Efficient and adequate support services.

MINISTRY OF HEALTH

PROGRAMME: Disease Control

OBJECTIVE:

To ensure the effective and efficient surveillance, prevention, management and control of communicable, non-communicable and chronic diseases through intersectoral and international collaboration.

SUB-PROGRAMMES:

- Administration
- Vector Control
- Chest Diseases/Tuberculosis
- Hansen's Disease
- STDs/HIV/AIDS
- Epidemiology and Health Statistics
- Veterinary Public Health
- Chronic Diseases

KEY RESPONSIBILITIES:

- Plan, develop, implement and evaluate prevention and control programmes for communicable, non-communicable diseases and chronic diseases;
- Plan, develop, implement and evaluate surveillance activities for communicable, non-communicable and chronic diseases;
- In collaboration with senior managers, identify and plan for training needs of Programme staff;
- Co-ordination of donor input into sub-programmes to ensure best possible value for money;
- Initiate and participate in research activities and special investigations to identify problems in target populations;
- Identify training needs for unit managers and other key staff of the programmes;
- Promote and co-ordinate a programmatic integrated approach to tackling communicable, non-communicable and chronic diseases.

KEY RESULTS:

- Well co-ordinated, effective and efficient programmes;
- Reduced incidence and prevalence of communicable, non-communicable and chronic diseases;
- Improved coverage, quality and timeliness of reporting data and summary reports;
- Improved analytic capability and more informed decision making;
- Well trained staff;
- Reduced duplication and more efficient allocation of donor resources;
- Harmonisation of national policies with regional and international policy;
- Generation of reports based on research and special investigations of target populations.

MINISTRY OF HEALTH

PROGRAMME: Primary Health Care Services

OBJECTIVE:

To ensure the Guyanese public have access to equitable, accessible, technically competent and socially acceptable primary health care.

SUB-PROGRAMMES:

- Administration
- Maternal and Child Health
- Food and Nutrition
- Dental Health Services
- Environmental Health

KEY RESPONSIBILITIES:

- Provide quality health care to the women and children of Guyana, including family planning;
- Assess nutritional needs and status at the national level and develop, implement, monitor and evaluate food and nutrition policies, plans and programmes;
- Improve the oral health status of the nation through the provision of quality preventative, curative and rehabilitative oral health services;
- Improve and monitor the general environmental conditions which impact on the health status of the population, including water supply, disposal of solid waste, agricultural and industrial pollution, food safety and the control of breeding places for vermin;
- Improve the control of infectious diseases;
- Provide primary curative care;
- Provide primary rehabilitative care;
- Ensure adequate medical supplies.

KEY RESULTS:

- Community involvement in health care issues;
- Women and infants receive optimal care during the prenatal, perinatal and postnatal periods;
- Morbidity and mortality rates are reduced;
- Improved practices and status of nutrition and food preparation;
- Increase among school age population and other identified vulnerable groups receiving prophylactic services annually;
- All clinics have optimal levels of equipment, instruments and supplies at all times;
- A clean, safe and healthy environment through proper and efficient disposal of solid waste which will alleviate breeding places for rodents, insects and vermin which transmit disease;
- Public health standards are set, evaluated and implemented.

MINISTRY OF HEALTH

PROGRAMME: **Regional and Clinical Services**

OBJECTIVE:

To ensure that adequate and appropriate health care is made available to all the people of Guyana regardless of their geographic location.

SUB-PROGRAMMES:

- Regional and District Health Centres and Hospitals

SCOPE:

The Regional and District Health Centres and Hospitals Support plays a co-ordinating and support role in all 10 regions of Guyana, including 22 District Hospitals, 70 Health Centres, 4 Regional Hospitals, 32 Health Posts and one Psychiatric Hospital.

KEY RESPONSIBILITIES:

- Oversee and co-ordinate the functioning of all Regional Health Officers;
- Support the Regional Health Service in provision of quality care for the residents;
- Assist in provision of specialist health care services to regions as deemed necessary;
- Provide for the medical transfer of patients to the Public Hospital Georgetown when service is not available in their location;
- Ensure adequate staffing of regional hospitals and health centers.

KEY RESULTS:

- Medical Norms, Standards and Protocols are upheld at the regional level;
- Quality Health Care is provided for all residents of Guyana;
- Specialist services are provided for persons at the regional level;
- Medical transfer of critical patients is done in an efficient and timely manner;
- Adequate staffing of all regional health facilities.

MINISTRY OF HEALTH

PROGRAMME: Health Sciences Education

OBJECTIVE:

To provide educational support to all health and medical programme activities, including planning and implementing interventions, training of health workers and communities in educational methodology, design and development of educational materials and research into the social and behavioural factors that contribute to health problems.

SUB-PROGRAMMES:

- Health Education and Promotion
- General Technical and Clinical Training Programmes
- Nurses Training
- Health Learning Materials

KEY RESPONSIBILITIES:

- Facilitate the development of health education intervention in all training and health programmes (e.g. disease control, primary health);
- Provide Health Education input to basic, professional and continuing educational programmes through regional health teams;
- Work with students and teachers to provide school health education and to enable teachers to continue the education process;
- Co-ordinate technical training of nurses through nurses training schools, and all non-university health training courses;
- Provide input into university based courses and review the curriculum and job descriptions of nurses and other categories;
- Ensure the licensing/registration of new programmes (community health workers, multi-purpose technicians);
- Consult with practitioners in the health sector regarding training materials, including an annual needs assessment, production of materials, identifying target groups and training use, and training health workers to use the materials;
- Conducting qualitative research for the health sector in terms of determining causes of disease and the need for training, including working with communities;
- Develop plans for partial cost recovery for health learning materials;
- Establish and maintain an effective Learning Resource Centre.

KEY RESULTS:

- Ensure that each medical programme/activity includes a health education component;
- Adequate number of people trained, and evaluation of people trained in the field;
- High-quality, relevant materials produced.

MINISTRY OF HEALTH

PROGRAMME: Standards and Technical Services

OBJECTIVE:

To establish, implement, monitor and evaluate norms and standards within which all components of the health care system must function.

SUB-PROGRAMMES:

- Standards for Clinical and Other Services
- Support Services

KEY RESPONSIBILITIES:

- Consult with the heads of the technical services and the heads of programmes for the definition and establishment of acceptable health care norms and standards;
- Establish reporting schedules that enable a continuous monitoring and enforcement of the agreed norms and standards in all institutions (public and private) that provide direct and indirect health services;
- Identify and ensure that the technical, managerial and administrative support necessary for meeting the established norms and standards at all levels of the health care delivery system are provided;
- Maintain close contacts/liaison with the heads of all technical services and programmes in order to provide guidance to those offices and to advise the Chief Medical Officer of relevant issues in those agencies.

KEY RESULTS:

- Minimum standards of care to be achieved in all technical health units and disciplines for use in the private and public sectors;
- Efficient and effective technical services offering good value for money;
- Comprehensive plans that forecast the educational, training and technical requirements of the units and disciplines;
- Ensure that technical, educational and training expertise is available from within the Ministry and from external sources.

MINISTRY OF HEALTH

PROGRAMME: Rehabilitation Services

OBJECTIVE:

To provide on a national level a wide range of rehabilitation services for persons with impairments and disabilities, aimed at enabling them to achieve an optimum level of functioning (physical, cognitive, social and emotional), thus affording them the means to change their lives towards acquiring a greater level of independence.

SUB-PROGRAMMES:

- Administration
- Rehabilitation Services
- Cheshire Home
- National Vocational Training Center for Persons with Disabilities

KEY RESPONSIBILITIES:

- Provide a range of rehabilitative services in response to demand from persons with impairments and disabilities;
- Facilitate programme managers applying the team approach in designing policies and programmes for the respective disciplines;
- Ensure effective and efficient service delivery at all levels by provision of adequate human, financial and material resources (trained staff, properly maintained and functioning equipment);
- For each sub-programme, provide community-based rehabilitation to widen coverage of rehabilitation services and to facilitate clients remaining in their homes and communities, thus minimising the need for costly institution-based rehabilitation and re-integration;
- Ensure efficient supervision and accountability for all related rehabilitation facilities of a semi-autonomous nature;
- Provide vocational rehabilitation, counseling and training.

KEY RESULTS:

- Appropriately designed policies and programmes in all areas of rehabilitation services (e.g. speech therapy, occupational therapy, physiotherapy, audiology, vocational rehabilitation);
- High quality rehabilitation services with increased access by persons with impairments and disabilities in urban and rural areas;
- Adequate numbers of trained staff at various levels of service delivery providing efficient and effective rehabilitation;
- Adequately equipped rehabilitation units and centers and effective community-based programmes;
- Greater level of independence and involvement of persons with disability in family and community life;
- Opportunities for skilled persons with disabilities to contribute to labour market and ultimately the development of the country;
- Efficient functioning of related rehabilitation agencies (e.g. National Commission on Disability and the Ptolemy Reid Rehabilitation Center).

Programme Outlines

48 - Ministry of Labour, Human Services and Social Security

Programme	SubProgramme	Activity
481 Ministry Administration		
48101	Main Office	4810101 Office of the Minister 4810102 Office of the Permanent Secretary
48102	General Administration	4810201 Administration 4810202 Central Registry
48103	Budgeting and Finance	4810301 Budgeting and Finance Secretariat 4810302 Central Accounting 4810303 Field Audit 4810304 Stores
48104	Human Resources	4810401 Human Resources
482 Social Services		
48201	Director of Social Services	4820101 Administration 4820102 Registry
48202	Social Security and Senior Citizens' Services	4820201 Social Security and Senior Citizens' Services
48203	Probation and Family Welfare Services	4820301 Probation and Family Welfare Services
48204	Women's Affairs Bureau	4820401 Women's Affairs Bureau
48205	Cooperatives	4820501 Cooperatives
48206	Palms Geriatric Facility	4820601 Palms Geriatric Facility
48207	Mahaica Hospital Unit	4820701 Mahaica Hospital Unit
483 Labour Administration		
48301	Administration	4830101 General Administration 4830102 Statistical Services
48302	Industrial Relation	4830201 Labour Relations
48303	Recruitment and Placement	4830301 Recruitment and Placement
48304	Occupational Safety and Health	4830401 Occupational Health and Safety



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AGENCY 48 - MINISTRY OF LABOUR, HUMAN SERVICES AND SOCIAL SECURITY

Minister

Honourable Dr. Dale Bisnauth

Minister in the Ministry

Honourable Bibi Shadick

Permanent Secretary

Mr. P. Kandhi

Mission Statement

To contribute to economic and social development by maintaining a stable industrial relations climate, formulating policies and providing integrated employment, training, social and welfare services.

The Ministry addresses its mission through three programme areas: Ministry Administration, Social Services and Labour Administration.

Ministry Administration is responsible for coordinating and managing efficiently the available human, financial and physical resources critical to the successful administration of Ministry operations.

Social Services strive to enhance both social and economic circumstances and opportunities of all Guyanese through the provision of an array of services, which address the needs of all.

Labour Administration strives to maintain and improve industrial relations, working conditions and the working environment and places individuals seeking jobs in suitable employment in addition to providing career advice, guidance and counselling.

MINISTRY OF LABOUR, HUMAN SERVICES AND SOCIAL SECURITY

PROGRAMME: Ministry Administration

OBJECTIVE:

To co-ordinate the work programme of the Ministry, and to ensure that services and resources are used efficiently and effectively.

SUB-PROGRAMME:

- Main Office
- General Administration
- Budgeting and Finance
- Human Resources

KEY RESPONSIBILITIES:

- Co-ordinate the work programmes of all divisions in the Ministry;
- Provide effective personnel and accounting services;
- Provide typing and records management services;
- Prepare the Ministry's Annual Budget and Report;
- Identify and acquire necessary equipment and material to sustain optimum levels of output;
- Provide proper maintenance and care to buildings, equipment and surroundings;
- Produce accurate administration reports and correspondence.

KEY RESULTS:

- Effective pursuit of the Ministry's mission and sector strategies;
- Smooth and effective management of Ministry's human and financial resources;
- Adequate and effective staff for management and specialist divisions;
- Accurate and easily accessible records to facilitate operations and planning;
- Timely and accurate preparation/presentation of Annual Budget and Report;
- Material needs are ascertained and funding is identified and allocated;
- Equipment failure is minimized, and general surroundings are operative, functional and aesthetically pleasing;
- Ministry's output is of the highest professional standard.

MINISTRY OF LABOUR HUMAN SERVICES AND SOCIAL SECURITY

PROGRAMME: Social Services

OBJECTIVE:

To promote the social welfare of all Guyanese by providing social, economic and medical services to the citizens of Guyana.

SUB-PROGRAMMES:

- Director of Social Services
- Social Security and Senior Citizens' Services
- Probation and Family Welfare Services
- Women's Affairs Bureau
- Cooperatives
- Palms Geriatric Facility
- Mahaica Hospital Unit

KEY RESPONSIBILITIES:

- Monitor and coordinate the activities of the social services portfolio;
- Raise the standard of living of all Guyanese through the provision of non-contributory financial assistance;
- Provide services for the protection of Guyanese society from crime and delinquency;
- Monitor, regulate and assist in the expansion of Cooperatives and Friendly Societies;
- Provide guidance and assistance to children and youth;
- Strive towards the removal of all discrimination against women;
- Improve the living standards and status of senior citizens through the provision of welfare, advice and regulatory services;
- Provide free medical and nursing care to patients afflicted with Hansen's Disease and abandoned children;
- Provide geriatric care to needy elderly and indigent Guyanese.

KEY RESULTS:

- Coordinate an effective approach to social services policies and programmes;
- A minimum standard of living is available to all Guyanese;
- Services for the protection of Guyanese society from crime and delinquency;
- A co-operative movement which is vibrant, financially viable and accountable;
- Informed children with improved self-esteem, confidence and an opportunity for a better life;
- Allow women to participate equally in society and achieve their full potential;
- Enhanced quality of life for senior citizens;
- Medical services for Hansen's Disease patients and destitute children;
- Quality care for needy elderly Guyanese.

MINISTRY OF LABOUR, HUMAN SERVICES AND SOCIAL SECURITY

PROGRAMME: Labour Administration

OBJECTIVE:

To improve and maintain industrial relations, working conditions and the working environment, to place individuals seeking jobs in suitable employment, and to provide career guidance and counselling.

SUB-PROGRAMMES:

- Administration
- Industrial Relations
- Recruitment and Placement
- Occupational Safety and Health

KEY RESPONSIBILITIES:

- Ensure industrial peace in order to further economic development;
- Assist in implementing government policy on all labour, or labour related issues;
- Promote the establishment of workplace safety and health committees;
- Initiate public awareness programmes on occupational safety and health;
- Undertake inspections of workplaces;
- Review safety and health regulations;
- Enact legislation on occupational safety and health;
- Establish and implement safety standards and a chemical safety programme;
- Register factories and record steam boiler inspection certification;
- Register all individuals seeking employment through the division;
- Provide advice and career guidance and counseling to employment seekers.

KEY RESULTS:

- Minimize conflict through industrial stability;
- Consistent policy implementation and legal interpretation;
- High risk industries, occupations and workplaces are identified;
- Increased awareness of and concern for occupational safety and health in the work place and among the general population;
- Safety and health policies and programmes are established in the workplace;
- Identification of regulations that require updating;
- Legislation is enacted to cover and protect all workers;
- Provision of a safe system for the handling, transportation and disposing of chemicals;
- Facilitate the implementation of the Steam Boiler Regulation Act;
- Inspected and registered steam boilers and factories meet required standards;
- Efficient and effective matching of jobs and unemployed individuals;
- Unemployed individuals acquire skills necessary for their employment search.

Programme Outlines
 81 - Ministry of Home Affairs

811000	General Services	
811001	Office of the Minister and Permanent Secretary	
811002	General Administration	
811003	Immigration and Border Control	
811004	Prison Services	
811005	Research and Planning	
811006	Human Resources	
811007	Public Safety	
811008	Public Health	
811009	Public Works	
811010	Public Transport	
811011	Public Utilities	
811012	Public Works	
811013	Public Works	
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811100	Public Works	

Public Safety Sector

Programme Outlines

51 - Ministry of Home Affairs

Programme	SubProgramme	Activity
511 Secretariat Services		
51101	Office of the Minister and Permanent Secretary	5110101 <i>Office of the Minister and Permanent Secretary</i>
51102	General Administration	5110201 <i>Administration</i> 5110202 <i>Central Registry</i> 5110203 <i>Stores</i>
51103	Budgeting and Financing	5110301 <i>Budget and Finance</i> 5110302 <i>Accounts</i> 5110303 <i>Field Audit</i>
51104	Human Resources	5110401 <i>Personnel Policy</i> 5110402 <i>Personnel Administration</i>
51105	Research and Planning	5110501 <i>Research and Planning</i>
51106	Security Division	5110601 <i>Immigration Support Services</i> 5110602 <i>Public Sector Security</i> 5110603 <i>Inspectorate</i>
51107	Parole Board	5110701 <i>Parole Board</i>

Programme Outlines

51 - Ministry of Home Affairs

Programme	SubProgramme	Activity
512 Guyana Police Force		
51201	Main Office	5120101 Office of the Commissioner 5120102 Advisory Committees 5120103 Department of Development 5120104 Public Relations 5120105 Office of Professional Responsibilities
51202	General Administration	5120201 Administration 5120202 Band 5120203 Sports
51203	Human Resource Development	5120301 Personnel 5120302 Training and Recruitment 5120303 Welfare
51204	Budgeting and Finance	5120401 Budget and Finance 5120402 Accounting 5120403 Stores 5120404 Construction and Maintenance 5120405 Messes and Bars
51205	Operations	5120501 Administration 5120502 Traffic 5120503 Land and Water Transport 5120504 Communications Branch 5120505 Tactical Services Unit 5120506 Mounted Branch 5120507 Canine Branch 5120508 Force Control

Programme Outlines

51 - Ministry of Home Affairs

Programme	SubProgramme	Activity
512 Guyana Police Force		
51206	Criminal Investigations Department	5120601 Administration 5120602 General Investigations 5120603 Prevention 5120604 Intelligence 5120605 Crime Lab 5120606 Records 5120607 Juvenile 5120608 Narcotics 5120609 Homicide 5120610 Fraud 5120611 Court Security
51207	Immigration	5120701 Administration 5120702 Boarding 5120703 Passport 5120704 Recruitment
51208	Auxiliaries	5120801 Auxiliaries
51209	National Security	5120901 Administration 5120902 Recruitment 5120903 Field Operation

Programme Outlines

51 - Ministry of Home Affairs

Programme	SubProgramme	Activity
513 Guyana Prison Service		
51301	General Administration	5130101 Office of the DP and PC
51302	Human Resources Development	5130201 Human Resources Development
		5130202 Stores
51303	Budgeting and Finance	5130301 Budget and Finance
		5130302 Stores
51304	Georgetown Prison	5130401 Administration
		5130402 Operations
		5130403 Prisoners Welfare
51305	New Amsterdam Prison	5130501 Administration
		5130502 Operations
		5130503 Prisoners Welfare
		5130504 Agricultural Development
51306	Mazaruni Prison	5130601 Administration
		5130602 Operations
		5130603 Prisoners Welfare
		5130604 Agricultural Development
51307	Sibley Hall Prison	5130701 Administration
		5130702 Operations
		5130703 Prisoners Welfare
		5130704 Agricultural Development
51308	Lusignan Prison	5130801 Administration
		5130802 Operations
		5130803 Prisoners Welfare
		5130804 Agricultural Development
51309	Timehri Prison	5130901 Administration
		5130902 Operations
		5130903 Prisoners Welfare
		5130904 Agricultural Development

Programme Outlines

51 - Ministry of Home Affairs

Programme	SubProgramme	Activity
514 Police Complaints Authority		
51401	Police Complaints Authority	5140101 Police Complaints Authority
515 Guyana Fire Service		
51501	General Administration	5150101 Office of the CFO and DCFO 5150102 Registry
51502	Budgeting and Finance	5150201 Administration 5150202 Budget and Finance 5150203 Stores
51503	Human Resources Development	5150301 Personnel and Welfare 5150302 Training
51504	Operations	5150401 Administration 5150402 Fire Fighting and Special Services 5150403 Workshop
51505	Prevention	5150501 Administration 5150502 Public Education 5150503 Inspections and Investigations 5150504 Licences and Safety Certificates 5150505 Processing of Plans
516 General Register Office		
51601	General Administration	5160101 Office of the General Registrar 5160102 Administration
51602	Operations	5160201 Administration 5160202 Receipt and Dispatch 5160203 Search 5160204 Transcription
51603	Preservation of Records	5160301 Preservation of Records

Minister
Honourable Ramesh Gajraj

Permanent Secretary
Mrs. A. Johnson

To formulate policies with respect to public order and safety and to evaluate the implementation of such policies while assisting in protecting and maintaining the social fabric of Guyana.

The Ministry will be mission by executing the following programmes:

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Guyana Police Force provides service and protection by preventing and detecting crime, maintaining law and order, controlling traffic, safeguarding property and preserving the peace.

Guyana Prison Service operates the prisons and detentions of persons committed to the prison, and engages them in educational and other social programmes.

Police Complaints Authority receives and investigates complaints against the Police Force and documents and action is taken.

Guyana Fire Service is responsible for extinguishing the fire and the staff in the prevention of fire and extinguishing fires so as to protect life and property.

General Register Office is responsible for maintaining the National Registers of Guyana.

AGENCY 51 - MINISTRY OF HOME AFFAIRS

Minister

Honourable Ronald Gajraj

Permanent Secretary

Ms. A. Johnson

Mission Statement

To formulate policies with respect to public order and safety and to evaluate the implementation of such policies while assisting in protecting and maintaining the social fabric of Guyana.

The Ministry fulfills its mission by executing the following six programmes:

Secretariat Services provides leadership, support and service to the other programmes by ensuring that mechanisms and processes are in place to achieve the Ministry's mission and objectives.

Guyana Police Force provides service and protection by preventing and detecting crime, maintaining law and order, controlling traffic, safeguarding property and preserving the peace.

Guyana Prison Service provides for the custody and retraining of persons committed to the prisons, and engages them in economic and other social programmes.

Police Complaints Authority ensures that complaints against the Police Force are documented and action is taken.

Guyana Fire Service is responsible for educating the public and its staff in the prevention of fires and extinguishing fires so as to protect life and property.

General Register Office is responsible for maintaining the National Registers of Guyana.

MINISTRY OF HOME AFFAIRS

PROGRAMME: **Secretariat Services**

OBJECTIVE:

To provide support and service to the constituent departments so as to enable the Ministry to fulfill its mission.

SUB-PROGRAMMES:

- Office of the Minister & Permanent Secretary
- General Administration
- Budgeting and Finance
- Human Resources
- Research and Planning
- Security Division
- Parole Board

KEY RESPONSIBILITIES:

- Ensure that the Ministry fulfills its responsibility as articulated by the Government;
- Ensure that all administrative matters relating to the Ministry of Home Affairs are addressed;
- Ensure compliance with the Financial Administration and Audit Act;
- Ensure proper and effective utilisation of human resources in order to achieve both the goals of the Ministry and the satisfaction and development of employees;
- Collect and analyse data on the general service sector, and assist in the derivation of policy, and co-ordinate the development and implementation of plans for the Ministry;
- Formulate, implement and monitor national security policies that provide for the safety and well-being of the State;
- Reintroduce prisoners who show signs of reformation into the community to serve part of their sentence under supervised release, under conditions, which protect society and simultaneously assist the prisoner to become a law-abiding citizen.

KEY RESULTS:

- The Ministry addresses its responsibilities through the constituent departments;
- All administrative matters within the purview of the Secretariat are addressed;
- All financial dealings are in compliance with the Act;
- Policies are developed for the Ministry;
- A well functioning Parole Board.

MINISTRY OF HOME AFFAIRS

PROGRAMME: Guyana Police Force

OBJECTIVE:

To provide service and protection by preventing and detecting crime, maintaining law and order, controlling traffic, safeguarding property and preserving the peace through the provision of the highest standards of professional police service with integrity and dedication, using our unique law enforcement power.

SUB-PROGRAMMES:

- Main Office
- General Administration
- Human Resource Development
- Budgeting & Finance
- Operations
- Criminal Investigation Department
- Immigration
- Auxiliaries
- National Security

KEY RESPONSIBILITIES:

- Ensure optimal and effective utilisation of financial, human and physical resources allocated to the Force;
- Provide support services for the smooth functioning of the Guyana Police Force;
- Develop the existing quality of human resources while attracting human resources to the Force, in order to ensure adequate human resource levels;
- Ensure that all the facilities are in place for the smooth functioning of the Operations Section of the Police Force;
- Prevent and investigate crimes;
- Address all aspects relating to Immigration and work permits;
- Ensure the security of the State.

KEY RESULTS:

- Efficient and effective utilisation of all resources allocated to the Police Force;
- Effective support services are provided;
- Reduction in the number of vacancies in the Police Force;
- Facilities are developed to enable efficiency in the Operations Section;
- Reduction in the crime rate;
- Immigration Policies developed at the Head Office are implemented;
- Security of State is preserved.

MINISTRY OF HOME AFFAIRS

PROGRAMME: Guyana Prison Service

OBJECTIVE:

To provide for the custody and retraining of persons committed to the prisons, and to engage in economic and other social programmes supportive of national objectives.

SUB-PROGRAMMES:

- General Administration
- Human Resources Development
- Budgeting & Finance
- Georgetown Prison
- New Amsterdam Prison
- Mazaruni Prison
- Sibley Hall Prison
- Lusignan Prison
- Timehri Prison

KEY RESPONSIBILITIES:

- Provide leadership and take managerial action to ensure the proper development of the prison system;
- Ensure that the prisoners' welfare is maintained;
- Ensure that the training and recruitment needs of the Guyana Prison Service are addressed;
- Ensure compliance with the Financial Administration and Audit Act;
- Ensure that all prisons are equipped with facilities for custody and retraining of persons committed to the prison.

KEY RESULTS:

- Plans are developed for the improvement of the prison system;
- The welfare of prisoners are addressed;
- Human resources needs of the Prison Service are addressed;
- Efficient use of the resources allocated to the Prison Service;
- Facilities are provided to ensure the development of persons in the prison system.

MINISTRY OF HOME AFFAIRS

PROGRAMME: Police Complaints Authority

OBJECTIVE:

To respond to complaints and supervise the investigation of certain serious crimes alleged to have been committed by members of the Police Force.

SUB-PROGRAMME:

- Police Complaints Authority

KEY RESPONSIBILITIES:

- Take complaints from members of the public against the Police;
- Assess complaints from members of the public and forward complaints to the Commissioner of Police;
- Ensure that there is evidence available regarding complaints;
- Supervise the investigation of certain serious crimes alleged to have been committed by members of the Police Force;
- Submit to the Director of Public Prosecutions reports of any investigations before criminal proceedings are initiated;
- Forward reports of investigation to the Minister and the Commissioner of Police;
- Prepare and submit annual report to the Minister;
- Receive reports from the Police regarding the investigation of complaints;
- Forward replies to the Commissioner and to complainants.

KEY RESULTS:

- All complaints are dispatched to the Commissioner of Police;
- Results of investigations are sent to the Minister and the Commissioner of Police;
- All complaints are investigated and a written report is provided by the Commissioner of Police;
- All complaints are documented and are dealt with efficiently;
- Director of Public Prosecutions receives reports from the Authority before criminal proceedings are initiated.

MINISTRY OF HOME AFFAIRS

PROGRAMME: Guyana Fire Service

OBJECTIVE:

To educate the public and staff in the prevention of fires and to extinguish fires so as to protect life and property.

SUB-PROGRAMMES:

- General Administration
- Budgeting and Finance
- Human Resources Development
- Operations
- Prevention

KEY RESPONSIBILITIES:

- Develop plans and systems for the effective management of the Guyana Fire Service;
- Ensure that adequate funds are procured and effectively managed in order to meet the requirements of the Fire Service;
- Ensure the proper and effective utilisation of human resources in order to achieve both the goals of the Fire Service and the Ministry of Home Affairs;
- Protect both the public and properties from the dangers of fire and from other emergencies;
- Ensure that fire prevention activities are conducted in a manner that maximises public safety.

KEY RESULTS:

- Systems are in place to enhance the management of the Service;
- Funding is available for all activities and is provided in a timely manner;
- Human resources are utilised effectively.
- Reduction in the number of fires and subsequent damages.

MINISTRY OF HOME AFFAIRS

PROGRAMME: **General Register Office**

OBJECTIVE:

To ensure the maintenance and security of the National Registers and Registration Forms of births, deaths and marriages of the Guyanese people and that members of the public are supplied with, upon request, extracts and other information on the entries recorded with minimum delay.

SUB-PROGRAMMES:

- General Administration
- Operations
- Preservation of Records

KEY RESPONSIBILITIES:

- Ensure that every member of the public receives a certified copy of birth, death or marriage extract upon application;
- Ensure that advantageous use is made of the services of the staff attached to the Office;
- Ensure that all records are well maintained and relevant statistics are available;
- Ensure the development of staff by providing guidance and support;
- Ensure that all application forms are processed.

KEY RESULTS:

- Members of the public are satisfied with the service provided;
- Efficient utilisation of all resources;
- Records are well kept and information is easily available;
- All applications are processed promptly and correctly.

Programme Outlines

52 - Ministry of Legal Affairs

Programme	SubProgramme	Activity
521 Main Office		
52101	Office of the Minister	5210101 Office of the Minister
52102	Office of the Permanent Secretary	5210201 Office of the Permanent Secretary
522 Ministry Administration		
52201	General Administration	5220101 General Administration
52202	Budgeting, Finance and Accounting	5220201 Budgeting, Finance and Accounting
523 Attorney Generals Chambers		
52301	Legal Advice and Litigation	5230101 Legal Advice and Litigation
52302	Drafting Division	5230201 Drafting Division
524 Office of the State Solicitor		
52401	State Solicitor	5240101 State Solicitor
52402	Public Trustee	5240201 Public Trustee
52403	Official Receiver	5240301 Official Receiver
525 Deeds Registry		
52501	Programme Administration	5250101 Programme Administration
52502	Notarial	5250201 Notarial
52503	Conveyance	5250301 Conveyance
52504	Land Registry	5250401 Land Registry
52505	Sub-Registry (Berbice)	5250501 Sub-Registry (Berbice)
52506	Sub-Registry (Suddie)	5250601 Sub-Registry (Suddie)

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AGENCY 52 - MINISTRY OF LEGAL AFFAIRS

Minister

Honourable Doodnauth Singh S.C.

Permanent Secretary

Ms. M. Ally

Mission Statement

To ensure an adequate system for the administration of justice; to give sound legal advice and provide competent legal representation to the Government of Guyana; and to draft legislation that will give effect to the constitutional, political and social objectives of the Government.

To execute this mission, the Ministry is organised into three programmes outside of the Main Office and Ministry Administration. The aim of the Ministry is to ensure an adequate system for the administration of justice and to effectively and efficiently co-ordinate, manage and administer the activities and functions of the Ministry.

The **Attorney General's Chambers** has the responsibility of drafting original bills, amendment bills and subsidiary pieces of legislation with the purpose of giving effect to the Government's aspirations and goals with respect to its constitutional, political, social and economic objectives. The Attorney General's Chambers also gives advice to ministries and departments concerning legal matters and provides legal representation, in court, for the Government in matters brought by the state and against the state.

The **Office of the State Solicitor** includes three sub-programmes: State Solicitor, Public Trustee and Official Receiver. The State Solicitor is responsible for filing all pleadings in actions instituted by the State and against the State. The Public Trustee is responsible for administering estates of deceased persons, minors and companies in liquidation. The Official Receiver collects rents for the Government.

The **Deeds Registry** administers the laws enacted by Parliament affecting land by way of transport, land registration and mortgages as well as the laws relating to trade marks, patents, copyrights, trade unions, companies, partnerships, business names, powers of attorney, contracts and other deeds.

It is worthy to note that the Ministry of Legal Affairs does not have any day-to-day supervisory control over the Office of the Director of Public Prosecutions, Office of the Ombudsman, Supreme Court or Magistrates Court however, for the purposes of Parliamentary accountability, the Honourable Attorney General and Minister of Legal Affairs is accountable.

MINISTRY OF LEGAL AFFAIRS

PROGRAMME: Main Office

OBJECTIVE:

To ensure an adequate system for the administration of justice.

SUB-PROGRAMMES:

- Office of the Minister
- Office of the Permanent Secretary

KEY RESPONSIBILITIES:

- Ensure policies and activities of all programmes reflect the Ministry's mission;
- Advise Cabinet , and recommend decisions to be taken regarding legal affairs and legislation;
- Ensure optimal utilization of financial, human and physical resources allocated to the Ministry.

KEY RESULTS:

- Consistent and co-ordinated implementation of Ministry initiatives;
- Informed Cabinet decisions;
- Efficient and effective utilization of resources and the smooth functioning of the Ministry's operations.

MINISTRY OF LEGAL AFFAIRS

PROGRAMME: Ministry Administration

OBJECTIVE:

To ensure effective and efficient co-ordination of the Ministry's human resources; maintain the Ministry's administrative records; and to ensure that accounting practices are in compliance with the Financial Administration and Audit Act.

SUB-PROGRAMMES:

- General Administration
- Budgeting, Finance and Accounting

KEY RESPONSIBILITIES:

- Maintain and provide record keeping;
- Provide accounting and budgeting services;
- Recruit and train personnel;
- Provide janitorial services to the Ministry.

KEY RESULTS:

- Updated records, timely access to files, and improved administration;
- Accountability for financial resources and timely submission of budget;
- Qualified and competent staff;
- Pleasant working environment.

MINISTRY OF LEGAL AFFAIRS

PROGRAMME: Attorney General's Chambers

OBJECTIVE:

To give sound legal advice and provide competent legal representation to the Government of Guyana; and to draft legislation that will give effect to the constitutional, political and social objectives of the government.

SUB-PROGRAMMES:

- Legal Advice and Litigation
- Drafting Division

KEY RESPONSIBILITIES:

- Give sound legal advice to the Government of Guyana;
- Provide competent legal representation for the government;
- Draft legislation that will give effect to the objectives of the government.

KEY RESULTS:

- Government is informed of its legal options;
- State is represented;
- Laws are in accordance with government policy.

MINISTRY OF LEGAL AFFAIRS

PROGRAMME: Office of the State Solicitor

OBJECTIVE:

To provide the required support services to the Ministry of Legal Affairs.

SUB-PROGRAMMES:

- State Solicitor
- Public Trustee
- Official Receiver

KEY RESPONSIBILITIES:

- Provide clerical support to the State Solicitor;
- Administer estates;
- Collect rents for the government.

KEY RESULTS:

- Pleadings are filed and matters can be heard;
- Estates of deceased persons, minors and companies in liquidation are administered;
- Payments are received for the rental of government property.

MINISTRY OF LEGAL AFFAIRS

PROGRAMME: **Deeds Registry**

OBJECTIVE:

To provide the required support services to the Ministry of Legal Affairs.

SUB-PROGRAMMES:

- Programme Administration
- Notarial
- Conveyance
- Land Registry
- Sub-Registry (Berbice)
- Sub-Registry (Suddie)

KEY RESPONSIBILITIES:

- Co-ordinate the functions of the Deeds Registry and to maintain the administrative records in an efficient and effective manner;
- Assist owners of land in Land Registration areas to acquire Certificate of Title;
- Notarize documents and register notarized documents;
- Issue transport to owners of land in Essequibo, Demerara and Berbice;
- Store and retrieve documents;
- Provide Registry information to the public.

KEY RESULTS:

- Smooth functioning Deeds Registry;
- Issuance of Certificate of Title;
- Design, patent and trademark rights are issued;
- Companies, business names and unions are registered;
- Transport to land is issued;
- Safekeeping of documents;
- The public is educated on the services of the Registry.

Programme Outlines

53 - Guyana Defence Force

Programme	SubProgramme	Activity
531 Defence Headquarters		
	53101 Office of Chief of Staff	5310101 Office of Chief of Staff
		5310102 Reserve Unit
		5310103 Legal Services
		5310104 Audit and Inspection
	53102 Administration and Quartering	5310201 G4 Branch
		5310202 Finance Department
		5310203 G1 Branch
		5310204 Base Command Ayanganna
		5310205 Base Command Stephenson
		5310206 Agriculture Corps
		5310207 Air Corps
		5310208 Band Corps
		5310209 Medical Corps
		5310210 Ordnance Corps
		5310211 General Personnel Department
		5310212 4 Engineers Battalion
	53103 Operations and Training	5310301 G3 Branch
		5310302 Training Corps
		5310303 Coast Guard
		5310304 1st Infantry Battalion Group
		5310305 21 Artillery Company
		5310306 31 Special Forces Squadron
		5310307 G2 Branch
		5310308 Public Relations and Education
		5310309 Signals Department
		5310310 Sports Department

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AGENCY 53 - GUYANA DEFENCE FORCE

Commander-in-Chief
His Excellency Bharat Jagdeo

Chief of Staff
Brigadier M. Atherly

Mission Statement

To defend the territorial integrity of Guyana, to assist the civil power in the maintenance of law and order, and to contribute to the economic development of this country.

The Mission of the Defence Headquarters is addressed through one Programme, Guyana Defence Force. There are three sub-programmes: Office of the Chief of Staff, Administration and Quartering and Operations and Training.

Office of the Chief of Staff is the command and control centre of the GDF, and is primarily responsible for upholding the Mission of the GDF, and for providing leadership and direction to the Force.

Administration and Quartering is responsible for providing administration and quartering services for the GDF.

Operations and Training plans and co-ordinates all operations and training in the GDF.

GUYANA DEFENCE FORCE

PROGRAMME: Defence Headquarters

OBJECTIVE:

To defend the territorial integrity of Guyana, to assist the civil power in the maintenance of law and order, and to contribute to the economic development of this country.

SUB-PROGRAMMES:

- Office of the Chief of Staff
- Administration and Quartering
- Operations and Training

KEY RESPONSIBILITIES:

- Command and control of the Guyana Defence Force;
- Provide and administer effective quartering services for the GDF;
- Plan and co-ordinate all operations and training in the GDF;
- Prepare and submit to the Ministry of Finance, annual Estimates of Expenditure for the GDF.

KEY RESULTS:

- Operations are conducted within the Defence Act and the Standard Operating Procedures of the Force;
- Officers and ranks of the Force are multidimensional and mission-oriented;
- Members of the Force are operationally ready;
- Estimates of Expenditure are prepared and submitted in a timely fashion.

Programme Outlines

55 - Supreme Court of the Judicature

Programme	Sub-Programme	Activity
551 Supreme Court of Judicature		
55101	General Administration	5510101 Administration 5510102 Accounts' Division
55102	Supreme Court Registry	5510201 Court Reporters 5510202 Marshals' Branch 5510203 Probate (Estates) Division 5510204 Judicial Division 5510205 Court of Appeal 5510206 Land Court 5510207 Berbice Sub-Registry 5510208 Essequibo Sub-Registry
552 Magistrates' Department		
55201	Georgetown Magisterial District	5520101 Administration 5520102 Judicial Section 5520103 Bailiffs' Section 5520104 Appeals and Depositions Section 5520105 Collecting Officers' Section
55202	Berbice Magisterial District	5520201 Berbice Magisterial District
55203	Corentyne Magisterial District	5520301 Corentyne Magisterial District
55204	East Demerara Magisterial District	5520401 East Demerara Magisterial District
55205	Essequibo Magisterial District	5520501 Essequibo Magisterial District
55206	West Demerara Magisterial District	5520601 West Demerara Magisterial District

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AGENCY - 55 SUPREME COURT OF THE JUDICATURE AND MAGISTRATES COURTS

Chancellor of the Judiciary
Honourable Justice Desiree Bernard

Chief Magistrate
Ms J. Holder-Allen

Registrar
Ms. S. Ramlal

Mission Statement

To provide the required support service to the judiciary to achieve the aims and objectives of social justice.

The laws of Guyana are administered mainly in the Supreme Court of the Judicature, which consists of the Courts of Summary Jurisdiction commonly referred to as Magistrates Courts, the High Court and its appellate jurisdiction called the Full Court. It also controls the Land Court, and Sub-Registry in New Amsterdam and the Court of Appeal. The Supreme Court provides administrative, clerical and other support services for the aforementioned courts.

The High Court is presided over by the Chief Justice and an authorized staff of ten Puisne Judges. This court has very wide jurisdiction in civil matters, which are heard by a single Judge without a Jury. It exercises exclusive jurisdiction in probate, divorce and admiralty matters, in actions for malicious prosecution, libel, slander, seduction and breach of promise of marriage, and in matters in which corporeal rights or the title to any immovable property is claimed.

The Court of Appeal is presided over by the Chancellor and five (5) Justices of Appeal. The Court of Appeal is the court of final jurisdiction in both civil and criminal matters. The appeal is on record. The State therefore has the responsibility of bearing the cost of preparing the record of criminal appeals for use by the accused, his/her attorney -at -law and, the panel of three judges sitting to hear and determine the appeal. In civil matters, it is for the appellant to produce the record of appeal for use by the Court.

The Magistrates Courts have been divided into eight magisterial districts, for administrative purposes namely: Corentyne Magisterial District with head offices at Whim; Berbice Magisterial District with head offices in New Amsterdam; East Demerara Magisterial District with head offices at Vigilance; Georgetown Magisterial District with head offices in Georgetown; this district also controls the interior districts of NorthWest and Rupununi; West Demerara Magisterial District with head offices at Suddie; this district also controls part of the North West District; North West District administered by Georgetown and Suddie; and Rupununi Magisterial District administered by Georgetown.

Approximately 90% of the litigation, which feed the judicial system of this country, emanates from the Magisterial Courts which have both civil and criminal jurisdiction. In its civil jurisdiction Magistrates adjudicate in claims does not exceed \$50,000; as well as claims for possession of premises. Applications for assessment of rent are also heard by the Magistrates Courts. In their criminal jurisdiction, Magistrates hear and determine complaints in respect of traditional summary conviction offences. In addition, there are indictable offences, which are tried summarily by virtue of section 61 of the Summary Jurisdiction (Procedure) Act, 1978. Preliminary Inquiries are also heard by Magistrates, who in their capacity as coroners, also hold inquests or inquiries in respect of deaths, which occur under suspicious circumstances. Magistrates also sit as members of Liquor Licensing Boards and Cinematography Boards.

SUPREME COURT OF JUDICATURE AND MAGISTRATES COURTS

PROGRAMME: Supreme Court of Judicature

OBJECTIVE:

To provide the required support services to the judiciary to achieve the aims of social justice.

SUB-PROGRAMMES:

- General Administration
- Supreme Court Registry

KEY RESPONSIBILITIES:

- Provide administrative, clerical and other support staff and services for the Supreme Court of Judicature, i.e., the High Court, Court of Appeal and the Courts of Summary Jurisdiction;
- Maintain and record all financial transactions;
- Take accurate notes of court proceedings;
- Serve legal documents and execute levies;
- Provide certificates of Grant, Probate, and Wills or Letters of Administration;
- Process records of appeals to be presented before the Court of Appeal;
- Adjudicate over petitions for declaration of Prescriptive Title to land and assist applicants to acquire Certificate of Title in Land Registration Areas;
- Provide security services for the Supreme Court of Judicature.

KEY RESULTS:

- Smooth functioning of the Supreme Court of Judicature;
- Proper financial accountability;
- True records of proceedings;
- Enforcement of Orders of the Court;
- Allow executors and administrators to administer the estates of deceased persons;
- Final hearing and final determination of appeals;
- Issuance of Certificate of Title and Prescriptive Title to land;
- Security of premises.

SUPREME COURT OF JUDICATURE AND MAGISTRATES COURTS

PROGRAMME: Magistrates' Department

OBJECTIVE:

To provide the required support services to the Magistracy (and Judiciary) to achieve the aims and objectives of social justice.

SUB-PROGRAMMES:

- Georgetown Magisterial District
- Berbice Magisterial District
- Corentyne Magisterial District
- East Demerara Magisterial District
- Essequibo Magisterial District
- West Demerara Magisterial District

KEY RESPONSIBILITIES:

- Ensure that justice is dispensed according to the laws of Guyana;
- File all civil and criminal proceedings;
- Issue warrants and summons and execute writs and warrants;
- Collect fines and fees and bank revenue;
- Submit depositions and appeals to the Supreme Court Registrar and the Director of Public Prosecutions;
- Record all proceedings, orders and judgments;
- Administer the Suitors and the Maintenance and Bastardy account;
- Provide efficient and effective administration, clerical and other support services for the Magistrates' Courts;
- Budgeting and accounting are in accordance with rules, regulations and legislation;
- Provide security for all the Magistrates' Courts and offices.

KEY RESULTS:

- Justice is dispensed;
- Cases are heard by the Magistrates;
- Defendants and plaintiffs attend court and orders of the court are executed;
- Implementation of Magistrates' Orders;
- Cases are heard in the High Court;
- Documentation of court proceedings;
- Monies are collected and paid out to beneficiaries;
- Smooth functioning courts;
- Financial Accountability;
- Premises are secured.

Programme Outlines

56 - Public Prosecutions

Programme	SubProgramme	Activity
561 Public Prosecutions		
56101	General Administration	5610101 Administration 5610102 Budget and Accounts
56102	Chambers	5610201 Chambers

AGENCY 56 – PUBLIC PROSECUTIONS

Director of Public Prosecutions
Ms. Roxanne George (ag.)

Mission Statement

The Office of the Director of Public Prosecutions continues to play a vital role in the administration of Justice in criminal matters. It is the authority vested with power and responsibility of exercising control over the prosecutions of all criminal matters. The Office therefore provides professional advice to and representation for all enforcement agencies in relation to the prosecution of criminal cases. The Office of the Director of Public Prosecutions seeks to ensure that no citizen is unjustifiably charged and prosecuted and that those whose acts or omissions justify the institution of criminal proceedings are charged and prosecuted under the relevant provision of the law. The Office also assists in ensuring that all persons charged are given a fair hearing within a reasonable time.

The Office of the Director of Public Prosecutions addresses its mission through one Programme: Public Prosecutions.

Public Prosecutions is engaged in instituting and undertaking criminal proceedings other than court martial, and the taking over and continuing of criminal proceedings instituted by the Police whenever it is expedient and in the interests of justice to do so. The Chambers also give legal advice to the Police and other Law Enforcement Agencies in relation to criminal matters and prosecutions.

PUBLIC PROSECUTIONS

PROGRAMME: **Public Prosecutions**

OBJECTIVE:

To ensure that no citizen is unjustifiably charged and prosecuted, and that those whose acts or omissions justify the institution of criminal proceedings are prosecuted accordingly.

SUB-PROGRAMMES:

- General Administration
- Chambers

KEY RESPONSIBILITIES:

- Exercise control over the prosecution of all criminal matters;
- Provide assistance in the administration of the criminal justice system;
- Institute and undertake criminal proceedings against any person before any court, other than a court martial;
- Continue any criminal proceeding that may have been instituted by any other person or authority;
- Discontinue at any stage before judgment is delivered any such criminal proceeding instituted or undertaken by any other person or authority;
- Provide legal advice on criminal matters to Government Departments, Ministries, Police and other law enforcement agencies, and appear on their behalf in the Courts;
- Respond to complaints and observations, made by the general public, on matters pertaining to the administration of the Criminal Justice System;
- Provide effective and efficient administrative, finance and personnel services.

KEY RESULTS:

- Prosecution of criminal matters;
- Cases are heard expeditiously;
- Government departments, ministries and other law enforcement agencies are given adequate legal assistance and representation;
- Resolution of public complaints and queries;
- Efficient and adequate support services and prudent financial management.

Programme Outlines
57 - Office of the Ombudsman

Programme	SubProgramme	Activity
571 Ombudsman	57101 Ombudsman	5710101 Ombudsman

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AGENCY 57 - OFFICE OF THE OMBUDSMAN

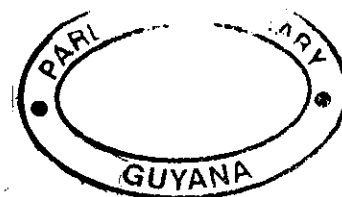
Ombudsman
Mr. Shaikh Mohammed

Mission Statement

To correct faults in the administration of Government Ministries, Departments and certain other Authorities

The Office of the Ombudsman addresses its mission through one programme area: Ombudsman

Ombudsman guarantees protection to members of the public against the abuse or misuse of power by the bureaucracy.



OFFICE OF THE OMBUDSMAN

PROGRAMME: OMBUDSMAN

OBJECTIVE:

To guarantee protection to members of the public against the abuse or misuse of power by the bureaucracy.

SUB-PROGRAMME:

- Ombudsman

KEY RESPONSIBILITIES:

- Promptly investigate complaints of injustice done to any member of the public by a government department or other authority;
- Provide informal, dependable and freely accessible service to members of the public;
- Treat members of the public with courtesy, compassion, honesty and respect for their privacy;
- Educate members of the public of the services of the Office of the Ombudsman;
- Be ethical, transparent and accountable;
- Offer guidance to members of the public whose complaints are outside of the jurisdiction of the Office of the Ombudsman;
- Ensure that members of the public are treated alike and there is no discrimination on the ground of race, place of origin, political opinions, colour, creed or sex.
- Produce Annual Report;
- Prepare annual Budget.

KEY RESULTS:

- Resolution of public complaints;
- Forum where public complaints can be addressed;
- Increased public awareness and services provided by the Office of the Ombudsman;
- Public confidence in the Office of the Ombudsman;
- Public informed of options in matters outside the scope of the Office of the Ombudsman;
- Equal treatment for the general public;
- Identification of resource requirements.

Programme Outlines

58 - Public Service Appellate Tribunal

Programme	SubProgramme	Activity
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581 Public Service Appellate Tribunal

58101 Public Service Appellate Tribunal

5810101 Public Service Appellate Tribunal

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AGENCY 58 - PUBLIC SERVICE APPELLATE TRIBUNAL

Chairman
Justice Lennox Penty

Registrar
Mr. T. King

Mission Statement

To see justice granted to all Pensionable Public Servants in relation to appointment by promotion of any person to a public office, and the exercise of disciplinary control over any person holding, or acting in any public office.

The Public Service Appellate Tribunal addresses its mission through one programme area: Public Service Appellate Tribunal.

The Public Service Appellate Tribunal is responsible for expediting the hearing of appeals of/by pensionable public servants instead of having them join the long list of matters in the High Court that must go through the normal course of action.

PUBLIC SERVICE APPELLATE TRIBUNAL

PROGRAMME: Public Service Appellate Tribunal

OBJECTIVE:

To see justice granted to all Pensionable Public Servants in relation to appointment by promotion of any person to a public office, and the exercise of disciplinary control over any person holding, or acting in any public office.

SUB-PROGRAMME:

- Public Service Appellate Tribunal

SCOPE:

- Administrative Section
- Legal Section

KEY RESPONSIBILITIES:

- Ensure that all appeals made to the Public Service Appellate Tribunal are given a fair hearing within a reasonable time, and that rulings are made in an expeditious and fair manner;
- Recommend, implement and ensure that established policies, procedures and guidelines are adhered to in order to permit the proper functioning of the Office;
- Exercise control over financial accounting;
- Develop and manage the budget for PSAT;
- Maintain administrative and legal records and files in an efficient and effective manner;
- Ensure the timely preparation of the Annual Report for PSAT;
- Ensure that an efficient system of records management is maintained;
- Ensure that established personnel policies and practices are adhered to within the framework of the Public Service Rules, Public Service Commission Rules, Regulations and Circulars;
- Provide support and administrative services of the highest quality to the Tribunal.

KEY RESULTS:

- Appellants receive a fair hearing within a reasonable time and decisions are made in a timely and fair manner;
- Justice is done;
- Maintenance of records of accounts;
- Adequately developed and properly managed budget;
- Spending is done in accordance with financial legislation, regulations and circular instructions;
- Annual Report is delivered for presentation to Parliament;
- Orderly record keeping and improved access to records and files;
- Personnel policies are implemented in an effective and fair manner.

Programme Outlines

71 - Region 1: Eastern World

711 - Regional Administration and Finance

71101	State Office
71102	Office of the Regional Governor General
71103	Office of the Regional Executive Officer
71104	Regional Development
71105	Regional Health Services
71106	Regional Education
71107	Regional Transport and Finance

712 - Public Works

71201	Buildings
71202	Administration
71203	Roads, Water, Electricity, Gas, Sewerage
71204	Roads, Water, Electricity, Gas, Sewerage
71205	Roads, Water, Electricity, Gas, Sewerage
71206	Roads, Water, Electricity, Gas, Sewerage
71207	Roads, Water, Electricity, Gas, Sewerage
71208	Roads, Water, Electricity, Gas, Sewerage
71209	Roads, Water, Electricity, Gas, Sewerage
71210	Roads, Water, Electricity, Gas, Sewerage

Regions

713 - Education Delivery

71301	Primary Education
71302	Secondary Education
71303	Higher Education
71304	Technical Education
71305	Distance Education
71306	Adult Education
71307	Non-formal Education
71308	Open Education
71309	Distance Education
71310	Distance Education

714 - Health Services

71401	Regional Health Services
71402	Regional Health Services
71403	Regional Health Services
71404	Regional Health Services
71405	Regional Health Services
71406	Regional Health Services
71407	Regional Health Services
71408	Regional Health Services
71409	Regional Health Services
71410	Regional Health Services

Programme Outlines

71 - Region 1: Barima / Waini

Programme	SubProgramme	Activity
711 Regional Administration and Finance		
71101	Main Office	7110101 Office of the Regional Democratic Council
		7110102 Office of the Regional Executive Officer
71102	Regional Administration	7110201 Regional Administration
71103	Budgeting and Finance	7110301 Budgeting and Finance
712 Public Works		
71201	Buildings	7120101 Administration
71202	Roads, Trails, Bridges and Other Infrastructure	7120201 Roads, Trails, Bridges and Other Infrastructure
71203	Mechanical Workshop	7120301 Mechanical Workshop
71204	Public Utilities	7120401 Water
		7120402 Electricity
713 Education Delivery		
71301	Programme Administration	7130101 Programme Administration
71302	Nursery Level	7130201 Nursery Level
71303	Primary Level	7130301 Primary Level
71304	Secondary Level	7130401 Secondary Level
		7130402 Dormitory
714 Health Services		
71401	Programme Administration	7140101 Programme Administration
71402	District Hospital Services	7140201 Administration and Ancillary Services
		7140202 Medical and Nursing Services
71403	Primary Health Care	7140301 Maternal and Child Health and General Out-Patient Services
		7140302 Environmental Health Services

Regional Chairman
Mr. Norman Williams

Regional Executive Officer
Mr. J. Davis

Mission Statement
To ensure the development and utilization of human and material resources within the Region to promote quality services and sustain physical and institutional infrastructure, and to ensure ongoing development in the political, economic, social and cultural life of the people in pursuit of improved living conditions for the residents of the region.

The region addresses its mission through four programme areas: Regional Administration and Finance, Public Works, Education Delivery and Health Services.
Regional Administration and Finance is responsible for providing strategic and managerial assistance necessary for the implementation of the national policies. The programme will promote efficient and optimal use of human, financial and physical resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacities at all levels.

Public Works is responsible for ensuring the effective efficient and safe design, construction, maintenance and management of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage in accordance with National Education Policies and curricula, the delivery of education at the primary, secondary and tertiary school levels, as well as other educational activities in the region.

Health Services is charged with ensuring that access, efficiency, timeliness and appropriateness of health services are provided to the region's population, raising health improved physical, mental and mental status for all.

Regional Chairman
Mr. Norman Whittaker

Regional Executive Officer
Mr. I. Dass

Mission Statement

To provide for the coordination and utilisation of human and material resources within the Region, to promote quality services and sustainable physical and institutional infrastructures, and to enhance orderly development in the political, economic, social and cultural life of the people in pursuit of improved living conditions for the residents of the region.

The region addresses its mission through four programme areas: Regional Administration and Finance, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with National Education Policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the region's population, striving towards improved physical, social and mental status for all.

REGION 1: BARIMA / WAINI

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs), and Amerindian Village Councils (AVCs), regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

SUB-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5-year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate; ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimates and reports.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach for meeting priorities and resources allocation;
- A staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 1: BARIMA / WAINI

PROGRAMME: Public Works

OBJECTIVE:

In context with the policies of and in consultation with the Ministries of Public Works, Local Government and Finance, and the Guyana Water Authority, ensure the continued enhancement and sustainability of the physical infrastructure and provide electricity and water to facilitate the continued development of the communities in the region.

SUB-PROGRAMMES:

- Buildings
- Roads, Trails, Bridges and Other Infrastructure
- Mechanical Workshop
- Public Utilities

KEY RESPONSIBILITIES:

- Co-ordinate and administer all activities relating to all works in the region;
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilisation and disposal of (unserviceable) heavy duty equipment and machinery;
- Develop the annual estimates for the human, financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on roads, trails, bridges, and buildings;
- Provide advice on public works matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Maintain a reliable supply of electricity and potable water for the use of the various communities and residents;
- Conduct on-going maintenance of the electrical and water generating and distribution systems;
- Liaise with the GUYWA regarding support for technical assistance and equipment for new and existing water systems;
- Undertake training and development of workers.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- Planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- Planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region, the NDCs and the AVCs in the planning and delivery of public work projects in the region;
- Safe and adequate supply of electricity to those communities served by the power plant;
- Ensure as much as possible the availability of potable water to the various communities;
- Increased consultation with and support from GUYWA to enhance the supply of potable water;
- Timely reporting to the senior management in the region on programme performance.

REGION 1: BARIMA / WAINI

PROGRAMME: Education Delivery

OBJECTIVE:

To ensure equal access to quality education for all children and young people of the region.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region and the country as a whole;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is managed by qualified staff;
- Manage efficiently and effectively all resources within the region;
- Monitor, evaluate and report to the Ministry of Education on the performance of the education system;
- Establish and maintain linkages with the community at large in the provision of quality Education.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Curricula responsive to the environment; improved performance in the teaching/learning situation;
- Effective and efficient delivery of education services;
- Ensure that the education system within the region produce human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- All schools within the region are supplied with their basic school supplies requirements;
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced drop-out rate.

REGION 1: BARIMA / WAINI

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- District Hospital Services
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health Sector;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organizations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

72 - Region 2: Pomeroon / Supenaam

Programme	SubProgramme	Activity
721 Regional Administration and Finance		
72101	Main Office	
		7210101 Office of the Regional Democratic Council
		7210102 Office of the Regional Executive Officer
72102	Regional Administration	
		7210201 General Support Services/Registry
		7210202 Human Resources
		7210203 Local Government Department and Co-operatives
72103	Budgeting and Finance	
		7210301 Budgeting and Finance
722 Agriculture		
72201	Drainage and Irrigation	
		7220101 Drainage and Irrigation
723 Public Works		
72301	Buildings	
		7230101 Administration
		7230102 Agriculture
72302	Roads and Bridges	
		7230201 Roads and Bridges
72303	Mechanical Workshop	
		7230301 Mechanical Workshop
724 Educational Delivery		
72401	Programme Administration	
		7240101 Office of the Regional Education Officer
		7240102 Schools' Supervision
72402	Nursery Level	
		7240201 Nursery Level
72403	Primary Level	
		7240301 Primary Level
72404	Secondary Level	
		7240401 Secondary Level

Programme Outlines

72 - Region 2: Pomeroon / Supenaam

Programme	SubProgramme	Activity
725 Health Services		
72501	Programme Administration	
		7250101 Office of the Regional Health Officer
		7250102 Finance and Administration
72502	Suddie Regional Hospital	
		7250201 Administration and Ancillary Services
		7250202 Medical Support Services
		7250203 General Medical Care
		7250204 Dietary Services
		7250205 Accident, Emergency and Out-Patient Clinic
72503	Oscar Joseph District Hospital	
		7250301 Administration and Ancillary Services
		7250302 Medical and Nursing Services
72504	Primary Health Care	
		7250401 Maternal and Child Health, and General Clinical and out-patient
		7250402 Environmental Health Services
		7250403 Dental Public Health Services

AGENCY 72 - REGION 2: POMEROON / SUPENAAM

Regional Chairman
Mr. Ali Baksh

Regional Executive Officer
Mr. N. Persaud

Mission Statement

To ensure that appropriate and adequate financial and management systems exist for the improvement of the physical, social, and economic well being of residents by providing quality health care, education, housing and agricultural lands and constructing and maintaining physical infrastructure for the orderly development of the region as adumbrated by national policies.

The region addresses its mission through five programme areas: Regional Administration and Finance, Agriculture, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Agriculture is responsible for the development and maintenance of drainage and irrigation works, structures and other facilities for the enhancement of achieving greater production.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery is responsible for effectively and efficiently coordinating, monitoring and managing, in accordance with National Education Policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that accessibility, affordability, timeliness and appropriateness of health services are provided to the region's population, striving towards an improved physical, social and mental status for all.

REGION 2: POMEROON / SUPENAAM

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs) regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

SUB-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5-year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate; ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure that the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure that all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimates and reports.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach for meeting priorities and resources allocation;
- A staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 2: POMEROON / SUPENAAM

PROGRAMME: Agriculture

OBJECTIVE:

To develop and adequately drain and irrigate all lands within the Drainage and Irrigation (D & I) System for the social and economic benefit of all residents of the region.

SUB-PROGRAMMES:

- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Manage the financial allocations of the Drainage and Irrigation System;
- Compile annual estimates and annual reports;
- Advise on Tender Board matters;
- Identify and advise the REO and other senior officers on D & I capital works;
- Prepare and maintain all appropriate financial records;
- Maintain and repair all existing infrastructures and access dams within the Drainage and Irrigation System.

KEY RESULTS:

- Continuous upgrade, repair and maintenance of the region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production;
- Easy access from farm to market.

REGION 2: POMEROON / SUPENAAM

PROGRAMME: Public Works

OBJECTIVE:

To ensure the continued enhancement and sustainability of the physical infrastructure of roads and public buildings.

SUB-PROGRAMMES:

- Buildings
- Roads and Bridges
- Mechanical Workshop

KEY RESPONSIBILITIES:

- Co-ordinate and administer all activities relating to all works in the region;
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region, in consultation with the Ministry of Public Works, Ministry of Finance, the RDC, NDCs and other stakeholders;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilisation and disposal of unserviceable heavy duty equipment and machinery in concert with the Ministry of Public Works and other relevant Agencies;
- Develop the annual estimates for the human, financial, and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on road, bridges, buildings and drainage and irrigation projects;
- Provide advice on public works matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the region and relevant Agencies on the performance of the public works programme.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- A planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- A planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region and the NDCs and AVCs in the planning and delivery of public work projects in the region;
- Competitive acquisition of services relating to public works;
- Timely reporting to the senior management in the region on programme performance.

REGION 2: POMEROON / SUPENAAM

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access for all children and young people to quality education.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region and the country as a whole;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is managed by qualified staff;
- Manage efficiently and effectively all resources within the region;
- Monitor, evaluate and report to the Ministry of Education on the performance of the education system;
- Establish and maintain linkages with the community at large in the provision of quality education.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Curricula responsive to the environment; improved performance in the teaching/learning situation;
- Effective and efficient delivery of education services;
- Ensure that the education system within the region produce human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- Schools within the region are supplied with their basic school supplies requirements;
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 2: POMEROON / SUPENAAM

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- Suddie Regional Hospital
- Oscar Joseph District Hospital
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector in consultation with the Ministry of Health and other agencies;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

73 - Region 3: Essequibo Islands / West Demerara

Programme	Sub Programme	Activity
731 Regional Administration and Finance		
73101	Main Office	7310101 Office of the Regional Democratic Council
		7310102 Office of the Regional Executive Officer
73102	Regional Administration	7310201 General Support Services and Central Registry
		7310202 Human Resources
		7310203 Local Government Department and Co-operatives
73103	Budgeting and Finance	7310301 Budgeting and Finance
732 Agriculture		
73201	Drainage and Irrigation	7320101 Drainage and Irrigation
733 Public Works		
73301	Buildings	7330101 Buildings
		7330102 Agriculture
73302	Roads and Bridges	7330201 Roads and Bridges
73303	Mechanical Workshop	7330301 Mechanical Workshop
734 Education Delivery		
73401	Programme Administration	7340101 Office of the Regional Education Officer
		7340102 Schools' Supervision
73402	Nursery Level	7340201 Nursery Level
73403	Primary Level	7340301 Primary Level
73404	Secondary Level	7340401 Secondary Level
73405	Practical Instruction Centres	7340501 Practical Instruction Centres
73406	Craft Development and Sports	7340601 Craft Development and Sports

Programme Outlines

73 - Region 3: Essequibo Islands / West Demerara

Programme	SubProgramme	Activity
735 Health Services		
73501	Programme Administration	7350101 Office of the Regional Health Officer
		7350102 Finance and Administration
		7350103 Registry
73502	West Demerara Regional Hospital	7350201 Ancillary Services
		7350202 Dietary Services
		7350203 Health Information System
		7350204 Medical and Nursing Services Administration
		7350205 Medical Support Services
		7350206 General Medical Care
		7350207 Accident, Emergency and Out-patient Clinic
73503	Leguan District Hospital	7350301 Administration and Ancillary Services
		7350302 Medical and Nursing Services
73504	Lenora District Hospital	7350401 Administration and Ancillary Services
		7350402 Medical and Nursing Services
73505	Wakenaam District Hospital	7350501 Administration and Ancillary Services
		7350502 Medical and Nursing Services
73506	Primary Health Care	7350601 Maternal and Child Health and General Out-Patient Services
		7350602 Environmental Health
		7350603 Dental Health Services

AGENCY 73 - REGION 3: ESSEQUIBO ISLANDS / WEST DEMERARA

Regional Chairman
Mr. Esau Dookie

Regional Executive Officer
Mr. M. Ishmael

Mission Statement

To provide for the coordination and utilization of human and material resources within the region, to promote quality services and sustainable physical and institutional infrastructures, and to enhance orderly development in the political, economic, social and cultural life of the people in pursuit of improved living conditions for the residents of the region.

The region addresses its mission through five programme areas: Regional Administration and Finance, Agriculture, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Agriculture is responsible for the development and maintenance of drainage and irrigation works.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with National Education Policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the region's population, striving towards improved physical, social and mental status for all.

REGION 3: ESSEQUIBO ISLANDS / WEST DEMERARA

PROGRAMME: **Regional Administration and Finance**

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs) regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

SUB-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5-year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate; ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure that the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure that all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimate and reports.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach for meeting priorities and resources allocation;
- A staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 3: ESSEQUIBO ISLANDS / WEST DEMERARA

PROGRAMME: Agriculture

OBJECTIVE:

To promote and support the development of the agriculture sector by providing internal administrative, financial, personnel, logistic and support services and by supervising and coordinating the provision of such services within the region.

SUB-PROGRAMME:

- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Manage the financial allocations of the Drainage and Irrigation System;
- Compile annual estimates and annual reports;
- Advise on Tender Board matters;
- Identify and advise the REO and other Senior officers on D & I capital works;
- Prepare and maintain all appropriate financial records;
- Maintain and repair all existing infrastructures within the Drainage and Irrigation System.

KEY RESULTS:

- Continuing upgrade, repair and maintenance of the Region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production;
- Annual estimates and annual reports are produced;
- All financial records are maintained.

REGION 3: ESSEQUIBO ISLANDS / WEST DEMERARA

PROGRAMME: Public Works

OBJECTIVE:

In context with the policies of the Ministries of Public Works, Local Government and Finance ensure the continued enhancement and sustainability of the physical infrastructure of roads and public buildings to facilitate continued development of the communities in the region.

SUB-PROGRAMMES:

- Buildings
- Roads and Bridges
- Mechanical Workshop

KEY RESPONSIBILITIES:

- Co-ordinate and administer all activities relating to all works in the region.
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilization and disposal (unserviceable) of heavy duty equipment and machinery;
- Develop the annual estimates for the human financial and physical resources using the annual operations work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on road, bridges, buildings and drainage and irrigation works;
- Provide advice on the public works matters and monitor and evaluate projects with the NDCs and AVCs;
- Advise on Tender Board Matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the region and relevant Agencies on the performance of the public works programme.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- Planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- Planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region and the NDC in the planning and delivery of public work projects in the region;
- Competitive acquisition of services relating to public works;
- Timely reporting to the Senior Management in the region on programme performance.

REGION 3: ESSEQUIBO ISLANDS / WEST DEMERARA

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access to all children and young people to quality education.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level
- Practical Instruction Centers
- Craft Development and Sports

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region and the country as a whole;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is managed by qualified staff;
- Manage efficiently and effectively all resources within the region;
- Monitor, evaluate and report to the Ministry of Education on the performance of the education system;
- Establish and maintain linkages with the community at large in the provision of quality education.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Curricula responsive to the environment; improved performance in the teaching/learning situation;
- Effective and efficient delivery of education services;
- Ensure that the education system within the region produce human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- Schools within the region are supplied with their basic school supplies requirements;
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 3: ESSEQUIBO ISLANDS / WEST DEMERARA

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- West Demerara Regional Hospital
- Leguan District Hospital
- Leonora District Hospital
- Wakenaam District Hospital
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

74 - Region 4: Demerara / Mahaica

Programme	Sub Programme	Activity
741 Regional Administration and Finance		
74101	Main Office	7410101 Office of the Regional Democratic Council 7410102 Office of the Regional Executive Officer
74102	Regional Administration	7410201 General Support Services/Central Registry 7410202 Human Resources 7410203 Local Government Office and Co-operatives 7410204 Craft Development
74103	Budgeting and Finance	7410301 Budgeting and Finance
742 Agriculture		
74201	Drainage and Irrigation	7420101 Drainage and Irrigation Structures 7420102 Canals and Access Dams
743 Public Works		
74301	Buildings	7430101 Administration 7430102 Agriculture
74302	Roads and Bridges	7430201 Roads and Bridges
74303	Mechanical Workshop	7430301 Mechanical Workshop
74304	Electricity Distribution (Timehri)	7430401 Administration, Billing and Collection 7430402 Electricity Distribution
744 Education Delivery		
74401	Programme Administration	7440101 Office of the Regional Education Officer 7440102 Schools' Supervision
74402	Nursery Level	7440201 Nursery Level
74403	Primary Level	7440301 Primary Level
74404	Secondary Level	7440401 Secondary Level
74405	Practical Instruction Centres	7440501 Centre for Home Economics 7440502 Centre for Agriculture

Programme Outlines

74 - Region 4: Demerara / Mahaica

Programme	SubProgramme	Activity
745 Health Services		
74501	Programme Administration	
		7450101 Office of the Regional Health Officer
		7450102 Finance and Administration
74502	Primary Health Care	
		7450201 Maternal and Child Health and General Out-Patient Services
		7450202 Environmental Health Services
		7450203 Dental Health Services

AGENCY 74 - REGION 4: DEMERARA / MAHAICA

Regional Chairman
Mr. Allan Munroe

Regional Executive Officer
Mr. M. Deen

Mission Statement

- To provide for meaningful participation of all the people in the region, politically, economically, socially and culturally;
 - To ensure that appropriate and adequate financial, and management systems are put in place in order facilitate the effective management of the region;
 - To formulate policies; co-ordinate, monitor and evaluate activities relating to the provision of educational services, to promote the acquisition of relevant knowledge, skills and attitudes for the economic, social and cultural advancement of the country's economic thrust;
 - To extend democracy by providing increasing opportunities for the participation of citizens in the management and decision making process of the region;
 - To ensure that national policies are executed within the region.
-

The Region addresses its mission through five programme areas: Regional Administration and Finance, Agriculture, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Agriculture is responsible for the development and maintenance of drainage and irrigation works.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with National Education Policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the regional population, striving towards improved physical, social and mental status for all.

REGION 4: DEMERARA / MAHAICA

PROGRAMME: Regional Administration and Finance

SUB-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs) regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

KEY RESPONSIBILITIES:

- Undertake the development of a 5 year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Coordinate the preparation of the region's estimate; ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimate and reports.

KEY RESULTS:

- Planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach for meeting priorities and resources allocation;
- Staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 4: DEMARARA / MAHAICA

PROGRAMME: Agriculture

OBJECTIVE:

To promote and support the development of the agriculture sector by providing internal administrative, financial, personnel, logistic and by supervising and coordinating the provision of such services within the region.

SUB-PROGRAMMES:

- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Manage the financial allocations of the Drainage and Irrigation System;
- Compile annual estimates and annual reports;
- Advise on Tender Board matters;
- Identify and advise the REO and other Senior officers on D & I capital works;
- Prepare and maintain all appropriate financial records;
- Maintain and repair all existing infrastructure within the Drainage and Irrigation System.

KEY RESULTS:

- Continuing upgrade, repair and maintenance of the Region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production;
- Annual estimates and annual reports are produced.

REGION 4: DEMERARA / MAHAICA

PROGRAMME: Public Works

OBJECTIVE:

In context with the policies of the Ministries of Public Works, Local Government and Finance, ensure the continued enhancement and sustainability of the physical infrastructure of roads and public buildings to facilitate continued development of the communities in the region.

SUB-PROGRAMMES:

- Buildings
- Roads and Bridges
- Mechanical Workshop
- Electricity Distribution (Timehri)

KEY RESPONSIBILITIES:

- Coordinate and administer all activities relating to all works in the region;
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilisation and disposal of (unserviceable) heavy duty equipment and machinery;
- Develop the annual estimates for the human financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on roads, bridges, buildings and drainage and irrigation works;
- Provide advice on public work matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the region and relevant Agencies on the performance of the public works programme.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- Planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- Planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region and the NDC in the planning and delivery of public work projects in the region;
- Competitive acquisition of services relating to public works;
- Timely reporting to senior management in the region on programme performance.

REGION 4: DEMERARA / MAHAICA

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access to all children and young people to quality education.

SUB-PROGRAMMES:

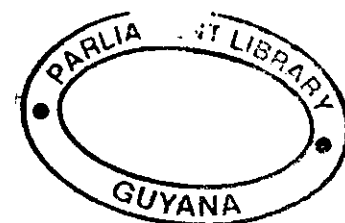
- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level
- Practical Instruction Centers

KEY RESPONSIBILITIES:

- Provide information to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula to be implemented and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region;
- Provide a supportive environment that facilitates the teaching/learning process;
- Provide adequately qualified staff to manage the education system in the region;
- Establish and maintain linkages with the community at large in the pursuit of quality education;
- Manage efficiently and effectively all resources within the region.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Effective and efficient delivery of education services;
- Improved teacher and student performance;
- Competent personnel to manage the schools' curricula;
- Teaching personnel are equipped with the relevant skills, attitudes, and knowledge through training programmes;
- Reduced dropout rate within the region.



REGION 4: DEMERARA / MAHAICA

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments, as well as collaborate with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

75 - Region 5: Mahaica / Berbice

Programme	SubProgramme	Activity
751 Regional Administration		
75101	Main Office	75101C1 Office of the Regional Democratic Council 75101C2 Office of the Regional Executive Officer
75102	Regional Administration	75102C1 Human Resources/Registry 75102C2 Local Government/Co-operatives
75103	Budgeting and Finance	75103C1 Budgeting and Finance
752 Agriculture		
75201	Drainage and Irrigation	75201C1 Drainage and Irrigation
753 Public Works		
75301	Buildings	75301C1 Administration
75302	Roads and Bridges	75302C1 Roads and Bridges
754 Education Delivery		
75401	Programme Administration	75401C1 Programme Administration
75402	Nursery Level	75402C1 Nursery Level
75403	Primary Level	75403C1 Primary Level
75404	Secondary Level	75404C1 Secondary Level
75405	Practical Instructions	75405C1 Centre for Home Economics 75405C2 Centre for Industrial Arts
75406	Craft Development	75406C1 Craft Development

Programme Outlines

75 - Region 5: Mahaica / Berbice

Programme	SubProgramme	Activity
755 Health Services		
75501	Programme Administration	7550101 Programme Administration
75502	Fort Wellington District Hospital	7550201 Administration and Ancillary Services
		7550202 Medical and Nursing Services
		7550203 Dietary Services
75503	Mahaicony District Hospital	7550301 Administration and Ancillary Services
		7550302 Medical and Nursing Services
75504	Primary Health Care Services	7550401 Maternal and Child Health and General Out-Patient Services
		7550402 Environmental Health Services
		7550403 Dental Health Services

AGENCY 75 – REGION 5: MAHAICA / BERBICE

Regional Chairman
Mr. Harnarine Baldeo

Regional Executive Officer
Mr. J. Narine (a.g.)

Mission Statement

- To provide for the meaningful participation of all the people in the region, politically, economically, socially and culturally;
 - To ensure that appropriate and adequate financial and managerial systems are put in place in order to ensure and facilitate effective and efficient management of the region;
 - To formulate policies; coordinate, monitor and evaluate activities relating to the provision of educational services in order to promote the acquisition of relevant knowledge, skills and attitudes for the economic, social and cultural advancement of the country's economic thrust;
 - To provide increased opportunities for the participation of citizens in the management and decision-making process in the region;
 - To ensure that national policies are executed in the region.
-

The Region address its mission through five programme areas; Regional Administration and Finance, Agriculture, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for the administration and management of the national policies. The programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Agriculture is responsible for the development and maintenance of drainage and irrigation works.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with national education policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that health services provided for the region's population are accessible, affordable, timely and appropriate with the aim of improving physical, social and mental status for all.

REGION 5: MAHAICA / BERBICE

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To consult with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs) regarding the implementation of policies or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve maximum accountability.

SUB-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5 year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate and to put in place appropriate mechanisms to monitor performance against targets;
- Ensure that the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure that all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimate and reports.

KEY RESULTS:

- Planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach for meeting priorities and resources allocation;
- Staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 5: MAHAICA / BERBICE

PROGRAMME: Agriculture

OBJECTIVE:

To promote and support the development of the agriculture sector within the region by providing internal administrative, financial, personnel, logistic and by supervising and coordinating the provision of such services.

SUB-PROGRAMMES:

- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Identify and advise the Regional Executive Officer (REO), and other Senior Officers on D & I capital and current works;
- Advise on Tender Board matters;
- Maintain and repair all existing infrastructures within the Drainage and Irrigation System;
- Compile annual estimates and reports.

KEY RESULTS:

- Continued upgrading, repairing and maintenance of the region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production;
- Annual estimates and annual reports are produced.

REGION 5: MAHAICA / BERBICE

PROGRAMME: Public Works

OBJECTIVE:

In context with the policies of the Ministry of Public Works, Local Government and Finance, ensure the continued maintenance and sustainability of the physical infrastructure of roads and public buildings.

SCOPE:

- Buildings
- Roads and Bridges

KEY RESPONSIBILITIES:

- Co-ordinate and administer all activities relating to all public works in the region.
- Develop a strategic plan for the improvement and sustainability of physical infrastructure in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilisation and disposal (unserviceable) of heavy duty equipment and machinery;
- Develop the annual estimates for the human, financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on road, bridges, buildings, drainage and irrigation works;
- Provide advice on public works matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the region and relevant Agencies on the performance of the public works programme.

KEY RESULTS:

- Increased partnership with the various levels of government agencies in the identification of issues and the execution of policies for the betterment of the communities in the region;
- A planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- A planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region and the NDCs in the planning and delivery of public work projects in the region;
- Competitive acquisition of services relating to public works;
- Timely reporting to the senior management in the region and the Ministry of Finance on programme performance.

REGION 5: MAHAICA / BERBICE

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access for all children and young people to quality education.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level
- Practical Instruction
- Craft Development

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social and cultural development of the region and the country as a whole;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is managed by qualified staff;
- Manage efficiently and effectively all education resources within the region;
- Monitor, evaluate and report to the Ministry of Education on the performance of the education system in the region.
- Establish and maintain linkages with the community in the provision of quality education.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- An environment which facilitates the teaching or learning process and supports the implementation of the national curricula in the region
- Effective and efficient delivery of education services;
- The education system within the region produces human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- Schools within the region are supplied with their basic school supplies/requirements.
- Community school relationship is enhanced and sustained;
- Increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 5: MAHAICA / BERBICE

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- Fort Wellington District Hospital
- Mahaicony District Hospital
- Primary Health Care Services

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector;
- Promote healthier environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals to be health conscious through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments and collaborate with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- A healthier regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

76 - Region 6: East Berbice / Corentyne

Programme	SubProgramme	Activity
761 Regional Administration and Finance		
76101	Main Office	7610101 Office of the Regional Democratic Council
		7610102 Office of the Regional Executive Officer
76102	Regional Administration	7610201 General Support Services/ Registry
		7610202 Human Resources
		7610203 Local Government Office
76103	Budgeting and Finance	7610301 Budgeting and Finance
762 Agriculture		
76201	Programme Administration	7620101 Programme Administration
76202	Drainage and Irrigation	7620201 Drainage and Irrigation Structures
		7620202 Canals
		7620203 Access Dams
763 Public Works		
76301	Programme Administration	7630101 Programme Administration
76302	Buildings	7630201 Administration
		7630202 Agriculture
76303	Roads and Bridges	7630301 Roads and Bridges
76304	Mechanical Workshop	7630401 Mechanical Workshop

Programme Outlines

76 - Region 6: East Berbice / Corentyne

Programme	SubProgram	Activity
764 Education Delivery		
76401	Programme Administration	7640101 Office of the Regional Education Officer
		7640102 Schools' Supervision
		7640103 Resource Centres
76402	Nursery Level	7640201 Nursery Level
76403	Primary Level	7640301 Primary Level
76404	Secondary Level	7640401 Secondary Level
76405	Practical Instruction Centres	7640501 Centre for Home Economics
		7640502 Centre for Industrial Arts
		7640503 Special Needs

Programme Outlines

76 - Region 6: East Berbice / Corentyne

Programme	SubProgramme	Activity
765 Health Services		
76501	Programme Administration	7650101 Office of the Regional Health Officer 7650102 Finance, Administration and Registry
76502	New Amsterdam Regional Hospital	7650201 Ancillary Services 7650202 Dietary Services 7650203 Administration/Health Information System 7650204 Medical and Nursing Services Administration 7650205 Medical Support Services 7650206 General Medical Care 7650207 Accident and Emergency Clinic
76503	National Psychiatric Hospital Fort Canje	7650301 Administration and Finance 7650302 Ancillary Services 7650303 Medical and Nursing Services Administration 7650304 Psychiatric Clinic 7650305 Psychiatric Counselling 7650306 Pharmacy 7650307 Occupational Therapy 7650308 Dietary
76504	Port Mourant District Hospital	7650401 Administration and Ancillary Services 7650402 Medical and Nursing Services
76505	Black Bush District Hospital	7650501 Administration and Ancillary Services 7650502 Medical and Nursing Services
76506	Skeldon District Hospital	7650601 Administration and Ancillary Services 7650602 Medical Services
76507	Primary Health Care	7650701 Maternal and Child Health and General Out-Patient Services 7650702 Environmental Health 7650703 Dental Health Services

AGENCY 76 - REGION 6: EAST BERBICE / CORENTYNE

Regional Chairman
Mr. Kumkarran Ramdass

Regional Executive Officer
Mr. G. Rutherford

Mission Statement

To provide for the co-ordination and utilisation of human and material resources within the region, to promote quality services and sustainable physical and institutional infrastructures, and to enhance orderly development in the political, economic, social and cultural life of the people in pursuit of improved living conditions for the residents of the region.

The region addresses its mission through five programme areas: Regional Administration and Finance, Agriculture, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration, necessary for implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Agriculture is responsible for the development and maintenance of drainage and irrigation works.

Public Works is responsible for ensuring the effective, efficient and safe design and the supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently co-ordinate, monitor and manage, in accordance with national education policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the regional population, striving towards improved physical, social and mental status for all.

REGION 6: EAST BERBICE / CORENTYNE

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs) regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

SUB-PROGRAMMES:

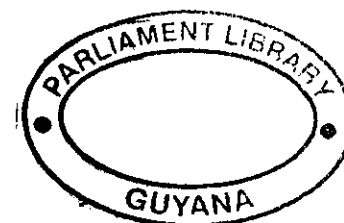
- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of 5 year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate and ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimate and reports.

KEY RESULTS:

- Planned and cohesive approach in executing the policies of the RDC and Central Government;
- Planned and structured approach to meeting priorities and resources allocation;
- Staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.



REGION 6: EAST BERBICE / CORENTYNE

PROGRAMME: **Agriculture**

OBJECTIVE:

To irrigate all lands within the Drainage and Irrigation (D and I) System for the social and economic benefit of the residents.

SUB-PROGRAMMES:

- Programme Administration
- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Identify and advise the REO, and other senior officers on D & I capital works;
- Establish the fee structure for the various source of revenues relating to D & I activities;
- Advise on Tender Board matters;
- Maintain and repair all existing infrastructures within the Drainage and Irrigation System;
- Compile annual estimates and reports.

KEY RESULTS:

- Continuing upgrade, repair and maintenance of the Region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production;
- Annual estimate and reports are produced.

REGION 6: EAST BERBICE / CORENTYNE

PROGRAMME: Public Works

OBJECTIVE:

In context with the policies of the Ministries of Public Works, Local Government and Finance, ensure the continued enhancement and sustainability of the physical infrastructure of roads and public buildings to facilitate the continued development of the communities in the region.

SUB-PROGRAMMES:

- Programme Administration
- Buildings
- Roads and Bridges
- Mechanical Workshop

KEY RESPONSIBILITIES:

- Co-ordinate and administer all activities relating to works in the region;
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Develop the annual estimates for the human, financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on roads, bridges, buildings and drainage and irrigation works;
- Provide advice on public works matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the Region and relevant Agencies on the performance of the public works programme.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- Planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- Planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region and the NDC and AVCs in the planning and delivery of public work projects in the region;
- Competitive acquisition of services relating to public works;
- Timely reporting to the senior management in the region on programme performance.

REGION 6: EAST BERBICE / CORENTYNE

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access to all children and young people to quality education.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level
- Practical Instruction Centres

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is managed by qualified staff;
- Manage efficiently and effectively all resources within the region;
- Monitor, evaluate and report to the Ministry of Education on the performance of the education system;
- Establish and maintain linkages with the community at large in the provision of quality education.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Curricula responsive to the environment;
- Improved performance in the teaching/learning situation;
- Effective and efficient delivery of education services;
- The education system within the region produce human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training programmes conducted as planned and personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- Schools within the region are supplied with their basic school supplies requirements;
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 6: EAST BERBICE / CORENTYNE

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- New Amsterdam Regional Hospital
- National Psychiatric Hospital Fort Canje
- Port Mourant District Hospital
- Black Bush District Hospital
- Skeldon District Hospital
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector;
- Promote better environments at home, work and the community at large;
- Ensure that cases of malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibilities with communities, organisations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonisation of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

77 - Region 7: Cuyuni / Mazaruni

Programme	SubProgramme	Activity
771 Regional Administration and Finance		
77101	Main Office	7710101 Office of the Regional Democratic Council 7710102 Office of the Regional Executive Officer
77102	Regional Administration	7710201 Human Resources, General Support Services/Registry 7710202 Local Government Services/Co-operatives and Craft
77103	Budgeting and Finance	7710301 Budgeting and Finance
772 Public Works		
77201	Programme Administration	7720101 Programme Administration
77202	Buildings	7720201 Administration 7720202 Agriculture
77203	Roads and Bridges	7720301 Roads and Bridges
77204	Drainage and River Defense	7720401 Drainage and River Defense
77205	Mechanical Workshop	7720501 Mechanical Workshop
773 Education Delivery		
77301	Programme Administration	7730101 Office of the Regional Education Officer 7730102 Schools' Supervision
77302	Nursery Level	7730201 Nursery Level
77303	Primary Level	7730301 Primary Level
77304	Secondary Level	7730401 Secondary Level

Programme Outlines **77 - Region 7: Cuyuni / Mazaruni**

Programme	SubProgramme	Activity
774 Health Services		
77401	Programme Administration	7740101 Office of the Regional Health Officer 7740102 Administration
77402	Bartica District Hospital	7740201 Ancillary Services 7740202 Medical Support Services 7740203 Dietary Services 7740204 Medical and Nursing Services 7740205 General Medical Care
77403	Kamarang District Hospital	7740301 Administration and Ancillary Services 7740302 Medical and Nursing Services
77404	Enachu District Hospital	7740401 Administration and Ancillary Services 7740402 Medical and Nursing Services
77405	Primary Health Care	7740501 Maternal and Child Health and General Out-Patient Services 7740502 Environmental Health 7740503 Dental Health Services

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AGENCY 77 - REGION 7: CUYUNI / MAZARUNI

Regional Chairman
Mr. Gordon Bradford

Regional Executive Officer
Mr. G. Misir

Mission Statement

To provide infrastructure and services to improve the standard of living of the people of the region

The region addresses its mission through four programme areas: Regional Administration and Finance, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with national education policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the region's population, striving towards improved physical, social and mental status for all.

REGION 7: CUYUNI / MAZARUNI

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs), regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensure that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

SUB-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5 year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate and ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimate and reports.

KEY RESULTS:

- Planned and cohesive approach in executing the policies of the RDC and Central Government;
- Planned and structured approach to meeting priorities and resources allocation;
- Staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 7: CUYUNI / MAZARUNI

PROGRAMME: Public Works

OBJECTIVE:

To ensure the continued enhancement and sustainability of the physical infrastructure viz roads and public buildings- to facilitate the continued development of the communities in the region.

SUB-PROGRAMMES:

- Programme Administration
- Buildings
- Roads and Bridges
- Drainage and River Defense
- Mechanical Workshop

KEY RESPONSIBILITIES:

- Coordinate and administer all activities relating to all public works in the region;
- Develop a strategic plan for the improvement and sustainability of physical Infrastructure including government buildings in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilization and disposal (unserviceable) of heavy duty equipment and machinery;
- Develop the annual estimates for the human, financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on road, bridges, buildings and drainage and irrigation works;
- Provide advice on public works matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the region and relevant Agencies on the performance of the public works programme.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the Region;
- Planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- Planned approach in conducting minor and major capital works in the Region;
- Cohesive approach by the region and the NDCs and AVCs in the planning and delivery of public work projects in the region;
- Competitive acquisition of services relating to public works;
- Timely reporting to the senior management in the region on programme performance.

REGION 7: CUYUNI / MAZARUNI

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access for all children and young people to quality education.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is efficiently managed at the regional level;
- Monitor, evaluate and report to the Ministry of Education on the performance of the education system;
- Establish and maintain linkages with the community at large in the provision of quality education;
- Implement distance education programmes;
- Maintain the Teacher Foundation Programme.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Curricula responsive to the environment;
- Improved performance in the teaching/learning situation;
- The education system within the region produces human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs of the region/country;
- Improved teacher and student performance;
- Training programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- All schools within the region are supplied with their basic school supplies requirements;
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 7: CUYUNI / MAZARUNI

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- Bartica District Hospital
- Kamarang District Hospital
- Enachu District Hospital
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

78 - Region 8: Potaro / Siparuni

Programme	SubProgramme	Activity
781 Regional Administration and Finance		
78101	Main Office	7810101 Office of the Regional Democratic Council 7810102 Office of the Regional Executive Officer
78102	Regional Administration	7810201 Regional Administration
78103	Budgeting and Finance	7810301 Budgeting and Finance
782 Public Works		
78201	Programme Administration	7820101 Programme Administration
78202	Buildings	7820201 Administration
78203	Roads, Trails, Bridges and Other Infrastructure	7820301 Roads, Trails, Bridges and Other Infrastructure
78204	Public Utilities	7820401 Mechanical Workshop 7820402 Electricity
783 Education Delivery		
78301	Programme Administration	7830101 Programme Administration
78302	Nursery Level	7830201 Nursery Level
78303	Primary Level	7830301 Primary Level
78304	Secondary Level	7830401 Secondary Level 7830402 Dormitory
784 Health Services		
78401	Mahdia District Hospital	7840101 Office of the Regional Health Officer 7840102 Administration and Ancillary Services 7840103 Medical and Nursing Services
78402	Primary Health Care	7840201 Maternal and Child Health and General Out-Patient Services 7840202 Environmental Health Services

AGENCY 78 - REGION 8: POTARO / SIPARUNI

Regional Chairman
Mr. Senor Bell

Regional Executive Officer
Mr. P. Ramotar

Mission Statement

To provide quality services and sustainable physical and institutional infrastructures towards the betterment of the lives of the residents of the region.

The region addresses its mission through four programme areas: Regional Administration and Finance, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with national education policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the region's population, striving towards improved physical, social and mental status for all.

REGION 8: POTARO / SIPARUNI

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs), regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

SUB-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5 year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate;
- Ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure that the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure that all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimate and reports.

KEY RESULTS:

- Planned and cohesive approach in executing the policies of the RDC and Central Government;
- Planned and structured approach for meeting priorities and resources allocation;
- Staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 8: POTARO / SIPARUNI

PROGRAMME: Public Works

OBJECTIVE:

To ensure the continued enhancement and sustainability of the physical infrastructure of roads and public buildings and the provision of electricity and water to facilitate the continued development of the communities in the region in context with the policies of and in consultation with the Ministries of Public Works, Local Government and Finance, and the Guyana Water Authority.

SUB-PROGRAMMES:

- Buildings
- Roads Trails, Bridges and Other Infrastructure
- Public Utilities

KEY RESPONSIBILITIES:

- Co-ordinate and administer all activities relating to all works in the region.
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region in consultation with the Ministry of Public Works, Ministry of Finance, RDC, AVCs and other stakeholders;
- Consult with the GGMC on issues relating to the construction of buildings along the highway;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilisation and disposal of (unserviceable) heavy duty equipment and machinery in concert with the Ministry of Public Works and other relevant Agencies;
- Develop the annual estimates for the human, financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on roads, bridges, and buildings;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Maintain a reliable supply of potable water for use by communities and residents;
- Conduct on-going maintenance of the electrical and water generating/distribution systems;
- Liaise with the GUYWA regarding support for technical assistance and equipment for new and existing water systems;
- Ensure an effective supply of electricity for Government buildings.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- A planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- A planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region, the NDC and the AVCs in the planning and delivery of public work projects in the region;
- Safe and adequate supply of electricity to those Government Buildings served by the lighting plant;
- The availability of adequate potable water to the various communities;
- Increased consultation with and support from GUYWA to enhance the supply of potable water;
- Timely reporting to the Senior Management in the region on programme performance.

REGION 8: POTARO / SIPARUNI

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access to all children and young people to quality education.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region and the country as a whole;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is managed by qualified staff;
- Manage efficiently and effectively all resources within the region;
- Monitor, evaluate and report to the Ministry of Education on the performance of the education system;
- Establish and maintain linkages with the community at large in the provision of quality education.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Curricula responsive to the environment; improved performance in the teaching/learning situation;
- Effective and efficient delivery of education services;
- The education system within the region produce human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- All schools within the region are supplied with their basic school supplies requirements.
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 8: POTARO / SIPARUNI

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of all Guyanese by: ensuring that health services are as accessible, acceptable, affordable, timely and appropriate as possible given available resources; and encouraging health personnel effectiveness through continuing education, training and management systems.

SUB-PROGRAMMES:

- Mahdia District Hospital
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector in consultation with the Ministry of Health and other agencies;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

79 - Region 9: Upper Takatu / Upper Essequibo

Programme	SubProgramme	Activity
791 Regional Administration and Finance		
79101	Main Office	7910101 Office of the Regional Democratic Council
		7910102 Office of the Regional Executive Officer
79102	Regional Administration	7910201 Regional Administration
79103	Budgeting and Finance	7910301 Budgeting and Finance
792 Agriculture		
79201	Extension Services	7920101 Extension Services
793 Public Works		
79301	Programme Administration	7930101 Programme Administration
79302	Buildings	7930201 Administration
		7930202 Agriculture
79303	Roads, Trails and Bridges	7930301 Roads, Trails and Bridges
79304	Mechanical Workshop	7930401 Mechanical Workshop
79305	Public Utilities	7930501 Public Utilities
794 Education Delivery		
79401	Programme Administration	7940101 Programme Administration
79402	Nursery Level	7940201 Nursery Level
79403	Primary Level	7940301 Primary Level
79404	Secondary Level	7940401 Secondary Level
		7940402 Dormitory

Programme Outlines

79 - Region 9: Upper Takatu / Upper Essequibo

Programme	SubProgramme	Activity
795 Health Services		
79501	Programme Administration	7950101 Programme Administration
79502	Lethem District Hospital	7950201 Administration and Ancillary Services 7950202 Medical and Nursing Services
79503	Aishalton District Hospital	7950301 Administration and Ancillary Services 7950302 Medical and Nursing Services
79504	Primary Health Care	7950401 Maternal and Child Health and General Out-Patient Services 7950402 Environmental Health Services

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AGENCY 79 - REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

Regional Chairman
Mr. Vincent Henry

Regional Executive Officer
Mr. D. Rooplal

Mission Statement

To provide in consultation with Central Government and Regional Democratic Council (RDC) services and sustainable physical and institutional development to improve the living conditions of people of the region.

The region addresses its mission through five programme areas: Regional Administration and Finance, Agriculture, Public Works, Education Delivery and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, material and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Agriculture is responsible for the development and maintenance of drainage and irrigation works.

Public Works is responsible for ensuring the effective, efficient and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with national education policies and curricula, the delivery of education at the Nursery, Primary and Secondary school levels, as well as other educational activities, in the region.

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the region's population, striving towards improved physical, social and mental status for all.

REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), and Neighbourhood Democratic Councils (NDCs) regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and at the same time ensuring that all relevant guidelines are observed so as to achieve an acceptable level of accountability.

SUB-PROGRAMME:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5 year plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Coordinate the preparation of the region's estimate; ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and workplans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimate and reports.

KEY RESULTS:

- Planned and cohesive approach in executing the policies of the RDC and Central Government;
- Planned and structured approach for meeting priorities and resources allocation;
- Staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives.

REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

PROGRAMME: Agriculture

OBJECTIVE:

To ensure maximum crop production through the introduction of new crop varieties and the transfer of machinery, chemicals and techniques for successful growth, and facilitate the development and growth of the livestock sector in the region.

SUB-PROGRAMMES:

- Extension Services

KEY RESPONSIBILITIES:

- Compile annual estimates and reports.
- Advise farmers on various aspects of crop production and pest control and make available pesticide and fertilizers;
- Arrange meetings, seminars, field days, etc. to update farmers on new technology re- crop production;
- Plan and establish nurseries for fruit and crop production;
- Make readily available machinery and equipment necessary for crop production, transport and produce;
- Teach improved pasturing and livestock management;
- Promote the use of proper husbandry and land rotation to improve the region's cattle stock;
- Rare small animals (sheep and goat) to promote the development of the live stock industry;
- Assist in the further development of poultry industry in the region;
- Improve the abattoir and other agricultural infrastructure.

KEY RESULTS:

- Increase in the crop production regionally;
- Better pest management;
- More fruit plants are made available to farmers;
- Improved techniques taught to farmers;
- Small animals provided;
- Poultry industry further established;
- Abattoir rehabilitated.

REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

PROGRAMME: Public Works

OBJECTIVE:

To ensure the continued enhancement and sustainability of the physical infrastructure of roads and public buildings and the provision of electricity and water to facilitate the continued development of the communities in the region, in context with the policies of and in consultation with the Ministry of Public Works, Local Government and Regional Development and Finance.

SUB-PROGRAMMES:

- Programme Administration
- Buildings
- Roads, Trails and Bridges
- Mechanical Workshop
- Public Utilities

KEY RESPONSIBILITIES:

- Coordinate and administer activities relating to all construction/rehabilitation works in the region.
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilization and disposal (unserviceable) of heavy duty equipment and machinery;
- Develop the annual estimates for the human, financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on road, bridges, buildings and other infrastructure;
- Provide advice on public works matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the region and relevant Agencies on the performance of the public works programme;
- Maintain a reliable supply of electricity for the use of the various communities and residents;
- Conduct on-going maintenance to the electrical and distribution systems;
- Periodically send out samples of water for testing to ensure the safety of consumers;
- Undertake training and development of workers.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- A planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- A planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region, NDCs and the AVCs in the planning and delivery of public work projects in the region;
- Safe and adequate supply of electricity to those communities served by the power plant;
- The availability of potable water to the various communities where ever possible;
- Timely reporting to the senior management in the region on programme performance.

REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

PROGRAMME: Education Delivery

OBJECTIVE:

To provide equal access of quality education to all children and young people.

SUB-PROGRAMMES:

- Programme Administration
- Nursery level
- Primary Level
- Secondary Level

KEY RESPONSIBILITIES:

- Pursue the development of a long term strategic plan for the delivery of quality education in the region;
- Provide input to and receive directions from the Ministry of Education regarding the development, clarification, evaluation and dissemination of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social and cultural development of the region;
- Ensure the implementation and evaluation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and academic performance;
- Ensure that the education system is managed by qualified and suitable staff;
- Manage efficiently and effectively all resources allocated to education programme within the region;
- Monitor, gather information, evaluate and report to the Ministry of Education on the performance of the education system;
- Establish and maintain linkages with the community at large, non-governmental organisations and other Agencies in the provision of quality education.

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social and cultural development;
- Curricula for all subject areas;
- Improved performance in the teaching/learning situation;
- The education system within the region produce human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Qualified persons are recruited and trained;
- All schools within the region are supplied with their basic school supplies and requirements;
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- Lethem District Hospital
- Aishalton District Hospital
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector in consultation with the Ministry of Health and other agencies;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

80 - Region 10: Upper Demerara / Upper Berbice

Programme	SubProgramme	Activity
801 Regional Administration and Finance		
80101	Main Office	8010101 Office of the Regional Democratic Council 8010102 Office of the Regional Executive Officer
80102	Regional Administration	8010201 General Support Services/Registry 8010202 Human Resources 8010203 Local Government Office
80103	Budgeting and Finance	8010301 Budgeting and Finance
802 Public Works		
80201	Buildings	8020101 Administration 8020102 Agriculture
80202	Roads and Bridges	8020201 Roads and Bridges
80203	Vehicle Equipment and Maintenance	8020301 Vehicle Equipment and Maintenance
803 Education Delivery		
80301	Programme Administration	8030101 Office of the Regional Education Officer 8030102 Schools' Supervision
80302	Nursery Level	8030201 Nursery Level
80303	Primary Level	8030301 Primary Level
80304	Secondary Level	8030401 Secondary Level
804 Health Services		
80401	Programme Administration	8040101 Office of the Regional Health Officer 8040102 Finance and Administration
80402	Upper Demerara District Hospital	8040201 Administration and Ancillary Services 8040202 Medical and Nursing Services
80403	Primary Health Care	8040301 Maternal and Child Health and General Out-Patient Services 8040302 Dental Health Services 8040303 Environmental Health Services

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Regional Chairman
Mr. Mortimer Mingo

Regional Executive Officer
Mr. B. Benn

Mission Statement

To provide for the efficient and effective co-ordination and utilisation of the human and materials resources within the region, and to enhance the orderly development of the political, economic, social and cultural life of the people.

The region addresses its mission through four programme areas: Regional Administration and Finance, Public Works, Education and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration necessary for the implementation of the national policies. The Programme will promote efficient and optimal use of human, materials and financial resources, the adoption of increased accountability measures and the strengthening of managerial and administrative capacity at all levels.

Public Works is responsible for the ensuring the effective and safe design, supervision, construction and maintenance of civil works in the region.

Education Delivery aims to effectively and efficiently coordinate, monitor and manage, in accordance with national education policies and curricula, the delivery of education at the Nursery, Primary and Secondary schools levels, as well as other educational activities, in the region

Health Services is charged with ensuring that access, affordability, timeliness and appropriateness of health services are provided to the region's population, striving towards improved physical, social and mental status for all.

REGION 10: UPPER DEMERARA / UPPER BERBICE

PROGRAMME: Regional Administration and Finance

OBJECTIVE:

To undertake the necessary consultation with the subject Ministries, Regional Democratic Council (RDC), Neighbourhood Democratic Councils (NDCs) and Amerindian Village Councils (AVCs) regarding the implementation of any policy or development plan that may be determined by those Agencies; and to give maximum support to programmes, promote efficient and optimal use of resources and, at the same time, ensuring that all relevant guidelines are observed, so as to achieve an acceptable level of accountability.

SUB-PROGRAMME:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a 5 year strategic plan for the region and its various operations;
- Develop multi-year and annual operational plans;
- Co-ordinate the preparation of the region's estimate; ensure the existence of appropriate mechanisms to monitor plans against performance;
- Ensure the regional accounting and administrative functions comply with the relevant regulations and circulars;
- Ensure all relevant reports for subject Ministries and the Ministry of Finance are completed and submitted as required;
- Provide technical support in terms of advice and guidance to the RDC;
- Monitor and manage the activities of the NDCs and AVCs, by ensuring they operate within the framework of the Government's financial procedures and by providing guidance and direction as necessary;
- Ensure the skills gap in the various programme areas are progressively being addressed to facilitate the achievement of programme objectives and work plans;
- Ensure the implementation of public service rules and regulations where necessary;
- Complete annual estimates and reports;
- Implement and co-ordinate programme budgeting activities among the Agency's programmes;
- Create and staff an effective EPMU - Expenditure Planning and Management Unit;
- Spearhead the drive to have staff embrace Information Technology as the way forward.

KEY RESULTS:

- Planned and cohesive approach in executing the policies of the RDC and Central Government;
- Planned and structured approach to meeting priorities and resources allocation;
- Staff inventory that identifies amongst other requirements, a training and development plan that addresses the skills gap;
- Regional activities are in compliance with the relevant financial and administrative regulations and directives;
- Information Technology aided decision making;
- Programme execution will be more efficient and effective.

REGION 10: UPPER DEMERARA / UPPER BERBICE

PROGRAMME: Public Works

OBJECTIVE:

To ensure the continued enhancement and sustainability of the physical infrastructure of roads and public buildings and the provision of electricity and water to facilitate the continued development of the communities in the region, in context with the policies of and in consultation with the Ministries of Public Works, Local Government and Regional Development and Finance.

SUB-PROGRAMMES:

- Buildings
- Roads and Bridges
- Vehicle Equipment and Maintenance

KEY RESPONSIBILITIES:

- Coordinate and administer all activities relating to all works in the region.
- Develop a strategic plan for the improvement and sustainability of physical infrastructure including government buildings in the region;
- Develop maintenance plans for roads, bridges and Government buildings;
- Conduct a feasibility study on the acquisition, utilization and disposal (unserviceable) of heavy duty equipment and machinery;
- Develop the annual estimates for the human financial and physical resources using the annual operational work plan as the basis for determining resource needs;
- Advise on design supervision and construction of civil works;
- Supervise contractors and consultants working on road, bridges, buildings and other infrastructure;
- Provide advice on public works matters and monitor and evaluate projects within the NDCs and AVCs;
- Advise on Tender Board matters;
- Advise the REO and other senior officials on technical matters relating to civil works;
- Prepare reports for the region and relevant Agencies on the performance of the public works programme.
- Maintain a reliable supply of electricity for the use of the various communities and residents;
- Conduct on-going maintenance of the electrical and distribution systems;
- Periodically send out samples of water for testing so as to preserve the safety of consumers;
- Undertake training and development of workers.

KEY RESULTS:

- Increased partnership with the various levels of government in the identification of issues and the execution of policies for the betterment of the communities in the region;
- A planned approach in the implementation of policies;
- Sustainable and safe physical infrastructure;
- A planned approach in conducting minor and major capital works in the region;
- Cohesive approach by the region, NDCs and the AVCs in the planning and delivery of public work projects in the region;
- Safe and adequate supply of electricity to those communities served by the power plant;
- The availability of potable water to the various communities wherever possible;
- Timely reporting to the senior management in the region on programme performance.

REGION 10: UPPER DEMERARA / UPPER BERBICE

PROGRAMME: Education Delivery

OBJECTIVE:

The education department in the education system is responsible for promoting educational and cultural development of young Guyanese in the region, through academic and prevocational programmes including work-study, and in collaboration with other agencies engaged in the process of growth and development of human resources in the region.

SUB-PROGRAMMES:

- Programme Administration
- Nursery Level
- Primary Level
- Secondary Level

KEY RESPONSIBILITIES:

- Provide input to and receive directions from the Ministry of Education regarding the development, clarification and evaluation of education policies, the national curricula and teacher training;
- Implement, monitor and review policies and plans that will facilitate the sustainability of moral, social, cultural and economic development of the region and the country as a whole;
- Ensure the implementation of the national curricula and the provision of a supportive environment that facilitates the teaching/learning process;
- Ensure that the organisational climate in schools are conducive and supportive of a high level of efficiency and productivity;
- Ensure that the education system is managed by qualified staff;
- Efficient and effective management of all resources within the region;
- Continuous monitoring, evaluation and reporting to the Ministry of Education on the performance of the education system;
- Established and maintained linkages with the community at large in the provision of quality Education

KEY RESULTS:

- Increased awareness of policies and plans that will enhance the sustainability of moral, social, cultural and economic development;
- Curricula responsive to the environment; improved performance in the teaching/learning situation;
- Effective and efficient delivery of education services;
- The education system within the region produce human resources with the appropriate knowledge, skills and attitudes to meet their own personal development and the social, economic and technological needs;
- Improved teacher and student performance;
- Training Programmes conducted as planned, personnel equipped with relevant skills and knowledge;
- Competent persons are recruited and trained;
- All schools within the region are supplied with their basic school supplies requirements.
- Community school relationship enhanced and sustained, increased public awareness of trends/developments/innovations in education;
- Reduced dropout rate.

REGION 10: UPPER DEMERARA / UPPER BERBICE

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of the region.

SUB-PROGRAMMES:

- Programme Administration
- Upper Demerara District Hospital
- Primary Health Care

KEY RESPONSIBILITIES:

- Develop a 5 year strategic plan and a multi-year operational plan for the region's health sector, in consultation with the Ministry of Health and other agencies;
- Promote better environments at home, work and the community at large;
- Ensure that malaria morbidity and mortality are reduced;
- Ensure that health services are accessible, acceptable, affordable, timely and appropriate given available resources;
- Ensure that health standards set by the Ministry of Health are implemented and monitored;
- Empower individuals for their own health through health promotion and disease prevention;
- Enhance the effectiveness of health care personnel through appropriate management systems;
- Introduce Information Technology in the various operations of the health programme;
- Involve and share responsibility with communities, organisations, institutions and other departments, as well as collaborating with other regions.

KEY RESULTS:

- Clearly defined framework for regional health planning and implementation;
- Harmonization of regional policies with national and international health policies;
- Efficient and effective administration and use of available health resources;
- Increased levels of health among the region's population;
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