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GUYANA

ESTIMATES

OF THE PUBLIC SECTOR

CURRENT AND CAPITAL REVENUE AND EXPENDITURE

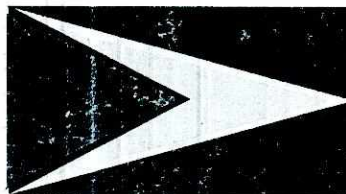
For the year
2001

As presented to
THE NATIONAL ASSEMBLY

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VOLUME 2



GUYANA



ESTIMATES

OF THE PUBLIC SECTOR

**CURRENT AND CAPITAL
REVENUE AND EXPENDITURE**

For the year

2001

as presented to

THE NATIONAL ASSEMBLY

VOLUME 2



Programme Agency Outlines and Narratives



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Programme Agencies

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03	Ministry of Finance
04	Ministry of Foreign Affairs
05	Ministry of Local Government
06	Ministry of Information
07	Parliament Office
08	Office of the Auditor General
09	Public and Police Services Commission
10	Teaching Service Commission
11	Elections Commission
12	Public Utilities Commission
13	Ministry of Local Government and Regional Development
21	Ministry of Agriculture
22	Ministry of Trade, Tourism and Industry
23	Ministry of Tourism, Commerce and Industry
31	Ministry of Public Works & Communication
41	Ministry of Education
42	Ministry of Health and Labour
43	Ministry of Human Services and Social Security
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
54	Guyana National Service
55	Supreme Court
56	Public Prosecutions
57	Office of the Ombudsman
58	Public Services Appellate Tribunal
71	Region 1: Barima/Waini
72	Region 2: Pomeroon/Supenaam
73	Region 3: Essequibo Islands/West Demerara
74	Region 4: Demerara/Mahaica
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Programme Agencies

Programme Agency Code	Programme Agency Description
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78	Region 8: Potaro/Siparuni
79	Region 9: Upper Takatu Essequibo
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General Administration Sector

Programme Outlines

01 - Office of the President

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Head Office Administration		
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		<i>1.01.02 Central Registry</i>
		<i>1.01.03 Personnel</i>
		<i>1.01.04 Field Audit</i>
		<i>1.01.05 Maintenance</i>
	1.02 Finance	<i>1.02.01 Budgeting and Finance</i>
		<i>1.02.02 Stores</i>
	1.03 Subvention Agencies	<i>1.03.01 Presidential Guard Service</i>
		<i>1.03.02 Go-Invest</i>
		<i>1.03.03 Castellani House</i>
		<i>1.03.04 Other Subvention Agencies</i>
2 Presidential Advisory (Cabinet and Other Services)		
	2.01 Cabinet and Defence Board Secretariat	<i>2.01.01 HPS Secretariat</i>
		<i>2.01.02 Cabinet Secretariat</i>
		<i>2.01.03 Defence Board Secretariat</i>
	2.02 Confidential Secretariat	<i>2.02.01 Confidential Secretariat</i>
	2.03 Protocol Division	<i>2.03.01 Protocol Division</i>
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		<i>2.04.02 Political Affairs</i>
3 Public Service Management		
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		<i>3.01.02 Office of the Permanent Secretary</i>
		<i>3.01.03 Administrative Support Services</i>
	3.02 Training	<i>3.02.01 Development and Operations</i>
		<i>3.02.02 Planning, Research and Analysis</i>
		<i>3.02.03 Scholarships Administration</i>
		<i>3.02.04 Finance and Information</i>
	3.03 Management Services	<i>3.03.01 Action Consulting</i>

Programme Outlines

01 - Office of the President

PROGRAMME	SUB-PROGRAMME	ACTIVITY
3 Public Service Management	3.03 Management Services	3.03.02 <i>Facilitatory Consulting</i>
	3.04 Central Personnel	3.04.01 <i>Central Personnel</i>
	3.05 Information Systems	3.05.01 <i>Human Resource Management Information System</i> 3.05.02 <i>Financial Management Information System</i> 3.05.03 <i>Training Information System</i>
4 Amerindian Development	4.01 Main Office	4.01.01 <i>Office of the Minister of Amerindian Affairs</i> 4.01.02 <i>Office of Principal Regional Development Officer</i>
	4.02 Hinterland Affairs	4.02.01 <i>Hinterland Welfare</i> 4.02.02 <i>Amerindian Residences</i>
5 Public Policy and Planning	5.01 Administration	5.01.01 <i>Adminstration</i>
	5.02 Project Appraisal, Monitoring and Evaluation	5.02.01 <i>Project Appraisal, Monitoring and Evaluation</i>
	5.03 Research and Documentation	5.03.01 <i>Research and Documentation</i>
	5.04 Marketing and Communication	5.04.01 <i>Marketing and Communication</i>

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AGENCY 01 - OFFICE OF THE PRESIDENT

Minister

His Excellency President Bharrat Jagdeo

Minister

Honourable Reepu Daman Persaud

Minister

Honourable Dr. Jennifer Westford

Minister

Honourable Carolyn Rodrigues

Head of Presidential Secretariat

Dr. R. Luncheon

Permanent Secretaries

Ms. J. Webster

Dr. N. K. Gopaul

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 five programme areas: Head Office Administration, Presidential Advisory Services, Public Service Management, Public Policy and Planning and Amerindian Development.

Head Office Administration is responsible 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. This is accomplished through the sub-programme areas of Administrative Services and Finance.

Presidential Advisory 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 of Cabinet and Defence Board Secretariat, Confidential Secretariat, Protocol Division and Other Advisory Services.

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 of Administration, Training, Management Services and Central Personnel.

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 of Main Office and Hinterland Affairs.

Public Policy and Planning is responsible for the successful transformation process of the Public Service by ensuring that the necessary reform initiatives are implemented through a formal interactive process between line Agencies, the PRSC and Cabinet.

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:

- Oversee the operations of the Administrative Services Division;
- Ensure the provision of registry, messenger, transport, security and other essential services;
- Oversee the financial operations of the OP and ensure there are proper internal controls;
- Monitor the processing of financial information of all sections and ensure that relevant financial records are maintained;
- Manage and control all funds disbursed to the OP to ensure that expenditures are properly made and recorded in accordance with the relevant laws, regulations, circulars and approved programmes;
- 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 staff performance appraisal process;
- Facilitate the training and development of staff;
- Oversee the conduct of field audit, stock verification and special investigations exercises;
- Supervise the Maintenance Division;
- Ensure that the Office is adequately supplied with office and housekeeping supplies.

KEY RESULTS:

- Effective and efficient maintenance of equipment, compounds, and buildings;
- Essential services (transportation, telecommunications, messenger, etc.,) are maintained;
- Cost effective financial operations;
- Timely expenditure payments;
- Timely preparation and presentation of relevant documents (budget estimates, cash flow and financial statements, certificate of compliance, etc.);
- Maintenance of a flow of budgeting and financial information;
- Effective personnel policies are implemented;
- Human resource needs are ascertained;
- Trained and competent staff;
- Stock is available when needed;
- Inventories and stocks are established and confirmed;
- Field audits are carried out.

OFFICE OF THE PRESIDENT

PROGRAMME: **Presidential Advisory 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;
- Provide leadership and take managerial action to ensure that the President is provided with the appropriate mechanisms to facilitate the exercise of Executive Authority;
- Service the Cabinet and administer the Defence Board and its obligations under the Defence Act;
- 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's Diary is scheduled effectively to enable him to carry out his duties 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 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: **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
- Management Services
- Training
- Central Personnel

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, communications and performance level changes;
- Ensure establishment and control, introduce and maintain personnel systems and procedures and formulate, interpret and implement policy 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 department's operational routines 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 Head of the Presidential Secretariat;
- 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.

OFFICE OF THE PRESIDENT

PROGRAMME: Amerindian Development

OBJECTIVE:

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

SUBPROGRAMMES:

- Main Office
- Hinterland Affairs

KEY RESPONSIBILITIES:

- Ensure all causes in the Amerindian Act are observed;
- Provide advice and monitor Amerindian councils;
- Ensure that all indigenous people can participate in their culture activities;
- Promote Amerindian Welfare;
- Create business venture and coordinate health, education, agriculture and infrastructure programmes

KEY RESULTS:

- Observation of the Law by Amerindian Residence;
- Better management of resources;
- Sustain the Amerindian culture;
- Temporary accommodation in Georgetown for hinterland patient Students;
- Improved standard of living for Amerindians;
- Harmony between Amerindian and the wider Guyanese society.

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:

- Administrative Services
- Project Appraisal, Monitoring and Evaluation
- Marketing and Communication
- Research and Documentation
- Marketing and Communication

KEY RESPONSIBILITIES:

- Provide the PSRC with appropriate documentation; position papers; cabinet paper, research and / or status report to enable appropriate decision making relating to policies for PSR.
- Assist line agencies, other related public sector agencies in setting appropriate deadlines of agreed / approved policy activities in areas of financial management; personnel management; to analyse variances in the 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 organisation.
- 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 programs
- 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
- Document research on PSR in Caribbean in and elsewhere
- Satisfied donor community re sustainable PSR in Guyana

Programme Outlines

02 - Office of the Prime Minister

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Prime Minister's Secretariat		
	1.01 General Administration	1.01.01 General Administration
	1.02 Confidential Secretariat	1.02.01 Confidential Secretariat
	1.03 Political Division/Utilities and Mines Section	1.03.01 Political Division/Utilities and Mines Section

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AGENCY 02 - OFFICE OF THE PRIME MINISTER

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 pursuit and achievement of the responsibilities of the Prime Minister.

The Ministry's Mission 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 Secretariat operations. Additionally, the planning, organization and coordination of receptions for the Prime Minister is also occasionally undertaken.

Confidential Secretariat is responsible for the provision of an efficient and effective service in the management of time and in 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 operates 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 the Secretariat and Official Residence equipment;
- Timely and accurate budgeting, and coordinated work plans;
- Prime Minister is kept abreast of activities collectively under his/her purview.

Programme Outlines

03 - Ministry of Finance

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Ministry Administration		
	1.01 Main Office	1.01.01 <i>Office of the Minister</i> 1.01.02 <i>Office of the Secretary to the Treasury</i>
	1.02 General Administration	1.02.01 <i>Administration</i> 1.02.02 <i>Registry</i> 1.02.03 <i>Personnel</i> 1.02.04 <i>Valuation Unit</i> 1.02.05 <i>Tender Board</i>
	1.03 Office of the Budget	1.03.01 <i>Office of the Budget</i>
2 Accountant General Department		
	2.01 Main Office	2.01.01 <i>Office of the Accountant General</i> 2.01.02 <i>Administration</i>
	2.02 Service	2.02.01 <i>Salaries and Vote Accounting</i> 2.02.02 <i>Advances and Deposits</i> 2.02.03 <i>Pensions and Gratuities</i> 2.02.04 <i>Receipts and Payments</i> 2.02.05 <i>Regional Sub-Treasuries</i>
	2.03 Technical	2.03.01 <i>Final Accounts Section</i> 2.03.02 <i>Public Debt Section</i> 2.03.03 <i>Examination Section</i> 2.03.04 <i>Inspection Section</i> 2.03.05 <i>Training and Research</i>
	2.04 Management Information Systems Unit	2.04.01 <i>Management Information Systems Unit</i>

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AGENCY 03 - MINISTRY OF FINANCE

Minister

Honourable Saisnarine Kowlessar

Secretary to the Treasury

Vacant

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's 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.

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

MINISTRY OF FINANCE

PROGRAMME: Ministry Administration

SUB-PROGRAMMES:

- Main Office
- General Administration
- Office of the Budget

OBJECTIVE:

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

KEY RESPONSIBILITIES:

- Ensure and provide the means and support for all the Departments and programmes of the Ministry of Finance enabling them to provide their 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 Budget.

MINISTRY OF FINANCE

PROGRAMME: Accountant General's Department

OBJECTIVE:

To prepare timely and accurately statements on financial and related transactions of Government as required by the Financial Administration and Audit Act, Chapter 73:01.

SUB-PROGRAMMES:

- Main Office
- Service
- Technical
- Management Information Systems

KEY RESPONSIBILITIES:

- Maintain the current, capital and statutory accounts of Guyana;
- Ensure the payment of 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 gratuities payments for retired public service employees;
- Operate other special funds and trust accounts related to public debt;
- Provide services and monitor compliance of rules and regulation;
- Train government staff so as to improve service.

KEY RESULTS:

- All Government expenditures are documented and accounted for ;
- An efficient accounting system;
- Retired public service employees are endowed with all their benefits;
- An efficient system is in place to manage the public debt;
- A well trained staff.

Programme Outlines

04 Ministry of Foreign Affairs

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Ministry Administration		
	1.0	Ministry Administration
	1.1	Head Office
		1.1.1 Secretariat of the Minister
		1.1.2 Office of the Director General
		1.1.3 Administrative Services
		1.1.4 Registry and Personnel
		1.1.5 Finance and Budgeting
2 Foreign Relations		
	2.0	Foreign Relations
	2.1	Policy and Monitoring
		2.1.1 Policy and Monitoring
	2.2	Overseas Missions
		2.2.1 Washington Embassy
		2.2.2 New York Permanent Mission
		2.2.3 New York Consulate
		2.2.4 Ottawa High Commission
		2.2.5 Beijing Embassy
		2.2.6 Brazil Embassy
		2.2.7 Brussels Embassy
		2.2.8 Caracas Embassy
		2.2.9 Havana Embassy
		2.2.10 London High Commission
		2.2.11 Paramaribo Embassy
		2.2.12 Toronto Consulate
3 Foreign Trade and International Cooperation		
	3.0	Foreign Trade and International Cooperation
	3.1	Trade Policy
		3.1.1 Trade Policy
	3.2	Regional and Multilateral Organisations
		3.2.1 Regional and Multilateral Organisations
	3.3	Technical Cooperation and Foreign Aid
		3.3.1 Technical Cooperation and Foreign Aid

AGENCY 04 - MINISTRY OF FOREIGN AFFAIRS

Minister
Honourable Rudy Insannally

Minister
Honourable Clement Rohee

Director General (ag.)
Ms. Rita Ramlall

Mission Statement

To promote and defend world-wide the interests of Guyana.

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 promoting Guyana's interests world-wide 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 foreign missions, two consulates and 18 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

KEY RESPONSIBILITIES:

- Advise the Minister of Foreign Affairs on the formulation of Foreign Policy in relation to the Ministry and its overseas missions;
- Provide administrative support at the Minister's request;
- Ensure the provision of efficient support services in the areas of personnel, finance, registry, maintenance, security, transport and support services to the Ministry of Foreign Affairs;
- Ensure that an efficient system of records management through accurate filing 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 of Foreign Affairs, 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.

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.

MINISTRY OF FOREIGN AFFAIRS

PROGRAMME: Foreign Relations

OBJECTIVE:

To promote Guyana's interests world-wide by providing policy, consular and diplomatic services of the highest calibre.

SUB-PROGRAMMES:

- Policy and Monitoring
- Overseas Missions

KEY RESPONSIBILITIES:

- Promote Guyana's interests world-wide by contributing to the effort for national sovereignty and territorial integrity, debt relief, socio-economic development and realisation of a New Global Human Order;
- Foster and further strengthen relations with the Governments of foreign countries, and promote increased trade and investment in Guyana;
- Ensure that the Vienna Convention on Diplomatic and Consular Relations is observed;
- Ensure all arrangements are made for state/official visits to or from Guyana;
- Provide policy advice to the Minister on political, economic, social and technical matters;
- Co-ordinate implementation of agreements such as activities to combat narcotics trafficking, inter-ministerial consultations between Foreign Ministries and abolition of visa requirements;
- Represent Guyana's interests abroad as circumstances determine;
- Monitor international developments to determine implications for foreign and domestic policy;
- Conduct bilateral political relations with Europe, Africa and the Middle East;
- Assist overseas Guyanese nationals and foreign nationals in Guyana to obtain or verify official documentation and other matters of general welfare;
- Prepare Credentials of Representatives for officials in attendance at conferences, meetings.

KEY RESULTS:

- 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;
- Smooth execution of Government's policy;
- Improvement of Guyana's standing and profile in regional and international community and fora;
- Attraction of regional and international funding and technical assistance for national projects;
- A regional and international environment which facilitates the execution of foreign policy;
- Ambassadors, High Commissioners and Honorary Consuls are accepted and appointed;
- Smooth relations within the diplomatic corps and international organisations;
- State/official visits are efficiently organised and successful.

MINISTRY OF FOREIGN AFFAIRS

PROGRAMME: Foreign Trade & International Co-operation

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 industrialization states, multilateral financial and development – oriented institutions.

SUB – PROGRAMMES:

- Trade Policy
- Regional and Multilateral Organizations
- Technical Cooperation and Foreign Aid

KEY RESPONSIBILITIES:

- 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

- 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

05 - Ministry of Local Government

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Main Office	1.01 Office of the Senior Minister	1.01.01 <i>Office of the Senior Minister</i>
	1.02 Minister within the Ministry of Local Government	1.02.01 <i>Minister within the Ministry of Local Government</i>
	1.04 Office of the Parliamentary Secretary	1.04.01 <i>Office of the Parliamentary Secretary</i>
	1.05 Office of the Chairman of NCLDO	1.05.01 <i>Office of the Chairman of NCLDO</i>
	1.06 Office of the Permanent Secretary	1.06.01 <i>Office of the Permanent Secretary</i>
2 Ministry Administration	2.01 General Administration	2.01.01 <i>Administration</i> 2.01.02 <i>Central Registry</i>
	2.02 Central Accounting	2.02.01 <i>Central Accounting</i>
3 Regional Development	3.01 Local Government	3.01.01 <i>Local Government</i>
	3.03 Planning and Training	3.03.01 <i>Planning and Training</i>

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AGENCY 05 - MINISTRY OF LOCAL GOVERNMENT

Minister

Honourable HARRIPERSAUD NOKTA

Minister in the Ministry

Honourable CLINTON COLLYMORE

Permanent Secretary

Mr. P. KANDHAI

Mission Statement

The mission of the Ministry of Local Government is to supervise and maintain the legal and regulatory framework of the system of regional and local administration; to encourage and facilitate the economic development of the regions; to promote the continued integration of the Amerindian community 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 Amerindian population into the wider society.

MINISTRY OF LOCAL GOVERNMENT

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 Senior Minister within the Ministry of Local Government
- Office of the Parliamentary Secretary
- Office of the Chairman of National Congress of Local Democratic Organs
- 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).

KEY RESULTS:

- Less dependency on the coast for basic food produce;
- Councils operate within the legal framework of the law;
- Transparency in management;
- Consistency between Local plans and National Policies.
- Assistance to communities experiencing disaster;

MINISTRY OF LOCAL GOVERNMENT

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, Parliamentary Secretary 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 Parliamentary Secretary 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

PROGRAMME: **Regional Development**

OBJECTIVE:

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

SUB-PROGRAMME:

- Local Government
- Hinterland Affairs
- Planning and Training

KEY RESPONSIBILITIES:

- Provide welfare services for Amerindians;
- 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 statutory functions and duties;
- Maintain the legal and regulatory framework of regional and local administration.

KEY RESULTS:

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

Programme Outlines

06 - Ministry of Information

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Information Services	1.01 Administrative Services	1.01.01 <i>Office of the Minister</i> 1.01.02 <i>Office of the Permanent Secretary</i> 1.01.03 <i>General Administrative Services</i> 1.01.04 <i>Finance</i>
	1.02 Guyana Information Services	1.02.01 <i>Publishing and Documents</i> 1.02.02 <i>Public Information and Public Relations</i> 1.02.03 <i>Radio and Television</i> 1.02.04 <i>Photography</i>

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AGENCY 06 - MINISTRY OF INFORMATION

Minister

His Excellency Bharrat Jagdeo

Permanent Secretary

Dr. Prem Misir

Mission Statement

To inform and enlighten the general population of Government's policies, measures and programmes; to establish and maintain two-way channels of communication between Government and people; and to build and sustain public opinion and public credibility.

The Ministry's mission or purpose is fulfilled through the Information Services programme, which is divided into two sub-programmes: Administrative Services and Guyana Information Services.

Administrative Services aim to effectively and efficiently co-ordinate, administer and manage the activities and functions of the Ministry to ensure the formulation and successful implementation of information policies and programmes, to ensure that efficient administrative support services are always available, and to ensure that value for money is obtained in the use of the resources allocated to the Ministry.

Guyana Information Services aim to document, gather 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.

MINISTRY OF INFORMATION

PROGRAMME: Information Services

OBJECTIVE:

To inform and enlighten the general population of Government's policies, measures and programmes; to establish and maintain two-way channels of communication between Government and people; and to build and sustain public opinion and public credibility.

SUB-PROGRAMMES:

- Administrative Services
- Guyana Information Services

KEY RESPONSIBILITIES:

- Co-ordinate, administer and manage effectively the activities and functions of the Ministry to ensure the formulation and successful implementation of information policies and programmes;
- Ensure that efficient administrative support services are always available;
- Ensure that value for money is obtained in the use of the resources allocated to the Ministry;
- Gather, disseminate and document the 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:

- Accurate and timely policy advice to the Minister;
- Achievement of the Ministry's objectives;
- Efficient and accountable resource expenditure and revenue collection;
- Public understanding and appreciation of and support for Government's efforts to spur human development, accelerate economic growth and forge socio-cultural advancement;
- Timely, efficient and professional production and distribution of government documents and periodicals, television and radio programmes.

Programme Outlines

07 - Parliament Office

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 National Assembly		
	1.01 Office of the Speaker	1.01.01 <i>Office of the Speaker</i>
	1.02 Parliamentary Affairs	1.02.01 <i>Sittings</i> 1.02.02 <i>Committees</i> 1.02.03 <i>Reportorial</i> 1.02.04 <i>Procedural and Sale of Legislation</i>
	1.03 Office of the Clerk	1.03.01 <i>Office of the Clerk</i>
	1.04 General Administration	1.04.01 <i>Administration</i> 1.04.02 <i>Human Resources</i> 1.04.03 <i>Registry</i> 1.04.04 <i>Maintenance and Security</i>
	1.05 Budgeting and Finance	1.05.01 <i>Central Accounting</i> 1.05.02 <i>Stores</i>

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AGENCY 07 - PARLIAMENT OFFICE

Speaker Of The House
Honourable Ralph Ramkarran SC

Clerk Of National Assembly
Mr. F. Narine

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 and the Supreme Congress of the People. 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 whose objective is to ensure 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 whose objective is to provide 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: Parliament Office

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 and the Supreme Congress of the People. 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	SUB-PROGRAMME	ACTIVITY
1	Office of the Auditor General	
	1.01 Programme Administration	1.01.01 Programme Administration
	1.02 Audit Unit A	1.02.01 Administration and Finance 1.02.02 Education Related and Region #3 1.02.03 Defence Related and Public Order 1.02.04 Agriculture Related, Legal Entities & Region No. 4 1.02.05 Inland Revenue / Customs
	1.03 Audit Unit B	1.03.01 Municipalities & Regions (1,5,6,7,8 &9) 1.03.02 Health Related & Region No. 2 & 10 1.03.03 Finance Related & Other Entities 1.03.04 Public Works and Other Entities 1.03.05 Public Corporations and Financial Institutions

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AGENCY 08 - OFFICE OF THE AUDITOR GENERAL

Auditor General
Mr. A Goolsarran

Mission Statement

Section 26 of the Financial Administration and Audit Act (hereinafter referred to as the Act) Chapter 73:01 of the Laws of Guyana requires the Auditor General to examine in such manner as he deems necessary the accounts of all accounting officers and principal receivers of revenue and of all persons entrusted with the collection, receipt, custody, issue, sale, transfer or delivery of any stamps, securities, stores or other Government property; (2) In addition, the Auditor General must ensure all funds expended and charged to appropriation accounts have been applied in accordance with the purposes for which the grants made by Parliament were intended, and conform to the authority which governs them; (3) The Office of the Auditor General is, therefore, constitutionally and statutorily charged with responsibilities for safeguarding accountability in the public sector of Guyana.

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

OFFICE OF THE AUDITOR GENERAL

PROGRAMME: **Office of the Auditor General**

OBJECTIVE:

Section 26 of the Financial Administration and Audit Act (hereinafter referred to as the Act) Chapter 73:01 of the Laws of Guyana requires the Auditor General to examine in such manner as he deems necessary the accounts of all accounting officers and principal receivers of revenue and of all persons entrusted with the collection, receipt, custody, issue, sale, transfer or delivery of any stamps, securities, stores or other Government property; (2) In addition, the Auditor General must ensure all funds expended and charged to appropriation accounts have been applied in accordance with the purposes for which the grants made by Parliament were intended, and conform to the authority which governs them; (3) The Office of the Auditor General is, therefore, constitutionally and statutorily charged with responsibilities for safeguarding accountability in the public sector of Guyana.

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	SUB-PROGRAMME	ACTIVITY
1	Public and Police Service Commission	
	1.01 General Administration	1.01.01 Administration 1.01.02 Accounts 1.01.03 Confidential Registry 1.01.04 Registry
	1.02 Junior Services Division	1.02.01 Junior Services Division
	1.03 Senior Services Division	1.03.01 Senior Services Division

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AGENCY 09 - PUBLIC AND POLICE SERVICE COMMISSION

Chairperson
Mr. Brindley Benn

Secretary
Mr. John Isaacs

Mission Statement

To make appointments to Public Offices; to remove and exercise disciplinary control over persons holding or acting in such offices and to ensure that no claims of impartiality 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 impartiality of any nature are justified.

This Constitutional Agency's mission is addressed and managed through three Sub-Programmes: General Administration, Junior Services Division and Senior Services Division.

PUBLIC AND POLICE SERVICE COMMISSION

PROGRAMME: PUBLIC AND POLICE SERVICE COMMISSION

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
- Junior Services
- Senior Services

KEY RESPONSIBILITIES:

- Ensure that the Public and Police Service Commission functions properly and run 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 timely;
- Ensure that all clerical and senior Public Service appointees adhere to the rules and regulations of the Public Service.

KEY RESULTS:

- All matters that reach the Commission are addressed;
- Correct decisions are made on all matters that reach the Commission;
- An effective Secretariat serving the Commission.

Programme Outlines

10 - Teaching Service Commission

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Teaching Service Commission	1.01 Commission	1.01.01 Commission
	1.02 Secretariat	1.02.01 Administration
		1.02.02 Teachers Personnel Unit
		1.02.03 Registry
		1.02.04 Accounts

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AGENCY 10 - Teaching Service Commission

Chairperson
Mr. Richard Mangar

Secretary
Mr. C Kendall

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 Commission's human and financial resources.

Programme Outlines

11 - Elections Commission

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Elections Commission	1.01 Office of the Secretariat	1.01.01 Office of the Secretariat
	1.02 General Administration	1.02.01 Administration 1.02.02 Budgeting and Finance 1.02.03 Human Resources 1.02.04 Voter Education
	1.03 Information Systems	1.03.01 Information Systems
	1.04 Operations/Logistics	1.04.01 Operations/Logistics

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AGENCY 11 - GUYANA ELECTIONS COMMISSION

Chairman
Major General (retired) Mr. J. Singh

Chief Executive Officer (ag.)
Mr. G. Boodhoo

Mission Statement

The Guyana Elections Commission is empowered under the Constitution of the Republic of Guyana 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.

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

The Guyana Elections Commission fulfills its mission through four sub-programmes, Office of the Secretariat, General Administration, Information Systems and Operations/Logistics.

GUYANA ELECTIONS COMMISSION

PROGRAMME: Guyana Elections Commission

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 Secretariat
General Administration
Information Systems
Operations/Logistics

KEY RESPONSIBILITIES:

Ensure that National and Local Government Elections are democratic, free, fair and transparent;
Assist in the development of voters education campaigns and related programmes;
Develop and produce computerised applications for the production of a voters' list for National and Regional Elections.

KEY RESULTS:

National and Local Elections are free and fair;
Reduction in discrepancies and fraud relating to the Elections;
Voters education campaigns are developed and disseminated to the voters;
Computerised applications are produced and used for the Elections.

Programme Outlines

13 - Ministry Local Government and Regional Development

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Main Office	1.01 Office of the Senior Minister	1.01.01 Office of the Senior Minister
	1.02 Minister within the Ministry of Local Government	1.02.01 Minister within the Ministry of Local Government
	1.03 Office of the Permanent Secretary	1.03.01 Office of the Permanent Secretary
2 Ministry of Administration	2.01 General Administration	2.01.01 Administration 2.01.02 Central Registry
3 Regional Development	3.01 Local Government	3.01.01 Local Government
	3.02 Planning and Training	3.02.01 Planning and Training

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AGENCY 13 - MINISTRY OF LOCAL GOVERNMENT AND REGIONAL DEVELOPMENT

Minister

Honourable Harripersaud Nokta

Minister in the Ministry

Honourable Clinton Collymore

Permanent Secretary

Mr. P. Kandhai

Mission Statement

The mission of the Ministry of Local Government is to supervise and maintain the legal and regulatory framework of the system of regional and local administration; to encourage and facilitate the economic development of the regions; to promote the continued integration of the Amerindian community 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 Amerindian population 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 Senior Minister
- Office of the 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).

KEY RESULTS:

- Less dependency on the coast for basic food produce;
- Councils operate within the legal framework of the law;
- Transparency in management;
- Consistency between Local plans and National Policies.
- Assistance to communities experiencing disaster;

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, Parliamentary Secretary 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 Parliamentary Secretary 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 Amerindian population into the wider Guyanese society.

SUB-PROGRAMME:

- Local Government
- Hinterland Affairs
- Planning and Training

KEY RESPONSIBILITIES:

- Provide welfare services for Amerindians;
- 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 statutory functions and duties;
- Maintain the legal and regulatory framework of regional and local administration.

KEY RESULTS:

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

Economic Services Sector

Programme Outlines

21 - Ministry of Agriculture

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Ministry Administration	1.01 Main Office	1.01.01 Office of the Minister 1.01.02 Office of Minister of Fisheries, Crops & Livestock 1.01.03 Office of the Permanent Secretary
	1.02 Budgeting and Finance	1.02.01 Budgeting and Finance
	1.03 Statistical Services	1.03.01 Statistical Services
	1.04 Project Cycle Management	1.04.01 Project Cycle Management
	1.05 General Administration	1.05.01 Administration 1.05.02 Registry
	1.06 Personnel Administration	1.06.01 Personnel Administration
2 Crops and Livestock Support Services	2.01 Programme Administration	2.01.01 Administration 2.01.02 Training
	2.02 Extension Services	2.02.01 Plant Quarantine 2.02.02 Orchard Crops 2.02.03 Coconut Improvement 2.02.04 Vegetable Improvement 2.02.05 Hinterland Extension
	2.03 Animal Services	2.03.01 Animal Health 2.03.02 Livestock Improvement
3 Fisheries	3.01 Programme Administration	3.01.01 Programme Administration
	3.02 Legal and Inspectorate	3.02.01 Legal and Inspectorate
	3.03 Research and Development	3.03.01 Statistics 3.03.02 Resource Assessment 3.03.03 Technology and Development 3.03.04 Aquaculture
	3.04 Extension Services	

Programme Outlines

21 - Ministry of Agriculture

PROGRAMME	SUB-PROGRAMME	ACTIVITY
3 Fisheries	3.04 Extension Services	3.04.01 <i>Extension Services</i>
4 Hydrometeorological Services	4.01 Programme Administration	4.01.01 <i>Programme Administration</i>
	4.02 Climate	4.02.01 <i>Climate</i>
	4.03 Water Resources	4.03.01 <i>Water Resources</i>
	4.04 Short Range Forecasting	4.04.01 <i>Short Range Forecasting</i>
	4.05 Agricultural Meteorology	4.05.01 <i>Agricultural Meteorology</i>
5 Lands and Surveys	5.01 Administration	5.01.01 <i>Office of the Commissioner</i> 5.01.02 <i>General Administration</i> 5.01.03 <i>Finance and Revenue</i>
	5.02 Land Administration	5.02.01 <i>Land Administration</i>
	5.03 Surveys and Mapping	5.03.01 <i>Surveys</i> 5.03.02 <i>Mapping</i>

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AGENCY 21 - MINISTRY OF AGRICULTURE

Minister

Honourable Navin Chandarpal

Minister

Honourable Satyadeow Sawh

Permanent Secretary

Dr. Dindyal 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 five programme areas: Ministry Administration, Crops and Livestock Support Services, Fisheries, Hydrometeorological Services, and Lands and Surveys.

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.

Lands and Surveys is responsible for surveying and appropriately mapping land and water resources as well as promoting the development of State and Government lands for agriculture and associated settlements.

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 prescribed 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 crop and livestock rearing industries;
- The import and export of both cultivated and wild plants and plant parts, and both domestic and wild animals is 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 the 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.

MINISTRY OF AGRICULTURE

PROGRAMME: **Lands and Surveys**

OBJECTIVE:

To survey and map the land and water resources of Guyana, to be custodians of all public lands and administer these effectively and efficiently in the national interest, and to provide land-based information to a broad range of public and private sector entities and interests.

SUB-PROGRAMMES:

- Administration
- Land Administration
- Surveys and Mapping

KEY RESPONSIBILITIES:

- Advise Government on Land Policies;
- Manage State and Government lands in accordance with legislation and policy;
- Co-ordinate the distribution of lands;
- Advise Government on new areas to map and the revision/reproduction of maps and plans;
- Issue land titles and leases for all purposes excluding forestry and mining;
- Provide special land administration services for Government Land Development Schemes;
- Protect Government's interest in land matters;
- Ensuring timely, effective and efficient management of financial resources of the Department;
- Collect all revenues payable to Lands and Surveys;
- Undertake surveying and mapping of land and water resources;
- Produce and reproduce maps for development planning and administration;
- Survey all State and Government lands for the purpose of granting leases and other forms of title, with the exception of forestry and mining, in accordance with the Laws of Guyana;
- Provide accurate and reliable information to the public, other Ministries and Agencies;
- Administer the Land Surveyor's, River Navigation, Land Registry, State Lands and the Lands Department Acts;
- Identify and organise the training needs of the Department of Lands and Surveys;
- Set and enforce standards in Surveying and Mapping;
- Function as the Chairman of the Land Surveyors Board of Examiners, and as Examiner;
- Co-ordinate with other agencies concerned with land-based resource management;
- Upgrade the technologies and systems involved in surveying, mapping, land administration and the support services of the Department of Lands and Surveys;
- Effectively administer the Lands and Surveys Department.

KEY RESULTS:

- Effective and efficient management of State and Government Lands;
- Land allocation is carried out in keeping with Government's Land Policy;
- Administrative and support services are adequate and efficiently conducted;
- Land titles and leases are issued in a timely manner;
- Enhanced decision making at all levels enabling efficient and effective use of resources;
- Accurate and timely expenditure and payments;
- Timely and improved revenue collection;
- A survey and mapping network is available;
- High quality maps are produced, reproduced, updated and sold;
- State and Government lands are surveyed and mapped and boundaries clearly demarcated;
- Land based data are provided and are reliable;
- Passengers and vessels travel safely on Guyana's rivers;

Programme Outlines

22 - Ministry of Trade, Tourism and Industry

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Main Office	1.01 Office of the Minister	1.01.01 Office of the Minister	
	1.02 Office of the Permanent Secretary	1.02.01 Office of the Permanent Secretary	
	1.03 Subventions to Semi-Autonomous Agencies	1.03.02 Guyana National Bureau of Standards (GNBS)	
		1.03.04 Tourism Advisory Board	
		1.03.05 Guyana Consumers' Association	
		1.03.06 Consumer Advisory Bureau	
		1.04 National Exhibition Center	1.04.01 National Exhibition Center
	2 Ministry Administration	2.01 Human Resources	2.01.01 Human Resources
		2.02 Budgeting and Finance	2.02.01 Budgeting and Finance
		2.03 General Administration	2.03.01 General Administration
		2.04 Data Unit	2.04.01 Data Unit
3 Trade, Tourism, Industrial Development and Consumer Affairs	3.01 Foreign Trade	3.01.01 Foreign Trade	
	3.02 Tourism	3.02.01 Tourism	
	3.03 Industrial Development	3.03.01 Industrial Development	
		3.03.02 Small Business Unit	
	3.04 Consumer Affairs	3.04.01 Consumer Affairs	

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AGENCY 22 - MINISTRY OF TRADE, TOURISM AND INDUSTRY

Minister
Honourable Geoffrey Da Silva

Permanent Secretary
Ms. S. Roopnauth

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 Trade Liberalisation, Tourism, Industries 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 Trade, Industries 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 Trade Tourism, Industrial Development 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. The Office of the Minister and Permanent Secretary are the key functions which 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.

Trade Tourism, Industrial Development 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 and identifying opportunities for export and import substitution to promote positive net exports. The programme is also responsible for the development and enhancement of a sustainable tourism sector and strengthening of the decision making ability of consumers and other stakeholders through the provision of comprehensive consumer protection legislation and regulations.

MINISTRY OF TRADE, TOURISM AND INDUSTRY

PROGRAMME: **Main Office**

OBJECTIVE:

To provide leadership in the Trade, 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 Centre

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 Trade, 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.

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.

MINISTRY OF TRADE, TOURISM AND INDUSTRY

PROGRAMME: Ministry Administration

OBJECTIVE:

To provide prompt and efficient support needs 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 TRADE, TOURISM AND INDUSTRY

PROGRAMME: **Trade, Tourism, Industrial Development and Consumer Affairs**

OBJECTIVE:

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

SUB-PROGRAMMES:

- Foreign Trade
- Tourism
- Industrial Development
- Consumer Affairs

KEY RESPONSIBILITIES:

- Formulate and articulate a comprehensive trade policy for Guyana;
- Improve the balance of payments through increased net exports;
- Develop ecotourism 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;
- 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:

- Comprehensive trade policies are formulated and in place;
- Facilitate industrial development which leads to increased import substitution;
- Increased trade within CARICOM in accordance with the Treaty of Chaguaramas;
- Sustainable and appropriate growth in the tourism industry;
- Increased net foreign exchange earnings from tourism;
- 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.

Programme Outlines

23 - Ministry of Tourism, Commerce and Industry

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Main Office	1.01 Office of the Minister	1.01.01 Office of the Minister
	1.02 Office of the Permanent Secretary	1.02.01 Office of the Permanent Secretary
	1.03 Subventions to Semi-Autonomous Agencies	1.03.02 Guyana National Bureau of Standards (GNBS) 1.03.04 Tourism Advisory Board 1.03.05 Guyana Consumers' Association 1.03.06 Consumer Advisory Bureau
	1.04 National Exhibition Center	1.04.01 National Exhibition Center
2 Ministry Administration	2.01 Human Resources	2.01.01 Human Resources
	2.02 Budgeting and Finance	2.02.01 Budgeting and Finance
	2.03 General Administration	2.03.01 General Administration
	2.04 Data Unit	2.04.01 Data Unit
3 Tourism, Commerce, Industry and Consumer Affairs	3.01 Commerce	3.01.01 Foreign Trade
	3.02 Tourism	3.02.01 Tourism
	3.03 Industrial Development	3.03.01 Industrial Development 3.03.02 Small Business Unit
	3.04 Consumer Affairs	3.04.01 Consumer Affairs

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AGENCY 23 - MINISTRY OF TOURISM, COMMERCE AND INDUSTRY

Minister
VACANT

Permanent Secretary
Ms. S. Roopnauth

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 Tourism, 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. 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.

Tourism, 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 development and enhancement of a sustainable tourism sector and 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 Trade, 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 Centre

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 Trade, 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.

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.

MINISTRY OF TOURISM, COMMERCE AND INDUSTRY

PROGRAMME: Ministry Administration

OBJECTIVE:

To provide prompt and efficient support needs 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: Tourism, Commerce, and Industry

OBJECTIVE:

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

SUB-PROGRAMMES:

- Tourism
- Commerce
- Industrial Development
- Consumer Affairs

KEY RESPONSIBILITIES:

- Develop ecotourism 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;
- 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:

- Sustainable and appropriate growth in the tourism industry;
- Increased net foreign exchange earnings from tourism;
- 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	SUB-PROGRAMME	ACTIVITY	
1 Ministry Administration	1.01 Main Office	1.01.01 Office of the Minister	
		1.01.02 Office of the Permanent Secretary	
	1.02 General Administration	1.02.01 Administration	
		1.02.02 Transport and Security	
	1.03 Budgeting and Finance	1.03.01 Central Accounting	
		1.03.02 Field Audit	
		1.03.03 Stores	
	1.04 Human Resources	1.04.01 Personnel Administration	
		1.04.02 Registry	
	2 Public Works	2.01 Programme Administration	2.01.01 Programme Administration
		2.02 Roads	2.02.01 Roads
		2.03 Materials and Soils Research	2.03.01 Materials and Soils Research
		2.04 Buildings	2.04.01 Buildings
			2.05 Electrical
			2.05.02 Electrical Installation and Maintenance
		2.06 Mechanical	2.06.01 Administration and Assessments
2.06.02 Services and Repairs			
2.07 Sea and River Defences		2.07.01 Sea and River Defences	
3 Communication and Transport		3.01 Civil Aviation	3.01.01 Administration
	3.01.02 Air Traffic Services		
	3.01.03 Air Safety Regulation		
	3.01.04 Aerodromes		
	3.01.05 Airport Management		
	3.02 Central Transport Planning	3.02.01 Central Transport Planning	

AGENCY 31 - MINISTRY OF PUBLIC WORKS AND COMMUNICATIONS

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 national programme areas: Ministry Administration, Public Works and Communication and Transport.

Ministry Administration is responsible for providing leadership, managerial and administrative direction, policy formulation, support services, including budgeting, financial and technical guidance and planning advice. Administration is responsible for reporting to Cabinet and Parliament, through the Minister, on the general administration, financial accountability and performance of the Ministry. It is the objective of this programme to ensure effective and efficient management and co-ordination of the human, financial and physical resources of the Ministry.

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.

Communication and Transport is responsible for the development and maintenance of orderly, adequate and efficient air, land and water transportation systems within Guyana. This is accomplished through the sub-programmes of Civil Aviation and Central Transport Planning. The Civil Aviation sub-programme is responsible for providing civil aviation regulatory and aviation services both in the air and on the ground. The Central Transport Planning sub-programme advises the Government on transport issues relating to all modes of transport, in order to facilitate the development of adequate, efficient and economical transport system country-wide.

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 implement 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

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-ordinates 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.

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.

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;
- Annual workplan completed within the fiscal year;
- Guyana has safe, durable roads which contribute to a reduction in the incident of accidents and loss of lives on roads;
- Buildings in Guyana are constructed to reduce incident 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: **Communication and Transport**

OBJECTIVE:

To develop and maintain orderly, adequate and efficient air, land and water transportation systems within Guyana.

SUB-PROGRAMMES:

- Civil Aviation
- Central Transport Planning

KEY RESPONSIBILITIES:

- Advise the Government on transport issues relating to all modes of transport which facilitate the development of adequate, efficient and economical transport country-wide;
- Provide civil aviation regulatory and aviation services both in the air and on the ground;
- Ensure a safe and orderly air travel environment;
- 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 department;
- Provide Air Traffic Control, flight and Aeronautical Information Services and maintenance services for telecommunication and navigation equipment;
- Ensure all aviation personnel and local aircraft are qualified for licences;
- Monitor, co-ordinate and manage operations and activities at CJ International Airport.

KEY RESULTS:

- Clear government priorities for the transport sector;
- Expenditures are in keeping with priorities;
- 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;
- Safe and reliable air services;
- Qualified and licensed aviation personnel are operating in Guyana;
- A safe airport environment which enhances the safety of national and international civil aviation;
- Long term planning for airports/airstrips;
- Timely preparation and submission of the annual budget.

Social Services - Sector

Programme Outlines

41 - Ministry of Education

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Main Office	1.01 Office of the Minister	1.01.01 Office of Minister	
	1.02 Office of the Permanent Secretary	1.02.01 Administration	
		1.02.02 Subventions to Semi-Autonomous Agencies	
		1.02.03 Guyana National Commission for UNESCO	
	2 National Education Policy - Implementation and Supervision	2.01 Programme Administration	2.01.01 Programme Administration
2.02 Policy Implementation		2.02.01 Nursery	
		2.02.02 Primary	
		2.02.03 Secondary, Community High Schools and Work Study	
		2.02.04 Technical and Vocational	
2.03 Inspectorate		2.03.01 Inspectorate	
2.04 School Board Secretariat		2.04.01 School Board Secretariat	
3 Ministry Administration		3.01 Human Resources	3.01.01 Policy
			3.01.02 Personnel Administration
	3.01.03 Training and Development		
	3.02 Planning	3.02.01 Planning/Project Implementation	
		3.02.02 Statistical Services	
	3.03 Budgeting and Finance	3.03.01 Budgeting and Finance Secretariat	
		3.03.02 Central Accounting	
		3.03.03 Field Auditing	
		3.03.04 Building Maintenance	
	3.04 General Administration	3.04.01 Administration	
		3.04.02 Central Registry	
		3.04.03 Security	
		3.04.04 Transport	
		3.04.05 Special Projects	
		3.04.06 Book Distribution Unit	

Programme Outlines

41 - Ministry of Education

PROGRAMME	SUB-PROGRAMME	ACTIVITY
3 Ministry Administration	3.04 General Administration	
	3.05 Examinations Division	3.05.01 Administration
		3.05.02 Supervision and Marking of Examinations
4 Training and Development	4.01 Programme Administration	4.01.01 Programme Administration
	4.02 National Centre for Education Resource Development	4.02.01 Administration
		4.02.02 Curriculum Development and Implementation
		4.02.03 Learning Resources Development Unit
		4.02.04 Measurement and Evaluation
		4.02.05 Materials Production
		4.02.06 School Libraries Division
		4.02.07 Distance Education
	4.03 Teacher Training (CPCE)	4.03.01 Administration
		4.03.02 Curriculum and Instruction
		4.03.03 Development
	4.04 Allied Arts	4.04.01 Administration
		4.04.02 Enrichment Subjects
		4.04.03 Performing Arts
5 Education Delivery	5.01 Management and Coordination (Georgetown)	5.01.01 Management and Coordination (Georgetown)
	5.02 Nursery (Georgetown)	5.02.01 Nursey (Georgetown)
	5.03 Primary (Georgetown)	5.03.01 Primary (Georegtown)
	5.04 Secondary and Community High Schools (Georgetown)	5.04.01 Secondary and Community High Schools (Georgetown)
	5.05 Practical Instruction Centres	5.05.01 Practical Instruction Centres
	5.06 Technical and Vocational	5.06.01 Administration
		5.06.02 Government Technical Institute (GTI)
		5.06.03 Guyana Industriel Training Centre (GITC)

Programme Outlines

41 - Ministry of Education

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Education Delivery	5.06 Technical and Vocational	5.06.04 <i>New Amsterdam Technical Institute (NATI)</i> 5.06.05 <i>Linden Technical Institute (LTI)</i> 5.06.06 <i>Carnegie School of Home Economics (CSHE)</i> 5.06.07 <i>Craft Production</i>
	5.07 Other Education: Subventions	5.07.01 <i>University of Guyana</i> 5.07.02 <i>Critchlow Labour College</i> 5.07.03 <i>Kuru Kuru College</i>

AGENCY 41 - MINISTRY OF EDUCATION

Minister
Honourable Dr. Henry Jeffrey

Permanent Secretary
Mr. H. Ally

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 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 five-year Development 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 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 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.

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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 the Ministry's Five Year Development Plan for Guyana.

SUB-PROGRAMMES:

- Office of the Minister
- Office of the Permanent Secretary

KEY RESPONSIBILITIES:

- Pursue the implementation and organisation of a strategic plan in the Education Sector to ensure a coordinated approach by all stakeholders towards the achievement of the sector goals and strategies;
- Pursue the institutional strengthening necessary in the operations of the Central Ministry, regions and tertiary organisations to facilitate the achievement of the Ministry's Five Year Development Plan for Guyana;
- Ensure policies and programmes of all education institutions reflect the Ministry's Five Year Development 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.

MINISTRY OF EDUCATION

PROGRAMME: **National Education Policy Implementation and Supervision**

OBJECTIVE:

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.

SUB-PROGRAMMES:

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

KEY RESPONSIBILITIES:

- 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.

KEY RESULTS:

- 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.

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.

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
- Teacher 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 successful 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 Centres
- 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

42 - Ministry of Health and Labour

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1	Ministry Administration	
	1.01 Main Office	1.01.01 Office of the Minister 1.01.02 Office of the Permanent Secretary 1.01.03 Office of the Chief Medical Officer 1.01.04 Food and Drug Administration 1.01.05 Office of the Principal Nursing Officer
	1.02 Budgeting and Finance	1.02.01 Budgeting, Finance, Accounting and Audit 1.02.02 Central Supply Unit
	1.03 Personnel	1.03.01 Personnel
	1.04 General Administration	1.04.01 Administration 1.04.02 Procurement Unit
	1.05 Health Planning	1.05.01 Health Planning
2	Disease Control	
	2.01 Administration	2.01.01 Administration 2.01.02 Port Health
	2.02 Vector Control	2.02.01 Malaria 2.02.02 Filaria 2.02.03 Dengue 2.02.04 Tropical Disease Laboratory 2.02.05 Entomology/Parasitology
	2.03 Chest Diseases/Tuberculosis	2.03.01 Chest Diseases/Tuberculosis
	2.04 Hansens Disease	2.04.01 Hansens Disease
	2.05 STDs/HIV/AIDS	2.05.01 STDs/HIV/AIDS
	2.06 Epidemiology & Health Statistics	2.06.01 Epidemiology & Health Statistics
	2.07 Veterinary Public Health	2.07.01 Veterinary Public Health
	2.08 Chronic Diseases	2.08.01 Chronic Diseases
3	Primary Health Care Services	

Programme Outlines

42 - Ministry of Health and Labour

PROGRAMME	SUB-PROGRAMME	ACTIVITY
3	Primary Health Care Services	
	3.01 Administration	3.01.01 Administration
	3.02 Maternal and Child Health	3.02.01 Maternal and Child Health Services 3.02.02 Expanded Programme on Immunisation (EPI)
	3.03 Food and Nutrition	3.03.01 Nutrition Surveillance 3.03.02 Nutrition Education 3.03.03 Breast Feeding Education 3.03.04 Anaemia Education
	3.04 Dental Health Services	3.04.01 Dental Health Services
	3.05 Environmental Health	3.05.01 Environmental Health
4	Regional and Clinical Services	
	4.01 Regional and District Health Centres and Hospitals	4.01.01 Regional and District Health Centres and Hospitals
5	Health Sciences Education	
	5.01 Health Education and Promotion	5.01.01 Health Education and Promotion 5.01.02 Drug Education/Rehabilitation
	5.02 Technical and Clinical Training Programmes	5.02.01 Administration 5.02.02 Community Health Workers Training Programme 5.02.03 Multi-Purpose Technician Training Programme 5.02.04 Pharmacy Assistant Training Programme 5.02.05 Environmental Health Assistant Training Programme 5.02.06 Dentex Training Programme 5.02.07 Medex Training Programme 5.02.08 Rehabilitation Assistant Training Programme 5.02.09 Laboratory Technician Training Programme
	5.03 Nurses Training	5.03.01 General Nurses Training Programme 5.03.02 Public Health Nurses Training Programme 5.03.03 Psychiatric Nurses Training Programme 5.03.04 Anaesthetic Nurses Training Programme 5.03.05 Rural Midwifery Training

Programme Outlines

42 - Ministry of Health and Labour

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Sciences Education	5.04 Health Learning Materials	<i>5.04.01 Health Learning Materials</i>
6 Standards and Technical Services	6.01 Standards for Clinical and Other Services	<i>6.01.01 Administration and Public and Private Health Care</i> <i>6.01.02 Quality Assurance and Management</i>
	6.02 Support Services	<i>6.02.01 National Blood Transfusion Service</i> <i>6.02.02 Regional Support Service</i> <i>6.02.03 Government Pharmacy Service</i>
7 Rehabilitation Services	7.01 Administration	<i>7.01.01 Administration</i>
	7.02 Rehabilitation Services	<i>7.02.01 Regional Physiotherapy</i> <i>7.02.02 Occupational Therapy</i> <i>7.02.03 Speech Therapy</i> <i>7.02.04 Audiology</i>
	7.03 Cheshire Home	<i>7.03.01 Cheshire Home</i>

Programme Outlines

42 – Ministry of Health and Labour

PROGRAMME	SUB-PROGRAMME	ACTIVITY
9 Labour Administration	9.01 Administration	9.01.01 <i>General Administration</i> 9.01.01 <i>Statistical Services</i>
	9.02 Industrial Relation	9.02.01 <i>Labour Relations</i>
	9.03 Recruitment and Placement	9.03.01 <i>Recruitment & Placement</i>
	9.04 Occupational Safety and Health	9.04.01 <i>Occupational Health & Safety</i>

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AGENCY 42 - MINISTRY OF HEALTH AND LABOUR

Minister
Honourable Henry Jeffrey

Permanent Secretary
Mr. D. Persaud

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 eight programme areas: Ministry Administration, Disease Control, Primary Health Care Services, Regional and Clinical Services Support, Health Sciences Education, Standards and Technical Services, Rehabilitation Services and Labour Administration.

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 Support 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.

Labour Administration maintains and improves industrial relations, working conditions and the working environment and places individuals seeking jobs in suitable employment in addition to providing career advice, guidance and counseling.

MINISTRY OF HEALTH AND LABOUR

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 AND LABOUR

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
- Hansens Disease
- STD's/HIV/AIDS
- Epidemiology
- 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 AND LABOUR

PROGRAMME: Primary Health Care Services

OBJECTIVE:

To ensure the Guyanese public 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 minimal 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 AND LABOUR

PROGRAMME: **Regional and Clinical Services Support**

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 Support

SCOPE:

The Regional and District Health Centres and Hospitals Support plays a co-ordinating and support role in all ten 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 evacuation of patients to the Public Hospital Georgetown when service is not available in their location;
- Ensure adequate staffing of regional hospitals and health centres.

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 evacuation of critical patients is done in an efficient and timely manner;
- Adequate staffing of all regional health facilities.

MINISTRY OF HEALTH AND LABOUR

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,etc.);
- 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 programs (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 AND LABOUR

PROGRAMME: **Standards & 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
- Technical Services Support

KEY RESPONSIBILITIES:

- Consult with the heads of the technical services and the heads of programs 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 programs 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 AND LABOUR

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, sensory, intellectually and socially), thus affording them the means to change their lives towards acquiring a greater level of independence.

SUB-PROGRAMMES:

- Administration
- Rehabilitation Services
- Cheshire Home

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 to remain in their homes and communities 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.

KEY RESULTS:

- Appropriately designed policies and programmes in all areas of rehabilitation services (e.g. speech therapy, occupational therapy, physiotherapy, audiology, drug rehabilitation);
- High quality rehabilitation services with increased access to 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 centres and effective community-based programmes;
- Greater level of independence and involvement of persons with disability in family and community life;
- Efficient functioning of related rehabilitation agencies (e.g. drug council, rehabilitation committee, etc.).

Ministry of Health and Labour

PROGRAMME: Labour Administration

OBJECTIVE:

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

SUB-PROGRAMMES:

- Industrial Relations
- Recruitment and Placement
- Occupational Health and Safety
- Statistical Service

KEY RESPONSIBILITIES:

- Ensure industrial peace in order to further economic development;
- Assist in implementing government policy on all labour, or labour related matters;
- 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;
- Establishment and implement safety standards and a chemical safety programme;
- Register factories and record steamboiler inspection certification
- Register all individuals seeking employment through the division;
- Provide advice and career guidance and counseling to employment seekers;
- Undertake data collection, research and analysis for the Ministry

KEY RESULTS:

- Minimize conflict through industrial stability;
- Consistent policy implementation and legal interpretation;
- High risk industries, occupations and workplaces are identified;
- Increased awareness and concern of 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 safety system for the handling, transportation and disposing of chemicals;
- Facilitate the implementation of the Steamboiler Regulation Act;
- Inspected and registered steamboilers and factories meet required standards
- Efficient and effective matching of jobs and unemployed individuals;
- Unemployed individuals acquire skills necessary for their employment search;
- Effective and Accurate planning and analysis is undertaken

Programme Outlines

43 - Ministry of Human Services and Social Security

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Ministry Administration		
	1.01 Main Office	<i>1.01.01 Office of the Minister</i> <i>1.01.02 Office of the Permanent Secretary</i>
	1.02 General Administration	<i>1.02.01 Administration</i> <i>1.02.02 Central Registry</i>
	1.03 Budgeting and Finance	<i>1.03.01 Budgeting and Finance Secretariat</i> <i>1.03.02 Central Accounting</i> <i>1.03.03 Field Audit</i> <i>1.03.04 Stores</i>
	1.04 Human Resources	<i>1.04.01 Human Resources</i>
2 Social Services		
	2.01 Director of Social Services	<i>2.01.01 Administration</i> <i>2.01.02 Registry</i>
	2.02 Social Security and Senior Citizens' Services	<i>2.02.01 Social Security and Senior Citizens' Services</i>
	2.04 Probation and Family Welfare Services	<i>2.04.01 Probation and Family Welfare Services</i>
	2.05 Women's Affairs Bureau	<i>2.05.01 Women's Affairs Bureau</i>
	2.06 Cooperatives	<i>2.06.01 Cooperatives</i>
	2.07 Palms Geriatric Facility	<i>2.07.01 Palms Geriatric Facility</i>
	2.08 Mahaica Hospital Unit	<i>2.08.01 Mahaica Hospital Unit</i>

AGENCY 43 - MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

Minister
Honourable Indranie Chandarpal

Permanent Secretary
Mr. Roopnarine Khadoo

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 two programme areas: Ministry Administration and Social Services.

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.

MINISTRY OF HUMAN SERVICES AND SOCIAL SECURITY

PROGRAMME: Ministry Administration

OBJECTIVE:

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

SUB-PROGRAMMES:

- 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 services;
- Provide effective accounting services;
- Provide typing and records management 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;
- Produce accurate administrative reports and correspondence.

KEY RESULTS:

- Effective pursuit of Ministry 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 budget and annual report;
- Material needs are ascertained and funding is allocated or identified;
- Equipment failure is minimized, and general surroundings are operative, functional and aesthetically pleasing;
- Ministry outputs are of the highest professional standard.

MINISTRY OF 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

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:

- Coordinated 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 Cooperative 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.

Programme Outlines

44 - Ministry of Culture, Youth and Sports

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Ministry Administration	1.01 Main Office	1.01.01 Office of the Minister	
		1.01.02 Office of the Permanent Secretary	
		1.01.03 Budget and Finance	
		1.01.04 Personnel	
		1.01.05 General Administration	
2 Culture	2.01 Programme Administration	2.01.01 Programme Administration	
	2.02 Visual and Performing Arts	2.02.01 Burrowes School of Art	
		2.02.02 Music	
		2.02.03 National School of Dance	
		2.02.04 National Dance Company	
		2.02.05 National Cultural Centre	
		2.02.06 Theatre Guild	
		2.03 Preservation and Conservation	2.03.01 National Trust
			2.03.02 Round House
	2.03.03 National Museum		
	2.03.04 National Archives		
	2.03.05 Walter Roth Museum		
	2.03.06 Museum of African Art		
	2.03.07 Folk Research		
	2.03.08 Umana Yana		
	2.04 Community Development Projects	2.04.01 National Commemorative Committee	
		2.04.02 Subventions to Community Projects	
		2.04.03 Cultural Exchanges	
	3 Youth	3.01 Youth Services	3.01.01 Programme Administration
			3.01.02 Skills Training
			3.01.03 Youth Empowerment
			3.01.04 Regional Outreach/Youth Exchanges
	4 Sports	4.01 Sports	

Programme Outlines

44 - Ministry of Culture, Youth and Sports

PROGRAMME	SUB-PROGRAMME	ACTIVITY
4 Sports	4.01 Sports	4.01.01 Sports Development 4.01.02 National Sports Commission
5 Youth Entrepreneurial Skills Training	5.01 Youth Entrepreneurial Skills Training	5.01.01 Programme Administration 5.01.02 Kuru Kuru Training Centre 5.01.03 New Opportunity Corps 5.01.04 Sophia Training Centre 5.01.05 Smythfield Drop in Centre

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AGENCY 44 - MINISTRY OF CULTURE, YOUTH AND SPORTS

Minister
Honourable Gail Teixeira

Permanent Secretary
Mr. Keith 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 Organisation, community action group, the private sector, religious and secular organization, 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.

Main Office 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 natural 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 programme.
- 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, facilitate further collaboration between public and private sectors, NGO, 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;
- A 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
1 Housing and Water	1.01 Main Office	<i>1.01.01 Office of the Minister</i> <i>1.01.02 Office of the Permanent Secretary</i> <i>1.01.03 Support Services</i>
	1.02 Settlement Development & Water Resource Management	<i>1.02.01 Guyana Water Authority</i> <i>1.02.02 Georgetown Sewerage and Water Commissioners</i> <i>1.02.03 Central Housing and Planning Authority</i>
	1.03 Regulation and Planning	<i>1.03.01 Auditing</i> <i>1.03.02 Enforcement and Investigation</i> <i>1.03.03 Monitoring</i>

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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	SUB-PROGRAMME	ACTIVITY
1	Public Hospital	
	1.01 Administration	1.01.01 Office of the CEO 1.01.02 Budgeting, Finance and Accounting 1.01.03 Personnel 1.01.04 Security 1.01.05 Medical Social Services 1.01.06 Medical Social Library
	1.02 Pharmacy	1.02.01 Pharmacy
	1.03 Ancillary Services	1.03.01 Housekeeping/Portering/Transportation 1.03.02 Sewing Room 1.03.03 Laundry 1.03.04 Plant Maintenance 1.03.05 Sterilisation
	1.04 Biomedical Engineering	1.04.01 Biomedical Engineering
	1.05 Health Management Information Systems	1.05.01 Health Information Systems/MIS
	1.06 Dietary	1.06.01 Dietary Services
	1.07 Radiology	1.07.01 Radiology 1.07.02 Radiotherapy
	1.08 Physiotherapy	1.08.01 Physiotherapy
	1.09 Laboratory	1.09.01 Central Medical Laboratory 1.09.02 Pathology Laboratory
	1.10 Medical Services Administration	1.10.01 Medical and Professional Services 1.10.02 Nursing Services
	1.11 Internal Medicine and Dermatology	1.11.01 In-Patient Care 1.11.02 Out-Patient Specialist Clinics
	1.12 Surgical Services	1.12.01 In-Patient Care 1.12.02 Out-Patient Specialist Clinics

Programme Outlines

46 - Georgetown Public Hospital Corporation

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1	Public Hospital	
	1.12 Surgical Services	1.12.03 <i>Operating Theatre</i>
	1.13 Opthamology	1.13.01 <i>In-Patient Care</i> 1.13.02 <i>Out-Patient Specialist Clinics</i>
	1.14 Obstetrics and Gynaecology	1.14.01 <i>In-Patient Care</i> 1.14.02 <i>Out-Patient Specialist Clinics</i>
	1.15 Paediatrics Medicine	1.15.01 <i>In-Patient Care</i> 1.15.02 <i>Out-Patient Specialist Clinics</i>
	1.16 Psychiatry	1.16.01 <i>In-Patient Care</i> 1.16.02 <i>Out-Patient Specialist Clinics</i>
	1.17 Intensive Care Unit	1.17.01 <i>Intensive Care Unit</i>
	1.18 Accident and Emergency	1.18.01 <i>Accident and Emergency</i>
	1.19 Radiotherapy and Oncology	1.19.01 <i>Radiotherapy and Oncology</i>
	1.20 Central Sterilisation Unit	1.20.01 <i>Central Sterilisation Unit</i>
	1.21 Quality Assurance and Infection Control	1.21.01 <i>Quality Assurance and Infection Control</i>

AGENCY 46 - GEORGETOWN PUBLIC HOSPITAL CORPORATION

Minister

Honourable Dr. Leslie Ramsammy

Chief Executive Officer

Michael Khan

Mission Statement

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

The Corporations' mission would be addressed through the coordinated effort of its sub-programmes: Office of the C.E.O., Administrative Services, Facilities Management, Financial Services, Medical & Professional Services, Nursing Services, Inpatient Services and Outpatient Services.

Georgetown Public Hospital Corporation

PROGRAMME: **Public Hospital Georgetown**

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 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 PHG is carried out in accordance with the Financial Administration Act, the Financial Regulations, Central Agencies circular instructions and 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 the use of 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
1	Ministry Administration	
	1.01 Main Office	<i>1.01.01 Office of the Minister</i> <i>1.01.02 Office of the Permanent Secretary</i> <i>1.01.03 Office of the Chief Medical Officer</i> <i>1.01.04 Food and Drug Administration</i> <i>1.01.05 Office of the Principal Nursing Officer</i>
	1.02 Budgeting and Finance	<i>1.02.01 Budgeting, Finance, Accounting and Audit</i> <i>1.02.02 Central Supply Unit</i>
	1.03 Personnel	<i>1.03.01 Personnel</i>
	1.04 General Administration	<i>1.04.01 Administration</i> <i>1.04.02 Procurement Unit</i>
	1.05 Health Planning	<i>1.05.01 Health Planning</i>
2	Diseases Control	
	2.01 Administration	<i>2.01.01 Administration</i> <i>2.01.02 Port Health</i>
	2.02 Vector Control	<i>2.02.01 Malaria</i> <i>2.02.02 Filaria</i> <i>2.02.03 Dengue</i> <i>2.02.04 Tropical Disease Laboratory</i> <i>2.02.05 Entomology/Parasitology</i>
	2.03 Chest Diseases/Tuberculosis	<i>2.03.01 Chest Diseases/Tuberculosis</i>
	2.04 Hansens Disease	<i>2.04.01 Hansens Disease</i>
	2.05 STDs/HIV/AIDS	<i>2.05.01 STDs/HIV/AIDS</i>
	2.06 Epidemiology & Health Statistics	<i>2.06.01 Epidemiology & Health Statistics</i>
	2.07 Veterinary Public Health	<i>2.07.01 Veterinary Public Health</i>
	2.08 Chronic Diseases	<i>2.08.01 Chronic Diseases</i>
3	Primary Health Care Services	

Programme Outlines

47 - Ministry of Health

PROGRAMME	SUB-PROGRAMME	ACTIVITY
3 Primary Health Care Services		
	3.01 Administration	3.01.01 Administration
	3.02 Maternal and Child Health	3.02.01 Maternal and Child Health Services 3.02.02 Expanded Programme on Immunisation (EPI)
	3.03 Food and Nutrition	3.03.01 Nutrition Surveillance 3.03.02 Nutrition Education 3.03.03 Breast Feeding Education 3.03.04 Anaemia Education
	3.04 Dental Health Services	3.04.01 Dental Health Services
	3.05 Environmental Health	3.05.01 Environmental Health
4 Regional and Clinical Services		
	4.01 Regional and District Health Centres and Hospitals	4.01.01 Regional and District Health Centres and Hospitals
5 Health Sciences Education		
	5.01 Health Education and Promotion	5.01.01 Health Education and Promotion 5.01.02 Drug Education/Rehabilitation
	5.02 Technical and Clinical Training Programmes	5.02.01 Administration 5.02.02 Community Health Workers Training Programme 5.02.03 Multi-Purpose Technician Training Programme 5.02.04 Pharmacy Assistant Training Programme 5.02.05 Environmental Health Assistant Training Programme 5.02.06 Dentex Training Programme 5.02.07 Medex Training Programme 5.02.08 Rehabilitation Assistant Training Programme 5.02.09 Laboratory Technician Training Programme
	5.03 Nurses Training	5.03.01 General Nurses Training Programme 5.03.02 Public Health Nurses Training Programme 5.03.03 Psychiatric Nurses Training Programme 5.03.04 Anaesthetic Nurses Training Programme 5.03.05 Rural Midwifery Training

Programme Outlines

47 - Ministry of Health

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5	Health Sciences Education	
	5.04 Health Learning Materials	5.04.01 <i>Health Learning Materials</i>
6	Standards and Technical Services	
	6.01 Standards for Clinical and Other Services	6.01.01 <i>Administration and Public and Private Health Care</i> 6.01.02 <i>Quality Assurance and Management</i>
	6.02 Support Services	6.02.01 <i>National Blood Transfusion Service</i> 6.02.02 <i>Regional Support Service</i> 6.02.03 <i>Government Pharmacy Service</i>
7	Rehabilitation Services	
	7.01 Administration	7.01.01 <i>Administration</i>
	7.02 Rehabilitation Services	7.02.01 <i>Regional Physiotherapy</i> 7.02.02 <i>Occupational Therapy</i> 7.02.03 <i>Speech Therapy</i> 7.02.04 <i>Audiology</i>
	7.03 Cheshire Home	7.03.01 <i>Cheshire Home</i>

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AGENCY 47 - MINISTRY OF HEALTH

Minister

Honourable Dr. Leslie Ramsammy

Permanent Secretary

Mr. D. Persaud

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 eight programme areas: Ministry Administration, Disease Control, Primary Health Care Services, Regional and Clinical Services Support, 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 Support 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 AND LABOUR

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
- Hansens Disease
- STD's/HIV/AIDS
- Epidemiology
- 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 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 minimal 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 Support**

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 Support

SCOPE:

The Regional and District Health Centres and Hospitals Support plays a co-ordinating and support role in all ten 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 evacuation of patients to the Public Hospital Georgetown when service is not available in their location;
- Ensure adequate staffing of regional hospitals and health centres.

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 evacuation 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,etc.);
- 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 programs (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 & 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
- Technical Services Support

KEY RESPONSIBILITIES:

- Consult with the heads of the technical services and the heads of programs 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 programs 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 AND LABOUR

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, sensory, intellectually and socially), thus affording them the means to change their lives towards acquiring a greater level of independence.

SUB-PROGRAMMES:

- Administration
- Rehabilitation Services
- Cheshire Home

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 to remain in their homes and communities 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.

KEY RESULTS:

- Appropriately designed policies and programmes in all areas of rehabilitation services (e.g. speech therapy, occupational therapy, physiotherapy, audiology, drug rehabilitation);
- High quality rehabilitation services with increased access to 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 centres and effective community-based programmes;
- Greater level of independence and involvement of persons with disability in family and community life;
- Efficient functioning of related rehabilitation agencies (e.g. drug council, rehabilitation committee, etc.).

Programme Outlines

48 - Ministry of Labour, Human Services and Social Security

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Ministry Administration	1.01 Main Office	1.01.01 Office of the Minister	
		1.01.02 Office of the Permanent Secretary	
	1.02 General Administration	1.02.01 Administration	
		1.02.02 Central Registry	
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance Secretariat	
		1.03.02 Central Accounting	
		1.03.03 Field Audit	
		1.03.04 Stores	
	1.04 Human Resources	1.04.01 Human Resources	
	2 Social Services	2.01 Director of Social Services	2.01.01 Administration
			2.01.02 Registry
		2.02 Social Security and Senior Citizens' Services	2.02.01 Social Security and Senior Citizens' Services
		2.04 Probation and Family Welfare Services	2.04.01 Probation and Family Welfare Services
2.05 Women's Affairs Bureau		2.05.01 Women's Affairs Bureau	
2.06 Cooperatives		2.06.01 Cooperatives	
2.07 Palms Geriatric Facility		2.07.01 Palms Geriatric Facility	
2.08 Mahaica Hospital Unit		2.08.01 Mahaica Hospital Unit	
3 Labour Administration		3.01 Administration	3.01.01 General Administration
			3.01.02 Statistical Services
	3.02 Industrial Relation	3.02.01 Labour Relations	
	3.03 Recruitment and Placement	3.03.01 Recruitment & Placement	
	3.04 Occupational Safety and Health	3.04.01 Occupational Health & Safety	

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

Minister

Honourable Dr. Ramnauth Dale Bisnauth

Permanent Secretary

Mr. Roopnarine Khadoo

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

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:

- Coordinated 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 Cooperative 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

SUB-PROGRAMMES:

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

OBJECTIVE:

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

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 inspection of workplace;
- Review safety and health regulations;
- Enact legislation on occupational safety and health;
- Establish and implement standards and a chemical safety programme;
- Register factories and record steamboiler inspection certifications;
- Register all individual seeking employment through the division;
- Provide advice, 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 and concerned for occupational safety and health in the workplace and among the general population;
- Safety and Health policies and programmes are established in the workplace;
- Identification of regulation that require updating;
- Legislation is enacted to cover and protect all workers;
- Provision of a safety system for the handling, transportation and disposing of chemicals;
- The implementation of the Steamboiler Regulation Act is facilitated;
- Inspected and registered steamboilers and factories meet required standards;
- Efficient and effective matching of jobs and unemployed individuals;
- Unemployed individuals acquire skills necessary for their employment search.

Public Safety Sector

Programme Outlines

51 Ministry of Home Affairs

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Secretariat Services		
	1.0	Secretariat Services
	1.1	Office of the Minister and Permanent Secretary
		1.1.1 Office of the Minister and Permanent Secretary
	1.2	General Administration Services
		1.2.1 Administration
		1.2.2 Central Registry
	1.3	Budget and Finance
		1.3.1 Budget and Finance
	1.4	Human Resources
		1.4.1 Personnel Policy
		1.4.2 Personnel Administration
	1.5	Research and Planning
		1.5.1 Research and Planning
	1.6	Security
		1.6.1 Immigration Support Services
		1.6.2 Public Sector Security
		1.6.3 Inspectorate
	1.7	Parole Board
		1.7.1 Parole Board
2 Guyana Police Force		
	2.0	Guyana Police Force
	2.1	Main Office
		2.1.1 Office of the Commissioner
		2.1.2 Advisory Committees
		2.1.3 Department of Development
		2.1.4 Public Relations
		2.1.5 Office of Professional Responsibility
	2.2	General Administration
		2.2.1 Administration
		2.2.2 Band
		2.2.3 Sports
	2.3	Human Resource Development
		2.3.1 Personnel
		2.3.2 Training and Recruitment
		2.3.3 Welfare
	2.4	Budgeting and Finance

Programme Outlines

51 Ministry of Home Affairs

PROGRAMME	SUB-PROGRAMME	ACTIVITY
		2.4.1 Budget and Finance
		2.4.2 Accounting
		2.4.3 Stores
		2.4.4 Construction and Maintenance
		2.4.5 Messes and Bars
	2.5 Operations	
		2.5.1 Administration
		2.5.2 Traffic
		2.5.3 Land and Water Transport
		2.5.4 Communications
		2.5.5 Tactical Services
		2.5.6 Mounted Branch
		2.5.7 Canine Branch
		2.5.8 Force Control
	2.6 Criminal Investigations Department	
		2.6.1 Administration
		2.6.2 General Investigations
		2.6.3 Prevention
		2.6.4 Intelligence
		2.6.5 Crime Laboratory
		2.6.6 Records
		2.6.7 Juvenile
		2.6.8 Narcotics
		2.6.9 Homicide
		2.6.10 Fraud
		2.6.11 Court Security
	2.7 Immigration Office	
		2.7.1 Administration
		2.7.2 Boarding
		2.7.3 Passport
		2.7.4 Recruitment
	2.8 Auxiliaries	
		2.8.1 Auxiliaries
	2.9 National Security Department	
		2.9.1 Administration
		2.9.2 Recruitment
		2.9.3 Field Operation
3 Guyana Prison Service		
	3.0 Guyana Prison Service	
	3.1 General Administration	

Programme Outlines

51 Ministry of Home Affairs

PROGRAMME	SUB-PROGRAMME	ACTIVITY
		3.1.1 General Administration
	3.2 Human Resources Development	3.2.1 Human Resources Development
		3.2.2 Stores
	3.3 Budget and Finance	3.3.1 Budget and Finance
		3.3.2 Stores
	3.4 Georgetown Prison	3.4.1 Administration
		3.4.2 Operations
		3.4.3 Prisoners' Welfare
	3.5 New Amsterdam Prison	3.5.1 Administration
		3.5.2 Operations
		3.5.3 Prisoners' Welfare
		3.5.4 Agricultural Development
	3.6 Mazaruni Prison	3.6.1 Administration
		3.6.2 Operations
		3.6.3 Prisoners' Welfare
		3.6.4 Agricultural Development
	3.7 Sibley Hall Prison	3.7.1 Administration
		3.7.2 Operations
		3.7.3 Prisoners' Welfare
		3.7.4 Agricultural Development
	3.8 Lusignan Prison	3.8.1 Administration
		3.8.2 Operations
		3.8.3 Prisoners' Welfare
		3.8.4 Agricultural Development
	3.9 Timehri Prison	3.9.1 Administration
		3.9.2 Operations
		3.9.3 Prisoners' Welfare
		3.9.4 Agricultural Development

4 Police Complaints Authority

4.0	Police Complaints Authority
4.1	Police Complaints Authority

Programme Outlines

51 Ministry of Home Affairs

PROGRAMME

SUB-PROGRAMME

ACTIVITY

4.1.1 Police Complaints Authority

5 Guyana Fire Service

5.0 Guyana Fire Service

5.1 General Administration

5.1.1 Office of the CFO and DCFO

5.1.2 Registry

5.2 Budgeting and Finance

5.2.1 Administration

5.2.2 Budget and Finance

5.2.3 Stores

5.3 Human Resources Development

5.3.1 Personnel and Welfare

5.3.2 Training

5.4 Operations

5.4.1 Administration

5.4.2 Fire Fighting and Special Services

5.4.3 Workshop

5.5 Prevention

5.5.1 Administration

5.5.2 Public Education

5.5.3 Inspections and Investigations

5.5.4 Licences and Safety Certificates

5.5.5 Processing of Plans

6 General Register Office

6.0 General Register Office

6.1 General Administration

6.1.1 Office of the General Registrar

6.1.2 Administration

6.2 Operations

6.2.1 Administration

6.2.2 Receipt and Dispatch

6.2.3 Search

6.2.4 Transcription

6.3 Preservation of Records

6.3.1 Preservation of Records

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AGENCY 51 - MINISTRY OF HOME AFFAIRS

Minister

Honourable Minister Ronald Gajraj

Permanent Secretary

Mr. Randolph Williams

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 seven programmes:

Secretariat Services provides leadership, support and service to the other programmes by ensuring that mechanism 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 Services
- Budgeting and Finance
- Human Resources
- Research and Planning
- Security
- Parole Board

KEY RESPONSIBILITIES:

- Ensure that the Ministry fulfills its responsibility as articulated by the Government of the People;
- 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
- Budget & Finance
- Operations
- Criminal Investigation Department
- Immigration
- Auxiliaries
- National Security Department

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 Resource Development
- Budget & 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 are maintained;
- Ensure that the training and recruitment needs of the Guyana Prison Service are addressed;
- Ensure that 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 implemented for the development of persons in the Prison system.

MINISTRY OF HOME AFFAIRS

PROGRAMME: **Police Complaints Authority**

OBJECTIVE:

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

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 Minister and Commissioner of Police
- Prepare and submit annual report to Minister;
- Receive report from the Police regarding the investigation of the complaints;
- Forward reply to the Commissioner and to the complainant.

KEY RESULTS:

- All complaints are dispatched to the Commissioner of Police;
- Results of investigation 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
- Finance and Budgeting
- 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 of 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 that the staff is allowed to develop 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	SUB-PROGRAMME	ACTIVITY
1 Main Office	1.01 Office of the Minister	1.01.01 Office of the Minister
	1.02 Office of the Permanent Secretary	1.02.01 Office of the Permanent Secretary
2 Ministry Administration	2.01 General Administration	2.01.01 General Administration
	2.02 Budgeting, Finance and Accounting	2.02.01 Budgeting, Finance and Accounting
3 Attorney Generals Chambers	3.01 Legal Advice and Litigation	3.01.01 Legal Advice and Litigation
	3.02 Drafting Division	3.02.01 Drafting Division
4 Office of the State Solicitor	4.01 State Solicitor	4.01.01 State Solicitor
	4.02 Public Trustee	4.02.01 Public Trustee
	4.03 Official Receiver	4.03.01 Official Receiver
5 Deeds Registry	5.01 Programme Administration	5.01.01 Programme Administration
	5.02 Notarial	5.02.01 Notarial
	5.03 Conveyance	5.03.01 Conveyance
	5.04 Land Registry	5.04.01 Land Registry
	5.05 Sub-Registry (Berbice)	5.05.01 Sub-Registry (Berbice)

AGENCY 52 - MINISTRY OF LEGAL AFFAIRS

Minister
Vacant

Permanent Secretary
Mr. G. Persaud

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 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 Central 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 - for the purposes of Parliamentary accountability, the Honourable Attorney General and Minister of Legal Affairs is accountable.

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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 on, 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 Acts.

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;
- Educated and competent staff;
- Pleasant working environment.

MINISTRY OF LEGAL AFFAIRS

PROGRAMME: **Attorney General's Chambers**

SUB-PROGRAMMES:

- Legal Advice and Litigation
- Drafting Division

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.

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)

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 and Demerara;
- 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	SUB-PROGRAMME	ACTIVITY
1	Defence Headquarters	
	1.01 Office of Chief of Staff	<i>1.01.01 Office of Chief of Staff</i> <i>1.01.02 Reserve Unit</i> <i>1.01.03 Legal Services</i> <i>1.01.04 Audit and Inspection</i>
	1.02 Administration and Quartering	<i>1.02.01 G4 Branch</i> <i>1.02.02 Finance Department</i> <i>1.02.03 G1 Branch</i> <i>1.02.04 Base Command Ayanganna</i> <i>1.02.05 Base Command Stephenson</i> <i>1.02.06 Agriculture Corps</i> <i>1.02.07 Air Corps</i> <i>1.02.08 Band Corps</i> <i>1.02.09 Medical Corps</i> <i>1.02.10 Ordnance Corps</i> <i>1.02.11 General Personnel Department</i> <i>1.02.12 4 Engineers Battalion</i>
	1.03 Operations and Training	<i>1.03.01 G3 Branch</i> <i>1.03.02 Training Corps</i> <i>1.03.03 Coast Guard</i> <i>1.03.04 1st Infantry Battalion Group</i> <i>1.03.05 21 Artillery Company</i> <i>1.03.06 31 Special Forces Squadron</i> <i>1.03.07 G2 Branch</i> <i>1.03.08 Public Relations and Education</i> <i>1.03.09 Signals Department</i> <i>1.03.10 Sports Department</i>

AGENCY 53 - GUYANA DEFENCE FORCE

Commander-In-Chief
His Excellency Bharrat 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 Guyana Defence Force 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: **Guyana Defence Force**

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

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1	Supreme Court of Judicature	
	1.01 General Administration	1.01.01 Administration 1.01.02 Accounts' Division
	1.02 Supreme Court Registry	1.02.01 Court Reporters 1.02.02 Marshals' Branch 1.02.03 Probate (Estates) Division 1.02.04 Judicial Division 1.02.05 Court of Appeal 1.02.06 Land Court 1.02.07 Berbice Sub-Registry 1.02.08 Essequibo Sub-Registry
2	Magistrates' Department	
	2.01 Georgetown Magisterial District	2.01.01 Administration 2.01.02 Judicial Section 2.01.03 Bailiffs' Section 2.01.04 Appeals and Depositions Section 2.01.05 Collecting Officers' Section
	2.02 Berbice Magisterial District	2.02.01 Berbice Magisterial District
	2.03 Corentyne Magisterial District	2.03.01 Corentyne Magisterial District
	2.04 East Demerara Magisterial District	2.04.01 East Demerara Magisterial District
	2.05 Essequibo Magisterial District	2.05.01 Essequibo Magisterial District
	2.06 West Demerara Magisterial District	2.06.01 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 (ag.)
Mr. Paul Fung-a-Fat

Registrar
Ms. S. Ramlall

Mission Statement

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

The laws of Guyana are administered mainly in the Supreme Court of the Judicature which consists of the High Court, the Court of Appeal, and the Court of Summary Jurisdiction a.k.a. the Magistrates Courts. Within the High Court, there is an appellate court called the Full Court of the High Court. The Supreme Court Registry and the six Magistrates Office serve the various courts.

The country of Guyana is divided into eight Magisterial Districts: Georgetown, Berbice, Corentyne, East Demerara, Essequibo, West Demerara, North West and the Rupununi Magisterial District. There are Magistrates' Offices located in Georgetown, New Amsterdam, Whim, Vigilance, Suddie and Vreed-en-Hoop, respectively. The North West and Rupununi Magisterial Districts do not have Magistrates' clerical and other support services from the Georgetown Magistrate office. Collectively, the Magistrates' Office is designated the Magistrates' Department.

The High Court has broad jurisdiction in civil matters. It exercises exclusive jurisdiction in probate, divorce, admiralty matters, Libel, Slander, and matters which corporeal rights or the rights or the title to any immovable property is claimed. Civil matters are tried by a single judge without a jury. The High Court also exercise jurisdiction in crime matters that are brought before it by way of indictment and each such matter is heard by a judge without a jury.

The Court of Appeal is the highest branch of the Supreme Court of the Judicature and is the final Court of Appeal for the Republic of Guyana.

The majority of litigation emanates from the Magistrates' Courts. In its Civil Jurisdiction Magistrates adjudicate in claims where the amount claimed does not exceed \$50,000. In its criminal jurisdiction Magistrates hear and determine complaints in respect of the traditional summary conviction offences and hold Preliminary Inquires into indictable offences.

The Supreme Court Registry and the Magistrates' Department collect a significant amount of revenue consisting mainly of fines imposed by the Courts and statutory fees.

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 the 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 Suits 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 done;
- 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	SUB-PROGRAMME	ACTIVITY
1 Public Prosecutions	1.01 General Administration	1.01.01 Administration 1.01.02 Budget and Accounts
	1.02 Chambers	1.02.01 Chambers

AGENCY 56 – PUBLIC PROSECUTIONS

Director of Public Prosecutions
Justice D. Hanomansingh

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 in certain complex and serious criminal matters.

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	SUB-PROGRAMME	ACTIVITY
1 Ombudsman	1.01 Ombudsman	1.01.01 Ombudsman

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AGENCY 57 - OFFICE OF THE OMBUDSMAN

Ombudsman
Mr. S. 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:

- Office of the 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 all the public;
- Identification of resource requirements.

Programme Outlines

58 - Public Service Appellate Tribunal

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1	Public Service Appellate Tribunal	
	1.01	Public Service Appellate Tribunal
		1.01.01 <i>Public Service Appellate Tribunal</i>

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AGENCY 58 - PUBLIC SERVICE APPELLATE TRIBUNAL

Chairman
Justice R. Harper

Registrar
Mr. Trevor 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 to expedite 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 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.

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Programme Outlines

71 - Region 1: Barima/Waini

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council	
		1.01.02 Office of the Regional Executive Officer	
	1.02 Regional Administration	1.02.01 Regional Administration	
		1.03 Budgeting and Finance	1.03.01 Budgeting and Finance
	2 Agriculture		2.01 Land Administration
		3 Public Works	
3.01.02 Education			
3.01.03 Health			
3.02 Roads, Trails, Bridges and Other Infrastructure	3.02.01 Roads, Trails, Bridges and Other Infrastructure		
	3.03 Mechanical Workshop		3.03.01 Mechanical Workshop
3.04 Public Utilities			3.04.01 Water
	3.04.02 Electricity		
4 Education Delivery	4.01 Programme Administration	4.01.01 Programme Administration	
		4.02 Nursery Level	4.02.01 Nursery Level
	4.03 Primary Level		4.03.01 Primary Level
		4.04 Secondary Level	4.04.01 Secondary Level
	4.04.02 Dormitory		
	5 Health Services	5.01 Programme Administration	5.01.01 Programme Administration
5.02 District Hospital Services			5.02.01 Administration and Ancillary Services
		5.02.02 Medical and Nursing Services	
5.03 Primary Health Care		5.03.01 Maternal and Child Health and General Out-Patient	

Programme Outlines

71 - Region 1: Barima/Waini

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.03 Primary Health Care	5.03.02 <i>Environmental Health Services</i>

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Regional Chairman

Mr. N. Whittaker

Regional Executive Officer

Mr. D. Rooplall

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 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 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 surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 is provided to the regional 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 (AVC's), 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;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads and Other Physical Infrastructure Maintenance Plan;
- 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 Amerindian Councils, 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 to 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: **Agriculture**

OBJECTIVE:

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

SUB-PROGRAMMES:

- Land Administration

KEY RESPONSIBILITIES:

- Provide technical advice and support on land matters before the Regional Land Selection Committee (RLSC);
- Liaise with the Department of Lands and Survey in the processing of applications for leases or transfer of leases;
- Maintain appropriate registers for State and Government lands;
- Collect revenue in relation to the application, transfers and rents on titles issued;
- Advise on Tender Board matters;

KEY RESULTS:

- State and Government lands are legally and beneficially occupied;
- Land titles and leases are approved and dispatched in a timely manner;
- Cadastral surveys/plans to facilitate the granting of titles;
- Increased revenue from the payment of fees, duties and rents;

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, 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 NDC'S and AVC's;
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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;
- Liaise with the Guyana Water Authority 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;
- Sustainable and safe physical infrastructure;
- Planned approach in conducting minor and major capital works in the Region;
- Cohesive approach by the Region, the NDC's and the AVC's 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 Region One.

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 adequately 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 Region 1.

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, 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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

72 - Region 2: Pomereroon/Supenaam

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council	
		1.01.02 Office of the Regional Executive Officer	
	1.02 Regional Administration	1.02.01 General Support Services/Registry	
		1.02.02 Human Resources	
		1.02.03 Local Government Department and Co-operatives	
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance	
	2 Agriculture	2.01 Lands and Survey	2.01.01 Land Administration and Survey
			2.01.02 Land Development
		2.02 Drainage and Irrigation	2.02.01 Drainage and Irrigation
2.02.02 Access Dams			
2.02.03 Bridges and Other Structures			
3 Public Works		3.01 Buildings	3.01.01 Administration
	3.01.02 Agriculture		
	3.01.03 Education		
	3.01.04 Health		
	3.02 Roads and Bridges	3.02.01 Roads and Bridges	
	3.03 Mechanical Workshop	3.03.01 Mechanical Workshop	
	4 Educational Delivery	4.01 Programme Administration	4.01.01 Office of the Regional Education Officer
4.01.02 Schools' Supervision			
4.02 Nursery Level		4.02.01 Nursery Level	
4.03 Primary Level		4.03.01 Primary Level	
4.04 Secondary Level		4.04.01 Secondary Level	
5 Health Services		5.01 Programme Administration	5.01.01 Office of the Regional Health Officer

Programme Outlines

72 - Region 2: Pomeroon/Supenaam

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.01 Programme Administration	5.01.02 <i>Finance and Administration</i>
	5.02 Suddie Regional Hospital	5.02.01 <i>Administration and Ancillary Services</i> 5.02.02 <i>Medical Support Services</i> 5.02.03 <i>General Medical Care</i> 5.02.04 <i>Dietary Services</i> 5.02.05 <i>Accident, Emergency and Out-Patient Clinic</i>
	5.03 Oscar Joseph District Hospital	5.03.01 <i>Administration and Ancillary Services</i> 5.03.02 <i>Medical and Nursing Services</i>
	5.04 Primary Health Care	5.04.01 <i>Maternal and Child Health, and General Clinical an</i> 5.04.02 <i>Environmental Health Services</i> 5.04.03 <i>Dental Public Health Services</i>

Regional Chairman

Mr. A. Baksh

Regional Executive Officer

Mr. Nankishore 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 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 surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 regional 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), 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-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;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads and Other Physical Infrastructure Maintenance Plan;
- 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 Amerindian Councils, 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.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach to 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 equitably distribute state and Government lands and to adequately drain and irrigate all lands within the Drainage and Irrigation (D & I) System for the social and economic benefit of the residents.

SUB-PROGRAMMES:

- Lands and Survey
- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Identify on the availability of new agricultural and residential land in collaboration with central Ministry of Agriculture and Central Housing and Planning Authority;
- Provide technical advice and support on land matters before the District Land Selection Committee (DLSC) and Regional Selection Committee (RLSC);
- Manage the financial allocations of Land Administration, Land Development, Surveys Section and 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 Land Development and D & I capital works;
- Maintain appropriate registers for State and Government lands;
- Collect revenue in relation to applications, transfers and rents on titles issued;
- Prepare and maintain all appropriate financial records;
- Maintain and repair all existing infrastructures within the Land Development Schemes and Drainage and Irrigation System.

KEY RESULTS:

- Continuous availability of Housing, agricultural, commercial and Industrial lands;
- Reduction of Land disputes;
- Cadastral survey plans to facilitate the granting of titles;
- Faster processing of applications and issuance of titles;
- Increased revenue from the payment of fees, duties and rents;
- Effective functioning of the DLSC and RLSC;
- Continuous upgrade, repair and maintenance of the Region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production.

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, Bridges and Other Infrastructure
- 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 Regional Democratic Council (RDC), Neighbourhood Democratic Council's (NDC) 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 Neighbourhood Democratic Councils (NDC);
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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 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 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 adequately 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 drop-out rate.

REGION 2: POMEROON / SUPENAAM

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the Residents of Region 2.

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 regional 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	
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council	
		1.01.02 Office of the Regional Executive Officer	
	1.02 Regional Administration	1.02.01 General Support Services and Central Registry	
		1.02.02 Human Resources	
		1.02.03 Local Government Department and Co-operatives	
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance	
	2 Agriculture	2.01 Lands and Survey	2.01.01 Lands and Survey
		2.02 Drainage and Irrigation	2.02.01 Drainage and Irrigation
			3 Public Works
3.01.02 Agriculture			
3.01.03 Education			
3.01.04 Health			
3.02 Roads and Bridges	3.02.01 Roads and Bridges		
3.03 Mechanical Workshop	3.03.01 Mechanical Workshop		
4 Education Delivery	4.01 Programme Administration	4.01.01 Office of the Regional Education Officer	
		4.01.02 Schools' Supervision	
	4.02 Nursery Level	4.02.01 Nursery Level	
	4.03 Primary Level	4.03.01 Primary Level	
	4.04 Secondary Level	4.04.01 Secondary Level	
	4.05 Practical Instruction Centres	4.05.01 Practical Instruction Centres	
	4.06 Craft Development and Sports	4.06.01 Craft Development and Sports	
5 Health Services	5.01 Programme Administration		

Programme Outlines

73 - Region 3: Essequibo Islands/West Demerara

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.01 Programme Administration	5.01.01 Office of the Regional Health Officer
		5.01.02 Finance and Administration
		5.01.03 Registry
	5.02 West Demerara Regional Hospital	5.02.01 Ancillary Services
		5.02.02 Dietary Services
		5.02.03 Health Information System
		5.02.04 Medical and Nursing Services Administration
		5.02.05 Medical Support Services
		5.02.06 General Medical Care
		5.02.07 Accident, Emergency and Out-patient Clinic
	5.03 Leguan District Hospital	5.03.01 Administration and Ancillary Services
		5.03.02 Medical and Nursing Services
	5.04 Lenora District Hospital	5.04.01 Administration and Ancillary Services
		5.04.02 Medical and Nursing Services
	5.05 Wakenaam District Hospital	5.05.01 Administration and Ancillary Services
		5.05.02 Medical and Nursing Services
	5.06 Primary Health Care	5.06.01 Maternal and Child Health and General Clinical and
		5.06.02 Environmental Health
		5.06.03 Dental Health Services

Regional Chairman

Mr. E. Dookie

Regional Executive Officer

Mr. Y. 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 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 surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 is provided to the regional 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), 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-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;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads and Other Physical Infrastructure Maintenance Plan;
- 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 Amerindian Councils, 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.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach to 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 Agriculture by providing internal administrative, financial, personnel, logistic and support services to the agriculture sector and by supervising and coordinating the provision of such services within the region.

SUB-PROGRAMMES:

- Lands and Survey
- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Identify the availability of new agricultural and residential land in collaboration with central Ministry of Agriculture and Central Housing and Planning Authority;
- Provide technical advice and support on land matters before the District Land Selection Committee (DLSC) and Regional Selection Committee (RLSC);
- Manage the financial allocations of Land Administration, Land Development, Surveys Section and 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 Land Development and D & I capital works;
- Maintain appropriate registers for State and Government lands;
- Collect revenue in relation to applications, transfers and rents on titles issued;
- Prepare and maintain all appropriate financial records;
- Maintain and repair all existing infrastructures within the Land Development Schemes and Drainage and Irrigation System.

KEY RESULTS:

- Continuing availability of Housing, agricultural, commercial and Industrial lands;
- Reduction of Land disputes;
- Cadastral survey plans to facilitate the granting of titles;
- Faster processing of applications and issuance of titles;
- Increased revenue from the payment of fees, duties and rents;
- Effective functioning of the DLSC and RLSC;
- Continuing upgrade, repair and maintenance of the Region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production.

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 the continued Democratic 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 improved 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 Neighbourhood Democratic Council (NDC);
- Advise on Tender Board Matters;
- Advise the Regional Executive Officer 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 Centres
- 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 adequately 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 drop-out rate.

REGION 3: ESSEQUIBO ISLANDS / WEST DEMERARA

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the Residents of Region 3.

SUB-PROGRAMMES:

- Programme Administration
- West Demerara Regional Hospital
- Leguan District Hospital
- Lenora 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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

74 - Region 4: Demerara/Mahaica

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council	
		1.01.02 Office of the Regional Executive Officer	
	1.02 Regional Administration	1.02.01 General Support Services/Central Registry	
		1.02.02 Human Resources	
		1.02.03 Local Government Office and Co-operatives	
		1.02.04 Craft Development	
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance	
	2 Agriculture	2.01 Drainage and Irrigation	2.01.01 Drainage and Irrigation Structures
			2.01.02 Canals and Access Dams
	3 Public Works	3.01 Buildings	3.01.01 Administration
			3.01.02 Agriculture
			3.01.03 Education
3.01.04 Health			
3.02 Roads and Bridges		3.02.01 Roads and Bridges	
3.03 Mechanical Workshop		3.03.01 Mechanical Workshop	
3.04 Electricity Distribution (Timehri)		3.04.01 Administration, Billing and Collection	
		3.04.02 Electricity Distribution	
4 Education Delivery		4.01 Programme Administration	4.01.01 Office of the Regional Education Officer
			4.01.02 Schools' Supervision
		4.02 Nursery Level	4.02.01 Nursery Level
		4.03 Primary Level	4.03.01 Primary Level
	4.04 Secondary Level	4.04.01 Secondary Level	
4.05 Practical Instruction Centres	4.05.01 Centre for Home Economics		

Programme Outlines

74 - Region 4: Demerara/Mahaica

PROGRAMME	SUB-PROGRAMME	ACTIVITY
4 Education Delivery	4.05 Practical Instruction Centres	4.05.02 Centre for Agriculture
5 Health Services	5.01 Programme Administration	5.01.01 Office of the Regional Health Officer 5.01.02 Finance and Administration
	5.02 Primary Health Care	5.02.01 Maternal and Child Health and General Clinical and 5.02.02 Environmental Health Services 5.02.03 Dental Health Services

AGENCY 74 - REGION 4: DEMERARA / MAHAICA

Regional Chairman

Mr. A. Munroe

Regional Executive Officer (ag)

Mr. B. Ramprashad

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 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 surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 is 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), 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.

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;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads and Other Physical Infrastructure Maintenance Plan;
- 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.

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

SUB-PROGRAMMES:

- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Identify the availability of new agricultural and residential land in collaboration with central Ministry of Agriculture and Central Housing and Planning Authority;
- Provide technical advice and support on land matters before the District Land Selection Committee (DLSC) and Regional Selection Committee (RLSC);
- Manage the financial allocations of Land Administration, Land Development, Surveys Section and 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 Land Development and D & I capital works;
- Maintain appropriate registers for State and Government lands;
- Collect revenue in relation to applications, transfers and rents on titles issued;
- Prepare and maintain all appropriate financial records;
- Maintain and repair all existing infrastructure within the Land Development Schemes and Drainage and Irrigation System.

KEY RESULTS:

- Continuing availability of Housing, agricultural, commercial and Industrial lands;
- Reduction of Land disputes;
- Cadastral survey plans to facilitate the granting of titles;
- Faster processing of applications and issuance of titles;
- Increased revenue from the payment of fees, duties and rents;
- Effective functioning of the DLSC and RLSC;
- Continuing upgrade, repair and maintenance of the Region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production.

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 the continued development of the communities in the Region.

SUB-PROGRAMMES:

- Buildings
- Roads, Bridges and Other Infrastructure
- 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 works matters and monitor and evaluate projects within the Neighbourhood Democratic Councils (NDC);
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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

SUB-PROGRAMMES:

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

OBJECTIVE:

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

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 drop-out 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 Region 4.

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 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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

75 - Region 5: Mahaica/Berbice

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Regional Administration		
	1.01 Main Office	1.01.01 Office of the Regional Democratic Council 1.01.02 Office of the Regional Executive Officer
	1.02 Regional Administration	1.02.01 Human Resources/Registry 1.02.02 Local Government/Co-operatives
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance
2 Agriculture		
	2.01 Drainage and Irrigation	2.01.01 Drainage and Irrigation
3 Public Works		
	3.01 Buildings	3.01.01 Administration 3.01.02 Health 3.01.03 Education
	3.02 Roads and Bridges	3.02.01 Roads and Bridges
4 Education Delivery		
	4.01 Programme Administration	4.01.01 Programme Administration
	4.02 Nursery Level	4.02.01 Nursery Level
	4.03 Primary Level	4.03.01 Primary Level
	4.04 Secondary Level	4.04.01 Secondary Level
	4.05 Practical Instructions	4.05.01 Centre for Home Economics 4.05.02 Centre for Industrial Arts
	4.06 Craft Development	4.06.01 Craft Development
5 Health Services		
	5.01 Programme Administration	5.01.01 Programme Administration
	5.02 Fort Wellington District Hospital	5.02.01 Administration and Ancillary Services 5.02.02 Medical and Nursing Services 5.02.03 Dietary Services
	5.03 Mahaicony District Hospital	

Programme Outlines

75 - Region 5: Mahaica/Berbice

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.03 Mahaicony District Hospital	5.03.01 Administration and Ancillary Services 5.03.02 Medical and Nursing Services
	5.04 Primary Health Care Services	5.04.01 Maternal and Child Health and General Clinical and 5.04.02 Environmental Health Services 5.04.03 Dental Health Services

Regional Chairman
Mr. H. Baldeo

Regional Executive Officer
Mr. G. Rutherford

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 the 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 administration capacity at all levels.

Agriculture is responsible for surveying and appropriately mapping land and water resources; the development and maintenance of drainage and irrigation works; and promoting the development of land for Agriculture and associated settlements.

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 regional 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) and Neighbourhood Democratic Councils (NDC's) 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;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads' and Other Physical Infrastructure Maintenance Plan;
- 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 Amerindian Councils, 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.

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 5: MAHAICA / BERBICE

PROGRAMME: **Agriculture**

OBJECTIVE:

To promote and support the development of Agriculture within the Region by providing internal administrative, financial, personnel, logistic and support services to the agriculture sector and also 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.

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, Bridges and Other Infrastructure

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 Neighbourhood Democratic Councils (NDC);
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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 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 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 adequately 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 supports the implementation of the National Curricula is provided 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; and there is increased public awareness of trends/developments/innovations in education;
- Reduced drop-out rate.

REGION 5: MAHAICA / BERBICE

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the residents of Region 5.

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	SUB-PROGRAMME	ACTIVITY	
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council	
		1.01.02 Office of the Regional Executive Officer	
	1.02 Regional Administration	1.02.01 General Support Services/ Registry	
		1.02.02 Human Resources	
		1.02.03 Local Government Office	
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance	
	2 Agriculture	2.01 Programme Administration	2.01.01 Programme Administration
		2.02 Lands and Survey	2.02.01 Finance and Revenue Collection
			2.02.02 Land Development and Administration
		2.03 Drainage and Irrigation	2.03.01 Drainage and Irrigation Structures
			2.03.02 Canals
			2.03.03 Access Dams
3 Public Works		3.01 Programme Administration	3.01.01 Programme Administration
		3.02 Buildings	3.02.01 Administration
			3.02.02 Agriculture
	3.02.03 Education		
	3.02.04 Health		
	3.03 Roads and Bridges	3.03.01 Roads and Bridges	
	3.04 Mechanical Workshop	3.04.01 Mechanical Workshop	
	4 Education Delivery	4.01 Programme Administration	4.01.01 Office of the Regional Education Officer
			4.01.02 Schools' Supervision
			4.01.03 Resource Centres
		4.02 Nursery Level	4.02.01 Nursery Level
		4.03 Primary Level	

Programme Outlines

76 - Region 6: East Berbice/Corentyne

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
4 Education Delivery	4.03 Primary Level	4.03.01 Primary Level	
		4.04 Secondary Level	4.04.01 Secondary Level
			4.05 Practical Instruction Centres
	4.05.02 Centre for Industrial Arts		
	4.05.03 Special Needs		
	5 Health Services	5.01 Programme Administration	
			5.01.02 Finance, Administration and Registry
		5.02 New Amsterdam Regional Hospital	5.02.01 Ancillary Services
			5.02.02 Dietary Services
5.02.03 Administration/Health Information System			
5.02.04 Medical and Nursing Services Administration			
5.02.05 Medical Support Services			
5.02.06 General Medical Care			
5.02.07 Accident and Emergency Clinic			
5.03 National Psychiatric Hospital Fort Canje		5.03.01 Administration and Finance	
		5.03.02 Ancillary Services	
		5.03.03 Medical and Nursing Services Administration	
		5.03.04 Psychiatric Clinic	
		5.03.05 Psychiatric Counselling	
		5.03.06 Pharmacy	
		5.03.07 Occupational Therapy	
		5.03.08 Dietary	
5.04 Port Mourant District Hospital		5.04.01 Administration and Ancillary Services	
	5.04.02 Medical and Nursing Services		
5.05 Black Bush District Hospital	5.05.01 Administration and Ancillary Services		
	5.05.02 Medical and Nursing Services		
5.06 Skeldon District Hospital	5.06.01 Administration and Ancillary Services		

Programme Outlines

76 - Region 6: East Berbice/Corentyne

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.06 Skeldon District Hospital	5.06.02 Medical Services
	5.07 Primary Health Care	5.07.01 Maternal and Child Health and General Clinical and 5.07.02 Environmental Health 5.07.03 Dental Health Services

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Regional Chairman
Mr R. Persaud

Regional Executive Officer
Mr A. Ally

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 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 surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 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 is 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), 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-PROGRAMMES:

- Main Office
- Regional Administration
- Budgeting and Finance

KEY RESPONSIBILITIES:

- Undertake the development of a five-year Strategic Plan for the Region and its various operations;
- Develop Multi-Year and Annual Operational Plans;
- Develop a buildings' inventory and maintenance plan;
- Develop a roads and other physical infrastructure maintenance plan;
- 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, 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.

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 ensure an equitable distribution of State and Government lands and to adequately drain and 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
- Lands and Survey
- Drainage and Irrigation

KEY RESPONSIBILITIES:

- Provide technical advice and support on land matters before the District Land Selection Committee (DLSC) and Regional Land Selection Committee (RLSC);
- Liaise with the Department of Lands and Survey in the processing of applications for leases or transfer of leases;
- Maintain appropriate registers for State and Government lands;
- Collect revenue in relation to applications, transfers and rents on titles issued;
- Identify and advise the Regional Executive Officer (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:

- State and Government lands are legally and beneficially occupied;
- Land titles and leases are approved and dispatched in a timely manner;
- Cadastral survey plans to facilitate the granting of titles;
- Increased revenue from the payment of fees, duties and rents;
- Continuing upgrade, repair and maintenance of the Region's D & I System;
- Reduced flooding and improved irrigation for increasing agricultural production.

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, Bridges and Other Infrastructure
- 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 Neighbourhood Democratic Councils;
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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 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 adequately 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 drop-out rate.

REGION 6: EAST BERBICE / CORENTYNE

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the Residents of Region 6.

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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

77 - Region 7: Cuyuni/Mazaruni

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council
		1.01.02 Office of the Regional Executive Officer
	1.02 Regional Administration	1.02.01 Human Resources, General Support Services/Registry
		1.02.02 Local Government Services/Co-operatives and Craft
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance
2 Agriculture	2.01 Lands and Survey	2.01.01 Lands and Survey
3 Public Works	3.01 Programme Administration	3.01.01 Programme Administration
	3.02 Buildings	3.02.01 Administration
		3.02.02 Agriculture
		3.02.03 Education
		3.02.04 Health
	3.03 Roads and Bridges	3.03.01 Roads and Bridges
	3.04 Drainage and River Defense	3.04.01 Drainage and River Defense
	3.05 Mechanical Workshop	3.05.01 Mechanical Workshop
	4 Education Delivery	4.01 Programme Administration
4.01.02 Schools' Supervision		
4.02 Nursery Level		4.02.01 Nursery Level
4.03 Primary Level		4.03.01 Primary Level
4.04 Secondary Level		4.04.01 Secondary Level
5 Health Services	5.01 Programme Administration	5.01.01 Office of the Regional Health Officer
		5.01.02 Administration
	5.02 Bartica District Hospital	

Programme Outlines

77 - Region 7: Cuyuni/Mazaruni

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.02 Bartica District Hospital	5.02.01 Ancillary Services
		5.02.02 Medical Support Services
		5.02.03 Dietary Services
		5.02.04 Medical and Nursing Services
		5.02.05 General Medical Care
	5.03 Kamarang District Hospital	5.03.01 Administration and Ancillary Services
		5.03.02 Medical and Nursing Services
	5.04 Enachu District Hospital	5.04.01 Administration and Ancillary Services
		5.04.02 Medical and Nursing Services
	5.05 Primary Health Care	5.05.01 Maternal and Child Health and General Clinical and
		5.05.02 Environmental Health
		5.05.03 Dental Health Services

AGENCY 77 - REGION 7: CUYUNI / MAZARUNI

Regional Chairman
Mr. G. Bradford

Regional Executive Officer
Mr. C. Kendall

Mission Statement

To provide infrastructure and services to improve the standard of living of the people of Region 7.

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 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 surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 is provided to the regional 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 (AVC's), 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 five-year Strategic Plan for the Region and its various operations;
- Develop Multi-Year and Annual Operational plans;
- Develop a buildings' inventory and maintenance Plan;
- Develop a roads and other physical infrastructure maintenance plan;
- 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 Amerindian Councils, 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.

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: **Agriculture**

OBJECTIVE:

To assist residents to settle in an orderly manner on State and Government lands; carry out residential, agricultural and business pursuits so that these activities can benefit the Community and the State; and to ensure the safe navigation of the rivers of the region.

SUB-PROGRAMMES:

- Lands and Survey

KEY RESPONSIBILITIES:

- Register land, collect revenue, survey and inspect state/government lands;
- Provide land as quickly as possible to facilitate increased agricultural production and the objectives of other programmes;
- Ensure the collection of Revenue for the various services;
- Ensure that land use are in accordance with their titles;
- Demarcate the boundaries of lands as described in their titles;
- Ensure that boats and vessels meet the required standard of fitness to ply the rivers and hold seminars and examinations for captains, steersmen and bowmen so that they can be certified in those capacities for the safe navigation of the rivers in the region.

KEY RESULTS:

- Continuing availability of Housing, agricultural, commercial and Industrial lands;
- Reduction of Land disputes;
- Cadastral survey to facilitate the granting of titles;
- Faster processing of applications and issuance of titles;
- Increased revenue from the payment of fees, duties and rents;
- Effective functioning of the DLSC and RLSC.

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, bridges and Other Infrastructure
- 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 Neighbourhood Democratic Councils (NDC);
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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 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 drop-out rate.

REGION 7: CUYUNI / MAZARUNI

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the Residents of Region 7.

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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

78 - Region 8: Potaro/Siparuni

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1	Regional Administration and Finance		
	1.01 Main Office	1.01.01 Office of the Regional Democratic Council	
		1.01.02 Office of the Regional Executive Officer	
	1.02 Regional Administration	1.02.01 Regional Administration	
		1.03 Budgeting and Finance	1.03.01 Budgeting and Finance
	2		Public Works
		2.01 Buildings	2.01.01 Administration
			2.01.02 Health
			2.01.03 Education
2.02 Roads, Trails, Bridges and Other Infrastructure		2.02.01 Roads, Trails, Bridges and Other Infrastructure	
		2.03 Public Utilities	2.03.01 Water
2.03.02 Electricity			
3	Education Delivery		
	3.01 Programme Administration	3.01.01 Programme Administration	
		3.02 Nursery Level	3.02.01 Nursery Level
	3.03 Primary Level		3.03.01 Primary Level
		3.04 Secondary Level	3.04.01 Secondary Level
	3.04.02 Dormitory		
	4	Health Services	
		4.01 Mahdia District Hospital	4.01.01 Administration and Ancillary Services
4.01.02 Medical and Nursing Services			
4.02 Primary Health Care		4.02.01 Maternal/Child Health/General Out-Patient Services	
		4.02.02 Environmental Health Services	

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Regional Chairman
Mr. S. Bell

Regional Executive Officer
Mr. P. Ramoutar

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 of administration, necessary for 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 is provided to the regional 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 (AVC's), 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;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads and Other Physical Infrastructure Maintenance Plan;
- 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 Amerindian Councils, 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.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach to 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 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 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, the Regional Democratic Council (RDC), Amerindian Village Council's (AVC's) 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 Regional Executive Officer 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 Guyana Water Authority 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 and the AVC's 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;

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 adequately 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 drop-out rate.

REGION 8: POTARO / SIPARUNI

PROGRAMME: Health Services

OBJECTIVE:

To improve the Physical, Social and Mental Health status of all Guyanese by: (1) Ensuring that health services are as accessible, acceptable, affordable, timely and appropriate as possible given available resources; and (2) 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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

79 - Region 9: Upper Takatu/Upper Essequibo

PROGRAMME	SUB-PROGRAMME	ACTIVITY
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council 1.01.02 Office of the Regional Executive Officer
	1.02 Regional Administration	1.02.01 Regional Administration
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance
2 Agriculture	2.01 Lands and Survey	2.01.01 Lands and Survey
	2.02 Extension Services	2.02.01 Extension Services
3 Public Works	3.01 Programme Administration	3.01.01 Programme Administration
	3.02 Buildings	3.02.01 Administration 3.02.02 Agriculture 3.02.03 Education 3.02.04 Health
	3.03 Roads, Trails and Bridges	3.03.01 Roads, Trails and Bridges
	3.04 Mechanical Workshop	3.04.01 Mechanical Workshop
	3.05 Public Utilities	3.05.01 Public Utilities
4 Education Delivery	4.01 Programme Administration	4.01.01 Programme Administration
	4.02 Nursery Level	4.02.01 Nursery Level
	4.03 Primary Level	4.03.01 Primary Level
	4.04 Secondary Level	4.04.01 Secondary Level 4.04.02 Dormitory
5 Health Services	5.01 Programme Administration	5.01.01 Programme Administration
	5.02 Lethem District Hospital	5.02.01 Administration and Ancillary Services

Programme Outlines

79 - Region 9: Upper Takatu/Upper Essequibo

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.02 Lethem District Hospital	5.02.02 <i>Medical and Nursing Services</i>
	5.03 Aishalton District Hospital	5.03.01 <i>Administration and Ancillary Services</i> 5.03.02 <i>Medical and Nursing Services</i>
	5.04 Primary Health Care	5.04.01 <i>Mater./Child Health/Gen. Clinical and Out-Pat. Serv.</i> 5.04.02 <i>Environmental Health Services</i>

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AGENCY 79 - REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

Regional Chairman
Mr V. Henry

Regional Executive Officer
Mr D. Persaud

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 Region 9.

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 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 surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 is provided to the regional 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 Strategic Plan for the Region and its various operations;
- Develop Multi-Year and Annual Operational Plans;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads and Other Physical Infrastructure Maintenance Plan;
- 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.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach to 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 9: UPPER TAKATU / UPPER ESSEQUIBO

PROGRAMME: **Agriculture**

OBJECTIVE:

To control the distribution of State Lands to ensure orderly occupation, and in concert with the Ministry of Agriculture, 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:

- Lands and Survey
- Extension Services

KEY RESPONSIBILITIES:

- Provide technical advice and support on land matters before the District Land Selection Committee (DLSC) and Regional Land Selection Committee (RLSC);
- Liaise with the Department of Lands and Survey in the processing of applications for leases or transfer of leases;
- Maintain appropriate registers for State and Government lands;
- Collect revenue in relation to applications, transfers and rents on titles issued;
- Prepare diagrams of areas applied for by the public and business community;
- Assist the NDC in defining roads and reserves;
- Compile Annual Estimates and Reports.
- Make land available for crop farming and develop alternative land use;
- 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:

- State and Government lands are legally and beneficially occupied;
- Land titles and leases are approved and dispatched in a timely manner;
- Cadastral survey plans to facilitate the granting of titles;
- Increase in revenue from the payment of fees, duties and rents;
- 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;

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, 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 AVC's;
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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 and the AVC 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;

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 adequately 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 drop-out rate.

REGION 9: UPPER TAKATU / UPPER ESSEQUIBO

PROGRAMME: Health Services

OBJECTIVE:

To improve the physical, social and mental health status of the Residents of Region 9.

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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

Programme Outlines

80 - Region 10: Upper Demerara/Upper Berbice

PROGRAMME	SUB-PROGRAMME	ACTIVITY	
1 Regional Administration and Finance	1.01 Main Office	1.01.01 Office of the Regional Democratic Council	
		1.01.02 Office of the Regional Executive Officer	
	1.02 Regional Administration	1.02.01 General Support Services/Registry	
		1.02.02 Human Resources	
		1.02.03 Local Government Office	
	1.03 Budgeting and Finance	1.03.01 Budgeting and Finance	
	2 Agriculture	2.01 Land Administration and Survey	2.01.01 Land Administration and Survey
	3 Public Works	3.01 Buildings	3.01.01 Administration
			3.01.02 Agriculture
			3.01.03 Education
			3.01.04 Health
		3.02 Roads and Bridges	3.02.01 Roads and Bridges
3.03 Vehicle Equipment and Maintenance		3.03.01 Vehicle Equipment and Maintenance	
4 Education Delivery		4.01 Programme Administration	4.01.01 Office of the Regional Education Officer
			4.01.02 Schools' Supervision
		4.02 Nursery Level	4.02.01 Nursery Level
		4.03 Primary Level	4.03.01 Primary Level
		4.04 Secondary Level	4.04.01 Secondary Level
		5 Health Services	5.01 Programme Administration
	5.01.02 Finance and Administration		
	5.02 Upper Demerara District Hospital		5.02.01 Administration and Ancillary Services
5.02.02 Medical and Nursing Services			
5.03 Primary Health Care			

Programme Outlines

80 - Region 10: Upper Demerara/Upper Berbice

PROGRAMME	SUB-PROGRAMME	ACTIVITY
5 Health Services	5.03 Primary Health Care	5.03.01 <i>Mater./Child Health/Gen. Clinical and Out-Pat. Serv.</i> 5.03.02 <i>Dental Health Services</i> 5.03.03 <i>Environmental Health Services</i>

AGENCY – 80 REGION 10: UPPER DEMERARA / UPPER BERBICE

Regional Chairman

Mr. M. Mingo

Regional Executive Officer

Mr. Basil 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 five programme areas: Regional Administration and Finance, Agriculture, Public Works, Education and Health Services.

Regional Administration and Finance is responsible for providing leadership and managerial administration, necessary for 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.

Agriculture is responsible for surveying and appropriately mapping land and water resources, the development and maintenance of drainage and irrigation works, and promoting the development of lands for agriculture and associated settlements.

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 regional 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), 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 Strategic Plan for the Region and its various operations;
- Develop Multi-Year and Annual Operational Plans;
- Develop a Buildings' Inventory and Maintenance Plan;
- Develop a Roads and Other Physical Infrastructure Maintenance Plan;
- 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, 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.

KEY RESULTS:

- A planned and cohesive approach in executing the policies of the RDC and Central Government;
- A planned and structured approach to 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 10: UPPER DEMERARA / UPPER BERBICE

PROGRAMME: **Agriculture**

OBJECTIVE:

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

SUB-PROGRAMMES:

- Land Administration and Survey

KEY RESPONSIBILITIES:

- Identify the availability of new agricultural and residential land in collaboration with central Ministry of Agriculture and Central Housing and Planning Authority;
- Provide technical advice and support on land matters before the District Land Selection Committee (DLSC) and Regional Selection Committee (RLSC);
- Manage the financial allocations of Land Administration, Land Development, Surveys Section;
- Compile Annual Estimates and Annual Reports;
- Advise on Tender Board matters;
- Identify and advise the REO and other Senior officers on Land Development;
- Maintain appropriate registers for State and Government lands;
- Collect revenue in relation to applications, transfers and rents on titles issued;
- Prepare and maintain all appropriate financial records;
- Maintain and repair all existing infrastructures within the Land Development Scheme.

KEY RESULTS:

- Continuing availability of Housing, agricultural, commercial and Industrial lands;
- Reduction of Land disputes;
- Cadastral survey plans to facilitate the granting of titles;
- Faster processing of applications and issuance of titles;
- Increased revenue from the payment of fees, duties and rents;
- Effective functioning of the DLSC and RLSC;

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, Bridges and Other Infrastructure
- 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 AVC's;
- Advise on Tender Board matters;
- Advise the Regional Executive Officer 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 and the AVC 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;

KEY RESULTS:

- The Education system is managed by adequately 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
- 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 regional population;
- Improved coverage, quality and timeliness of health care delivery and provision.

