



MINISTRY OF

LOCAL GOVERNMENT



AND

REGIONAL DEVELOPMENT

ANNUAL REPORT

1997

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# MINISTRY OF LOCAL GOVERNMENT & REGIONAL DEVELOPMENT

## ANNUAL REPORT

### Executive Summary

The New Ministry of Local Government was established at this time in our history when Guyana is racing towards the "New Horizon" and when Local and Municipal Organisations have taken on the mantle for the development of their Communities and Neighbourhoods.

While staffing is considered a serious problem, the Ministry, however has a few experienced, knowledgeable, and hard working members of staff who have decided to accept the challenges of the task ahead.

During the year the Ministry benefited from a series of Training Programmes conducted by National Democratic Institute, Caricad, Valuation Division of the Ministry of Finance and our Training Unit.

Training of Junior Staff Members continues to be an ongoing exercise.

During the year the Ministry was able to play a significant role in improving the Transportation and Communication for Residents of Orealla, Moruca and Region #8 North Pakaraimas. This together with the supply of Agricultural Tools and Equipment will ensure the enhancing of Economic Activities in Regions 1,7,8,9.

More people were able to receive better health services through the many programmes arranged by the Hinterland Affairs Division of the Ministry.

The Ministry has also extended its scholarship programme to assist some students with scholarships to Hinterland Secondary Schools, the Guyana School of Agriculture and the University of Guyana.

## GENERAL ADMINISTRATION

### KEY TASKS OF THE DIVISION

1. Responsibility for providing administrative support services to the various divisions
2. Give technical advice and guidance to the regions in order to ensure that the goals and objectives of the Ministry are achieved.

Under the Division are:

- i) *General Administration*
- ii) *Personnel*
- iii) *Registry*
- iv) *Accounts (Finance)*
- v) *Local Government*
- vi) *Hinterland Affairs*
- vii) *Regional Planning and Training*

### STAFFING

Mr. Roshan Ali has been performing the duties in the vacant position of Chief Regional Development Officer.

The vacant position of Typist Clerk (111) has been filled by Ms. Jennifer Boland in the Central Registry. Three Typist Clerks have been promoted to the position of Confidential Secretary:

- i) **Ms. Claire Kendall**
- ii) **Ms. Jeanette Mendonca**
- iii) **Ms. Chandrika Mangal**

## GENERAL OBSERVATIONS

There was a rapid turn over of staff in the Accounts Department. However some of the vacant positions have been filled.

The Ministry was successful in having on the job training sessions done on the job for new recruits in the division and this has served the section well enabling it to reach its targets.

During the year under review despite additional task and workload due to under-staffing in all the departments, Officers were able to achieve much. All Departments were able to exist within the confines of the allocations given as a result of efficient management.

Additionally the Administration was able to acquire the services of the Public Service Management, Office of the President to assist with its Macro-Structure. There is still some additional work to be done before the final structure is approved.

## PERSONNEL DEPARTMENT

### KEY TASKS OF THE DIVISION

The division is responsible for the processing of all matters in relation to :

- |   |                                     |
|---|-------------------------------------|
| 1) <i>Appointments</i>  | 2) <i>Promotions</i>                |
| 3) <i>Transfers</i>   | 4) <i>Resignation</i>               |
| 5) <i>Dismissals</i>  | 6) <i>Leave</i>                     |
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| 13) <i>Staff performance</i>  | 14) <i>Appraisals</i>               |
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## REGISTRY

### EXECUTIVE SUMMARY

The Registry is the nerve centre of the organisation, in which technical information and operational guidelines for users are implemented and maintained. It controls the creation, maintenance and disposal of records.

### KEY TASKS OF THE DIVISION

During the year 1997, the Registry was manned by the Senior Registry Supervisor whose responsibility was to oversee the day to day activities performed by the staff.

The division was responsible for the following:

1. On the job training.
2. Ensuring all correspondence is put into the relevant files as soon as possible and routed to the Officer(s) concerned.
3. Bringing and putting away of files.
4. Opening new files and closing bulky ones as required.
5. Typing correspondence.

### STAFFING

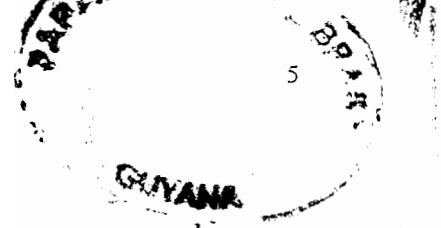
During the year under review, two Simap students were attached to the Division on training and were later employed as Typist Clerks. A Typist Clerk III assumed duties on transfer to the Registry on 1997-08-04.

### GENERAL OBSERVATIONS

With the relatively young and inexperienced staff every effort is being made to give as much exposure to internal and the Public Service Management training to improve capacity building.

### ANALYSIS OF PROGRAMME ACTIVITIES

Despite this inexperience and other minor set-backs the division was able to achieve much success.



## LOCAL GOVERNMENT DIVISION

The Local Government Division's main function during 1997 was to oversee the functioning of the Local Government Organs to ensure that operations were in conformity with National and Ministerial Policy directives, as well as, the laws regulating their functions.

### THE KEY TASKS OF THE DIVISION

- (a) Monitoring the operations of Local Government Organs (Neighbourhood Democratic Councils, Regional Democratic Councils and Municipalities) to ensure compliance with legal and Administrative requirements.
- (b) Examining Audit Reports, Minutes of Meetings and other paper work submitted by those Neighbourhood Democratic Councils, Municipalities and Regional Democratic Councils.
- (c) Advising Neighbourhood Democratic Councils and Municipalities on their statutory functions.
- (d) Advising on Local Government reform and amendments to relevant legislation and by-laws, with assistance from the office of the Attorney General.
- (e) Assisting in the training of Councillors and Local Government Officers in collaboration with the Training and Planning Division of this Ministry.
- (f) Dealing with correspondence from the various Neighbourhood Democratic Councils.
- (g) Dealing with queries and correspondence from members of the public on matters which pertain to Neighbourhood Democratic Councils, Regional Democratic Councils and Municipalities.
- (h) Collecting and analysing data on Rates and Arrears Rates including drainage and irrigation rates by Neighbourhood Democratic Councils.
- (i) Visiting Neighbourhood Democratic Councils and Municipalities and having discussions with Councillors and Officers.



## GENERAL OBSERVATIONS

In several ways the division advised and co-operated with other divisions of the Ministry. This co-operation, collaboration and communication played an important part in achieving the objectives of the Ministry as a whole.

## STAFFING

The staff establishment of the Local Government Division comprised:

- (1) Mr. H. A. Greene - Regional Executive Officer performing duties of Principal Regional Development Officer (Local Government).
- (2) Miss Joan Elvis - Senior Regional Development Officer (Local Government)
- (3) Miss Denise Roberts - Confidential Secretary (ag)

## NUMBER OF NEIGHBOURHOOD DEMOCRATIC COUNCILS

At December 31, 1997 there were seventy-one (71) Local Government Organs, which are comprised of sixty-five (65) Neighbourhood Democratic Councils and six (6) Municipalities.

| REGION | 1  | has | 2   | Neighbourhood Democratic Councils |
|--------|----|-----|-----|-----------------------------------|
| "      | 2  | "   | 5   | " " "                             |
| "      | 3  | "   | 14  | " " "                             |
| "      | 4  | "   | 15  | " " "                             |
| "      | 5  | "   | 10  | " " "                             |
| "      | 6  | "   | 16  | " " "                             |
| "      | 7  | "   | 1   | " " "                             |
| "      | 8  | "   | NIL |                                   |
| "      | 9  | "   | 1   | " " "                             |
| "      | 10 | "   | 1   | " " "                             |

The Division also dealt with matters which related to the ten administrative Regions into which Guyana is divided. Each Region has a Regional Chairman, Regional Vice Chairman, a Regional Executive Officer and other support staff.

## ELECTIONS:

As a result of the holding of General and Regional Elections, on December 15, 1997, Local Government Elections were postponed to a more convenient date. This extended the tenure of officers of the Neighbourhood Democratic Councils and the Municipalities

## FUNDING

Each Neighbourhood Democratic Council received the sum of five million dollars (\$5,000,000.00) as a subvention to execute Capital Projects. These projects varied and included the purchase of machinery and vehicles; the rehabilitation of roads and bridges; the construction of kokers/culverts and markets, to name a few.

Breakdown as per Region of Funds disbursed to the sixty-five (65) Neighbourhood Democratic Councils (million dollars Capital Subvention).

|        |       |   |                      |
|--------|-------|---|----------------------|
| REGION | 1     | = | \$10 million         |
| "      | 2     | = | \$25 million         |
| "      | 3     | = | \$60 million         |
| "      | 4     | = | \$75 million         |
| "      | 5     | = | \$50 million         |
| "      | 6     | = | \$90 million         |
| "      | 7     | = | \$ 5 million         |
| "      | 8     | = | \$ 5 million         |
| "      | 9     | = | \$ 5 million         |
| "      | 10    | = | \$ 5 million         |
|        | Total |   | <u>\$325 million</u> |

## MUNICIPALITIES 6

|                            |   |                      |
|----------------------------|---|----------------------|
| Georgetown City Council    | - | \$16 million         |
| New Amsterdam Town Council | - | \$10 million         |
| Corriverton Town Council   | - | \$ 6 million         |
| Rose Hall Town Council     | - | \$ 7 million         |
| Linden Town Council        | - | \$ 9 million         |
| Anna Regina Town Council   | - | \$ 7 million         |
|                            |   | <u>\$ 55 Million</u> |

## MEETINGS AND COMMITTEES

During the year the Principal Regional Development Officer attended the following:

- (a) *Georgetown Sewerage and Water Commissioners' Board meetings.*
- (b) *National Commemoration Committee Meetings.*
- (c) *Environmental Protection Agency inaugural meeting.*

## RATE COLLECTION

With the exception of a few, rate collection for most Neighbourhood Democratic Councils was far from satisfactory.

Councils have been advised to arrange for house to house collection, ensuring the security of monies collected. of course. The entire problem of poor rate collection hinges on the up-dating of the Valuation process. The Ministry is doing everything possible to solve this problem. Discussions and Valuation Seminars were held in Regions 2, 3, 4, 5 and 6 with the view of bringing some relief, especially to the new Neighbourhood Councils.

## NATIONAL EVENTS

Officers of the Local Government Division participated in several National events, including, Mashramani and Independence. Mrs. Joan Elvis served as a member of the Cde Mash male and female Costume Committee, and also represented the Principal Regional Development Officer (Local Government) on the National Commemoration Committee, when he was unable to attend.

## VACANCIES ON NEIGHBOURHOOD DEMOCRATIC COUNCILS

Several seats which became vacant on some Neighbourhood Democratic Councils were filled. However, there are still some Councils which have vacant seats.

## RE-APPOINTMENT OF MINISTERS

The Local Government Division wish to place on record its congratulations to the Honorable Ministers Mr. Harripersaud Nokta and Clinton Collymore on their re-appointment as Ministers, responsible for Local Government and Regional Development.

## WORK ATMOSPHERE

Throughout the year the work environment was tranquil, not only in the Local Government Division, but throughout the Ministry.

There was mutual respect at all levels Political, Administrative and Technical. This augured well for whatever progress the Local Government Division and the Ministry of Local Government and Regional Development have made.

## PENDING MATTERS

- (1) *Dispute between vendors and the Rosignol/Zeelust Neighbourhood Democratic Council pertaining to the siting of the New Market.*
- (2) *Matter between Miss Coreen Teishmaker and the Eccles/Ramsburg Neighbourhood Democratic Council.*

## 1998 PROJECTIONS

*It is hoped that at least two Regional Development Officers would be recruited and assigned to this Division. One such officer would be assigned the task of collating Statistical Data from the 65 Neighbourhood Democratic Councils, in order to develop a data base on statistical and financial reports submitted by Neighbourhood Democratic Councils on a monthly basis.*

*The Ministry will set up a number of initiatives in 1998 to help Hinterland Residents in economic Development. To this end the Blackbelly Sheep Project will be introduced in four villages in the Potaro and some areas in the Rupununi. Farmers in Waini and Kaituma stand to benefit from a boat to be provided to transport their produce.*

## **APPRECIATION**

The Local Government Division wishes to thank Caricad, NDI, and other agencies for their general assistance and support during the year 1997. We look forward to more assistance in 1998.

## **PLANNING AND TRAINING DIVISION**

The Planning and Training Division has as its objective “to ensure that development plans and projects are properly co-ordinated and contribute effectively to Regional development; and to initiate, implement and manage training programmes, activities and opportunities for Regional and Local Government bodies aimed at building their capacities to manage and govern effectively”.

### **KEY TASKS OF THE DIVISION**

- a) Assist both Regional and Sectional administrations in planning, implementing, monitoring and evaluating projects, programmes and activities.
- b) Ensure that Regional Plans are co-ordinated and are consistent with National policies.
- c) Initiate and conduct training programmes and courses for both elected leaders and staff at all levels.
- d) Identify and provide technical and professional support to Regional and Local Government bodies.
- e) Access funding for capacity building programmes aimed at Regional and Local Government bodies administrations.
- f) Develop, manage and sustain a database on technical and professional staff within the system.
- g) Co-ordinate with the relevant bodies the formulation and management of database for the entire Regional and Local Government System.

For the reporting period some key tasks and activities performed for the division were:-

- i) *Liase with UNICEF on Amazon Project and Area based project and, coordinated capacity building programme.*
- ii) *Develop poverty alleviation projects for Region #9 in collaboration with UNDP.*
- iii) *Prepare proposals for capacity building activities in the Regions and Local Government bodies.*
- iv) *Develop and produce a directory of Local Government bodies sponsored and assisted by NDI.*
- v) *Liase with CARICAD consultants on Phase II of Public Infrastructure reform project for Regional Administration.*
- vi) *Represent the Ministry at Latin American Conference of Mayors in Miami and discussion of Amazonian communication in Venezuela.*
- vii) *Hold seminar on Geographic Information System as a database tool to assist in planning at the Regional Administrative level.*
- viii) *Participate in seminars and meetings hosted by UNICEF and UNDP.*
- ix) *Attend meetings of Education Committee of the EPA and prepare and deliver a five minutes commentary on radio.*

### **GENERAL OBSERVATIONS**

As an arm of this Ministry this division sought to publicize the work of the Ministry in general and the Regional Administrations and Local Government authorities in particular. During the course of attending meetings and seminars to represent the Ministry, there was reason to promote the work of the Ministry, Regions and Local Government bodies.

One such effort resulted in the putting together of a Local Government Directory with the aid of the National Democratic Institute. This effort was welcomed by the Public at large and helped all and sundry to establish direct communication links ( for in some instances, the first time) with our Local Government Bodies.

As a Local Government and Regional Development Ministry's counterpart to UNDP, UNICEF, USAID and other donor agencies this department has helped to enable some Communities, Municipalities, Neighbourhood Democratic Councils and Regions to access funding for a variety of projects. This action in itself gave credibility to the response of those local bodies in dealing and responding to international funding agencies.

The ability of the Local Government authorities to respond to the felt needs of the people they serve has been greatly enhanced as a result of the training programmes they received prior to the reporting period, and the following-up and consistency of the relationship fostered by this Ministry, during the reporting period.

### STAFFING

The Staff establishment is as follows:

|   |    |          |
|---|----|----------|
| <i>Principal Regional Development Officer</i>       | .. | <i>1</i> |
| <i>Senior Regional Development Officer Training</i> | .. | <i>1</i> |
| <i>Senior Regional Development Officer Planning</i> | .. | <i>1</i> |
| <i>Regional Development Officer Training</i>        | .. | <i>2</i> |
| <i>Regional Development Officer Planning</i>        | .. | <i>2</i> |

The present compliment of staff is:

|   |    |          |
|---|----|----------|
| <i>Principal Regional Development Officer</i> | .. | <i>1</i> |
| <i>Regional Development Officer</i>           | .. | <i>1</i> |

In response to increased demand for output from this division and the fact that a proposed database is being established, the need to ensure that vacancies are filled becomes pivotal

### AMERINDIAN RESIDENCE

#### STAFFING

For the year 1997 the Residence had a staff compliment of thirteen (13) persons:

1. ADMINISTRATION STAFF

|                   |   |                 |
|-------------------|---|-----------------|
| Vivian Fredericks | - | Administrator   |
| Elvie Kenneth     | - | Welfare Officer |
| Claire Emmanuel   | - | Stores Clerk II |

2. KITCHEN STAFF

|                 |   |           |
|-----------------|---|-----------|
| Pamela Leitch   | - | Head Cook |
| Ena Marco       | - | Cook/Maid |
| Veronica Smith  | - | “ “       |
| Cheryl Blackman | - | “ “       |
| Denise Richards | - | “ “       |

3. WELFARE DIVISION

|                   |   |                 |
|-------------------|---|-----------------|
| Ermelita Hercules | - | Welfare Officer |
| Marjorie Walker   | - | Typist/Clerk    |

4. CLEANERS

|                 |   |                          |
|-----------------|---|--------------------------|
| Jean Currica    | - | Male Dorms               |
| Lynette Knights | - | Female Dorms             |
| Iris McLennon   | - | Welfare & Admin. Officer |

ADMINISTRATION

The year 1997 met us with new and great challenges. There was an increased need to monitor and give guidance to the many Hinterland residents who visited the Residence for help. There was also an increase in the number of complaints to be investigated. This, together with the acute staff shortage and the fact that the Administrator does not have an assistant posed some difficulties.



The problem became more acute since the Administrator was also involved in the following activities:

- Elected member of the National Task Force for the eradication of malaria.
- Committee member of the Wildlife Advisory Committee.
- Representative of Amerindians on Labour issues, Ministry of Labour.
- Member of the Advisory Committee to the Ministry of Amerindian Affairs.
- Official representative of the Ministry of Amerindian Affairs and Government, on the UNDP Poverty Eradication Programme.
- Chairman of the National Amerindian Council.
- Member of the Environmental Protection Agency.

### **STORES CLERK**

This officer's performance has been of high standard. Her ability to manage with minimum supervision must be given credit. It should also be noted that she has played an important role in supervising the kitchen staff in the absence of an Assistant Administrator, with the direct supervision of the Administrator. Given the opportunity for training in Administration, Management and Clerical Work, this worker would certainly be a suitable candidate for post of the Assistant Administrator. She has shown consistent interest in upgrading herself since she was employed at the Hostel.

### **WELFARE OFFICER**

This worker has done well in visiting the in-patients at the hospital. She has also assisted in making arrangements for burials and return of patients to their respective communities.

However, the volume of work at this institution is definitely far above the level of this employee's capability. Her willingness without the ability to cope with the volume of work has constantly resulted in frustration. She cannot function effectively without direct supervision. Training is therefore recommended within the parameters of her designation, since her current designation is that of a community health worker and she has not since her training to this post, had an upgrading course in this area.

### **KITCHEN STAFF**

For the reporting year, it is a pleasure to record that the head cook, Ms. Pamela Leitch has performed reasonably well. However, there is great need for an upgrading on her part in management skills.

The Cook/Maids must be commended for their performance above expectations. They too must be given the opportunity to upgrade their skills in management and preparation of food to further enhance the image of the Hostel.

### **CLEANERS**

The cleaners have performed very well despite the limited cleaning materials from time to time.

However, since all of these members of staff are retired re-employed workers, much more cannot be required of them, due to their health status. As such there would be need for the Ministry to find replacements in the near future.

### **TRANSPORTATION**

This year has seen a donation of a (4 x 4) Mazda PFF 6173 to the Hostel by the Ministry of Local Government and Regional Development. This was a great relief to the transportation problems encountered over the former years. The performance of the driver, Mr. Godfrey Thomas, however, has caused considerable concern and is engaging the attention of the Administration.

### **BUILDING EXTENSION**

An extension of 40' x 30' to the Northern upper section of the Hostel was successfully completed in six (6) weeks. This was undertaken by the Ministry of Local Government and Regional Development to house the Craft Centre and additional living quarters.

The Administrator has successfully completed the project Work Programme for the year 1997.

## WELFARE DIVISION

### KEY TASKS OF THE DIVISION

1. In Office:- Booking in of (a) Referred Patients  
(b) Discharged Patients  
(c) Accompanied Patients.
2. Visits to Amerindian Patients at the Public Hospital, Georgetown, on Mondays, Wednesdays and Fridays, to observe progress of Medical and Surgical treatments.
3. Accompany patients to Out Patients Department as necessary.
4. Accompany referred patients to specialised clinics:-
 

|   |                            |
|---|----------------------------|
| (i) <i>Medical Clinic</i>                 | (xii) <i>Cancer Clinic</i> |
| (ii) <i>Eye Clinic</i>                    | (xiii) <i>Emergencies</i>  |
| (iii) <i>Surgical Clinic</i>              |                            |
| (iv) <i>Pediatric Clinic</i>              |                            |
| (v) <i>Orthopedic Clinic</i>              |                            |
| (vi) <i>Chest Clinic</i>                  |                            |
| (vii) <i>Psychiatric Clinic</i>           |                            |
| (viii) <i>Ear, Nose and Throat Clinic</i> |                            |
| (ix) <i>Ante Natal Clinic</i>             |                            |
| (x) <i>Gynecological Clinic</i>           |                            |
| (xi) <i>Malaria Clinic</i>                |                            |
5. Co-ordinate arrangements for foreign travel by referred patients with Ministry of Health, Cancer Society, or other involved agencies.
6. Ensure that patients referred for treatment abroad have the necessary, valid documentation.
7. Make transportation arrangements for patients referred for treatment abroad.
8. Make monthly visits to the West Demerara Hospital.
9. Make arrangements for Post Mortems, and funerals.
10. Co-ordinate arrangements with Regional Executive Officers, and Regional Health Officers for transportation of patients returning to their Regions after treatment.

11. Co-ordinate with the Guyana Airways Corporation for passenger space availability for returning patients.
12. Arrange for the purchase/acquisition of drugs.
13. Monitor the male and female dormitories at the Amerindian Hostel to look into patient welfare.
14. Accompany patients to the airports when necessary.

## GENERAL OBSERVATION

### Constraints on Patients

It has been our experience during the course of the year that many patients have been having extreme difficulties in returning home after treatment.

The Regional Administration of Regions 1,7,8, and 9 would normally send tickets for the transportation of the sick, but several arrangements had to be made at Head Office to deal with this.

### Constraints on Patient Welfare.

The Residence was subjected to requests from patients, and complaints from relatives and others, about the need of hospitalised patients for things like soap, toilet tissue, toothpaste, tooth brushes, etc., not to mention supplementary food or snacks.

Many patients also have dire need for clothing, particularly those who travelled as emergency cases.

There is need for a general policy decision on these matters so that the Administrator can know who will pay for additional tests. There is also need for a qualified nurse to assist at this institution.

## SUMMARY:

Admitted patients were visited weekly.

Daily visits were made to convey out patients to various Follow Up Clinics.

Post Mortems were witnessed, and burial arrangements made when necessary.

Arrangements were made for blood donors, often on the shortest of lead times, and at the most inconvenient of times.

# APPENDIX

PERSONNEL DIVISION

LOCAL GOVERNMENT DIVISION

PLANNING AND TRAINING DIVISION

WELFARE DIVISION

| TARGET SET  | PERCENTAGE ACHIEVED | ANALYSIS OF SUCCESS & FAILURE                               |
|---|---------------------|---|
| 1. Processing of appointments Acting for staff  | 100%                |   |
| 2. Forwarding concurrence on matters of acting for the Regions.                           | 100%                |   |
| 3. Employment of Staff  |                     |   |
| 4. Processing of Applications   | 100%                |   |
| 5. Maintaining proper record of Annual, Special and Sick Leave taken by staff             | 100%                | This exercise is necessary to monitor all absence from duty |
| 6. Monthly summary of time keeping for officers.  | 100%                | This information is extracted from the time sheet           |
| 7. Maintain leave roster of staff   | 100%                |   |
| 8. Submitting to P.S.C concurrence all matter of the Regions.                             | 100%                |   |
| 9. Submitting to P.S.M particulars of staff list  | 100%                |   |
| 10. Recommend pensionable   | 100%                |   |
| 11. Submitting request by regions for secondment transfers.                               | 100%                | This exercise is routine                                    |
| 12. Submitting requests for Regions in respect of excess sick leave utilized by officers. | 100%                | This exercise is routine                                    |
| 13. Processing applications/ recommendations for officers in the Regions/Ministry         | 100%                | The nature of the task enable the type of success           |

| <b>LOCAL GOVERNMENT DIVISION</b> |  |                        |                                       |   |
|----------------------------------|--|------------------------|---------------------------------------|---|
| <b>Nos.</b>                      | <b>Target Set for Year</b>   | <b>Target Achieved</b> | <b>Analysis of Success or failure</b> |   |
| 1                                | Supporting Legislation for system Local Democracy  |                        |                                       | Publication in official gazette   |
|                                  | (a) Orders relevant increase in salaries for Chairmen, Vice Chairmen of Regional Democratic Councils and National Congress of Local Democratic Organs. | 100%                   |                                       |   |
| 2                                | Training seminars  | 60%                    |                                       | Seminars held in some Regions   |
| 3                                | Reports  | 95%                    |                                       | Failure of some Regions to submit reports/informaton.                           |
| 4                                | Data Collection  | 80%                    |                                       | Non-Submission by some N.D.C's  |
| 5                                | Monitor Audit Replies  | 80%                    |                                       | Non-Submission of copies of replies forwarded to the Auditor General by N.D.C's |
| 6                                | Monitor and evaluate performance of Local Democratic Organs.   | 75%                    |                                       |   |
|                                  | (a) Estimates  | 100%                   |                                       | All N.D.C's submitted 1997 Estimates  |
|                                  | (b) Work Programmes  | 100%                   |                                       | N.D.C's submitted work programmes   |
|                                  | (c) Minutes/Reports  | 90%                    |                                       | Non-Submission by some N.D.C's and R.D.C's                                      |
|                                  | (d) Conduct of meetings of R.D.C's/N.D.C's etc.  | 40%                    |                                       | Could not visit all Regions due to inadequate funds.                            |
|                                  | (e) General Local Government Delegation Chapter 28:01 and 28:02 as delegated to Regional Democratic Councils   | 95%                    |                                       |   |

| <b>ANALYSIS OF PROGRAMME/ACTIVITIES</b>   |   |
|---|---|
| <b>Programme/activities</b>   | <b>Analysis of Success or Failure</b>   |
| UNICEF Area-based Projects  |   |
| <i>i) Section C Corriverton</i>   | 80% completed - Community Development Committee very active.  |
| <i>ii) Capacity building re-sanitary Environment Corriverton</i>  | 100% completed - Town council was active and mobilised effectively. Schools to get waste bins.  |
| <i>iii) Linden Children's Centre</i>  | Established with an active and functioning board.   |
| <i>iv) Linden capacity building programme</i>   | Completed - Waste bins to be built for schools  |
| <i>v) Amazon Project North and South Rupununi</i>   | Chicken breeding complex established at Rupertee and running.<br>Sheep breeding pen established at Shulinab and running.<br>Both projects are supported by active community development committees. |
| N.D.I Capacity Building:  |   |
| (1) Publishing Local Government Directory "Publishing Who's Who in Local Government and Regional Development" | Printed 1500 and distributed to a wide cross section of Public and Private Enterprises and Agencies. It was well appreciated and demand increased. Agencies were advised to make photocopies.       |
| UNDP Poverty Alleviation Programme for Region #9  | This Programme was developed in collaboration with other Ministries and Agencies to be implemented in 1998. The agreements were signed between UNDP and the Minister of Amerindian Affairs.         |
| Capacity Building for Local Government Programme Outline.   | In collaboration with consultants from NDP this programme outline was developed and circulated for collaborative inputs.  |



|    |  |      |   |
|----|--|------|---|
| 7  | Proceeding recommendations of appointments/dismissals discipline of staff (Georgetown and New Amsterdam Municipalities.          | 100% | All matters received were processed.  |
| 8  | Inspectorate visits to Regional Democratic Councils/Local Democratic Organs.   | 40%  | Could not visit all Regions due to lack of funds.   |
| 9  | Follow up of decisions taken at meetings Regional Democratic Councils/Local Democratic Organs/Ministry.                          | 95%  | Special emphasis was placed on his activity.  |
| 10 | Attendance at Statutory Meetings.  | 40%  | Could not have attended due to staff shortage and funds.                                      |
| 11 | Dealing with matters (Complaints) from members of the public and referrals from Regional Democratic Councils and other Agencies. | 98%  | Two matters are still pending   |
| 12 | Attendance at inter-agency and National Events Committee meetings  | 98%  | Meetings were held in Georgetown and did not require any funding on the part of the division. |

|   |  |
|---|--|
| <p>CARICAD Consultant for PSIP Programme for Regional Administration.</p> | <p>This consultancy started in the second half of reporting period and had to be shelved during the last two months leading up to Elections. Nevertheless five training programmes were held for Regional Officials and a number of consultancy and data gathering exercises were done by the consultants. This Unit provided the necessary support requested.</p>                     |
| <p>GIS Seminar</p>  | <p>As part of the abovementioned consultancy a Geographical Information System (GIS) Seminar was held for Regional Executive Officer and top administrators of related Ministries. It was well received and is to be pursued in 1998 with intent to use GIS for data-base for the Ministry.</p>  |
| <p>Other Activities</p>   | <p>This department was involved in committee Seminars and meetings as followed.</p> <p>A member of EPA Education Advisory Committee.</p> <p>Attended training seminars sponsored by UNDP e.g.</p> <p><i>i) United Nations Project Accounting Workshop.</i></p> <p><i>ii) UNDP workshop on negotiation techniques etc.</i></p> <p>Women's Affairs Bureau Workshop on gender issues.</p> |

| WELFARE DIVISION    |                      |                   |                     |           |            |  |
|---------------------|----------------------|-------------------|---------------------|-----------|------------|--|
| TABLES OF SUMMARY   |                      |                   |                     |           |            |  |
| Patients by Month.  |                      |                   |                     |           |            |  |
| Month               | Accompanied Patients | Referred Patients | Discharge Patients  | Deaths    | Total      |  |
| January             | 24                   | 11                | 17                  | 2         | 52         |  |
| February            | 18                   | 15                | 16                  | 3         | 49         |  |
| March               | 8                    | 8                 | 12                  | 0         | 28         |  |
| April               | 7                    | 17                | 16                  | 2         | 40         |  |
| May                 | 17                   | 17                | 21                  | 6         | 55         |  |
| June                | 16                   | 12                | 22                  | 1         | 51         |  |
| July                | 9                    | 18                | 15                  | 2         | 42         |  |
| August              | 16                   | 26                | 23                  | 3         | 65         |  |
| September           | 17                   | 25                | 22                  | 3         | 64         |  |
| October             | 14                   | 22                | 12                  | 1         | 48         |  |
| November            | 19                   | 20                | 15                  | 0         | 54         |  |
| <b>Totals</b>       | <b>165</b>           | <b>191</b>        | <b>191</b>          | <b>23</b> | <b>548</b> |  |
| Patients by Regions |                      |                   |                     |           |            |  |
| Regions             | Accompanied Patients | Referred Patients | Discharged Patients | Deaths    | Totals     |  |
| Region #1           | 74                   | 77                | 61                  | 9         | 212        |  |
| Region #2           | 2                    | 2                 | 1                   | 1         | 5          |  |
| Region #3           | 0                    | 0                 | 0                   | 0         | 0          |  |
| Region #4           | 0                    | 3                 | 4                   | 1         | 7          |  |
| Region #5           | 0                    | 0                 | 0                   | 0         | 0          |  |
| Region #6           | 3                    | 1                 | 0                   | 0         | 4          |  |
| Region #7           | 49                   | 35                | 49                  | 4         | 133        |  |
| Region #8           | 33                   | 60                | 55                  | 4         | 148        |  |
| Region #9           | 0                    | 6                 | 24                  | 5         | 30         |  |
| Region #10          | 0                    | 0                 | 9                   | 0         | 9          |  |
| <b>Totals</b>       | <b>161</b>           | <b>184</b>        | <b>203</b>          | <b>23</b> | <b>548</b> |  |