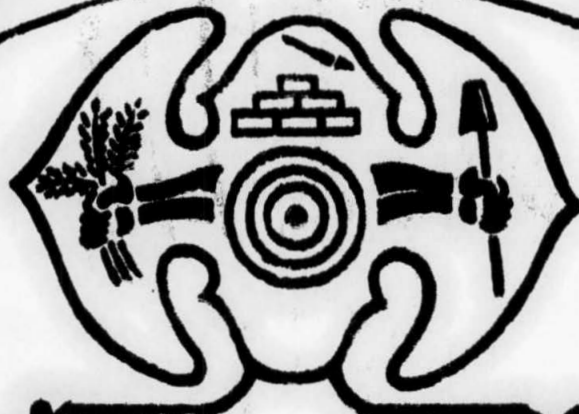


Ministry of Co-operatives

Annual Report 1982



TOGETHER WE BUILD

The Co-operative Republic
of
Guyana

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1.0 EXECUTIVE SUMMARY.

During 1982 the Ministry of Co-operatives continued to consolidate on the initiatives made during 1981. There were closer relationships with those agencies whose activities were related to Co-operative Development; for example, the Ministry worked in close collaboration with the Ministries of Fisheries and Agriculture, and Agencies like the Guyana Co-operative Agricultural and Industrial Development Bank and the Guyana Co-operative Mortgage Finance Bank. That approach helped to strengthen the process of integrated planning.

In 1982 also, the Ministry worked closer with the Regional Democratic Councils. That was achieved through the continued process of field visits which helped to resolve some of the problems affecting Co-operative Societies.

The year under review for the Co-operative Movement brought about some significant achievements. Worthy of mention was the establishment of a series of new Co-operative Unions, and especially, the Guyana Co-operative Union as a tertiary co-operative society. That could be identified already as a move to increase the degree of self-reliance of the Co-operative Movement.

An increased emphasis was placed on the development of Agricultural Co-operatives; that arose, in part, as a result of the expedition of the Food Crop Production and Marketing programme at the National level.

A number of new co-operative groups were established during the period under review, and the operations of other existing ones were streamlined and improved. The Fishing Co-operative Sub-Sector continued to develop its capability as an avenue for self-employment. In 1982, the contribution of those societies to the national fishing output was a significant achievement. Their contribution was enhanced by the C.I.D.A. Line of Credit arrangement.

The formulation of a five (5) year schools' co-operative development programme put into train a more structured approach to the expansion of co-operativism at the primary/secondary school level.

Strategies were put in place to deal with outstanding audits, which was a problem faced by the School Co-operative Movement for several years.

Problems however arose in the performance of the general regulatory function of auditing of adult societies' records. That situation resulted from financial constraints at the centre in addition to the non-payment of contributions to the Audit and Supervision Fund by Co-operative Societies.

Difficulties were also encountered in the expedition of the Department's Education and Training Programme due to financial difficulties. The need also existed for an integrated training programme to be worked out with related agencies.

The Division of Craft Production and Design carried out its objectives through the activities of its Production Centres and Regional Units and Groups. The use of new local raw materials - banana fibre was introduced and emphasis placed on coconut straw reducing the dependency on the traditional tibusiri.

Due to the staffing situation, the Division was not able to monitor work effectively in the regions, but meetings were held with regional staff to give guidance. Training programmes were supported from the Centre by the allocation of finances and/or personnel.

It should be noted that the new structure did not seem to hold the conditions required to bring about the best results, as a number of areas for monitoring and control was overlooked in identifying the tasks for the Division.

A small export market was established in St. Vincent for the supply of handicraft items. Efforts will be made to extend this and exploit other markets.

The appointment of the Administrator of the Women's Affairs Bureau allowed for the necessary documentation on the Bureau to be done and for the establishment of systems and procedures of operations to be laid down.

Work in that period was concentrated on making contact with local and regional organisations, establishing linkages with government agencies and ministries and with the Regional Democratic Councils.

The approach was made to women's organisations and Government Agencies for nominees to serve on the various sub-committees.

At the end of the year, efforts were concentrated on the organisation of the national seminar on the Role and Functions of the Bureau, and for the subsequent establishment of mechanisms to implement programmes at the regional level.

The Bureau's programmes of establishing linkages was supported by the staff of the Ministry of Co-operatives which made the tasks of the small staff less difficult.

A review of the Ministry's programme for the year can be summarized as one of further consolidating on the efforts made in the previous year. The Ministry looks forward with confidence that 1983 will see further development in the Co-operative Sector.


C.A. HUNTLEY,

Permanent Secretary (ag.)
Ministry of Co-operatives
Georgetown,

April 19, 1983.

2:0 MISSION STATEMENT

The Ministry of Co-operatives was established in January 1981 with the following objectives:

"To make the Co-operative the mechanism for ensuring maximum people involvement in economic decision making by assisting, expanding and strengthening the Co-operative Sector and develop co-operativism as the vehicle for socialist development in every Community and Region throughout the Co-operative Republic of Guyana."

Arising from that main statement, the Ministry had formulated a Sub-Theme which states that:

"Nothing must stand in the way of production."

The Ministry had recognised that in order for it to achieve its objectives it must necessarily work closely with the Local Democratic Organs and all those Agencies whose activities were related to Co-operative Development. Hence the policy of interlinking its programmes with such Agencies like Gaibank, the Guyana Co-operative Mortgage Finance Bank, the Guyana National Co-operative Bank and the Ministries of Fisheries, Agriculture, Higher Education, Energy and Mines, and other institutions like the Central Housing and Planning Authority and the Kuru Kuru Co-operative College formed its main developmental strategy.

3.0 ORGANISATION AND MANAGEMENT

During 1982, a new division was added to the Ministry, bringing the total number of areas under its control to four, viz:

- (a) Co-operative and Community Development
- (b) Craft Production and Design
- (c) Women's Affairs Bureau
- (d) General Administration

The Co-operative and Community Development Department whose head was the Chief Co-operatives Development Officer (C.C.D.O.), was responsible for the promotion, supervision and development of both Co-operative and Friendly Societies which were administered under the Co-operative Societies' Act Chapter 88:01 and the Friendly Societies' Act Chapter 36:04 respectively,

The Department also researched into co-operative development to be able to prepare programmes which were relevant to the needs of the community. In that effort the Department was supported by its officers in the ten (10) regions to which it gave technical support.

The Craft Production and Design Division was to ensure that the Craft Industry developed into a viable industry, at the same time providing self-employment for the members of the various craft groups throughout the Regions.

It utilised local materials like straws, mucru, tibusiri and fabrics to produce a wide variety of items, a few of which had been exported with some degree of success.

The Chief Craft Production and Design Officer (C.C.P. & D.O.) was the head of that Division, which also received support from the Craft Officers and Workers in the Regions.

The most recent addition to the Ministry was the Women's Affairs Bureau whose principal officer was the Director. It had as its major objective the removal of all discrimination against women, to promote development of their full

potential and to ensure their integration in the national development of the country."

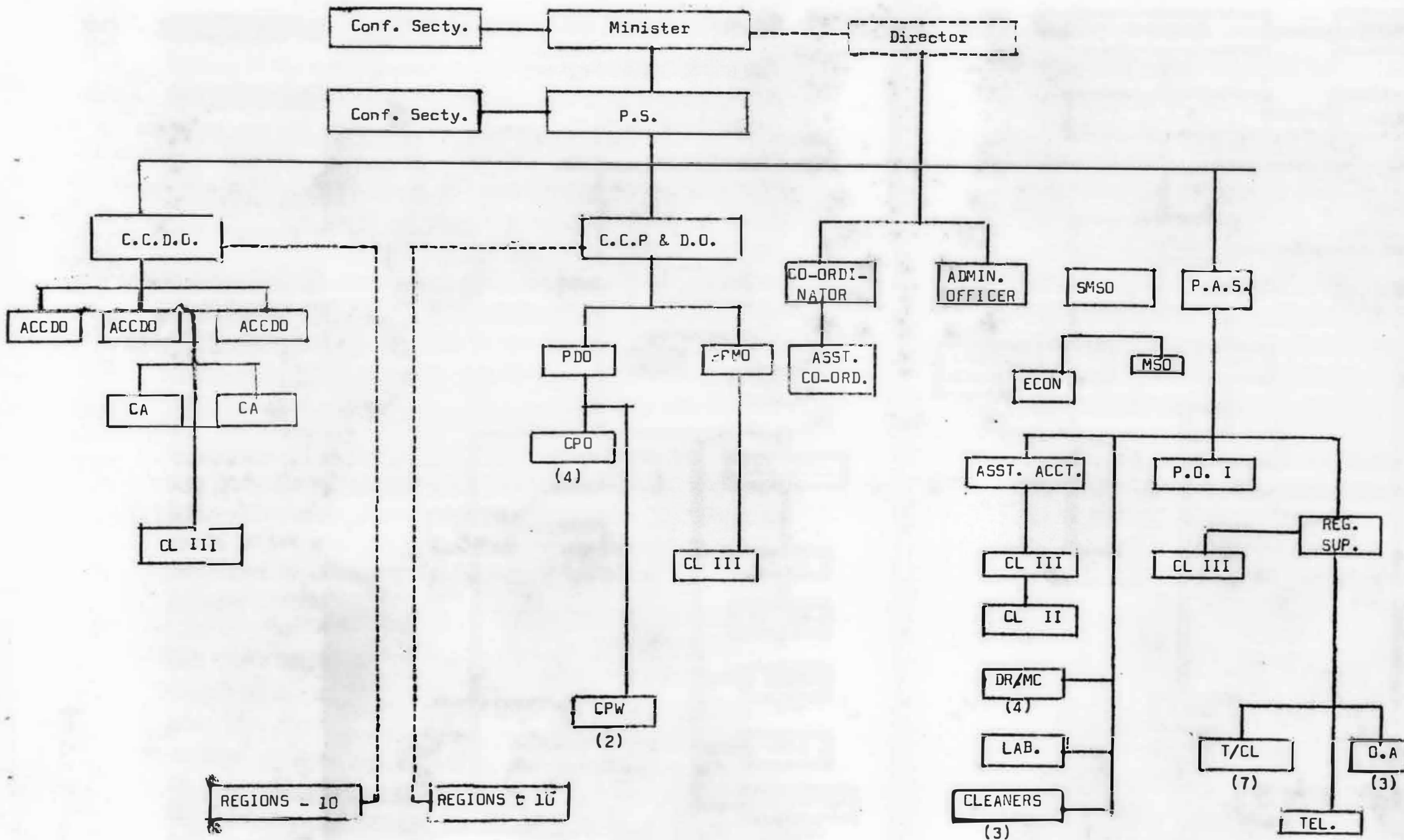
It worked in collaboration with various International and Regional Agencies supportive of Programmes for the integration of women, Naturally, it worked with government agencies and non-governmental Women's Organisations such as CASWIG and W.R.S.N.

The General Administration Department provided the supportive services to the other departments within the Ministry. It was the Permanent Secretary who monitored that department and was responsible to the Minister for the overall co-ordination of the work of all the departments.

The Organisation Chart which follows shows the structure of the Ministry of Co-operatives in 1982.

ORGANISATION CHART

3.1



3.2 DESCRIPTION OF DEPARTMENTS AND DIVISIONS

3.2:1 General Administration

The General Administration Division ensured that the work of the Ministry was carried out in an efficient manner, so that the targets set according to the work programme could have been achieved. The core responsibilities were co-ordination, financial control, personnel records and the proper maintenance of the ancilliary services.

Each unit within the Division was supervised by a senior officer who was responsible to the Permanent Secretary for the work in his/her particular area.

3.2:2 Co-operatives and Community Development

The Co-operatives and Community Development Department constituted ^{one} of the technical departments within the Ministry. Its main functions were to supervise and regulate the activities of the various societies and groups which had been organised in the Regions.

In carrying out those tasks the Chief Co-operatives Development Officer was assisted by three Assistant Chief Co-operatives Development Officers, an Economist and a Management Services Personnel who helped to prepare project appraisals and provide advice on the efficient control of resources within the organisation. One Co-operative Auditor ensured that the financial reports of the Co-operatives were done in confirmity with the Regulations.

The work at Head Office was complemented by a number of Regional and District Officers who worked in close collaboration with the Regional Democratic Councils.

3.2:3 Craft Production and Design Division

The Craft Production and Design Division had as its Divisional Statement for 1982 "the promotion and development of a viable Craft Industry as a meaningful contributor to the national economy."

That statement was consistent with the Ministry's Mission Statement whose main components were people involvement in economic decision making, co-operative activity and production.

The activities of the Division therefore centred around two aspects, viz:

- (a) Developmental, through training and co-ordination, and the productive use of local materials, and
- (b) economic, by increasing output and the real income of the workers, and the establishment of an export market.

The Division was headed by a Chief Craft Production and Design Officer who retired in May 1982. Furthermore, the posts of Deputy Chief Craft Production and Design Officer, and other Senior Craft Production and Design Officers were abolished in the restructuring of the Division. New positions were created, viz. Principal Production and Marketing Officer and Principal Design Officer.

The programme of the Division in 1982, was spearheaded by the activities of the four (4) Centres.

- (a) The Design Centre
- (b) The Garment Manufacturing Centre
- (c) The Sophia Centre
- (d) The Display and Sales Centre

/10...

3.2.4 Women's Affairs Bureau

The Women's Affairs Bureau was transferred to the Ministry of Co-operatives in May 1982 when the Minister of Co-operatives assumed responsibility for Women's Affairs and was appointed Director of the Bureau.

To assist her in the work of the Bureau were an Administrator and a Co-ordinator who hold equal status.

Also on the establishment was a position for an Assistant Co-ordinator who would be required to assist the Co-ordinator in her work with special reference to the Bureau's Outreach Programme.

The Bureau was supported in its work by the limited technical staff of the Ministry of Co-operatives in the Planning Section and also by the Craft Production and Design Division and the Co-operatives and Community Development Department at the level of Head Office and the Regional staff.

The Divisional Statement of the Bureau was "To work towards the removal of all discrimination against women, to promote development of their full potential and to ensure their integration in the National Development of the country."

The Bureau was charged with the responsibility of accelerating, co-ordinating, monitoring and initiating policies and programmes to ensure the full participation of women in Political, Economic and Social development, and to achieve the objectives of the United Nations Decade for Women for the Integration of Women in Development.

4.0 SUMMARY AND REVIEW OF 1982 PROGRAMME

4.1 General Administration

Re-organisation

During 1982, the Ministry of Co-operatives was restructured in order to improve its overall efficiency, and to give more technical support to the programmes in the Regions. In the process some senior positions were deleted, others were upgraded while the nucleus of the Planning Unit was established.

For example, there were no Deputy Chief Co-operatives and Craft Production Officers in 1982, while the posts of Production/Marketing and Design Officers were included to enable the craft industry to become a viable entity, and to provide more avenues for self-employment. At the same time the positions of a Planner and a Management Services Officer were formalised to provide the necessary support in terms of appraisals and evaluation and follow up work in the Ministry's work programmes.

Consequent upon this re-organisation the Ministry's staff at Head Office was reduced from eight four to fifty four.

Administration

The Permanent Secretary, the Administrative Head of the Ministry, maintained overall responsibility for general administration, the control of finance and for the co-ordination of the various sections within the Ministry.

In the absence of a Principal Assistant Secretary (General), the following Units were supervised by the Permanent Secretary:

- (i) Accounting
- (ii) Personnel
- (iii) Registry
- (iv) House-keeping.

Accounting

Generally, the Accounting Unit, which was headed by an Assistant Accountant, one Clerk III and an Accounts Clerk II, was able to contain expenditure in many areas thereby enabling the Ministry's allocations to remain within the voted provision for 1982.

Personnel

The Personnel Unit functioned with one Officer, a Personnel Officer I, for the greater part of 1982. Despite that, the Unit continued to provide services in the areas of:

- (a) Recruitment and Dismissals
- (b) Leave
- (c) Transfers/Resignations/Retirements
- (d) Preparation of Annual Confidential Reports
- (e) Training (Local and Overseas)
- (f) Promotions
- (g) Travelling
- (h) Staff Welfare

The members of staff of the Ministry of Co-operatives continued to benefit from a number of courses both locally and overseas. The following list shows those officers who have been trained.

Local CoursesUniversity of Guyana

- | | |
|----------------------|--|
| 1. Lynette Changlee | Training Course in the Education of Adults, Department of Extra Mural Studies. |
| 2. Jean Dorsett | Summer Course in Ceramics, Institute of Science and Technology |
| 3. Averil Henry) | Diploma in Public Administration, |
| 4. Derrick Cummings) | 82/83 |
| 5. Sherriann Otho | Sociology 100, 82/83. |

Public Service Ministry

- | | |
|----------------------|---------------------------------|
| 6. Deborah Gray | Induction/Orientation (General) |
| 7. Joyce Franklin | Records Management |
| 8. Lilian Miller | Secretaries Course |
| 9. Lyndon Sargeant | Office Assistants |
| 10. Derrick Cummings | Personnel Procedures Workshop |
| 11. Sumintra Narine | |

Guyana Management Development and Training Centre

- | | |
|--------------------|----------------------|
| 12. Elaine Walcott | Marketing Management |
|--------------------|----------------------|

Workers' Education UnitMinistry of Higher Education

- | | |
|-------------------------|--------------------------|
| 13. Bridgett Wiltshire | 18. Lynette Changlee |
| 14. Paramdai Beni | 19. Pamlyn Browne |
| 15. Khamloutie Singh | 20. Lynette Van Dyke |
| 16. Sylvena Gentle | 21. Marva Cummings |
| 17. Henrietta Fernandes | 22. Jacqueline Forrester |

Overseas

- | | |
|--------------------|---|
| 1. Sydney Roberts | Training Course in Ceramic
Glaze and Decoration 1982/83,
Japan - April 1 - October 1, 1982. |
| 2. H. Thom | } 10-month Diploma Course in
Organisation and Management,
U.S.S.R. 1981/82 |
| 3. E. Jones | |
| 4. M. Harricharan) | |

Registry

The Registry whose main function was to ensure that an efficient record keeping was maintained performed reasonably well despite the inexperience of the staff which comprised a Registry Supervisor, two (2) Typist Clerks II and one (1) Typist Clerk I.

Towards the end of 1982, plans were initiated to reform the filing system consistent with the regionalisation of the Ministry

House-Keeping

These functions ensured that certain facilities within the Ministry were maintained in good working order, and placed at the disposal of the Ministry's personnel to enable them to perform their duties. Security services were provided through the National Guard Service.

This Unit was supervised by the Permanent Secretary, and consisted of one (1) labourer, three (3) driver/mechanics, three (3) office assistants and four (4) cleaners.

Constraints

Although the restructuring of the Ministry provided for a Principal Assistant Secretary (General, the post remained vacant throughout 1982. Consequently, the Permanent Secretary had to communicate directly with the heads of the units on even routine matters, thereby impairing his efforts to deal with more substantial issues.

The department also suffered the loss of experienced staff in the following areas:

- (i) Accounts
- (ii) Personnel and Registry.

The work of those units were affected as it took some time for the junior staff to resolve the problems which often faced them.

The regionalisation of the Ministry had created some initial problems especially for the Accounts and Personnel Sections. It was not often clear which agency was responsible for the payment of certain expenses to regional officers on official business to Head Office, and also matters affecting their appointments, leave and transfers. That uncertainty often led to protracted delays in settling issues.

4:2 Co-operative and Community Development Department

Development Work

The work of identifying and remedying deficiencies in certain co-operative societies, begun in 1981, was continued in 1982. The Department was restructured to enable it to carry out effectively this task as well as the overall task of monitoring the development and regulation of Co-operative and Friendly Societies and Community Development groups within the ten (10) regions of Guyana.

The process of restructuring resulted in changes in the technical staff structure. That facilitated the setting up of a planning unit, which, though not fully staffed by the end of the year, had begun to work.

The Regionalisation of the Ministry made it necessary to establish and maintain close working relationships with the Regional Administration so as to facilitate a co-ordinated approach in monitoring the work in the Regions, resulting in the Ministry having measurable data on the development of cooperatives within sectors, and of the Co-operative Movement as a whole.

Regional Programmes of Work

The preparation of Work Programmes at the regional level, approved by the respective Regional Administrations and then submitted to Head Office for technical advice and collaboration was one of the means used to indicate areas of direct support which were needed by cooperatives in the regions. Those Work Programmes also provided the basis for planning and for measuring what was actually achieved in the regions.

Relationships with Supporting Agencies

The year 1982 saw the strengthening of relationships between the Ministry and other Ministries and agencies such as the Ministries of Agriculture, Housing and Internal Trade and Consumer Protection,

the Guyana Co-operative Agricultural and Industrial Bank and the Central Housing and Planning Authority, all of which supported Co-operative Development to some extent.

Much more could have been done, however, were the conditions more favourable for greater collaborative efforts in respect of providing technical services to societies, and for a freer flow of information between the Ministry and the agencies concerned. Monitoring of operations of societies by agencies which provided support left much to be desired and it is hoped that there will be improvements in the future.

REGULATORY WORK

This section of the Department continued to perform the functions related to the administration of the Co-operative and Friendly Societies' Act in order to ensure that the respective societies operated in conformity with set principles and policies.

The work specifically, involved the audits of co-operative and Friendly Societies and other statutory functions as outlined below.

Audits

In 1982, eighty nine (89) audits of co-operative societies and fifty three (53) audits of Friendly Societies were completed. Those figures fell below the targets set in the 1982 work programme mainly as a result of a number of co-operative societies' failure to pay the required contributions to the Audit and Supervision Fund and the reduced budgetary allocations to the Ministry.

Registrations and Cancellations

Thirty (30) Co-operative Societies and two (2) Friendly Societies had been registered during 1982. Two (2) Co-operative Societies were cancelled.

Settlement of Disputes (Arbitration)

In 1982, six (6) arbitrations were completed. At the end of the year there were two hundred and sixty one (261) outstanding disputes, three (3) of which were actually in progress. At total of four hundred and sixty seven (467) cases were abandoned as a result of:

- a) expiration of the time limit of the order of reference;
- b) submission of new applications
- c) non-pursuance of the issues by the complainants due to settlements made other than through the arbitration process.

Other Statutory matters

Twenty six (26) amendments of co-operative societies' rules were conducted during the year; a total of eight (8) were conducted for friendly societies; twenty six (26) sanctions were issued during the year under review.

The Department concerned itself mainly with activities related to the development of the co-operative societies in the respective sectors as outlined below:

- a) Agricultural
- b) Retail and Distribution
- c) Finance and Credit
- d) Industrial
- e) Services
- f) Secondary societies.

AGRICULTURAL CO-OPERATIVES

The agricultural societies could be divided into two main categories, namely: Agricultural Production and Agricultural Services.

Agricultural Production - Crops

There were two hundred and forty three (243) co-operatives engaged in the production of crops excluding sugar cane. Eighty eight (88) were registered to carry out joint farm operations while one hundred and fifty four (154) were registered as land service societies.

Some of those societies did not operate during the year because of the problems related to drainage and irrigation facilities along with those of insufficient accessibility. In other cases, the problems of land fatigue inhibited production. Attempts were made at the central and regional level to alleviate those problems through a series of arrangements such as reallocation of formers, expedition of large drainage and irrigation schemes such as the Tapakuma Irrigation Project Scheme of Region 2 and the extension of credit through special programmes such as the Food Crop Production and

Marketing Programme. The agri-co-operatives of Region 1 continued to place increased emphasis on the cultivation of peanuts.

The Wauna Peanut Marketing Co-operative whose members had increased their acreage under cultivation to more than one hundred (100) acres, had been able during the year to establish a peanut drying facility to assist themselves in making their peanuts available to the market at a much faster rate.

The Society continued to offer material assistance in the form of tractor loans to co-operatives in close proximity to their area of operations.

In Region 2, eight (8) community farming groups were promoted and developed as a result of the drive embarked on to make the Food Crop Production and Market Programme accessible to a wider array of organized farmers.

The fifteen (15) active agricultural co-operatives of Region 3 were engaged mainly in the production of ground provisions, vegetables and rice in some instances. During 1982, these societies cultivated a total of six thousand acres of land.

Most of the Agricultural Co-operatives of Region 6 were engaged in the cultivation of rice. Those rice growing societies, seven (7) in all, cultivated a total of one thousand four hundred and eighty six (1,486) acres of this crop in 1982. In region 5, the Burma Land Co-operative cultivated four hundred and fifty eight (58) acres and the Maucoba Land Co-operative cultivated five hundred and eight acres (508).

The Alpha Agricultural and Housing Co-operative of Region 7 was registered during the year under review. That society received a loan to the value of ninety eight thousand dollars (\$98,000.00) under the Food Crop Programme to cultivate ground provisions, legumes and cash crops. Apart from crop cultivation, finance was also offered for the co-operative to embark on a charcoal burning project.

Cane Farming Co-operative Societies

Of the thirty five (35) Cane Farming Societies which together held twelve thousand, four hundred and forty one (12,441) acres of land, eighteen (18) societies harvested a total of seven thousand three hundred and ninety two acres and produced two hundred and five thousand, two hundred and sixty two (205,262) tons of cane. Those canes, when processed realised fifteen thousand, two hundred and nineteen (15,219) tons of sugar at an average tons cane/ tons sugar ratio of 13.49.

Those societies operated in Regions 3, 4 and 6, and from the information received, their performance were as follows:

Region	No. of Societies	Acres Cultivated	Tons Cane	Tons Sugar	Tons Cane/ Tons Sugar Ratio
3	8	4,202	114,978	7,832	14.68
4	3	533	13,572	989	13.72
6	7	2,657	76,712	6,398	11.99
Total	18	7,392	205,262	15,219	13.49

Agricultural Production -- LivestockPig Rearing

The performance of the co-operative societies in the pig rearing business were adversely affected by the general unavailability of imported feed supplies. This factor resulted in many pig farmers opting out for more lucrative areas of economic activity.

As such numerous primary societies were affected.

- Another inability factor was the price being offered by the buyers vis-a-vis.

↳ the spiralling costs of feed inputs

The Essequibo Pig Rearing Association which was converted into a primary co-operative during 1982 carrying the name - Pomeroy/Supenaam Pig Rearing Co-operative Society Ltd. strove to concentrate its activities as the promotion and supply of local feed substitutes; that co-operative also ventured into the area of the production of pork by-products notably pickled pork, selling fifteen thousand, three hundred and six dollars (\$15,306) worth for the year under review.

In fact, during 1982, the society shipped 257 pig to the Ham and Bacon Factory at Farm, East Bank Demerara. This realised an amount of seventy nine thousand eight hundred and fifty dollars and twenty cents (\$79,850.20) from the 39,150 pounds of pork which resulted after slaughtering. The society also did its own slaughtering which yielded 4,709 pounds of pork valued at fifteen thousand, seven hundred and thirty one dollars and fifty cents (\$15,731.50).

The Ministry continued to give management support to that category during the year as part of the strategy of contributing to the reactivation of the Essequibo Pig Industries.

Cattle and Foultry Rearing

Forty five (45) co-operative societies fell under that category in 1982.

Their uncreditable performance as a whole during the year resulted from a series of problems; the main ones being:

- i) land unavailability
- ii) feed shortages (in the instance of poultry co-operatives)
- iii) managerial difficulties

Annai Livestock Producers Co-operative in Region 9 could be mentioned for its satisfactory performance during the year.

The Moblissa Dairy Farmers co-operative functioned under the management of (GAIBANK) - Guyana Co-operative Agricultural and Industrial Development Bank.

AGRICULTURAL SERVICESRice Mill Co-operatives

Of the five (5) registered societies of that type, only the Vergenoegen Rice Mill Co-operative Society Ltd. of Region 3 functioned during 1982. The society's operations were hampered by constraints such as the difficulty of obtaining spare parts for the mill, insufficient drying facilities and poor recovery from the varieties of padi which were taken to the mill, coupled with active competition from G.R.B. facilities at the Ruimzig complex which tended to attract even the custom of members of the society. The society's facilities were used by both members and non-members during the year.

During the year the society also undertook the sale of fertilisers on behalf of G.N.T.C. in an effort to increase its revenue.

The East Coast Rice Mill Co-operative of Region 4 was managed by the Regional Democratic Council of Region 4 in collaboration with G.R.B.

The Drainage and Irrigation Co-operatives like those of the Machinery type were few in number; those societies in operation functioned at a reasonable level during the year under review despite the problem of insufficient resources both functional and material.

FISHING SUB-SECTOR

There were twenty one (21) registered Fishermen's Co-operatives during the year, of which nineteen (19) were concerned with artisanal fishing. The remaining two (2) were involved in Trading and Inland Fish culture respectively.

The artisanal co-operative societies accounted for the production of approximately thirty three million pounds of fish, which was about 80% of the national artisanal catch for the year under review.

Some of the societies did not operate during the year as independent entities; that arose as a result of the amalgamation of certain co-operatives, viz:

- a) members of East Canje Fishermen Co-operative amalgamated with the Kesignol Fishermen Co-operative of Region 5;
- b) North Essequibo with Pomeroun/Superaam Fishermen Co-operative of Region 2;
- c) Victobel Fishermen and Enmore Fishermen Co-operatives were merged with Lower East Coast Fishermen Co-operative of Region 4.

The co-operative societies were able to acquire a total of four hundred (400) outboard engines and a quantity of spare parts, through CIDA line of credit facility.

The Greater Georgetown Fishermen Co-operative Society Ltd. continued to operate as the main importer/exporter for the fishermen co-operatives as a whole. In 1982, (US\$36,000) and (£34,000) were earned through the export of fish glue and shark fins to the United States of America and United Kingdom respectively.

FINANCE AND CREDIT CO-OPERATIVES

The Finance and Credit Co-operatives continued to be the main mobiliser of savings within the Co-operative Movement. That grouping of societies consisted of Savings, Thrift, School Thrift, Urban and Agricultural Thrift and Credit Societies and Credit Unions.

An increasing number of School Thrift Societies were being organised to assist in developing the habit of thriftiness in the young minds of the children and to help them to accumulate much needed funds for later life and also as a contribution to the national economy.

The Finance and Credit Co-operatives continued to hold their own during 1982 and to account for more than fifty percent (50%) of the number of co-operative societies within the movement. The table below indicates the regional distribution of the Finance and Credit Co-operatives at 31st December, 1982.

Type of Society	Reg 1	Reg 2	Reg 3	Reg 4	Reg 5	Reg 6	Reg 7	Reg 8	Reg 9	Reg 10	Total
Savings	4	8	5	23	2	4	4	Nil	Nil	6	56
School Thrift	20	35	51	124	38	64	12	4	9	26	383
Thrift	1	4	7	18	6	10	2	1	Nil	9	58
Urban Thrift and Credit	Nil	Nil	3	13	Nil	8	Nil	Nil	Nil	1	25
Agri Thrift and Credit	1	15	22	10	19	34	Nil	Nil	Nil	Nil	101
Credit Unions	5	1	3	87	4	9	2	1	1	6	119
	31	63	91	275	69	129	20	6	10	48	742

RETAIL AND DISTRIBUTION CO-OPERATIVES

There were ninety seven (97) Retail and Distribution Co-Co-operatives, of which twenty two (22) were engaged in the supply of fishermen's requisites, marketing and general service facilities, while seventy five (75) were engaged in the distribution of food stuffs and other consumer goods. The regional distribution of those societies were as follows:

Region	1	2	3	4	5	6	7	8	9	10	Total
Fishermen Co-operatives	2	2	5	6	2	5					22
Consumer Co-operatives	2	4	12	21	8	10	4	1	9	4	75
Total	4	6	17	27	10	15	4	1	9	4	97

Consumer Sub-Sector

The Consumer Sub-Sector continued to make a significant contribution towards alleviating some of the difficulties being experienced in the distribution system in providing goods and services to the communities. The ~~Re~~ ^{Res}ignol/
Zeelust Consumers Co-operative society which functioned as a wholesaler and retailer distributed five million, four hundred and seventy eight thousand, nine hundred and forty three dollars (\$5,478,943.00) worth of goods in 1982.

The Louisiana Consumers Co-operative of Region 3 also acquired the status of wholesaler during the year under review. That increased the number of wholesale consumers co-operatives to three (3) - the other being West Demerara Consumers Federation. (Please see secondary societies).

The inability of the economy to facilitate a greater flow of imports of consumer items was, however, a major constraint that affected the sub-sector. That led to a reduced supply of goods being available to consumers societies. As such, the economic performances in many instances were severely affected.

In an effort to solve the problems that arose as a result of the above, the societies of Region 5 came together to establish a Consumers Societies Sub-Committee with a mandate of addressing its mind to those problems and coming up with practical solutions.

Transport Co-operatives

The Linden Transport Co-operative Society of Region 10 continued to perform as the major transport agency within its area of operation during 1982.

The Co-operative added twenty eight (28) new vehicles to its fleet. The relationship whereby Guyvine offered management support in the form of personnel remained the same for 1982.

Community Service Co-operatives

There were twenty one (21) co-operative societies in that category. The two (2) Market Co-operatives, namely, Kumaka Market of Region 1 and West Demerara Market of Region 3 continued to provide facilities for their membership to sell their goods.

Electricity Co-operatives

The three co-operative societies which fell under this caption continued to provide the essential service of electric power supply to the respective communities within which they operated.

The Wismar/Christianburg Electricity Co-operative serviced the Linden area, Region 10, whilst the Nabaruma and Hosororo Electricity Co-operatives serviced their respective communities in the North West area, Region 1.

Marketing (other than Agriculture)

The three (3) societies under review were all registered for the purpose of marketing craft produce. The Guyana Co-operative and the Gay Craft Co-operative operated in Georgetown - Region 4. Those societies have shops which were usually supplied with craft items produced by their members who were mainly women.

The St. Cuthbert's Craft Centre Co-operative Marketing Society Ltd. was registered during the year, and functioned fairly well.

HOUSING COOPERATIVES

That grouping of societies were sixty-four (64) in number. Of **that** twenty four (24) were active at 31st December 1982, twenty one (21) were in need of re-organisation and development, while nineteen (19) societies had accomplished their objectives. Fourteen (14) of the twenty four (24) active societies were functioning satisfactorily due to the astuteness of the committees of management and an informed membership.

Efforts to re-organise some societies met with reasonable success during the year. Of note were the Vryheid's Lust Young Sugar Workers Housing Cooperative which held its long outstanding Annual General Meeting, also the South Better Hope Housing and the Central Better Hope Community Co-operative Societies with whose members meetings were held with a view to determining their problems and finding solutions.

At the close of 1982, the Special Housing Committee appointed to investigate and make recommendations on various aspects of housing development in Guyana was still meeting and it was expected that its report would be submitted early in 1983.

The Central Housing and Planning Authority continued to manage the five (5) societies for which it was given responsibility i.e. South Vryheid's Lust Housing Cooperative, J.P. Latchmarsingh Housing Cooperative, Nooten-Zuil/Lowlands Housing Cooperative, Wismar/Rockstone Housing Cooperative and Vigalstra Housing Cooperative. A significant feature for 1982 was the completion of the construction of its seventy five (75) houses by the Agricola East End Housing Cooperative Society Ltd. Disturbing, however, was the fact that residents within the Nooten-Auil/Lowlands Housing area, including members of the society being managed by the Central Housing and Planning Authority, **refused** to pay the price at which the lots were being offered for sale, and as a result, consideration was being given to putting those lots on the open market for sale.

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SECONDARY SOCIETIES

In 1982, there were eighteen (18) secondary societies distributed regionally as stated below:

Region	1	2	3	4	5	6	7	8	9	10
No. of Societies	1	2	3	9	1	1				1

Region 1

The ~~Suriname~~ Waini Regional Cooperative Union Ltd. was the sole secondary society in the region. That organisation continued to concentrate its efforts on the development of the school cooperative movement in the region, in addition to playing its wider role (link all other unions) as a supporting institution in Cooperative Development).

The union conducted seminars for cooperators during the year. The staff members also attempted cultivation of a half acre black eye plot as an economic project to assist in financing its operations.

Region 2

There were two (2) secondary societies in the region:

- a) The Essequibo Pig Rearing Cooperative Association Ltd which had been analysed in the section under the caption "Agricultural Cooperatives" and
- b) The Pomeroon/Supenaam Regional Cooperative Union Ltd which had three (3) full-time staff members, had been in operation since 1964.

The Union made its contribution to the development of the cooperative movement by among other things:

- (i) Providing monthly record-keeping support to two (2) consumers societies namely: Queenstown, Zorg Consumers Cooperatives;
- (ii) Giving on-the-spot accounting guidance to eighteen (18) schools cooperatives;
- (iii) Sponsoring three (3) training seminars for Teacher/Supervisors of school thrift cooperatives.

This secondary society also played an important role in the organisation of Coop Week celebrations in the form of giving major support to the organisation of the Schools Cooperatives Convention.

- (iv) Providing accounting service support to Agriculture Cooperatives.

Region 3

The region had three (3) secondary societies namely: the West Demerara Federation of Consumers Cooperative Societies, the Essequibo Islands/West Demerara Regional Cooperative Union Ltd, the Demerara Pig Rearing Cooperative Association Ltd.

West Demerara Federation of Consumers Cooperative Societies

That secondary society continued to play the vital role of assisting in the resolution of food distribution problems which in the past plagued the West Demerara areas.

The Federation, as in the previous year, continued to monitor the financial and managerial operations of the seven (7) primary consumer cooperatives which made up its membership. Specially, it took over the management of the Toevlugt/Potentia Consumers Cooperative Society Ltd. in an effort to take the latter society out of the financial and managerial rut it was in.

West Demerara/Essequibo Islands Regional Cooperative Union Ltd.

At the end of 1982, the union had a membership of thirty four (34) cooperative societies - an increase of eleven (11) over the previous year.

Like the other cooperative unions, ~~that~~ this organisation made its major contribution in the area of school cooperative development. During the year twenty seven (27) out of thirty five (35) school thrift societies had their records brought up-to-date through assistance from the union.

Eight (8) dormant school thrift cooperatives were resuscitated during the year.

The Union's contribution in the area of adult cooperative societies was restricted as a result of staff shortages. To date that secondary society was still manned by one (1) staff member.

Demerara Pig Rearing Association

The secondary society suffered as a result of the problems which the members of its supporting primary societies faced in terms of the acquisition of adequate feed supplies for their pigs.

During the year under review, many of the primary societies ceased operations as a result of their member-farmers going out of business.

That phenomenon in turn affected the viability of the secondary association.

Region 4

The region consisted of nine (9) secondary societies during the year under review. They were as follows:

- 1) the Georgetown District Cooperative Union Ltd.
- 2) the Industry/Mahaica District Cooperative Union Ltd.
- 3) the Eccles/Moblissa District Cooperative Union Ltd.
- 4) the East Coast Rice Mill Cooperative Society Ltd;
- 5) the Guyana Cooperative Wholesale Society Ltd.
- 6) the Guyana Cooperative Builders Association Ltd.
- 7) the Guyana Builders Consortium Cooperative Society Ltd.
- 8) the Cooperative Credit Union League Ltd.
- 9) the Guyana Cooperative Credit Society Ltd.

Georgetown District Cooperative Union Ltd.

The union was registered on June 24, 1982. It commenced operations with two (2) full-time staff members, namely a Secretary/Manager and a Field Supervisor. At the end of 1982, that society had a membership of twenty eight (28) cooperative societies.

During the year:

- a) the union conducted one (1) training seminar for Teacher/ Supervisors of school thrift societies
- b) two (2) economic projects were embarked on:
 - (i) production and sale of cooperative flags
 - (ii) establishment of a wholesale/retail peanut/ ... products agency - the society acquired a rented location to facilitate those economic activities
- c) Forty two (42) school thrift societies were visited during the year and the records of ten (10) of those societies were updated
- d) Ten (10) adult societies were visited.

Industry/Mahaica District Cooperative Union Ltd

That secondary society commenced operations in December 1982 with two (2) full-time staff members. The union concentrated on the acquisition of membership for the period under review.

The Eccles/Moblissa District Cooperative Union Ltd

That union followed the pattern laid down for secondary societies of that nature by focusing attention in the area of school cooperative development. Its programme suffered a set back during the year as a result of the loss of two (2) key staff members namely - Secretary/ Manager and Senior Field Supervisor.

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At the end of 1982, the union was staffed by one (1) field supervisor.

The East Coast Rice Mill Cooperative Society Ltd

That society had been dealt with under the caption of Agricultural Cooperatives,

The Guyana Cooperative Wholesale Society Ltd

The society's operations during the year under review were managed by Guyana Stores Ltd.

The Guyana Cooperative Builders Association Ltd, and the Guyana Builders Consortium Cooperative Society Ltd.

Those two (2) societies suffered tremendously during 1982 as a result of financial and managerial problems in some of the respective primary societies which constituted the membership, and the general decline in building activity throughout the country.

The latter concentrated operations during the year on saw milling and furniture manufacture.

The Guyana Cooperative Credit Union League Ltd.

During 1982 efforts were concentrated towards institutional development of the League and its 65 affiliates.

That secondary society, an affiliate of the Caribbean **Confederation of Credit Unions (CCCU)** was provided with a five (5) year development grant.

From the latter organisation, ~~the~~ programme commenced in 1980, and it included the training of the League's Manager and Field Officer at the CCCU Head quarters in Barbados during 1982.

During the year under review, the League continued to offer the following services - general supervision of credit unions, insurance, education and training, the expansion of its facilities to interested non-affiliated credit unions.

The League celebrated its 25th anniversary in October, 1982.

The Guyana Cooperative Credit Society Ltd.

The membership of that society at the end of 1982 stood at two hundred and sixty five (265).

It continued to give short term credit to its members within the competence of its financial limitations. The society nevertheless exhibited the need for some amount of reorganisation and management support.

Region 5

The Mahaica/Berbice Regional Cooperative Union

~~That~~ union was registered in 1981 and had two (2) full-time staff members for the year under review.

The society embarked on the cultivation of a 25 acre rice plot as a means of generating finances to assist in recovering expenses.

The records/books of twenty seven (27) school thrift societies were brought up-to-date. In addition six (6) school thrift societies were resuscitated during the year while two (2) training programmes for Teacher/Supervisors of school cooperatives were conducted. The union also gave regular book-keeping support to three (3) consumers cooperatives. At the end of the year under review, the union had thirty one (31) members.

Region 6

There was one (1) secondary society in Region 6 namely, the East Berbice Corentyne Regional Cooperative Union Ltd.

At the end of the year under review, the union had one hundred and four (104) member societies and a staff complement of four (4) persons. The union established a taxi service, with one (1) Tapir vehicle. during the year to assist in financing its operations.

During the year the union also assisted in fostering school cooperative development in the region.

That society during the year under review played a key role in the Cooperative Week Celebrations in the Region.

Region 10

The Region had one (1) secondary society namely, the Upper Demerara/Upper Berbice Regional Cooperative Union Ltd. which, like all other unions, concentrated on the school cooperative development programme. One training seminar for Teacher/Supervisors of school thrift cooperatives was conducted in 1982.

The union embarked on a small economic project which involved the sale of wallaba fencing and stationery.

The society had a membership of ten (10) cooperatives and a staff complement of one (1) Field Supervisor at the end of the year.

TERTIARY COOPERATIVES

The Guyana Cooperative Union Ltd had its rules amended in August, 1982 to become a tertiary cooperative society - The Guyana National Cooperative Union Ltd. The process of constitutional change was conducted at a Special General Meeting held during Coop Week on July 1, 1982.

The Union held its first General Meeting in November 1982 with representatives from all of the affiliated unions along with other agencies such as the Guyana Cooperative Credit Society Ltd., Guyana Cooperative Credit Union League Ltd., Guyana National Cooperative Bank and Kuru Kuru Cooperative College, participating at the forum.

During the year under review, the National Union conducted the following tasks:

- 1) Coordination of the activities of the Regional and District Unions which involved the monitoring of their respective programmes, and ensuring that those bodies operated within the general framework of the programme of work of the subject Ministry.
- 2) The promotion of two (2) new District Cooperative Unions
- 3) Performing a personnel function to the various staff members of the respective unions
- 4) Monitoring the implementation of the School Cooperative Development Programme
- 5) Working closely with the Ministry in preparatory work and relating to Cooperative Week celebrations

The National Union also sought re-entry into the International Cooperative Alliance.

EDUCATION AND TRAINING

The section of the Cooperatives Department made its contribution to the development of the Cooperative Movement in 1982 through the following areas:

- a) the provision of information on cooperatives to organisations, educational institutions (and students), and the public at large through the medium of brochures, booklets and discourses.

- b) the provision of general support and coordination to educational programmes sponsored in the various regions
- c) the organisation of staff conferences for Cooperative Officers and Regional/District Cooperative Union Officials
- d) Sponsorship of training for cooperators and staff members at local and foreign educational institutions
- e) Agencies' supervision for the University of Guyana Social Work programme
- f) the provision of resource personnel to the social studies unit of the Ministry of Education for its C.X.C. 'Cooperatives Pilot Project.'

During the year under review, cooperators throughout the Region participated in a number of courses sponsored by the Extra Mural Sections of the University of Guyana and of the Cooperative College, and other agencies such as the Ministry of Agriculture, the Guyana Cooperative Credit Union League Ltd., etc. Some of the major programmes are outlined below:

- a) 'Management of Consumers Cooperatives' for Managers and Committee members'
 - b) 'Accounting and General Supervision in School Cooperatives' for Teacher/Supervisors
 - c) Credit Union Management and Accounting
 - d) Seminars in Pig Management and Production
 - e) General Membership seminars for schools and Adult Cooperatives.
- As previously mentioned, eleven (11) conventions for school thrift cooperatives were held during Cooperative Week 1982.

SUMMARY AND CONCLUSION

The year under review ushered in a greater degree of emphasis on the development of Agriculture Cooperatives throughout the country. This orientation which essentially concurred with National objectives was stimulated mainly by the intensification of the Food Crop Production and Marketing Programme.

The Ministry acquired the services of a Management Service Officer and an Economist in an effort to boost its planning capacity, but the Cooperatives Department was nevertheless unable to give the quality and quantity of technical support demanded by the movement as a whole as a result of the Ministry's inability to fill the vacant position of Financial Analyst and Senior Management Services Officer.

The fact that vacancies for Cooperatives Development Officers and Cooperative Auditors existed in certain regions of the country and at Head Office also affected the Department's capacity to properly fulfill its mission and objectives. It is hoped that this situation will improve in 1983.

Inter Ministry Co-ordination of work activities as an approach towards solving cooperative problems was increased during the year under review. That type of strategy bore satisfactory results but the need, however, existed for a qualitative improvement of same.

The Cooperative Department basically concentrated on consolidating the position of the cooperative sector vis-a-vis the general economic situation of the country, and gains were made especially in the area of fishing.

4.3 CRAFT PRODUCTION AND DESIGN DIVISION

The four (4) Centres that comprised the Head Office operations pursued their programmes as identified notwithstanding some of the problems with staffing.

Design Centre

That Centre was supervised by a Craft Production Officer. Five (5) Craft Production Workers performed their duties on a specialised basis in the following areas:

- (a) Textile design Unit - activities were tie dye and batik panels, scarves, cushions, skirts, etc.
- (b) Weaving on indigenous loom - items made included hammocks, chair backs and place mats, also wall hangings were some of the items made.

In the straw work unit - tibusiri bags, mats, other straw bags and mats were made to fulfill orders and for display and sale, ^{also} 'macrame' room dividers, wall hangings etc. Articles made were taken over by the Display/Sales Centre for sale.

Garment Manufacturing Centre

The Garment Manufacturing Centre was moved to 237 Camp Street to facilitate greater co-ordination and supervision. Operations came to an end at South Road on Friday November 8, 1982.

At the beginning of the year the Centre was staffed with one Supervisor who was on earned vacation leave, one Craft Production and Design Officer who was acting Supervisor, one Craft Production Worker, one daily paid Worker and one Cleaner.

The Centre produced children's clothing and ladies wear, also shirts and shirt jacs to the value of \$55,249.78 - utilising the system of piece worker labour.

The main clientele were Post Office Corporation for whom uniforms were sewn. Small orders were received from the Ministry of National Development, Mortgage Finance Bank, N.R.S.M., University of Guyana and the Demerara Sugar Terminal.

Sophia Production Centre

Staff of this Centre comprised a Supervisor and one Staff Craft Production Worker and a daily paid Worker. The Worker left for overseas training in April and the Daily Paid worker occupied the position until the end of the year. The Electric Kiln which was installed sometime ago is still not in productive use due to a technical difficulty.

The Brick Kiln could only produce bisque fired items and those did not yield a good market price as glazed items. Greater efforts would be made to have the electric kiln operational, as the products would demand a higher price.

Display/Sales Centre

The main purpose of this Centre is to display wide selection of Guyanese handicraft for the benefit of craftsmen, customers and visitors and also to act as a Service Centre for Craftsmen, production groups/units, craft co-operatives and a marketing agency.

This Centre operated as a Gift Shop/Sales Centre for items produced by the other three Centres. It also marketed items from individual craftsmen and craft producing agencies in specialised range of goods in areas of wood-craft, leather-craft, shell and bamboo work.

It attracted local and overseas customers and also persons who bought quantities of items on a wholesale basis for other craft shops.

Many persons who supplied the centre with items were given on-the-spot guidance on quality, design and standards. Some were encouraged to substitute local raw materials for the imported ones so as to cut the cost of production.

A special display centre was set up towards the end of the year. That section would house rare and new designs. That centre would be opened for viewing by potential buyers and would be a storehouse for samples of varied types of craft production in Guyana.

Regional Activities

Craft Production Officers and Workers operated in the regions, with the exception of Region 8. The Craft Production Officer in Region 9 resigned early in the year and that vacancy had not been filled.

The resources within the regions both human and non-human gave scope for development and utilisation for economic advancement. The diversity of skills and the abundance of raw materials peculiar to each region gave rise to the variety of articles.

Monitored productions from the Regions which are supervised by Craft Production staff was recorded as \$1,168,267.32.

Region #1

In ~~that~~ region one Craft Officer ~~was~~ ^{was} based at Mabaruma, one Craft Worker/stationed in the Moruca Sub-Region. Activities in that region centred along the lines of resuscitation and re-organisation of groups for greater production. One group was resuscitated in the Mabaruma Sub-Region and four (4) in the Moruca area. One new group at Burbury Hill, and seven (7) new groups at Moruca. There were four re-organised groups in the Mabaruma Sub-Region.

Region #2

One Worker managed the whole region until August when another Worker was appointed.

One group was re-organised at Queenstown and three (3) new groups were formed.

That region was our main source for nibbi furniture and straw brief cases. The Craft Production Worker in charge of that region spearheaded many exhibitions, food fairs and demonstrations at Regional and National level.

Region #3

The Craft Production Officer operated in the region with the assistance of Craft Producer who gave voluntary service in teaching craft skills to other persons. Thirteen (13) groups from Patentia, Stanleytown, Bagotville, Goed Fortuin, Klien, Fouderoyen, Best, Windsor Forest, Den Amstel, Stewartville, Vergenoegen, Farm, Farika, Leguan and Wakenaar, had been trained and organised for production of items made from raw materials found in the communities.

Region #4

With the appointment of an officer to that Region, craft production activities had been given a boost. Workers and groups have been re-organised for greater production through items from St. Cuthbert's Mission, continued to be in great demand throughout the year. Bags from that region were among some of the items exported to St. Vincent during the latter part of the year.

Region #5

The Region was without an officer for five months since the retirement of the previous officer in February, but the two (2) Craft Production workers pursued their duties so that there were very little disruption in craft production activities. Six (6) new groups were formed, three (3) resuscitated and seven (7) re-organised.

Region #7

That Region had one officer and no worker.

A Regional Craftshop was opened in February as a Mashramani Project. There were six (6) groups in the Region, Bartica, Mazaruni, Sibley Hall, Jawalla Waramdong and Paruima.

Sixty two (62) persons were trained at Teperu, Kamarang, Sibley Hall, Mazaruni and St. John. It was not possible to continue visits to Koko, Phillip and Chin-O-Weing because of lack of transportation.

MARKETING

Locally

The Division continued to be one of the main agencies for the marketing craft items from individuals and regional craft groups. Other agencies such as Guyana Stores Ltd., Boutiques and Private Craftshops served as outlets for craft produced by groups organised and supervised by the Division's staff.

The constant use of traditional raw materials, tibusiri and its products, hampered the production and sale of popular items. Prices of articles had to be **increased** much to the dissatisfaction of customers who felt that products made of local materials should not be high priced.

Many producers and suppliers of craft to the Display/Sales Centre raised prices indiscriminately, thus causing loss of markets for items. Advice on pricing was heeded at sometimes.

Customers who wished to make large purchases of particular items were referred to the Regional Officers who were able to make their own negotiations in terms of pricing, quantities and supply frequency. Head Office gave support and advice to Regional Staff on those matters. Regions which benefitted from these arrangements were:

Region #1 - small nibbi items to Guyana Stores Ltd.
 Region #5 - Tibusiri car seats and Pointers and
 lavender sub blinds.

Overseas

A breakthrough was made in that area through the Division's participation in the National Agricultural and Industrial Exhibition of St. Vincent and the Grenadines. A small shipment of a variety of tibusiri handbags was sent towards the end of the year. There was a delay in the items and relevant documents reaching their destination. This was due to bottlenecks caused by transshipment which caused frustration on both sides. A better system of co-ordination **would** be worked out for future transactions.

REVOLVING FUND

The Revolving Fund was used to support in promotional activities in craft and related areas in production and training.

It was used for the payment of Craft Production Workers and also supported activities for Co-op Week Celebrations, Exhibitions and displays sponsored by other agencies.

Throughout the year all expenses in terms of purchasing of raw materials, completed handicraft items, repairs and maintenance of Land Rover, fellowship to trainees, publicity, training and stationery and payment to Craft Production Workers were met from that fund

Infrastructural Development

In 1982, Capital Investments were made for infrastructural works to make the premises more utilitarian by putting in place a section for the display of samples from regions.

Investments were made in upgrading facilities to accommodate the Garment Training and Manufacturing Complex which was housed at South Road, in an effort to rationalise services, to cut cost in security services and to effect better monitoring by senior staff who were based at Head Office.

TRAINING

With the emphasis on production, staff and producers were exposed to various areas of training in skills relevant to boost the division's goals and objectives.

Staff

Members of Staff participated in programmes relevant to Social Work and Management Practices, Marketing Techniques and other areas. These were organised and run by agencies such as the University of Guyana, Extra Mural Department of the University of Guyana, Adult Education Association, Guyana Management Development and Training Centre and the Workers Education Unit.

Producers

Staff at the Centre and at Regional levels conducted training programmes throughout the year. For the purposes of documentation, training was summarised as follows:

	<u>Group</u>	<u>No. of Persons</u>
Organised and conducted by Craft Production and staff	117	1,707
Organised by Craft Production Staff and conducted by other agencies e.g. U.G. Extra Mural	14	238
Organised by other agencies and conducted by Craft Production staff	6	<u>148</u>
Total	137	<u>2,093</u>

Other Training

Seven (7) young women were trained in straw work and macrame' and after their stint in the unit they were sent over to another centre to acquire further skills in other areas of skills.

Twelve (12) women were trained in response to a request from CASWIG to produce sheets and pillow cases.

Piece Workers of the Garment Training Centre completed a course in trousers making and were able to produce some on a contract basis to the Demerara Sugar Terminals.

Exhibitions

The Division participated in several exhibitions at Regional and National levels on request of organisations and agencies. The Regional staff organised exhibitions, food fairs and Displays on their own behalf.

The Division participated in the Agricultural and Industrial Exhibition of St Vincent and the Grenadines in August. This proved an asset as a small market was established for handi-craft items.

CONSTRAINTS

The absence of a Marketing Officer hampered the expansion of markets for craft items in Caricom countries. It is hoped that that area would be given priority in the new year.

The storekeeping functions were allocated to two Craft Production Workers who kept the raw and finished items. That did not work well as both areas - production and store keeping were neglected in many instances.

4.4 WOMEN'S AFFAIRS BUREAU

Background and Review

The establishment of the Women's Affairs Bureau was sanctioned by Cabinet decree on 5th November, 1979. It became effective in January 1980 within the ambit of the Ministry of Labour when the machinery was set in motion for establishment of the Bureau as conceptualised. In 1981 when Cde. Bend-Kirton became Parliamentary Secretary with responsibility for Women's Affairs, she assumed the duties of Director of the Women's Affairs Bureau, but no further staff had yet been appointed to the Bureau. However, a technical officer was seconded to the Bureau from the State Planning Commission early in 1982 to assist in project planning and documentation and to advise on project implementation. During this period technical assistance was given in the preparation of project documents for funding of projects proposed by CASWIG.

When therefore the Bureau was transferred to the Ministry of Co-operatives, the Office infrastructure had to be installed and the vacancies filled. An Administrator and a Co-ordinator were temporarily appointed in May and December respectively, while the technical officer seconded from the State Planning Secretariat came across with the Bureau but stayed only three months, returning to her substantive post in August.

The post of Assistant Co-ordinator remained unfilled. The work of the Bureau in the initial period included documentation of its scope and functions. In that regard a Brief was prepared giving information on the scope, structure and functions of the Women's Affairs Bureau and the activities proposed for 1982, for distribution to relevant organisations, Ministries and Agencies. Local and Overseas Women's Organisations concerned with women's development were contacted for the purpose of introduction and future exchange of information.

Contacts were also made with International Organisations, i.e. International Women in Development Unit (I.W.D.U.) Barbados, and locally with the CARICOM Women's Desk; the Guyana National Commission for U.N.E.S.C.O. and other relevant Ministries and Agencies.

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Public Welfare

Some fifty (50) cases came to the attention of the Women's Affairs Bureau for persons with the following problems:

- a) Marital difficulties
- b) Problems with reputed spouses
- c) Unemployed and under-employed women including retrenched persons.
- d) Problems involving maintenance of children
- e) Legal matters in connection with property, cases of assault
- f) Complaints of labour exploitation
- g) Requests for training for employment.

Some cases were within the capacity of the Bureau to solve, but others were referred to the competent authorities, and in a few instances, the Regional Co-operatives Development Officers were asked to assist.

PROJECTS AND PROGRAMMES OF ORGANISATIONS

The Bureau gave support to Projects and Programmes as follows:

Region 2 - Fruit Processing Factory - Charity

Assistance in co-ordinating and organising the fruit processing project at Charity.

- a) Organisation of Training Course in Food Handling
- b) Financial Assistance towards purchase of equipment for project.

This will be an on-going special project for the Bureau.

Craft Production Division

Preparation of Project Documents for Ministry of Economic Planning Finance re project proposals for funding in leather craft, other straw and wood-working centres.

Penwa Catering Co-operative

Assistance in management and re-organisation.

Conference on the Affairs and Status of Women in
Guyana - Linen Making Project

Financing project through the Craft Production Division for the employment of twelve (12) women. This project involves the making of a variety of Linens.

Assistance was provided by:

- a) Technical assistance in preparation of project document
- b) Finance and equipment to the amount of \$33,000:
- c) Training and up-grading of trainees.

Tie Dye and Batik Course

Organisational support.

Sub-Committee

The Bureau is represented on the Projects Committee of CAS/IG and gave support at this level as well.

Women's Revolutionary Socialist Movement

Assistance was given to the W.R.S.M. in the co-ordination of the following Training Courses:

- a) Tie Dye and Batik Training Course at Linden
- b) Local Food Preparation course at West Coast Berbice
- c) Craft Training Courses at Bath and No. 40 Village, West Coast Berbice.
- d) Fish Processing Project at Victoria
- e) Craft Production Outlet at Mahaica
- f) Monitoring the organisation of two (2) small agricultural projects at Cane Grove and Beterverwagting.

Guyana Federation of Women's Institute

A small financial contribution was given to support the Institute's Programmes. At the end of the year, discussions were held in relation to the establishment of a training ~~cum~~ income generating project utilising local foods and vegetables.

INTERNATIONAL WORK

Conference

During September of 1982, the Minister of Co-operatives with responsibility for Women's Affairs and Director of the Women's Affairs Bureau participated in a Conference on the Role of Women in English Speaking Caribbean which was held at the University of the West Indies, Cavehill, Barbados and dealt with academic research into vital areas affecting women's development, integration of important recommendations into existing development programmes, establishment of implementational machinery and the critical analysis by regional and international academics of the concepts and strategies evolved so far.

The Bureau will be working closely with a University of Guyana Research group which has evolved out of this Conference.

Regional and International Agencies

The Bureau also dealt with issues which are co-ordinated through agencies like Caricom, WAND, Commonwealth Secretariat and the Economic Commission for Latin America.

STRATEGIES FOR CO-ORDINATION AND IMPLEMENTATION

Sub-Committees (National) (Governmental)

To support the Bureau's small staff in the implementation of their work programme, the Bureau's structure caters for the establishment of several sub-committees comprising personnel competent in particular areas from Governmental and quasi governmental agencies and organisations dealing with developmental issues.

- (1) Education and Training (including Public Relations)
- (2) Planning, research and Economic Activities

- (3) Social Services and Public Welfare
- (4) Foreign Affairs
- (5) Legal Affairs

Through these sub-committees the necessary co-ordination in programme planning, monitoring and implementation can be achieved as well as providing the necessary linkages with the relevant governmental and non-governmental organisations.

At the end of 1982, contact was made with relevant Ministries, agencies and organisations for the naming of representatives to sit on sub-committees to deal with the various important aspects of women's development.

Link with Regional Democratic Councils

Another strategy identified for co-ordination and implementation was the Regional Democratic Councils. Contacts were made with the Regional Democratic Councils with a view to forging links and setting out proposals for the establishment of machinery for implementation of the national programme for the integration of women in the developmental process either through Regional Women's Desks or Women's Affairs Committees. Each council has been asked to identify a councillor as a liaison person for the Bureau and a relevant sub-committee where possible. At the end of the year these agencies had started to identify such representatives.

CASWIG

The Conference on the Affairs and Status of Women in Guyana (CASWIG), the non-governmental umbrella organisation, which has affiliation of thirty (30) women's organisations, has been identified as an important agency with which the Bureau will collaborate efforts. With the transfer of the Bureau to the Ministry of Co-operatives, the latter agency achieved acceptance from the Ministry of Labour, Manufacturing and Industrial Development to provide continued support to CASWIG in relation to office accommodation and administrative support; and the release

of the Executive Secretary of CASWIG, who is a Labour Officer, to carry out functions on a full-time basis on behalf of CASWIG during the period of release. The Bureau is represented at both the level of the General and Executive Councils.

Information

In terms of mass-education strategies, the Bureau held two meetings with a cross-section of Women's Organisations and a press Briefing for the purpose of disseminating information on the background and development of the Women's Movement Internationally, Regionally and Locally.

Matters Affecting Integration of Women

The Bureau co-ordinated the distribution of over four hundred (400) copies of the Desiree Bernard Committee's Report which sets out recommendation for Amendments to the laws of Guyana, to give effect to Articles 29 and 30 of the Constitution of the Co-operative Republic of Guyana. The Bureau was responsible for inviting and receiving public comment, and compiling of memoranda received for submission to a Cabinet Committee established to realise a report for submission to Cabinet and final passage in Parliament.

The Women's Affairs Bureau is presently co-ordinating an exercise in which government, state, private and co-operative agencies and institutions are responding by providing information in keeping with the embodiment of the Convention. This information will be compiled for reporting to the 22-member Committee, established to oversee the implementation of the Convention.

PLANNING FOR 1983**Preparation of Work Programme**

The major strategy for the 1983 programme is the holding of Conferences in all ten regions of Guyana as a means of sensitising women to their roles, also to share information with Women's Organisations on national, regional and international efforts to accelerate the Integration of Women in Development.

It is expected that through these conferences women's organisations will be guided to document programmes and plan projects in a form that is measurable.

A regional Commission as an extension of the Women's Affairs Bureau is to be established in each region to give support to the Bureau's programmes and to assist in monitoring and co-ordinating programmes of the N.G.O's in the regions.

CONCLUSION

The Bureau over the past year has endeavoured to fulfill its national, regional and international functions by establishing channels of communications with the respective agencies at these levels.

The support of government agencies was sought to ensure that the approach to the involvement of women in national development was integrated.

Work with and through the non-governmental organisations is proving to be receptive, and through the Regional Democratic Councils, the Bureau has been able to establish mechanisms to reach out to all Guyanese women.

5.0 REVIEW OF SPECIAL INITIATIVE

Relations with Regional System

The Co-operatives Department continued to play the role of co-ordination in co-operative matters within the ten (10) regions of the country. Technical support was also provided to the regional system with respect to the promotion and development of Co-operative and Friendly Societies. The Co-operatives staff at Head Office continued the practice of regular visits to the various regions of the country. These activities assisted the department greatly in its drive to devise practical policies for the co-operative movement.

Public Relations

Budgetary constraints from the inception of 1982 inhibited the department from embarking on a Public Relations programme as extensive as in 1981. One (1) edition of the magazine entitled "Co-ops in Action" was published in December of the year under review. It is proposed to produce a third edition during 1983.

A radio serial of twenty (20) episodes entitled "Builders of Destiny" was sponsored by the Ministry and broadcast between January and March of 1982. This radio play written by Phil and Cheryl Winter for the department, centred around the conflicts in a household which arose as a result of the family's participation in a co-op venture.

The play strove to bring out to its listeners the benefits of co-operative organisation without, at the same time, being didactic.

A newspaper supplement was produced to commemorate Co-op Week 1982.

National Co-operative Week

National Co-operative Week 1982 was celebrated from June 27 to July 3 instant. The theme selected for the celebrations was "Co-operate and Mobilise for Production and Defence."

In 1981, the Ministry continued to place emphasis on the decentralisation of the week's activities in an effort to give more 'life' to the concept of regionalism.

Greater emphasis was placed on the establishment of Regional Co-op Week Committees as against a national committee.

The hallmark of the week's celebrations were the "mass participation seminars" held in every region (except in Region 8 which was fused with Region 7).

These seminars, a new initiative to be introduced in Co-op Week celebrations, involved participants from the Co-operative Movement, governmental agencies, the private sector and social organisations. Their basic objectives were to sensitise its participants about the role of co-operatives in the country and also to facilitate dialogue from as wide a cross section of people as possible on the problems and prospects of the Co-op Movement in their specific regions.

Eleven (11) conventions of school thrift co-operatives were held during the week. Their objects were to sensitise school children about the role of co-operatives and to provide a forum for discussion on issues affecting school co-operatives.

Food Fairs/Exhibitions were held in every region to mark International Co-operative Day 1982. Special emphasis was, however, placed on Region 3 - the Food Fair/Exhibition which was held at Leonora Co-operative Market was formally declared opened by the Honourable Prime Minister, Dr. P.A. Reid, C.E., M.F., who gave a feature address on the occasion.

Regional Field Visits

These activities continued in 1982, and helped to resolve to some extent, many problems which had beset the co-operatives viz; managerial, record-keeping and audit. Relationships between the Regional Co-operatives Officer and Regional Administration were strengthened through their interaction on the various committees thereby creating a better awareness of the regional system and its role in national development. Stronger links were also forged between the Ministry and all those agencies whose activities were related to co-operative development in the regions.

Restructuring of the Ministry

That exercise continued in 1982. However, in that process some senior positions were deleted while new posts were created to upgrade the quality of the staff. The objective was to give better support to the Regional Officers in their effort to improve the development of co-operatives in the regions.

A new department, the women's Affairs Bureau was established in May 1982 to help to promote the integration of women in national development.

Staff Conferences

The organisation of regular staff conferences continued in 1982. Those meetings served as useful for ensuring functional co-ordination at all levels, and for monitoring and implementing set objectives.

Complimentary to those general staff conference were those convened between the Ministry and Heads of Sections at the Regional level and Head Office.

Furthermore, there were meetings between the Divisional and Sectional Heads and their staff at Head Office and also at the Regional level.

Regional Union Conferences

There were a series of meetings of the Regional Co-operative Unions convened by the Ministry in order to restructure the Guyana Co-operative Union into a tertiary organisation. Those meetings culminated in the convening of a Special General Meeting in July 1982 at which the amended rules of the Guyana Co-operative Union were adopted thereby establishing the Guyana National Co-operative Union Ltd. as the tertiary or apex organisation of the Co-operative Movement in Guyana.

That Union under its new constitution carried out the task of:

- a) co-ordinating the activities of its affiliates
- b) promoting new regional unions
- c) performing the personnel functions of its members
- d) working in close relationship with the Ministry to prepare and implement development programmes.

Exhibitions

The Ministry, mainly through the Craft Production and Design Division, participated in a number of regional and national exhibitions aimed at demonstrating the versatility of local materials, creating avenues for self-employment and establishing craft as a viable industry.

The Craft Production and Design Division also successfully participated in an exhibition in St. Vincent in August 1982 at which a high degree of interest was exhibited in the Guyanese craft work. As a result of that exhibition, the Division had been able to secure a modest market for some of its commodities.

Projects

The Craft Production and Design Division embarked on two major projects in 1982, viz: the on-the-job training of unemployed women for self-employment, and the establishment of a garment project in Festival City under the aegis

of CASWIG. The latter project in particular had already begun to produce items for the local markets.

There can be no doubt that the local craft industry has a bright future. With some ingenuity, and competitiveness it can develop into a major source of employment and a valuable earner of foreign exchange.

6.0 APPENDICES

Appendix IBudget and Actual Recurrent Expenditure

Expenditure	Budgeted 1982 \$	Actual 1982 \$
<u>Total Provision</u>	979,000:	815,751:
<u>Employment Costs</u>	520,800:	418,595:
<u>Wages and Salaries</u>	401,000:	315,068:
Administrative	114,645:	106,486:
Senior Technical	117,000:	57,887:
Other Technical and Craft Skilled	55,355:	55,733:
Clerical and Office Support	90,000:	70,651:
Seni Skilled Operatives and Unskilled	24,000:	24,311:
<u>Other Direct Labour Costs</u>	27,000:	26,342:
Acting Allowance	15,000:	14,992:
Duty and Responsibility Allowance	2,000:	1,389:
Overtime	10,000:	9,961:
<u>Benefits and Allowances</u>	92,800:	77,186:
Entertainment Allowance	4,800:	4,800:
Travel Allowance	50,000:	55,667:
Uniform and Safety Wear	2,000:	685:
National Insurance	36,000:	16,934:

Expenditure	Budgeted 1982	Actual 1982 ₹
<u>Other Charges</u>	459,000:	397,155:
<u>Expenses Specific to Agency</u>	<u>150,000:</u>	134,576:
Promotion of Co-operative Societies	50,000:	49,996:
Audit of Co-operative Societies	100,000:	84,580:
<u>Materials Equipment and Supplies</u>	<u>70,000:</u>	64,698:
Fuel and Lubricants	40,000:	37,429:
Office Materials and Supplies	20,000:	19,992:
Print and Non Print Materials	10,000:	7,277:
Rental and Maintenance of Facilities	<u>15,000:</u>	3,726:
Lease and Rental of Building	5,000:	
Maintenance of Building	10,000:	3,726:
<u>Services Purchased</u>	<u>145,000:</u>	121,269:
Printing and Duplicating	60,000:	48,773:
Electricity Charges	80,000:	67,554:
Equipment, Rental and Maintenance	5,000:	4,942:
<u>Transport and Communication</u>	67,000:	62,894:
Local Travel and Subsistence	15,000:	14,998:
Postage, Telex and Cablegrams	2,000:	731:
Telephone Charges	40,000:	38,215:
Vehicle Spares and Maintenance	10,000:	8,950:
<u>Other Supporting Services</u>	12,000:	9,992:
Contribution to Local Organisations		
Entertainment and Meals	2,000:	1,998:
Staff Training and Adult Education	10,000:	7,994:

Appendix IIBudget and Actual Capital Expenditure

Project Activity	Type		Financing			
	New	On Going	Total Budgeted for Project	Total Disbursement to date	Total requested in Current Year	Actual Disbursement in Current Year
			\$	\$	\$	\$
<u>Co-operative Development</u>	-		300,000:			
A. <u>Fishing</u> Morawhana Fishermen Co-operative Society Ltd.	-	On Going	11,000:	6,000:	5,000:	5,000:
B. <u>Co-operative Unions</u> National Regional and District Unions	-	On Going	300,000:	50,000:	114,600:	50,000: