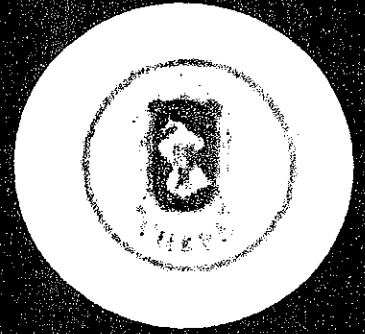


CENTRAL HOUSING & PLANNING AUTHORITY



ANNUAL REPORT 1997

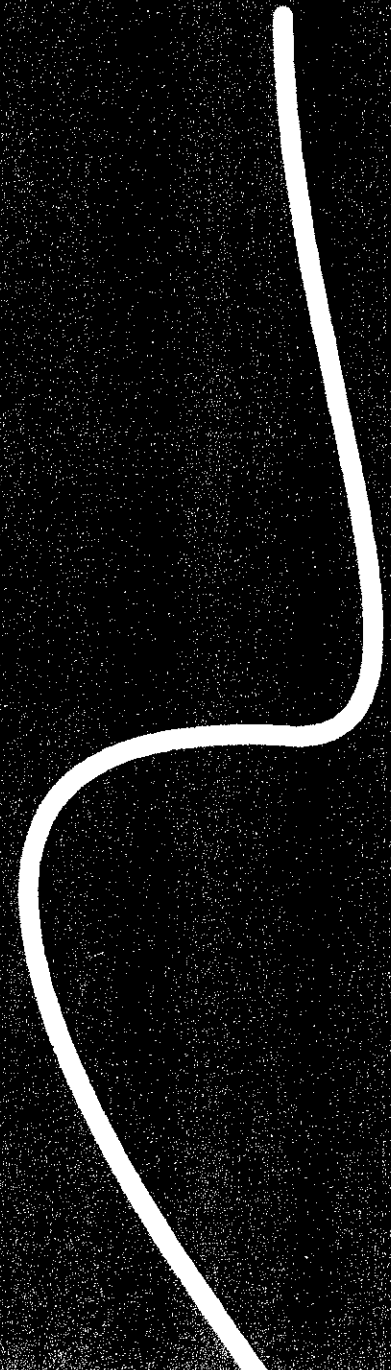


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1.0

EXECUTIVE SUMMARY

During the period January-December, 1997, the Central Housing and Planning Authority recorded increased levels of activity in relation to the preparation and implementation of planning schemes in Regions 2,3,4,5,6,7 and 10. Layouts were prepared for nineteen (19) new schemes and the process commenced for the implementation of related projects. Planning applications were processed and the provisions of the Town and Country Act were enforced.

Work with respect to the sale of Government Rental Apartments also gained momentum and increased numbers of tenancies were regularised to facilitate transfer of ownership of the rental units from Central Housing and Planning Authority to the sitting tenants. At the end of the period under review, three additional schemes were registered and the target date of June 30th, 1998 was set for completion of the exercise.

The Central Housing and Planning Authority also successfully hosted the Third Meeting of Caribbean Ministers of Housing and Human Settlements which was convened at the Guyana Pegasus from 14-16, April, 1997. Several countries of the region participated and agreement was reached on a number of issues pertinent to the Region in the area of Human Settlements Development. These issues included:-

- (a) Consideration and Adoption of the Regional Plan of Action as part of the HABITAT II Agenda.
- (b) Progress Report on the UNCHS Sub-Regional Office in Barbados.
- (c) Consideration of Reports on National Actions as a follow-up to the HABITAT II Conference which was held in Istanbul, Turkey in 1996.
- (d) Discussion of Caricom's strategy at the 16th SESSION of the HABITAT COMMISSION which was held in Nairobi Kenya in the latter part of April, 1997.

The status of the Regional Project was also discussed and agreement reached for the preparation of a Revised Regional Project with associated budget proposals. The Government of Guyana re-committed itself to the Bridgetown Declaration (1995) which sought to "pursue the establishment of networks between governments in the region as well as all other actors to share best practices, technologies and methods of capacity building".

Performance during 1997 was creditable given the magnitude of the tasks undertaken and considering the ever persistent problems inherent in continued attempts by some elements to illegally occupy government lands.

This Annual Report comprises four (4) parts. The Executive Summary, followed by the Mission Statement of the Central Authority, the Structure of the Organisation and the Review of the 1997 Programmes for the three (3) technical departments (Housing, Town and Country Planning, Planning and Research), and the Personnel and Finance Departments. The 1997 Report for the Government of Guyana/United Nations Development Programme (GOG/UNDP) Squatter Settlements and Depressed Areas Upgrading Project is included.

M.A. Pill

.....
M.A. PILL
CHIEF EXECUTIVE OFFICER
CENTRAL HOUSING AND PLANNING AUTHORITY

MISSION STATEMENT

- 2.0 Overall responsibility for planning, promoting and managing development of all Human Settlements and Administering the National Housing Policy of Guyana.**

ORGANISATION AND MANAGEMENT

3.0 For the reporting period, Central Housing and Planning Authority remained under the Ministry of Labour, Human Services and Social Security.

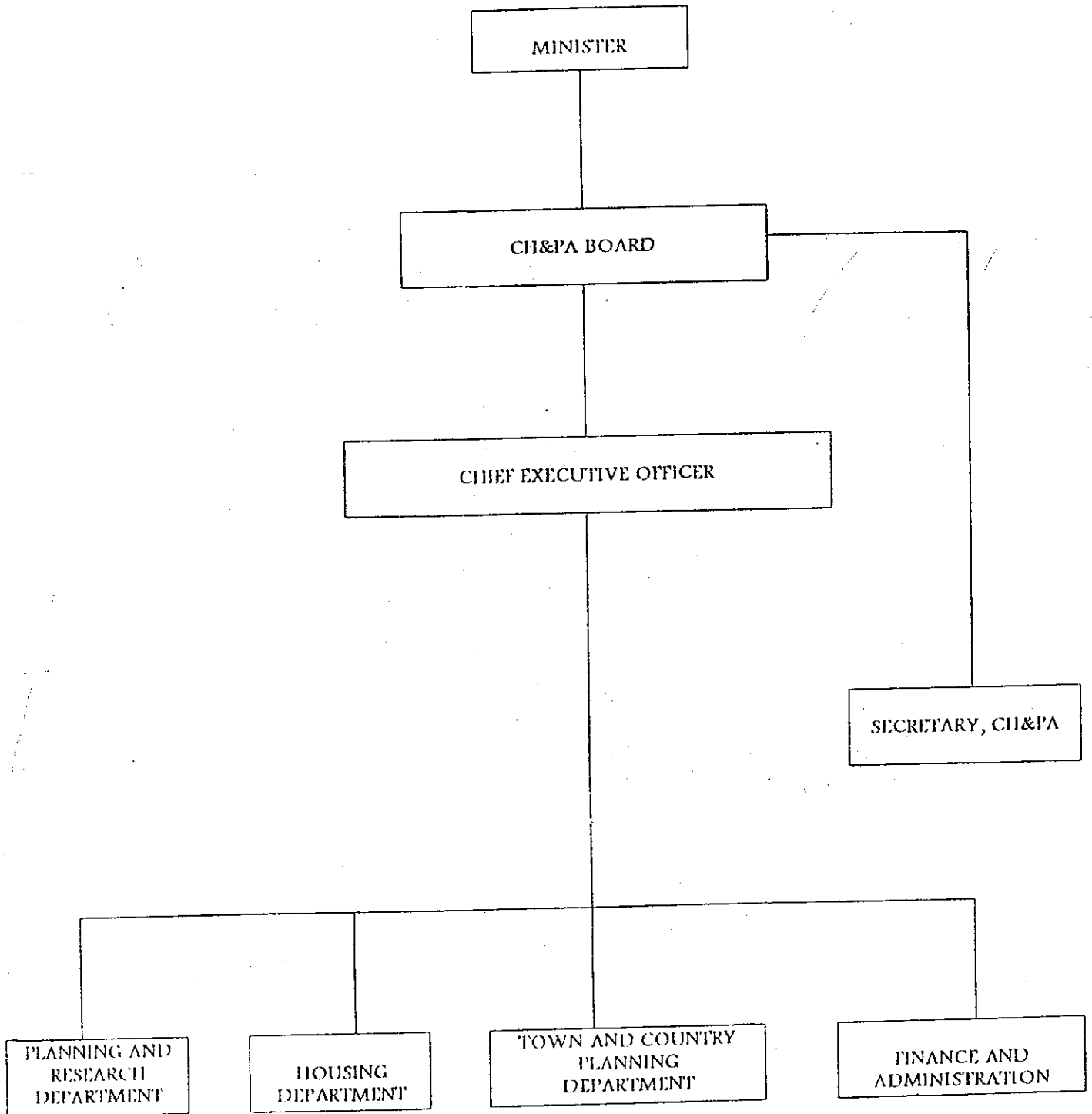
The responsibility of the day-to-day administration of the Central Housing and Planning Authority was that of the Chief Executive Officer.

The following descriptions of the functions of the Department indicate the actual activities which are necessary for the proper an efficient functioning of the Central Housing and Planning Authority.

The staff complement was further increased to meet the required levels of pro-active work necessary for informed policy formulation and the efficient implementation of programmes and projects related to Housing and Urban Planning/Management issues.

3.1

CENTRAL HOUSING AND PLANNING AUTHORITY
ORGANISATION CHART (MACRO)



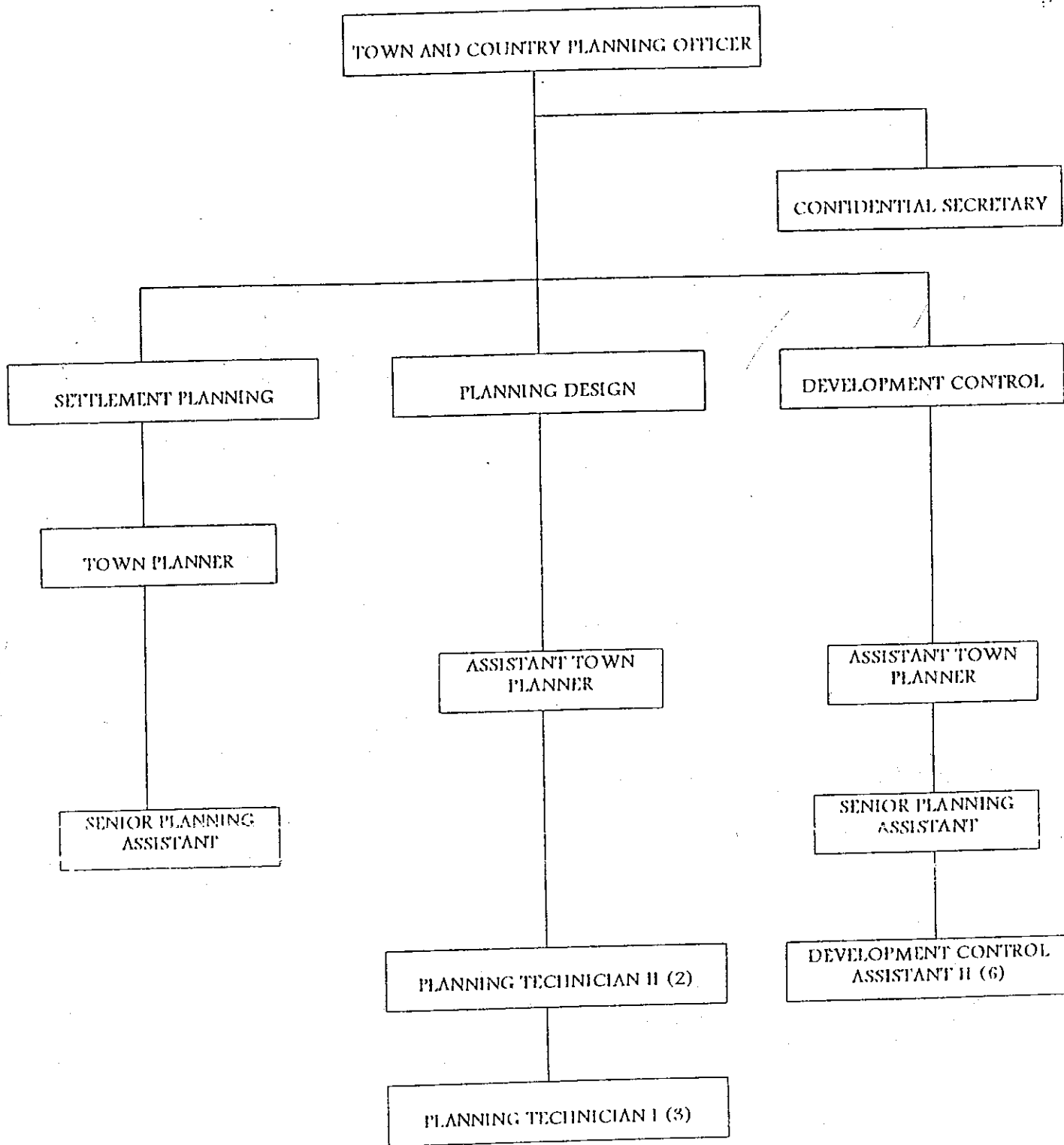
3.1.1 DESCRIPTION OF DIVISIONS AND DEPARTMENTS

3.1.2 TOWN AND COUNTRY PLANNING DEPARTMENT

3.1.3 OBJECTIVES

Overall responsibility to make provision for the orderly and progressive development of land, cities, towns and other areas, whether urban or rural, to improve the amenities thereof and for matters connected therewith in accordance with Chapter 20:01, Town and Country Planning Act, Laws of Guyana. This Act is administered by the Central Housing and Planning Authority.

STRUCTURE OF THE TOWN AND COUNTRY PLANNING DEPARTMENT



3.1.5.

TOWN AND COUNTRY PLANNING DEPARTMENT-
STAFFING

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
TOWN AND COUNTRY PLANNING OFFICER	1	-	1	1
TOWN PLANNER	1	1	-	-
ASSISTANT TOWN PLANNER	2	1	-	1
SENIOR PLANNING ASSISTANT	2	-	1	2
PLANNING TECHNICIAN II	2	2	-	-
DEVELOPMENT CONTROL ASSISTANT	6	4	-	2
PLANNING TECHNICIAN I	3	3	-	-
TOTAL	17	11	2	6

3.1.6

FUNCTIONS OF THE TOWN AND COUNTRY
PLANNING DEPARTMENT

The Town and Country Planning Department discharged its functions through the following sections:-

- (a) Settlement Planning
- (b) Planning Design and Surveys
- (c) Development Control

(A) Settlement Planning

(Main Functions)

- To execute research and analysis into physical planning issues in Guyana in pursuance of formulating policies, programmes and strategies when required;
- To prepare planning schemes for urban, rural and regional areas;
- To advise central, local government and regional councils and individuals on physical planning matters;
- To co-ordinate work related to physical land development control.

(B) Planning Design and Surveys

(Main Functions)

- To undertake surveys and research required for the preparation of Town Planning Designs, maps, diagrams and charts;
- To prepare design layouts for the development of new housing areas, the regularisation of squatter areas, the establishment of industrial areas and other land development proposals when required;

- To liaise with the Department of Lands and Surveys and other relevant agencies with respect to matters pertaining to planning design.

(C) Development Control Section

(Main Functions)

- To monitor and manage the nature and intensity of development which takes place in, on, over or under any area of land;
- To inspect and report to the Central Housing and Planning Authority on all land use applications, to make recommendations in respect of such applications and proposals for development;
- To ensure that development complies with the provisions contained in planning schemes and zoning plans..

3.2

HOUSING DEPARTMENT

3.2.1

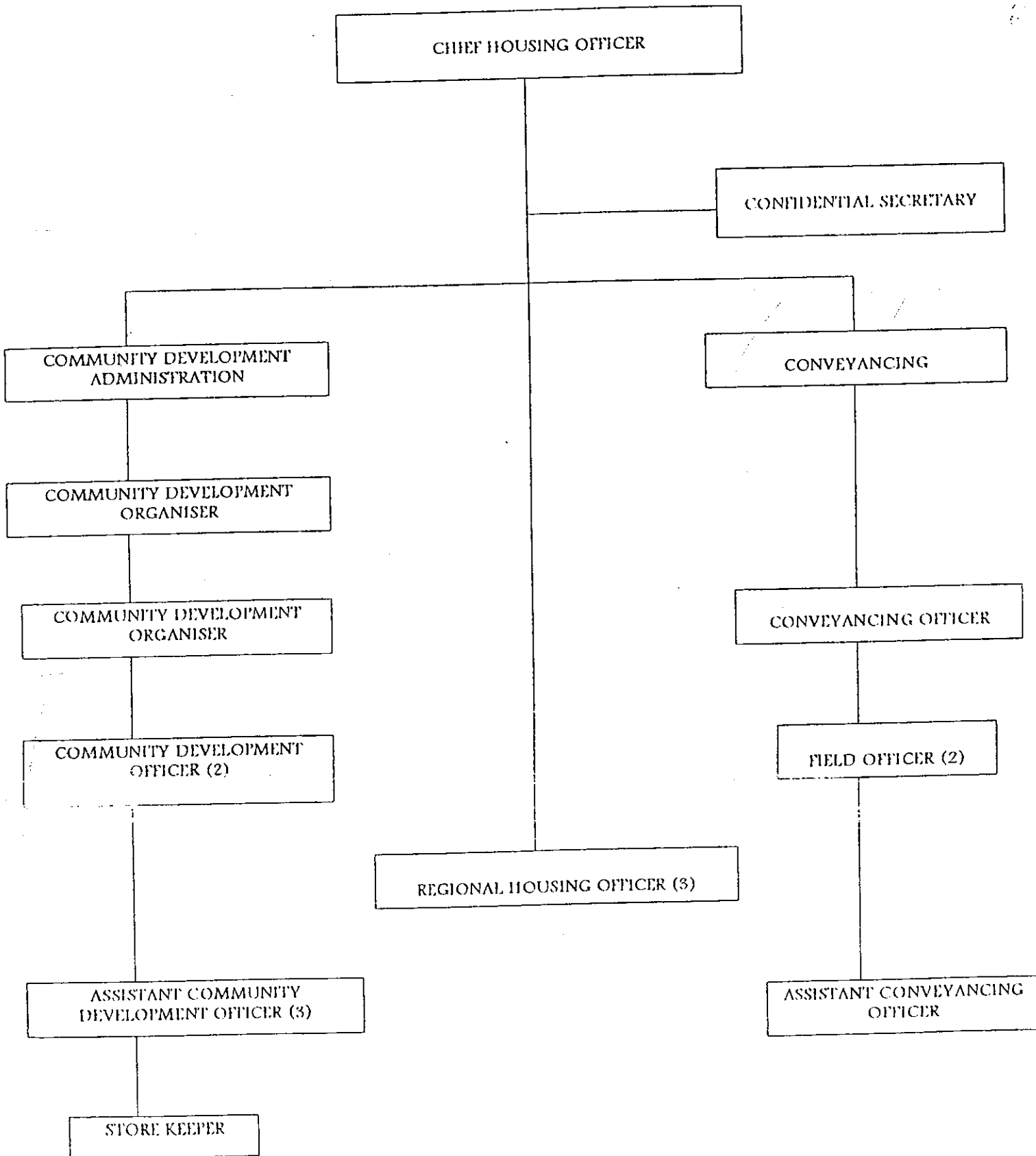
OBJECTIVES

To formulate, implement and monitor national housing policies. This includes the preparation and implementation of housing projects and programmes with the aim of improving the quality and quantity of the national housing stock.

The Housing Department's main functions is to formulate, implement and monitor housing and urban development policies. This includes the preparation and implementation of activities related to housing development undertaken by the Government, other agencies and private individual/companies. It is also responsible for the administration of existing Government Housing Estates.

3.2.2

STRUCTURE OF THE HOUSING DEPARTMENT



3.2.3

HOUSING DEPARTMENT - STAFFING

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
CHIEF HOUSING OFFICER	1	1	1	-
CONFIDENTIAL SECRETARY	1	-	-	1
COMMUNITY DEVELOPMENT ADMINISTRATOR	1	-	-	1
COMMUNITY DEVELOPMENT ORGANISER	1	-	-	1
CONVEYANCING OFFICER	1	-	-	1
COMMUNITY DEVELOPMENT OFFICER	2	1	-	1
REGIONAL HOUSING OFFICER	3	3	-	-
ASSISTANT CONVEYANCING OFFICER	1	-	-	1
FIELD OFFICER	2	-	-	2
ASSISTANT COMMUNITY DEVELOPMENT OFFICER	3	1	-	2
STORE-KEEPER	1	-	-	1
TOTAL	17	6	1	11

FUNCTIONS OF THE HOUSING DEPARTMENT

The Housing Department discharged its functions through the following sections:-

- (a) Community Development Section
- (b) Lands and Conveyancing

(A) Community Development Section

(Functions)

Sensitizing and enabling residents of both formal and informal settlements to form neighbourhood organisations for the promotion of self-help and community upgrading activities.

Responsible for initiating and completing housing development in designated areas through community participation. Responsible for contract administration/where necessary. Offering advisory services related to the management of settlements.

(B) Lands and Conveyancing Section

(Functions)

Effecting all legal transactions in relation to public sector housing property, issuing of transports and titles.

Maintaining land and property registers.

Maintaining records of all legal actions brought against the Authority.

3.3

ADMINISTRATION - PERSONNEL/REGISTRY
DEPARTMENT

3.3.1

OBJECTIVES

Improving the overall quality of personnel management functions in Central Housing and Planning Authority by:-

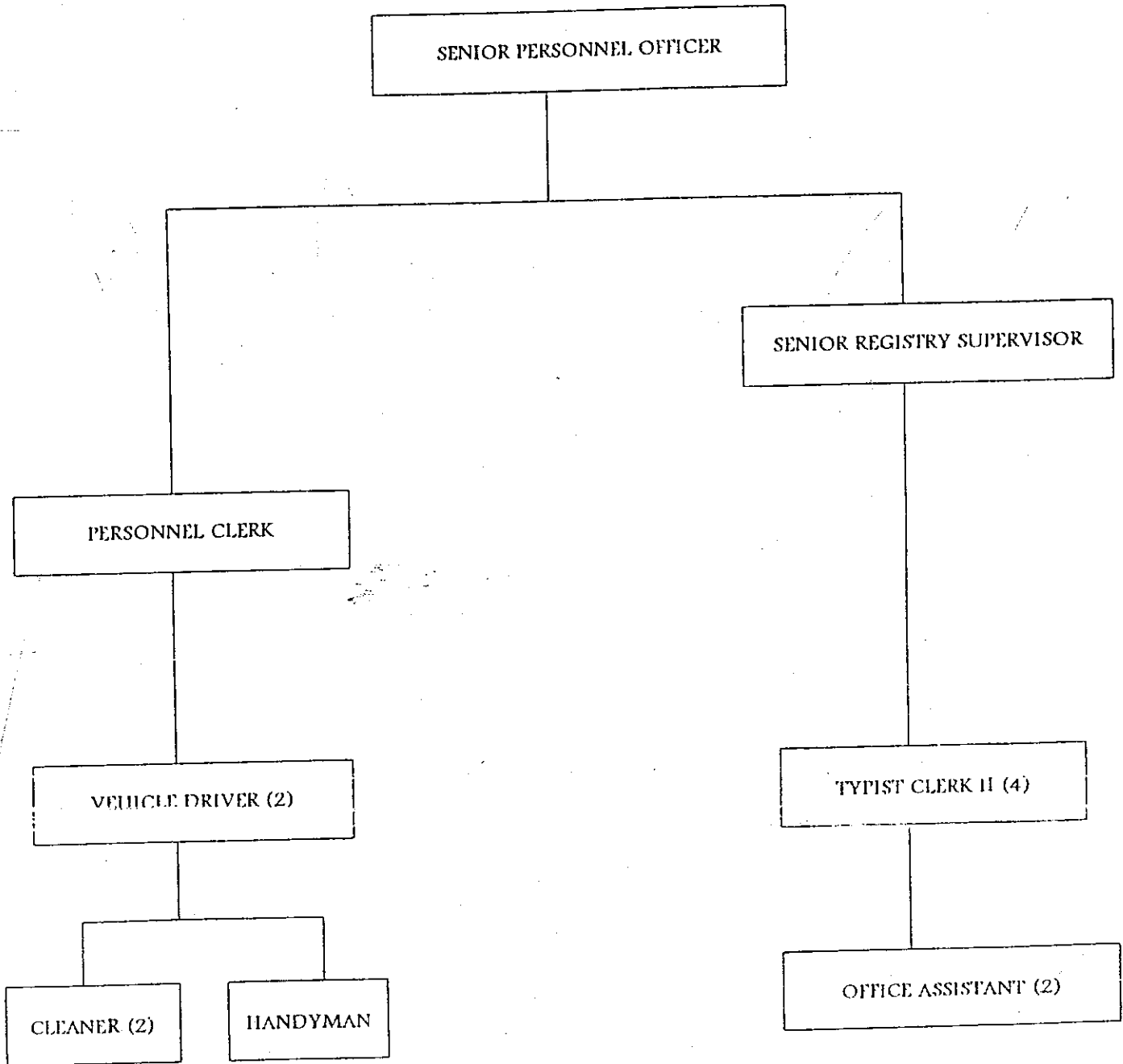
- (a) Providing efficient and effective personnel services to all its employees so that the Authority's goals could be achieved;
- (b) Advising the Chief Executive Officer on all aspects of personnel management;
- (c) Keeping proper records and statistics on all employees so that research and analysis could be done to assess the potential of the Authority's human resources for future Development.

The Personnel Unit is responsible for staffing as it relates to recruitment, appointment, promotion, classification, transfer, training, discipline, leave and separation.

The Registry Division on the other hand is involved with the despatching of correspondence, coding, indexing, and referencing. Letters, reports, scripts, statistical and technical reports are also prepared by the Registry.

3.3.2

STRUCTURE OF THE PERSONNEL AND REGISTRY DEPARTMENT



3.3.3

PERSONNEL/REGISTRY STAFFING

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
SENIOR PERSONNEL OFFICER	1	1	-	-
PERSONNEL CLERK	1	-	-	1
SENIOR REGISTRY SUPERVISOR	1	-	1	1
TYPIST CLERK II	4	4	-	-
VEHICLE DRIVER	2	1	-	1
OFFICE ASSISTANT	2	1	-	1
CLEANER	2	2	-	-
HANDYMAN	1	1	-	-
TOTAL	14	10	1	4

3.3.4

FUNCTIONS OF THE ADMINISTRATION
DEPARTMENT

THE ADMINISTRATION DEPARTMENT UNDERTAKES THE FOLLOWING FUNCTIONS:-

Recruitment, appointment, promotion and classification.

Transfers, secondments, special assignments and releases.

Training.

Official working hours and conduct.

Discipline.

Leave.

Travelling and subsistence allowances.

Advances.

Separation and superannuation benefits.

Trade Unions.

Despatching of correspondence.

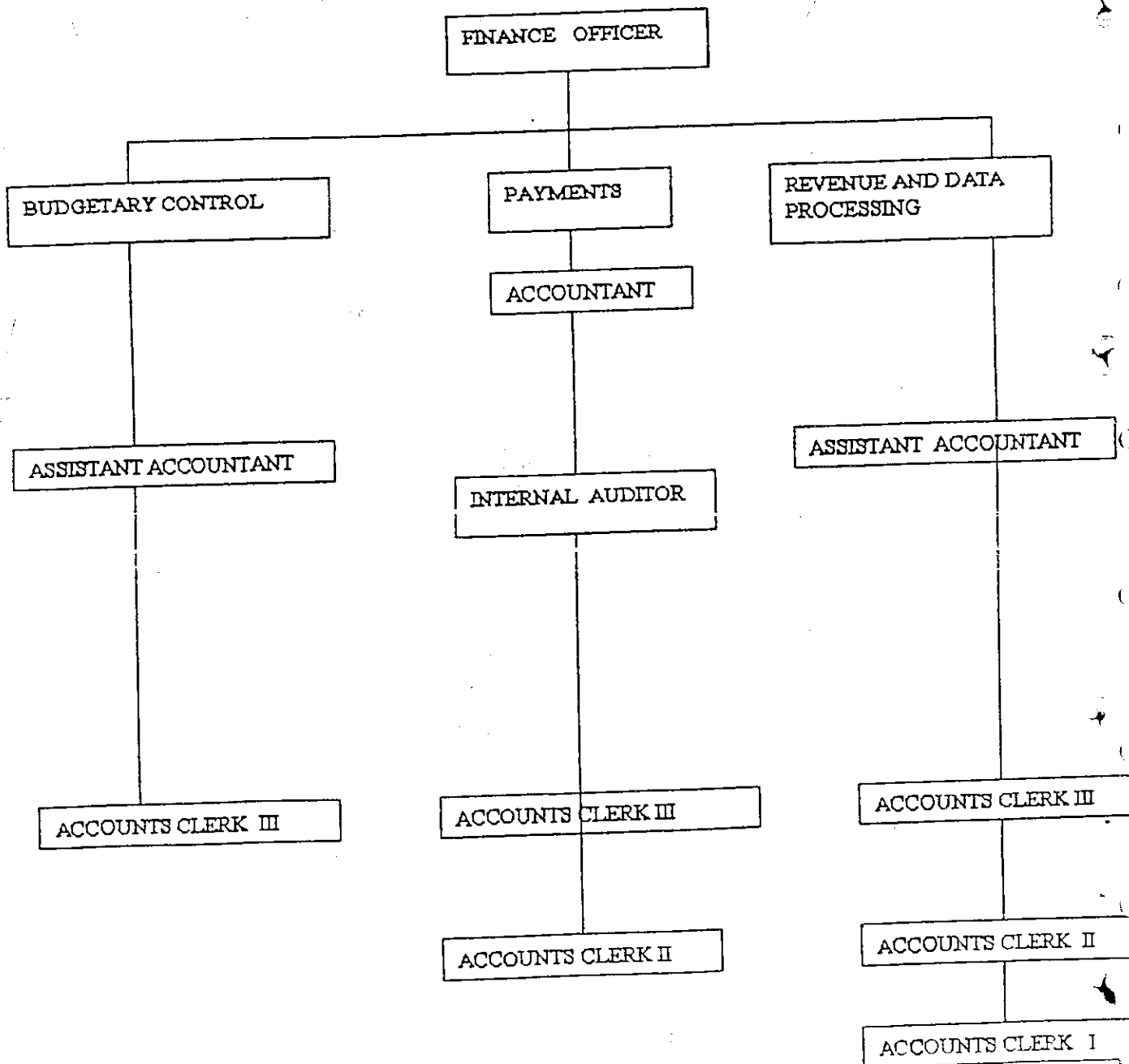
Typing/Filing of correspondence.

3.4 FINANCE DEPARTMENT

3.4.1 OBJECTIVE

Responsible for proper accounting and the management of monies accruing from Central Government allocation and income from assets accruing to the Housing Fund.

3.4.2 STRUCTURE OF THE FINANCE DEPARTMENT



3.4.3

FINANCE DEPARTMENT- STAFFING

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
FINANCE OFFICER	1	-	-	1
ACCOUNTANT	1	-	1	1
ASSISTANT ACCOUNTANT	2	1	-	1
ACCOUNTS CLERK III	3	1	2	2
ACCOUNTS CLERK II	2	2	-	-
ACCOUNTS CLERK I	3	3	-	-
INTERNAL AUDITOR	1	1	-	-
TOTAL	13	8	3	5

3.4.4

FUNCTIONS OF THE FINANCE DEPARTMENT

Effecting proper budgetary control and ensuring standard accounting procedures are followed.

Effecting payments and processing of information related thereto.

Processing salaries and travel allowances.

Effecting payment to contractors and other Agencies.

Receiving and processing of revenue.

4.0 TOWN AND COUNTRY PLANNING DEPARTMENT

4.1 REVIEW OF THE ACTIVITIES FOR THE PERIOD
JANUARY TO DECEMBER, 1997

For the January to December, 1997, period, the Town and Country Planning Department continued in its endeavors to attend to all land use matters and related activities which fall under the purview of the Central Housing and Planning Authority and within the general objectives of the Department.

Working with a staff complement of fourteen officers, the Town and Country Planning Department executed all related activities to accomplish its 1997 Work Programme for the January to December, 1997 period. The implementation of many unplanned activities/projects proved to be challenging as well as rewarding notwithstanding the fact that the Department was mandated to positively respond to requests at very, very short notice.

4.1.1 SETTLEMENT PLANNING AND PLANNING DESIGN
SECTIONS

Settlement Planning Section:

For the January to December, 1997, period, the Settlement Planning Section directed its attention to work related to the development of Government's new Housing Schemes and regularisation of selected squatter areas. In this respect, the Section was engaged in arranging and co-ordinating the execution of physical infrastructure projects, block surveys and topographic surveys, and cadastral surveys. Most of the works took place in Regions 2, 3, 4, 5, 6, 7 and 10. Generally, payment for these works was made from income generated from allottees of house-lots and funds from Capital Allocation from Central Government.

With respect to squatter area regularisation, the Section continued to offer technical advice to Neighbourhood Democratic Councils and community groups.

There was also very close collaboration with the GOG/UNDP sponsored Squatter and Depressed Areas Upgrading Project in addition to the Section undertaking other squatter areas individually. The Section also co-ordinated the execution of site and occupation surveys, design layouts and cadastral surveys required for squatter area regularisation. Limited success was achieved in all squatter areas. The limited success was due to the non-cooperation of some community members who appeared not to fully understand the role they were expected to play in the overall effort for the development of their communities and also for their personal development.

Planning Design Section

This Section performed exceedingly well for the period under review. The successful execution of the unplanned activities proved challenging in light of the department having to respond to frequent instances of persons attempting to occupy land in an unregulated manner.

4.1.2

PLANNING ACTIVITIES

Listed below are design layouts prepared by the Section:

- * Portion of land, Pln. Hope, E.C.D.
- * Block 8, Pln. Tuschen South, E.B.E.
- * Block "CC", Mon Repos, E.C.D.
- * Portion of land, Bartica.
- * Portion of land, West of Area "BB",
Corriverton Town
- * Portion of land, Den Amstel, W.C.D.
- * Portion of land, Pln. Anna Catherina, W.C.D.
- * Blocks "B" and "C", Pln. Sophia, Georgetown
- * Tract "Y", Plns. Cornelia Ida/Stewartville,
W.C.D.

- * Plots 'C' and 'B', Pln. Enterprise E.C.D.
- * Block "B", Pln. Cornelia Ida, W.C.D.
- * Block 20, Pln. Kilcoy/Chesney Corentyne
- * Block 1, Herstelling, E.B.D.
- * Portion of land, Pheonix Park, W.B.D.
- * Lot "A", Pln. Vergenoegen, E.B.E.
- * Portion of land, Vigilance/Bladen Hall South, E.C.D.
- * Blocks "M" and "N", Pln. La Penitence, Georgetown
- * Block "X", Pln. Diamond, E.B.D.
- * Block "A", Bee Hive, E.C.D.

4.1.3

DEVELOPMENT CONTROL SECTION

In 1997 the Development Control Section functioned with one Senior Planning Assistant, two Planning Assistants and three Development Control Assistants. The areas covered were Regions 2, 3, 4, 5, 6, 10 and Bartica in Region 7. This Section processed a total of 773 applications for change of use, extensions and new erections.

Fifty four (54) land sub-division applications were received for 1997. However, only forty-eight (48) were processed.

4.1.4

PROBLEMS AND LIMITATIONS OF THE SECTION

The Development Control Section could expand its activities to include implementing and monitoring of planning schemes and zoning plans in accordance with the provisions of the Town and Country Planning Act. This would ensure more effective control within areas not presently covered by planning schemes and zoning plans.

There is urgent need for enforcement at all levels of settlements development and this would necessitate review of current legislation and a strong commitment by all agencies connected to land development to work closely to ensure that the relevant laws, by-laws and regulations are fully enforced.

4.1.5

SUMMARY OF ACTIVITIES

ITEM NO.	SECTIONS AND PROGRAMME ELEMENTS	% ACHIEVED	REMARKS
	A. <u>Settlement Planning and Development Control Section:</u>		
1	* Monitoring and reviewing of work of Local Authorities with respect to functions delegated for processing of residential applications	-	This function was delegated to 71 local government bodies (towns and NDC's)
2	* Updating land use registers and plans (current/on-going activities)	-	Land use plans were updated for the Eccles area on the E.B.D.
3	* Processing of applications for building/planning permission (1000) and land sub-division (60)	77%	* 773 bldg. applications were processed
		80%	* 48 land sub-division applications were processed
4	* The review of the Georgetown Planning Scheme	40%	* This work was contracted out by the CII&PA
	B. <u>Planning Design Section</u>		
5	* Hampshire South Squatter area, Corentyne	100%	completed in January
	* Onderneeming, Essequibo Coast	100%	-do-
	* Portion of Vigilance, E.C.D.	100%	-do-
	* Tuschen/Zeelugi South, E.B.E.	100%	-do-
	* Area "BB", No. 78, Corentyne	100%	-do-
	* Block "CC", Pln. Mon Repos, E.C.D.	100%	-do-
	* Portion of land, Bartica	100%	-do-
	* Section "B", Den Amstel, W.C.D.	100%	completed in February
	* Tracing of condo buildings for West La Penitence, North East La Penitence, Shirley Field Ridley Square and Bend Kirton Court	100%	-do-

ITEM NO.	SECTIONS AND PROGRAMME ELEMENT	% ACHIEVED	REMARKS
5 (con't)	* Tracing of Condo buildings for Walker Terrace, Guyhoc Park, Guyhoc Gardens	100%	completed in March
	* Tracing of Condo buildings for Tucville Terrace	100%	completed in April
	* Reduction of Plan for Blocks 1 & 2 Pln. Diamond, E.B.D.	100%	-do-
	* Updating compiled plan of Eccles E.B.D.	100%	-do-
	* Updating compiled plan of Grove, E.B.D.	100%	completed in May
	* Tracing of Condo plans for Block 'A' West La Penitence, Laing Avenue, and West/East Ruinveldt	100%	-do-
	* Phoenix Park, W.B.D.	100%	completed in June
	* Area 1, Kilcoy/Chesney, Corentyne	100%	-do-
	* Coldingen, E.C.D.	100%	-do-
	* Plots 'B' and 'C', Pln. Enterprise E.C.D.	100%	-do-
	* Tracing Condo plans for Blocks 'WW', 'YY', 'XX', La Penitence, Wismar	100%	-do-
	* Block G, Williamsburg, Corentyne	100%	-do-
	* Vergenoegen	100%	-do-
	* Section 'P', Non Pariel, E.C.D.	100%	-do-
	* Organisation Chart of CH&PA	100%	-do-
	* Tracing Condo plans for Wortmanville	100%	completed in August
	* Tuschen/Zeelugt second phase	100%	completed in September
	* Blocks 'N' and 'M', Pln. La Penitence	100%	-do-
	* Preparing prints for tender documents for Turkeyen, Good Hope, Tuschen	100%	completed in October
	* Tracing Condo plans for Campbellville and Laing Avenue	100%	-do-
	* Bee Hive, E.C.D.	100%	-do-
	* Block 'X', Diamond, E.B.D.	100%	-do-
	* Area 'P', Enterprise, E.C.D.	100%	completed in November
* Block 'Y', Grove, E.B.D.	100%	completed in December	
* Grove squatter area, E.B.D.	100%	-do-	
* Collecting arch. info on one 25 apt. bldg. in Laing Avenue	100%	-do-	
* Tracing Condo plans for East La Penitence and East Ruinveldt	100%	-do-	

4.1.6

CONCLUSION

Generally, the Department's performance for 1997 was considered good. However, the perennial problem of merely reacting to situations as they arose continued, a situation which was far from desirable.

The proper functioning of the Town and Country Planning Department also depended heavily on the efficient functioning of all levels of local government and other agencies whose responsibilities involved land development issues.

The Department must embark on its statutory responsibility of establishing a proper planning framework at the national level within which all settlements development could occur in a systematic and strategic manner. The 1998 Work Programme takes account of this.

5.0 REPORT ON ACTIVITIES OF HOUSING THE DEPARTMENT

The activities of the Housing Department for the reporting period included Housing Activities within Regions 2, 3, 4, 5, 6 and 10. In regions 3, 6, and 10 the Housing Officers assigned to the region provided information on Housing matters and related matters to the Central Authority.

Housing Department

Condominium Exercise - Regularisation of Tenancies

During the period under review, the department completed regularization of two hundred and fifteen (215) tenancies. Two hundred and four were approved and eleven (11) deferred, pending further investigations.

5.1 COMPARATIVE STATISTICS - 1992-1997

No.	ITEMS	1992	1993	1994	1995	1996	1997
1.	Regularisation of Tenancies	14	33	33	33	87	204
2.	Re-allocation of house lots-after repossession	17	-	20	11	-	110
3.	Transfer of Aided Self Help and Hire purchase properties	9	7	13	21	19	-
4.	Request for permission to Mortgage Aided Self Help and Hire purchase properties	-	-	7	11	-	-

The increase in regularization of tenancies occurred as a direct result of the Condominium Exercise which required the identification of the bona fide tenants as a prerequisite for the registration of the scheme, before ownership could be transferred

Matters with respect to the conveyancing of land for residential use were submitted to Hughes, Fields and Stoby.

The table below shows the areas and the amount of matters filed and transports passed during the period under review.

B.2 TABLE - SUMMARY OF CONVEYANCING MATTERS

Region No.	Location	No. of matter filed	No of Outstanding Matters from 1998	No. of Transports Passed	
2.	Suddie (A.S.H.)	1	26	-	
	Henrietta (A.S.H.)	1	-	-	
	'AA' Eccles	33	26	59	
	BB' Eccles	38	114	170	
	'CC' Eccles	37	32	89	
	South Vryheid's Lust (A.S.H.)	6	2	8	
	Beterverwagting Housing Scheme	1	-	-	
	South Vryheid's Lust Housing Scheme	2	21	23	
	De'Endragt	8	-	-	
	Annandale	8	-	-	
	Lusignan	47	-	-	
	Section 'C'	57	-	-	
	Enterprise	-	-	-	
	Foulis, Buxton	8	-	-	
	Coldingen	6	-	-	
	Section 'C' Non Parcel	137	-	21	
		6	-	89	
	<u>Melanie Darnishana</u>				
		1. Area 'A'	8	4	4
		2. Area 'G'	3	2	5
		3. Area 'F'	1	3	4
	Craig Milne	8	-	-	
	Burma	3	-	-	
5.	North Ruimveldt (Festival City)	16	-	-	
	Plott 'PP', East La Penitence	2	-	-	
	Kitty Railway Line	1	-	-	
	Noptenzuil	5	-	-	
	Waterloo	1	-	-	
	Zorg-en-Hoop	1	-	-	
	Waterloo Block 1F	6	-	-	
	Waterloo Block 2	1	-	-	
		-	-	-	
		-	-	-	
	Total	470	220	359	

The table below shows comparative statistics in respect of Lands and Conveyancing matters for period 1992-1997.

5.3

TABLE II - COMPARATIVE STATISTICS - LAND AND CONVEYANCING

NO.	ITEMS	1992	1993	1994	1995	1996	1997
1	No. of Transport matters filed	137	161	198	138	586	470
2	No. of Transports passed at the Deeds Registry	90	157	126	231	302	359
3	No. of Mortgages cancelled	29	18	21	16	11	-
4	No. of Land application forms received and processed	2,517	54,757	18,140	8,282	Nil	Nil
5	No. of housing accommodation application forms received and processed	530	33	57	137	-	-

5.4

SALE OF GOVERNMENT RENTAL/RENTAL PURCHASE APARTMENTS

The following Schemes were registered during the reporting period.

- (a) Wismar
- (b) Guyhoc
- (c) Tucville Terrace

With the Schemes registered, the ownership of the units was transferred from the Central Housing and Planning Authority to the bona fide tenants, the documents of ownership being Certificates of Sale.

In order to proceed with the sale, the tenancy of each apartment had to be regularised.

The regularisation exercise will continue until all the schemes are registered. The target date for complete registration of the remaining 10 schemes is June 30th, 1998.

These schemes are:

- (a) East Ruimveldt
- (b) West Ruimveldt
- (c) Bend-Kirton Court
- (d) East La Penitence
- (e) North East La Penitence
- (f) West La Penitence
- (g) Shirley Field Ridley
- (h) East La Penitence
- (i) Laing Avenue
- (j) Walker Terrace

5.5

SQUATTER REGULARISATION

The Community Development Section of the Housing Department continued the process of regularising areas in terms of physical occupation. Investigations were conducted in the various squatting areas with the aim of resolving issues of malpractice and conflicts among squatters.

Regularisation activities continued in the following areas:

- (a) Block "X" Liliendaal
- (b) Pattensen/Turkeyen
- (c) Sections "C" and "D" Turkeyen
- (d) Blocks "E" and "R" Sophia
- (e) Mon Repos (South), East Coast Demerara

In the process of regularisation, allottees were advised to comply with the Cadastral Survey. A number of persons were found to be on reserves such as roadways and sites for play grounds. In cases where vacant lots were identified, displaced persons were relocated.

5.6

AGREEMENTS OF SALE

Allottees signed Agreements of Sale for the following areas, as part of the process of formalising and finalising the allocation process.

- (a) Section "B", Non Pariel, East Coast Demerara
- (b) Section "C" Enterprise, East Coast Demerara
- (c) Foulis, East Coast Demerara
- (d) Good Hope South, East Coast Demerara
- (e) Mocha, East Bank Demerara
- (f) Tracts "AA", "BB", Plantation Mon Repos, East Coast Demerara
- (g) Blocks "AA", "BB" and "CC", Eccles, East Bank Demerara
- (h) Blocks 15 "A"/ 15 "B", Bladen Hall/Vigilance
- (i) Block "E" Sophia
- (j) Block "X" Liliendaal
- (k) J.P. Latchmansingh Housing Scheme, East Coast Demerara
- (l) Mon Repos (South), East Coast Demerara
- (m) Area "G", Paradise, East Coast Demerara
- (n) Enterprise New Area (SILWFC), East Coast Demerara
- (o) D'Enragt, East Coast Demerara
- (p) Blocks "E" and "R", Sophia

5.7

REGION #3

During the period under review, the following activities were undertaken for this region.

The report is divided into two sections:-

- (i) Squatting Areas
- (ii) New Areas

5.7.1

SQUATTING AREAS

1. CLAY BRICK ROAD - CANAL NO. 2, WEST BANK DEMERARA

A Cadastral Survey of the area was executed by the Lands and Surveys Department of Region No 3.

The area was then regularised according to the plan. Official allocations were then made. Some squatters were displaced and were considered for allocation at Belle-West.

One hundred and eleven (111) lots were allocated.

2. BELLE VUE - WEST BANK DEMERARA

This area was re-surveyed and regularised. Official allocations (forty-one in number) were made to squatters.

3. GOED FORTUIN - WEST BANK DEMERARA

An occupation survey for this area was executed by Mr. Cox. A design prepared by Central Housing and Planning Authority for one hundred and forty-four (144) lots was rejected by the squatters at a meeting held with Minister Chandarpal. The regularisation of the area was therefore put on hold.

4. CORNELIA IDA - WEST COAST DEMERARA

For this area, the occupation survey, design and Cadastral survey were completed. Some streets were constructed.

5. ANNA CATHERINA NORTH, WEST COAST DEMERARA

An occupation survey was executed for this area to form the basis of the preparation of a design layout. Conditions were very poor and the area was identified for regularisation.

6. ANNA CATHERINA SOUTH, WEST COAST
DEMERARA

An occupation survey was completed pending the preparation of a design layout before the execution of the Cadastral Survey.

7. PREM NAGAR - METEN-MEER ZORG, EAST,
WEST COAST DEMERARA

A survey of the area was completed and allocations were made. A heavy duty bridge was constructed and drains dug. Roads were also constructed. A total of one hundred and thirty one (131) lots were allocated.

8. OCEAN GARDEN - METEN-MEER ZORG/KASTEY
PHASES II - III WEST COAST DEMERARA

A survey was executed. The high level of squatting in the area however, gave rise to a number of problems. As part of the regularisation exercise investigations were done with the aim of resolving the problems. Some infrastructural works were completed such as digging of drains and construction of roads. One hundred and nine (109) lots were allocated.

9. RAILWAY VIEW-METEN-MEER ZORG (WEST)
WEST COAST DEMERARA

A Cadastral Survey was completed. One hundred and eighty-two (182) lots were identified. However, a number of persons were displaced after the survey. A number of disputed lots were investigated and resolved.

A heavy duty bridge and a Nursery School were constructed in the area. Drains and trenches were dug. One hundred and eighty-two (182) lots were allocated.

10. ZEELUGT - NORTH OF HIGHWAY, EAST BANK
DEMERARA

A survey was completed. Roads and drains were developed.

TUSCHEN- NORTH OF HIGHWAY, EAST BANK ESSEQUIBO

A survey was completed. Allocations were made and roads were constructed. Three hundred and eighty-eight (388) lots were allocated.

5.7.2 NEW AREAS

1. The grading of one hundred and fifty (150) acres of land was completed preparatory to the preparation of a design layout and the execution of a Cadastral Survey.

2. PHONENIX PARK-PHASE 2- POUDEROYEN, WEST BANK DEMERARA

A portion of land, east of the highway and south of the Phoenix Park Housing Scheme was prepared. Based on a design prepared by Central Housing and Planning Authority, forty-four (44) lots were made available. Successful applicants commenced paying for lots.

3. CRANE/BEST PHASE 2, WEST COAST DEMERARA

This Scheme moved ahead slowly. House construction continued and a re-survey was done. Five hundred and ten (510) lots were allocated, at the end of the reporting period.

4. STEWARTVILLE - NORTH OF THE HIGHWAY, WEST COAST DEMERARA

Fifteen (15) house lots were prepared and allocated and house construction commenced.

5. UITVLUGT - SOUTH OF HIGHWAY, WEST COAST
DEMERARA

Government of Guyana/Venezuela Investment Fund, sixty seven (67) lots were identified for this joint low cost housing venture. At the end of the period under review a total of 54 houses were completed.

6. TUSCHEN/ZEELUGT, EAST BANK ESSEQUIBO

Four hundred and fifty (450) acres of land at the Tuschen/Zeelugt new housing area, were graded and levelled and a heavy duty bridge constructed, preparatory to the execution of the Cadastral Survey.

7. VERGENOEGEN - SOUTH OF HIGHWAY, EAST
BANK ESSEQUIBO

The land was surveyed and a total of eighty six (86) allocations were made.

5.8

HOUSING ACTIVITIES REGION NO. 6

LOCATION	INTERVIEWS CONDUCTED	HOUSELOTS ALLOCATED	SURVEYS COMPLETED	INFRASTRUCTURAL WORKS COMPLETED
Tracts A & B Pln. Adelphi, East Canje	144	125	Cadastral	1. Heavy Duty Bridge 2. Excavation of Drains 3. Levelling of land
Section D, Cumberland, East Canje	154	42	Cadastral	Digging of drains
Block 1, Kilcoy/Chesney, Corentyne	47	42	-	-
Areas H & J, Albion North, Corentyne	48	111	1. Design Layout 2. Cadastral	-
Block 6, Williamsburg	332	-	1. Site & Occupation 2. Design Layout	-
Block 4, Tain, Corentyne	450	130	-	Three Streets constructed
Haswell/Aukerville & Resource, Corentyne	228	-	-	-
Area BB, Corriverton	175	120	1. Site & Occupation 2. Design Layout	-
Hampshire South, Squatting Area	95	-	-	-
Bloomfield, Corentyne	75	-	-	-
Fyrish, Corentyne	76	-	-	-
Kildonan, Corentyne	116	-	-	-

5.9

REGION NO. 10ALLOCATION OF HOUSE LOTS

Allocations were made in Amelia's Ward, Central; Block 22, Blue Berry Hill (Wismar). To December, 1997, three thousand nine hundred and eight (3,908) lots were allocated.

AMELIA'S WARD

Three thousand (3,000) lots were identified and one thousand three hundred and thirty four (1,334) were allocated.

BLOCK 22, WISMAR

The cadastral survey was completed and nine hundred and sixteen (916) residential lots were created. Six hundred (600) allocations were made. The regularization of the area was in progress as at the end of the reporting period.

BLUE BERRY HILL, WISMAR

The cadastral survey was not completed. According to the design, one hundred and fifty-eight (158) lots would be made available. The area is occupied and has to be regularised.

5.10 CONVEYANCING

1. HO-A-SHOO (SECTION 'B' WISMAR)

1st, 2nd and 3rd depths – seven (7) titles were distributed.

2. WISROC –WISMAR

Six (6) titles were distributed, 13 filed, 10 uplifted, 3 out of order, 4 to be distributed from 1997.

3. AMELIA'S WARD (CENTRAL AND SOUTH)

Two hundred and fifty-seven (257) titles were distributed. 283 filed, 271 uplifted, 12 out of order, 14 to be distributed from 1997.

5.11 GOVERNMENT RENTAL APARTMENTS

Meetings were convened with tenants/occupants of the apartments, concerning the sale. Before the sale could proceed, regularization of tenancy had to be completed. There were seventy-four (74) apartments to be regularized and as at the end of the period under review, four (4) apartments were completed.

A management committee was established on 3rd May, 1997 to manage the affairs of the Scheme.

Payments for Apartments began on 2nd June, 1997 at the Accounts Department of the Regional Democratic Council and was in progress at the end of the reporting period.

6.0

ADMINISTRATION - PERSONNEL/REGISTRY
DEPARTMENT

Review of activities for period January - December,
1997

The year commenced with the Central Housing and Planning Authority comprised of seventy-eight (78) employees on its establishment. At the end of reporting period the staff complement had increased to eight-one (81) employees. For the period under review, table overleaf summarises the movement of staff.

6.1

SUMMARY OF EMPLOYEES WHO LEFT DURING
1997

POSITION(S)	RESIGNATION	DISMISSAL/ TERMINATION	RELEASED TRANSFERRED SECONDED	RETIRED	TOTAL
OFFICE ASSISTANT	2	-	-	-	2
TYPIST CLERK 11	2	-	-	-	2
ASSISTANT	1	-	-	-	1
ACCOUNTANT					
RESEARCH ASSISTANT	1	-	-	-	1
ACCOUNTS CLERK II	-	1	-	-	1
TYPIST CLERK I	-	1	-	-	1
PLANNING	-	1	-	-	1
TECHNICIAN I					
ACCOUNTS CLERK II	-	2	-	-	2
TYPIST CLERK II	-	1	-	-	1
VEHICLE DRIVER	-	1	-	-	1
FINANCE OFFICER	-	1	-	-	1
SENIOR PLANNING	-	1	-	-	1
ASSISTANT					
SECRETARY, CH&PA	-	1	-	-	1
SENIOR	-			1	1
ACCOUNTSCLERK					
TOTAL	6	10	-	1	17

6.1.2

SUMMARY OF APPOINTMENTS FOR PERIOD
JANUARY - DECEMBER, 1997

For the period under review, a total of twenty-four (24) persons were appointed by the Central Housing and Planning Authority. Table below shows the designation and dates of appointments of the persons who were recruited during 1997.

NO. OF OFFICERS	DESIGNATION	DATE OF EMPLOYMENT
1	ACCOUNTS CLERK II	13-01-97
1	ACCOUNTS CLERK II	13-01-97
1	HOUSING OFFICER	13-01-97
1	HOUSING OFFICER	13-01-97
1	TYPIST CLERK II	21-01-97
1	OFFICE ASSISTANT	11-02-97
1	ACCOUNTS CLERK III	26-03-97
1	VEHICLE DRIVER	02-06-97
1	TYPIST CLERK I	02-06-97
1	TYPIST CLERK II	02-06-97
1	TYPIST CLERK II	25-06-97
1	ACCOUNTS CLERK III	01-07-97
1	TYPIST CLERK II	01-07-97
1	CONFIDENTIAL SECRETARY	18-08-97
1	TYPIST CLERK II	01-09-97
1	ACCOUNTS CLERK II	08-09-97
1	ACCOUNTS CLERK II	16-09-97
1	PLANNING TECHNICIAN I	02-10-97
1	TYPIST CLERK II	22-10-97
1	TYPIST CLERK II	20-11-97
1	TYPIST CLERK II	20-11-97
1	INTERNAL AUDITOR	08-12-97
1	SECRETARY, CH&PA	15-12-97
23	TOTAL	

6.1.3 STATISTICAL COMPARISON OF APPOINTMENTS DURING THE PERIOD 1994-1997

NO OF APPOINTMENTS	YEAR
9	1994
14	1995
11	1996
24	1997

All categories of employees within the Central Housing and Planning Authority benefitted from training courses offered by training institutions locally. Two officers also attended training courses overseas.

The table below shows the number of officers, nineteen (19) and courses which they attended during 1997.

6.1.4 HUMAN RESOURCES DEVELOPMENT

NO OF OFFICERS	TYPE OF COURSE/SEMINAR	DURATION	INSTITUTION
1	Certificate in Industrial and Social Studies	10 months	Critchlow Labour College
7	In-house Seminar for employees of the Town and Country Planning Department.	4 weeks	Central Housing and Planning Authority
2	Office Assistant Seminar	3days	Office of the President, Public Service Management/Training Division.
1	GIS Training Workshop	3 days	United Nations Centre for Human Settlements, Saint Lucia
2	Accounting for Supervisors	9 days	Office of the President, Public Service Management/Training Division.
2	Junior Manager and Senior Supervisors	1 day	Georgetown Women's Junior Chamber
1	Seminar Registry Management	2 days	Public Service Management Office of the President

2	Certificate in Professional Secretarial Practice Module III	5 days	Office of the President, Public Service Management Regional Advisory Board-Kingston Jamaica
1	Commonwealth Youth Programme	5 days	
19	TOTAL		

6.1.5 COMPARATIVE STATISTICS OF TRAINING ACTIVITIES 1994-1997

The statistics below indicate the number of employees trained over the last four years.

YEARS	NO. OF EMPLOYEES
1994	14
1995	14
1996	26
1997	19
TOTAL	73

6.1.6 DISCIPLINE

During 1997 acts of indiscipline were handled by Senior Officers and when necessary, referred to the Central Housing and Planning Authority Board as the breach merited.

The table below indicates the total number of employees, eleven (11), their misconduct and penalties imposed as a result of their breach of the rules governing their employment.

NO. OF OFFICERS	TYPE OF OFFENCES	PENALTY
3	Unpunctuality	Dismissal
2	Negligence on the job	Services terminated
4	Failure to give the required one month's notice	Dismissal
1	Misconduct	Services terminated
1	Unauthorised absence	Dismissal
11	TOTAL	

7.0

FINANCE DEPARTMENT

Financial Report for the period ended 31st December, 1997.

The voted provision by the National Assembly was one hundred and twenty five million dollars (\$125.M) for Capital Expenditure works and twenty seven million dollars for Current Expenditure for 1997.

CAPITAL EXPENDITURE:

The sum of seventy nine million dollars (\$79.M) were released through the Ministry of Works and Communications which serves as the executing agency, however, only fifty four million dollars (\$54.M) was uplifted.

CURRENT EXPENDITURE:

Twenty seven million dollars were released through the Ministry of Labour and Social Security in monthly disbursements of two million, two hundred and fifty dollars (\$2,250,000.00) to subsidize the current expenditure of sixty seven million, two hundred and twenty one thousand, five hundred and ninety three dollars (\$67,221,593.00).

A further amount of six million, nine hundred and eighty nine thousand three hundred dollars (\$6,989,300.00) was released to meet with increased salaries and wages.

7.1

CENTRAL HOUSING AND PLANNING AUTHORITY
INCOME AND EXPENDITURE STATEMENT FOR THE
YEAR ENDED 31-12-1997

INCOME

88,375,333

EXPENDITURE

	Employment Cost	37,595,234	
	Travelling and Subsistence	2,238,467	
1.	Services	10,878,990	
	Maintenance - Vehicles	540,869	
	Maintenance - Buildings	1,730,404	
	Fuel and Lubricants	863,989	
	Office Materials and Supplies	3,415,342	
	Miscellaneous	1,078,705	
	Bank Charges	65,687	
	Refund Admin Fees - New Lands	558,850	
2.	Conference Expenses	2,198,220	
3.	Georgetown Review Consultancy	5,701,350	

			66,866,107

	Accumulated Surplus for the year		21,509,226

Note:

1. Services include Legal Fees, Telephone and Electricity charges, Security and Advertising Expenses.
2. Expenditure incurred when Guyana hosted the Caribbean Housing Minister's Conference held in April, 1997 at the Guyana Pegasus Hotel.
3. Expenditure incurred for a review of the Greater Georgetown Planning Scheme.

7.2

SCHEDULE OF INCOME FROM OPERATIONS FOR
THE YEAR ENDED 31-12-1997

INCOME - OPERATING ACTIVITIES

Income from Rental	1,207,850
Hire Purchase Fees	14,459
Sale of Land	1,474,292
Aided Self Help	416,731
Sale of Apartments	12,721,236
Building Application fees	1,315,024
Deposit - Sub-division Land	100,780
Administration Fees - New Lands	16,835,187
Surveys	243,000

Income C/F	34,328,559

7.2.1

Income B/F		34,328,559
<u>OTHER INCOME</u>		
Sale of Land Application Forms	105,821	
Sale of Rent Cards	690	
Cancellation Fees	6,500	
Transport Fees	6,568,908	
Sale of Land Lord Registration Forms	4,900	
Sale of Condominium Regulations	67,100	
Sale of Tender Documents	675,000	
Rental from Stalls	61,013	
Rental from Melanie - GPOC	26,000	
Sale of used Material	20,500	
Water connection Sec. 'C'		
Enterprise	100,000	
Water/Electricity Connection	412,000	
	-----	8,048,432

Income C/F		42,376,991

Income from Operations B/F		42,376,991
Investing Activities		
Interest from Fixed Deposits		12,009,042
Financing Activities		
Subsidy - Current	27,000,000	
Subsidy - 20%	6,989,300	
	-----	33,989,300

Gross Income		88,375,333

7.3

CAPITAL EXPENDITURES FUNDED FROM MONIES
RECEIVED FROM ALLOTTEES

LOCATION	ACTIVITIES	AMOUNT
Uitvlugt	Cadastral Survey	68,000
Cornelia Ida	Occupational & Cadastral Survey	306,000
Best Foreshore	Surveying Fees	838,500
Anna Catherina	Cadastral Survey	436,125
Vergeneogen	Cadastral Survey	225,750
Strathspey	Cadastral Survey	43,600
Craig Milne	Cadastral Survey	86,400
Vryheid's Lust	Redefinition of Boundaries	253,500
Enterprise	Construction of Roads, Canals, Culverts & Consultancy Fees	9,576,385
Foulis	Surveying Fees, Supplying Burnt earth & Road Construction	9,175,117
Bee Hive Block "A"	Surveying Fees	75,000
Goedverwagting	Construction of Bridge	1,793,827
Martyrsville Area "B"	Cadastral Survey	522,000
Good Hope	Consultancy fee - Water Supply	3,661,397
Haslington Area "E"	Redefinition of Boundaries	120,400
Eccles	Construction of Roads & Culverts	1,982,000
Mocha/Arcadia	Construction of Roads, culverts & Drains	7,874,763
Samatta Point - Golden Grove E.B.D.	Construction of Roads and Drains	3,573,820
Region 6 - Adelphi	Surveying & Land Development, Digging Drains & Laying Koker Boxes	2,574,900
Williamsburg	Surveying	545,000
Albion	Cadastral Survey	133,400
Springlands	Occupational Survey	119,000
Amelia's Ward	Water Distribution (Consultancy Fees)	1,965,408
	Surveying Fees	919,335
Sophia/Turkeyen	Consultancy Fees: Re Road Construction	692,443
	TOTAL	47,562,070

7.4

SCHEDULE OF CAPITAL PROJECTS ALLOCATION &
EXPENDITURE FOR 1997

LOCATION	ACTIVITIES	AMOUNT ALLOCATED	ACTUAL EXPENDITURE	AVAILABLE BALANCE
<u>Region 2</u>	Development of House Lots & Infrastructural works	5,000,000	5,000,000	Nil
<u>Region 3</u>				
Tushen	Clearing land, Cadastral survey and Consultancy fees for roads and canals	10,900,000	3,237,676	7,662,324
<u>Region 4</u>				
Mon Repos	Consultancy fees & Construction of Bridge	6,000,000	5,156,191	843,809
Mahaica	Consultancy fees for the Construction of Bridge	1,100,000	1,093,822	6,178
Diamond	Construction of 2 Bridges	8,000,000	11,226,237	(3,226,237)
<u>Region 5</u>				
Bath W.C.B	Development of House lots	4,000,000	4,000,000	Nil
<u>Region 6</u>	Upgrading the Corentyne Access Road surveying at Alhion	15,000,000	10,066,700	(4,933,300)
<u>Region 7</u>	Development of House Lots	4,000,000	4,000,000	Nil
	TOTAL	54,000,000	43,780,626	10,219,374

Note:

- 15M allocated for Construction of Bridges at Diamond, only \$8M was uplifted hence \$3.2 M was used from monies received from allottees to pay for completion of project.

7.5 POVERTY ALLEVIATION PROGRAMME FOR THE YEAR 1997

Received		54,000,000
<u>Payments</u>		
Region 2	3,000,000	
Region 3	7,000,000	
Uitvlugt	7,516,779	
Lusignan	392,659	
Foulis	2,185,000	
Foulis	4,637,090	
Region 5	5,000,000	
Region 6	5,000,000	
Region 7	5,000,000	
	-----	39,731,528
Unused Balance as at 31/12/97 for Completion of Foulis Water Project:-		----- 14,268,472 -----

7.6 SCHEDULE OF PROJECT EXPENDITURE FOR THE PERIOD 1993-1997

SOURCE	1993	1994	1995	1996	1997
Capital Allocation	19,101,388	67,021,037	65,453,617	85,950,800	43,780,626
Housing Fund	19,028,931	8,575,954	41,626,954	56,558,820	47,562,070
Poverty Alleviation Programme	-	-	-	46,800,000	39,731,528
Total	38,130,319	75,596,991	107,080,571	189,309,620	131,074,224

7.7

SCHEDULE OF CURRENT EXPENDITURE FOR THE
PERIOD 1993-1997

ITEMS	1997 \$	1993 \$	1994 \$	1995 \$	1996 \$
Employment Cost	37,595,234	8,926,272	12,557,472	20,570,549	29,206,868
Travelling & Subsistence	2,238,467	2,250,410	592,643	1,143,511	1,540,022
Services	10,878,990	4,338,013	8,943,631	3,729,850	10,283,990
Office Materials & Supplies	3,415,342	1,698,480	2,694,373	2,609,939	3,259,412
Maintenance of Buildings	1,730,404	4,662,191	423,936	564,823	6,696,204
Maintenance of Vehicles	540,869	510,917	312,305	314,393	771,154
Fuel & Lubricants	863,989	373,249	473,259	634,291	664,536
Miscellaneous	3,342,612	410,371	629,029	734,436	1,536,410
Refunds	558,850	61,914	795,050	16,969	-
Georgetown Review Project	5,701,350	-	-	-	-
Total Expenditure	66,866,107	23,231,817	27,421,698	30,318,761	53,958,596

Note: (1) The 1995 Annual Report, reflected this item of expenditure (maintenance of vehicles) as three million, six hundred and twenty seven thousand, seven hundred and thirty one (\$3,627,731). The sum of three million, one hundred and sixteen thousand, eight hundred and fourteen (\$3,116,814) however, represents the acquisition cost of a motor vehicle.

(2) Employment cost was 56% - (1996 - 54%) of Total expenditure.

REPORT OF THE RESEARCH AND PLANNING DEPARTMENT FOR THE
YEAR ENDING DECEMBER 31ST, 1997

8.0 GENERAL

During the period under review, the Research and Planning Department, operating with a staff of four (4) officers carried out its functions based upon the following stated objectives:

1. To establish, maintain and manage a data base relevant to the work of the Central Housing and Planning Authority.
2. To conduct research into issues and problems relevant to the work of the Central Housing and Planning Authority, with the objective of providing a proper context for planning and decision-making.
3. To monitor trends and patterns in the field of physical planning and housing in order to effectively handle changes in the land use and settlement sector and to determine future priorities.

8.1 PERSONNEL MATTERS

For the January to December, 1997 period, the Research and Planning Department consisted of the following officers

- (a) The Chief Research and Planning Officer
- (b) Two (2) Geographers, and
- (c) One (1) Social Planner

Vacancies however, still exist for four (4) Research Assistant posts, since no suitable candidates were found to fill these vacancies.

One Officer of the Department (Ms. Germene Stewart) was requested to perform duties as acting Secretary to the Central Housing and Planning Authority from June 17th, 1997 to December, 15th, 1997, due to the termination of the services of Ms Abina Craig as Secretary. The temporary appointment of Ms Stewart as acting Secretary did impact negatively on the Department's ability to deliver its assignments.

8.2 TRAINING

- (a) One member of the Department, (Ms. Germene Stewart) benefitted in March, 1997 from a training programme in Castries, St Lucia on the use of Geographical Information Systems (GIS). The officers introductory training in the use of GIS technique was seen as timely, given initiatives at the level of the United Nations Centre for Human Settlement (UNCHS) and the United Nations Development Programme (UNDP) for GIS to be introduced at the Central Housing and Planning Authority.
- (b) During the months of March and April, 1997 the Head of the Research and Planning Department successfully organised an internal training programme for officers of the Town and Country Planning and Research Departments. This programme was intended to facilitate the imparting of knowledge and skills in relation to physical planning practice and also to help to promote the development of a more analytic approach to the assessment of planning issues and solving of development control problems. The training programme also included a session on technical report writing.

8.3 SPECIFIC ACTIVITIES OF THE DEPARTMENT FOR THE REPORTING PERIOD

8.3.1 DATA MANAGEMENT

The Department benefited during 1997 from a more organised arrangement for the handling of data generated by the Central Housing and Planning Authority (CH&PA). The streamlining of the systems for data management was organised by a System Analyst Consultant attached to the CH&PA. The Department intends to continuously collect and compile relevant data with the objective of producing an annual Housing Bulletin.

8.3.2 POLICY RESEARCH ACTIVITIES

- (a) The management of the Central Housing and Planning Authority recognised the need for the review of certain policy guidelines, one of which is policy guidelines on Liquor Distribution Enterprises. Accordingly, work commenced on this exercise and this included field surveys and procuring information from Local Authorities with respect to the number of existing facilities. The draft policy report is in the process of being finalised. However, some unforeseen problems caused a delay in the completion of this exercise.
- (b) Policy paper for the review and implementation of new processing fees charged by the Central Housing and Planning Authority.
 - (i) The Department completed a report and proposals for the increase of fees charged by the CH&PA for the processing of land use, building and land sub-division applications. These proposals were approved and implemented.
 - (ii) The department was also engaged in the preparation of a policy document for the charging of conveyancing fees and fees for mortgage cancellation. The proposals were duly approved and implemented.

8.3.3

SOCIO-ECONOMIC SURVEY FOR RIVERVIEW
RUIMVELDT, GEORGETOWN.

Recognising the need to deal with the land use problems at Riverview Ruimveldt, a survey and report on the existing situation within the area, was done. This report was duly prepared and was intended to provide the basis for future discussions on the approach to be adopted for addressing the problems at Riverview Ruimveldt.

8.3.4

SOCIO-ECONOMIC AND DEMOGRAPHIC SURVEY
OF SQUATTER SETTLEMENTS IN GUYANA

In recognition of the urgent need to compile data needed to inform policies and strategies in the field of physical planning and housing in Guyana, the Research and Planning Department planned to conduct a Socio-economic and demographic survey of squatter settlements in conjunction with the Town and Country Planning Department and the Squatter Regularisation Unit. Accordingly, a profile of the issues to be covered by the survey was prepared. However, recognising the serious manpower limitations of the Department, it was decided that funding for the exercise be sought through the UNDP, based upon a request by the Project Co-ordinator of the Squatter Settlement and Depressed areas Upgrading Project. It was agreed that the staff of the Research and Planning Department would have monitored this exercise. However, at the end of the period under review, there was no decision on the release of funds for this exercise.

8.3.5 PUBLIC AWARENESS PROGRAMME

During the period under review, steps were initiated by the Research and Planning Department, in conjunction with the Squatter Settlement and Depressed Areas Regularisation Unit to put on stream a public awareness programme, the objective being to publicly disseminate relevant information about the functions of Central Housing and Planning Authority. The Department prepared a report to the Central Housing and Planning Authority Board on the issue and also identified selected topics/issues for the said programme. Implementation of this was however delayed due to the fact that the services of an information consultant to advise the Central Housing and Planning Authority on this matter was not forthcoming.

8.3.6 ZONING PLANS FOR NEW HOUSING SCHEMES

The Department completed research activities for the preparation of a zoning plan for the new scheme at Diamond, East Bank Demerara. This included a land use survey and analysis. A draft report and proposal was submitted to the Central Housing and Planning Authority Board for consideration.

8.3.7 PREPARATION OF RESEARCH PAPERS AND REPORTS

The following research papers and reports were prepared upon request by the Central Housing and Planning Authority Board:

- (a) The Central Housing and Planning Authority: The Legislative Context (May, 1997)
- (b) Major Issues of Shelter Development in Guyana (April, 1997)
- (c) A Report on Proposals for the Development of Durban Park (July, 1997)

8.4

ORGANISING ACTIVITIES OF THE HABITAT II WORK COMMITTEE

As a result of a declaration of the Habitat II Conference in 1996 in Istanbul, Turkey a National Habitat II Committee was formed to follow-up on the Plan of Action coming out of the Istanbul Conference. During the year under review, the Social Planner in the Department was responsible for organising the activities of the National Habitat II Committee. It should be noted however that some Committee Meetings were aborted because of poor attendance.

8.5

INTER-AGENCY ACTIVITIES

(a) The National Metrication Committee

One Officer of the Research and Planning Department attended meetings of the National Metrication Committee as a representative of the CH&PA. This Officer was mandated with the responsibility of coordinating the implementation of national metrication plans on behalf of the Central Housing and Planning Authority.

(b) The Mahdia Land Use Inter-agency Activities

In conjunction with Geology and Mines Commission, the Chief Research and Planning Officer was requested to examine the problems of land use control at Mahdia (Region 8) with the objective of carrying out future research for the design and preparation of a land use plan for Mahdia. Accordingly on May 2nd, 1997 a report was prepared, incorporating recommendations on the approach to be adopted for more effective land use control and development of the Central Board of Health.

8.6 OTHER ACTIVITIES (UNPLANNED)

During the review period, staff of the Research and Planning Department from time to time rendered support to other Departments and assisted the Chief Executive Officer in carrying out specific tasks in relation to current issues. These included:-

- (a) Research and activities for the regularisation of squatting areas such as Area 'E' Haslington, East Coast Demerara and Pln. DeEndragt, East Coast Demerara.
- (b) Assisting with matters pertaining to the management of J.P Latchmansingh Housing Scheme, and
- (c) Assisting with the organisation of activities in relation to the Government of Guyana/Venezuelan Investment Fund Housing Project at Section 'C' Enterprise, East Coast Demerara and at Pln. Hope, West Coast Berbice.
- (c) The interviewing of some 600 applicants for the middle-income housing project at Diamond, East Bank Demerara. This exercise lasted from August to November of 1997 but, inquiries continued to the end of the year.

CONCLUSION

It has been recognised that on-going Research work can be very time-consuming and may at times require the involvement of many persons in order to gather primary data for analysis. With a staff total of only (4) officers, there was obviously a limit to the extent to which the Department could embark upon in-depth research. Notwithstanding this limitation, more in-depth research into issues affecting the physical planning and human settlements sector in Guyana was planned for 1998. The approach contemplated would of necessity involve greater participation of Local and Regional Authorities in the process of information gathering. Also, whenever considered prudent, the assistance of institutions such as the University of Guyana, would be sought.

8.8 SQUATTER SETTLEMENTS AND DEPRESSED AREAS UPGRADING PROJECT

8.9 INTRODUCTION/BACKGROUND

The Squatter Settlements and Depressed Areas Upgrading Project is a jointly funded project between the Government of Guyana and the United Nations Development Program. The Project Document was formally signed on March 6, 1995. Signing on behalf of the Government of Guyana were Foreign Affairs Minister Clement Rohee and former Minister of Labour and Human Services and Social Security Dr. Henry Jeffrey, whose responsibility included the administration of the Central Housing and Planning Authority. The Central Authority was identified in the Work on the Project commenced on June 22, 1995, when the Project Unit received as part of the UNDP's Technical Assistance, a vehicle to be used for the Project's "extensive and intensive field work". The life of the project was extended from December, 1997 to 31st December, 1998.

9.0 PROJECT CONCEPTUALISATION

The Project came on stream after a number of years of severe housing shortage in the country - a problem which central government, because of its lack of resources, could not adequately address. Citizens, who were faced with sky-rocketing house rents at a time when their real income was drastically reduced, were pushed into finding affordable shelter alternatives. Squatting became one way of alleviating the housing crisis and vacant government and state lands in both urban and rural areas were mainly targeted.

Squatting particularly in the Green Belt Area of Georgetown, significantly affected the physical infrastructure development plans of the Central Authority. In addition the high density of urban development patterns in this area in proximity to the Lamaha Canal lent itself to possible contamination and pollution of urban potable water services and other facilities and contributed significantly to environmental degradation.

Also in the depressed areas, absentee ownership patterns and low rents received by landlords witnessed an accelerated rate of deterioration of the cultural, economic, social and physical infrastructure of these communities.

In addition, the tolerance by government to reports on incidents of squatting gave rise to the mushrooming of new squatter communities which was accompanied by increasing numbers of problems.

9.1

PROJECT

In view of the above it was considered necessary to identify appropriate approaches/strategies to address the squatting problem which was assuming increasing proportions and to organise and involve squatter communities to participate in incremental community development with the aim of improving their living conditions. The Squatting Settlements and Depressed Areas Upgrading Project was conceptualised and this Unit established to execute the strategies. The Project's primary objective as outlined in the Project Document was to regularise and upgrade selected squatter settlements in various urban centres, improve physical and social infrastructure in selected depressed areas and also to improve/upgrade the institutional capacity of the Central Housing and Planning Authority to deal with the squatting problems.

This Project was the follow-on of the Albouystown Depressed Area Upgrading Project and it was expected that experiences gained on that Project would be used, with possible improved/reviewed methodologies, to achieve the Project objectives.

The concept of pursuing the problems prevailing in both depressed and squatting areas simultaneously, was based on the assumption that generally, the major issues which existed in these two target areas, were in many ways, quite similar and may be resolved by similar strategies. However, our experience as a result of the involvement in various communities has shown a degree of apathy on the part of residents in depressed communities, because of their rental status.

Many see their presence in a depressed community as temporary, while others are waiting in expectation for land allocation by Central Housing and Planning Authority, or themselves resorted to squatting as a solution.

The Project document laid emphasis and focus on improving physical infrastructure in selected intervention areas and only in a very superficial manner addressed the issue of financing Community Development projects for the improvement of social conditions; example organising womens' groups for action and specific community participation, youth and children; nor did it recommend the development and implementation of social programs.

9.2

STAFFING

The following table gives information on the Unit's existing staff:

STAFF LIST AND RELEVANT DATA

NAMES	POSITION HELD	DATE OF EMPLOYMENT	SALARY	SOURCE OF FUNDING
Mr. P. K. Balram	National Project Co-ordinator	1st August, 1997 (expiring 31-07-98)	\$112,000	G.O.G.
Ms. Joycelyn Thompson	Project Officer	1st October, 1997 (expiring 31-03-98)	\$140,000	UNDP
Mr. Conrad Mc Lean	Social Planner	1st January, 1997 31-12-98)	\$119,000	UNDP
Mr. Sean Melville	Engineer Technician	1st April, 1997 (expiring 31-12-98)	\$72,000	UNDP
Mr. Deon Abrams	Community Development Faciltator	1st April, 1997 (expiring 31-03-98)	\$36,000	G.O.G.
Mr. William Van Rossum	Community Development Faciltator	1st April, 1997 (expiring 31-03-98)	\$36,000	G.O.G.
Ms. June James	Typist/Clerk	24th January, 1997	\$15,000	G.O.G.
Mr. Tyrone Leitch	Driver	2nd January, 1995	\$21,000	G.O.G.
Ms. Norma Bruce	Charwoman	14th August, 1995	\$11,660	G.O.G.
Mr. Wilbert Barry	Hymac Operator	19th January, 1998	\$22,293	G.O.G.
Mr. Philbert Thompson	Serviceman	11th November, 1997	\$13,800	G.O.G.
Mr. Rudolph Thomas	Watchman	18th October, 1998	\$13,300	G.O.G.

Note: Serviceman and Watchman are paid for overtime work.

VACANCY

One position of Community Development Facilitator, remained vacant throughout 1997.

9.3

GENERAL ADMINISTRATION

The National Project Co-ordinator in collaboration with the Chief Executive Officer of the Central Housing and Planning Authority were responsible and accountable for all Administrative, Managerial and Financial matters of the Project. The former being the liaison person between the Central Housing and Planning Authority, Ministry of Foreign Affairs and United Nations Development Program. He also coordinated Project activities with programmes/projects of other line ministries, departments, agencies and NGO's, aimed at soliciting funding and advocating assistance for community works and also to eliminate the possibility of the duplication of efforts on the one hand and maximization of resources on the other.

The Project Officer, Ms. Joycelyn Thompson, the Social Planner, Mr. Conrad Mc Lean, two Community Development Facilitators, Mr. Deon Abrams and Mr. Van Rossum and the Engineer Technician Mr. Sean Melville, always exhibited a high level of collaborative relationship and together with the National Project Co-ordinator fostered a strong management team. The Typist/Clerk, Ms. June James, the Vehicle Driver Mr. Leitch and Ms. Norma Bruce were perfect examples of supporting staff.

This team effort strengthened the efficiency of the Unit in the formulation, implementation, monitoring and evaluation of programs aimed at giving effect to community participation/involvement in selected squatter settlements and depressed areas in both urban and rural Communities in Guyana. Specifically, as part of their Terms of Reference, the staff also provided on the ground back-up support to the various Community groups, thus ensuring that efforts for community mobilisation and organisation were strong, effective and sustained for development.

The Engineer Technician, Mr. Sean Melville provided professional support and advice at all levels of physical works of civil engineering and simple surveys on the ground and must be singled out for his special efforts to maintain operation of the Hymac. The Vehicle Driver, Mr. Leitch, was also pivotal in this activity.

9.4

ACHIEVEMENTS 1997

The Project team pursued specific activities to achieve two kinds of objectives, these were:

- (a) A broad, long term objective, defined as "Development Objective" was aimed at contributing beyond the project's immediate reach. In this respect activities were undertaken in a collaborative/programmed manner and effected through a series of interrelated actions of which the project was only a part. An example, was the improving of physical and social infrastructure services and housing conditions in squatter settlements and depressed areas, which required inputs external to the Project Unit.
- (b) One or more immediate Objective(s), which was a specific aim of the project itself and which was pursued with project resources with an expected level of achievement within a given period of time.

Community Development Facilitators continued to interact with Community Development Groups, which were mobilised/organised in eleven (11) Squatter Settlements namely Sophia and environs, Martyr's Ville, D'jango Town, Mon Repos and Haslington, East Coast Demerara, Covent Garden, East Bank Demerara and Prem Nagar, West Coast Demerara.

9.5 MACHINERY

In November, 1997 a 580 C Hymac was acquired by the Unit at a cost of three million Guyana dollars through a 50-50% joint funding by UNDP and CH&PA. The equipment was acquired solely for cleaning and desilting of drainage canals in squatting areas. It was officially commissioned by Minister Dr. Henry Jeffrey and UNDP, Representative, Mr. Martinez with CH&PA officials and residents of the Sophia Squatting Area in attendance. Community improvement drainage works commenced immediately in Sophia to alleviate some of the flooding which occurred in the area. This exercise will continue in 1998 in Sophia and extended to other Squatting Areas. To date over three miles of main drainage canal was cleared/desilted at an estimated cost of over one million Guyana dollars (1M).

9.6 TRAINING

Training in Community Leadership was conducted for 46 participants from eight (8) Squatter Settlements and Depressed Areas in Region (4). Participants were selected from the following areas: Sophia, Haslington, Albouystown, Walker Terrace, East LaPenitence, West Ruimveldt, East Ruimveldt and Tucville. The program was designed to equip participants to deal with simple developmental issues and community problems and strengthen/promote overall community development.

9.7 CADASTRAL SURVEY

The Cadastral Survey for Mon Repos North, also known as D'Jango Town, was in an advanced stage of completion and was scheduled to be completed, and the plan submitted, in January, 1998. The delay was due to the extent of unparallel lot boundaries which required computation for all boundary lines for every lot surveyed.

Problems regarding the completion of the Cadastral Survey for Martyr's Ville were resolved with the Surveyor and the Community Development Group and the original and two copies of the completed plan were submitted to the Unit.

The Cadastral Survey for the Plum Park, Sophia, and Prem Nagar on the West Bank were also pursued and were listed for completion in early 1998.

9.8

SOCIO ECONOMIC SURVEY

In order to secure the relative expertise for this exercise, the University of Guyana and various other Consultants were requested to submit tenders for the execution of a Socio/Economic survey. Initially, the solicitation was for a national survey of squatter settlements, and depressed areas, but it was later decided, on the advice of UNDP, that a sample survey would give the same results at a lower cost.

The due procedure of selecting the most qualified consultant at the lowest cost was pursued at meetings with UNDP, Foreign Affairs and the Unit.

The reality to commence execution of the survey seemed much closer, when a consultant was identified and details of the terms and conditions of the Special Service Contract were worked out. The objective of this exercise was to garner enough information to inform the formulation of a National Strategy for Squatter Regularisation and Depressed areas improvement. The exercise, however, remained outstanding and would be pursued in 1998.

9.9

REGULARISATION OF SELECTED AREAS

The process of regularisation progressed satisfactorily for the communities of Mon Repos North, (D'jango Town), and Mon Repos South (Martyr's Ville), East Coast Demerara, Farmers Group and Plum Park, Georgetown. Basic minimum physical infrastructure which was put in place could be considered adequate for 2nd Certificates by the Central Board of Health and Town Clerk's Certificate. These include road improvement with sand/loam mix, stand pipes and earthen drains.

Submission of applications to the relevant authorities would be done early in 1998.

9.10

EQUIPMENT

Sports equipment and gear were acquired for community youth groups through funding from UNDP's contribution to the Project.

The Social Planner was responsible for organising an event at which the gear were distributed to active youth groups. This depended on the completion of the playground in Block 'E' Farmers group, which remained incomplete, but nearing completion. This exercise was still outstanding at the end of 1997 and rescheduled for completion in 1998.

9.11

MEETINGS

Meetings were held with various private firms, individuals and agencies, which lent support to the project, focusing on assistance for community development. Some of these were: The Mayor and City Council, SIMAP, various Town Councils and Local Authorities and numerous NGO's.

Two of the agencies with which our relationship was strengthened were SIMAP and the Basic Needs Trust Fund. At the request of community groups, we assisted in the preparation and submission of applications for financial assistance for the building of bridges, roads and fences etc. The Unit also acted as a facilitator for the borrowing of tools for self-help work and the supply of food-for-work for residents who participated in self-help activities in their communities.

The Unit also advocated assistance in the form of materials and funding from private firms for community development projects. Among contributors were Courts Guyana Limited, Continental Agencies Ltd., Guyana Airways Corporation and a few others.

SIMAP also made available to the Unit a large 50' x 100' prefabricated canvas tent for community uses. A portion of this tent was erected on the playground in Section 'E' (Farmers group) Sophia and was used for community meetings, church sessions, games and related activities.

Improvement work was also done in Haslington, East Coast Demerara, Covent Garden, East bank Demerara and Prem Nagar, West Coast Demerara. In addition, attention was given to depressed areas, namely Tiger Bay, Albouystown, East LaPenitence, North East La Penitence, West Ruimveldt, Tucville, Guyhoc Park, Laing Avenue, and Walker Terrace. Preliminary meetings were held and needs assessments done, but because of time and capability constraints contact was not maintained with the following groups Bartica, Linden/Wismar, Corriverton and New Amsterdam.

WORK PROGRESS - 1997

See appendix (1) for Progress Report.

CONSTRAINTS

Constraints which previously hampered progress of work were addressed/eliminated. These areas were:-

- (a) No schedule of meetings to maintain regular contact with organised Community Development Groups.
- (b) Complacency on the part of Community Development Groups, expecting/depending on the Unit to set the pace.
- (c) Poor attendance at the Inter/Intra sections Coordinating Meetings and hence information gaps on ongoing projects by the various sections of the CH&FA.
- (d) Delay in selecting the consultant to execute the socio-economic survey, necessary to inform and aid the formulation of a National Development Strategy for Squatter Regularisation and Depressed Areas improvement.

CONCLUSION

Progress of work on the Project could be considered satisfactory. Incomplete activities would be targeted for completion in the second quarter of 1998. This was due to the absence on end-of-contract leave to four of the six professional members of staff. A number of programmed activities were also not started in 1997, because of requested assistance for unplanned activities. All efforts were made to programme these for 1998 to achieve set objectives of the Project.

These include:-

- (a) Preparation of a National Strategy for Squatting Regularisation and Depressed Areas Upgrading.
- (b) The strengthening of the capability of the CH&PA.
- (c) Issuing of title to selected areas which were regularised.

In addition, it is proposed to request an expansion of the Project to include a social component. While the project was executing programmes of a social nature in order to complement the physical programmes as a necessary component for overall community development, this aspect was not specifically included in the Terms of Reference of the Project as conceptualised,

A Draft of this proposal was submitted and discussed with UNDP and Foreign Affairs Representatives and a response was awaited.

8.9.9

PROGRESS REPORT ON PROJECTS 97-12-31

AREA	PROJECT TYPE	BRIEF DESCRIPTION PROGRAMME WORK	COMPLETED WORKS	WORK IN PROGRESS	WORK TO BE DONE
<u>SOPHIA FARMERS GROUP</u>	Sports Facilities	Constructing bridge, fence and draining Playing field Constructing a Pavillion	70% completed Erection of goal posts	Completion of Hard Court	Fencing of Playground, Pavillion to be Constructed
	Roads	Resurfacing of roads (Main Access)	45% completed	Building shoulders spreading sand and loam	Grading Cross roads
	Drainage	Desilting clogged up drainage system	Desilting 80% main drain completed	Desilting 20% of drains continuing	Internal drains to be properly dug
<u>PLUM PARK</u>	Cadastral Survey	Cadastral Survey demarcated boundaries of house lots	Field survey completed Cadastral Survey completed	Verification of Lots Application for Town Clerks Certificate	Allottees to adhere to and comply with Cadastral Survey for Title
	Bridges	Constructing three wooden bridges in this area	Grade road where bridges are needed	Accessing funds for construction of bridges continuing	Acquire materials to construct bridges
	Drainage	Cleaning and Desilting of residential and drainage systems	Dug residential drains. Clean and cleared main drainage system. 70% completed.	Cleaning, clearing banks of main drainage system	Drainage culverts to be replaced and re-positioned in various areas. (Asbestos tubing from Water Works.

AREA	PROJECT TYPE	BRIEF DESCRIPTION PROGRAMMED WORK	COMPLETED WORKS	WORK IN PROGRESS	WORK TO BE DONE
HASLINGTON	Drainage	Digging and clearing of main and internal drains Constructing culverts (2)	About 40% internal drains completed	Digging and clearing of drains continuing in preparation for installation of road head culverts	
	Roads	Upgrading of four main access roads (upgrading three and constructing one).	Prepared road with sand, loam and quarry cleaning 40% completed.		Bulldozing grading and spreading of sand and loam
ALBOUYSTOWN	Drainage	Clearing of main canal and internal drains.	Desilting of Sussex Street Canal. Desilting of internal drains.	Cleaning of drains and alleyways. Desilting of Sussex Street Canal outfall.	
	Roads	Improving Roadways.	Street surfaced with sand/loam mix.		Work on roads to continue using sand/loam mix
	Drainage		Limited drainage improvement work done.		More intense cleaning/clearing of drains.
COVENT GARDEN	Bridge	Constructing of Heavy duty bridge to accommodate vehicular traffic (sand trucks)		Soliciting funding from donor, agencies SIMAP, Basic Needs etc.	Constructing of bridge.
	Road				Developing sand/loam mix for street improvement.

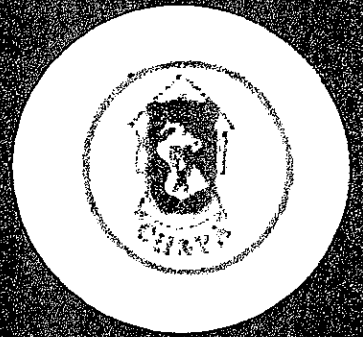
AREA	PROJECT TYPE	BRIEF DESCRIPTION PROGRAMMED WORK	COMPLETED WORKS	WORK IN PROGRESS	WORK TO BE DONE
<u>MARTYR'S VILLE</u>	Drainage	-	-	-	Cleaning/clearing drains/trenches
	Regularisation	Ascertain land ownership and occupation patterns	Received letter from GPC on ownership - transfer to CH&PA	Finalizing transfer of land from GPC to CH&PA	
	Roads	Upgrading existing access roads	Bulldozing of 4 cross roads (School road)	Spreading of loam and sand mix	Developing of an all weather road, spreading sand and loam
	Roads	Upgrading main access road	Completed (assisted partly by Min. of Works)	-	
		Upgrading of Cross roads	Dug road side drains	Nil	Road to be developed to all weather level
	Drainage	Improving drainage in area	Installed culverts at all street heads (7)	Cleaning and desilting main drainage system. Digging of street drains.	Drains to be developed to acceptable standards
	Water Supply	To run pipelines in area for supply of pure water to residents	Tranches were dug, pipelines laid	Digging more trenches for distribution pipelines to individual homes	Stand-pipe base to be constructed in concrete. Advocate increased improved pressure. Further discussions with Community.

AREA	PROJECT TYPE	BRIEF DESCRIPTION PROGRAMMED WORK	COMPLETED WORKS	WORK IN PROGRESS	WORK TO BE DONE
<u>SOPHIA FIELD 'A'</u>	School	Organise Adult Education classes at Dharam Shala School Building Organise classes for children out of school	Organise children (dropouts) over 14 years for AEA classes Securing building for classes at Tapps property in Barr Street Collected 50 pairs of furniture from Mr. Nigel Hughes	Classes on stream Re-location of classes to Tapps property in James Street area Albouystown	
	Establishing effective drainage system	Cleaning, desilting main perimeter drains and subsiding north/south canals	Desilting main drain running east to west	Awaiting hymac	Digging main drains north to south
<u>FIELD 'B'</u>	Roads	Grading and spreading sand and loam	-	Negotiating, borrowing renting Bulldozer	Grading and spreading of sand and loam
	Drainage	Same as 'A' above	East to West main drain dug	Same as 'A' above	North to South drain to be dug
<u>FIELD 'C'</u>	Roads	-	-	-	-
	Drainage	Desilting and cleaning of main drainage trenches	East to West main drain dug	Same as 'A' above	-
<u>FIELD 'D'</u>	Roads	Upgrading main access	Work in progress with assistance from Min. of Works	Road construction ongoing	-
	Drainage	-do-	-	Same as 'A' above	-
<u>MON REPOS NORTH</u> <u>DIANGO TOWN</u>	Roads Cadastral Survey	Demarcating boundaries of lots reserves etc.	Field work completed	-	Construction of Roads Ensuring that occupation is in accordance with survey plan

AREA	PROJECT TYPE	BRIEF DESCRIPTION PROGRAMMED WORK	COMPLETED WORK	WORK IN PROGRESS	WORK TO BE DONE
	Bridges	Construction of Bridges	<p>Many fences have been removed to comply with survey plan</p> <p>Survey plan completed and registered</p> <p>Four bridges have been constructed with finance from SIMAP</p>	<p>Fences being removed to comply with survey plan</p> <p>Regularisation of occupation</p> <p>-</p>	<p>-</p> <p>Commence process for issuing of title</p> <p>Painting of bridges</p>
	Hard Courts	Constructing three new wooden pedestrian bridges and repairing one heavy duty bridge	Prepared estimates, obtained quantities, collected materials completed construction of three bridges	Construction of four access bridges to Sussex Street	-
	Hard Courts	Construction of two hard courts to facilitate the playing of basketball and volley ball	Estimate and quantities completed	Negotiating Funding	Construction works
	Community Centre	Erection of a Community Centre above the existing Health Centre building	M&CC approval obtained Plan, estimates and quantities completed	Seeking final approval from M&CC	Seeking funding and Construction

AREA	PROJECT TYPE	BRIEF DESCRIPTION PROGRAMMED WORK	COMPLETED WORKS	WORK IN PROGRESS	WORK TO BE DONE
PREM NAGAR	Roads	Construction of main access roads	<p>Concurrence from City Engineer obtained</p> <p>Contacted - AEA, Min. of Education, concerned parents</p> <p>Grade roads, spread quarry cleaning and sifting. Completed with assistance from Region</p>	<p>Preparatory/ preliminary admission guideline generated. Negotiating contributions from agencies.</p>	<p>Finalize all arrangement for commencement of lessons on 97-10-06</p>
	Bridge	Construct Bridge	-do-		
	Water	Laying pipelines for potable water supply	Completed SIMAP forms and submitted same	In contact with SIMAP for follow up action	Digging trenches for laying of pipelines

CENTRAL HOUSING & PLANNING AUTHORITY



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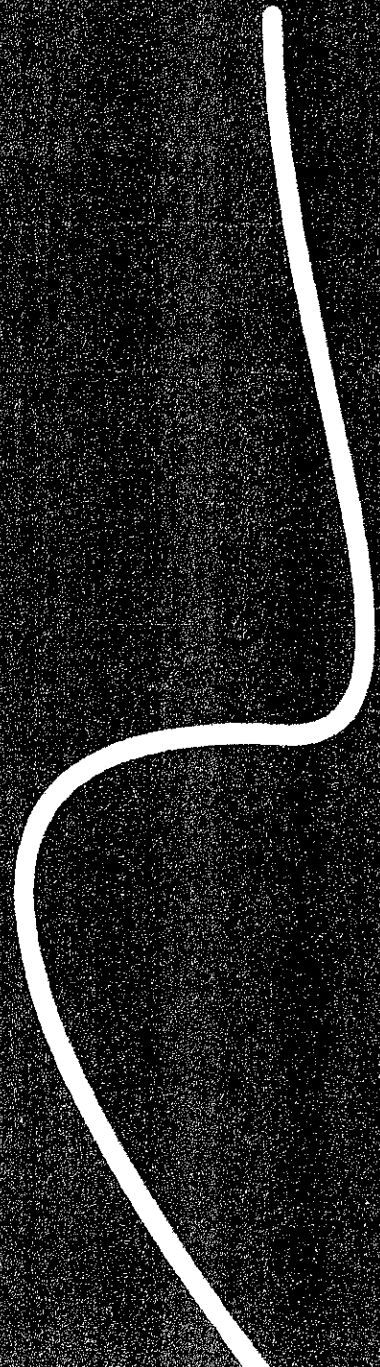


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EXECUTIVE SUMMARY

For the January-December 1998 period, despite setbacks, the Central Housing and Planning Authority managed to achieve a creditable level of success.

Three major planning schemes were completed and facilitated the distribution of approximately 10,000 house lots in Regions, 3, 4, 5, 6 and 10.

Five more condominium schemes were registered and a further 282 sitting tenants became owners of their apartments bringing the total number to 636, with the entire exercise scheduled for completion during the first half of 1999. This exercise progressed slowly due to several factors which included response from tenants for payment not being prompt as well as bottlenecks at the Deeds Registry.

Regularisation exercises in informal settlements continued, paving the way for Transports and Titles to be conveyed to the households and incremental improvement in the physical environment was achieved.

Consultations also commenced with a team of consultants contracted by the Inter-American Development Bank, to prepare a Project Proposal for funding of the Low Income Settlements Programme. The team held several consultations with key staff at the Central Housing and Planning Authority and other stakeholders and by the end of the year, the preliminary Project Design was in place. The Project was expected to focus on infrastructural development in low income schemes and squatter settlements and upgrade the Central Housing and Planning Authority to efficiently manage its affairs in a sustainable manner. The actual project preparation phase of the Project was slated for implementation during the first half of 1999.

Creditable levels of performance were achieved during 1998 in spite of setbacks and constraints, but there was room for improvement in several areas. These areas were identified during interaction with the IDB team and recommendations made to address these during the implementation phase of the project under the Institutional Strengthening component.

This Annual Report comprises four (4) parts. The Executive Summary, followed by the Mission Statement of the Central Authority, the structure of the Organisation and the review of the 1998 Programmes of the various sections of the Agency. The 1998 Report for the Government of Guyana/United Nations Development programme (GOG/UNDP) Squatter Settlements and Depressed Areas Upgrading Project is included.

.....
M.A. Pitt
Chief Executive Officer

MISSION STATEMENT

- 2.0 Overall responsibility for planning promoting and managing development of all Human Settlements and Administering the National Housing Policy of Guyana.

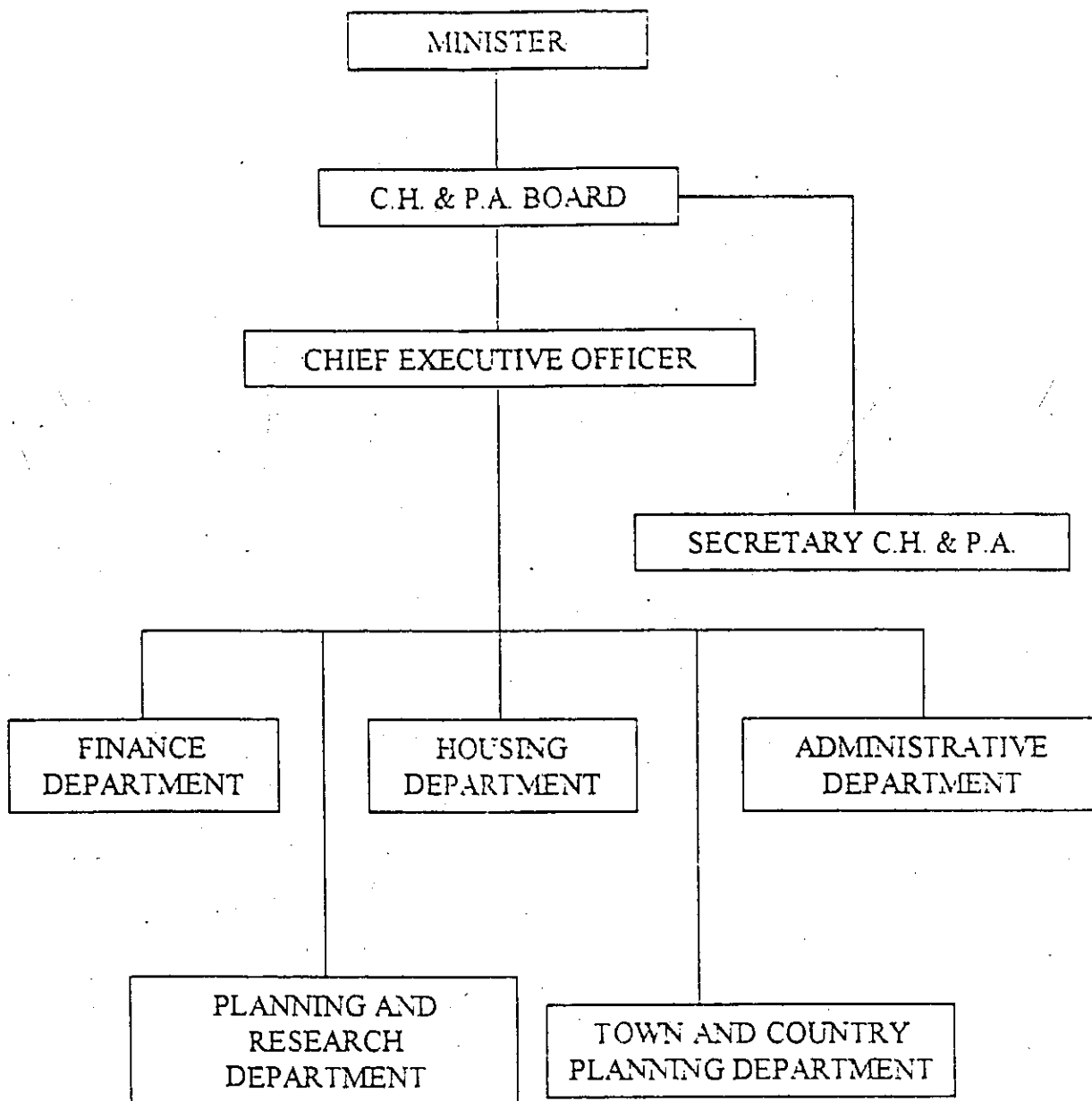
3.0 Organisation And Management

For the reporting period Ministerial responsibility for the Central Housing and Planning Authority was shifted to the Ministry of Housing and Water.

The responsibility of the day-to-day administration of the Central Housing and Planning Authority was that of the Chief Executive Officer.

The following descriptions of the functions of the Department indicate the actual activities, which are necessary for the proper and efficient functioning of the Central Housing and Planning Authority.

The staff complement was further increased to meet the required level of pro-active work necessary for informed policy formulation and the efficient implementation of programmes and projects related to Housing and Urban/ Management issues.

CENTRAL HOUSING AND PLANNING AUTHORITY
ORGANISATION CHART (MACRO)

3.1.1 Description of Divisions And Departments

3.1.2 Town And Country Planning Department

3.1.3 Objectives

Overall responsibility to make provision for the orderly and progressive development of land, cities, towns and other areas whether urban or rural, to improve the amenities thereof and for matters connected therewith in accordance with Chapter 20:01, Town and Country Planning Act, Laws of Guyana. This Act is administered by the Central Housing and Planning Authority.

3.1.5 Town And Country Planning Department - Staffing

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Town and Country Planning Officer	1	-	1	1
Town Planner	1	1	-	-
Assistant Town Planner	2	1	-	1
Senior Planning Assistant	2	1	-	1
Planning Technician II	2	2	-	-
Development Control Assistant	6	4	-	2
Planning Technician I	3	3	-	-
Total	17	12	1	5

Development Control Section

(Main Functions)

To monitor and manage the nature and intensity of development which takes place in, on, over or under any area of land; To inspect and report to the Central Housing and Planning Authority on all land use applications, to make recommendations in respect of such applications and proposals for development; To ensure that development complies with the provisions contained in planning schemes and zoning plans.

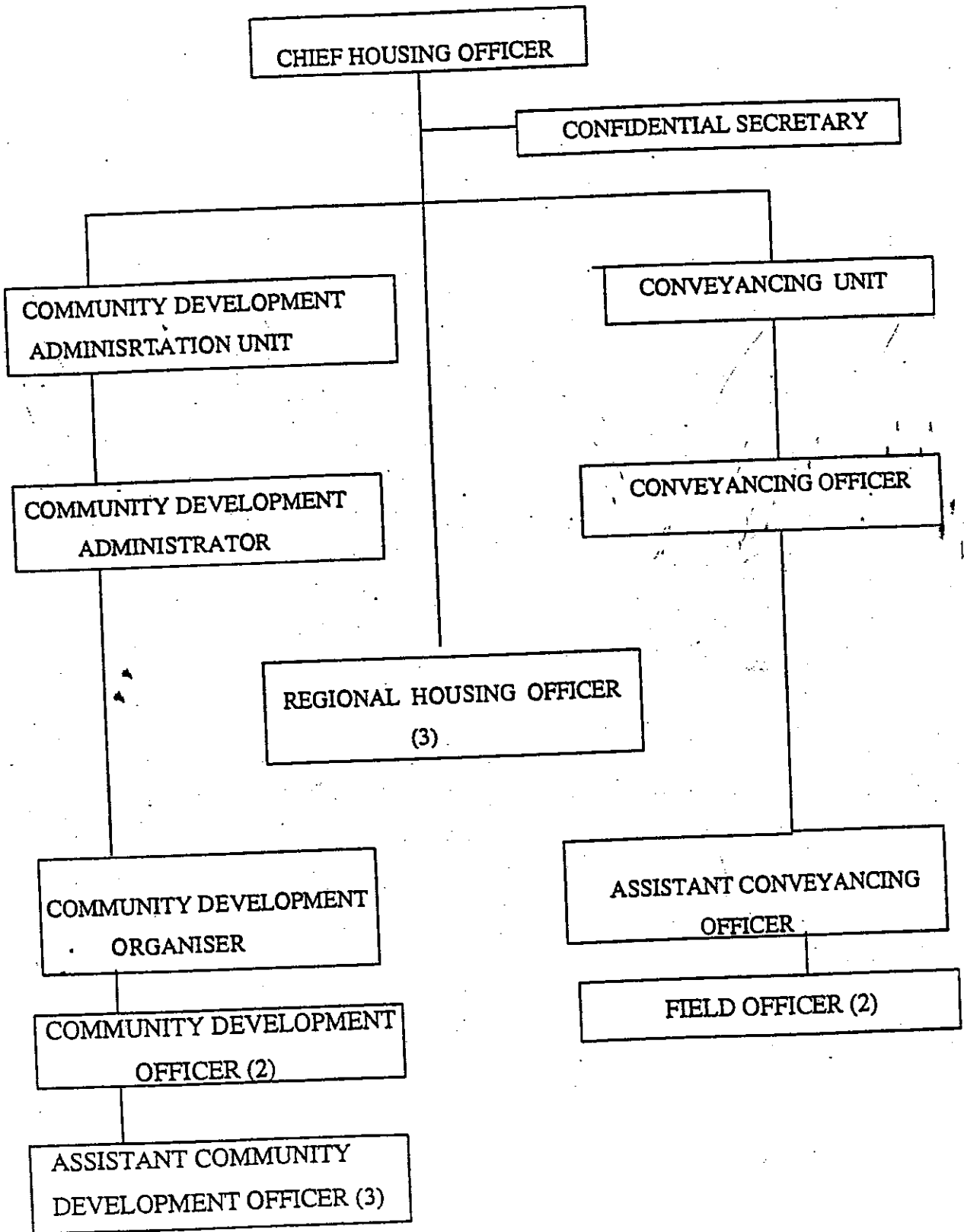
3.2 Housing Department

3.2.1 Objectives

To formulate, implement and monitor national housing policies. This includes the preparation and implementation of housing projects and programmes with the aim of improving the quality and quantity of the nation's housing stock.

The Housing Department's main function is to formulate, implement and monitor housing and urban development policies. This includes the preparation and implementation of activities related to housing development undertaken by the Government, other agencies and private individual/companies. It is also responsible for the administration of existing government Housing Estates.

STRUCTURE OF THE HOUSING DEPARTMENT



3.2.2 Housing Department - Staffing

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Chief Housing Officer	1	1	1	-
Confidential Secretary	1	-	-	1
Community Development Administrator	1	-	-	1
Community Development Organiser	1	1	-	-
Conveyancing Officer	1	-	-	1
Community Development Officer	2	1	-	1
Regional Housing Officer	3	3	-	-
Assistant Conveyancing Officer	1	-	-	1
Field Officer	2	-	-	2
Assistant Community Development Officer	3	1	-	2
Total	16	7	1	9

3.2.3 Functions Of The Housing Department

The Housing Department discharged its functions through the following sections:-

Community Development

Lands and Conveyancing

Community Development Section

(Functions)

Sensitizing and enabling residents of both formal and informal settlements to form neighbourhood organizations for the promotion of self-help and community upgrading activities.

Responsible for initiating and completing housing development in designated areas through community participation. Responsible for contract administration where necessary. Offering advisory service related to the management of settlements.

Lands and Conveyancing Section

(Functions)

Effecting all legal transactions in relation to public sector housing property, issuing of transports and titles.

Maintaining land and property registers.

Maintaining records of all legal actions brought against the Authority.

3.3 Administration – Personnel/Registry Department

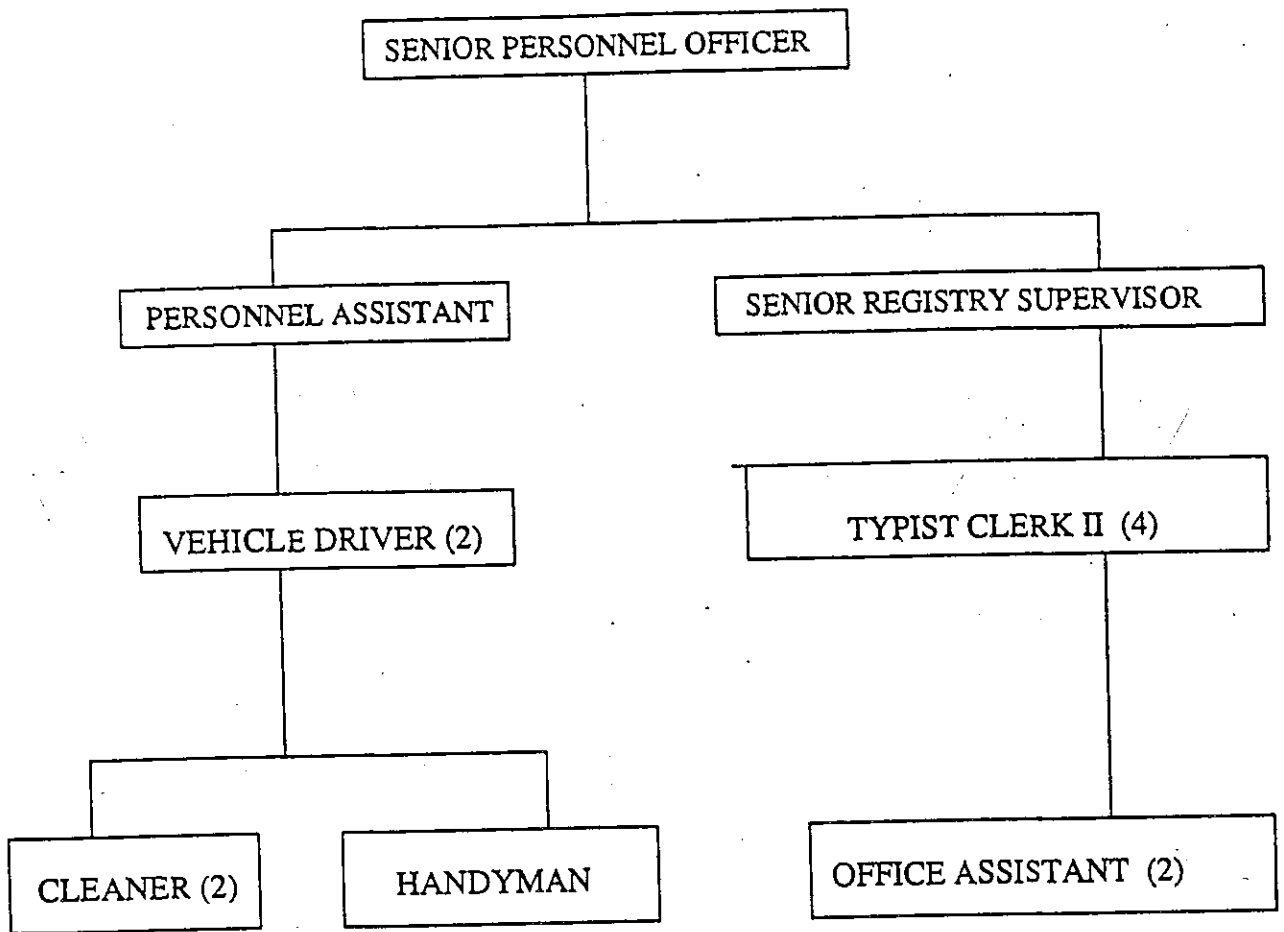
3.3.1 Objectives

Improving the overall quality of personnel management functions in the Central Housing and Planning Authority by being responsible for staffing as it relates to recruitment, appointment, promotion, classification, transfer, training, discipline, leave and separation.

The Registry Division on the other hand is involved with the dispatching of correspondence, coding, indexing and referencing. Letters, reports, scripts, statistical and technical reports are also prepared by the Registry.

3.3.2

STRUCTURE OF PERSONNEL AND REGISTRY DEPARTMENT



3.3.3 PERSONNEL AND REGISTRY - STAFFING

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
SENIOR PERSONNEL OFFICER	1	1	-	-
PERSONNEL ASSISTANT	1	-	-	1
SENIOR REGISTRY SUPERVISOR	1	-	1	1
TYPIST CLERK 11	4	4	1	-
VEHICLE DRIVER	2	2	-	-
OFFICE ASSISTANT	2	1	-	1
CLEANER	2	2	-	-
HANDYMAN	1	1	-	-
TOTAL	14	11	2	3

3.3.4 FUNCTIONS OF THE ADMINISTRATION DEPARTMENT

THE ADMINISTRATION DEPARTMENT UNDERTAKES THE FOLLOWING FUNCTIONS:-

Recruitment, appointment, promotion and classification.

Transfers, secondments, special assignments and releases.

Training.

Official working hours and conduct.

Discipline.

Leave.

Travelling and subsistence allowances.

Advances.

Separation and superannuation benefits.

Trade Unions

Dispatching of correspondence.

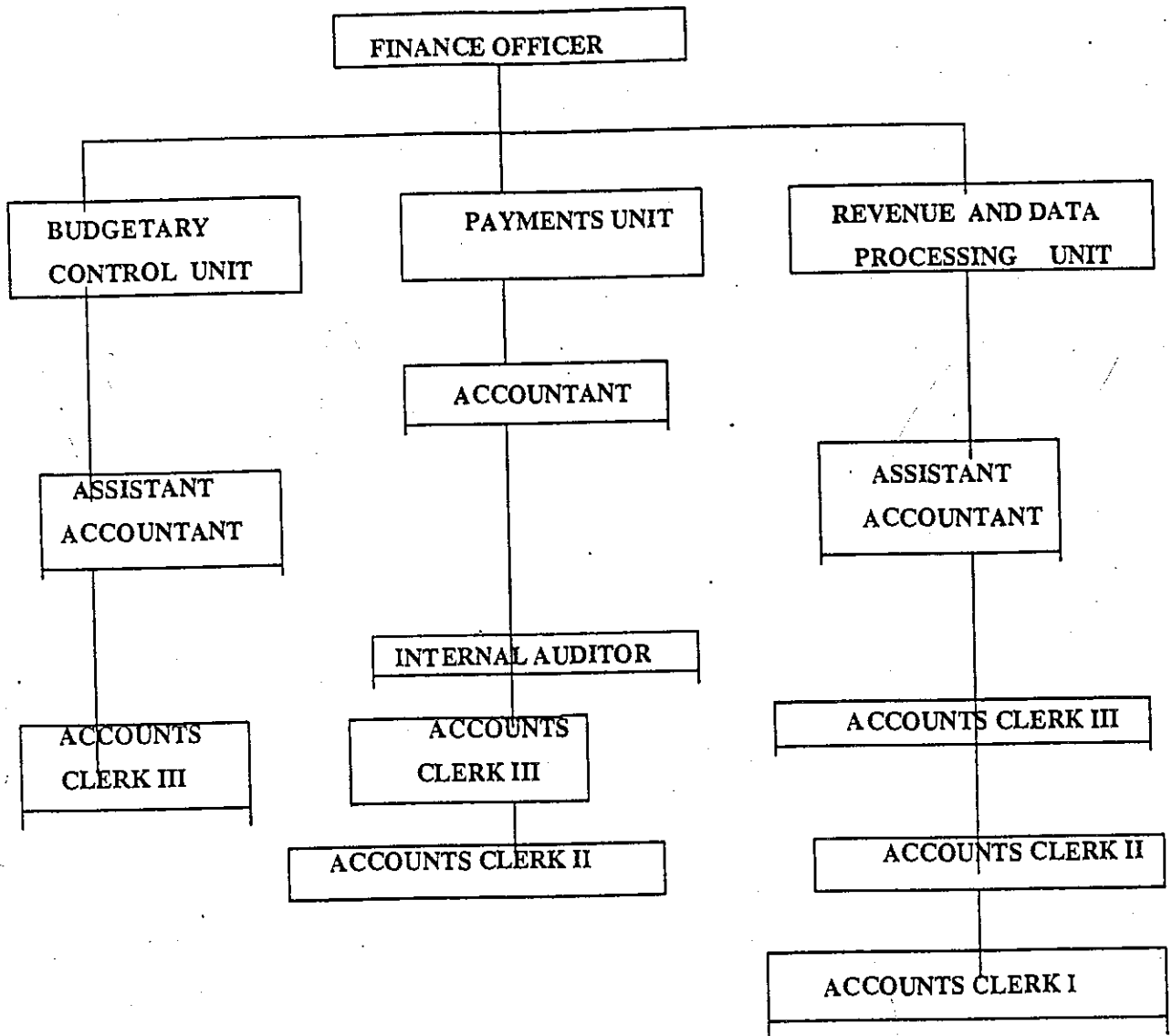
Typing/Filing of correspondence.

3.4 Finance Department

3.4.1 Objectives

Responsible for proper accounting procedures and the management of monies accruing from Central Government allocation and income from assets accruing to the Housing Fund.

3.4.2 Structure Of The Finance Department



3.4.3 FINANCE DEPARTMENT- STAFFING

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
FINANCE OFFICER	1	1	-	-
ACCOUNTANT	1	-	1	1
ASSISTANT ACCOUNTANT	2	2	-	-
ACCOUNTS CLERK 111	3	-	3	3
ACCOUNTS CLERK 11	2	2	-	-
ACCOUNTS CLERK 1	3	3	-	-
INTERNAL AUDITOR	1	1	-	-
TOTAL	13	9	4	4

4.0 Town And Country Planning Department

4.1 Review of Activities

The Town and Country Planning Department, being one of the technical arms of the Central Housing and Planning Authority, Ministry of Housing and Water, had a staff compliment of fifteen officers. The Department's functions were carried out by the following sections:

- a) Settlement Planning
- b) Planning Design and Surveys, and
- c) Development Control.

An assessment of the 1998 work programme and achievements as outlined in the attached summary showed that the Department was well within its schedule of programmed activities.

The conveyancing of "Block titles" of lands from Guysuco and Government to the Central Housing and Planning Authority for residential purposes, encountered legal hitches which were not easily overcome.

Settlement Planning Section

4:1:1

Item No.	Programme Elements	Status	Remarks
1.	<p><u>A: Settlement Planning</u> Enforcing the provisions of the Town and Country Planning Act and monitoring land use contraventions.</p>	on going	500 contravention notices were served.
2.	Training	on going	One officer – U.G Two officers -G.T.I One officer - N.U.S
3.	<p>Preparation and implementation of the following planning schemes:</p> <ul style="list-style-type: none"> - Eccles AA, BB, CC - Better Hope North 	100% 100%	Zoning plans were prepared for these areas.
4.	Review of the Georgetown Planning Scheme	on going	David Klautky Associates contracted to review scheme. Expected completion date: April, 1999.

4:1:2 Summary – Planning Design and Surveys Section

ITEM NO.	PROGRAMME ELEMENTS	STATUS	REMARKS
1.	<p><u>B Planning Design and Surveys Section</u></p> <p>Design layouts were prepared for the following areas:</p> <ul style="list-style-type: none"> - Block 'X' Diamond - Block 'Y' Golden Grove , E.B.D - Area 'R' Pln. Resource Corentyne - Portion of Block 8, Tuschen South E.B.E - Golden Grove Old Squatter Area, E.B.D - Vergenoegen West E.B.E - Portion of Groenveldt W.C.D - Tract 'X'. Block 6, Hampshire/ Williamsburg Corentyne - Area 'Q' Ankerville, Corentyne - Tract 'A' Block 'X' The Bell, Canal #2 W.B.D - Block 'AA' Mosquito Hall, E.C.D - Tract 'X' Waterloo Jib W.C.B - Section 'D' Non Pariel E.C.D - Hampshire/Belvedere South, Corentyne - Review of design for Tract 'A' Block 'X' The Bell, Canal #2 W.B.D - Industrial layout for a portion of land north of Tabatinga Creek, Lethem - Rasville , Georgetown - Portion of land, Belfield, E.C.D - Review of design for portion of Block 8 Tuschen South, E.B.E 	<p>100%</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>	<p>Completed</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p>

2	<p>Execution of the following surveys:</p> <ul style="list-style-type: none"> - Block & Occupation Survey at - Pin. Hope, E.C.D - Hampshire/Belvedere South, Corentyne - Subdivision surveys of - Area 'R' Resource - Anna Catherina Central - Anna Catherina South - Vigilance/Bladen Hall South - Three areas in Meten-Meer-Zorg 	<p>100%</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>	<p>Completed by Contract</p> <p>" " "</p> <p>" " "</p> <p>" " "</p> <p>" " "</p> <p>" " "</p>
3	<p>Updating the following compiled plans:</p> <ul style="list-style-type: none"> - Grove/Diamond - Eccles/Ramsburg 		<p>Completed</p> <p>"</p>

4:1:3 Summary – Development Control Section

ITEM NO.	PROGRAMME ELEMENTS	STATUS	REMARKS
1.	<p><u>C: Development Control Section</u></p> <p>Monitoring and reviewing of work of N.D.Cs with respect to functions delegated (processing of residential building applications)</p>	On going	This activity involved officers visiting Regions and N.D.Cs to assist and monitor the processing of residential applications.
2.	Processing of applications (non- residential) 800	108%	860 applications were processed
3.	Processing of land subdivision applications (60)	130%	78 applications were processed
4.	<p>Updating the following land use plans:</p> <ul style="list-style-type: none"> - Eccles AA, BB. CC - Tract 'A' Good Hope - Foulis - Enterprise C and 11 Non Paniel B and 12 	<p>100%</p> <p>100%</p> <p>100%</p> <p>100%</p>	<p>Completed</p> <p>"</p> <p>"</p> <p>"</p>

5.0 Housing Department

For the period under review, the Housing Department was able to successfully conclude arrangements in respect of the registration of the remainder of the Condominium Schemes, thus paving the way for the transfer of ownership to the sitting tenants. The Department was also involved in assisting with the regularization of Squatter Settlements.

The following Schemes were registered:

- 1) Bend Kirton Court - Registered No. 1/98
- 2) West LaPenitence - Registered No. 2/98
- 3) North East LaPenitence - Registered No 3/98
- 4) East LaPenitence - Registered No 4/98
- 5) Shirley Field Ridley Square - Registered No. 5/98
- 6) Laing Avenue - Registered No. 6/98
- 7 Walker Terrace - Registered No.7/98
- 8) West Ruimveldt - Registered No. 8/98
- 9) East Ruimveldt - Registered No. 9/98

Body Corporates/Management Committees were established. Meetings were held with committees to advise them how they are required to function in accordance with the Condominium Act and their relationship with the GS&WC, M&CC & Valuation Department. Schedule II for the abovementioned schemes were prepared and submitted to the relevant agencies in order that the new proprietors would duly register as proprietors and therefore be liable for the payment of water tariffs and rates and taxes.

5.1 Squatter Regularisation – Region # 3

The Community Development Section of the Housing Department continued the process of regularizing areas in terms of physical occupation. Investigations were conducted in the various squatting areas with , the aim of resolving issues of malpractice and conflicts among squatters.

Community Development Groups were formed in each squatting area. Meetings were held with each group to discuss issues affecting the communities. Suggestions were made by community leaders to address the issues/problems identified.

Regularisation activities continued in the following areas:

- a) Pattensen/Liliendaal/ Turkeyen
- b) Martyr's Ville, East Coast Demerara
- c) Block 7, Mon Repos North

In the process of regularisation, allottees/occupants were advised to comply with the Cadastral Survey. A number of persons were found to be on reserves such as roadways and sites for play-grounds. In cases where vacant lots were identified, displaced persons were relocated.

5.1.1

Work completed in squatting areas for Region # 3 was as follows

1. **Clay Brick Road – Canal No 2, West Bank Demerara**
A design which made provision for one hundred and eleven lots (111) was completed by the Town and Country Planning Department. The occupants were identified for allocation.
2. **Bellevue – West Bank Demerara**
A design was done for forty –one lots (41). The Cadastral Survey was executed by Hansraj Persaud Sworn Land Surveyor. . Forty-one persons were allocated. The area has water and electricity.
3. **Goed Fortuin - West Bank Demerara**
This project was stalled because the design that was done was rejected by the squatters at a public meeting at which the former Minister, Chandrapaul was present. It was agreed that because of excess squatting nothing could be accomplished until plans for relocation are finalized.
4. **Cornelia Ida – Block 'B' – West Coast Demerara**
A design was completed by Central Housing and Planning Authority for thirty-four (34) lots. The Cadastral Survey was executed by Mr Claude Fowler Sworn Land Surveyor and the plan was submitted. Allocations were made to thirty-four (34) persons. Incremental development of the area to commence.

- 5 **Cornelia Ida – Tract ‘Y’ – West Coast Demerara**
A design was done for forty (40) lots. The Cadastral Survey was done by Mr Claude Fowler, Sworn Land Surveyor and plan submitted.
Allocations were made. No development work was started.
- 6 **Anna Catherina South – West Coast Demerara**
Occupation survey was done and the design completed
by Central Housing and Planning Authority.
7. **Anna Catherina North – West Coast Demerara**
The Occupation Survey was done by Mr O.D. Singh and the design prepared
by Central Housing and Planning Authority. The Cadastral Survey was
executed by Mr O.D.Singh , Sworn Land Surveyor and the plan was submitted.
Allocations were made in accordance with the cadastral survey.
8. **Prem Nagar- Meten-Meer-Zorg East – West Coast Demerara**
Occupation design and Cadastral Survey were done by Mr. Orokuim,
Sworn Land Surveyor. The registered plan was submitted.
Allocations were made to one hundred and thirty-one (131) squatters.
No development work started in the area. Provision of roads, electricity etc.
to be phased.
9. **Ocean Garden – Meten-Meer-Zorg , North- West Coast Demerara**
Occupation, design and cadastral surveys were done by Mr. Orokuim,
Sworn Land Surveyor The registered plan was submitted.
Allocations were made to one hundred and nine (109) persons.
No development work was done in the area, however development stated
to be done in a phased manner

10. **Railway View- Meten-Meer-Zorg – West Coast Demerara**
Occupation, design and cadastral surveys were completed by Mr. Orokuim Sworn Land Surveyor. The registered plan was submitted.
Lots were allocated to persons who squatted and the roads were graded.
Development of the area to be phased.

11. **Zeelugt North- East Bank Essequibo**
Occupation, design and cadastral surveys were done by Mr Cox. Sworn Land Surveyor. Six hundred and eight-five (685) squatters would be allocated. Roadway graded, drains were dug, other development work to be provided in a phased manner.

12. **Tuschen North-East Bank Essequibo**
Occupation, design and cadastral surveys were executed by Mr O.D.Singh Sworn Land Surveyor the registered plan was submitted. A list of occupants was completed and formal allocation commenced .
three hundred and eighty-nine persons would be accommodated according to the design. Roadways were graded and drains dug, with additional work to be done incrementally.

5.1.2 Region No. 3 New Housing Development

1. Belle West- Canal No 2, West Bank Demerara

Two hundred and fifty (250) acres were graded and ten (10) acres reserved for SILWFC.

Housing development interviews were conducted. Two new heavy duty bridges were constructed.

2. La Grange Housing Scheme -- West Bank Demerara

A plot of land west of the highway was developed. From a design by Central Housing and Planning Authority, fifteen lots were identified by paals.

Cadastral Survey was executed by Mr. Gregory Samaroo, Sworn Land Surveyor and a registered plan was submitted. Fifteen persons were. Development work to be done incrementally

3. Phoenix Park (Phase 2) -- West Bank Demerara

A design was done by Central Housing and Planning Authority. The Cadastral Survey was executed by Mr. Claude Fowler, Sworn Land Surveyor and the plan was submitted. Forty-four (44) persons were allocated. Drains were dug and roadway cleared and graded. A concrete culvert was also constructed.

4. Crane/Best Phase 2 -- West Coast Demerara

A design was done by Central Housing and Planning Authority. The Cadastral Survey provided for four hundred and ninety-two lots. Persons who squatted on lots were allocated lots. Roadways were graded and drains dug.

Tuschen/Zeelugt Housing Scheme – East Bank Essequibo

A design was done by Central Housing and Planning Authority for the first (1 st) Phase: Development work started and four hundred and fifty acres of land were graded. Interviews were conducted for prospective allottees.

6 Vergenogen – East Bank Essequibo

A design was prepared by Central Housing and Planning Authority for eighty-six (86) lots. And the Cadastral Survey executed by Mr. O. Singh Swom Land Surveyor and the registered plan was submitted. Lots were allocated, in accordance with the survey plan.

5.1.3 Region No. 6 – Housing Activities

Housing Areas

Tract A & B Plantation Adelphi, East Canji

- This block of land consists of 31,927 acres
- All surveys were completed, creating 155 lots
- Allocations were completed
- The land was levelled, the main drains excavated and koker boxes installed
- A heavy duty bridge was also constructed
- On May 28th 1997, five million dollars (\$5M) was remitted to the Regional Administration for the provision of water supply. This did not materialise.
- A few allottees constructed their houses while others urged the Central Housing and Planning Authority to facilitate the titling process.

Section D – Cumberland, East Canje

- This area consists of 53 house lots with all the surveys completed
- The internal drainage system was excavated and the area provided with a proper access road.
- Allocations were completed and payments commenced.

Area H & J, Albion North Corentyne

- This area consists of 177 lots with all the surveys completed
- 75% of the allocations were done
- Allottees made payments and signed the relevant documents
- A heavy duty bridge was constructed.

Block 4, Tain, Corentyne

- This block of land consists of 54.15 acres.
- All the surveys completed and 186 lots were allocated, allottees commenced making payments.
- A few allottees constructed their houses
- 75% of the streets and road-side drains were completed

Area 'R' Ankerville – Corentyne

- The area consists of 90.31 acres
- Site and occupation and Cadastral Surveys were completed
- Two hundred and seventeen persons were interviewed for possible allocation, and one hundred and eighty – nine allocation offers made.
- The contract for the excavation of the road-side drains was awarded.

Block 6, Williamsburg – Rosehall Town

- This block of land consists of 93.5 acres. All surveys were completed. Persons were interviewed for possible allocation. Four hundred and twenty-three allocation offers were made and Roadside drains were excavated.

Phase Two, Scottsburg- Corentyne

- This Area consists of 48 house lots
- All the surveys were completed
- Allocations were done
- All infrastructural works were completed
- Allottees commenced house construction.

Hampshire Belvedere/South Squatting Area

- The site and occupation survey were completed
- Three hundred and one (301) squatters/applicants were interviewed for house lots and were in receipt of allocation offers.

5.1.4 Region No. 10 – Allocation of House Lots

50 Lots were allocated

Persons who were allocated lots commenced making payments and signed Agreements of Sale.

Regularisation of Squatting Areas

Block 22, Blue Berry Hill Wismar and Central Amelia's Ward - The Surveys still to be completed. The Regional Housing Committee focused on this issue with a view to formally allocating house lots for this area.

Conveyancing

Titles for the following areas were passed and distributed.

Areas	Amount
North Amelia's Ward	16
South " "	2
Central " "	63
Cinderilla City Amelia's Ward	2
West Watooka	5
Wisroc	1
<u>One Mile Extension</u>	<u>1</u>
<u>Total</u>	<u>90</u>

HOUSE LOT ALLOCATION BY REGIONS AND YEAR FOR THE PERIOD 1992 - 1998

REG.	AREAS	NO. OF LOTS ALLOCATED PER YEAR							TOTAL
		1992	1993	1994	1995	1996	1997	1998	
2	Pomeroon/Supernaai			73	597			770	939
3	West Demerara/Essequibo Islands				137	1203	388	2585	5584
4	Demerara/Mahaica	25	359	904	2215	1865		3876	12036
5	Mahaica/Berbice				413			384	997
6	East Berbice/Corentyne			48			545	1106	2442
7	Cuyuni/Mazaruni						126		506
10	Upper Demerara/Berbice				1500	1000	1934	50	4759
	TOTAL	25	359	1025	4862	4068	2993	8270	27263

5.1.6 Government Rental Apartments

- No. of Apartments 150
- At the end of 1998 there were 89 bona fide tenants
- Regularisation of tenancy – 58 matters were submitted to Central Housing and Planning Authority Board for change of tenancy. They were all approved . Out of the 58 approvals, 23 persons signed the Letting Agreements. Two (2) Apartments remained as Government of Guyana because of disputes.

Payment Status

Full payments	- 61
Part payments	- 11
To make payments	- 78

Processing of Certificates of Sale

101 Certificates of Sale were processed and were ready for distribution during 1999

5.1.7 Conveyancing

1. The passing of Block Transports from Guysuco to Government of Guyana was in progress for new housing areas such as:-

- a) Good-Hope, South, East Coast Demerara
- b) Foulis, East Coast Demerara
- c) Pattensen/Turkeyen
- d) Section C, Turkeyen
- e) Section D, Turkeyen
- f) Block X Liliendaal

2. Self Help/Hire Purchase Schemes and New Housing Areas

General Conveyancing for the approved housing areas continued.

5.1.8 Comparative Analysis of Transport passed for period 1992-1998

No.	ITEM	1992	1993	1994	1995	1996	1997	1998
1	No. of Transport matters filed	137	161	198	138	586	470	546
2	No of Transports passed at the Deeds Registry	90	157	126	231	302	359	472
3	No of Mortgages cancelled	29	18	21	16	11	-	15
4	No of Land application forms received and processed	2,517	54,757	18,140	8,282	NIL	NIL	-

5 1.9 Investigation And Enforcement Unit

This is a new unit which was established to deal with matters related to illegal/irregular activities within housing schemes as well as squatter settlements, and to monitor occupation within these settlements. The Unit falls within the Housing Department and co-ordinates its activities with the Town and Country Planning Department

The establishment of the unit enabled the CH&PA to sharpen its focus on and respond to, public breaches of its policies, corrupt practices by its own personnel, public servants, and individuals, and actual or potential squatting situations.

During the period under review the unit monitored squatting "hot spots" and, on a daily basis, detected and reacted to potential eruptive areas. Planned visits to designated established projects and squatter settlements were also executed. A number of illegally constructed buildings and structures were dismantled and removed. During late 1998, investigation began into allegations that three (3) persons were engaged in the sale of State/Government land. By December, 1998 one (1) of the persons under investigation had been charged by the police and made several court appearances. The matter was still before the courts at the end of the period under review.

A statistical analysis of the review period follows:

NOTICE SERVED TO PERSONS IN BREACH OF CH&PA POLICIES

	September	October	November	December	Total
East Coast	34	53	24	59	170
East Bank	1	4	2	0	7
Georgetown	1	4	3	1	9
West Coast Demerara	0	1	0	0	1
Total	36	62	29	60	187

INVESTIGATIONS INTO REPORTED IRREGULARITIES

	September	October	November	December	Total
Alleged sale of State/Government land by CH&PA personnel	0	1	25	30	56
Alleged sale of State/Government land by other persons	30	30	41	16	117
Alleged property owners securing house lots	15	16	17	23	71
Alleged ownership of more than one lot	5	12	12	17	46
Alleged renting by allottees	0	17	10	19	46
Alleged squatting on allocated lots	0	13	9	18	40
Total	50	89	114	123	376

Notes

1. During the review period investigation conclusively revealed one CH&PA personnel guilty of selling State/Government land. That employee's services were terminated
2. While allegations into the listed categories abound, documented proof and verification was not easily acquired. For example, while many persons verbally asserted to renting or purchasing from allottees, a small number were in possession of receipts which could inculpate the miscreants.

During the relatively short period of the Division's existence, an impact was made within and outside of the Ministry. Persons were aware that an investigative and enforcement capacity was available, and were therefore less inclined to engage in transactions and actions which could invite unfortunate actions, with the full force of the law.

6.0 Personnel And Registry

The year commenced with the Authority comprising of seventy-five (75) employees on its establishment. At the end of the reporting period the staff complement had increased to seventy-eight (78) employees.

Table 1 below summarises the movement of staff

Table 1

6.1 Summary of Employees Who Left During 1998

Position	Resignation	Dismissal/ Termination	Release Transferred/ Seconded	Retired
Typist Clerk II	1	-	-	-
Accounts Clerk II	1	-	-	-
Filing/Processing Clerk	-	1	-	-
Typist Clerk II	-	1	-	-
Housing Officer	-	-	1	-
Field Officer (Investigation)	-	-	1	-
Accounts Clerk II	-	1	-	-
Accounts Clerk III	-	1	-	-
Chief Executive Officer	-	-	-	1
Assistant Accountant	-	-	1	-
Total	2	4	3	1

6.1.2 Summary Of Appointments For Period January- December, 1998

For the period under review, a total of sixteen (16) persons were appointed by the Authority. Table below shows the designations and dates of appointments of the persons who were recruited during 1998.

No of Officers	Designation	Date of Employment
1	Vehicle Driver	12-01-98
1	Typist Clerk II	16-02-98
1	Confidential Secretary	16-02-98
1	Field Officer (Investigation)	02-03-98
1	Administrative Officer	09-03-98
1	Typist Clerk	09-03-98
3	Field Officers (Investigation)	16-03-98
1	Projects Officer	23-03-98
3	Enforcement Officers	07-09-98
1	Investigation Officer	14-09-98
1	Conveyancing Officer	05-10-98
1	Office Assistant	07-10-98
16	Total	

6.1.3 Statistical Comparison Of Appointments During The Period 1995-1998

No of Appointments	Year
14	1995
11	1996
28	1997
16	1998

Employees within the Authority benefitted from training courses offered by training institutions locally as well as overseas.

Table below shows the number of officers nineteen (19) and which courses they attended during 1998.

6.1.4 Training Courses Attended

No of Officers	Type of Course/Seminar	Duration	Institution
2	Induction/Orientation Seminar	3 days	Office of the President, Public Service Management Development & Operation Division.
1	Workshop for Secretaries Clerk and Personal Assistants	1 day	Management & Training Consultant Ms Joyce Sinclair
5	Senior Staff Performance 2 day Review	2 days	Office of the President, Public Service Management Development & Operation Division.

1	Seminar Secretarial Practice Module II	2 days	Office of the President Public Service Management Development & Operation Division
1	Proficiency in Typewriting	4 days	"
1	Secretaries & Stenographers	1 day	Georgetown Women's Junior Chamber (Jaycees)
1	Gender training for Middle Managers and Executive	3 days	Ministry of Human Services & Social Security
1	Defensive Driving	1 day	Guyana Junior Chambers (Jaycees)
1	Sixth Working group	1 day	Ministry of Foreign Affairs UNICEF
1	Project/Programme Development Course	3 days	Inter-American Development Bank
1	Training Programme for Drivers	1 day	Zoywin's Consultancy
1	Building Codes and Economics Development Workshop	3 days	San Juan Pureto Rico Venezuela/Caribbean Central American Forum
1	Urban Management	2 weeks	National University of Singapore
1	Environment Impact Assessment	3 days	The Environmental Protection Agency , University of Guyana
19	Total		

6.1.5 Comparative Statistics of Training Activities During The Period 1995-1998

The statistics below indicate the number of employees trained over the last four years.

Years	No of Employees
1995	14
1996	26
1997	21
1998	14
Total	79

6.1.6 Discipline

The table below indicates the total number of employees six (6), their misconduct and penalties imposed as a result of their breach of the rules governing their employment.

No of Officers	Types of Offences	Penalty
2	Misconduct	Services Terminated
1	Failure to give the required one month's notice of intention to resign	Dismissed
2	Absent without leave and without adequate excuse	Dismissed
1	Misappropriation of funds	Dismissed
6	Total	

7.0 Finance Department

7.1 Subvention from Central Government

During 1998, \$ 171.244M was received from Central Government for Current and Capital Expenditures and also to Finance Salary Increases approved by the Ministry of Finance.

	\$ 000
Current Expenditure	1998 - 35000
Current Subvention and Increase in salaries for October to December, 1997 which was received in 1998	1997 - 8281
Capital Expenditure	125000
Salary Increases	<u>2963</u>
	<u>171244</u>

7.2 Overall Performance

The Central Housing and Planning Authority incurred a deficit of \$ 20,137M during 1998 (1997 \$ 25.29) as follows

	<u>1998</u>	<u>1997</u>
	<u>G\$000</u>	
Revenue	48204	41367
Less Expenditure	<u>(68341)</u>	<u>(66662)</u>
	<u>20137</u>	<u>25295</u>

7.2.1 Revenue

Revenue earned during 1998 amounted to \$ 48.20M (1997 \$ 41.36M).

Interest from investment was \$ 29.39M (1997 \$ 12.009M).

In addition amounts totalling 84.197M (1997, \$ 168.435M) were received from sale of apartments, sale of lands, and survey fees.

See schedule of revenue for the period 1995-1998.

7.3 Current Expenditure for year Ending 31st December, 1998

The total current Expenditure of the Central Housing and Planning Authority for 1998 was sixty eight million, three hundred and forty one thousand dollars (\$68,341M).

The Employment cost of \$43,947- showed an increase of 15% over the 1997 figure of \$37,951M. This was due to the increase in salaries and wages awarded by the Ministry of Finance and the employment of skilled and qualified personnel to enhance the Authority's performance and image.

There was also increased cost for the maintenance of vehicles, this was due to extensive repairs to the Authority's two vehicles PFF 6294 and PEE 9468.

All other expenditure was within or below that of 1997 due to stringent cost control measures introduced during the period under review.

See schedule of expenditure for the period 1995-1998.

7.4 Capital Projects

Central Housing and Planning Authority
Capital Expenditure
Government Funded Projects
For Year Ending 31st December, 1998

Location	Activity	Actual 1998 \$000
Sophia/Turkeyen	Road	20,000
Golden Grove-Block Y	Land Clearing & levelling	14,901
	Surveying	220
Diamond Block X	Consultancy Fees	611
	Land Clearing & Levelling	22,803
	Surveying	150
	Consultancy Fees	619
	Bridge	874
Diamond/Grove	Drainage	5,890
Block X & Y	Land Clearing	3,205
Tuschen	Road Construction	29,263
	Supervision Fees	1,141
	Macro Drainage	3,750
Hope Estate	Cadastral Survey	<u>189</u>
		<u>103,616</u>

7:5 Capital Expenditure

The amount received from the Ministry of Finance for Capital Expenditure works for 1998 was one hundred and twenty five million dollars and allocated to the Projects below:

Tuschen	\$ 51.M
Sophia/Turkeyen	\$ 20.M
Diamond.Golden Grove	\$52.M
Hope Estate	<u>\$ 2.M</u>
	<u>\$125 M</u>

**Capital Expenditure
Government Funded Projects
From 1997 Allocation
For The Year Ended
31st December, 1998**

Location	Activity	Actual \$000
Diamond	Construction of Bridge	3,412
Mon Repos	Construction of Culvert	623
	Resiting of Electrical Pole	62
Sophia/Turkeyen	Construction of Culvert	247
	Construction of Bridge	4,104
Tuschen	Survey (North Squatting Area)	410
	Survey Block 8	1,021
Regions 3, 4 & 6	Land Clearing	3,631
	Water Distribution	<u>2,065</u>
		<u>15,575</u>

7.6

**Capital Projects
Funded From Housing Fund
For Year Ending 31st December, 1998**

Location	Activity	Actual \$000
Sec. D Non Pariel	Emergency Works	1,888
Sec. B Non Pariel	Emergency Works	10
Foulis	Construction of Roads	6,445
Enterprise	Construction of Roads	3,391
	Provision of Water Supply	1,743
	Rehabilitation of Drainage Structures	357
Uitvlugt	Connection of Water Supply	80
Cummings Lodge	Surveying Area 'BB'	88
Sophia/Turkeyen	Surveying Plum Park	280
	Construction of Bridge	3,007
	Completion of Road	3,887

North Ruimveldt	Cadastral Survey	226
	Relocation of Electric Pole	354
Good Hope	Culverts	70
Hampshire South(Belvedere)	Survey	336
Eccles	Construction of Road	
	Supervision Fees	32,149
	Design of Drains	971
	Electricity Supply	423
Martyr's Ville	Survey Block 'A'	6,308
Vergenoegen	Survey Area 'A'	75
Ankerville	Survey- Track 'F'	437
Bladen Hall/Vigilance	Survey	432
Anna Catherina	Survey Track 'X'	92
Williamsburg/Hampshire		403
LaPenitence	Survey Block 'B'	18
Tain	Survey Block 'A'	500
Bell - Canal No.2	Consultancy Fees - Land Clearing	187
Diamond/Adelphi		
Cumberland/Tuschen)	Consultancy Fees- Water Supply	<u>2,753</u>
	Total	<u>66,910</u>

7.7 Other Capital Expenditure

Amount totaling \$ 5.976M was incurred to acquire office furniture (chairs, desks etc.) computer work stations, filing cabinets and completion of "A Model House".

Schedule of Capital Expenditure for period 1995-1998

	1998	1997	1996	1995
Central Government	103,616	43,781	85,951	65,454
Housing Fund (Allottees Payments)	66,910	47,104	56,559	41,627

7.8 Cash

At the end of 1998 the Central Housing and Planning Authority had cash and investments totaling \$ 385.067M (1997 \$ 379.147M) made up as follows:

Acc No	Bank	Type	1998 Amount (\$000)	1997
113518	G.N.C.B	Fixed Deposit	5700	5362
98734	G.N.C.B	Fixed Deposit	14663	13513
95711	G.N.C.B	Fixed Deposit	17477	16087
010605	Citizen	Fixed Deposit	136614	125596
101597	Citizen	Fixed Deposit	68300	62791
102282	Citizen	Excel	23485	70442
1001830	Demerara Bank	Fixed Deposit	82248	76492
2110	Citizen	Current A/C	2044	(318)
14776	Citizen	Capital Works	16553	-
5583	G.N.C.B	Current A/C	17933	9151
		Petty Cash	50	29
			385067	379147

See receipts and payments account attached.

8.0

Research And Planning Department

8.1

General

The Research and Planning Department operated during the period under review with a permanent staff of four (4) officers. The activities of the Department were carried out within the context of the following general objectives:-

1. To establish, maintain and manage a data base relevant to the work of the Central Housing and Planning Authority.
2. To conduct research into issues and problems of relevance to the work of the Central Housing and Planning Authority, with the objective of providing a proper context for planning and decision-making.
3. To monitor trends and patterns in the field of physical planning and housing in order to effectively handle changes in the land use and settlement sector and to determine future priorities.

8.2

Personnel Matters

During the January to December 1998 period, the Research and Planning Department's staff comprised the following officers:-

- a) The Chief Research and Planning officer
- b) Two (2) Geographers, and
- c) One (1) Social Planner

However, due to the magnitude of work in the August-December period one officer was temporarily assigned to the Department as Research Assistant.

8.3

Training

No staff member benefitted from any training programme during 1998. However, there is a recognized need for training in specialized areas such as Geographical Information Systems.

8.4 Specific Activities For The Reporting Period

8.4.1 Data Collection And Management

8.4.2 Government Housing Schemes

During the reporting period, the Department commenced and partially completed work on the collection and completion of data on land tenure, lot allocation, occupancy of lots and status of infrastructural development of Government Housing Schemes. To facilitate this exercise in conjunction with the Systems Analyst a database was designed to create a network among the Accounts, Housing and Research and Planning Departments.

For the purpose of data collection, the following were the major activities:-

- a) Questionnaire Design
- b) Plotting field information (Field survey)
- c) Conducting interviews with allottees
- d) Imputation of data into the computer
- e) Data analysis and report compilation

The Department completed work on the compilation of Status reports for the following Housing Schemes:-

- Good Hope Housing Scheme
- Foulis Housing Scheme
- IMAX Housing Scheme (Block 11, Enterprise)
- Block 12, Non Pariel, E.C.D
- Areas 'AA', 'BB' & 'CC', Pln Eccles. E.B.D
- Section 'C' Enterprise
- Area 'G' Strathspey
- Block 'B' Pln Best (Crane Housing Scheme)
- Section 'B' Non Pariel

The activities highlighted above were all fully completed.

8.5 Preparation Of Policy Reports For The CH&PA

8.5.1 Preparation Of Policy Paper On The Issue of Extension To

Buildings within Condominium Schemes

The Department completed research exercise and a report on the issue of extension to buildings within Condominium Schemes. The proposals were presented to the Central Housing and Planning Authority Board. It was however decided that the Central Housing and Planning Authority should engage the services of a small group of structural Engineers and Architects to study and refine the proposals before implementation. These persons were identified and meetings scheduled for further discussions on this issue.

8.5.2 Review Of Policy Guidelines On The Spatial Distribution Of Liquor Establishments

Work commenced on this activity and this included field surveys and procuring information from Local Authorities with respect to the number of existing facilities. However, the data collected from the field surveys constituted only a small representative sample of Liquor Establishments countrywide. This was inadequate to form the basis of recommendations of the policy report. This was largely due to the limited manpower for the conduct of necessary field surveys and also the fact that many Local Authorities did not submit information requested. The successful completion of this exercise during 1999 depends heavily on manpower availability and good co-operation from Local Authorities.

8.6 Preparation of Development Plans for Mahdia and RoseHall Town

At the initiative of Canadian Executive Service Organisation (CESO) Town Planning Consultant Mr. Jag Dhillon, the Department commenced work on designing and preparing Development Plans for Mahdia and Rosehall Town

This exercise included the following activities:-

- Land use surveys (100% completed)
- Socio Economic surveys (100% completed for Mahdia)
- Site visits (completed)
- Inter agency meetings (not completed)

The socio-economic survey for Rosehall was not completed due to a lack of response from residents.

During the site visits to Rosehall, Officers were unable to gather adequate background data and meet with officials of the Town Council due largely to inertia on the part of these officials in mobilizing and sensitizing the residents about the exercise.

For both Rosehall and Mahdia, the actual designing and preparation of Development Plans is still incomplete and has been identified for completion in 1999.

8.7 Preparation of Research Papers

During the period under review the Research and Planning Department did not prepare any major research papers. However, at the request of Honourable Minister a paper was prepared on a proposed increase in the price charged by the Central Housing and Planning Authority for residential lots.

8.8 Unprogrammed Activities

8.8.1 Co-ordination of activities in relation to the proposal to utilize the Georgetown Seawall Area for Tourism and Recreational development projects.

A Feasibility Study Report was compiled by the Environmental Studies Unit (ESU) of the University of Guyana on this issue. As a follow-up to this exercise, a public consultative meeting was held on 98-04-03. The staff of the Research and Planning Department organised this meeting and dealt with all related issues. A detailed Planning Scheme is to be prepared for the said area during 1999.

7.9

**Revenue Schedule
For The Period 1995-1998**

	1998 Actual	1997 Actual	1996 Actual	1995 Actual
	\$ 000	\$000	\$000	\$000
Income from Rental	1,343	2,682	1,478	1,025
Aided Self Help	483	417	526	1,706
Hire Purchase	24	15	11	110
Sub-Division land	223	101	51	65
Building Application Fees	1,749	1,315	953	1,011
Transport Fees	6,361	6569	376	-
Cancellment Fees	19	7	5	4
Sale of Application Forms	45	106	57	243
Sale of Regulations Forms	53	67	6	3
Sale of Rent Cards	-	1	1	1
Sale of Tender Documents	651	675	127	48
Rental of Building - Melanie	-	-	-	154
Rental G.P.O.C - Melanie	17	26	22	22
Rental of Stalls-Melanie	-	61	15	17
Admin Fees- Sale of Land	7,161	16,835	15,380	-
Miscellaneous	178	481	29	322
Interest - Fixed Deposits	29,392	12,009	3,499	-
- Current A/C	285	-	-	-
-Capital Works A/C	220	-	-	-
Sub Total	48,204	41,367	22,536	4,731
Subvention	176,244	87,989	152,000	147,000
Sale of Apartments	8,325	12,721	8,526	878
Sale of Land	74,805	155,471	-	10,046
Survey Fees	1,067	243	-	-
Sale of Vehicle/Unserviceable Tender	-	-	100	500
Refund from infrastructure Works	-	412	1,050	-
Total	308,645	298,203	184,212	163,155

7.10

**Statement of Expenditure
For The Years 1995-1998**

	Actual 1998 \$ 000	Actual 1997 \$ 000	Actual 1996 \$ 000	Actual 1995 \$ 000
Employment Cost	43,947	37,951	29,207	20,571
Travelling and Subsistence	1,518	2,238	1,540	1,143
Services	10,423	10,879	10,284	3,730
Office Material & Supplies	1,840	3,415	3,260	2,610
Maintenance of Vehicles	1,543	541	771	314
Maintenance of Building	369	1,730	6,696	565
Maintenance of Computers/Equipment	1,162	-	-	-
Fuel and Lubricants	826	864	665	635
Miscellaneous	6,713	9,044	1,536	735
Sub Total	68,341	66,662	53,959	30,303
Refunds	3196	559		17
	71537	67221	53,959	30,320

8.8.2 Attendance At Workshop/Seminars

During the period under review, some staff members of the Department attended and reported on the following Workshops/Seminars:-

- 1) Workshop on National Tourism Policy for Guyana
- 2) Workshop on National Land Tenure Policy for Guyana
- 3) UNICEF sponsored Workshop on Situation Analysis of Children in Guyana.

8.8.3 Inter-Agency Co-ordination Activities

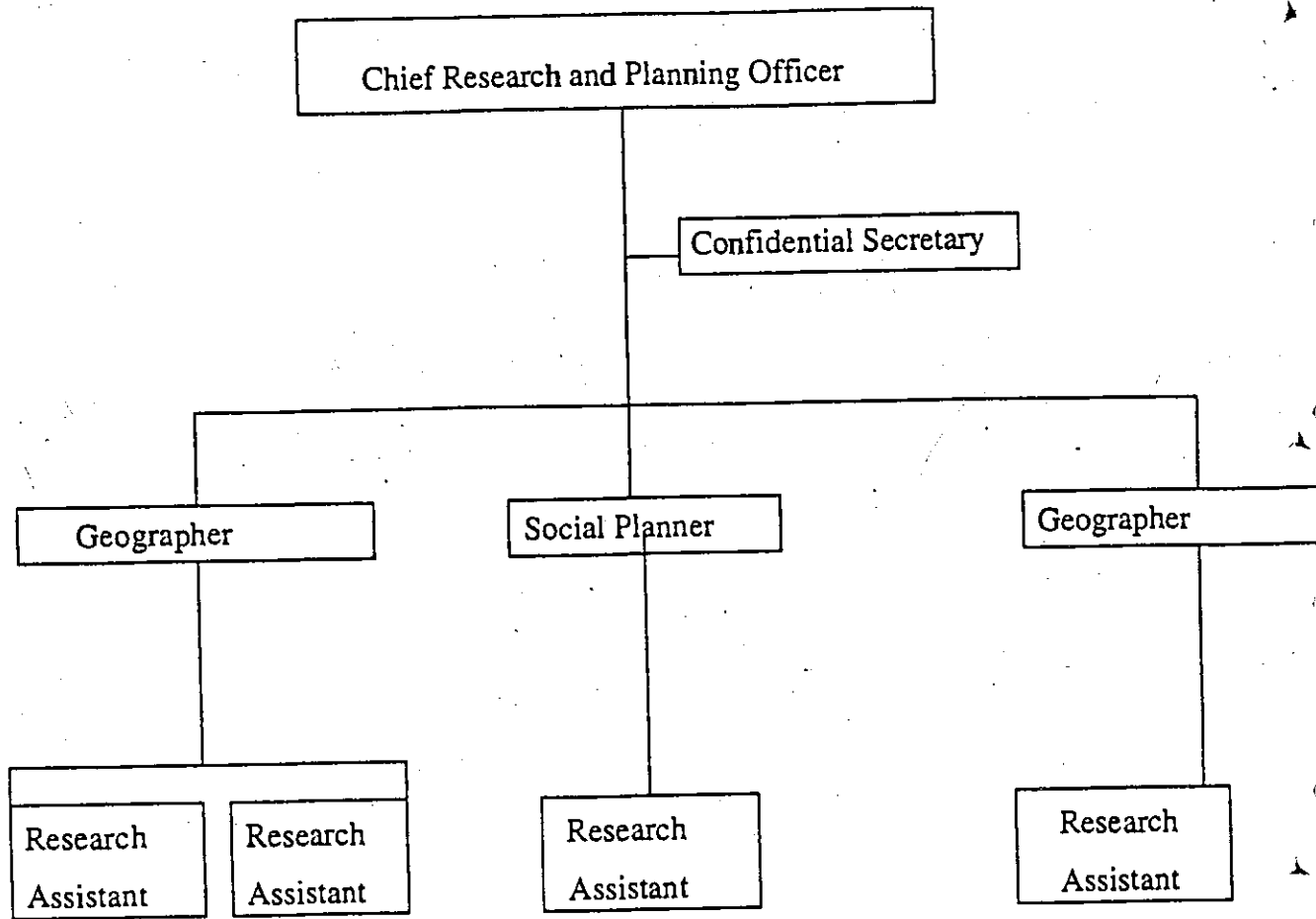
Staff members of the Research and Planning Department were from time to time engaged in various inter-agency activities which included:-

- 1) Attendance at meetings of the National Metrication Committee and the co-ordination of metrication plans of the Central Housing and Planning Authority.
- 2) Attendance at monthly meetings of the Central Board of Health
- 3) Attendance at Inter-agency Technical Committee meetings of the Environmental Protection Agency.
- 4) Participation in working group sessions to discuss elements of the Shelter Sector Policy and Programme for Guyana.

8.8.4 Meeting Information needs of the Inter-American Development Bank Team- Shelter Sector Policy and Programme Reform Project

The staff of the Department were actively involved in assisting with research work and information gathering for the team of IDB Consultants.

8.5 Research and Planning Department Structure



9.0 SQUATTER SETTLEMENT AND DEPRESSED AREAS UPGRADING PROJECT

REPORT FOR THE PERIOD JANUARY - DECEMBER, 1998 STATUS OF PROJECT ACTIVITIES - 1998 WORK PROGRAMME

The Project Unit's 1998 programme of activities was pursued closely and a number of planned projects/assignments were completed, while only a few remained incomplete during the last quarter of 1998 and were rolled over to 1999.

The status of the tasks executed for the period January to October, 1998, together with work planned for the period October to December, 1998 are shown in the Unit's reviewed work programme.

9:1 STAFFING

The Unit's staff resources of nine persons were very effective in their team effort from the beginning of the year.

These include:

- 1 National Project Co-ordinator
- 1 Project Officer
- 1 Social Planner
- 1 Engineer Technician
- 2 Community Development Facilitators
- 1 Confidential Secretary
- 1 Cleaner
- 1 Vehicle Driver

Leave: The Project Officer, Ms Joycelyn Thompson proceeded on her 42 days end of contract leave in September 1998. Renewal of her contract depended on an extension/redesign of this Project that was to be formalized. This capability was financed from UNDP contributions to the project.

The Social Planner and the Engineer Technician proceeded on their end of Contract leave in November/December, 1998. These positions were also financed from the UNDP's contribution to the Project and renewal of their contracts was also dependent on the anticipated redesign/extension of the Project.

9:2 EQUIPMENT

All equipment procured were listed in an assets register and used exclusively on the project's activities.

Worthy of special mention are:

1. The Suzuki Vitara Jeep: This vehicle was in perfect working condition throughout the year and was fully utilized on project activities. It continued to be utilised for project activities.
2. The Hymac: For the reporting period, an estimated eight miles of main drainage canals and ten miles of subsidiary drainage trenches were desilted and cleared and areas once prone to flooding, where some twenty thousand squatters reside, benefited from improved drainage. The estimated cost of work done was G\$4.5 million.
3. Computers: To date the Unit received two computer systems through UNDP's contribution; one system was procured during the year. Both were in operation within the project during the period under review.
4. The sports gear acquired through UNDP's contribution were not distributed because the fun day that was to have been organized through a joint effort by the communities of Sophia and the Project Unit, was postponed.

9:3 PROPOSED REDESIGN OF THE PROJECT

A draft proposal on the redesign of the Squatter Settlement and Depressed Area Upgrading Project was submitted to UNDP and Foreign Affairs on June 15th, 1998. The Draft was discussed in August of 1998 and it was agreed that a Strategic Paper of the proposed Project Document, focusing on strengthening of the Central Housing & Planning Authority, be submitted by mid-September, 1998. This paper was delayed and was submitted on 5th November 1998.

9:4 OFFICE ACCOMMODATION

The office of the Project Unit was removed from the third floor of the Durban Park Building in Homestretch Avenue to the Ground floor of the said building.

9:5 BRIEF - SQUATTER REGULARISATION AND DEPRESSED AREAS
UPGRADING PROJECT

The GOG/UNDP jointly funded Squatter Regularisation and Depressed Areas Upgrading Project was established in 1995 with a Unit within the CH&PA, the latter being the Implementing Agency.

Very Broadly the objectives of the Project were:

1. To develop a national capacity to formulate and implement squatter regularization upgrading programmes.
2. To improve services, infrastructure and housing conditions in depressed urban areas.
3. To strengthen the capability of the CH&PA.

The unit generated a set of criteria, which were used to select squatting areas for intervention. The criteria focused on population size, extent of area, location, proximity to existing services, infrastructure etc and were utilized to select areas with good potential for improvement/upgrading.

Areas that were identified for attention and for which regularisation works were done included the following:

Sophia & Environment – Block E South Sophia	-	211 lots
Block AA South Sophia	-	87
Section A Liliendaal	-	638 plus 9 reserved lots
Section B Turkeyen	-	1328
Section C Turkeyen	-	672
Section D Turkeyen	-	773
North Sophia	-	111
		3820 lots
Montrose North	-	ECD 239 lots
Mon Repos North	-	ECD 255 lots
Mon Repos South	-	ECD 247 lots
Hasligton	-	ECD 26
Vryheid's Lust	-	ECD 176
Meten-Meer-Zorg	-	EBD 130 lots

In these areas Community Development Groups were established by way of elections at community meetings. The unit assisted in organising work with the groups to prepare work plans of prioritised projects, which included site and occupation surveys to identified physical features, buildings etc, to be followed by a design layout which, as far as practicable minimized dislocations and define lots sizes etc, on paper. This formed the basis for the cadastral survey that sub-divided the area into house lots on the ground.

Improvement works were carried out in all the areas identified above. While Government provided materials, labour input was mainly by self-help by the squatters themselves.

The following improvement works were done in areas mentioned:

9:5:1 SOHPIA/LILIENDAAL/PATTESEN/TURKEYEN

ROAD

Approximately 3 miles of bitumen surfaced roadway

Approximately 2 miles of sand/loam mix roadway

Another 2 miles of burnt earth road was in progress and was targeted for completion in 1999.

DRAINAGE

The Unit procured a 580 C Hymac, which cleared and desilted the main canals in the Sophia/Lilendaal/Pattensen/Turkeyen area to establish an overall drainage system.

Approximately 4 miles of drainage canals were dug.(ie) the Cummings Lodge canal at the back of UG and the main drainage trench between Sections B & C Turkeyen and in blocks AA & F Sophia).

Some five more miles of drainage trenches were targeted for 1999, together with the construction of three culverts.

BRIDGES

Four wooden bridges were constructed in Sections AA (Plum Park) and F (Farmers Group) Sophia. These were done with financial assistance from SIMAP. Labour input as stated before was by self-help efforts. Residents who participated in this self help venture were rewarded in the form of food hampers by SIMAP.

9:6 DEPRESSED AREA IMPROVEMENT

In addition to improving squatter areas, the Unit identified three (3) depressed areas for interaction. These were Tiger Bay, Albouystown and Section 'C' Corriverton.

It must be noted that squatting areas were without basic services and infrastructure, and may also be considered as depressed. While depressed areas would have services and infrastructure, for a number of reasons, these have deteriorated to undesirable levels.

9:6:1 TIGER BAY

The Community of Tiger Bay elected a Community Development Group and carried out improvement works to the Cultural and Sports Center. The Building situated west of the Customs Department was rehabilitated and painted and is being used for Community meetings and church sessions by the youths in the area. A Gym is also at the ground floor. Materials for this exercise was supplied by the Unit, SIMAP and Courts and labour inputs were by self-help effort.

9:6:2 ALBOUYSTOWN

In the Albouystown area the following improvement works were carried out:

Four (4) wooden pedestrian bridges were constructed across the Sussex Street Canal. Cleaning of drains, alleyways and yards by self help effort was done with tools borrowed from SIMAP.

9:7 SOPHIA AND ENVIRONS

Playground

The Unit has been advocating that physical development must be accompanied by social development, which impacts positively on human development.

In the Section E Area a playground, which was under high bush was bulldozed, graded and leveled for cricket and football. In addition a hard court for volley ball and basketball was under construction and will be completed during the first quarter of 1999, with financial assistance from UNDP. SIMAP made a prefabricated Canvas tent available and a portion was erected on the Playground and was used for community meetings, church sessions and games etc. As mentioned, labour inputs were in the form of self-help by the residents of Section 'E' particularly and the Sophia Area generally.

9:7:1 WATER SUPPLY

Representation made to GS&WC resulted in the area being supplied with four standpipes on main streets in Plum Park and Farmers Group.

9:7:2 MON REPOS

This area was established some 30 years ago and now has good roads some of bitumen surface and others of sand/loam mix. The area also has water and electricity. The Cadastral Survey was completed and the process of granting titles to these residents commenced. The first set of titles should be issued in the third quarter of 1999.

9:7:3 MON REPOS SOUTH

Road improvement on about half mile was done using sand/loam mix and burnt earth. Four culvert/bridges were constructed across the main drainage canal linking main access to resident's streets.

Two culverts were placed across the main roadway to link up the drainage system. Site, Occupation and Cadastral surveys were completed and the process of issuing titles to allottees commenced.

9:7:4 HASLINGTON

Approximately 600 feet of roadway was improved with layers of sand/loam mix and burnt earth. Two 18" culverts (PVC tubing) were put in place at two street-intersections for improved drainage.

9:7:5 METEN-MEER-ZORG

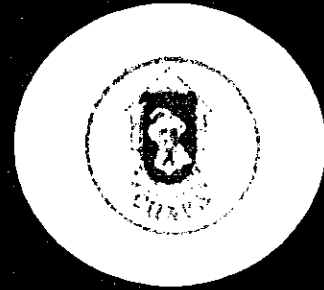
Site and Occupation Survey was completed. Cadastral Survey to be completed in 1999, and the process of passing titles commenced.

9:7:6 CONCLUSION/RECOMMENDATION

The specific activities toward squatter areas improvement as outlined above, were executed to achieve the objectives of the Project, but its scope was limited to a few areas selected on the basis of set criteria and in keeping with the Terms of Reference of the Project.

with numerous other squatting areas nation wide not examined and the incidence of new ones mushrooming, together with the knowledge of the existence and the work done by the Project, it would be advisable to strengthen the Unit and broaden its focus to interact with squatting areas countrywide

CENTRAL HOUSING & PLANNING AUTHORITY



ANNUAL REPORT 2001

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EXECUTIVE SUMMARY

1. The year 2001 presented many challenges in the execution of the Authority's Work Programme for the period under review, in light of setbacks which impacted adversely on the Authority's ability to deliver.

The Central Housing & Planning Authority suffered a severe setback in the execution of its 2001 Work Plan when fire gutted the entire premises at its Homestretch Avenue location on June 15th, 2001. Losses amounted to hundreds of millions of dollars in capital equipment and the institutional memory in the form of vital records, historical and current, was lost.

During the period June 15, - August 1, 2001 the Authority focused on relocating and the reconstruction of records to be of service to its clients in the shortest possible time and succeeded in reopening its doors for business on August 1, 2001.

The Work Programme for the Authority was reviewed and there was some contraction of the Authority's business with a concomitant staff reduction. The following priorities were set to be accomplished in the August - December, 2001 period.

- a) Reconstruction of Records
- b) Preparation of the first year pipeline projects for the Low Income Settlement Programme, for execution.
- c) Re-equipping of the Agency:- acquisition of computers, photocopier, furniture and other accessories.
- d) Collection of outstanding revenue.
- e) Promotion of the Greater Georgetown Development Plan through consultations, advertisements, documentaries etc.
- f) Updating client records.

- g) Preparation for the commencement of Low Income House Construction to galvanise house construction and give effect to the distribution of house lots.
- h) Processing of Transports/Titles
- i) Execution of Surveys under the Land Registry Act.
- j) Completion of year 2000 Capital Projects.

Despite the problems however, the Authority achieved moderate success in the implementation of its 2001 Programme.

Evaluation of Year 2001 Performance

The Work Plan for the year 2001 essentially comprised the completion of projects which were commenced in the year 2000. The Capital Projects for the year 2000 benefitted from reimbursement under the European Union SASP IV arrangement. Of great significance, The Central Housing & Planning Authority was granted eligible status to commence requesting disbursements for project execution under the GOG/IDB Low Income Settlement Project Loan # 1044/SF-GY.

Highlights

GOG/IDB Low Income Settlement Project

- The Central Housing & Planning Authority satisfied all the General and Special conditions of the GOG/IDB loan agreement #1044/SF-GY and was declared eligible for disbursement of loan funds with effect from January 8th 2001.
- The Project Co-ordinator for the Project was recruited.

- The Tuschen Project valued at approximately G228.0M was awarded and construction commenced.
- Twelve infrastructural development projects were at the design stage.
- The MIS contract which is a key component of Institutional Strengthening, was signed in January with Systems Caribbean Limited, thus paving the way for work to proceed in this area.
- The MIS Department was strengthened with the recruitment of a Systems Administrator and a Software Support Analyst.
- The Institutional Strengthening Consultancy was in place.

OTHER

- Twenty-three capital projects funded by Central Government and the CH&PA were completed.
- Sixty-two Squatter Settlements were regularised.
- The Greater Georgetown Development Plan was completed and consultations were convened.
- Two thousands transports were passed.
- Five hundred and seventy-five (575) house lots in Regions 3,4,5, 6 & 7 were allocated.
- Six areas were brought under the Land Registry Act to facilitate passing of Titles, this included Sophia where all areas, except Block BB, can now be processed for Title.

- Transfer of ownership was completed for 1689 apartments, the remaining 336 to be completed during 2002.
- An exercise for the Assessment of households without electricity was completed. This exercise provided information which will form the basis for a GOG/IDB Project for the supply of electricity to housing schemes and regularised squatter settlements.
- Design layouts were completed for ten (10) major housing schemes.
- Four hundred and eighty (480) land use applications were processed.
- The Diagnostic Review of the T&CP Act was completed.
- The Concept Plan for the development of the Parika Market Area was completed setting the stage for preparatory work for the Parika Town Plan.
- The background report and studies for identification of secondary towns in Guyana was completed and work commenced on the Lethem Plan.
- Land Use Issues in the Eccles Industrial Estate were reviewed to identify problems and facilitate inter-agency discussions with Go-Invest, Eccles/Ramsburg NDC, CH&PA & Environmental Protection Agency.
- Work was completed with a UNESCO team in preparing background reports to facilitate a dossier for Georgetown to be nominated as a World Heritage City.

The Work Plan activities of the technical departments were very well supported by the Personnel & Finance Departments.

The Annual Report comprises the Executive Summary, followed by the Mission Statement of the Central Authority, the structure of the Organisation and the review of the 2001 work programmes of the Departments of the Agency. The 2001 report of the GOG/IDB Low Income Settlements Project is also included.

The Financial Statements in respect of the Year 2001 have been submitted to the Auditor General's Department for Auditing.


.....

M A Pitt

Chief Executive Officer.

MISSION STATEMENT

**Overall responsibility for planning promoting
and managing development of all Human
Settlements and Administering the National
Housing Policy of Guyana.**

ORGANISATION AND MANAGEMENT

For the reporting period, Ministerial responsibility for the Central Housing and Planning Authority, remained under the Ministry of Housing and Water.

The Chief Executive Officer was responsible for the day-to-day administration of the Central Housing and Planning Authority.

The descriptions and functions of the Departments indicate the actual activities which are necessary for the proper and efficient functioning of the Central Housing and Planning Authority.

Descriptions & Functions of Departments

Town and Country Planning Department

The Town & Country Planning Department (T&CPD) has overall responsibility to make provision for the orderly and progressive development of land, cities, towns and other areas, whether urban or rural, to improve the amenities thereof and for other matters connected therewith (Town & Country Planning Act, chapter 20:01, Laws of Guyana).

In seeking to fulfill this objective during the year under review, the Department recognized the need to foster a partnership approach to dealing with development.

Land Allocation Department

To formulate, implement and monitor national housing policies. This includes the preparation and implementation of housing projects and programmes with the aim of improving the quality and quantity of the nation's housing stock.

The Land Development and Administration Department's main function is to formulate, implement and monitor housing and urban development policies.

This includes the preparation and implementation of activities related to housing development undertaken by the Government, other agencies and private individual/companies.

The Land Allocation Department is also responsible for all matters related to allocation of house lots, that is accepting applications, interviewing applicants, conveyancing matters etc. The Department's responsibility includes the Community Development aspect of settlements.

Squatter Settlements And Depressed Areas Upgrading Department

This department, within the Central Housing and Planning Authority, is geared towards the fulfillment of the special purpose of implementing policies, programmes and projects designed to regularise and upgrade squatting and depressed areas, and to facilitate the relocation of squatters from high-risk areas, utilizing community participation strategies.

The department is therefore the vehicle through which the government of Guyana assumes its social responsibility to:-

- Regularise squatting areas as part of the strategy to halt the escalation of informal settlements;
- Apply participatory and joint action strategies with non-governmental organizations and other governmental agencies towards relocation and enforcement alternatives to ultimately benefit occupiers of high-risk squatting areas;
- Maintain an inventory of squatting areas, countrywide and priorities squatting for regularizations, applying the concept of incremental development of infrastructure, together with organizing and assessing of community support for, and participation in the upgrading process;
- Facilitating the process, through regularization, to issue titles to bone fide occupiers of lots in squatting areas.

Finance Department

Responsible for the proper accounting procedures and the management of monies accruing from Central Government allocation and income from assets accruing to the Housing Fund.

Management Information Systems Department

The Management Information System was established to provide strategic support to the Central Housing as the Agency moved towards automating its operations with a view to improving its service delivery to the public.

Administration Department

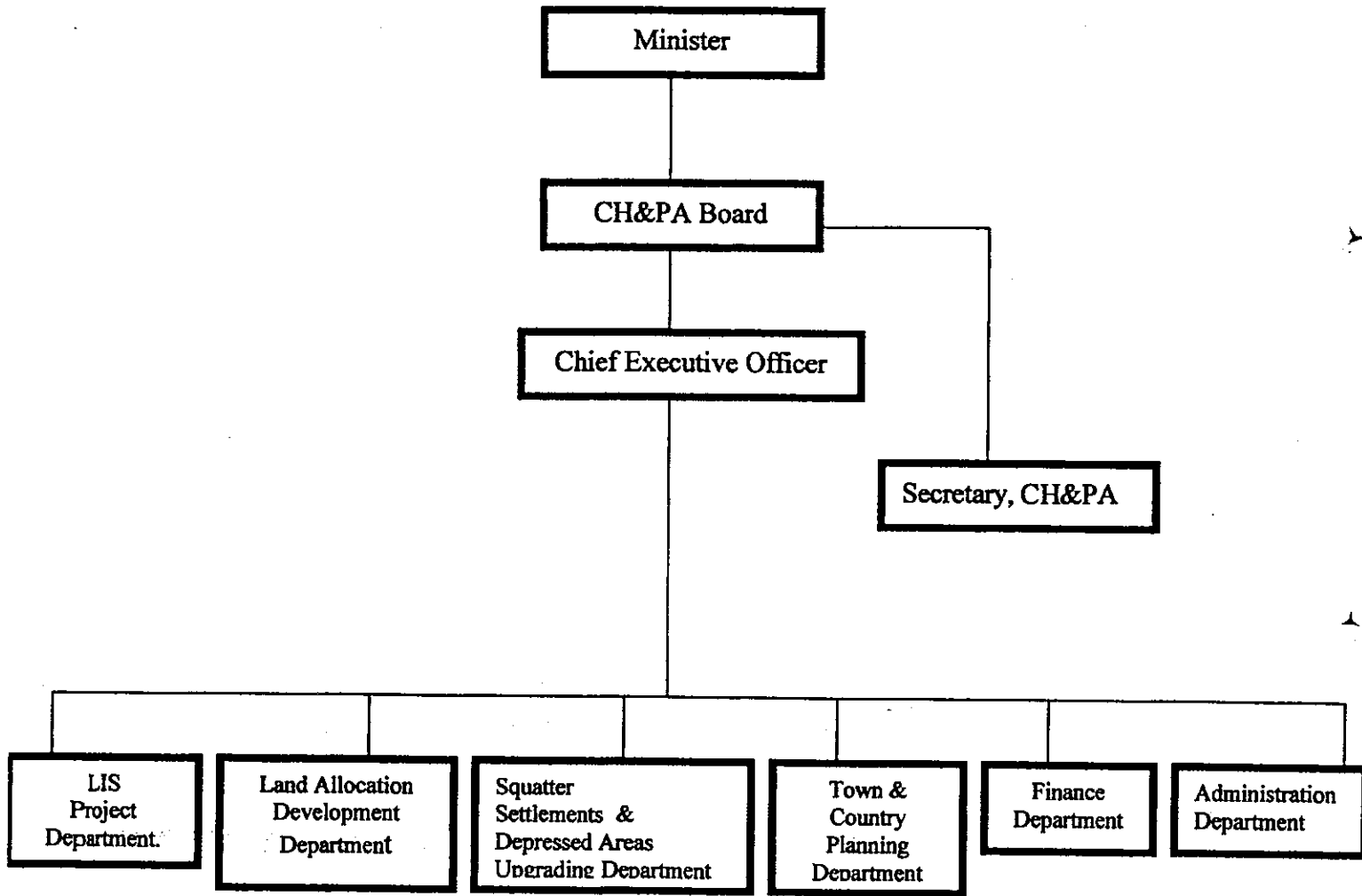
Improving the overall quality of personnel management functions in the Central Housing and Planning Authority by being responsible for staffing as it relates to recruitment, appointment, promotion, classification, transfer, discipline, leave and separation.

GOG/IDB -Low Income Settlements Project

The main objective of the Low Income Settlement Programme (LIS) is to help Guyana produce well-designed residential settlements and increase the ownership of real property by persons with low and moderate incomes. The Low Income Settlement Programme (LISP) was established to divest titled land to low income households. In addition, the Programme serves to reform standards for land use development approval and titling in order to streamline public and private sector development and strengthen the Central Housing and Planning Authority. The Low Income Settlement is also charged with the responsibility of administering CH&PA's capital funded projects.

MACRO STRUCTURE

CENTRAL HOUSING AND PLANNING AUTHORITY



Town & Country Planning Department

OVERVIEW

Year 2001 was quite a challenging one for the Town & Country Planning Department particularly in view of the Government's objectives in its housing programme and the task of completing the first draft of the Greater Georgetown Development Plan (GGDP).

The Town & Country Planning Department succeeded in achieving many of the targets set for the year under review.

REVIEW OF ACTIVITIES FOR THE PERIOD JANUARY TO DECEMBER, 2001

The T&CPD attended to all issues as programmed and which came under the responsibility of the Central Housing & Planning Authority as the statutory body responsible for physical planning in Guyana. Many of the work activities (programmed and un-programmed) were satisfactorily executed.

2001 REVIEW OF ACTIVITIES SUMMARY

A. SETTLEMENT PLANNING SECTION

ITEM	PROGRAMME ELEMENTS	STATUS	REMARKS
1	Preparation of the Greater Georgetown Development Plan (GGDP)	80%	Draft plan completed. Public consultation covered. Plan finalization commenced.
2	Review of the Town & Country Planning Act	50%	Background comparative planning legislation research work done. Diagnostic examination

			of Guyana T&CP Act commenced.
3	Preparation of Development Plan for Parika	20%	Preparatory Meetings & background research work commenced.
4	Concept Plan for the development of the Parika Market *	100%	Document was intended to guide future thinking on managing the growth of the Parika Market.
5	Preparation of TV documentary on the GGDP *	100%	
6	Preparation of revised physical Development Plan for Lethem *	30%	New land use proposals mapped. Plan report and policies to be compiled.
7	The Secondary Towns Project *		Completed project justification report for submission to the CDB.
8	Kurupung Planning Exercise *		Background report containing recommendations completed. Guy. Geology & Mines Commission to initiate further action.
9	Review and analysis of the Eccles Industrial Site development *		Exercise was completed. Joint inter-agency meeting held at the Eccles/Ramsburg NDC.

* Denotes unplanned work.

In addition to the activities outlined above, the Town & Country Planning Department, during the period under review was involved in several inter-agency matters of which the following were most significant:

- Inter-agency co-ordination meetings with the Ministry of Local Government;
- Joint Technical Committee Meetings with the Mayor and City Council of Georgetown concerning the GGDP;
- Meetings of the Task force charged with the preparation of a Dossier on the issue of Georgetown as a possible choice for nomination as a World Heritage City (in conjunction with UNESCO);
- The Technical Committee on the development of standards for the hospitality sector in Guyana;
- The National Trust Board, and
- The Central Board of Health.

PLANNING DESIGN & SURVEYS

During the period under review, the major achievements of the Planning Design & Surveys section were:

- i) the completion of several residential design layouts for new Government sponsored housing schemes; and
- ii) the preparation of drawings and other graphical representations for the draft Greater Georgetown Development Plan (GGDP).

Outlined below is a Review of Activities Summary of the work done by the Planning Design and Surveys Section for year 2001.

2001 Review of Activities Summary

B. Planning Design and Surveys Section

ITEM	PROGRAMME ELEMENTS	STATUS	REMARKS
1	Design Layout for Block 'C' Bartica	100%	Completed
2	Design Layout for Culvert City, Lethem	"	"
3	Design Layout for Block 8, Pln. Tuschen (Tuschen Phase II)	"	"
4	Design Layout for Tract 'PP', 'QQ', and 'RR', Mon Repos, E.C.D.	"	"
5	Design Layout for Area 'M', Cornelia Ida, W.C.D.	"	"
6	Design Layout for portion of land at La Parfaite Harmonie, W.B.D. (Phase 1)	"	Phase I completed. Phase II to commence
7	Design Layout for Block 2, Pln. Foulis, E.C.DS.	75%	Prelim. Sketch completed.
8	Design Layout for Block 1, Paradise, E.C.D.	100%	Completed

Occupational surveys

Occupational surveys were conducted and completed for several areas. These were used as the basis for preparation of design layouts.

Cadastral Surveys

Cadastral survey plans were prepared for several areas for which design layouts were completed. These areas include:-

- A portion of land at Sparendaam/Goedverwagting;
- Blocks "PP", "QQ" and "RR", Mon Repos, E.C.D.
- Block "C", Block "X", Diamond, E.B.D.
- Phase 1, Part 2 La Parafaite/Harmonie, W.B.D.

- A portion of land at Belle Vue, W.B.D.
- " " " " " Lima, Essequibo
- " " " " " Charity, Essequibo (Charity Extension)
- " " " " " Mahdia, Region No. 8
- " " " " " Culvert City, Lethem
- " " " " " Onderneeming, Essequibo

Land Use Surveys

Special land use surveys were conducted in Georgetown for the collection of data required for the preparation of the Greater Georgetown Development Plan.

DEVELOPMENT CONTROL SECTION

The Development Control Section processed approximately two hundred and twenty-two (222) applications for land sub-division, land use and building permits during the period July to December, 2001.

The process of processing planning applications by the Development Control Section is an on-going activity which is linked with the Municipalities and other Local Authorities (NDCs) throughout Guyana.

2001 REVIEW OF ACTIVITIES SUMMARY

Development Control Section

Please note that the statistical details outlined herein were for the period July to December, 2001

ITEM	PROGRAMME ELEMENTS	REMARKS
1	Processing land use/building applications for land use permit.	210 applications were processed.
2	Processing land sub-division applications.	12 applications were processed.
3	Meetings with Local Authorities to discuss development control matters and monitor the administration of delegated functions.	A total of 10 meetings were held.

In addition to the above, the Development Control Section was also engaged in the following:-

a) Dealing with land use contraventions.

Several Contravention Notices were served during the period under review and a few cases were taken before the Court.

b) Conducting special land use surveys for development control purposes.

Issues:

- During the second quarter of the year under review, two members of the staff of the Development Control Section were placed on a special assignment - the identification of house lots in the Diamond Housing Scheme.

LAND DEVELOPMENT AND ADMINISTRATION

DEPARTMENT

The year 2001 was a period of challenges and recovery for the Land Development and Administration Department. The Department was able to successfully rise to challenges and by the end of the year considerable progress had been made in the following areas:

Re-Construction of Records

This exercise was successfully completed for all Housing Schemes in Region 4. Transports/Titles lost in the fire were prepared and forwarded to the Deeds Registry for processing.

The results of the field exercises which were monitored to recapture data in housing schemes revealed non-occupancy of a substantial amount of house lots in the Good Hope and Foulis Housing Schemes. It also revealed a number of illegal sale of lots by the allottees, this problem was addressed in Good Hope and Foulis Housing Schemes ninety -six (96) lots were re-allocated.

The exercise of re-allocation also produced other benefits apart from the discovery of the irregularities. It caused a high level of awareness among allottees to beneficially occupy their lots, and a clear, unambiguous message of CH&PA's non-recognition of the illegal sale of House-Lots.

Housing Schemes-Land Registry

With the exception of those Schemes in the Sophia and Liliendaal Areas, no other Housing Scheme was moved under the Land Registry Act. This was entirely outside the control of the Department. Documentation for some fifteen (15) Schemes was forwarded to the Lands and Surveys Commission for processing.

Government Apartments

At the end of 2001, 1689 apartments were transferred to the occupants (sitting tenants).

Housing Schemes

The following Housing Schemes were established in 2001

Region 1

- Kokerite Hill

Region 2

- Onderneeming
- Lima Sands
- Charity Extention

Region 3

- Parafaite Harmonie
- Cornelia Ida Phases 1 and 2

Region 4

- LBI (Onion Field)
- Mon-Repos
- Coldingen
- Pln Hope
- Pln Lowlands
- Pln Douchfour

Region 5

- Burma
- Pln Farm

Region 6

- Glasgow
- Ordinance/Fortland
- No. 77

Region 7

- Four Miles Scheme - Bartica

Region 8

- Madhia Housing Scheme

Region 9

- Patville Housing Scheme
- Kwakwani Phase II Housing Scheme

Region 10

- Lethem Housing Scheme

Allocations

<u>Target</u>	<u>Achievement</u>	<u>Percentage</u>
3000	975	32.5%

Transports/Titles

<u>Target</u>	<u>Achievement</u>	<u>Percentage</u>
7000	2416	34.5%

FINANCE DEPARTMENT

Financial Report for the period ended 31st December 2001:

1. During the year 2001, the Central Housing and Planning Authority received from Central Government the sum of Forty five million five hundred thousand dollars (\$45.5 M) as Subsidy for Current Operations Expenditure, Four hundred and thirteen million dollars (\$413 M) for Capital Infrastructure Development Projects

and Eight hundred and thirty three thousand dollars (\$0.83M) for increased salaries and wages for the year 2000.

	\$000
Current Operating Subsidy	45,500
Capital Infrastructure Development	413,000
Increase in Salaries and Wages 2000	<u>833</u>
	<u>459,333</u>

2. **Overall Performance:**

The Central Housing and Planning Authority incurred a deficit of forty eight million eight hundred thousand dollars (\$48.8 M) in the year 2001.

	\$000	\$000
Subsidy Ministry of Finance	46,333	
Revenue	38,995	
Refund - Low Income Settlements Project	<u>8,502</u>	
		93,830
Expenditure		<u>142,636</u>
		<u>(48,806)</u>

3 **Revenue:**

The Operating Revenue earned during the year 2001 amounted to Ninety three million, eight hundred and thirty five dollars (\$93.83M) while Two hundred and fifty million, eight hundred and twenty two thousand dollars, (\$250.82M) was earned from the Sale of Land.

See appendix 1.....

4. **Expenditure:**

The total Current Operating Expenditure of the Central Housing and Planning Authority for the year 2001 was One Hundred and forty two million, six hundred and thirty six thousand dollars (\$142.64 M), with Employment Costs being \$79.4 M of the total operating expenditure. Fuel and lubricants were \$2.4 M, while Office Material and Supplies totalled \$3.9 M. Repair and Maintenance of Building was \$4.4 M, this was because renovation works were done on the temporary location after fire destroyed the building which housed the Authority, advertising expenses were \$8.3 M due to the extensive advertising required. Legal and Conveyance services expenditure was \$9.9 M since the Authority focused on granting Titles to land owners. The sum of \$8.6 M was refunded to individuals no longer interested in the house lots allocated to them.

See Appendix 2.....

5. **Assets Acquired**

The assets acquired during the year 2001 totalled \$11.04 M, these included Office furniture, Photocopier, Air Condition Units and Fans.

The assets were essential to enable the Authority to resume operations after fire destroyed its building, office furniture, equipment and substantial records.

6. **Capital Infrastructure Development Projects-Funded by Central Government**

In 2001 the Ministry of Finance to disbursed the sum of \$413 M to facilitate Infrastructure Development projects in the various Regions of the county.

The following is a schedule of projects and expenditure by Region, which consisted of Land clearing and levelling, construction of roads, bridges drainage structures

and the execution of cadastral surveys.

<u>Region</u>	<u>No. of Projects</u>	<u>\$000</u>
#2	1	9,346
#3	10	89,031
#4	16	259,061
#5	1	4,567
#6	<u>6</u>	<u>50,995</u>
	<u>34</u>	<u>413,000</u>

See appendix 3.....

7. **Capital Infrastructure Development Projects-Funded by Housing Fund**

There was extensive infrastructure development financed by Housing Fund totaling \$531.1.M during the year 2001 in all regions as indicated below. Works undertaken during the period under review included land clearing and levelling, the constructing of roads, bridges and drainage structures, surveys and the installation of water, distribution networks in the various housing areas.

<u>Regions</u>	<u>No. of Projects</u>	<u>\$000</u>
#1	4	1,015
#2	3	2,238
#3	27	95,790
#4	60	317,398
#5	7	18,906
#6	33	89,423
#7	5	2,361
#8	2	456
#9	1	1,306
#10	<u>3</u>	<u>2,175</u>
	<u>145</u>	<u>531,068</u>

See appendix 4.....

8. Cash and Bank balances as at December 31st 2001 was \$ 446,776.00

Appendix I

Revenue Schedule for the year 2001

<u>Source of Operating Revenue</u>	<u>\$000</u>	<u>\$000</u>
Income from Rental	508	
Aided self help	451	
Hire Purchase	5	
Sub - Division Land	55	
Building Application Fees	1,609	
Transport Fees	26,802	
Cancellation Fees	346	
Sale of Application Forms	1,315	
Sale of Tender Documents	540	
Sale of Apartments	468	
Survey Fees	2,490	
Miscellaneous	2,475	
Interest - Current A/c	139	
Revenue - Disposal of Property	1,339	
Interest - Capital works A/c	374	

Interest - Excel A/c	44	
Interest - Money Market A/c	<u>35</u>	
		38,995
Subsidy - Ministry of Finance		46,333
Refund Low Income Settlements Project		<u>8,502</u>
		<u>93,830</u>

Appendix II

Statement of Expenditure for the year 2001	\$000	\$000
Employment Costs	79,397	
Office Material and Supplies	3,850	
Fuel and Lubricants	2,427	
Repairs and Maintenance-Building	4,375	
Repairs and Maintenance-Vehicles	2,049	
Repairs and Maintenance - Furniture and Equip.	4,677	
Advertising	8,307	
Other Services incl. Consultancy Fees	7,964	
Travel and Subsistence	3,339	
Legal and Conveyance Services	9,847	
Other Operating Expenditure	<u>16,404</u>	
	<u>142,636</u>	
Refunds to Allottees	<u>8,623</u>	

151,259

Infrastructure Development-Housing Fund 531,068

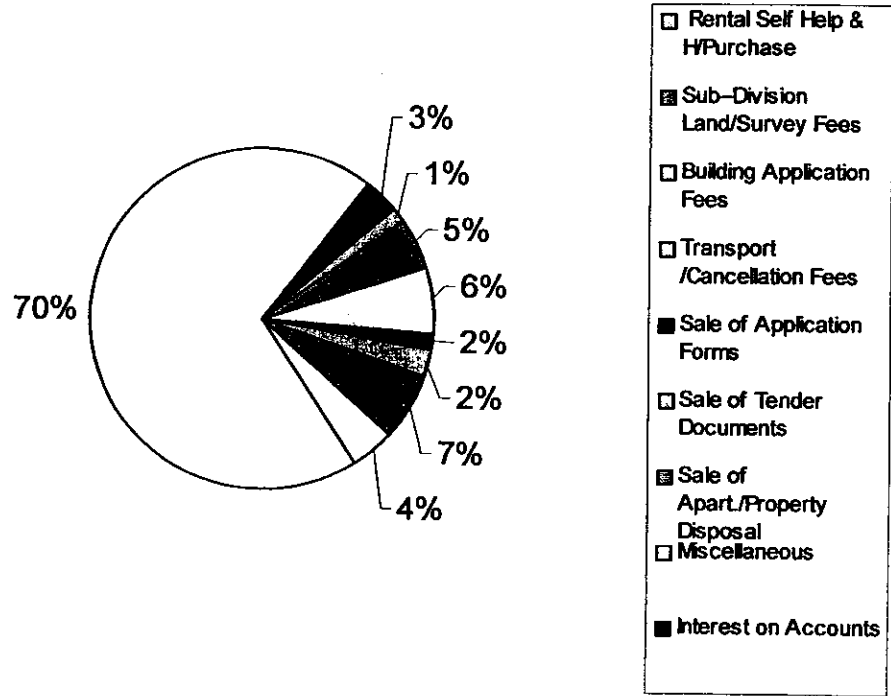
682,327

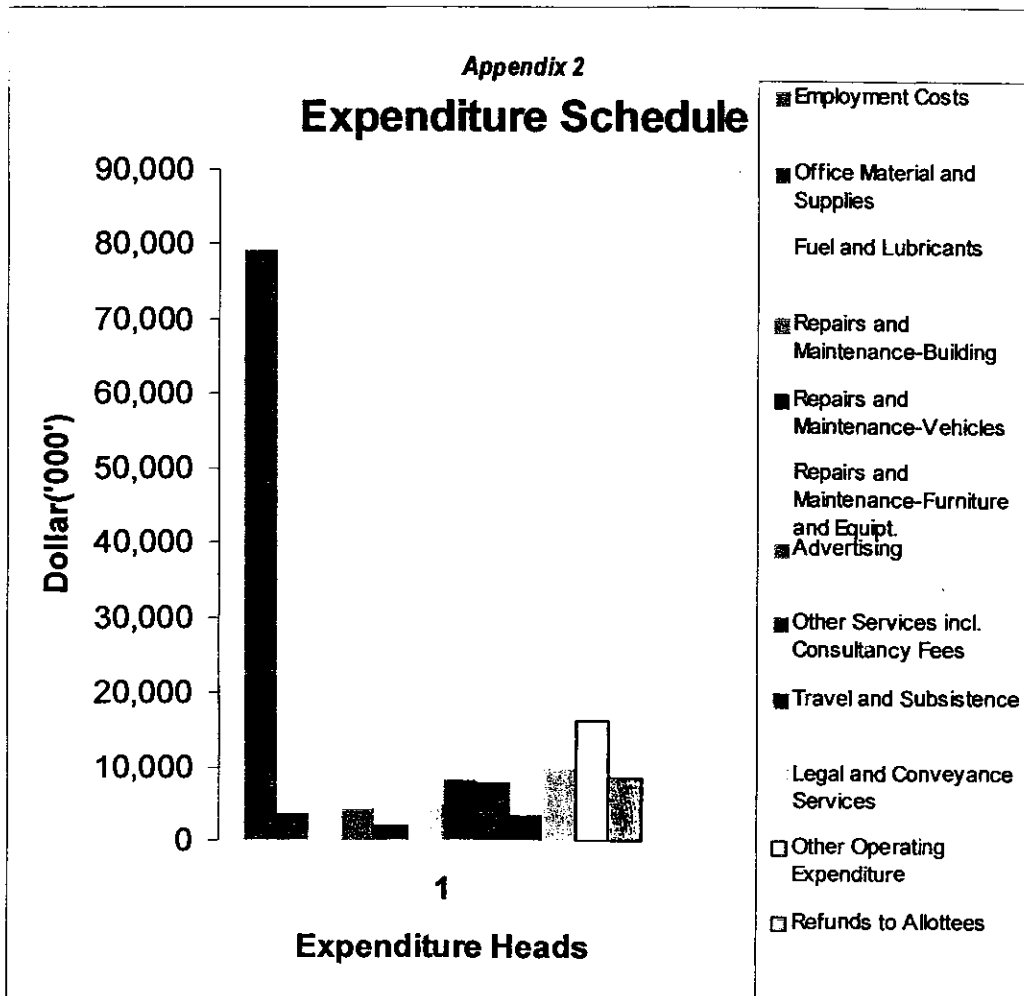
SUMMARY OF FINANCIAL PERFORMANCE FOR 2001

	<i>ACTUAL</i> \$000	<i>BUDGETED</i> \$000	<i>VARIANCE</i> \$000
<i>REVENUE</i>			
Sale of Land	314,375	300,000	14,375
Transport Fees	26,802	8,004	18,798
Interest Received	526	-	526
Interest on Investment	25,053		25,053
Others	9,446	5,556	3,890
<i>Sub Total</i>	376,202	313,560	62,642
<i>Ministry of Finance Subventions</i>			
Current Subsidy	49,182	35,500	13,682
TOTAL REVENUE	425,384	349,060	76,324
<i>EXPENDITURE</i>			
Employment costs	79,463	77,656	(1,807)
Administrative Costs	67,399	34,286	(33,113)
Finance Charges	323	84	(239)
Refunds to Allottees	12,575	12,000	(575)
Housing Fund Projects	531,068	180,000	(351,068)
TOTAL EXPENDITURE	690,828	304,026	(386,802)
<i>SURPLUS/DEFICIT</i>	(265,444)	45,034	(310,478)

Appendix 1

Schedule-Operating Revenue





SQUATTER SETTLEMENTS AND DEPRESSED AREAS

UPGRADING DEPARTMENT

In the Department's 2001 work programme it was stated that housing in the formal sector has generally proven to be beyond the affordability levels of the low-income/ no income households, which form the larger portion of the people in need of housing in Guyana, and are thus rendered ineligible to access loans because of criteria set by lending institutions.

Many of them were, therefore, unable to legitimately acquire dwelling units and resorted to squatting. An inventory of squatting areas country wide revealed that there are over 117 such areas scattered in all the regions:

- Region 1- (Information not yet available);
- Region 2- nine (9);
- Region 3 - thirty-three (33);
- Region 4- forty-one (41);
- Region 5-two (2);
- Region 6- twenty-three (23);
- Region 7- (Information not yet available);
- Region 8-one (1);
- Region 9- (Information not yet available):
- Region 10-eight (8).

Where it was indicated that the information regarding the number of existing squatting settlements was not available, it must be stated that in those areas, investigations revealed that there were none. However, this is still to be investigated further because with time new areas are brought to the Department's attention and existing records updated.

What can be said regarding the evolvment of new squatting is that during the year routine monitoring of vacant government lands which were considered as prime target areas for such activities and a firm enforcement of the Ministry of Housing and Water, Central Housing and Planning Authority's policy on this issue prevented any new squatting of significance.

Achievements

- A Draft document dealing with Policies & Terms of Reference for Community Development Committee was prepared and scheduled for finalisation/approval in 2002

- Community Development Committees were re-vitalised or re-organised where these existed: Areas interacted with (CDCs re-vitalised/ re-organised) included Kaneville, Block "B" Mon Repos (Martyr's Ville), Lusignan Pasture, Vryheid's Lust, Vive La Force, Vries Land and Goed Fortuin. In other squatting areas where the regularization commenced, there were Squatter Department/ CDCs interaction/collaboration.

Inventory of Squatters Settlements countrywide:

- Meetings were held with Regional Housing Officers, Regional Executive Officers, Regional Development Councils, Town Councils and Neighbourhood Councils of Regions 2,3,4,5,6, and 10 and leaders and residents of squatter settlements.

An inventory listing all known squatter areas countrywide was prepared and is available within the Department for scrutiny and further updating/upgrading.

Transformation of Squatter Settlements into Housing Schemes

Block/Occupation and Sub-division surveys were executed for the following areas: Rivers View, Mahaica; Lusignan Pasture (East of Grass Field); Lusignan Pasture (Play Ground Area); Goedverwagting/Sparendaam; Block of land south of area R Sophia (Block and Occupation only); Area 'Y' Cummings Lodge; Section E Cummings Park; Hyde Park, Timehri; Cornelia Ida Area K; Vive La Force; Vries Land; Goed Fortuin. In addition, verification of occupation and regularization was done in the sixty-five (65) areas. Work also commenced in Plastic City and Belle View and was completed.

Additional areas programmed for regularization during 2001

- Only preliminary works (numbering of buildings, executing household profile survey and research on plans) were done in most of these areas.

- The post-fire regrouping efforts witnessed the preparation of an emergency data recovery plan. The extent of retrieval is shown on the attached action plan.
- 92% of the sub-division plans for the sixty-two areas, which were interacted with for regularization purposes were retrieved. Of the remaining 55 squatting areas recommended for regularization, plans for eleven areas were retrieved.

Improvement of infrastructure in approved squatting areas:

- The Department assisted in supplying relevant/ required data (qualitative/quantative, including physical survey plans).

SPECIFIC TASKS

- Preparation of a draft operational/implementation manual for Plot-owner built low cost homes as a Pilot Project in selected squatting areas. Meetings were convened in the following areas in Regions 2, at Pomona, 3 at Belle West, 4 at Enmore/Haslington, 5 at Experiment/Waterloo, 6 at Glasgow and 10 at Amelias, Ward Linden.

Achievements

Block/Occupational and Sub-division surveys were executed for the following areas: Rivers View, Mahaica, Lusignan Pasture (East of Grass Field), Lusignan Pasture (Play Ground Area), Goedverwagting/Sparendaam, Block of land south of area Sophia (Block and Occupation only), Area 'Y' Cummings Lodge, Section E Cummings Park, Hyde Park, Timehri, Cornelia Ida Area K, Vive la Force, Vires land, Goed Fortuin. In addition, verification of occupation and regularisation was done in the sixty-five (65) areas. This exercise is approximately seventy-five percent completed (75%). Work also commenced in Plastic and Belle View and was completed.

Constraints

A number of other areas currently under regularization were programmed, but no work was done. This was because of the department's setback due to the fire, to get Guysuco to release these areas which are under its administration or to give the CH&PA permission to enter the lands to execute the necessary surveys.

Achievements

- Only preliminary works (numbering of buildings, executing household profile survey and research on plans) were done in most of these areas. Some of the research data were destroyed by the fire and work retrieve them continued through the "Post Fire Regrouping period" - September/December 2001.
- During the Pre-Fire period, regularization continued in a number of squatting areas as contained in the Department's 2001 work programme.
- The post-fire regrouping efforts of retrieval is shown on the attached action plan.
- 92% of the sub-division plans for the sixty-two areas, which were interacted with for regularisation purposes were retrieved. Of the remaining 55 squatting areas recommended for regularisation, plans for eleven areas were retrieved.

MIS UNIT DEPARTMENTAL REPORT 2001

Two Management System officers were recruited and work commenced with setting up of the Network to establish the Central Housing and Planning Authority management Information System.

Networking

The former Head Office at Homestretch Avenue was initially networked by SoftTech. Some of the network nodes were damaged due to work done by carpenters. Later the services of CCS Ltd was employed to install additional network nodes. This was completed by May 2001.

Backlog Applications

A basic database was developed with the help of resources from the National Data Management Authority to establish the backlog of applications. However the data entered into the database was inadequate to match the allottees with the applicants.

Implementation of Management Information System (MIS)

The accounting component of the MIS is the 'off-the-shelf' ACCPAC Accounting Package. Since the required hardware and network were installed and available, the implementation of the ACCPAC software was started. The following activities were completed:

- The training room was set up.
- Pre-requisite computer literacy training was prepared and delivered to members of the Accounting Department by the MIS Unit staff.
- Training on two ACCPAC modules was completed by Systems Consulting Limited (SCL).

User Requirements of the MIS

The MIS Unit played an integral part in reviewing and refining the user requirements document of the MIS being developed by Systems Consulting Limited. After a number of revisions, the user requirements were completed in November 2001.

Data Collection

The MIS Unit assisted in the collection of data lost in the fire in the following ways:

- Preparing a data capture form after input from all departments. This was done within one week of the fire.
- Designing and developing an application to facilitate the data entry of the information in the data capture forms. This was completed in September 2001.

Unfortunately only one data entry staff was assigned to this data capture process using a computer loaned from the Natural Resources Management Project. However once this computer became unavailable in October, the data capture process was stalled.

The Land Administration Department and the Squatter Settlements Department are using the data capture form to record information on allottees and squatters. The information in this data capture form is in conformity with the data needs of the new Management Information System (MIS).

Basic Payroll Application

The payroll application was also lost in the fire. A basic payroll application was developed and implemented in August 2001 as a temporary replacement. Work started on the development of integrated comprehensive payroll application.

Information Technology Policy Document

A comprehensive IT Policy Document was prepared to allow for the proper use of all CH&PA computing and network resources and proper management of those resources.

Topics addressed were:

- IT Management - A Holistic Framework
- Computer Users' Privileges And Responsibilities
- MIS Administration
- Individual Unit Responsibilities
- Procedures And Sanctions
- Information Availability
- Security
- Backup And Archiving

- Disaster Recovery
- Maintenance, Replacement And Sustainability
- User Support Services
- Procurement Of Hardware
- Software Installation Policy
- Networks And Communication
- Application Development
- IT Staffing
- IT Training
- Research

This document is presently in the approval stage.

Information Technology Procedures Document

After completing the IT policy document, a procedures document was prepared to provide clear directions to employees and MIS Unit staff for performing common activities to use and manage all CH&PA computing and network resources.:

- User Procedures
 - New User Accounts
 - Use Of Workstation
 - Printing
 - Password Management
 - Information Management
 - Internet Access
 - E-Mail
 - Workstation Maintenance (User)
 - Troubleshooting
 - External Investigation

- MIS Administration
 - Sanctions
 - Security
 - Help Desk
 - Maintenance
 - Workstation Maintenance (MIS Unit Staff)
 - Networking
 - Backup And Archiving
 - Disaster Recovery
 - Procurement Of Hardware
 - Software Procurement
 - Software Installation
 - Application Development
 - Training

At the end of the reporting period the document was at the stage for presentation to the Board for formal approval.

Asset Tracking Application

An Asset Tracking Application was developed and implemented in November 2001, to be used for recording information on all computer equipment and track their movements and maintenance. Once the new computers are received and the network implemented, the Asset Tracking Application would be used by the Accounts Department to track other office equipment.

HRIS

A Human Resource Information System (HRIS) was developed to support management and personnel activities. Modules available in the HRIS are:

- Maintaining Staff Information
- Compensation
- Job Description

- *Organisation Structure*
- Salary Structure
- Benefits Management
- Attendance
- Performance Management
- Discipline
- Training and Development
- Recruitment
- Reporting
- File Attachments

The user requirements, specification and design were completed in 2001.

Integrated Payroll Application

An integrated payroll application was also developed in parallel to the HRIS. The user requirements, specification and design were completed in 2001.

Network Plan

The computer network plan for the new office for all three floors was completed in August 2001.

Electrical Plan

A plan of the electrical points was also prepared for all three floors of the new building in consultation with Mr. P. Lawrence (Projects Officer). This formed the basis for the rewiring of the temporary location.

Maintenance and Support

Maintenance of computer equipment and support for computer users were provided throughout the year 2001.

ADMINISTRATION UNIT

The year commenced with the Authority comprising of one hundred and two (102) employees. At the end of the year the staff complement had decreased to sixty-five (65) employees due to separations.

Summary of Employees who left during 2001

- Resignation - 5
- Termination - 29
- Retirement - 3

Total - 37

Two employees were dismissed due to misconduct and breach of the rules governing employment.

For the period under review, a total of fourteen (14) persons were recruited by the Authority.

Human Resource Development

Training targeted for Finance, Accounting and Management Information System commenced with effect from May, 2001, however same had to be aborted due to the June 15th fire. Seven (7) employees however participated in other training programmes locally:-

No of Officers	Type of Course/ Seminar	Duration	Institution
2	Geographic Information System	3 days	Guyana /Germany National Resources Management Project (GNRA)
2	Risk Assessment and Risk Management	2 days	Caribbean Academy of Sciences/University of Guyana Environmental

			Protection Agency and the Proposed Guyana Affiliate of the International Association for Impact Assessment
1	Seminar for Administrative Professionals	1 day	Guyana Junior Chamber/IDCE University of Guyana
2	Seminar-Celebrate Administrative Professionals Week	1 day	Guyana Association of Administrative Professionals
7	Total		

During the third quarter of the year the Administration was actively involved in the recreation of documents, the procurement of office supplies and equipment and the transfer of telephone services to the present location by interacting with external Agencies. Work also commenced on enhancing the services offered by the Authority by devising and implementing methods of dealing with customers. The Administration of the Authority proposed introducing to its employees a Staff Performance Appraisal System and a Career Development Plan with effect from January, 2002. To facilitate the process the Authority held workshops with Managers to apprise them of the procedures and requirements necessary for the implementation of the system. Managers were also involved in the reviewing of their Departmental Work Programmes for 2001 and the preparation of their Departmental and Individual Work Plans for 2002 along with the reviewing of Job Descriptions for employees. Activities involving the review of the Authority's Organisational Structure also commenced.

GOG/IDB -LOW INCOME SETTLEMENT PROGRAMME

The Contract between the Inter - American Development Bank and the Government of Guyana for the Low Income Settlement Programme (LIS) was signed on the 14th of June 2000 for a loan amount of US\$30.M. A project preparation Facility of \$ 425,000 UD dollars was disbursed to enable the Central Housing and Planning Authority to prepare for implementation of the project. The Central Housing and Planning Authority had to satisfy general and special conditions related to obtaining eligibility for disbursement, these conditions were all achieved and paved the way for eligibility for first disbursement on January 8, 2001.

The main objective of the Low Income Settlement Programme (LIS) is to help Guyana produce well-designed residential settlements, and increase the ownership of real property by persons with low and moderate incomes. The Low Income Settlement Programme (LISP) was established to divest titled land to low income households. In addition, the Programme serves to reform standards for land use development approval, and titling, in order to streamline public and private sector development and strengthen the CH&PA. The LIS is also charged with the responsibility of administering CH&PA's capital funded projects.

First Year Benchmarks

- 1) Relevant agencies have reached written agreement on incremental standards and segmented squatter response strategy. Documents ready for enactment.
- 2) Environmental and Homeownership Training Programme (EHTP) designed and field-tested with 500 beneficiaries.
- 3) Private sector committee formed and functioning.
- 4) One - stop - shop for homeowner services is fully staffed and operating.

- 5) CH&PA's top management team (CEO, 4 Senior Managers, one - stop - shop managers, field team leaders) are in place.
- 6) All consultants providing technical assistance during the 2 programme years have been selected.
- 7) Computerised MIS and accounting systems are fully operational - backlog of beneficiary data have been computerized.

2001 Achievements

The Low Income Settlement Programme was able to achieve 100% completion in No. 1, 3, 4 and 5 of these benchmarks at the close of the year while work was in progress for No. 2, 6 and 7.

Direct Cost Investments

The LIS Programme aims to complete 42 infrastructure projects within its five-year tenure. At the close of the year, two projects, Tuschen West Roads and Associated Structures valued at G\$178.6M and contracted to H. Nauth and Sons and Tuschen Water Distribution Network valued at G\$50.0M and contracted to Rameshwar Ramchand were in their construction phase with an approximate 20 % completion. These projects were supervised by the Consulting firm, SRKN' gineering under a contract valued at G\$16.0M. The Hampshire/Williamsburg/ Bloomfield Project Design was sent to the IDB for its approval. Designs were in progress for 12 projects and the selection process was in progress for another 12 projects.

Consultancies

The LIS constructed a total of two (2) consultancies. The Institutional Strengthening (IS) Consultant and the Management Information System (MIS) Consultant. The IS Consultant, Technologies Services West, executed an initial one year contract, to provide consulting Services to strengthen CH&PA, its people; Management and

Operational Processes; and Information Systems, which came to an end on September 30, 2001. The Consultant was evaluated to have performed his contractual obligations in a more than satisfactory manner. On November 5, 2001 the Consultant's contract with the CH&PA was renewed for a further two-year period. The MIS Consultant came on board on January 09, 2001 to design and install an integrated Land Allocation Accounting and Management Information System along with Technical Support and Training. The June 15, 2001 fire that completely destroyed the building with its contents of the CH&PA hampered the deliverables for this Consultant. As such this contract was unable to meet its deadlines.

Income and Expenditures

The Low Income Settlement Programme received a total of twenty five million nine hundred and sixty two thousand two hundred and twenty three dollars (G\$25,962,223.00) from the Government of Guyana as Counterpart Contributions for the year.

These funds were expended under the following categories:-

• Fixtures and Fittings	5,126,492
• Advertisement	983,403
• Stationery	1,354,301
• Photocopying	521,468
• Office Supplies	349,667
• Traveling/ Subsistence	20,200
• Fixed assets	14,101,812
• Vehicle Insurance, Maintenance & Repairs	1,091,775
• Telephone/Internet Charges	116,280
• Maintenance of Photocopier, Printers	127,134
• Entertainment	43,203
• Employment Cost	1,843,574

In addition the LIS was able to draw down one hundred and seventy nine thousand and fourteen United States dollars and sixty-five cents US\$179,014.65) equivalent to thirty three million nine hundred and twenty three thousand two hundred and seventy six Guyana dollars G\$33,923,276.00) from the IDB Loan Funds. This fund was expended under the following categories:-

- | | |
|--------------------------------|------------------|
| • Administration and Oversight | G\$15,421,998.91 |
| • Direct Cost | G\$3,837,539.87 |
| • Technical Assistance | G\$14,663,737.40 |

Planned 2002

The LIS has to achieve the following benchmarks in the year 2002:

- Increasing standards and segmented squatter response enacted & in effect
- Infrastructure completed and approved standards and title transferred for 8,500 lots
- Backlog of unallocated lots reduced to 50% of its level on October 1, 1999
- Completed sale by auction for 250 acres of raw land for private housing development
- 75% of non-LIS subdivision applications processed and approved within three months of submission,
- One-stop-shop for development services is fully staffed and has project case management system in place.
- All budgeting, applications, field operation data, cash management, financial controls, accounting and reports fully computerized.

Career Development Plans implemented for all LIS staff through one annual cycle.

- Household equity shares adjusted annually by consumer price index.

- All households are paying their full equity share within one year for lot allocation and receiving title to a serviced lot.
- Permanent law amended to give CH&PA, full line authority for on-site residential land development and approved-subject to interagency policies and standards.
- Environmental and Homeownership Training Programme (EHTP) completed for 6,400 households.

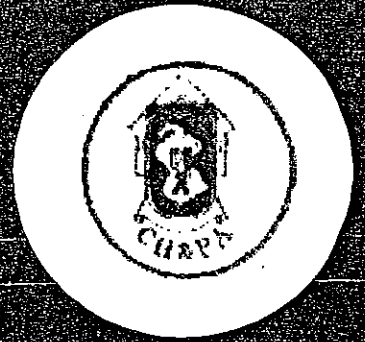
In addition, the LIS aims to complete the following activities under the infrastructure/
Direct Cost category:

1. a) Block 8 Tuschen - Construction continues (See Annex 1)
b) Williamsburg North - Construction to begin (See Annex 1)
12 projects are currently under design and will be implemented.
(See Annex 1)
2. Request will be made for 2 new projects to be included in the LIS programme.
3. An additional 12 projects have been selected for implementation - Site Selection Evaluation for these have been completed. These projects are:
 - a. Block 3 & 6 Hope
 - b. Section C Sophia (Squatter)
 - c. Vigilance/ Bladen Hall South (Squatter)
 - d. Zeelugt North/ Tuschen North (Squatter)
 - e. Block 7 Williamsburg South (Squatter)
 - f. Hampshire/ Belvedere South (Squatter)
 - g. Kilkooy/ Chesney North (Squatter)
 - h. Belvedere/Nigg North (Squatter)
 - i. Block 22 Wismar (Squatter)
 - j. Section A Sophia (Squatter)
 - k. Section D Sophia (Squatter)
 - l. Kaneville (Squatter)

CENTRAL HOUSING AND PLANNING AUTHORITY
INSTITUTIONAL STRENGTHENING -KEY
ACCOMPLISHMENTS (2001)

- Completed Job Analysis Report
- Completed Job Descriptions for all Employees
- Completed organizational Assessment Report. The implementation of recommended Interventions relative to departmental Structures, Human resource Development and Process Improvements commenced.
- Completed User requirements and Design Specifications for an integrated Finance, Accounting and Land Allocation and Development Management Information System. Development commenced.
- Completed User Requirements and Design Specifications for a Payroll Application, plus a Human Resource and Information System. Development commenced.
- Completed the development of performance based work plans for all CH&PA Departments. The development of individual employee job plans commenced.
- Implemented a standard performance based monthly Management Reporting process across all CH&PA Departments.
- Completed guidelines for Performance Appraisal and Career Development program. The Pilot Phase of the programme executed during the last quarter.

CENTRAL HOUSING & PLANNING AUTHORITY



ANNUAL REPORT 2002

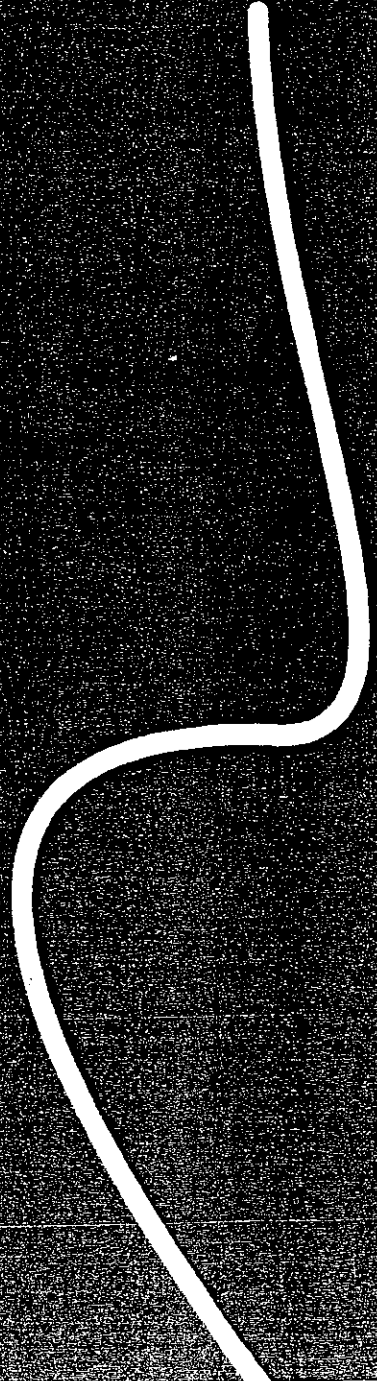


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EXECUTIVE SUMMARY

The Central Housing and Planning Authority's Work Programme was formulated to be consistent with continuing efforts to, inter alia, reduce poverty, improve the quality of life of Guyanese by making shelter more accessible and affordable, and develop human settlements as well as secondary towns.

To this end, focus was on:-

- Providing infrastructure and improving existing infrastructure in housing schemes funded by Central Government and the Central Housing & Planning Authority Housing Fund.
- Implementation of infrastructural development in housing schemes and squatter settlements identified under the GOG/IDB Low Income Settlements Programme.
- The construction of low-income houses funded by a Revolving Fund.
- Regularisation of squatter settlements.
- Security of tenure- processing of increased number of Titles and Transports.
- Institutional Strengthening of the CH&PA.
- Implementation of the Management Information System.
- Training and upgrading of staff
- Completion of the Greater Georgetown Development Plan
- The preparation of Plans for new towns and upgrading of existing towns,

consistent with the framework for Urban Development as adumbrated in the National Development Strategy.

To this end, and against the background of the vision of providing the opportunity for access to adequate and affordable shelter by the population and sustainable settlements development, the targets set were deemed to be consistent with further promoting efforts to realise the established goals.

Achievements

1. Land Divestment and House Lot Distribution.

Goal: To allocate 5000 house lots.

Achieved: The allocation of 4,195 house lots:

Region 1 - 14
Region 2 - 343
Region 3 - 359
Region 4 - 1,507
Regions 5&6 - 474
Region 10 - 116
Allocation in squatter settlements: 1,382

2. Goal: To construct 500 houses in several housing schemes over a 12-18 month period.

Achieved: (ii) Construction of 134 houses completed in the following schemes:

Diamond	-	49	Region No. 4	}
Grove	-	15		
Coldingen	-	20	Region No. 3	}
Cornelia Ida	-	20		
Glasgow	-	15	Region No. 6	}
#77 Village	-	15		
Total	-	134		

3. Providing security of tenure for house lots

Goal: 5000 Titles/ Transports processed to the point of sealing.

Achieved: The total number of Titles and Transports processed
_was 7,474.

Region 2 588
Region 3 - 1143
Region 4 - 3,527
Region 5 - 574
Region 6 - 1,281
Region 7 - 281
Region 10 - 83

This figure includes Titles/Transports processed for both housing schemes and squatter settlements.

4. Regularisation of Squatter Settlements

Goal: To commence regularization of 20 additional areas and continue process of completing the regularisation for 66 areas.

Achieved: New areas brought under regularization: 33

- Region 2 - 3
- Region 3 - 13
- Region 4 - 14
- Region 5 - 1
- Region 6 - 2

5. Building Infrastructure in housing schemes and squatter settlements

Achieved: Work was completed in the following schemes:

(a) Region 3 - Cornelia Ida
Parfait Harmonie

(b) Region 4 - Diamond, Phases 1 & 11
Non Pariel

Enmore/Haslington
Coldingen
Mon Repos

(c) Region No. 6 - No. 77

(B) **Housing Fund Programme:** A total of ninety three (93) projects were undertaken in eight (8) regions total at a cost of two hundred and fourteen million, seven hundred at and eighty four thousand (\$214,784M)

- (iii) **Goal:**
- a. Implementation of infrastructural development projects for 14 schemes under the GOG/IDB Low Income Settlements Project
 - b. Complete designs for 12 other schemes.
 - c. Implement EU Funded Programme - Approval delayed

Achieved:

Implementation of four projects :-

- Tuschen (W) completed
- Tuschen (E) in progress
- Block X Diamond; in progress
- Block Y Grove; in progress

Designs for ten (10) projects were completed. Works for eight (8) of the schemes were advertised for tenders and approval of final designs for two (2) schemes submitted to the Bank for approval.

6. Building Vibrant Communities in Housing Areas

Goal: To establish twenty- five (25) Community Development Committees and conduct training programmes for fifty (50) Community Development Committees.

Achieved: Community Development Committees organized in twenty- four

(24) communities. Training programmes to be mounted during first quarter of 2003.

7. Town Planning and Development

A. Goal: Complete new Town Planning Legislation

Achieved: Preliminary draft of proposed new legislation to be completed by Legal Reform Consultant.

B. Goal: Complete the Greater Georgetown Development Plan and implement three components (i) Seawall Development Plan (ii)Traffic Improvement Plan (Roundabouts) (iii) More effective Development Control.

Achieved: (i) Greater Georgetown Development Plan completed

(ii) Seawall Development Plan

(iii) More effective Development Control- New system Established

Goal: Develop plans for three (3) new townships (i) Lethem

(ii) Parika (iii) Charity

Achieved: (i) Lethem Development Plan - Work commenced

(ii) Parika Development Plan - Work commenced

(iii) Charity Development Plan - Work commenced

The Work Plan activities of the technical departments were well supported by the Personnel and Finance Departments.

The Annual Report comprises the Executive Summary, followed by the Mission Statement of the Central Authority, the structure of the Organisation and review of the 2002 Work Programmes of the Departments of the Agency.

The Financial Statements in respect of the year 2002 have been submitted to the Auditor General's Department for Auditing.



.....
M A Pitt

Chief Executive Officer.

MISSION STATEMENT

Overall responsibility for planning
promoting and managing development of
all Human Settlements and Administering
the National Housing Policy of Guyana.

TOWN & COUNTRY PLANNING DEPARTMENT

1.0 General Overview:

In the year 2002, the work focus of the Town & Country Planning Department (T&CPD) centered around the following main areas:-

- The completion of the Greater Georgetown Development Plan;
- The completion of planning designs for new housing schemes and squatter area regularization;
- The implementation of the Performance Appraisal system and Department re-structuring proposals;
- The refinement of the planning permission process.

2.0 Objectives of the Department:

The primary objective of the Town & Country Planning Department is to make provision for the orderly and progressive development of land, cities, towns and other areas, whether urban or rural, to improve the amenities thereof and for other matters connected therewith. The T&CPD thus has as its goal the promotion of the orderly development of human settlements in Guyana and ensuring that such development takes place in an acceptable manner at all times.

3.0 Summary of 2002 Work Programme elements & achievements.

3.1 Settlement Planning Section

ITEM	PROGRAMME ELEMENTS (2002)	STATUS	REMARKS
1.	Preparation of Greater Georgetown Development Plan (GGDP)	Completed	Plan still to be approved
2.	Preparation of the Stabroek Market Area Re-development Plan (a component of the GGDP)	80% complete	Draft plan to be reviewed and prepared for full consultative process.
3.	Preparation of the Parika Development Plan	50% complete	Land Use surveys and preliminary mapping completed; consultative meetings held with the NDC in the area.
4.	Preparation of the Charity Plan	40% complete	Land Use survey and data collection completed. Consultative meetings held with NDC.
5.	The Lethem Development Plan	70% complete	Draft plan report to be compiled. Existing and proposed land use digitized.
6.	The Georgetown Seawall Development Plan	Incomplete	Design preparation advertised, Co-ordinating Committee meetings held.
7.	Review of the Town & Country Planning Act	Incomplete	A preliminary draft was completed in March 2002 and is intended to provide the basis for further legal work.
8.	Preparation of Planning Schemes for Government Housing Schemes	Incomplete	Due to a lack of human resource for the greater part of the year.

3.1.1 Planning Design & Surveys.

During the period under review, the major achievements of the Planning Design and Surveys Section were:

- i) The completion of several residential design layouts for Government sponsored housing schemes;
- ii) The completion of designs for the regularization of

squatter areas;

iii) The monitoring of survey contracts.

Outlined below is a summary review of the achievements of the Planning Design and Surveys Section for the period under review.

ITEM	PROGRAMME ELEMENTS	STATUS
1.	Zoning Plans:	Completed
	Pln. Cornelia Ida	"
	Pln. Lowlands	"
	Pln. Doch Four	"
	Pln. Hope	"
	Pln. Coldingen	"
	Pln. Mon Repos	"
2.	Planning Layout/Design:	Completed
	1. De Kinderen, W.C.D. Phase 1	"
	2. De Kinderen, W.C.D. Phase 11	"
	3. Block A Capoey Pln. Taymouth Mannor	"
	4. Block 2 Foulis North, E.C.D.	"
	5. Block 1A Paradise North, E.C.D.	"
	6. Re design of a portion of Pln. Westminister, W.B.D	"
	7. Pln. Westbury, Essequibo Coast	"
	8. Area BB of lot 78 Corriverton	"
	9. Re-design of portions of Enmore/Haslington	"
	10. Lusignan Squatting Area	"
	11. Groenveldt Squatting Area	"
	12. Chateau Margot Squatting Area	"
	13. Farm Squatting Area	"
	14. Stewartville Squatting Area	"
	15. Block F Sophia Squatting Area	"
	16. Re-design pf Pln. Hope, E.C.D.	90% completed
	17. Commercial re-design of Pln. Dochfour, E.C.D.	Completed
18. Re-design Pln. Lowlands, E.C.D.		

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12.	

3.1.2 Cadastral Surveys.

Contracts for the examination of Cadastral Surveys for several areas were administered, since the Town & Country Planning Department reassumed this functionality in May 2002. In most cases, these surveys were carried out in order to allow for the regularization of squatter areas. It should be noted that the Department reviewed and amended the Contract Document used for the execution of survey contracts. However, it was found that many Surveyors continually experienced time overruns with their jobs. This, to some extent was due to the Surveyors' inaccuracies and consequential delays in having the Plan recorded at the Lands & Surveys Commission.

Provided below is a list of the areas for which Survey Contracts were administered by the Town & Country Planning Department for the period under review.

#	NAME OF AREA	TYPE OF SURVEY	STATUS	REMARKS
1.	Cullen/Abrams Zuil, Essequibo Coast	Block & Occupation	Completed	Awaiting decision to mutate.
2.	Edinburgh	"	"	D.L. completed
3.	Groenveldt, W.C.D.	"	"	-----
4.	Meten-meer-Zorg, W.C.D.	"	"	D.L. completed
5.	Stewartville, W.C.D.	"	"	-----
6.	Ruby, E.B.E.	"	"	-----
7.	De Groot en Kline, W.C.D	"	"	-----
8.	Nismes, W.B.D.	"	"	-----
9.	Farm, E.B.D.	"	"	D.L. completed
10.	Little Diamond, E.B.D.	"	"	-----
11.	Great Diamond	"	"	D.L. 50% completed
12.	Annandale, E.C.D.	"	"	-----

13.	Lusignan, E.C.D.	"	"	D.L. completed
14.	Chateau Margot, E.C.D.	"	"	D.L. completed
15.	Hyde Park, Timehri, E.B.D.	"	"	"Design Sketch" completed
16.	Area BB Coriverton, Berbice	"	"	Awaiting response from Guysuco
17.	Block F North Sophia, Georgetown	Re-subdivision		D.L. completed
18.	Vigilance North, E.C.D.	New Block & Occupation	Incomplete	Due to prevailing circumstances
19.	Land east of Drainage Canal-Vryhied's Lust, E.C.D.	"	Completed	-----
20.	Airstrip Non Pariel, E.C.D.	"	"	On hold
21.	Westbury, Essequibo Coast	Mutation	"	
22.	Block A Taymouth Manor, Capoey Compound, Essequibo Coast	Mutation	"	-----
23.	Plot C Section A Enterprise, E.C.D.	Block & Occupation	"	D.L. - 50% complete
24.	Block YY De Kinderen, W.C.D.	"	"	D.L. completed

* D.L. - Design Layout

3.1.3 Land Use Surveys.

Special land use surveys were conducted and completed in the following areas in order to compile various land use/zoning plans. The areas were:

Parika, East Bank Essequibo

Ruby, " " "

Charity, Essequibo Coast

Good Hope, East Coast Demerara

Mandela Reserve, Georgetown

Portions of Reserves in North Ruimveldt, Georgetown

Edinburgh, West Coast Demerara

4.0 Development Control Section:

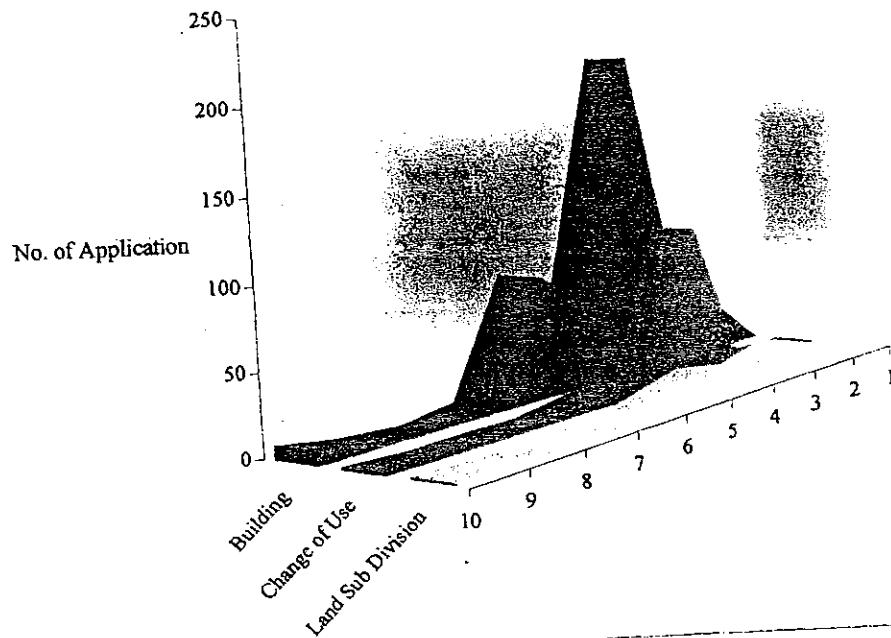
4.1 Processing of Planning Applications.

During the review period, the Development Control Section processed a total of six hundred and nineteen (619) planning applications. Of this total four hundred and forty (440) were building applications, one hundred and sixteen (116) were applications for change of use and sixty three (63) were land subdivision applications. The Table below shows a breakdown of the applications processed for year 2002 by type and Region.

Total number of applications processed by type and region for year 2002

REGION	BUILDING	CHANGE OF USE	LAND SUB-DIVISION	TOTAL
1	-	-	-	-
2	30	1	7	38
3	49	3	19	71
4	211	99	10	320
5	54	6	16	76
6	79	5	8	92
7	5	-	1	6
8	-	-	-	-
9	3	-	-	3
10	9	2	2	13
TOTAL	440	116	63	619

Total Number of Applications Processed by Type and Region for Year 2002



4.2 Inter-agency Meetings.

During the review period, the Development Control Section held several inter-agency meetings targeted at enhancing the effectiveness of inter-agency work for development control purposes. Meetings at which procedural arrangements were reached or reinforced were held with:

- The Environmental Protection Agency;
- The Guyana Forestry Commission;
- The National Trust;
- The Ministry of Works.

Meetings were also held with selected Local Authorities.

4.3 Dealing with land use contraventions.

In this respect, the Development Control Section responded to several land use contraventions by investigations and issuing Contravention Notices in cases where developmental works commenced without planning permission.

4.4 Review of Processing Fee for processing applications for Planning permission.

New fee structure was formulated and submitted for formal approval and implementation. A decision on the implementation of this is still to be made.

4.5 Review of operational aspects of the planning permission system.

Review and refinement of existing procedures completed and approved by the Central Housing & Planning Authority Board. The objective was to enhance the quality of development control service and enhance the operation of the system.

5.0 Other Activities.

In addition to its programmed activities for year 2002, the Town & Country Planning Department (T&CPD) was also involved in several other activities. The major issues were:

5.1 The new Secondary Towns Project.

The Town & Country Planning Department assisted in the development of the Secondary Towns Project document which sets out the framework for the development of certain selected areas as new Secondary Towns. In a related exercise, the Town & Country Planning

Department was also involved in reviewing expressions of interest for Technical Assistance through the Caribbean Development Bank in Town and Country Planning.

5.2 Organisational Development Issues.

- New organizational structure for the Town & Country Planning Department further reviewed and amended;
- The Town & Country Planning Department completed its Performance Appraisal review for 2002;
- The Town & Country Planning Department completed the definition of its workflow activities and procedures. This is to be refined into a Departmental Operational Manual.
- The Town & Country Planning Department benefited from several internal training courses through the Low Income Settlements Project geared to improve computer literacy, deliver customer service, conduct performance coaching and appraisal and implement the Financial and Accountancy Management Information System (FAMIS). Short training sessions facilitated by CIDA through the Urban Development Programme were held:

- i) Hands on training in Planning Procedures and Practices the Calgary Scenario - Feb. 4 - 15, 2002.
- ii) Application of the Geographic Information System (GIS) to urban planning (Feb. 18 to March 1, 2002).
- iii) Development of environmental policy and procedures related to the use of GIS - a follow-up to i) above (May 2002)

LAND DEVELOPMENT AND ADMINISTRATION DEPARTMENT

Objectives

To formulate, implement and monitor National Housing policies. This includes the preparation and implementation of housing projects and programmes with the aim of improving the quality and quantity of the national housing stock.

The Land Department's main function is to formulate, implement and monitor housing and urban development policies. This includes the preparation and implementation of activities related to housing development undertaken by the Government, other agencies and private individual/companies.

Functions of the Land Department

Land Department discharges its functions through the following sections:-

- (1) Community Development Section
- (2) Lands and Conveyancing

(1) Community Development Section

(Functions)

To sensitize and enable residents of both formal and informal settlements to form neighbourhood organizations for the promotion of self-help and community upgrading activities.

To be responsible for initiating and completing housing development in designated areas through community participation. In addition, it is responsible for contract administration where necessary and to offer advisory services related to the management of settlements.

(2) Lands and Conveyance Section

(Functions)

To effect all legal transactions in relation to public sector housing property; to process and issue transports and titles.

This also includes Maintenance of the Authority's property registers and records of all legal actions brought against the Authority.

In the year 2002, the Land Development and Allocation Department worked assiduously to achieve the targets / goals set for the reporting period. An examination of the figures presented will show that the Department exceeded the target for Titles/Transports by sixteen (16%) percent, whilst there was a shortfall in the allocation of house lots.

Customer Service

The Department continued in year 2002 to respond to our external customers according to their varying housing needs. The service offered to our customers was tremendously improved whereby the Department instituted a system to reduce the waiting time of customers making payments and signing Agreements of Sale. This was facilitated by allowing allottees to do so before 8:00am in the mornings and during the lunch hour (12:00-1:00pm) on Wednesdays.

Transport / Titles

The success achieved, and ultimately the increase in number of Transports/Titles processed is positively linked to the fact that all new housing schemes were done under the Land Registry System. This system allowed CH&PA to retrieve titles in a shorter time span than that of the Deeds Registry system. Further, collaborative efforts of the Ministry and Deeds Registry ensured that new measures were in place to speed up the processing of Transports/Titles. In addition, achievements for year 2002 can be attributed to the increase in the staff complement and staff working beyond the call of duty.

Phased Development of Housing Schemes

The Department reinstated the Phased Development approach in the allocation of lots and provision of infrastructure in the new schemes. At Parfaite/Harmonie in Region 3 and Section 'A' Grove in Region 4, this approach was utilized. With the Phased Development, allottees were required to sign an "Undertaking to Construct" a building on their lots within six (6) months of the date of allocation.

Land Management System

Data for thirty-four (34) housing schemes was inputted into the computer database. The data in the system is mainly on allocations for Regions 3 and 4. At the end of 2002 this information was verified and corrected. Further updates required will be done in 2003. Data for the other Regions will be inputted into the database by March 2003.

In addition, all the application forms submitted to Head Office for house lots were inputted in the Land Management database.

Allocations

Target - To allocate five (5000) thousand house lots in the year 2002

Table: 1

HOUSE LOTS ALLOCATED BY REGIONS

Region	No. of lots allocated	Percentage per region
1	14	0.3%
2	343	8.2%
3	359	8.5%
4	1507	36%
5 & 6	474	11.3%
10	116	2.8%
Allocations in Squatter Settlements	1382	32.9%
TOTAL	4195	100%

The Department achieved 83.9% Of the target for allocations.

Table: 2

ALLOCATION FIGURES FOR THE PREVIOUS YEAR-2001

Target	Year 2001	Percentage	Target	Year 2002	Percentage
3000	975	32.5%	5000	4195	83.9%

Table: 3

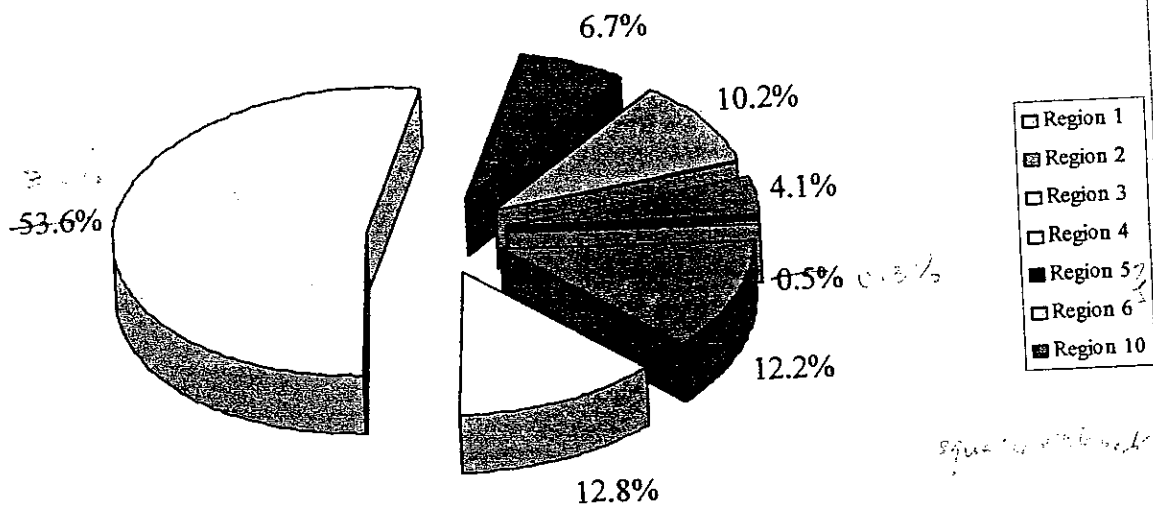
ALLOCATIONS FOR YEAR 2002 REGIONS AND BY SCHEMES

REGION	SCHEME	NO.OF LOTS ALLOCATED
1	Mabaruma	14
	Sub-Total	14
2	Bush Lot New	57
	Lima (Sands)	147
	Charity Extension	139
	Sub-Total	343
3	Crane / Best Phase II	3
	Belle West/Canal No. 2 Polder (M.I)	20
	Belle West/Canal No. 2 Polder (L.I)	32
	Block 8 Tuschen, (M. I)	38
	Block 8 Tuschen, (L. I)	66
	Parfaite Harmony (M.I)	58
	Parfaite harmony (L.I)	127
	Block X and Y Cornelia Ida (M.I)	6
	Block X and Y Cornelia Ida (L.I)	8
	Pheonix Park Phase II	1
Sub-Total	359	
4	East Bank Demerara	
	Arcadia New	7
	Eccles Block AA	4
	Eccles Block BB	1
	Eccles Block CC	1
	Section B Block X Great Diamond	5
	Great Diamond Blocks I and II	5
	Section C Golden Grove / Great Diamond	24
	Section A Block X Great Diamond	172
	Section A Block Y Golden Grove	130
	Section C Block X Great Diamond	185

	Mocha	4
	Georgetown Areas	
	North Ruinveldt	1
	PP / QQ La Penitence	2
	Meadow Brook Gardens	1
	East Coast Demerara	
	Non Pariel, Section B	4
	Enterprise (West) Section C	2
	Strathspey, Area G	4
	Good Hope E.C.D	14
	Non Pariel, Block 12	3
	Foulis	6
	Block CC Mon Repos (Nari Lands)	2
	Bladen Hall / Vigilance Blocks 15A & 15B	6
	Martyrsville (Mon Repos)	1
	Block A A Mosquito Hall, Block AA	19
	Block 20 Enmore / Haslington (M.I)	41
	Block 20 Enmore / Haslington (L.I)	186
	Block 1 Belfield (M.I)	1
	Block 1 Belfield (L.I)	2
	Cherry Tree - LBI	2
	Good Hope (AH&L Kissoon)	4
	Foulis Block XXXV	148
	Block 5 Hope / Lowlands / Doch Four (M.I)	17
	Block 5 Hope / Lowlands / Doch Four (L.I)	209
	Tract B Mary Dam	9
	Burma	1
	Tract A Coldingen South (M.I)	61
	Tract A Coldingen South (L.I)	85
	Plot AA L.B.I (Onion Field)	5
	Block 8 Mon Repos (M.I)	72
	Block 8 Mon Repos (L.I)	22
	Good Hope Area X	38
	Clonbrook Housing Scheme	1

	Sub-Total	1507
5	Hope / Experiment / Waterloo	12
	Zorg-en-Hoop	1
	Block DI Bath (M.I)	2
	Block DI Bath (L.I)	85
	Bath	
	Glasgow, East Bank Berbice (L.I)	66
	Cumberland Section D	13
	Albion North Area H & J	8
	Nigg North	1
6	High Reef	
	Ankerville / Resource Area R M.I	7
	Ankerville / Resource L.I	6
	Belvidere South Block 7	1
	Hampshire South Block 7	1
	Bloomfield, Sections C & D	8
	No. 77 Corriverton M.I	3
	No. 77 Corriverton L.I	7
	Regularised Squatting Areas	
	Toopoo Town	1
	Williamsburg	8
	Fort Ordnance (M.I)	19
	Fort Ordnance (M.I)	225
	Sub-Total	474
10	Potville	3
	Kwakwani	113
	Sub-Total	116
	Total	2813
	Allocations done by the Squatter Settlements Dept.	1382
	GRAND TOTAL	4195

Percentage Allocation by Region for 2002



Transports/Titles

Target- To process five (5000) Transports/Titles

Table 4

Region	No. of transports Processed	Percentages per regions
2	588	7.9%
3	1143	15.3%
4	3527	47.2%
5	574	7.7%
6	1281	17.1%

-7	281	3.7%
10	83	1.1%
TOTAL	7474	100%

Note

Figures include Title and Transports processed for both Housing Schemes and Squatters Settlements.

Table 4 shows that the Authority exceeded the target of five thousand (5000) Titles / Transports processed.

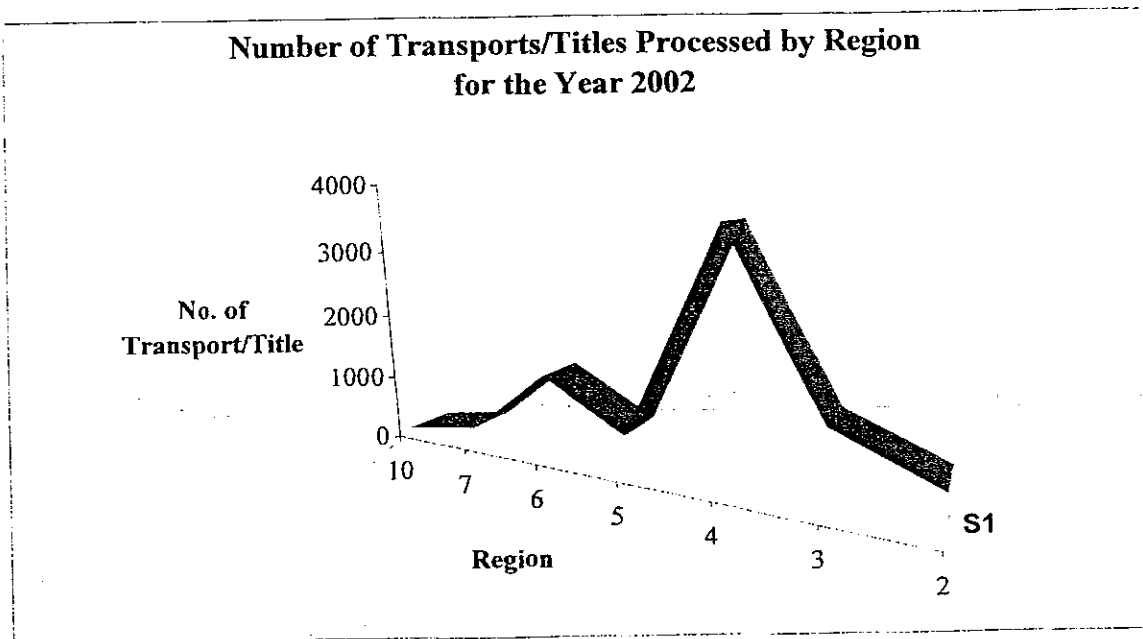


Table 5

TRANSPORTS/TITLES PROCESSED BY REGIONS AND BY SCHEMES

REGION	SCHEME	NO. OF TRANSPORTS/TITLES PROCESSED
2	Henrietta / Richmond	60
	Pomona / Anna Regina	116
	Lima H. Scheme / Suddie H. Scheme	77
	Onderneeming New H. Scheme / Bushlot New H. Scheme	46
	Lima Sands	39
	Charity H. Scheme	164
	Lethem / Mabaruma	86
3	Block 8 Tuschen / Block 9 Tuschen	461
	Block X Anna Catherina / Tract K Anna Catherina	62
	La Grange / De Kinderen / Uitvlugt / Groenveldt	28
	Prem Nagar / Ocean Garden / Railway View	22
	Cornelia Ida	348
	Onderneeming	58
	Vergenoegen / Bell West / Crane	164
4	Section A Great Diamond	192
	Section B Great Diamond	501

	Section C Great Diamond	195
	Section C Golden Grove	406
	Block 1 & 2 Great Diamond	27
	Block 1 & 2 Herstelling	2
	Covent Garden	10
	AA / BB / CC Eccles	15
	Good Hope	186
	Foulis	116
	Block 12 Non Pariel / Block 11 Enterprise / Section B Non Pariel	118
	Melanie Damishana / Haslington / Nootenzuil / Paradise	37
	Ujaama H. Scheme / Samatta Point / Cummings Lodge	25
	Area B Mon Repos / Block 7 Mon Repos	99
	Block CC Mon Repos / Block 8 Mon Repos	354
	Block 8 Enterprise / Montrose / Vryheid's Lust	25
	15A / 15B Bladen Hall / Vigilance / 14A / 14B Bladen Hall / Vigilance	28
	Better Hope / Area G Strathspey / 14B Strathspey	28
	East La Penitence	20
	Belfield / Cherry Tree / Farm	19
	Mosquito Hall / La Boone Intention (Onion Field)	118

	Coldingen / Enmore - Haslington	164
	Liliendaal / Patternsen / Turkeyen / Sophia	556
	Golden Grove / Bell Vue	226
	Lusignan / Sparen Dam	23
	Mocha / North Ruimveldt	37
5	Hope / Experiment / Waterloo (Phase 1 & 2)	321
	Zorgenhoop / Bushlot	18
	Block 1 Kilcoy / Chesney	33
	Tain / Cumberland	41
	Adelphi / Albion	20
	Kilcoy / South	141
6	Vryman's Erven	5
	Block 5 Ankerville - Haswell / Area R Ankerville	52
	Glasgow	200
	No. 77	172
	Odinance Fortlands	175
	Refendum City	13
	Bound Yard / Free Yard / Grassfield	226
	High Reef / Sand Reef	188
	Guava Bush / Doctor Bush	124
	Block 7 Hampshire / Toopoo	126

7	Mon Greppo Hill	20
	West Indian Association / West of Secondary School	92
	Four Miles Bartica	169
10	Kwakwani / Amelia's Ward / Wisroc Park	83
	Total	7474

Sale of Low Income Houses

Goal: To construct five hundred (500) houses in several housing schemes over a 12-18 month period.

Table 6

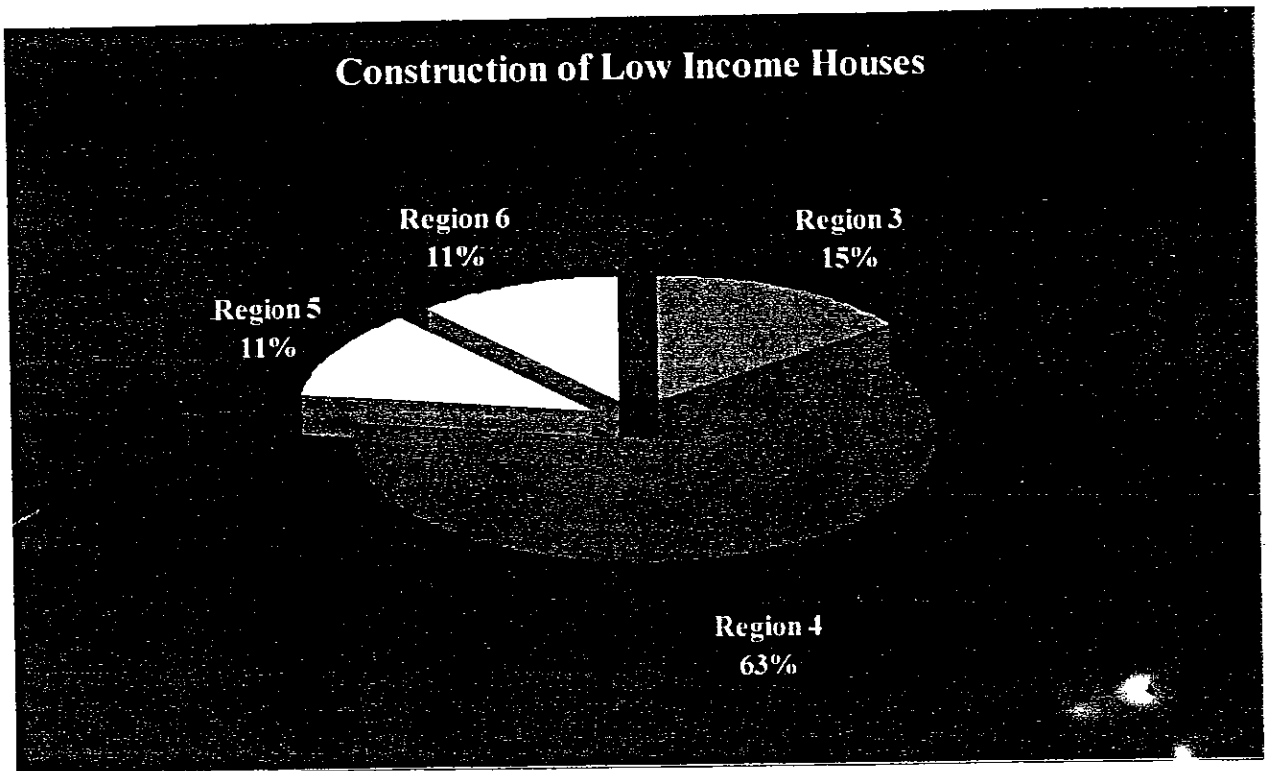
Region	No. of houses sold
3	20
4	84
6	15
TOTAL	134

Table:7

LOW INCOME HOUSES CONSTRUCTED BY REGIONS AND SCHEMES

Region	Scheme	No. sold
3	Block 'XX' Cornelia Ida	20
4	Section 'B' Blk 'X' Diamond	49

	Section 'C' Blk 'Y' Grove	15
	Tract A Coldingen	20
5	Glasgow	15
6	No. 77 Village	15
Total		134



SQUATTER SETTLEMENTS & DEPRESSED AREAS UPGRADING

In the year 2002, the Squatter Settlement and Depressed Areas Upgrading Department, continued to implement policies and projects designed to regularize and upgrade squatting and depressed areas and to facilitate the relocation of squatters from high risk areas utilizing community participation strategies.

Review of the Work Performance (2002)

In January 2002, the department commenced its operations on the basis of its documented work programme for the year. Hereunder, are presented the main activities and tasks identified therein plus those unplanned, together with the achievements as per benchmarks and the constraints encountered during the year.

Activity / Task 1

Conducting household profile surveys to verify occupancy

Achievements:

Region 2

- Capoey (7 lots) 100 %
- Westbury (110 lots) 60 %
- Cullen (22 lots) 100 %

Region 3

- Plastic City 85 %

- Best Foreshore 65 %
- TB Burial Ground 70 %
- Vive La Force 61 %
- Vriesland (North) 76 %
- Vriesland (South) 76 %

Region 4

- Timehri North (Prison Bond Area) 64 %
- Timehri North (Fire Station Area) 66 %
- Timehri North (Small Businesses) 62 %
- Mahaica / Mahaicony (occupiers on railway reserve) 100 %
- Bareroot (Bachelor's Adventure) 50%
- Farm, E.B.D. 50 %
- Cotton Piece, Bachelor's Adventure 50%
- Cumming's Lodge - Area 'Y' 50 %
- Old Grove Squatting Area 75 %
- Goedverwagting 40 %
- Riverview, Georgetown 79 %
- West Ruimveldt Front Road 78 %
- Vigilance North 62 %
- Kaneville 29 %
- Cummings Park 50 %

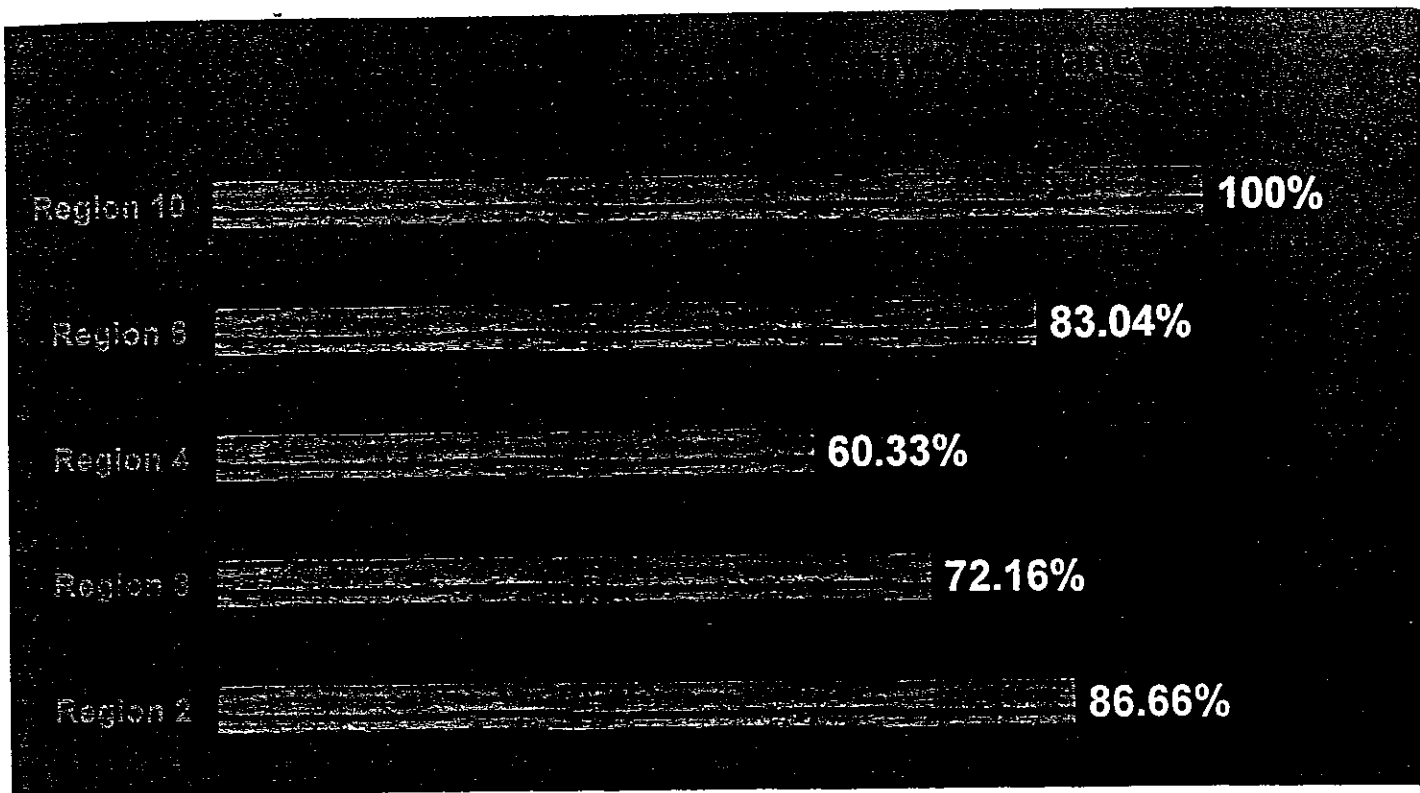
Region 6

- Block 'X' Belvedere 46 %
- Block 'x' Hampshire 64 %
- Doctor Bush 95 %
- Belvedere / Nigg 66 %
- Kilcoy South 79 %
- Chesney South 90 %
- Kilcoy / Chesney North 93 %
- High Reef 85 %
- Hampshire - South east 64 %
- Portuguese Quarters South 76 %
- Portuguese Quarters North 100 %

- Williamsburg South Section H 87 %
- Sand Reef 92 %
- Guava Bush 92 %
- East Side line Dam 88 %
- Bound Yard 97 %
- Free Yard 83 %
- Ankerville Block 5 86 %
- Section C Hampshire 82 %
- Grass Field 96 %
- Topoo 73 %
- Johns / Clifton 93 %

Region 10

- West Watooka 100 %
- Block 22, Wismar 100 %



Activity / Task II

Investigating and settling disputes.

Achievements

Region 4

- (Block 7 D' Jango Town) Mon Repos 31 (All settled)
- Cummings Lodge - Area 'Y' 37 (32 Settled)
- Cummings Park 25 (All settled)
- Strathspey 40 (All Settled)

Activity / Task III

Compiling final lists of verified occupiers for approval

Achievement

Region 4

- Sparendaaam Completed
- Goedverwagting Completed
- Vigilance / Bladen Hall Completed
- Cummings Lodge - Area 'Y' Completed
- Old Grove Squatting Area Completed
- Strathspey 57 % Completed
- Better Hope (Area K) Completed

Activity / Task IV

Issuing of Allocation Letters

Achievements

Region 3

- De Kindren (South) 38
- Meten - Meer - Zorg 3
- Tuschen 2
- Vries Land 76
- Bell Vue 26
- De Kindren (North) 33
- Zeelugt 31
- Anna Catherina 20
- 229

Region 4

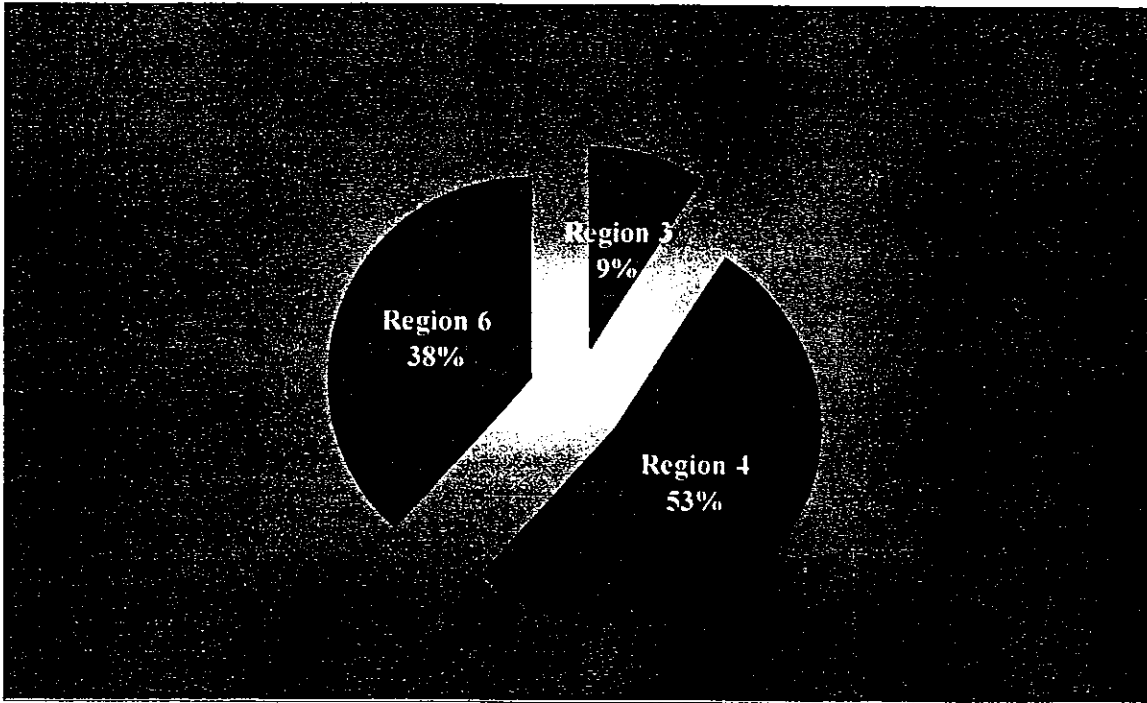
1. Vigilance / Bladen Hall (South) - 71
2. Block 7 Mon Repos North - 11
3. Sophia and Environs
 - a) Section A (Block X) Sophia - 10
 - b) Section B Pattensen - 69

c) Section C Pattensen /Turkeyen	- 16
d) Section D Turkeyen	- 24
e) Block AA Plum Park	- 25
f) Block R Sophia	- 23
g) Block E Sophia	- 12
4. Covent Garden	- 13
5. Block 2 Herstelling	- 2
6. Block 8 Enterprise	- 3
7. Goedverwagting	- 79
8. Sparendaam	- 105
9. Better Hope	- 2
10. Martyrsville	- 5
11. Strathspey	- 7
12. Lusignan	- 15
13. Old Grove	- 298
Squatting Area	790

REGION 6

• Block X Belvidere	- 70
• Block X Hampshire	- 27
• Doctor Bush	- 10
• Belvidere / Nigg	- 74
• Kilcoy South	- 14
• Chesney South	- 45
• Kilcoy / Chesney - North	- 50
• High Reef	- 8
• Hampshire - South East	- 35
• Portuguese Quarters - North	- 2
• Portuguese Quarters - South	- 8
• Williamsburg South - Sec. H	- 58
• Sand Reef	- 15
• Guava Bush	- 28
• Grass Field	- 4
• East Side Line Dam	- 3
• Bound Yard	- 6
	457

Grand Total 1476



Activity / Task V

Meeting and otherwise interacting with communities and / or community Development Committees (CDCs)

Achievements

Region 3

	<u>Meetings convened</u>
• De Kindren	2
• Nismes	2
• Bell Vue	2
• Vries Land	2
• Vive - La - Force	2

Region 4

	<u>Meetings convened</u>
• Sparendaan / Goedverwagting	2
• Bareroot, Bachelor's Adventure	1
• Cummings Lodge	3
• Covent Garden	2
• Old Grove Squatting Area	2
• Cummings Park	2
• West Ruimveldt Front Road	1
• Sophia (Section A)	1
• Sophia (Section B)	2
• Sophia (Section C & D)	2
• Sophia (Plum Park)	1
• Pattensen / Turkeyen (Block X)	1
• Melanie	1
• Lusignan Pasture	3
• Strathspey	1
• Tiger Bay, Georgetown	3

Activity / Task VI

Facilitating the issuing of property titles

Achievements

Titles issued in squatting Areas by Region

Region 3

• Anna Catherina Block 'X'	4
• Anna Catherina Block 'K'	2
• Groenveldt	9
• Prem Nagar	3
• Ocean Garden	2
• Railway View	3
• Tuschen North	15
• Vergenoegen	10
• Vries Land	38

• Bell Vue	23
	109

Region 4

• Section A, Liliendaal	74
• Section B, Turkeyen	110
• Section C Turkeyen	139
• Block E, Sophia	18
• Block R, Sophia	12
• Area 'K' Better Hope	2
• Area 14 B, Vigilance	33
• Cherry Tree	2
• Covent Garden	6
• Old Grove Squatting Area	203
• Goverwagting / Sparendaam	3
• Lusignan	20
	<u>622</u>

Region 6

• Block X Belvedere	70
• Block X Hampshire	27
• Doctor Bush	10
• Belvedere / Nigg	74
• Kilcoy South	14
• Chesney South	45
• Kilcoy / Chesney - North	50
• High Reef	8
• Hampshire - South East	35
• Portuguese Quarters - North	2
• Williamsburg South - Sec. H	58
• Sand Reef	15
• Grass Field	4
• East Side Line Dam	3
• Bound Yard	6
	457
Grand Total	1186

Activity / Task VII

Continuing with the regularization process of squatting areas additional to the 66 interacted with up to and including year 2001.

Achievements

Please see the following matrix for details on the status of regularization of these additional areas interacted with in year 2002

Activity / Task VIII

Attending to unplanned matters as directed by the Honourable Minister, which arose, from delegations meeting the Minister and from other requests made. These were urgent and of priority in the interest and welfare of residents of squatting and depressed areas and in the efficient administration of the Central Housing and Planning Authority in general and the Squatter Settlements and Depressed Areas Upgrading Department in particular.

Achievements: (As per special Assignments undertaken during 2002)

Assignment A: Facilitating the Regularization of the Timehri Squatting Area, Hyde Park, East Bank Demerara, Region 4

This squatting area, located immediately south - west of the Cheddi Jagan International Airport, Timehri, attracted the scrutiny of the airport authorities as a result of a joint GOG / IDB financing of the Airport Expansion / Improvement Project.

The issues involved were considered to be sensitive and demanded urgent

attention towards eventual regularization. The process of regularization commenced during the latter quarter of 2002, and by the end of the year the following forward - looking steps were taken : -

- Community meetings were convened
- Household profiling activities were concluded
- Buildings were referenced and numbered
- Block and occupation surveys were completed
- Design layout was in progress
- The regularization was set for completion during the first half of 2003

Assignment B: Facilitating the relocation of squatters from the Ogle Aerodrome Complex

Consequent upon an IDB/ GOG Loan to improve / expand the Ogle Aerodrome facilities, 23 squatters and eight longstanding (freehold / lease - hold) occupants were identified as being within the " free zone" area.

The Loan Agreement stipulated that those occupants were to be relocated. The Central Housing and Planning Authority in collaboration with the Ministry of Public Works interacted with the occupiers. Meetings were held and household profile surveys were carried out. Eight vacant, unoccupied unallocated houselots were identified in the Area 'Y' Cummings Lodge Housing Development for the relocation process to be effected. Further action was awaiting the Ministry of Public Works response to the request by the eight occupiers regarding the issue of compensation / assistance to remove.

Assignment C: Facilitating the Regularisation of Area "Y" Cummings Lodge, Georgetown

Based on an Agreement between the Guyana Sugar Corporation (GUYSUCO)

and the Central Housing and Planning Authority (CH &PA) dated June 1, 2000, the following activities were effected as part of the Authority's legal commitment:

- Carrying out of the necessary survey, (household profile, blocks, site and occupation), design layout and sub- division of the approximately 30 acres of land known as Area "Y" Cummings Lodge, Georgetown, which was occupied by squatters.
- With hired consultancy services, prepared design drawings, specifications and bills of quantities for infrastructural works necessary for the purpose of transforming the Squatter Settlement into a new housing area.
- Prepared an approved list of bonafide occupiers in preparation for allocating houselots on specified conditions, fixing the price of each houselot and entering into Agreement of Sale with each allottee, which would roll over to 2003.

Additionally, a number of community meetings and meetings with the Community Development Committee were held to sensitive the residents and ensure their participation in decision making on the regularization phases and processes which directly concerned them. At December 2002 it was clear that these phases and processes were likely to be completed for residents to uplift property titles within the first six months of 2003.

Assignment D: Facilitating the orderly relocation of the residents of Tiger Bay) also known as West End Management Organisation), North Cummingsburg, Georgetown

Tiger Bay, a depressed community located in the Central Business District of the City of Georgetown was deemed / declared as an area for slum clearance in

accordance with the relevant provision of the Housing Act 36: 20.

Based on the recommendations contained in the report of the Tiger Bay Relocation Committee to allocate 140 houselots to households in the area, 154 households were allocated houselots. The reluctance of the households to remove and be located on the lots allocated to them led to a delay in the relocation plan. Of the two dilapidated buildings in the area, which were deemed unfit for habitation, one was evacuated and the 30 families were provided temporary accommodation in the Central Housing and Planning Authority's Bond in East La Patience. Assistance in the form of ply - wood, scantling and wall boards were given by Barama, Toolsie Persaud Limited and Forest Industries Ltd. to construct units within the Bond's structure for the families to occupy temporarily for six months. During this time it was expected that these families who were all allocated house lots in various housing schemes would erect their buildings and remove at the end of the year 2002. Instead of removing, they consolidated their occupation. The one dilapidated building claimed or owned by Alpine Grant was dismantled. The implementation of the Tiger Bay Relocation Plan will continue in 2003.

Assignment E: Facilitating the orderly relocation of the residents of Goed Fortuin Squatting Area, West Bank Demerara

Goed Fortuin, a squatting area on the West Bank of Demerara contains over 200 households on a land area that could provide a maximum of 150 house lots. Efforts to regularize this area in the late 1980s failed because of the reluctance of those squatters / occupiers, who were identified for relocation, to remove to alternative sites. During the year 2002 several meetings were held with the squatters and a way forward was agreed upon.

All the buildings in the area were reference numbered, household profile surveys were completed; block and occupation surveys were completed and preliminary designs prepared to identify households to be relocated. Discussions with the Community Development Committee of the area and the households were in progress at December 2002. This is expected to be continued and completed in 2003 in preparation for titling.

Assignment F: Responding to claims made against the Central Housing and Planning Authority in the High Courts of Guyana

Case # 1

Bishop et al (22 others), occupiers of land in Sophia, Liliendaal, Pattensen and Turkeyen areas vs. the Central Housing and Planning Authority. The CH & PA put up a defence against the claims by the litigants that they were written letters of allocation offering them the houselots they occupied for \$ 8, 000. Affidavits were prepared by the Attorney- at -Law engaged by the Authority stating that the offer of \$ 8,000 was an expression of interest in an undeveloped plot of raw land and for design and surveys services which indeed the letter stated. The \$ 58, 000 is to assist in infrastructure works. There were two hearings during the year before Honourable Justice Moore and the matter was postponed for February 2003 for the next hearing.

Case # 2

An Injunction was filed against the Central Housing and Planning Authority and the Better Hope Neighbourhood Democratic Council. The area Montrose Squatting Area comprises 189 lots which were regularized to the stage where Second Certificate for most of the lots in the area were granted by the Central Board of Health. The Central Housing and Planning Authority mounted a one -

stop shop exercise and collected the \$ 58, 000 for the lots together with the twelve thousand dollars conveyancing fees from 79 residents whose occupation of lots was on an approved list as being in order. However, 19 of the occupiers of lots in the area, whose lots were not in order and therefore not ready to be transported; i.e. they either occupied reserves and had their buildings straddling boundaries or had some problem / dispute regarding their occupation - refiled the old 1997 injunction restraining the Central Housing and Planning Authority and the relevant Neighbourhood Democratic Council for the area from doing any thing regarding the issuing of titles to the occupiers of the area.

The Central Housing and Planning Authority retained an Attorney -at -Law to contest this matter and the matter was listed for hearing in 2003.

Assignment G: Conducting Random Field Test of Accuracy of Information on Housing Scheme Printouts: Good Hope Phase I and Foulis, East Coast Demerara

The field test was conducted in Good Hope on November 25 - 26, 2002 and in Foulis on November 28 - 29, 2002.

In each case every sixth building in a street was targeted. Where no one was at home the next house (immediate) was visited until a contact was made.

In each scheme, 70 contacts were made representing 9.6 % of all Good Hope Phase I lots and 10 % of all Foulis lots. 36 or 37 % of the sample of Good Hope Phase I lots revealed characteristics, which differed from the information on the Housing Scheme printouts.

In the case of Foulis the discrepancies totaled 19 or 27 % of the sample.

Discrepancies related to among others:

- Homeownership not accurately identified
- Landlordism
- Illegal Transfers
- Disputes
- Squatter / Allottee, Landlord / Tenant status blurred

Assignment H: Facilitating the regularization of East Coast Demerara Railway Embankment Squatting Areas

A decision was made to regularize squatting areas along the East Coast Demerara Railway Embankment from Industry to Enmore. To facilitate that process the following were achieved during the year 2002: -

- **Targeting the areas by Blocks:**
 - ✓ Block 1: Industry to Success
 - ✓ Block 2: Chateau Margot to La Reconnaissance
 - ✓ Block 3: Buxton to Friendship
 - ✓ Block 4: Vigilance / Bladen Hall / Strathspey (South)
 - ✓ Block 5: Coldingen to Enmore (excluding coldingen South)
- **Conducting household profiling in each Block to the following level of completion:**
 - ✓ Block 1: 92.4 %
 - ✓ Block 2: 89.7 %
 - ✓ Block 3: 83.3 %
 - ✓ Block 4: 78.6 %
 - ✓ Block 5: 54.7 %
- Cadastral surveying of Blocks 1 and 4
- Community Profiling in each squatter catchment of Blocks 1 and 2

- Preparing for regularization activities in Block 1 (Industry to success) as a pilot by developing draft systems relating to:

- ✓ Allocation of points criteria
- ✓ Pricing of lots
- ✓ Regularisation Phases
- ✓ Making community contacts
- ✓ Pilot activities.

(It is envisioned that the pilot should be completed within the first six months of 2003)

The situation with respect to crime on the East Coast Corridor and along the railway embankment within the targeted area resulted in delayed action and the Department's failure to achieve its target of regularizing one block as a pilot area. This task will be rescheduled for 2003.

FINANCE DEPARTMENT

Financial Report for the period ended 31st December 2002:

During the year 2002, the Central Housing and Planning Authority received from Central Government a total of two hundred and eighty seven million five hundred and thirty five thousand dollars (\$287.535M) of which, fifty three million one hundred and six thousand dollars (\$53.106M) was subsidy for Current Operation one hundred and eighty four million four hundred and twenty nine thousand dollars (\$184.429M) for Capital Infrastructure

Development Projects and fifty million dollars (\$50.0M) for the Revolving Housing Fund.

	\$000
Current Operating Expenditure	53,106
Capital Infrastructure Development	184,429
Revolving Housing Fund	<u>50,000</u>
	<u>287,535</u>

2. Overall Performance:

The Central Housing and Planning Authority earned a surplus of Revenue over Expenditure of three hundred and twenty three million four hundred and forty six thousand dollars (\$323.446M) for the year 2002.

	\$000
Revenue	733.730
Expenditure	<u>410.284</u>
	<u>323.446</u>

3 Revenue:

Total Revenue received during the year 2002 amounted to seven hundred and thirty three million, seven hundred and thirty thousand dollars (\$733.730M) of which, receipts from sale of land amounted to six hundred and five million five hundred and eighty seven thousand dollars (\$605.587M).

See schedule One (1)

4. Expenditure:

The total Current Operating Expenditure of the Central Housing and Planning Authority for the year 2002 was One Hundred and forty eight thousand, four hundred and sixty one dollars (\$148.461M) with Employment Costs being \$83.317M or 56.12% of the total operating expenditure.

Expenditure on Legal and Conveyance Services was \$21.927M since the Authority has stepped up its effort to make Titles available to Allottees. Refunds to allottees amounted to \$46.455M and expenditure on Housing Fund Projects was \$215.367M.

See schedule two (2)

5. Acquisition of Assets

An amount of six million two hundred and thirty six thousand (\$6.236M) was spent on the purchase of Assets during the year. Purchases included Office furniture, Air Condition Units and Fans.

6. Capital Projects-Funded by Central Government

In 2002 the sum of \$184.429M was disbursed by the Ministry of Finance to undertake Capital Projects and an additional \$50.0M was added to the Revolving Fund.

The following is a summary of the expenditure:

<u>Reg.</u>	<u>No. of Projects</u>	<u>Nature of Project</u>	<u>\$000</u>
#3	4 77,858	Construction of Roads & Drains and Water Distribution Network	
#4	5 92,196	Construction of Roads & Drains	
#6	1	Construction of Roads & Drains	
			<u>14,375</u>
			<u>184,429</u>
		Revolving Fund	<u>50,000</u>
			<u>234,429</u>

7. Projects Funded by Housing Fund

CH&PA continued it's programme of further developing the infrastructure in new and existing schemes in the various Regions and an amount of \$215.368M was expended towards these works.

See Schedule 3 for details.

7. Cash and Bank balances as at December 31st 2002

Cash and Bank balances at 31st December 2002 were made up as follows.

<u>Account #</u>	<u>Bank/Type</u>	
Balance		
150194	GNCB - Fixed Deposit	7,846
150219	GNCB - Fixed Deposit	23,939
150181	GNCB - Fixed Deposit	140,423
150425	GNCB - Fixed Deposit	40,000
203005583	GNCB - Current A/c	33,594
0118-012110	Citizens Bank - Current A/c	41,637
0118-014776	Citizens Bank - Capital Works A/c	118,704
0218- 02228	Citizens Bank - Excel A/c	2,532
11974	Citizens Bank - Fixed Deposit	112,622
12230	Citizens Bank - Fixed Deposit	150,000
0119-000348	Citizens Bank - Revolving Fund	82,595
708-282-9	NBIC Current Account	1,499
	Head Office Petty Cash Imprest	100
	Region # 2 Imprest	15
	Region # 3 Imprest	20
	Region # 5 Imprest	10
	Region # 6 Imprest	<u>20</u>
		<u>755,556</u>

CENTRAL HOUSING AND PLANNING AUTHORITY			
SUMMARY OF FINANCIAL PERFORMANCE FOR 2002			
	ACTUAL	BUDGETED	
	YEAR TO DATE	YEAR TO DATE	VARIANCE
	\$000	\$000	\$000
REVENUE			
Sale of Land	605,587	488,735	116,852
Transport Fees	33,164	32,744	420
Interest Received	2,241	1,307	934
Interest on Investment	20,932	26,159	- 5,227
Others	15,480	16,122	- 642
<i>Ministry of Finance Subventions</i>			-
Current Subsidy	56,326	53,106	3,220
TOTAL REVENUE	733,730	618,173	115,557
EXPENDITURE			
Employment Costs	83,317	81,548	- 1,769
Administrative Costs	64,980	64,282	- 698
Finance Charges	164	197	33
Refunds to Allottees	46,455	30,000	- 16,455
Housing Fund Projects	215,368	180,000	- 35,368
TOTAL EXPENDITURE	410,284	356,027	- 54,257
SURPLUS OF REVENUE			
OVER EXPENDITURE	323,446	262,146	169,814

Schedule # I

REVENUE SCHEDULE FOR YEAR 2002

SOURCE OF REVENUE	YEAR TO DATE		
	BUDGET	ACTUAL	VARIANCE
Income from Rental	566	810	244
Aided Self-help	62	170	108
Sub-Division Land	-	825	825
Building Application Fees	2,723	2,345	378
Transport Fees	32,744	33,164	420
Cancellation Fees	940	1,600	660
Sale of Application Forms	1,218	1,100	118
Sale of Tender & Prequal. Document	100	225	125
Interest Current A/c	798	1,556	758
Interest Capital Works A/c	509	685	176
Sale of Low Income Houses		28,008	28,008
Interest - on Investments	26,159	20,932	5,227
Miscellaneous	10,513	8,405	2,108
Sub - Total	76,332	99,825	23,493
			-
<u>Ministry of Finance Subventions</u>			-
C.H.& P.A - Capital Development	200,000	199,967	33
C.H.& P.A - Current Expenditure	53,106	56,326	3,220
Sub - Total	253,106	256,293	3,187
			-
<u>Others</u>			-
Sale of Land	488,735	605,587	116,852
TOTAL	818,173	961,705	143,532

<i>Schedule # 2</i>			
EXPENDITURE SCHEDULE FOR DECEMBER 2002			
YEAR TO DATE			
EXPENDITURE	BUDGET	ACTUAL	VARIANCE
<i>Employment Costs</i>			
Salaries and Wages	64,761	67,523	- 2,762
Honararium	635	1,297	- 662
Gratuity	1,866	1,842	24
Vacation Allowance	4,697	4,099	598
Pension	2,252	2,168	84
N.I.S	3,392	3,383	9
Uniform Allowance	17	23	- 6
Commuted Allowance	959	1,017	- 58
Overtime	1,969	1,965	4
Training	1,000	-	1,000
Sub - Total	81,548	83,317	- 1,769
<i>Materials & Supplies</i>			
Fuel & Lubricant	2,028	1,511	517
Stationery - Non - Print	2,980	2,180	800
Stationery - Printed	423	465	- 42
Office Materials & Supplies	935	-	935
Others	377	2	375
Sub - Total	6,743	4,158	2,585
<i>Financial Charges</i>			
Overdraft Interest	24	12	12
Service Charges	173	152	21
Sub - Total	197	164	33
<i>Repairs & Maintenance</i>			
Motor Vehicles	2,229	2,031	198
Furniture & Equipment	500	630	- 130
Building	2,750	2,791	- 41
Fixtures & Fittings	425	2	423
Computers	1,190	789	401
Others	250	-	250

Sub - Total	7,344	6,243	1,101
<i>Licences/Fitness & Insurances</i>			
M.V Licence/Fitness & Insurances	-	2-	2
Other Licence	-	-	-
Other Insurances	273	173	100
Sub - Total	273	175	98
<i>Others</i>			
Board Members - Fees	787	720	67
- Expenses	682	774-	92
Telephone	1,105	1,387-	282
Security	2,065	3,519-	1,454
Electricity	5,309	5,759-	450
Rates & Taxes - Property	100	-	100
Water Rates	200	-	200
Subsistence & Travelling	3,983	4,734-	751
O/Seas Conference & Official Visits	250	-	250
Internet Services	198	144	54
Advertising	7,547	3,593	3,954
Legal/Conveyancing Services	15,887	21,927-	6,040
Consultancy Services	1,200	-	1,200
Other Services	1,884	2,581-	697
Office Materials & Supplies	779	331	448
Stamps	264	171	93
Hire of Vehicle/Equipment	422	225	197
Donation/Subscription	788	854-	66
Depreciation	-	1,842-	1,842
Xmas	500	406	94
Photocopying	1,385	1,772-	387
Cleaning & Sanitation	543	734-	191
First Aid	56	11	45
Office of the Minister's Expenses	1,560	1,271	289
Seminars/Retreats/Workshops	692	136	556
Miscellaneous	1,015	1,126-	111
Others	723	387	336
Sub - Total	49,924	54,404-	4,480
TOTAL	146,029	148,461 -	2,432

Reg	Location	Nature of Work	Y.T.D
1	Mabaruma	Sub-Division & Block Survey	302
			302
2	Charity	Sub-Division Survey	979
2	Pln. Westbury	Survey	166
2	Lima Sands	Survey	1,561
			2,706
3	Bell West	Construction of Roads/Drains/Structures	713
3	Bell West	Water Supply Distribution	1,569
3	Best Cullen Foreshore	Block & Occupation Survey	272
3	Cornelia Ida	Survey	480
3	Cornelia Ida Phase 1	Roads/Drains/Structures-Construction	766
3	Cornelia Ida Phase 1	Consultancy - Water Distribution	2,436
3	Parfaite Harmonie	Cleaning and Excavating Drains	284
3	Parfaite Harmonie	Survey	2,095
3	Parfaite Harmonie	Designs Services	190
3	Pln. Ruby Square	Survey	93
3	De Groot -En-Kline	Survey	190
	Pln. Stuartville		
3	Squatting Area	Survey	118
3	Leonora	Survey	70
3	Zeelugt / Tuschen	Supervision Fees - Roads Drains	350
3	Zeelugt / Tuschen	Survey	32
	Zeelugt - (Brother		
3	Dam)	Roads/Drains/Structures-Construction	320
3	Zeelugt - North	Roads/Drains/Structures-Construction	1,888
	Tuschen - Middle		
3	Income	Roads/Drains/Structures-Construction	17,742
	Best Foreshore/Viva		
3	La Force	Survey	228
3	Block 'X' Cornelia Ida	Water distribution	7,356
3	Goed Fortuin	Survey	538
3	De Kinderen	Survey	465
3	Zeelugt North	Supplying Sand and Loam	29
3	Viva La Force	Block & Occupation Survey	13

3	Plantation Nismes	Block & Occupation Survey	105
3	The Jibb	Survey	350
			38,692
4	Sophia Field 'C'	Survey	13
4	Sophia - Section 'B'	Rehab. Of Culverts	3,590
4	Sophia - Block 'E'	Survey	115
4	Diamond	Survey	236
4	Mon Repos - Nari	Survey	86
4	Diamond Block X Sect A&B	Survey	639
4	Kaneville	Roads/Drains/Structures-Construction	6,350
4	Kaneville	Consultancy Services	203
4	Kaneville	Survey	13
4	Non Pariel	Supervision Fees - Roads	720
4	Diamond Block X	Supervision Fees - Bridge # 4	200
4	Diamond Block X	Main Access Road - Diamond	3,134
4	Diamond - Block 'X' L.I	Water Installation	1,186
4	Cummings Park	Survey	914
4	Enterprise Block 11	Low Cost House - Construction	1,500
4	Diamond Block X M.I.	Electrification of Housing Scheme	18,551
4	Mon Repos	Geotechnical Survey	336
4	Mon Repos - Nari	Land Clearing	250
4	Mon Repos	Water Distribution Network	1,485
4	Lusignan/Non Pariel/Vryheids Lust	Block & Occupation Survey	348
4	Pln. L. B. I & Cherry Tree	Installation of Water Distribution Network	6,874
4	Mocha	Construction of Roads/Drains/Structures	305
4	Grove - Low Income	Land Clearing	495
4	Grove	Construction of Roads/Drains/Structures	6,401
4	Hope/Lowlands	Survey	182
4	Hope Dutch Fort	Clearing & Excavating Drains	539
4	Anns Grove	Designs Services	80
4	Annandale	Survey	195
4	Vigilance Block - 4	Survey	314

4	Vryhieds Lust	Survey	53
4	Paradise - North	Survey	325
4	Foulis	Survey	395
4	Foulis	Construction of Roads/Drains/Structures	6,314
4	Good Hope/Foulis	Consultancy Services - Road Construction	4,932
4	Grove - Block 'Y' M.I	Survey	100
4	Diamond	Main Road Extension	1,452
4	Diamond Squatting Area	Survey	28
4	Farm Squatting Area	Survey	97
4	Enterprise Block 11	Survey	288
4	Block 'PP' La Penitence	Survey	108
4	Coldingen	Survey	99
4	Coldingen	Water Distribution Network	12,236
4	Enmore/Haslington	Construction of Roads/Drains/Structures	7,546
4	Enmore/Haslington	Design of Water Network	65
4	Enmore/Haslington	Survey	433
4	Cummings Lodge Area 'Y'	Survey	442
4	North Ruimveldt	Survey	90
4	Non Pariel	Construction of Roads/Drains/Structures	3,084
4	Mosquito Hall	PVC Material for Construction of Water Supply	367
4	Hyde Park Timehri	Block & Occupation Survey	123
			93,831
5	Waterloo/Jib	Survey	727
			727
6	Albion	Construction of Roads/Drains/Structures	11,231
6	Albion/Glasgow	Consultancy Fees - Roads & Drains	1,745
6	Adelphi - Canje	Construction of Roads/Drains/Structures	3,740
6	# 77 Village Corentyne	Survey	152
6	# 77 Village Corentyne	Supervision Fees - Roads/Drains/Structures	490

6	# 77 Village Corentyne	Water Distribution Network	3,607
6	Glasgow	Survey - Parcel 824	75
6	Glasgow	Consultancy - Water Distribution	100
6	Glasgow	Construction of Roads/Drains/Structures	27,830
6	Fortlands/Ordanance	Consultancy Fees	685
6	Fortlands/Ordanance	Consultancy - Water Distribution	120
6	Fortlands/Ordanance	Construction of Roads/Drains/Structures	18,040
6	East Canje	Construction of Roads/Drains/Structures	1,146
6	Hampshire	Survey	40
6	Little Africa	Survey	118
6	Williamsburg	Construction of Roads/Drains/Structures	950
6	Clifton / Johns	Survey	15
6	Corriverton	Occupational Survey - Block 'X'	38
6	Edinburg	Survey	123
6	Ankerville/Haswell	Construction of Roads/Drains/Structures	5,359
			75,604
7	3 1/2 Miles Bartica	Survey	310
7	4 - Miles Bartica	Access Road	1,481
7	Blk 'B' 4 1/2 Miles Bartica	Survey	310
			2,101
8	Mahdia	Clearing bush	100
8	Lethem	Survey	1,305
			1,405
		Total	215,368

Review MIS UNIT Work plan Year 2002-2003

FAMIS Implementation

- FAMIS System design & specifications document completed.
- Beta version of Land management module sent to CHPA for review.
- Three sessions of FAMIS user acceptance testing completed.
- Key FAMIS features demonstrated at Acceptance testing.
- An Acceptance Testing Discrepancy Log was prepared for review and corrective actions.
- List of FAMIS Trainees prepared and circulated to Head of Departments.
- FAMIS (ACCPAC) Finance module training conducted.
- In house acceptance testing conducted.
- FAMIS Land management module and ACCPAC Finance modules training completed
- FAMIS Finance "Go Live process" completed.
- Data Entry summary statistics to date are
 - 100% of 42,321, Pre-June 2001 Application forms entered.
 - 100% of approximately 6000, Post-June 2001 Application forms entered
 - 100% of approximately 10000 region 10-application forms entered.
 - Information for 115 Squatter settlements and 33 Housing schemes in Region 3 and 4 entered

Networking

- Internet sharing services implemented.
- Network Dialup access configured.
- Security/Firewall implemented.

- Network architecture document prepared.
- Network user accounts created.
- Network printing facilities made available to staff.
- Electrical works completed and certified in preparation for UPS installation.
- Two 12.5 KVA UPS delivered and installed, functional
- Microsoft Exchange server installed, and tested, deployment to be carried out
- Offsite backup storage implemented.
- Basic Intranet services configured.

IT Policies and Procedures

- The CH&PA IT Policy and Procedures summary documents distributed to CH&PA computer users.

Help Desk Application

- User requirements complete.
- System specifications and design completed.
- Coding and testing completed.
- Training completed
- Implementation completed

IT Supplies Application

- User requirements complete.
- System specifications and design completed.
- Supplies module coding completed.

HRIS and Integrated Payroll Application

- User requirements, specification and design completed.
- Coding and system testing completed.
- Training completed.

Training

- Basic System Administration and Networking training completed.
- Helpdesk Training completed.
- HRIS Training completed.
- Microsoft Word intermediate level training completed.
- Microsoft Excel foundation level training completed.
- Microsoft Excel Advanced level training completed.
- Computer Literacy training (Senior staff) completed.

ADMINISTRATION UNIT

The year commenced with the Authority comprising of seventy-seven (77) employees. At the end of the year the staff complement had increased by fifteen to a total of ninety-two (92) employees due mainly to the recruitment of temporary employees for the Land Development and Allocation, Management Information Systems, Finance and Squatter Settlements Departments.

Summary of Employees who left during 2002

- Resignation- 16
- Termination- 6

Six (6) employees were dismissed due to misconduct and breach of the rules governing employment.

Summary of Employees who left during 2002

Position	Resignation	Dismissal	Termination
Vehicle Driver	1	3	-
Typist Clerk	2	-	-
Data Entry Clerk	6	1	-
Regional Housing Officer	1	-	1
Project Accountant	1	-	-
Confidential Secretary	1	1	1
Community Development Facilitator	1	-	-
Accounts Clerk II	1	-	-
Data Collection Clerk	1	-	-
Conveyancing Clerk	1	-	-

Enforcement Officer	-	1	1
Town Planner	-	-	1
Chief Enforcement & Investigation Officer	-	-	1
Planning Technician II	-	-	1
Total	16	6	6

Dismissals

No of Officers	Types of offences	Penalty
2	Malpractice	Dismissed
2	Failure to give the required one month's notice of intention to resign	Dismissed
2	Absent without leave and without adequate excuse	Dismissed
6	Total	

Human Resource Development

In-house training targeted for Finance, Accounting and Management

Information System commenced in March, 2002 and continued through

December, 2002. Training was conducted in the following areas:-

- Pre-requisite Literacy Training I & II - 30 and 27 employees participated respectively;
- Interpersonal Communications Skills for the Workplace - 13 employees;
- Workshop on Coaching - 5 employees;
- Basic System Administration and Networking - 13 employees;
- Intermediate Microsoft Word, 2000 - 21 employees;
- Advanced Microsoft Excel- 6 employees;
- Foundation Microsoft Excel- 21 employees;
- Customer Workshop - 12 employees
- Modules
 - Land Administration- 13 employees
 - Squatter Regularisation- 4 employees
 - Town & Country Planning - 11 employees

Four other employees participated in training locally in income tax and NIS deductions from emoluments, environmental management and seminar for Office Assistant. One other employee participated in training overseas in

Regional Collaboration in Planning held in Trinidad.

During the second quarter of the year the Administration facilitated the process of a half-year evaluation of its skilled employees and at the end of the year a further overall evaluation was conducted of all skilled employees within the Authority.

SEMESTER REPORT 2002

LOW INCOME SETTLEMENT PROGRAMME

1. INTRODUCTION

This report is presented to the **Inter American Development Bank** in fulfillment of **Chapter VII, Article 7.03** of the General Rules of the **Contract No 1044/SF-GY** of the Low Income Settlement Programme.

The loan agreement was signed in June 2000, for \$30M US (IDB's contribution being \$27M US and Government of Guyana counterpart funding being \$3M US-10% of the total).

The main objective of the LIS is to make certain that Guyana develops well-designed residential settlements; increase ownership of real property by citizens of low and moderate incomes; and establish high standards for land use reform and development (with easy approval and titling), through a one-stop process of public and private sector applications for land development.

This Semester report also sets out the strategy planned in 2003, to meet benchmark targets, and has been arranged in the following sections:

- 1) Objectives, original indicators that were set out, and present status of the programme.
- 2) Description of the Programme;
- 3) Costs and financing of the programme
- 4) Land divestiture, squatter upgrading and road-related financing.

The Tables are:

- Table 1: Status of Benchmarks (*page 2*)
- Table 2: Status of Institutional Strengthening (*page 6*)
- Table 3: LIS Management Matrix (*page 7*)
- Table 4: Budgeted Cost and Financing (*page 8*)
- Table 5: Disbursement -Year 2002 (*page 11*)
- Table 6: Planned 5 year Disbursements (*page 12*)
- Table 7: Actual Disbursement (*page 13*)
- Table 8: Breakdown of Infrastructure/Water supply of Land Divestiture & Squatter Upgrading (*page 16*)
- Table 9: Breakdown of Technical Assistance (*page 17*)

The annexes are:

- Annex 1: Benchmark Objectives - page 18
- Annex 2: Baseline Programme for Pipeline Projects - pages 19 - 25
- Annex 3: List of Compliance with Conditions/Contractual Clauses - page 26

II. OBJECTIVES, INDICATORS AND PERIOD OF THE PROGRAMME'S EXECUTION

A. OBJECTIVES

The purpose of the programme continues to be the divestiture of serviced, titled land to low-income households; the establishment of reform standards for land-use development approval and titling for the improvement of public and private-sector land development; and institutional strengthening of the CH& PA.

B. INDICATORS

The series of indicators for evaluating the impact of the programme are shown in the Table 1 below:

Table No.1 (See Annex 1)

YEAR-END REVIEW	BENCHMARKS	STATUS
Year 2	<ol style="list-style-type: none"> 1. Increasing standards and segmented squatter response enacted & in effect. 2. Infrastructure completed to approved standards and title transferred for 8,500 lots 3. Backlog of unallocated lots reduced to 50% of its level on October 1, 1999. 4. Completed sale by auction for 250 acres of raw land for private housing development. 5. 75% of non-LIS sub-division application are processed and approved within three (3) months of submission. 6. One-stop-shop for development services is fully staffed and has project case management system in place. 7. All budgeting, applications, field operation data, cash management, financial controls, accounting and reports fully computerized. 8. Career development plans implemented for all LIS staff through annual cycle. 9. Household equity shares are being adjusted annually by consumer price index. 10. All households are paying their full equity share within one year of lot allocation and receiving title to a serviced lot. 11. Permanent law amended to give CH& PA full line authority for on-site residential land development and approval- subject to interagency policies and 	<p>Superseded</p> <p>Infrastructure completed for 2133 lots</p> <p>Completed</p> <p>Government is seeking a waiver</p> <p>Instituted</p> <p>In process</p> <p>In process</p> <p>Instituted</p> <p>Instituted</p> <p>In process of implementation</p> <p>Consultant to commence shortly</p> <p>Consultant to commence work shortly</p>

	12. EHTP completed for 6,400 households.	
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C. PROGRAMME'S EXECUTION PERIOD

The Programme's execution period is 60 months. The contract was signed on June 15 2000, but the loan became eligible on Jan 8, 2001.

III PROGRAMME COMPONENTS

There are two components of the programme:

- i) Investments in land divestiture, squatter upgrading, and road-related maintenance and,
- ii) Technical assistance for policy reform and institutional strengthening of CH & PA.

A. INVESTMENT IN LAND DIVESTITURE SQUATTER UPGRADING AND ROAD RELATED MAINTENANCE (BUDGETED AMOUNT US\$22,640,000)

(1) Land divestiture

The aspect of the Programme caters for the following:

- a) Making available to low/moderate income households, 21,500 lots with roads, drainage and a water connections

- b) Providing at least 7,500 households with homeownership training.
- c) Ensuring that proper sanitary facilities are made available to householders.

At this report, the following roads and water lines have been constructed and installed:

Block 8 TUSCHEN) - an area with 2133 lots (see Annex 2)

Works on roads, drains and culverts were started in November 2001, and are now completed, with water distribution pipelines fully installed.

VERGENOGEN WELL (Upgrade) - for the distribution of water at Tuschen (see Annex 2)

Works on this well is scheduled to be completed in March 2003.

BLOCK X DIAMOND - an area with 2446 lots (see Annex 2)

Works on roads and culverts are 22 % completed and scheduled to be completed in September 2003; works on drainage are 83% completed and are schedule to be completed in March 2003; and works on the water distribution network are 80 % completed and scheduled to be completed in April 2003

BLOCK Y GOLDEN GROVE - an area with 1327 lots (see Annex 2)

Works on roads drains and culverts together with the Water Distribution network are 31 % completed and are scheduled to be completed in September and March 2003 repetitively.

At this report the sums expended to achieve the above is \$2, 390,511 US.

The following Infrastructure projects are scheduled to commence in 2003 (see Annex 2)

- a. *Foulis South- an area with 702 lots*
- b. *Block 12 Non Pareil- an area with 416 lots*

- c. *Enterprise Well*
- d. *Tract A Good Hope- an area with 933 lots*
- e. *Amelia's Ward - an area with 1000 lots*
- f. *Best- an area with 541 lots*
- g. *Anna Regina - an area with 181 lots*
- h. *Pomona - an area with 224 lots*
- i. *Waterool/Experiment/Hope - an area with 769 lots*
- j. *Four Mile Bartica - an area with 450 lots*
- k. *Charity - an area with 511 lots*

(2) Squatter Upgrading

The squatter upgrading component of the Programme as intended, continues to provide a package

Of basic services and title. The squatter-upgrade basic services package includes individual water connections and instead of qualifying individual households as low-income, the squatter upgrading component will continue to qualify communities as low-income targeting 6,500 households for. Selection of the additional squatter areas will be facilitated through the system of evaluation presented in the Operating Manual.

(3) Planned Road Maintenance

The Programme's funds (US\$375,000.00) cover the cost of routine maintenance and (0.5M US) for periodic maintenance of road-related infrastructure for the first five years. CH & PA is expected to use these funds to finance maintenance contractors. The MHW will then transfer responsibility for maintenance of these sites, including roads, to local governments.

B. POLICY REFORM AND INSTITUTIONAL STRENGTHENING (BUDGETED AMOUNT -US\$2,320,000)

1. Policy Reform

Policy reform has six components:

- a) To develop a manual for Environmental and Homeownership Training
- b) To train CH& PA staff and members of communities to have the skills to maintain and improve their homes and to disseminate this knowledge to other communities
- c) To provide a road maintenance consultancy.
- d) To provides the means for Government's best response to squatting.
- e) To provide an expert consultancy for legal reform.
- f) To provide an expert consultancy for mortgage financing.

2 Planned Institutional Strengthening of CH& PA

The Programme's Technical assistance for institutional development has the following: -

- (a) A programme coordinator and an executive assistant whose function is to oversee the effective implementation of the programme.
- (b) Supervisory engineers to ensure that all engineering aspects of the programme are effectively implemented.

to assist in the management of these specific Divisions (Town & Country Planning, and Human Resources) of CH&PA.

(d) Training of CH&PA's staff to operate the new systems put in place by the institutional strengthening Programme and independent Consultants.

(e) Independent consultancies to do annual and mid-term reviews.

3. Present Status of Institutional Strengthening

This area of Technical Assistance achieved the following:

- Attainment of the second cycle of the Performance Review & Career Development Process
- Review with respect to Employee Career Development Planning
- Completion of the following workshops and seminars:
 - * ½ Day workshop on Customer Service Essentials for CH&PA Managers.
 - * A review workshop for CH&PA Managers.
 - * ½ day off-site CH&PA retreat to review the Organization Performance.

MIS

- Implementation of the MIS system, accomplishing full compliance with respect to the mid-term Benchmarks, even though the current scope of the System was much larger than originally specified. The system now supports the operational needs of the Land Administration, Squatter Regularization, T & CP and Finance Accounting Departments, at no additional costs.
- Automation of the operational & business processes of Land Administration, Squatter Regularization and T&CP.
- Empowering employees to operate the automated System.

The Institutional Strengthening Consultant has completed the following initiatives for the CH & PA during the year 2002: -

TABLE 2

INITIATIVE	ACTIONS
Departmental Restructuring	a) <i>Prepared and submitted a Board approved Organogram for Land Admin</i>
Production of Procedures Manual & Work Process Descriptions	b) <i>Completed MIS</i> c) <i>Establishment of squatter Regularization mechanisms</i>
Upgrade of Management - Job Descriptions	d) <i>Descriptions updated to incorporate the use of FAMIS</i>
Individual Employee Goal Setting	e) <i>Development of Individual Job Plans & Standards.</i>
Performance Appraisal System	f) <i>First and second cycles completed.</i>
Career Planning and Development	g) <i>First and second cycles completed.</i>
Management Development	h) <i>Workshop/Seminars on Interpersonal Communications Skills; Coaching for Performance Improvement; Employee Performance Evaluation & Career Development Planning; and Customer & Customer Relationships for Managers; delivered.</i>
FAMIS Implementation	i) <i>Finance & Accounting Training & Start-up - completed</i>
Human Resource	j) <i>Administration Training/Start-up - in</i>

Information System (HRIS) Implementation	<i>progress</i>
Payroll System Implementation	<i>k) Finance & Accounting Training/Start-up -</i>

TABLE 3 - LIS PROJECT MANAGEMENT MATRIX

LIS PROGRAMME IMPLEMENTATION MANAGEMENT TEAM		PROGRAMME MANAGEMENT															
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
		Policy & Direction	Programme Coordination & Oversight	Administration of LIS Programme Unit, Inc. Finance	Basic Infrastructure in new areas (roads, drains water)	Basic Infrastructure in squatter settlements (roads, drains water)	Routine road maintenance programme (5 years)	Development of private housing market	Other	Other	Other	Other	Other	Other	Other	Other	Other
A	Policy Direction, Programme coordination & oversight	✓	✓	✓													
B	Administration of LIS Programme Unit, Inc. Finance							✓	✓	✓	✓						
C	Basic Infrastructure in new areas (roads, drains water)							✓	✓	✓			✓				
D	Basic Infrastructure in squatter settlements (roads, drains water)					✓		✓		✓			✓				
E	Routine road maintenance programme (5 years)							✓		✓							
F	Development of private housing market				✓			✓									✓

I.V

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G	Technical support to mortgage lenders			✓						✓					✓
H	Hire all required consultants			✓			✓			✓					
I	Implement computerized accounting system			✓			✓			✓	✓				
J	Implement computerized MIS system			✓			✓			✓					
K	Implement HRM & OD systems & staff training			✓			✓			✓					
L	Legal & regulatory Reforms			✓			✓			✓			✓		
M	Squatter upgrading framework			✓			✓			✓			✓	✓	
N	EHTP Programme			✓			✓						✓		
O	Town & Country planning			✓			✓								✓
P	Land allocation & titling (1-stop shop)			✓	✓	✓	✓			✓					
Q	Knowledge transfer to CH & PA			✓			✓			✓					

The above Table shows the Organization structure of the LIS, that the Programme has the full complement of the personnel needed to execute the programme, and that the duties and responsibilities can be discharged as expected.

I.V COSTS, SCHEDULES AND FINANCING

The programme is financed by the National Government with budgeted resources and with funds released by IDB. All contributions are considered as local counterpart funds that are used in accordance with the Programme's Operations Regulation.

A PROGRAMME'S COST

The total cost of the Programme is US\$30 million; with US\$27 million (90% of the total as IDB's commitment, and US\$3 million (10% of the total as GOG's counterpart contribution).

Table No. 4: Budgeted Cost and Financing

(In thousands US\$)

INVESTMENT CATEGORY	IDB	GOG	TOTAL	TOTAL %
1. Administration and oversight	2,948	575	3,523	11.7
1.1 Programme execution	1,513	40	1,553	5.2
1.2 Design execution	1,010	500	1,510	5.0
1.3 PPF	425	35	460	1.5
2. Direct Costs	21,251	1,389	22,640	75.5
2.1 Land divestiture	16,912	500	17,412	58.0
2.2 Squatter upgrading	3,853	500	4,353	14.5
2.3 Road Maintenance	486	389	875	2.9
3. Technical Assistance	2,320		2,320	7.7
3.1 Policy Reform	775		775	2.6
3.1.1 Develop, Approval and land use	165		165	0.6
3.1.2 EHTP Training programme	380		380	1.3
3.1.3 Road maintenance methods	90		90	0.3
3.1.4 Squatter upgrading and framework	50		50	0.2
3.1.5 Legislative and legal change	25		25	0.1
3.1.6 Support mortgage financial inst.	65		65	0.2
3.1.6 Support mortgage financial inst.	1,545		1,545	5.1
3.1.6 Support mortgage financial inst.	185		185	0.6
3.2 Institutional strengthening CH & PA	475		475	1.6
3.2.1 Program Coordination				
3.2.2 Support for engineering and supervision	545		545	1.8
3.2.3 Land-use & inst. Strengthening experts	220		220	0.7
3.2.3 Land-use & inst. Strengthening experts	120		120	0.4

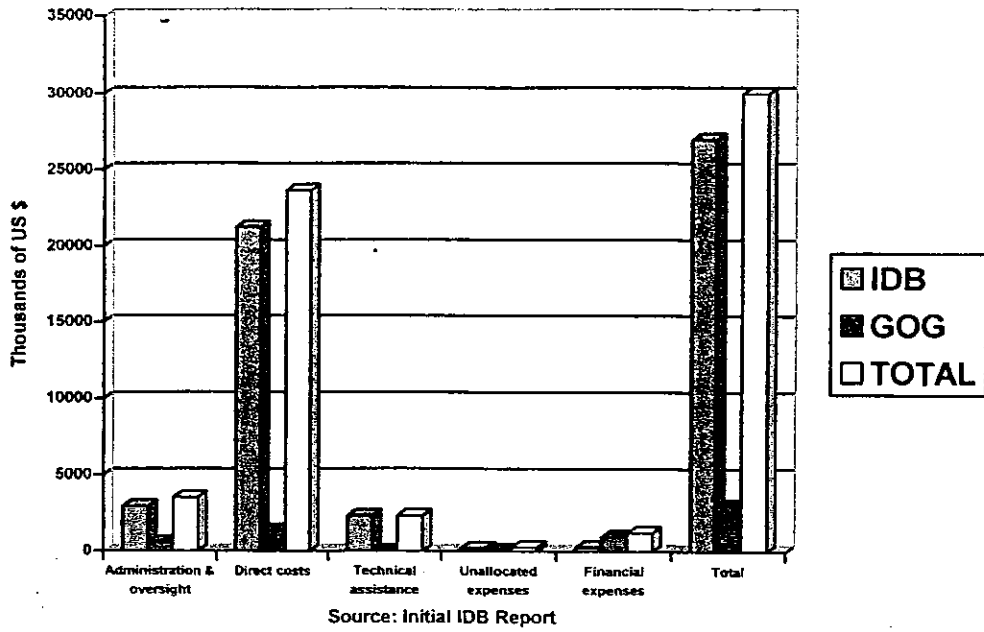
3.2.4 Staff training				
3.2.5 Monitoring and evaluation				
SUBTOTAL	26,519	1,964	28,483	94.9
4. Unallocated expenses	211	73	284	0.9
4.1 Contingencies (for Technical assistance)	211	73	284	0.9
5. Financial Expenses	270	963	1,233	4.1
5.1 Interest	-	622	622	2.1
5.2 Credit Fees (0.5% pa. On disbursed balance)	-	341	341	1.1
5.3 Inspection & supervision (1% loan amount)	270	-	270	0.9
TOTAL	27,000	3,000	30,000	100.0
Percentage per source	100	100	100.0	

The costs per investment categories are divided into:

- a) administration & oversight,
- b) direct, technical assistance,
- c) unallocated expenses, and
- d) financial expenses.

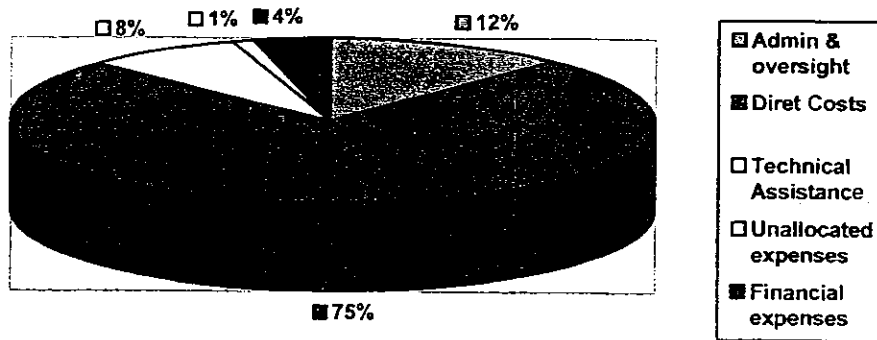
Direct costs are subdivided into **Land Divestiture, Squatter Upgrading, and Road Maintenance**, with US\$22,640,000 (75% of the total) allocated for them. Technical assistance has US\$2,320,000 (8% of the total cost); **financial expenses** have US\$1,233,000 (4% of total) allocated; **Administration costs** have US\$3,523,000 or (12% of the total) allocated; and the **unallocated expenses** have US\$284,000 or 1% allocated. (see Graph No. 1).

Graph No. 1 Total Costs per Investment Category



The percentage allocation of the components are: - Administrative - 12%, Land divestiture and squatter upgrading - 75%, Technical assistance - 8%, financial costs - 4%, and unallocated expenses - 1% as seen in the following Graph.2

Graph No. 2: Structure Percentage of Programme's Components



B PRESENT PROGRAMME COST

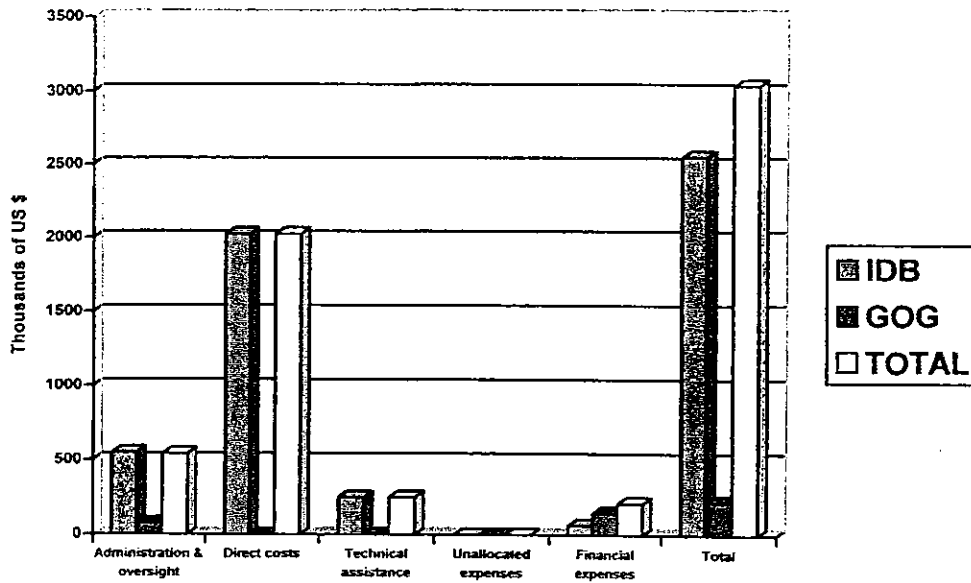
Table No. 5:

ACTUAL DISBURSEMENT-YEAR 2002(in thousand US\$)

INVESTMENT CATEGORY	IDB	GOG	TOTAL	TOTAL %
1. Administration and oversight	465.1	75.2	540.3	1.8
1.4 Programme execution	139.0	75.2	139.0	0.8
1.5 Design execution	326.1		326.1	1.0
1.6 PPF				
2. Direct Costs	2,023.2		2,023.2	6.7
2.4 Land divestiture	2,023.2		2,023.2	6.7
2.5 Squatter upgrading	0		0	0
2.6 Road Maintenance	0		0	0
3. Technical Assistance	248.3		248.3	0.83
3.1 Policy Reform	1.8		1.8	0.00
3.2.6 Develop, Approval and land use	0		0	0
3.2.7 EHTP Training programme	0		0	0
3.2.8 Road maintenance methods				
3.2.9 Squatter upgrading and framework	1.8		1.8	0.01
3.2.10 Legislative and legal change	0		0	0
3.2.11 Support mortgage financial inst.	246.5		246.5	0.82
3.2.11 Support mortgage financial inst.	188.5		188.5	0.63
3.3 Institutional strengthening CH & PA	43.8		43.8	0.15
3.3.1 Program Coordination				0
3.3.2 Support for engineering and supervision	0		0	0.0
3.3.2 Support for engineering and supervision	9.1		9.1	0.03
3.3.3 Land-use & inst. Strengthening experts	5.1		5.1	0.01
3.3.4 Staff training				
3.3.5 Monitoring and evaluation				
SUBTOTAL	2,488.3	75.2	2,821.8	9.3
4. Unallocated expenses	0		0	0

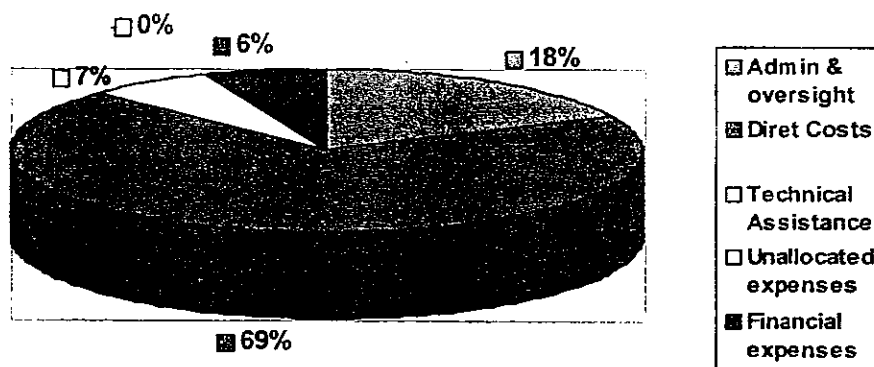
4.2 Contingencies (for Technical assistance)	0		0	0
5. Financial Expenses	64	147.8	211.8	0.7
5.4 Interest	-	25.1	25.1	0.1
5.5 Credit Fees (0.5% pa. On disbursed balance)	-	122.7	122.7	0.4
5.6 Inspection & supervision (1% loan amount)	64	-	64	0.2
5.7	532.2	122.3	510.3	1.0
5.8	14.0	1.0	15.0	0.0

Graph No. 3: Present Costs per Investment



Source: Table 5

Graph No. 4: Percentage Breakdown of Disbursement



Source: Table 5

Table No. 6

ACCUMULATIVE DISBURSEMENT

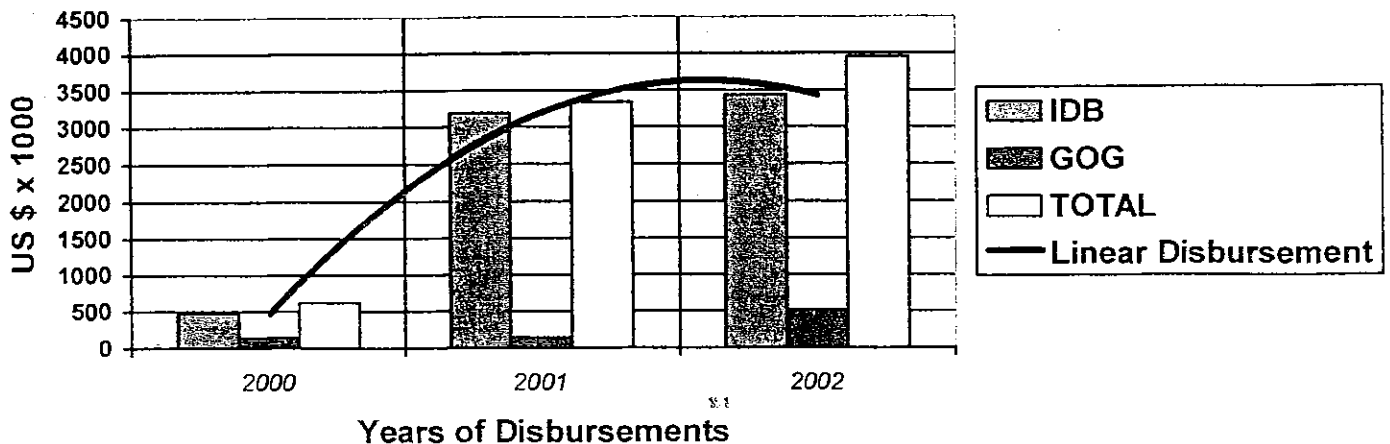
(in thousands US\$)

INVESTMENT CATEGORY	IDB	GOG	TOTAL	TOTAL %
1. Administration and oversight	747.9	222	969.9	3.2
1.7 Programme execution	232.3	222	454.3	1.5
1.8 Design execution	326.0		326.0	1.1
1.9 PPF	189.6		189.6	0.6
2. Direct Costs	2,043.5		2,043.5	6.8
2.7 Land divestiture	2,043.5		2,043.5	6.8
2.8 Squatter upgrading	0		0	0
2.9 Road Maintenance	0		0	0
3. Technical Assistance	313.7		313.7	1.0
3.1 Policy Reform	1.8		1.8	0.0
3.3.6 Develop, Approval and land use	0.0		0.0	0.0
3.3.7 EHTP Training programme	0.0		0.0	0.0
3.3.8 Road maintenance methods				
3.3.9 Squatter upgrading and framework	1.8		1.8	0.0
	0		0	0
3.3.10 Legislative and legal change	0		0	0
3.3.11 Support mortgage financial	311.8		311.8	1.0

inst.	253.8		253.8	0.8
3.4 Institutional strengthening CH & PA				
PA	43.8		43.8	0.2
3.4.1 Program Coordination				
3.4.2 Support for engineering and supervision	0.0		0.0	0.0
3.4.3 Land-use & inst. Strengthening experts	9.1		9.1	0.0
3.4.4 Staff training	5.1		5.1	0.0
3.4.5 Monitoring and evaluation				
SUBTOTAL	3,105.1	222	3,327.1	11
4.Unallocated expenses	0		0	0
4.3 Contingencies (for Technical assistance)	0		0	0
5. Financial Expenses	126	296.5	422.5	1.5
5.7 Interest	-	32.8	32.8	0.1
5.8 Credit Fees (0.5%pa. On disbursed balance)	-	263.7	263.7	1.0
5.9 Inspection & supervision (1% loan amount)	126	-	126	0.4
TOTAL	4,231.1	518.5	4,749.6	17
Percentage of source				

* Advance of \$1,350US added.

Graph No. 5: Actual Disbursements to Present



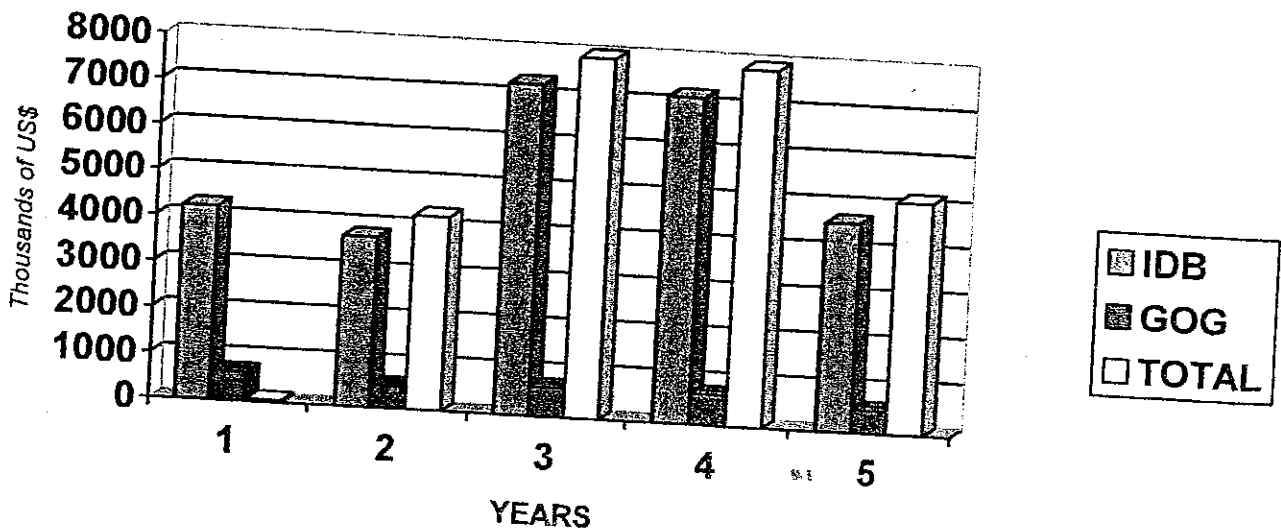
C PLANNED DISBURSEMENTS SCHEDULE

In the first year of the Programme a 16% of the resources was expected to be disbursed (4.9 million dollars) distributed in the following manner: 13% local contribution and 87% IDB the second year 14%, (4.2 million dollars), its distribution is 12% local contribution and 88% IDB, the third year draws up to 26%, (7.9 million dollars), being its distribution 8% local contribution and 92%, the fourth year a 26% (7.8 million dollars) is disbursed with a distribution of a 9% of the local contribution and 91% IDB, finally the last year it comes to represent a 17% (5.1 million dollars), being its distribution 10% local contribution and 90% IDB (see Table No. 4 and Graph 4).

*Table 7: Disbursements
(in thousands of dollars)*

	1		2		3		4		5		Total	
	US\$	%	US\$	%	US\$	%	US\$	%	US\$	%	US\$	%
IDB	4,236	16	3,734	14	7,272	27	7,167	26	4,592	17	27,000	100
Local	641	21	515	17	648	22	682	23	514	17	3,001	100
Total	4,877	16	4,249	14	7,920	26	7,849	26	5,106	17	30,001	100

Graph No. 6 Budgeted Annual Disbursements:



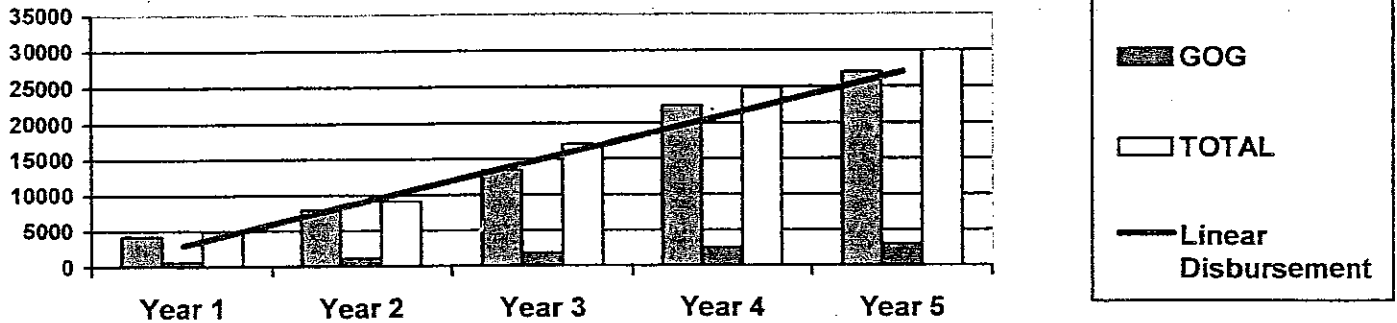
Source: Initial IDB Report

According to the disbursement schedule, a greater portion of the resources were budgeted for disbursement during the first two years (16% during the 1st year and 14% during the 2nd year, making a total of 30%)

The planned disbursements shown are: -

- a. At the end of the 1st year - US\$4,877,129 (16%)
- b. At the end of the 2nd year - US\$9,126,019 (30%)
- c. At the end of the 3rd year - US\$17,045,611 (56%)
- d. At the end of the 4th year - US\$24,894,929 (82%)
- e. At the end of the 5th year - US\$30,001,071 (100%)

Graph No.7: Accumulated Disbursements

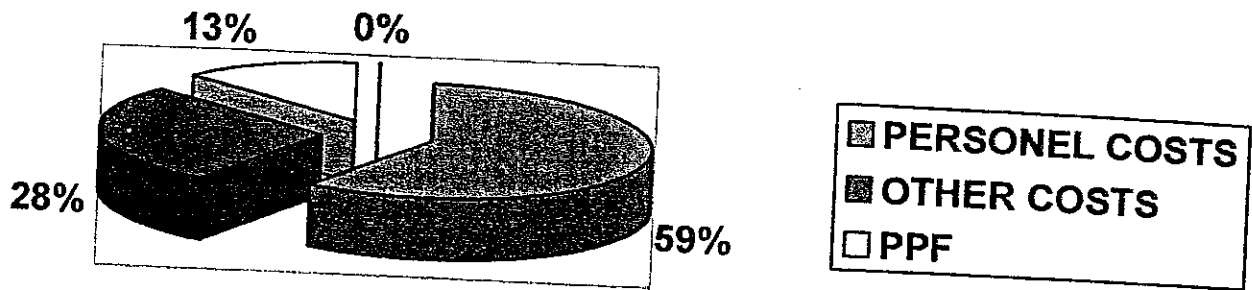


Source: Initial IDB Report.

D. BUDGETED ADMINISTRATION EXPENSES

The allocation for **administration costs** for the LIS is US\$3,523,725 (12% of the total cost). Of this amount, **Personnel expenses** are US\$2,081,500, (59% the Admin Cost). **Other expenses** are US\$982,225 (or 28%) with US\$460,999 for the PPF (13%). (see Graph 8 for breakdown of allocation for administration)

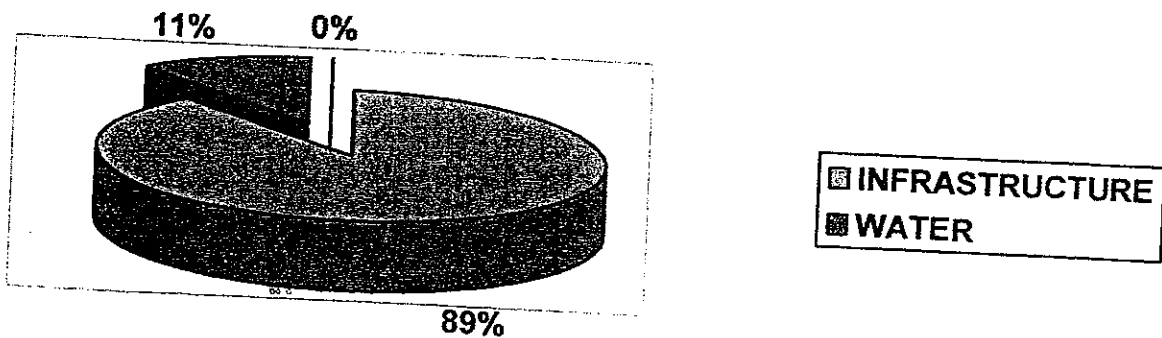
Graph No. 8: Administration's Structure Percentage



Source: Initial IDB Report

The budget for land Divestiture and Squatter Upgrading is US\$22,640,346 making up 76% of the total Programme cost. The Planned Land Divestiture entails the development of 43 settlement schemes (backlog and pipeline) with 21,766 house lots recommended for the LIS Programme. The budget for the squatter area upgrade is approximately USM \$4.353 (see Graph 9)

Graph No. 9 Structure Percentage of Land Divestiture and Squatter Upgrading



Source: Initial IDB Report

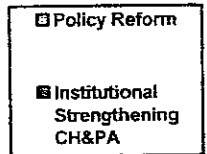
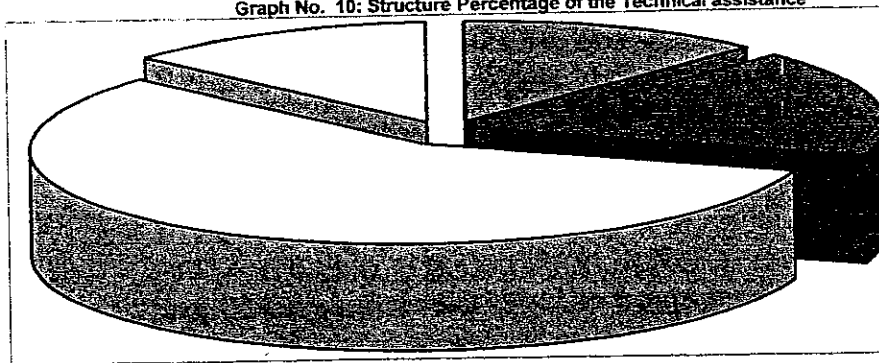
Table No. 8.: Land Divestiture/Squatter Upgrading (Infrastructure & Water Supply)
(Thousands of US\$)

	US\$	%
Infrastructure	20,258	89
Water supply	2,381	11
Total	22,640	100

E. Institutional Strengthening and Policy Reform

The allocation for Institutional Strengthening and Policy Reform is US\$2,342,000 (8% of the Programme's total costs), of which US\$775,000 (33%) is budgeted for Policy Reform, and 67% for Institutional Strengthening of CH&PA.

Graph No. 10: Structure Percentage of the Technical assistance



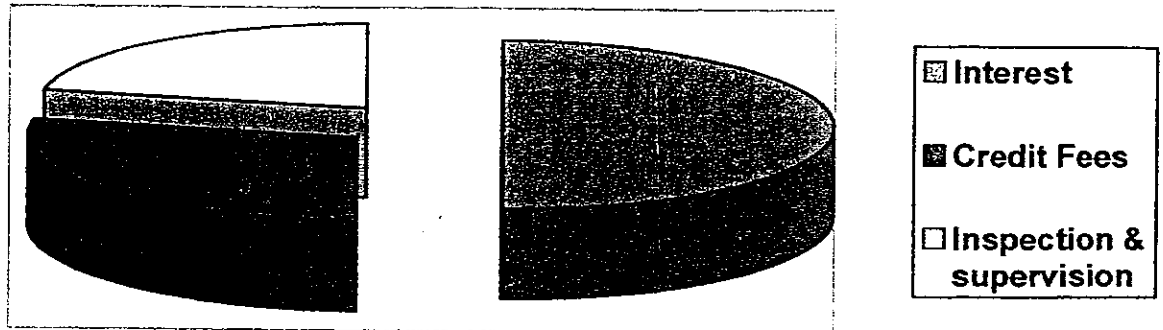
**Table No. 9: Technical assistance
(Thousands of US\$)**

INVESTMENT CATEGORY	US\$	%
Policy Reform	775	33
Institutional Strengthening	1,545	67
Total	2,320	100

F. FINANCIAL COSTS

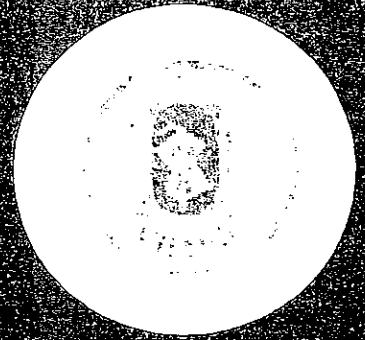
The Financial expenses allocation is US\$1,233,000 representing a 4% of the total cost and it is made up of interests, credit fees, and inspection & supervision.

Graph No. 11: Structure Percentage of the Financial Costs



Source: Initial Report

CENTRAL HOUSING & PLANNING AUTHORITY



ANNUAL REPORT 2003

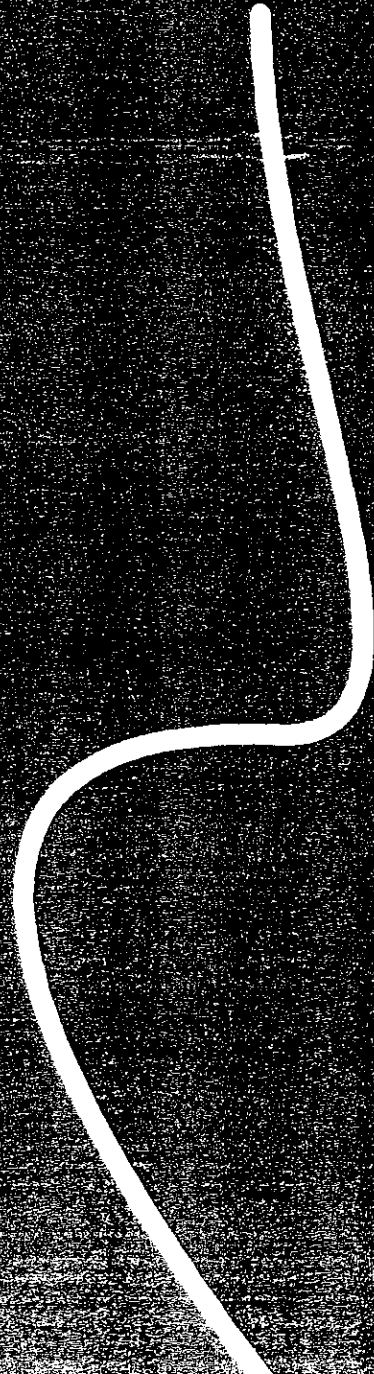


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EXECUTIVE SUMMARY

The Central Housing and Planning Authority comprises five Main Departments which execute the Agency's mandate in accordance with the Housing Act Chapter 36:20 and the Town & Country Planning Act Chapter 20:01 Laws of Guyana.

The Main Departments are:

- (a) Town & Country Planning Department
- (b) Land Allocation and Development
- (c) Finance
- (d) Squatter Regularisation
- (e) Administration

These departments are supported by the MIS Department which has the responsibility of establishing the Management Information System for the Agency, and the Low Income Settlements Programme funded by the GOG/IDB which inter alia, is responsible for the execution of infrastructural development projects and the strengthening of the CH&PA, by way of training, skills development, knowledge transfer etc. which will be executed under various consultancies to be carried out under the Project.

The 2003 Work Programme was consistent with efforts to reduce poverty, improve quality of life, make shelter more accessible and affordable and develop human settlement schemes as well as secondary towns.

More specifically, focus was on, inter alia:-

- Providing infrastructure and improve existing infrastructure in schemes identified under the GOG/IDB Low Income Settlements Programme.
- The construction of low income houses funded by a Revolving Fund financed by the Government.
- Regularisation of Squatter Settlements.
- The provision of infrastructure to housing schemes and squatter settlements
- Security of tenure
- Continuation of the Institutional Strengthening of the Authority
- Implementation of the Management Information System
- Training and upgrading staff
- Adoption of the Greater Georgetown Development Plan

- The preparation of development plans for new towns and upgrading existing towns consistent with the framework for Urban Development as adumbrated in the National Development Strategy
- The implementation of a Performance Appraisal System.

The Authority also sought to improve its service delivery by:

- ✓ Reducing the time it takes to approve a planning application
- ✓ Reducing the response time for the processing of Transports
- ✓ Improving public relations
- ✓ Closely monitoring the execution of infrastructural development projects.
- ✓ Disseminating information to its customers on a regular and timely basis.

1.0 Evaluation of Year 2003 Performance

The Work Plan for the year 2003 essentially comprised the completion of capital projects which were commenced in the year 2002, and the continuation of work dealing with building capacities within the Central Housing & Planning Authority and strengthening of its processes.

2.1 SUCCESSSES

GOG/IDB Low Income Settlements Project

Work continued under this project and a total of 3,090 lots were provided with services.

- The MIS Consultancy continued work and the Central Housing & Planning Authority integrated Management Information System became fully operational.
- Completion of capital projects funded by Central Government were completed and other projects were in progress and expected to be completed during 2004.
- Six thousand and twenty (6,020) transports were processed for allottees in housing schemes and squatter settlements
- 215 Low income houses were constructed.
- Allocation of an additional four thousand, seven hundred and thirty-nine (4,739) house lots in Regions 2,3,4,5,6,7&10), seven hundred and twenty four (724) of which were in squatter settlements.

- Out of the one hundred and forty-five (145) squatter settlements targeted for regularization so far, work was initiated in one hundred and fifteen (115) which are at various stages of regularisation. For the year 2003, one thousand three hundred and eighty-five (1,385) titles were processed in squatter settlements

In the area of planning, work was started on the following by the Town & Country Planning Department:-

- Seawall Development Plan
 - The Durban Park Proposal
 - The Mandela Avenue Reserve Re-development Proposal
 - Lethem Development Plan
 - Parika Development Plan
- Preparation of planning schemes for Good Hope, Foulis and Eccles.
 - The Parika Development Plan was completed.

The Central Housing & Planning continues to ensure that the larger number of beneficiaries are adequately housed with the requisite access to finance and infrastructural development.

To support the achievement of these major goals, the Central Housing & Planning Authority will continue to aggressively pursue capacity building both internal and external to the Agency.

The Central Housing & Planning Authority consistently reviews and revamps its procedures and processes to improve the housing delivery process. Each Department is in the process of preparing Operation Manuals to ensure that process standards and procedures are clearly and unambiguously articulated, established and maintained.

The Agency is also continuing work in respect of the establishment and maintenance of a computerized database which would reflect current data as well as provide current and reliable information to aid and support the decision-making, policy review and formulation process.

The Agency is currently benefiting from a number of consultancies under the GOG/IDB Low Income Settlements Project LO- 1044 SF/GY namely:

- (a) Town & Country Planning
- (b) Squatter Policy
- (c) Legal Reform

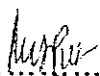
- (d) Mortgage Access
- (e) Road Maintenance
- (f) Institutional Strengthening

Under the Project, it is envisaged that there will be knowledge transfer to the Central Housing & Planning Authority in the area of Project Planning, Preparation, Implementation/Management, Monitoring and Evaluation. This is considered a key area due to the number and magnitude of Projects which the Agency will be handling over the foreseeable future.

Externally, the CH&PA continues interface with sister agencies with which interaction is necessary for smooth implementation of housing development projects. A number of inter-agency committees are in place to facilitate and enhance this process.

The Annual Report comprises the Executive Summary, followed by the Mission Statement of the Central Authority, the structure of the Organization and the review of the 2003 work programmes of the Departments of the Agency. The 2003 report of the GOG/IDB Low Income Settlements Project is also included.

The Financial Statements in respect of the year 2003 have been submitted to the Auditor General's Department for Auditing.


.....
M A Pitt
Chief Executive Officer.

MISSION STATEMENT

Overall responsibility for planning promoting
and managing development of all Human
Settlements and Administering the National
Housing Policy of Guyana

Town and Country Planning Department

1.0

GENERAL OVERVIEW

The key areas of focus of the Town & Country Planning Department (T&CPD) during the period under review pertained to the following:-

- The preparation of special project documents arising out of the draft Greater Georgetown Development Plan.
- The completion of the draft Lethem Development Plan.
- Commencement of the preparation of the Parika Development Plan.
- The preparation of the Ogle Airport Zoning Plan.
- Setting the context for the implementation of the one-stop-shop for development services.
- Conducting land use surveys and baseline map preparation work for the development of the Charity Development Plan.
- Preparing planning designs for new residential areas and the regularization of squatter settlements.
- Executing survey contracts on behalf of the Central Housing & Planning Authority and monitoring surveyors' work.

2.0 DEVELOPMENT PLANNING UNIT

2.1.1 PLAN PREPARATION

In terms of long-term plan preparation work, the following areas were addressed:-

Item	Programme Elements (2003)	Status	Remarks
1.	The Draft Greater Georgetown Development Plan (GGDP)	Draft plan completed; Ministerial approval to follow	<ul style="list-style-type: none">▪ T&CPD, in support of plan approval efforts, completed a report on the role of the GGDP in the economic development of Georgetown.▪ GGDP provisions for parking high-rise and mixed-use development reviewed.▪ Cabinet paper for approval of GGDP prepared.
2.	The Georgetown Seawall Development Scheme	Completed but to be developed as a project initiative in the context of	<ul style="list-style-type: none">▪ Urban design aspects of proposal detailed

		GGDP.	<ul style="list-style-type: none"> ▪ Public consultation session on proposal held.
3.	The D'urban Park Development Plan	Completed but to be developed as a project initiative in the context of GGDP.	<ul style="list-style-type: none"> ▪ Urban design aspects of proposal detailed. ▪ Public consultation session on proposal held.
4.	The Lethem Development Plan	Draft Plan report completed.	<ul style="list-style-type: none"> ▪ Draft Plan to be reviewed and form basis for consultative process.
5.	The Parika Development Plan	70% Complete	<ul style="list-style-type: none"> ▪ Surveys and data analysis completed. ▪ Key planning issues identified. ▪ Preliminary plan report to be prepared for public consultation.
6.	The Charity Development	50% Complete	<ul style="list-style-type: none"> ▪ Land use survey

	Plan		and baseline mapping completed. <ul style="list-style-type: none"> ▪ Preliminary focused meeting with NDCs held.
7.	The Ogle Airport Zoning Plan	80% Completed Preliminary Draft Plan Produced.	<ul style="list-style-type: none"> ▪ Technical committee established to review draft plan. ▪ Final plan to be completed during first quarter of 2004.

Additionally, issue- specific, medium to long-term planning matters were addressed:-

a) THE UTILIZATION OF THE MANDELA RESERVE

The Town & Country Planning Department completed a land use survey of this area and defined appropriate future land uses to be accommodated. The issue of unauthorized land use was taken up at the level of the Mayor & City Council of Georgetown for further action.

b) THE RE-LOCATION OF THE GEORGETOWN PRISONS

The T&CPD was part of an inter-agency committee dealing with this issue. At the end of the review period, the Department completed a site evaluation of the identified site and prepared a Planning Report for consideration by the CH&PA Board.

3.0 LAND USE SURVEYS

With the objective of preparing zoning plans for selected areas the T&CPD conducted land use surveys for the following areas:-

Region	Schemes
Region 2	Charity (Extention) H/S, Huis't Dieren aka Pomona H/S, Richmond H/S, Anna Regina H/S
Region 3	Hydronie/Good Hope and Parika/Mora Neighbourhood Democratic Council (NDC)
Region 4	Good Hope H/S, Foulis H/S, Eccles H/S, Mon Repos, Block 8 H/S, Mon Repos Block "CC" H/S, Non Pariel, Block 12 H/S, Non Pariel, Section 'B' H/S, and Mosquito Hall H/S
Region 5	Waterloo H/S, Hope H/S, Experiment H/S, Zorg-en-Hoop H/S and Bush Lot H/S

The specific zoning plans are targeted for completion during the January to June period, 2004.

3.1.1 PLANNING DESIGN & SUBDIVISION SURVEYS

The work of the T&CPD in this regard focused on:-

- The completion of residential design layouts for Government housing schemes;
- The completion of designs required for the regularization of squatter areas;
- The execution and monitoring of survey contracts

Following is a tabular summary of the status of subdivision designs and cadastral survey work executed and monitored by the T&CPD.

(A) SQUATTER SETTLEMENT BLOCK & SUB-DIVISION SURVEYS

NO.	AREA	STATUS
1.	Cullen Foreshore	Completed
2.	Edinburgh	Block Plan Survey completed.
3.	Groenveldt (aka Wine Bush)	Subdivision completed.
4.	Stewartville (aka Bangladesh)	Block Plan and subdivision completed.
5.	Ruby	Response outstanding since 09-19-03 from GL&SC;
6.	De Groot-en-Klyne	Subdivision completed.
7.	Nismes	Subdivision Plan recorded at GL&SC.

8.	Farm	Subdivision to be executed.
9.	Little Diamond	Subdivision completed, plans submitted for recording at GL&SC
10.	Great Diamond	Subdivision commenced.
11.	Annandale (aka Marshan Sand Reef)	Subdivision to commence.
12.	Lusignan	Subdivision proposed to be finalized.
13.	Hyde Park	Block Plan and subdivision plan completed.
14.	Area 'BB' Corriverton (aka Little Africa)	Block survey completed.
15.	Block 'F' Sophia	Re-design completed.
16.	Vigilance North	Sub-division to be done in 2004.
17.	(Lot 1 Liliendaal) & Pattensen/Turkeyen	Subdivision completed.
18.	Lot 4 Plum Park & North Sophia (Bk. R)	Subdivision completed and plans recorded.

(B) HOUSING SCHEME SUBDIVISION SURVEYS

NO.	AREA	STATUS
1.	La Parfaite Harmonie Phase II	Sub-division plan compled
2.	Westminster Phase II	Sub-division plan completed.
3.	Onderneeming Phase II	Sub-division plan completed
4.	Recht Door Zee Phase II	Sub-division contract to be awarded.
5.	Wisroc, Phase 1B, Linden	Sub-division commenced and will be completed in the first quarter of 2004.

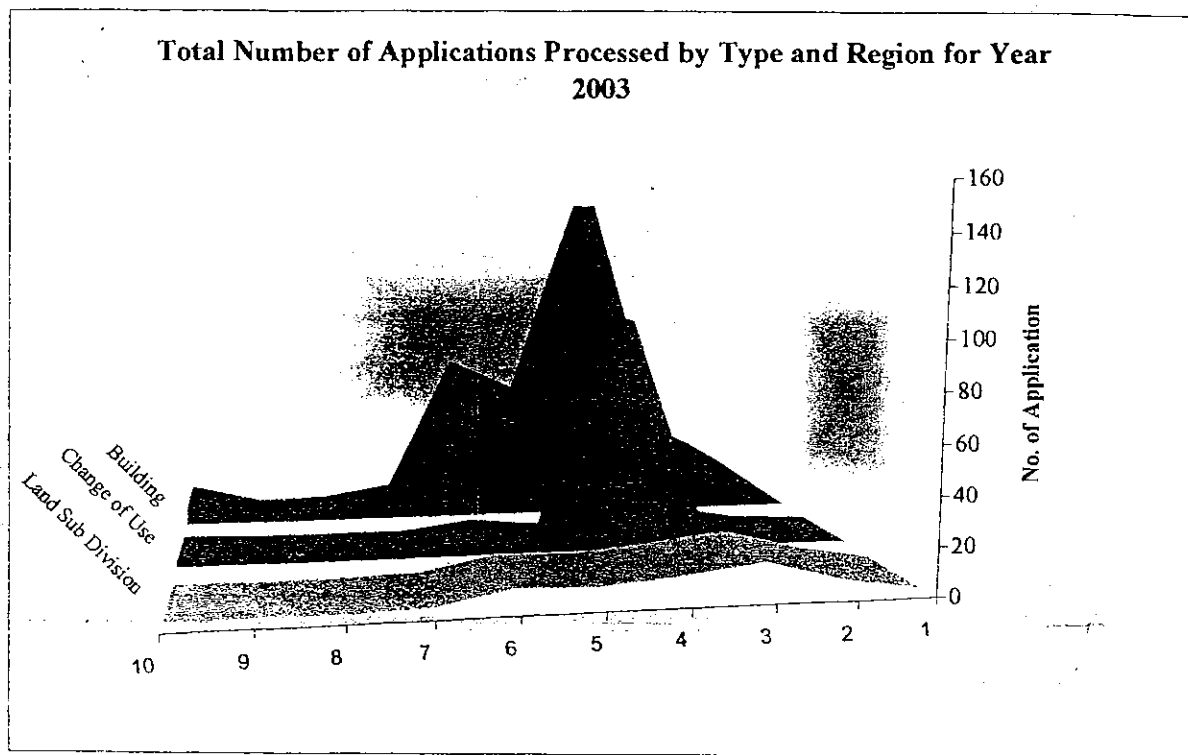
4.0 DEVELOPMENT CONTROL UNIT

4.1.1 PROCESSING OF PLANNING APPLICATIONS

The Development Control Unit (DCU) processed a total of 501 planning applications of this total, 347 were building applications, 113 were application for change of use and 41 were land subdivision applications. The table below shows a breakdown of the applications processed for the year 2003 by type and Region:

Region	Building	Change of Use	Land Sub-division	TOTAL
1	-	-	-	-
2	22	1	5	28
3	38	6	13	57
4	148	100	9	257
5	55	1	6	62

6	69	4	7	80
7	6	-	1	7
8	1	-	-	1
9	-	-	-	-
10	8	1	-	9
Total	347	113	41	501



In the case of land sub-division applications by private developers seeking to establish housing schemes, it should be noted that a total of 11 such applications were processed by the Development Control Unit during the review period. Together these applications account for a total of 353 residential lots.(Private developers)

4.2.2 INTER-AGENCY MEETINGS

In order to effectively co-ordinate its work, the DCU continued to convene inter-agency meetings to discuss development control related issues. In this regard meetings were held with officials of:-

- The Central Board of Health
- The National Trust of Guyana
- Selected Local Authorities (Neighbourhood Democratic Councils)
- The Environmental Protection Agency

The meetings with local Authorities focused on key developmental issues within their areas and the issue of monitoring and enforcing the requirement for septic tanks to be constructed by homeowners in the Low Income Settlements (LIS) housing schemes in an effort to achieve the LIS benchmark on this issue, and promote sustainability in new house schemes.

4.2.3 DEALING WITH LAND USE CONTRAVENTIONS.

In conjunction with the CH&PA secretariat, the DCU continued to initiate action and investigate reports of land use contraventions. Some of these cases were referred to legal authorities for appropriate action while some were corrected through compliance by the defaulter (s).

4.2.4 UPGRADING OF THE OPERATIONAL ASPECTS OF THE PLANNING PERMISSION SYSTEM

The DCU continued to review operational procedures in this regard with the objective of moving towards a one-stop-shop framework for the delivery of development services. It is expected that this activity would be further enhanced through the input of the LIS Town Planner.

4.3 OTHER DEPARTMENTAL ACTIVITIES

4.3.1 PREPARATION OF RE-DEVELOPMENT PROPOSALS FOR THE AREA OF PITT STREET, NEW AMSTERDAM DESTROYED BY FIRE

The Town and Country Planning Department completed a proposal for the re-development of Pitt Street and held related discussions with the New Amsterdam Town Council. The report and recommendations for re-development of the burnt-out area was approved by the Central Housing and Planning Authority.

4.3.2 THE SOUTHERN BYPASS ROAD TRANSPORTATION STUDY FOR THE EAST BANK ROAD

The Town & Country Planning Department participated in discussions with the consulting firm (ND LEA Inc) on this matter and participated in a workshop held on June 27, 2003 to consider issues pertaining to a Transport Sector Study for Guyana.

4.3.3

INTERNATIONAL CONFERENCE ON "SUSTAINABLE DEVELOPMENT THE DILEMMA OF IMPLEMENTATION FOR SMALL DEVELOPING COUNTRIES"

During the August 7 to 13 period, the Town and Country Planning Department through Ms. Marcelle Linton and Mr. Rawle Edinboro participated in and represented the Central Housing & Planning Authority at the said conference, the main aim of which was to provide a forum for various stakeholders to consider different perspectives on the issues pertaining to globalization and sustainable development. A conference paper on "The Issues and Problems of land use Planning in Guyana" was presented by Mr. R. Edinboro, Town & Country Planning Officer (ag) and Ms. Marcelle Linton, Assistant Town Planner.

4.3.4

REPRESENTATION & PARTICIPATION ON INTER-AGENCY BOARDS AND COMMITTEES

During the review period, the Town & Country Planning Department represented the CH&PA on the following Boards and Committees:-

- The Guyana Lands & Surveys Commission
(Mr. R. Edinboro)
- The National Trust of Guyana (Mr. R. Edinboro) with
Ms. M. Khirattie as an alternate.
- The Central Board of Health (Ms. G. Stewart)
- The Rating Appeals Panel - Ministry of Local
Government and Regional Development (Ms. G. Stewart)
- The Standards Committee, Bureau of Standards (Ms. G. Stewart)
- The National Coordinating Committee on Guyana-

Brazil cross-border relations (Mr. R. Edinboro)

Wherever possible, the opportunity to promote better coordination of the CH&PA's work through these Boards and Committees, was pursued.

4.3.5 THE FINANCIAL ACCOUNTING & MANAGEMENT INFORMATION SYSTEM (FAMIS)

The Town and Country Planning Department continued to carry out required tasks in support of the objectives of Financial Administration Management Information System (FAMIS). In this regard, the following actions were taken.

- Entered the names of all Neighbourhood Democratic Councils (NDCs)
- Entered all residential land use categories (low-income etc)
- Entered all land use designations (residential etc)
- Entered development applications categories.
- Corrected Regional names.
- Commenced entering data for Housing Schemes.
- Entered data for surveyors & Planning Technicians.

In the review of the relevance of FAMIS to Town & Country Planning work, it was however concluded that there is more to be gained by the Town and Country Planning Department through the use of the Geographical Information System (GIS) - a tool more suited to dealing with the spatial dimensions of town planning work. It is planned that GIS capability would be targeted for possible implementation during the Year 2004.

4.3.6 DEVELOPMENT OF A NATIONAL HOUSING POLICY FOR GUYANA

The Town and Country Planning Officer held discussions with the Chief Statistician on specific data needs for this exercise. A preliminary report was then prepared. During the latter part of the year, the specific tasks required for this exercise were defined and fashioned into a Terms of Reference for a Consultancy.

LAND DEVELOPMENT & ALLOCATION DEPARTMENT

The Land Allocation and Development Department executed the following activities to achieve targets set in its 2003 Work Programme.

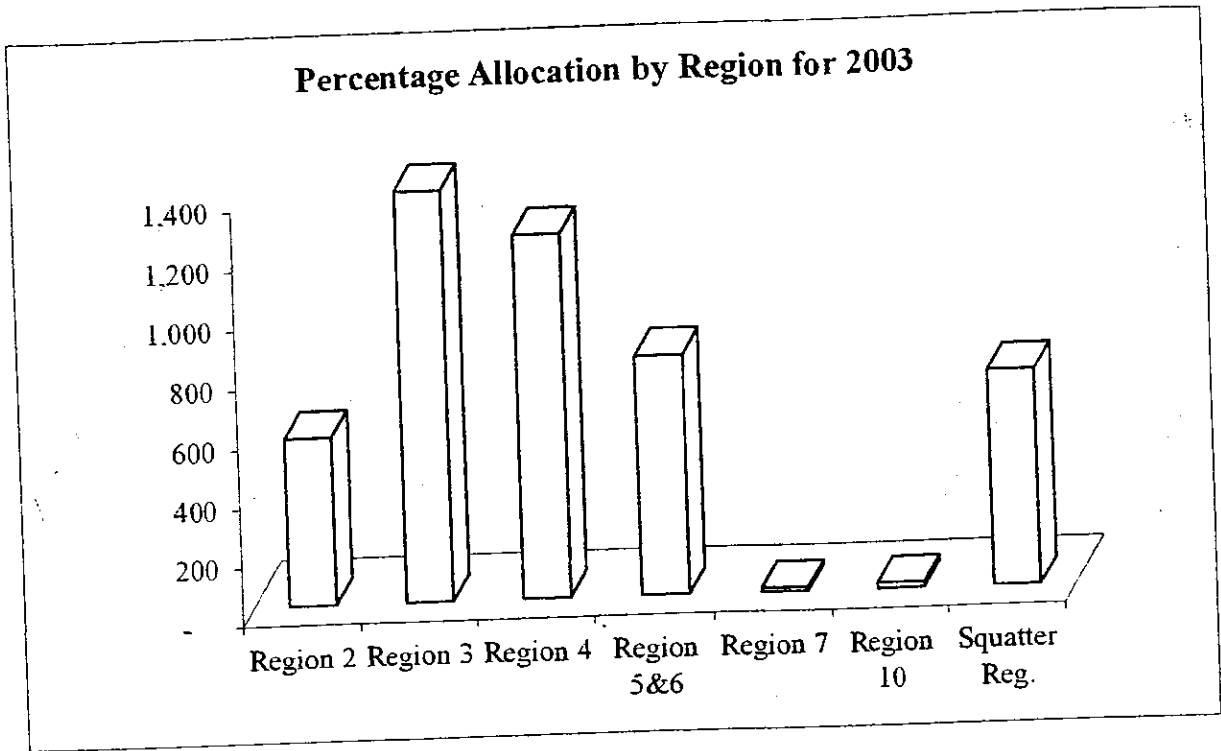
For the reporting period seven thousand, five hundred and twenty-six (7526) application forms were received for house lots. These applications were acknowledged by way of letters to individual applicants. The applications received were entered on the database.

Three thousand three hundred and seventeen (3317) applications were received into the system for Region 4. This indicates that there is a demand for house lots, in this region. These applications included both first time applicants and those who re-applied for house lots. A total of four thousand six hundred and ninety seven (4697) interviews were conducted.

Allocations / Distribution of house lots

At the end of year 2003 the Ministry allocated four thousand, seven hundred and thirty-nine (4739) house lots in all the regions which is 94.78% of the target of 5000 house lots for the year, of this amount 76.7% and 23.3% were allocated to Low Income and Middle Income earners respectively.

Regions	Projections	Achievements
2	900	568
3	1200	1384
4	1400	1225
5 & 6	250	807
7	100	13
8	10	Nil
9	40	Nil
10	100	18
Squatter Regularization	1000	724
	5000	4739

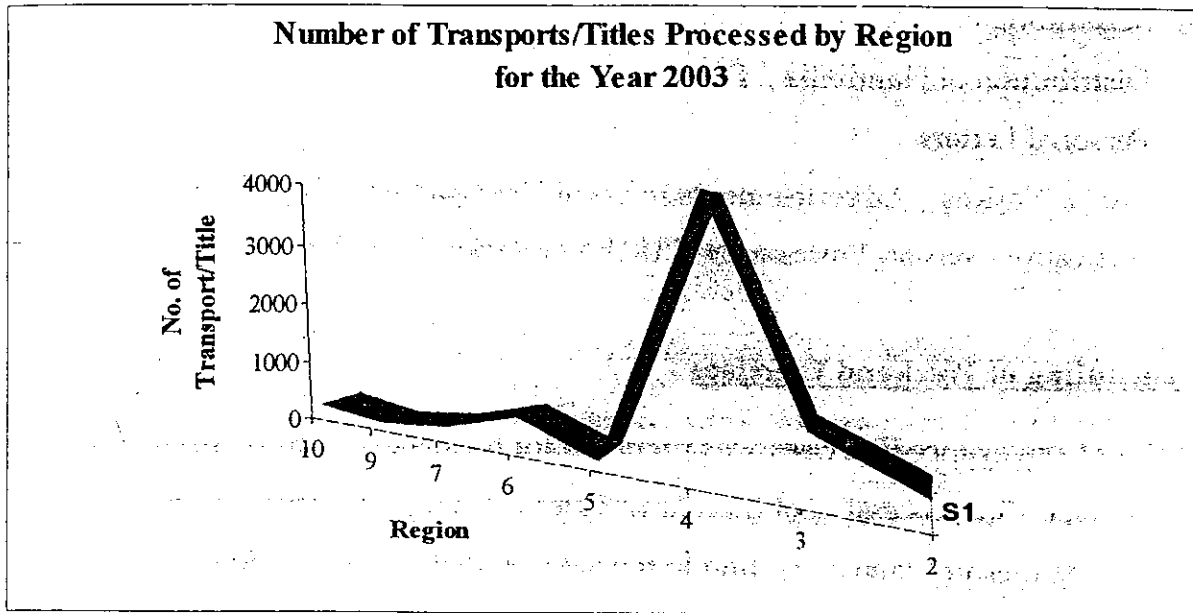


Transports/Titles

Target- To process five thousand (5000) Transports/Titles

Region	No of Transports Processed	Percentages per Region
2	299	5%
3	883	14.60%
4	3732	62%
5	85	1.40%
6	533	8.90%
7	194	3.20%
9	97	1.10%
10	227	3.80%

Total-	6020	100%
--------	------	------



Note

Figures include Titles and Transports processed for both Housing Scheme and Squatter Settlements.

Table 4 shows that the Authority exceeded the target of five thousand (5000) Titles/Transports processed.

Processing & Distribution of Titles / Transports

The initial target was between 8000 to 10000 transports / Titles for the year. At the mid year review, the target was reduced to 6000 due to the response from the allottees. The number of Transports processed for the year was 6020. the tables give the breakdown by regions and by schemes.

The Authority employed a number of strategies to have allottees commence the processing of transports. These strategies were:

1. Scheduling of Weekend Exercises
2. Distribution of Handbills / Flyers
3. Personal Letters
4. Public Notices - Advertisements in Local Newspapers / Television
5. Alternative Everyday Processing at CH&PA or Regional Housing Offices

1. Scheduling of Weekend Exercises

A schedule of Conveyance Exercises was prepared for the benefit of those persons who did not commence the processing of their land Titles / Transports. This was done firstly according to Regions and then according to the areas in that specific region. The areas were grouped according to District and exercises were held on Weekends for the convenience of the allottees convenience. Exercises were held twice for each Region, during the year

2. Distribution of Handbills / Flyers

Three (3) weeks prior to a specific exercise flyers / handbills were distributed to the allottees in the area informing them of the date / time / venue and other particulars to facilitate the processing of their transports / titles.

3. Individual Letters

Hundreds of individual Letters were sent to the allottees who did not process transport / Title. These letters were either hand delivered or posted. This additional medium ensured that allottees were informed of the planned exercise.

4. Public Notices – Advertisements in Local Newspapers / Television

One week before the Exercise, public notices were placed in the local Newspapers and on local television stations. These exercises were also advertised on the “Cook-Up Show”

5. Alternative Everyday Processing at CH&PA or Regional Housing Offices

Everyday Processing of Transports / Titles at the Regional Housing Offices / CH&PA benefited those allottees who were unable to attend the weekend exercise at specific locations.

6. Reduction in Processing fee for Transports / Titles

The Authority reduced the processing for transports / Title from \$12,000.00 to \$8,000.00 to further encourage allottees to process their transports. Allottees were required to pay 50% of the processing fee to start the processing and the balance within three months, of the first payment.

Construction of Low Income houses

CH&PA along with some eight Private Developers combined efforts to provide affordable housing for the allottees. The Ministry built seventy (70) houses while the Private Developers built 145 houses. This amounted to (80%) of the target of 270 houses.

Inventory of House lots

In July of 2002, the Inventory of house lots exercise was reactivated with the aim of updating the database of the Organisation. A number of Enumerators were employed and trained to carry out the tasks in the fields. The project was scheduled to be completed by end of 2003, however due to some constraints the exercise was rescheduled for completion during 2004.

All regions except regions 4 and 7 were approximately 95% completed. Inventory exercises for Regions 4 and 7 will be completed by March 31st, 2004.

Land Development & Allocation Department

January - December
2003

Allocations Target for 2003 - 5,000

% Achieved	94.78
Land Allocation -	4015
Squatter Regularisation	724
Total	4739

Application Forms received

Table 8
January - December

Regions	Number of Forms received
2	591
3	930
4	3317
5 & 6	319
10	2369
Totals	7526

Interviews Conducted Jan - Dec.

Table 9
January - December

Region	Number
2	675
3	1125
4	1574
5 & 6	471
10	852

Totals	4697
--------	------

Application Forms received for
Low Income Houses

January - December

Region	Number
2	
3	
4	462
5 & 6	3
Totals	465

Number of approvals from the Bank for the purchase of Low Income houses

Region	Number
4	189

Enforcement & Investigation Unit

Table 12
January - December

Category	Number
Investigations Conducted	453
Contravention Notice Served	324
Demolition of buildings	70

Table 1

Category	Target	Achievement	Targets for 2003
Allocation	5000	4739	94.78
Titles / Transports	6000	6020	100.3
Construction of Low Income houses	270	215	80

Allocations by Income Category		
Regions	Low Income	Middle Income
2	568	
3	1004	380
4	687	538
5 & 6	619	188
7	13	Nil
10	18	
Squatter Settlements	724	
	3633	1106
Low Income 76.7% Middle Income 23.3%		

Table 4		
Construction of Low Income Houses		
Targets 270		
Achievements		
CH&PA	Private Developers	Total
70	145	215
% achieved 80		

Land Development & Allocation Department	
January - December	
2003	
Allocations Target for 2003 - 5,000	
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% achieved 80		

SQUATTER SETTLEMENTS & DEPRESSED AREAS UPGRADING DEPARTMENT

1.0 INTRODUCTION:

1.1 The year 2003 may be considered as a 'productive' year for the Squatter Settlement and Depressed Areas Upgrading Department. The Department, continued to implement policies and projects designed to regularize and upgrade squatting and depressed areas and to facilitate the relocation of squatters from high risk areas utilizing community participation / involvement strategies.

SQUATTER REGUULARISATION - PRIOR 2003

An inventory of the existing Squatter Settlements country - wide was carried out by the Squatter Settlements Upgrading Department in 1999. This exercise revealed that there were 216 known squatting areas and information on their relevant characteristics was documented.

These 216 areas were ranked on the basis of a set of criteria, which were developed to assess their existing problems, potential, possibilities and their suitability to be developed into a housing scheme. Basic infrastructure was to be developed incrementally and self help effort and community participation for development were to be the approach to upgrade these settlements and issue titles.

The areas were ranked into the following four categories:

High Priority (HP) - Satisfying over 70 % of total weighting 63 Settlements

Medium Priority (MP) - Satisfying 40 - 69 % of total weighting 18 Settlements

Low Priority (LP) - Satisfying less than 40 % of total weighting	64 Settlements
Zero Tolerance (ZP) - Failed the criteria ranking test	71 Settlements
Total	216 Settlements

In 2003 a review of the 71 settlements, which originally failed the criteria test and were ranked " Zero Tolerance " areas were reviewed and re- categorized.

Of the 145 squatter settlements identified for regularization (i.e. - HP - 63; MP - 18; LP - 64), the Squatter Settlement Upgrading Department interacted with 114, which achieved various stages of the regularization process, as follows:

YEAR OF INTERACTION	No. of Areas	TOTAL NO. OF LOTS DESIGNED	TOTAL NO. OF TITLES ISSUED BY YEAR	Status
Prior to 2002	66 Areas	15, 277	2318	These achieved approx. 85 % completed and titles issued.
To 2002	33 Areas	2, 188	1451	These were about 70 % completed and titles issued.
2003	15 Areas	2, 800	1385	These achieved approx. 60 % in the regularization process.
Total	114	20, 265	5154	

SQUATTING AREAS REGULARISATION - 2003

The Department's Work Programme for 2003 listed 15 additional squatting areas for regularization during the year. Summary of the Regional Spread follows:

- Region 3 - Five Settlements
- Region 4 - Five Settlements
- Region 6 - One Settlement
- Region 10 - Four Settlements

2.0 Review of the Work Performance (2003)

In January 2003, the Department commenced its operations on the basis of its documented departmental and individual work programmes for the year. The main activities and tasks identified therein plus those unplanned, together with the achievements as per benchmarks follows:

Household profile surveys to verify occupancy were conducted.

The following activities and resultant achievements relate to both the 114 areas interacted with prior to this exercise and entailed visiting every household in the listed squatting areas and filling up a household inventory from which contain information on the occupier of the lot / parcel. The work is executed by officers of the Department with assistance from the Regional Housing Officers of Regions 2, 3, 6 and 10 for squatting areas with these regions and a number of Household Profile Enumerators concentrating mainly in squatting areas and Housing Schemes in Region 4.

Achievements:

Region 3

- Stewartville (Bangladesh) 100 %
- Edinboro 100 %
- Nismes 65 %
- Groenveldt (Wine Bush) 100 %
- Greenwich Park 100 %
- Goed Intent 97 %
- Boerasirie 96 %

Region 4

• Cummings Park	59 %
• Kaneville	67 %
• Hyde Park	100 %
• Block II Non Pariel	100 %
• Rasville	69 %
• Hope Estate	100 %
• Block 1 & 2 Enterprise	100 %
• River View (Mahaica)	100 %
• Low Lands	100 %
• Vries Land	100 %
• Brickery	100 %
• Coldingen	100 %
• Ogle Aerodrome	100 %
• Enterprise	100 %

Region 6

• Block 'X' Belvedere	100 %
• Block 'x' Hampshire	100 %
• Doctor Bush	100 %
• Belvedere / Nigg	100 %
• Kilcoy South	100 %
• Chesney South	100 %
• Kilcoy / Chesney North	100 %
• High Reef	100 %
• Hampshire - South East	100 %
• Portuguese Quarters South	100 %
• Portuguese Quarters North	100 %
• Williamsburg South Section H	100 %
• Sand Reef	100 %
• Guava Bush	100 %
• East Side line Dam	100 %
• Bound Yard	100 %
• Free Yard	100 %
• Ankerville Block 5	100 %
• Section C Hampshire	100 %
• Grass Field	100 %

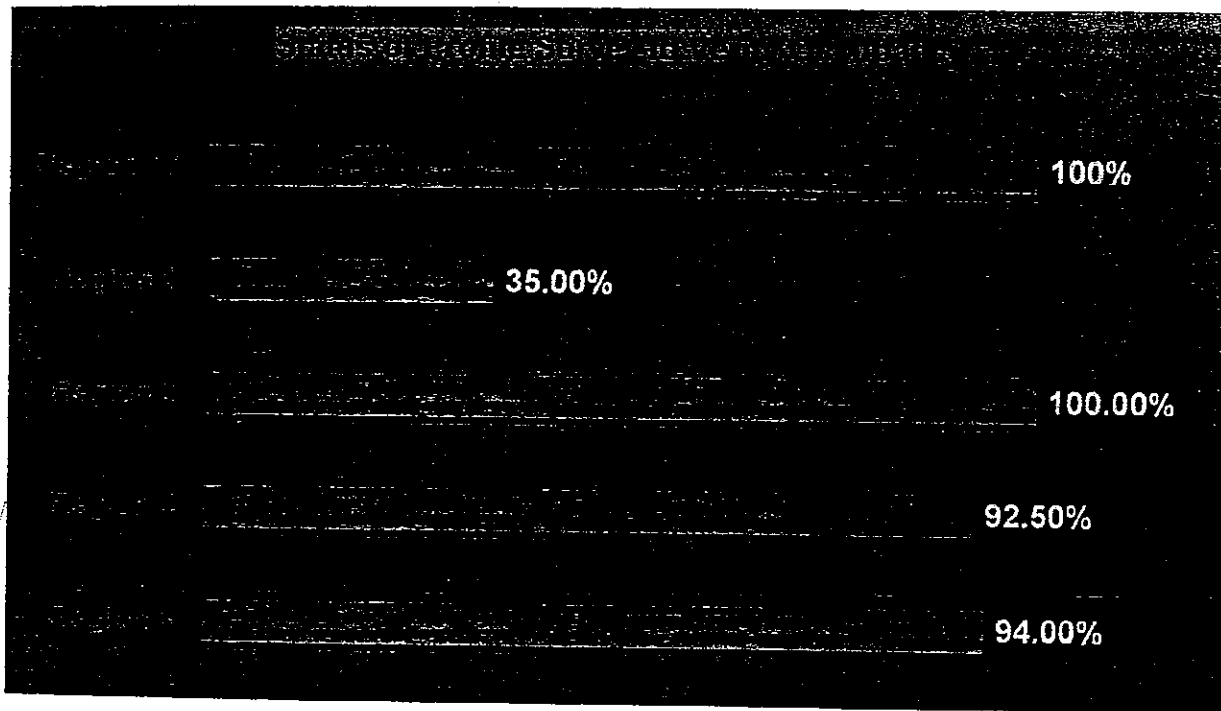
- Topoo 100 %
- Johns / Clifton 100 %

Region 9

- Lethem 35 %

Region 10

- West Watooka 100 %
- Block 22, Wismar 100 %



Investigating and settling disputes.

The inventorising of occupation highlighted various types of disputes over the lot / parcel which was squatted on. These were listed and meetings convened for investigations with the concerned parties, the Neighbourhood Democratic Council and the Community Development Committee for the area. There were instances where the

investigation was extended to include occupiers of neighbouring lots. Reports were then submitted with recommendations to the administration for a decision.

Seventy-three reports with recommendations for the resolution of disputed cases of occupation were prepared for those 99 areas which have been regularized to approximately 100 % and decisions were taken and implemented.

Following the field exercise to verify the occupation, ensuring that the head (s) of the households were the bonfide occupier (s) of the lot / parcel and building, a certified list of these names were submitted for approval by the administration. On the basis of this approved list, allocation letters were issued, payments towards the lots were made and documents for conveyancing prepared

Allocation Lists were prepared for the following squatting areas:

Region 4

- Rasville
- Goedverwagting
- Strathspey
- Cummings Lodge
- Sparendam
- Kaneville
- Vryheid's Lust
- Mon Repos Block 7 (D' Jango Town)
- Better Hope

Region 3

Occupancy of lots was verified for the following areas:

- De Kindren North
- De Kindren South

Region 4

- Cummings Park
- Block 'A' of Block 'Y' Pln. Golden Grove aka Kaneville
- Vryheid's Lust North
- Cummings Lodge - Area 'Y'
- Better Hope North
- Hyde Park Timehri
- Block II Enterprise

Issuing of Allocation Letters

Allocation letters were prepared in office using the approved format. Distribution of these allocations was done at Central Housing and Planning Authority's head office for small areas in the Georgetown environs. For large areas and areas in Regions 2, 3, 6 and 10, distribution was done at One - Stop - Shop exercises in the Regional Housing Office within the Region in which the area is located.

The number of allocations issued by area and by Region are listed below:-

Region 4

1. Block II Enterprise	- 9
2. Vryheid's Lust	- 54
3. Sophia and Environs	
4. Section A (Block X) Liliendaal	- 36
a) Pattensen / Turkeyen (Section B)	- 63
b) Section C Turkeyen	- 38
c) Section D Turkeyen	- 41
d) Block AA & BB (Plum Park)	- 10
e) Block R North Sophia	- 5
f) Block E Sophia (Farmers Group)	- 11

4. Better Hope North	- 13
5. Blk. 'A' of Blk. 'Y' Pln. Golden Grove (Kaneville)	- 4
6. Hyde Park Timehri	-111
7. Cummings Lodge (Cummings Park)	- 307
8. Goedverwagting	- 72
9. Sparendaam	- 81
10. Old Grove Squatting Area	- 278

REGION 6

• Block X Belvidere	- 81
• Block X Hampshire	- 28
• Doctor Bush	- 1
• Kilcoy / Chesney - North	- 5
• High Reef	- 10
• Portuguese Quarters - South	- 10
• Williamsburg South - Sec. H	- 7
• Sand Reef	- 1
• Guava Bush	- 6
• Grass Field	- 1
• East Side Line Dam	- 8
• Toopoo Town	- 16
• Ankerville	- 79
• Section D Cumberland	23

Meeting and otherwise interacting with communities and / or community Development Committees (CDC's)

The Department promotes government policy to work in partnership with communities through elected Community Development Committees, Community meetings were organized. These meetings were addressed by Senior Functionaries of the Department and their roles and responsibilities were outlined and discussed.

The Department organized and interacted with Community Development Committee in the following areas in collaborative efforts to gather information on occupiers / Allottees, resolve occupation disputes and other social and infrastructural problems:

Region 3

- Crane Foreshore
- Cornelia Ida
- Anna Catherina South
- Anna Catherina North and Sea View
- Edinbore
- Wine Bush
- Groenveldt
- Stewartville Sea View and Bangaladesh
- De Groote en Kline
- Prem Nagar
- Railway View
- Ocean Garden
- Chatteau's Land
- Tuschen North
- Zeelugt North
- Ruby Highway
- Vive LA Force
- Patentia Side Line Dam
- Vries Land
- Patentia Burial Ground
- Sister's Village (East)
- Bellvue
- Nismes
- Best Foreshore - Plastic City
- Goed Fortuin
- Zeelugt Cemetry Road

Region 4

- Hyde Park Timehri
- Lusignan Pasture
- Kaneville
- Mosquito Hall

- River View (Mahaica)
- Low Lands
- Ogle Aerodrome
- Sophia (Block F)
- Sophia (Block R)
- Sophia (D)
- Vryheid's Lust
- Non Pariel
- Cummings Park
- Vigilance
- Bladen Hall
- Strathspey
- Coldingen
- Good Hope
- Marshon Sand Reef
- Pigeon Island
- Area 'C' De Endragt
- Bachelors Adventure

Region 6

- Kilcoy Chesney North
- Kilcoy Chesney South
- Sand Reef
- High Reef
- Guava Bush
- Doctor Bush
- Bound Yard
- Free yard
- Little India
- Little Africa
- Grass Field
- Belvidere Nigg
- Ankerville
- Line Path Skeldon (Sea Defence)
- Ruby (New Area)

Security of Tenure

Titles issued in squatting Areas by Region are as follows:-

Region 3

• Anna Catherina Block 'X'	23
• Prem Nagar	12
• Ocean Garden	5
• Railway View	3
• Tuschen North	15
• Vries Land	9
• Bell Vue	23
Total	90

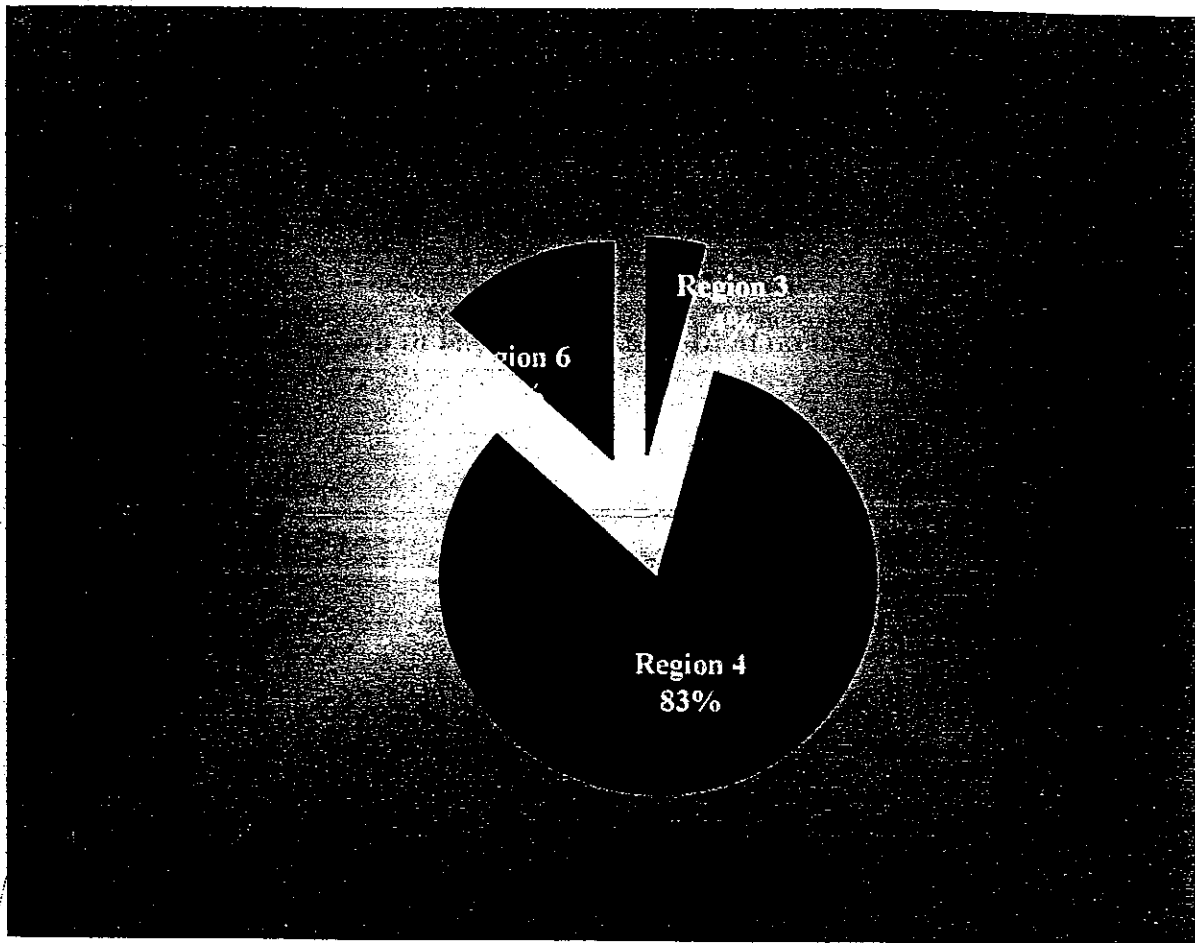
Region 4

• Section A, Liliendaal	319
• Section B, Turkeyen	252
• Section C Turkeyen	98
• Block AA & BB Sophia	19
• Block R, Sophia	10
• Area 'K' Better Hope	67
• Old Grove Squatting Area	57
• Goverwagting	12
• Sparendaam	13
• Lusignan Pasture	15
• Strathspey (14b)	68
• Vryheid's Lust	105
• Block 7 Mon Repos	144
• Hyde Park	28
• Enterprise Block II	1
• Cummings Park	48
• Cummings Lodge	424
• Kaneville	155
Total	1835

Region 6

- Ankerville 23
- Free Yard 23
- Bound Yard 10
- Williamsburg 43
- Belvidere 99
- Hampshire 24
- Portuguese Quarters South 2
- High Reef 21
- Toopoo Town 11
- Guava Bush 16
- Clifton 2
- East Side Line Dam 3
- Sand Reef 6
- Section 'D' Cumberland 15

Grand Total 2223



Attending to unplanned matters as directed by the Honourable Minister, arising, from delegations meeting with him and from other requests made. These were urgent and of priority in the interest and welfare of residents of squatting and depressed areas and in the efficient administration of the Central Housing and Planning Authority in general and the Squatter Settlement and Depressed Areas Upgrading Department in particular.

Special Assignments.

(1) Facilitating the Regularisation of the Vigilance North "Mr. Washington's Are, East Coast Demerara.

This squatting area is located immediately after Friendship on the East Coast Demerara. It is considered to be a depressed area needing urgent attention, which will lead to eventual regularization. The process of regularization commenced during the middle of 2002, but was subsequently put on hold due to the unrest in the neighbouring village Buxton.

The following actions were taken: -

- Community meetings were convened.
- Household profiling activities were concluded.
- Buildings were referenced and numbered
- Design layout was completed.
- Block and Occupational surveys were commenced.
- The completion of the regularization process is set for 2004.

(2) The regularization of the Field E Sophia (Cummings Park) area.

Based on an agreement between the residents of Cummings Park and the Central Housing and Planning Authority, the following urgent steps were taken:-

- The completion of the block and Occupational survey.
- Marking of buildings and household profiling.
- Preparation of an approved list of bonafide occupiers in preparation for allocating houselots.
- Additionally, a number of Community visits were made and meetings were held with the CDC to sensitize the residents and ensure their participation in decision making on the regularization phase and process, which directly concerned them.

(3) The Monitoring of the Tiger Bay Self Help Programme

Based on the Cabinet Decision the residents of Tiger Bay, a Depressed Area in Georgetown, were given lots in various housing schemes through- out Guyana such as Tushen, Belfield, Grove / Diamond and Haslington / Enmore.

Further to this they were also offered assistance in the form of material and technical assistance to build their self- help houses. This activity started in 2003, some buildings are 90 % completed and some foundations were already completed to commence building in 2004.

(4) Facilitating the regularization of Ituni Area

Ituni is located up the Demerara River. Access is made to this area through Linden. This area is considered to be a Depressed Area. Residents of this area mostly are past workers of the Linmine Mining Company. Based on the Minister's request work commenced in this area in April of 2003. The following steps were taken leading to the immediate regularization of this area.

- Community meetings were convened
- Household profiling activities were conducted.
- Buildings were referenced and numbered.
- Block and Occupational Surveys were conducted.
- Design layout was done.
- One - Stop - Shop was held on December 12, 2003

(5) Responding to claims made against the Central Housing and Planning Authority in the High Courts of Guyana.

The Central Housing and Planning Authority was defendant in the following High Court matters. Mr. Balram, Head of the Department appeared on behalf of the Authority.

Case # 1

19 Residents of Montrose took Central Housing and Planning Authority to court in 2003. The Injunction was filed stopping Central Housing and Planning from regularizing this area and giving residents Titles.

Case # 2

Bishop etal Vs. Central Housing and Planning Authority. Fourteen residents on their behalf and representing 3000 others occupiers of South Sophia claimed that they should pay \$ 8, 000 only for their lots they occupy. The matter was heard on three occasions in justice Moore's Chambers where Attorney chase made appearance for the Central Housing and Planning Authority.

At the last hearing on June 27, 2003 the Judge ruled that the matter will be deferred for hearing and that notices of the hearing will be posted.

(6) The participation of Staff Members in the Low Income Settlement/ IDB Environmental Home ownership Action Programme.

The Director and the Community Development Facilitators were sensitized to the purpose and scope of the Environmental and Homeownership Training Programme

(EHTP) by the consultant; and the CDFs participated in Community meetings / Training Sessions at Sophia (Section A) and Non Pariel (Block 12) in Region 4

(7) The regularization of the Old East Coast Railway Embankment

A decision was made in 2002 to regularize the East Coast Railway Embankment from Industry to Enmore. The areas were then divided into Blocks for the purpose of easy regularization. In 2003, block and Occupational surveys began in Block one. Residents were called in to discuss their occupations in the various Blocks

FINANCE DEPARTMENT

Financial Report for the year ended December 31st, 2003.

The Department started using ACCPAC together with the manual system to produce Financial Reports for the year, and as of September, the Cashier was able to use the Land Management System (automated database), to collect revenue even though on a limited basis.

Work on both areas progressed albeit slowly, however the Department is fully committed to its responsibilities and will ensure that everything is done to be fully automated in 2004.

1. Financial Performance.

Un-audited figures show that for the year 2003, the CH&PA collected revenue totaling six hundred and seventy one million, three hundred and seventy one thousand dollars (\$671.371M) and a further sixty seven million three hundred and eighty four thousand dollars from the Ministry of Finance as current expenditure subsidy (\$67.384M).

Expenditure amounted to three hundred and ninety three million seven hundred and thirty four thousand dollars (\$393.734M)

The CH&PA also received from the Ministry of Finance, the sum of one hundred and seventy six million six hundred thousand dollars (\$176.6M) for Infrastructural Development Works and twenty million dollars (\$20.0M) for the construction of Low Income Houses all of which was utilised during 2003.

The un-audited position of CH&PA as at December 31, 2003 showed the earning of a surplus of three hundred and forty five million dollars (\$345.0M)

(See Schedule 1 for details)

2. Investments.

During the year, the Authority invested another three hundred and ten million dollars (\$310.0M) in Certificates of Deposits bringing the total amount invested to eight hundred and five million five hundred thousand dollars (\$805.5M).

3. Debt Collection Unit

This unit was established in August 2003 with one officer. The unit concentrated on debt collection in LIS schemes. The unit is to be strengthened and the scope of work increased to target debt collection in all housing schemes and squatter settlements.

4. Audit.

Audit of revenue collections by Regions were conducted during the year. Audit reports were prepared and submitted and these showed that there were no irregularities.

5. Capital Projects.

In 2003, the Ministry of Finance released to CH&PA the sum of one hundred and ninety six million six hundred thousand dollars (\$196.6M) of which twenty million was for the Revolving Fund.

The Following is a summary of the utilisation of the funds.

Reg.	No of Projects	Nature of Projects	Amount (\$000)
1	1	Clearing of Roadway	228
2	1	Water Distribution Network	18,073
3	4	Construction of roads & Drains Water Distribution Network	83,344
4	5	Construction of Roads & Drains	55,080
5	1	Construction of Roads & Drains & Water Distribution Network	13,081
9	1	Construction of Roads & Drains	6,794
		Revolving Housing Fund	<u>20,000</u>
		Total	<u>\$196,600</u>

6. Housing Fund Projects.

The CH&PA, through the Housing Fund, continued developing the infrastructure in new and existing Housing Schemes and Squatter Settlements throughout the various Regions.

The following is a summary of expenditure on projects funded from the Housing Fund:

Region	Nature of Project	Amount (\$000)
2	Surveys	2,328
	Construction of Roads, Drains & Structures	3,729
3	Survey	5,055
	Construction of Roads, Drains & Structures	29,150
	Water Distribution Network	8,273
	Bridge Repairs	299
4	Surveys	7,088
	Construction of Roads Drains & Structures	62,249
	Water Distribution Network	19,306
	Supervision Fees	2,805
	Drainage	9,309
	Others	1,687
6	Surveys	740
	Construction of Roads Drains & Structures	13,960
	Water Distribution Network	23,305
	Others	253
8	Surveys	1,443
10	Land Clearing & Levelling	221
	Surveys	1,294
	TOTAL	192,621

MANAGEMENT INFORMATION SYSTEM DEPARTMENT

FAMIS Implementation

- Preparation of FAMIS Start-up data completed.
- Review user acceptance tests in conjunction with SCL/ IS Consultant.
- Carry out all remaining acceptance tests specified in the acceptance plan.
- Ensure the resolution of issues arising from FAMIS Training
- Land Management System (LMS) database installed

- FAMIS Start-up data loaded into LMS Database
- ACCPAC Finance Database installed ACCPAC Finance data loaded into database.
- LMS and ACCPAC Databases optimised.
- Land Management system software installed on CHPA computers
- ACCPAC finance modules installed on Finance department computers
- Land Management System training schedule prepared and circulated.
- Land Management System training conducted.
- Several sessions of FAMIS User acceptance testing conducted with SCL
- FAMIS "Go-Live " process initiated in CH&PA departments.
- FAMIS -Transition support -Hand Holding for CHPA users completed.
- Initial "On-site" support conducted by SCL
- Ongoing support and Helpdesk services offered to FAMIS users.
- 11/12 LIS scheme entered
- Region 6 Housing Scheme /Squatter data input commenced
- Custom reports prepared for collections Officer.
- Automated debit collection letter designed and implemented -Collections Officer

Networking

- Temporary network connections installed in Squatter Sections Department
- Reinstallation of Applications Server Operating System
- Reconfiguration Applications Server, basic network services
- Reconfiguration network print services
- Reconfiguration Network user profiles and accounts
- Restoration of Database services
- Research on Remote Access services (RAS) completed
- Remote access services implementation plan completed
- RAS Services configured on Communications Server.

- RAS user access schedule prepared.
- RAS security implemented.
- Select network user accounts configured for remote access.
- RAS tested and demonstrated to CHPA users.
- Systems / Network Administration
- Database / System backups
- Application of Service packs, System updates and patches, Antivirus definitions.

IT Policies and Procedures

- The CH&PA IT Policy and Procedures summary documents distributed to new CH&PA computer users.
- Memorandums circulated to Heads of Departments when violations of the CH&PA IT Policy were detected. -
- Actions taken to halt Network /System, in accordance with the CH&PA IT Policy.

Help Desk Application

- CH&PA user Help desk services implemented

HRIS Application

- HRIS systems acceptance testing completed
- HRIS packaged and installed on Administration department computers
- HRIS Start-up data inputted by Administration department staff
- HRIS Start-up reports designed.
- Start-up reports integrated with HRIS
- HRIS start-up phase completed
- Entry of Staff profiles commenced

Information Availability

- Internal E-mail services installed
- Configuration of Internal E-Mail System on Communications Server completed
- Configuration of Internal E-mail clients (Senior Management) completed
- Start-up of Internal E-mail System (Senior Management) completed
- Configuration of Applications Server for Intranet Services (IIS) completed
- CH&PA Intranet designed, Tested & Implemented

IT Supplies Application

- Coding and module testing completed
- Integration and System testing completed
- Programmer's manual completed
- Users Manual completed
- Implementation completed

Upgrade & Maintenance

- Hardware procurement Specifications prepared, quotations obtained and evaluated (computers, printers).
- Additional Hardware procured –Computers: CH&PA engineer
Debit collections Officer, ITEC expert, Squatter Settlement Dept
Printers: Administration Dept, ITEC expert
- Specifications for CH&PA network server's memory upgrades prepared and submitted.
- UPS maintenance conducted, 8 Power cells replaced

Training

- Land Management System training schedule prepared and circulated.
- Land Management System training conducted.
- FAMIS Database Maintenance, Support and additional Development Training
- (System configuration, Crystal reports, Visual Basic, SQL Server) completed
- FAMIS Application - Allocation module training completed
- Intermediate report writing using Crystal Reports
- Intermediate Network Essentials and Troubleshooting

ADMINISTRATION DEPARTMENT

The year commenced with the Authority comprising seventy-eight (78) employees. At the end of the year the staff complement had increased by twenty (20) to a total of ninety-eight (98) employees due to recruitment mainly for the Land Development and Allocation Department.

For the period under review, a total of twenty (20) persons were recruited by the Authority. Table below shows the designations and dates of appointments of the persons who were recruited during 2003.

No. Of Officers	Designation	Date of Employment
1	Vehicle Driver	06-01-03
1	Enforcement Officer	27-01-03
1	Vehicle Driver	27-01-03
1	Filing/Processing Clerk	03-02-03
1	Vehicle Driver	19-03-03
1	Senior Conveyancing Data Entry Clerk	01-04-03
1	Cleaner	02-04-03
1	Technical Assistant	14-07-03
1	Vehicle Driver	21-07-03
1	Revenue Collections Officer	04-08-03
1	Conveyancing Clerk	11-08-03
1	Enforcement Officer	15-09-03
1	Senior Conveyancing Officer	15-09-03
1	Filing/Processing Clerk	03-10-03
2	Conveyancing Clerk	03-11-03
1	Conveyancing Officer	10-11-03
1	Planning Assistant	17-11-03
1	Confidential Secretary	15-12-03
20	Total	

Summary of Employees who left during 2003.

- Resignation - 6
- Termination - 2
- Retirement - 1

Five (5) employees were dismissed due to misconduct and breach of the rules governing employment.

Summary of Employees who left during 2003

Position	Resignation	Dismissal	Termination	Retirement
Vehicle Driver	-	3	-	-
Enforcement Officer	-	-	1	-
Administrative	-	1	-	-
Community Development Initiator	-	1	-	-
Regional Housing Officer, Reg # 10	-	-	1	-

Civil Engineer	1	-	-	-
Land Development Administration Manager	1	-	-	-
Typist Clerk II	1	-	-	-
Legal and Conveyancing Officer	1	-	-	-
Planning Technician II	1	-	-	-
Secretary, CH&PA	1	-	-	-
Cleaner	-	-	-	1
Total	6	5	2	1

Dismissal

No. of Officers	Types of offences	Penalty
1	Driving under the influence of alcohol	Dismissed
1	Improper conduct	"
1	Misuse of Authority's Vehicle	"

1	Failure to give the required one month's notice of intention to resign	"
1	Absent without leave and without adequate excuse	"
5	Total	

Human Resource Development

In-house training targeted for employees of the Authority were held in May, 2003 and July, 2003. Training was conducted in the following areas.

- Conflict Resolution for Workplace Effectiveness- 10 employees.
- Refreshner Course - Finance, Accountancy and Management Information System- 4 employees
- Thirty-five other employees participated in training programme locally as follows:
 - Procurement- 1 employee
 - Integrated Plan of Projects- 1 employee
 - The Power of Professionalism- 2 employees
 - English Language for the Office- 2 employees

• Customer Care-	3 employees
• Communication and Report Writing-	3 employees
• Performance Management-	3 employees
• Occupational Health and Safety-	4 employees
• Supervisory Management Modules II & III-	2 employees
• Conflict Resoulution-	2 employees
• Seminar for Office Assistant-	1 employee
• Professional Secretarial Practice Modules II & III-	3 employees
• Mastering the Keyboard-	6 employees
• Strategic Planning -	1 employee
• Introduction Orientation-	<u>1 employee</u>
Total	<u>49 employees</u>

LOW INCOME SETTLEMENT PROGRAMME

Year End Report - 2003

Introduction

The Low Income Settlements Programme came on stream as a result of a Loan Contract (LO1044/SF-GY) between the Government of Guyana and the Inter American Development Bank (IDB) in the sum of twenty seven million American dollars. The Programme became eligible for disbursements on January 8, 2001, at which time the programme commenced.

Objective

The main objective of the Low Income Settlements Programme is to help Guyana develop well-designed residential settlements and increase the ownership of real property by persons with low and moderate incomes. Towards this end the Low Income Settlements Programme is expected to embark upon a number of activities inclusive of policy reform, rationalizing of inter agency procedures, construction of infrastructure services and strengthening the capacity of the Central Housing & Planning Authority.

Review of 2003

Mid Term Review

The 2003 marked the mid point of the project. The IDB conducted a Mid Term Review to carry out an objective evaluation of the LIS Program relative to targets and benchmarks as established in the programme's Logical Framework. Because of this Review, new benchmarks were set for this project to be achieved by February 2004. These benchmarks are as follows:

1. Infrastructure
 - a. New Settlements
 - i. Design of civil works completed for all new settlement projects for sites approved by IDB as of the 1 July 2003.
 - ii. 75% of occupied LIS lots with septic tanks, to be verified six months before the completion of the project.
 - b. Squatter Upgrading
 - i. Design services for squatter settlements contracted
2. Policy Reforms
 - a. Community Development and Participation
 - b. Methodology approved by CHPA Board
 - i. The design of infrastructure works were completed and approved by the IDB, with the exception of Four Miles

Bartica. Further, all infrastructure works were awarded and construction have commenced.

- ii. A survey was conducted by the LIS to determine the percentage of house lots with septic tanks within the LIS housing schemes during 2003. It was found that 21.25% of occupants in the Pre LIS
- iii. schemes have septic tanks, while 68.90% of occupants in LIS schemes have septic tank.

b. Squatter Upgrading

- i. All design services for the second phase projects were contracted

2. Policy Reforms

a. Community Development and Participation

- i. During the first week in October 2003, the EHTP consultant presented a Methodology paper on the Participatory Development Project in New Settlements and Squatter Communities. The Board has approved this document.
- ii. During the month of November 2003, the EHTP consultant commenced training session in three new schemes and three squatter schemes.

b. Selection of Beneficiaries

- i. The hiring of a consultant for this task is completed and work is in progress.

c. Cost recovery

- i. The consultant for this task was hired and work is in progress.

d. Roads and Drainage routine maintenance

- i. The consultancy for this task was signed on the 03 October 2003. A Draft report was submitted during the month of December and it has been returned for further work

e. Legal Reform

- i. Consultant's contract for this task was signed on the 21 January 2003. The consultant has since submitted a second draft Economic Housing Bill, which has since been commented upon and returned for further work.

3. Institutional Strengthening

a. LIS

- i. Organisational structure and Quality/ Control process proposal for Phase 11 of the project was approved by the board on the 13 August 2003 and submitted to the IDB on the 20 August 2003.

b. CHPA Same as above

Review of 2003 Infrastructure Projects

The year 2003 saw 3,090 lots being made available under this programme with the conclusion of infrastructure works at 3 housing schemes, namely Blk. 8 Tuschen (2,133 lots), Blk. 12 Non Pariel (416 lots) and Blk. B Best (541lots).

All first year pipeline projects, with exception of Bartica, were awarded and constructions are in progress. Below, is a status of each project as at 31 December 2003:

1. Blk. 8 Tuschen – The construction of Roads at Tuschen East commenced on the 11March 2002 and concluded on the February 19,

2003. The construction of Roads at Tuschen West commenced on the November 07, 2001 and concluded on the October 23, 2002. The construction of Pure Water Supply Network Tuschen commenced on the November 17, 2001 and was concluded on the May 15, 2002.

2. Blk. X Section B&C Diamond - The Construction of Roads, Road side drains and structures commenced on the September 13, 2002 and is 84.24% completed. The construction of Pure water supply network commenced on the September 13, 2002 and was completed on the August 31, 2003. The Construction of Macro Drainage system commenced on the September 13, 2002 and was completed on the March 24, 2003
3. Blk. Y Golden Grove - The construction of Roads, Roadside drains and a structure commenced on the September 25, 2002 and is 70% completed. The construction of Pure Water Network commenced on the September 25, 2002 and remains at 95% completed, awaiting installation of pressure gauges and pressure testing of Hydrants.
4. Blk. B Best - The construction of Roads, Roadside drains and structures commenced on the March 31, 2003 and were completed on the October 13, 2003 as per contract. However, there was an increase in the scope of work and work is continuing. The construction of Pure Water Network commenced on the June 30, 2003 and was completed on the October 07, 2003.

5. Non-Pariel - The construction of Roads, Roadside drains and a structure commenced on the August 1, 2003 and is 100% completed. The construction of Pure Water Network commenced on the February 14, 2003 and was completed on the May 14, 2003.
6. Foulis - The construction of Roads, Roadside drains and structures commenced July 29, 2003 and is 50% completed. The construction of Pure Water Network commenced on the August 13, 2003 and is 50% completed.
7. Tract A Good Hope - The construction of Roads, Roadside drains, and structures commenced August 14, 2003 and is 45% completed. The construction of Pure Water Network commenced on the August 14, 2003 and is 90% completed.
8. Hope/Waterloo/Experiment - The construction of Roads, Roadside drains, and structures commenced August 13, 2003 and is 40% Completed. The construction of Pure Water Network commenced on the August 19, 2003 and is 40% completed.
9. Pomona - The construction of Roads, Roadside drains, and structures and Pure Water Network commenced August 12, 2003 and is 75% completed.
10. Anna Regina - The construction of Roads, Roadside drains, and structures, Pure Water Network commenced August 12, 2003, and is 68% completed
11. Charity - The construction of Roads, Roadside drains, and structures commenced on the September 01, 2003 and is 42% completed. The construction of Pure Water Network, contract was signed on the 14 July 2003, to date work has not commenced.

12. Amelia's Ward - The construction of Roads, Roadside drains, and structures; the contractor has mobilized, has material on site and at the time of this report work has commenced. The construction of Pure Water Network commenced on the October 14,2003 and is 30% completed.

Design Services

In keeping with the benchmark set out by the Mid Term Review Consultant, all phase II design services of infrastructure projects were awarded. The construction of Infrastructure Work is expected to begin at May 2004 (See Annex 3). Below is a list of areas targeted:

1. Zeelugt North - 330 lots
2. Tuschen North - 750 lots
3. Kaneville - 1,087 lots
4. Blk. 22 Wismar - 450 lots
5. Blk. A, B & C Sophia - 2,788 lots
6. Parfaite/Harmonie - 3,206 lots
7. Hampshire South - 150 lots
8. Williamsburg South - 410 lots
9. Belvedere South - 390 lots
10. Blk. 3&6 Hope - 483 lots

Consultancies

Framework for Government Response to Squatting Consultant

The contract for this consultancy was signed on 16th of May 2002 with Allen Sammy for US\$18,000.

Status of this consultancy:

1. The consultant submitted his work plan on 4 June 2002.
2. The Consultant carried out several "Outreach Program" with key stakeholders of Squatting.
3. The consultant carried out two (2) Inter Agency Work sessions on the 13th and 19th of December 2002 and submitted a report on the outcome of the two sessions.

The consultant has submitted:

- i. Draft Policy Guideline on the 12 February 2003. Response provided to the consultant by CHPA indicated this document was not satisfactory.
- ii. A module of this paper entitled "Facilitating Improvements Necessary for Conveyance of Title to Occupants" on the 13 May 2003, a response was provided by CHPA on the 11 June 2003.
- iii. A most recent version of "Policies to Guide Government Action Appropriate to each category of Squatter Area" on the 04 September 2003, an analysis of this document by CHPA found it to be weak and recommendations were sent to the consultant on 22 September 2003.

4. The consultant sent a memo on the 14 October 2003 in response to the recommendations. A response to this memo was dispatched on the 14 October 2003.
5. The consultant held three workshops on 28, 29 & 30 October 2003 with key stakeholders in squatting.
6. The consultant submitted a report called "Policies to guide Government Actions" on 1 December 2003. This report is under review.
 - i. Draft Policy Guideline on the 12 February 2003. Response provided to the consultant by CHPA indicated this document was not satisfactory.
 - ii. A module of this paper entitled "Facilitating Improvements Necessary for Conveyance of Title to Occupants" on the 13 May 2003, a response was provided by CHPA on the 11 June 2003.
 - iii. A most recent version of "Policies to Guide Government Action Appropriate to each category of Squatter Area" on the 04 September 2003, an analysis of this document by CHPA found it to be weak and recommendations were sent to the consultant on 22 September 2003.

Legal and Legislative Consultant

The contract for this consultancy was signed on 21 January 2003 with Fenton Ramsahoye for US\$50,000. The duration of the contract is 110 working days over an 18-month period.

Status of this consultancy:

1. The consultant submitted his work plan on the 07 February 2003
2. On the 05 May 2003, the consultant submitted a report " Comparing Guyana's residential land development and ownership laws and procedures with 'best practices' of other countries having comparable residential settlements pressures".
3. The consultant submitted the Draft Economic Housing Bill during the month of September 2003, for review by CHPA managers.
4. A response was sent to the consultant on the 17 October 2003.
5. The consultant submitted the revised Draft Economic Bill, incorporating the recommendations. This document is under review.

Environment and Homeownership Training Consultant

The contract for this consultancy was signed on the 03 December 2002 with Nebrene Scott for US\$14,925.

Status of Consultancy:

1. The consultant submitted his work plan and TOR documents for EHTP Director on the 17 December 2003. The work plan was reviewed and found to be lacking in detail, achievement of objectives as describe in the TOR of the consultant's contract.
2. On the 03 February 2003, the consultant submitted his revised work plan.
3. A Manual for Trainers was submitted by the consultant
4. A proposal for the Development of Community Capacity Building Training in Low Income Settlement Program was received on the 21 July 2003.
5. The consultant submitted a document on the "Refinement of the EHTP Processes" on the 04 August 2003.

6. During the first week in October 2003, the consultant presented a Methodology paper on the Participatory Development Project in New Settlements and Squatter Communities. The Board has approved this document.
7. The consultant submitted the following Reports:
 - a. Manual for Trainers - Community Leaderships, Organizations and Change Manual for Trainers - Community Health, Nutrition, Hygiene and the Environment
8. For the month of December 2003, the consultant submitted the following reports:
 - a. Sensitisation Visits to Pilot Sites on the 23 December 2003
 - b. Minutes of General Assembly of Homeowners on the 23 December 2003.
 - c. Draft Terms of Reference (with Bio Data Form) Re: Intermittent Field Trainers on the 24 December 2003
 - d. Train the Trainers Pre-Training Questionnaire on the 29 December 2003
 - e. Intermittent Field Trainer Job Interview Report Form on the 29 December 2003
 - f. Procedures and Criteria for Selection of Intermittent Field Trainers on the 31 December 2003

Mortgage Access Credit Consultant

This consultancy is still in the process of being implemented. The contract has been forwarded to the IDB for approval and a copy has been sent the consultant for his perusal.

Professional Town Planner

The contract for this consultancy was signed on the December 15, 2003, and the consultant is expected to commenced work on the January 19, 2004.

Preventative Maintenance Roads Consultancy

The contract for this consultancy was signed on 3 October 2003 with Texas Research & Planning Authority for US\$49,868.

Status of Consultancy:

1. The consultant submitted his work program on the 28 October 2003.
2. During the month of November, the consultant visited several project site and made an assessment.
3. Report submitted and is under review.

Director Environmental and Homeownership Programme

The contract for this consultancy was sent to the consultant for signature. Awaiting response, while, the expected date of commencement is February 01, 2004.

Institutional Strengthening Consultant

The contract for this consultancy was renewed on December 01,2003 with Technologies Services West. The duration of this consultancy is 12 months.

Finance

The Financial Statement for 2002 was presented to the IDB in 2003 and was accepted. As such, the LIS was deemed to be in compliance with the following financial and accounting related contractual clauses:

1. Section 3.01: Currencies of Disbursement and Use of Funds
2. Article 3.05: Rate of Exchange
3. Article 6.03: Use of Goods
4. Article 7.01: Internal Control and Records
5. Article 7.03: Audited Financial Statements

The LIS submitted two Semi Annual Reports to the IDB covering the period June- December 02 and January - June 2003. The bank accepted these reports.

For the year 2003, the following is breakdown of our expenses - IDB:

	('000)	('000)
1. Administration & Oversight	US\$ 287	G\$55,816
2. Direct Cost	US\$4,225	G\$820,749
3. Technical Assistance	US\$240	G\$46,673
a. Policy Reform	US\$45	G\$8,803
b. Institutional Strengthening CHPA	US\$195	G\$37,870

Expenses from GOG

Administration & Oversight- G\$10,207,432

Others

Procurement Plan

During the month of September, IDB introduced a Procurement Plan Report, which is due at the end of November and May of every year. The Purpose of the Procurement Plan is to reduce bureaucracy and improve the pace of execution.

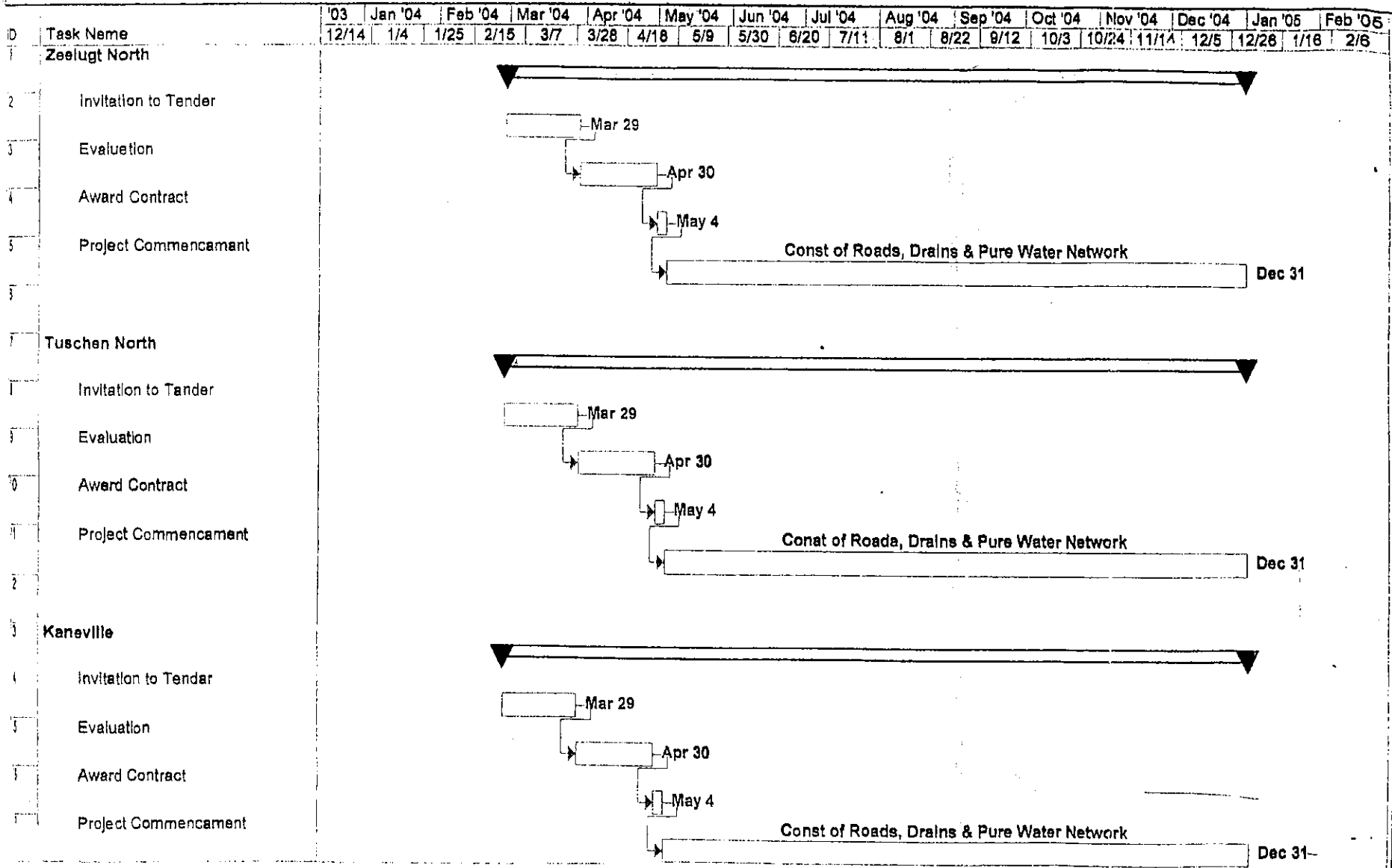
Staffing Details

During the year, the service of the Executive Assistant was terminated. We also loss the service of the Accounts Clerk and two drivers. However, we were able to replace these personnel with minimal disruption to the project. The position of the executive assistant was filled as of the date of this report.

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Low Income Settlements Programme
Work Programme for Infrastructure Works - Phase 2

ANNEX 3

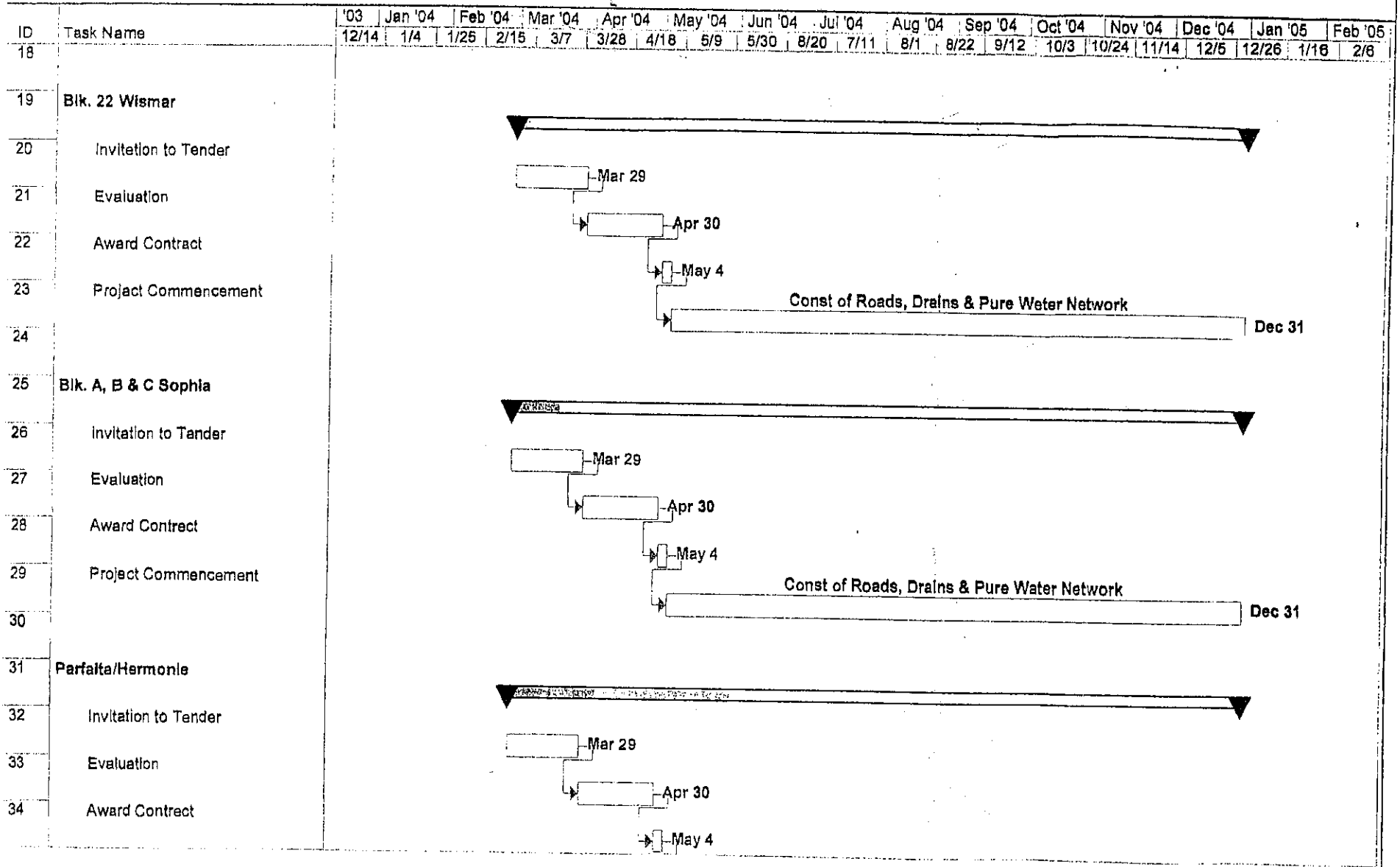


Project: Project1
Tue 4/13/04

Task Milestone
 Split Summary
 Progress Project Summary External Milestone
 Deadline

Low Income Settlements Programme
Work Programme for Infrastructure Works - Phase 2

ANNEX 3



Project: Project1
Date: Tue 4/13/04

Task

Split

Progress

Milestone

Summary

Project Summary

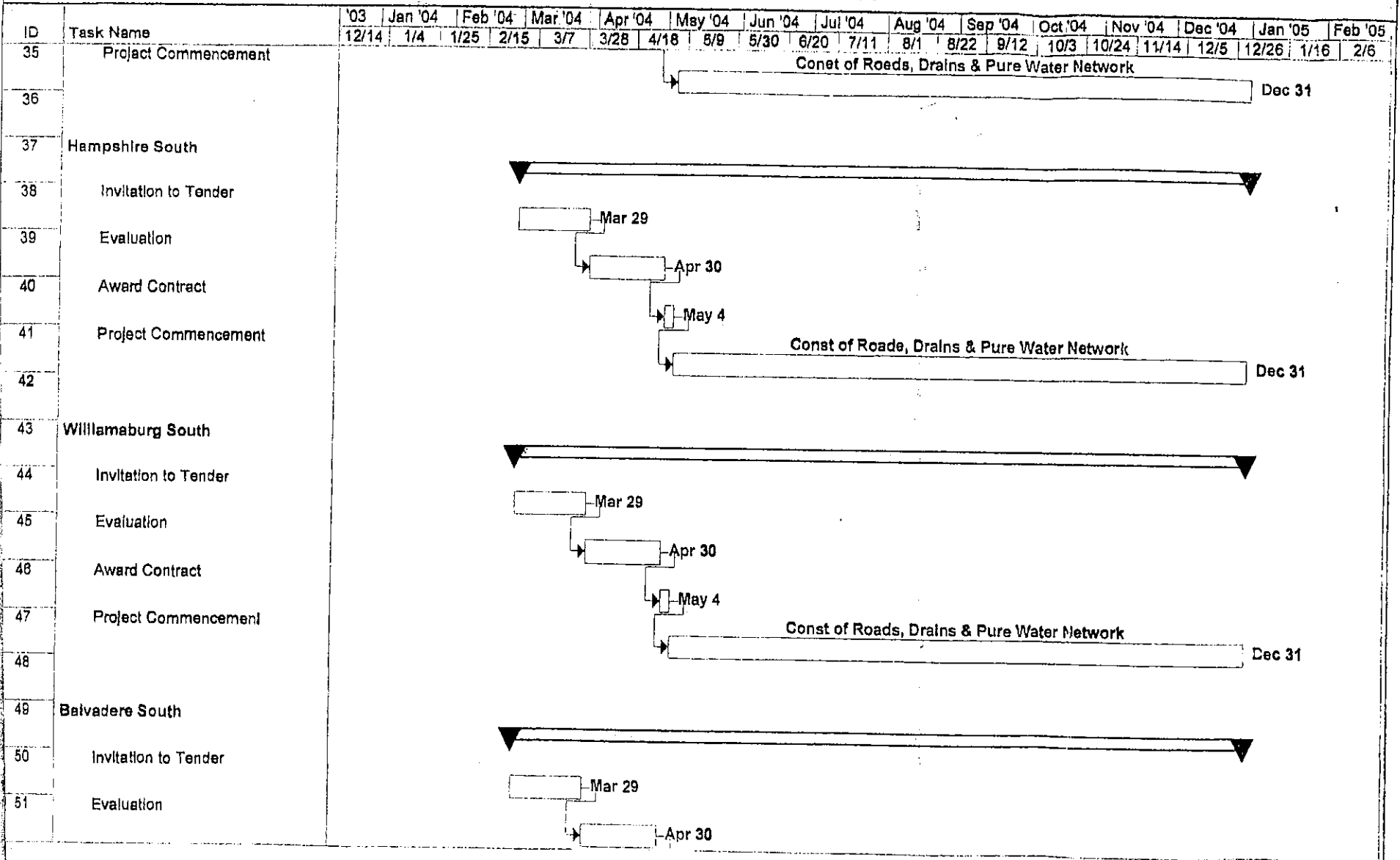
External Tasks

External Milestone

Deadline

Low Income Settlements Programme
Work Programme for Infrastructure Works - Phase 2

ANNEX 3



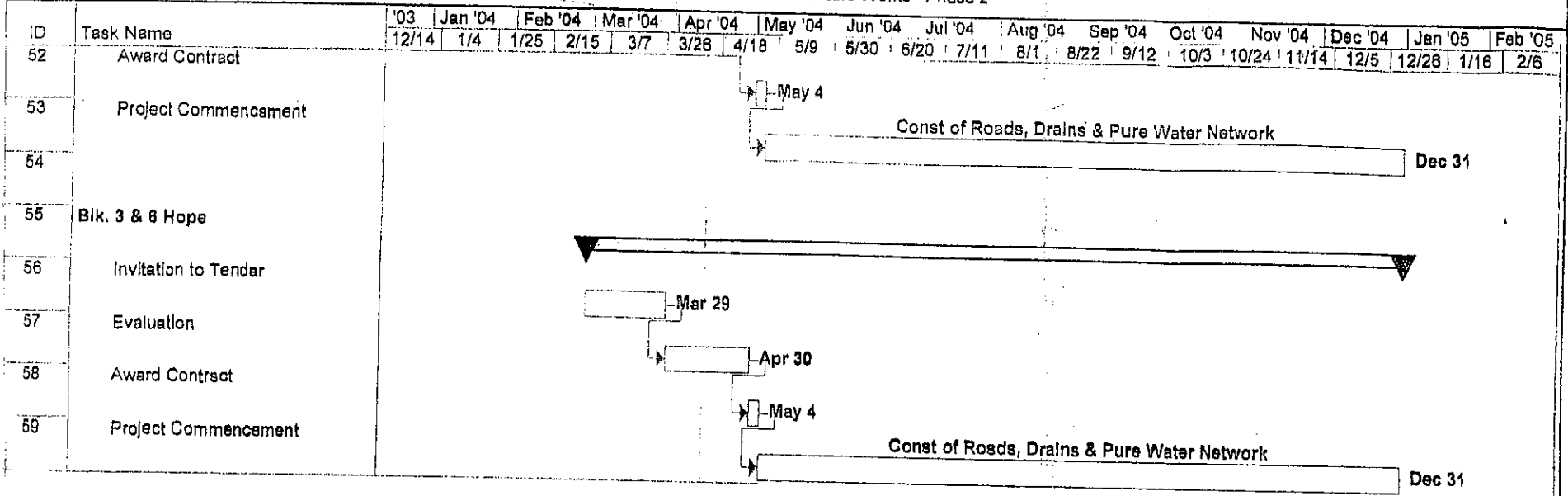
Project: Project1
Date: Tue 4/13/04

Task		Milestone		External Tasks	
Split		Summary		External Milestone	
Progress		Project Summary		Deadline	

3

Low Income Settlements Programme
Work Programme for Infrastructure Works - Phase 2

ANNEX 3



Project: Project1
Date: Tue 4/13/04

Task

Split

Progress

Milestone

Summary

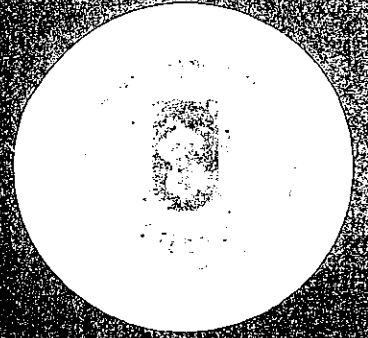
Project Summary

External Tasks

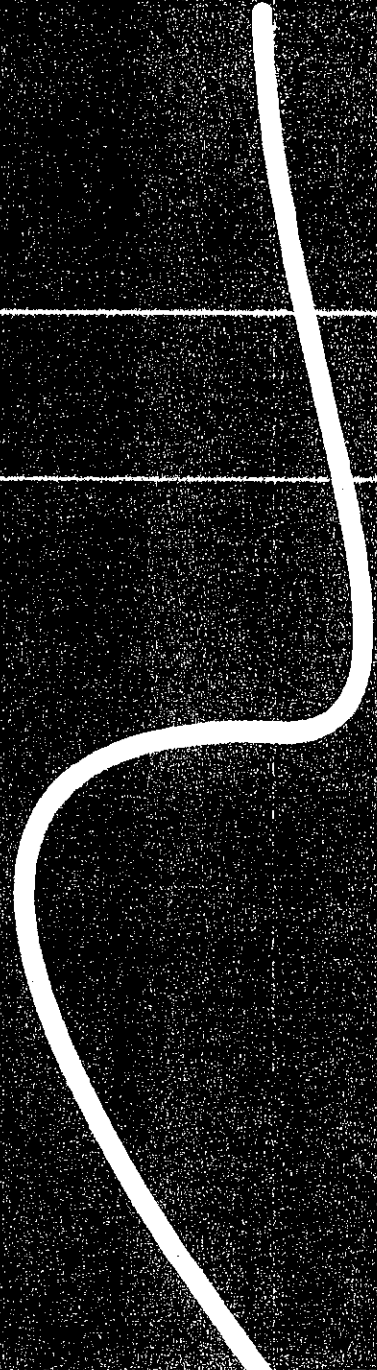
External Milestone

Deadline

CENTRAL HOUSING & PLANNING AUTHORITY



ANNUAL REPORT 2004



EXECUTIVE SUMMARY

The 2004 Work Programme of the Central Housing & Planning Authority was consistent with continuing efforts to reduce poverty, improve the quality of life in Human Settlements, make shelter accessible and affordable and the preparation of Town Plans for selected areas.

More specifically, focus was on: -

- ❖ Providing infrastructure and improve existing infrastructure in schemes identified under the GOG/IDB Low Income Settlements Programme.
- ❖ The construction of low-income houses by private developers on land made available by the Central Housing and Planning Authority.
- ❖ The regularization of squatter settlements.
- ❖ The provision of infrastructure to housing schemes and squatter settlements.
- ❖ Processing of Titles and Transports to provide security of tenure to allottees and occupants in housing schemes and squatter settlements.
- ❖ The preparation of development plans for new towns and upgrading existing towns consistent with the framework for Urban Development in the National Development Strategy.

The Authority also continued to improve its service delivery by implementing measures to improve on response times to various types of applications, monitoring of development projects and the dissemination of information to the general public.

The successes of the 2004 Work Programme included:-

- ❖ The provision of infrastructure to a total of 11,183 house lots under the GOG/IDB Low Income Settlements Project, which achieved a 61.23% completion rate at the end of the reporting period.
- ❖ The completion of Capital projects funded by Central Government.
- ❖ The processing of five thousand and three (5,003) transports/titles for allottees in housing schemes and squatter settlements.
- ❖ The construction of three hundred (300) low-income houses by private developers on land allocated to them by the Authority.
- ❖ Allocation of an additional three thousand and sixteen (3,016) houselots.
- ❖ Twenty four (24) additional areas were targeted for regularization during 2004, hence the total number of squatter areas under regularization was one hundred and forty-five (145) at the end of the reporting period, with verification of occupancy rates of between 60% and 80%. The number of titles processed in these settlements was one thousand, seven hundred and eighty three (1783).

The Annual Report comprises the Executive Summary, followed by the Mission Statement of the Central Authority, the structure of the organization and the review of the 2004 work programmes of the Departments of the Agency.

.....*M. A. Pitt*.....
M. A. Pitt
Chief Executive Officer

Town & Country Planning Department

1.0 GENERAL OVERVIEW

The Town & Country Planning Department's (T&CPD) work programme for year 2004 focused on selected planning projects which took into account local planning needs, the policy framework of the National Development Strategy and the general need for development control guidance. The period under review also witnessed a significant amount of work effort being directed to organizational/human resource development issues and the refinement of departmental processes, procedures and standards.

Generally, the department's operations during year 2004 can be considered alongside the following:-

- Long-term policy/planning work for selected urban settlements and new (secondary) towns;
- Designing new residential Schemes consistent with government's targets for the housing sector;
- Facilitating the regularization of unplanned settlements;
- Executing and administering survey contracts on behalf of the Central Housing & Planning Authority (CH&PA);
- Carrying out development control functions and advising government agencies and members of the public on related issues;
- Enhancing operational procedures and inter-agency relationships;
- Building departmental capacity for more effective planning through organisational reform and training.

Through a more pro-active participatory approach to involving people/communities in the planning process, a better strategic context was set for advancing the process of the preparation of long-term development plans. On the other hand however, development control work has continued to be plagued by the poor functioning of many Neighbourhood Democratic Councils and some Municipal councils.

In summary, the year 2004 saw a more focused approach by the Town and Country Planning Department in dealing with areas of weaknesses in the execution of its work mandate. This was due in large part to the activation of the Town Planning Consultancy under the GOG/IDB Low Income Settlements Programme, which got under way in January with the arrival of the Professional Town Planner who was assigned to the Department. Significant progress was also made in forging stronger and more viable inter-agency linkages through a more active approach to co-ordinate initiatives.

2.0 DEPARTMENTAL OBJECTIVES FOR THE PERIOD UNDER REVIEW

For the period under review, the following were the general objectives of the Town and Country Planning Department in seeking to carry out its 2004 Work Programme:-

- To promote more effective inter-agency co-ordination and participation in the planning process.
- To generally improve the delivery of planning as a service to customers.
- To promote the development of a more rational and objective basis for the making of planning decisions.
- To enhance the department's capacity to more effectively deliver its planning mandate.
- Promotion of public awareness and public participation in planning at all levels in the planning process.

These objectives informed the definition of certain specific work programme elements which are herein reviewed.

3.0 PERFORMANCE REVIEW

3.1 Development Planning Unit (Programmed Activities)

3.2 Development Control Unit

3.3 Other Major Departmental Activities (Unprogrammed)

4.0 PERFORMANCE ANALYSIS

When compared with year 2003, it can be concluded that there was significant qualitative improvement in the work of the Town and Country Planning Department. This can be attributed to a large extent to the presence and impact of professional and technical expertise on the Department's operations. However, the timely completion of some programmed targets for the year continued to be challenging.

There was need to boost the resource capacity for long-term plan preparation work (both human resources and technological resources). However, notwithstanding this, the Department succeeded in setting a better context for the preparation of long-term development plans based on a new integrated development planning approach.

In terms of development control work, planning designs and the execution and monitoring of survey contracts, actual achievement compared favourably with set goals and objectives. The process of the preparation of long-term development plans did not in several instances compare favourably with defined goals and objectives. This may be attributed to some extent to the limited resources available for such long-term planning work and the general lack of baseline data for planning purposes.

The critical success factors in the given circumstances are as follows:-

- The positive impact organisational reform will have on the Department;
- The benefits to be gained through the application of an integrated and participatory approach to planning;
- The enhancement of day-to-day operations through refined and upgraded procedures;
- The impact of training on the quality and quantity of work output;
- A better team-spirit among officers of the Department, and
- The opportunity for knowledge transfer due to the presence of experienced consultants in the Department on a long-term basis.

5.0 CONSTRAINTS ENCOUNTERED IN THE DELIVERY OF OUTPUTS

Some key constraints were identified during the review period. These include:-

- a) Poorly functioning Local Authorities.
- b) Lack of baseline planning data.
- c) Lack of effective inter-agency co-ordination in the planning process.
- d) Absence of planning policy guidance at the national level, for example, non-existence of national land use policy.
- e) Limited core competencies and skills in the Department (to be addressed through capacity-building initiatives by LIS Consultant Town Planner).
- f) Limited inter-departmental work co-ordination.
- g) Lack of Departmental Geographical Information System.

6.0 FUTURE PLANS

The Department's programme for year 2005 will take into account the constraints outlined above and agreed strategies will be put in place to ensure better workflow, programme co-ordination and implementation. Of critical importance will be the implementation of organisational reform measures, training and recruitment of specially skilled staff, such as an AutoCad Technician. High priority will also be placed on the completion of all outstanding Development Plans and the implementation of a Geographical Information System. The Plan implementation

strategy is to be driven through the design and implementation of special **Project Initiatives** coming out of the Development Plans prepared and approved.

7.0 MISCELLANEOUS

In addition to its programmed work activities, the Town & Country Planning Department represented the Central Housing & Planning Authority on the following Boards and Committees:-

- The Guyana Lands & Surveys Commission.
- The National Trust of Guyana.
- The Central Board of Health.
- The Rating Appeals Panel – Ministry of Local Government and Regional Development.
- The National Building Code Committee.

On October 1, 2004 and as part of the National Heritage Week celebrations, a public presentation was given "Preserving the Urban Fabric of Georgetown: The Planning and Development of the City". The presentation was made at the office of the National Trust of Guyana.

- 1) In terms of private housing development, the Development Control Unit processed ten (10) applications by private developers during the year under review for the layout and sub-division of land for new residential schemes. Together, these applications account for a total of **four hundred and nine** (409) residential lots.
- 2) The Development Control Unit also assisted the Development Planning Unit in the collection of and plotting of land use data for several areas, namely Parika and Charity.

- 3) Notable instances of improved inter-agency co-ordination were evident during the review period with respect to the Guyana Fire Service and the Environmental Protection Agency.
- 4) Serious constraints having to do with physical space have affected the full implementation of all aspects of the one-stop-shop approach.

LAND DEVELOPMENT AND ALLOCATION DEPARTMENT

OBJECTIVES /TARGETS

Allocation Unit

- Allocate three thousand (3000) house lots
- Facilitate the construction of two hundred (200) low-income houses by the private developers.
- Ensure the sale of the Low-income houses constructed at Parifaite Harmonie and Cornelia Ida housing schemes by the end of 2004.
- Repossess house lots that are not beneficially occupied.
- Maintain an effective land Management database.
- Monitor and encourage house construction.
- Investigate complaints by the public.

Conveyancing Unit

- Process five thousand (5000) transports/Titles to bona fide allottees and occupiers of house lots.
- Prepare and process Deeds of Gift from GUYSUCO to CH&PA
- Process Transports from Deeds granted
- Convert Transports to Certificates of Title Land Registration Area

- Conduct an exercise to clear backlog of Transports and Certificates of Title for years 2000-2004
- Uplift Transports and Certificates of Titles from the Deeds Registry and the Land Registry, respectively.
- Plan and conduct one -stop- shop exercises
- Distribute /Issue Transports and Certificates of Title.
- Revise the timeframe for processing of Transports and Certificates of Title

PERFORMANCE OVERVIEW AND ANALYSIS

(A) Allocation Unit

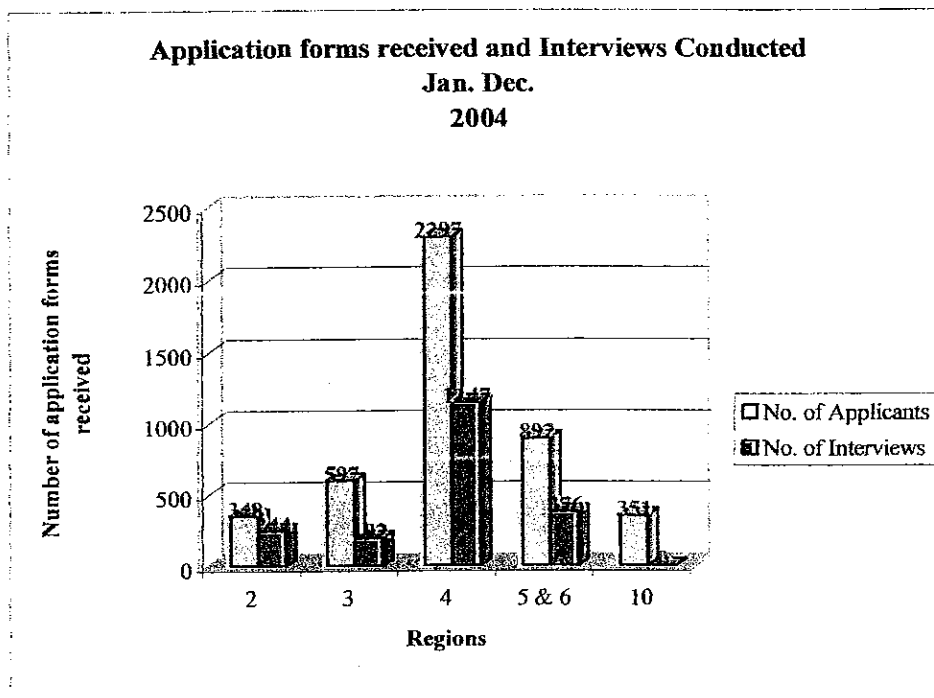
For the period under review, the staff of the above-mentioned Department continued to be committed and dedicated to the achievement of the targets. On a monthly basis achievements were tracked against the targets set.

The figures displayed in the tables and charts clearly show the targets and the achievements for the period under review.

It is important to highlight the achievements in Region 10. The target of seven hundred (700) allocations was set for this Region and was exceeded by sixteen (16). This therefore meant that 716 persons no longer have a housing need and further, with an average household size of four (4), an estimated two thousand eight hundred and sixty four (2864) persons were beneficiaries from the Housing Programme in Region 10.

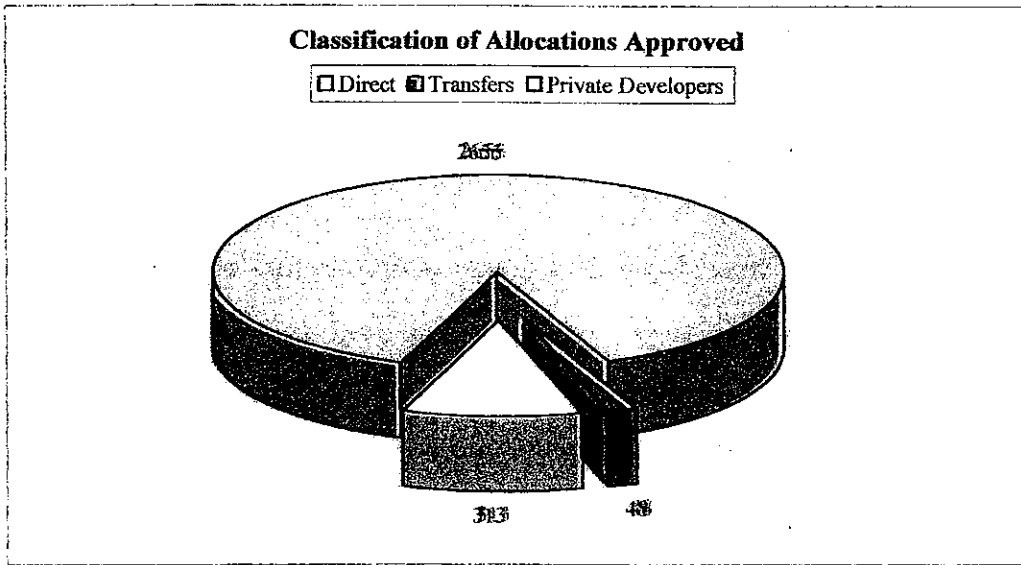
1. Application Forms

Analysis of the number of application forms received for house lots, showed that the highest number of application forms was for house lots in Region 4, followed by Regions 5 & 6 and Region 3 respectively. The figure for Region 4 shows that there was a high demand for house lots in this region. To date the Ministry has distributed in excess of fifteen thousand house lots to eligible applicants for the 1993 – 2004 period in this region.

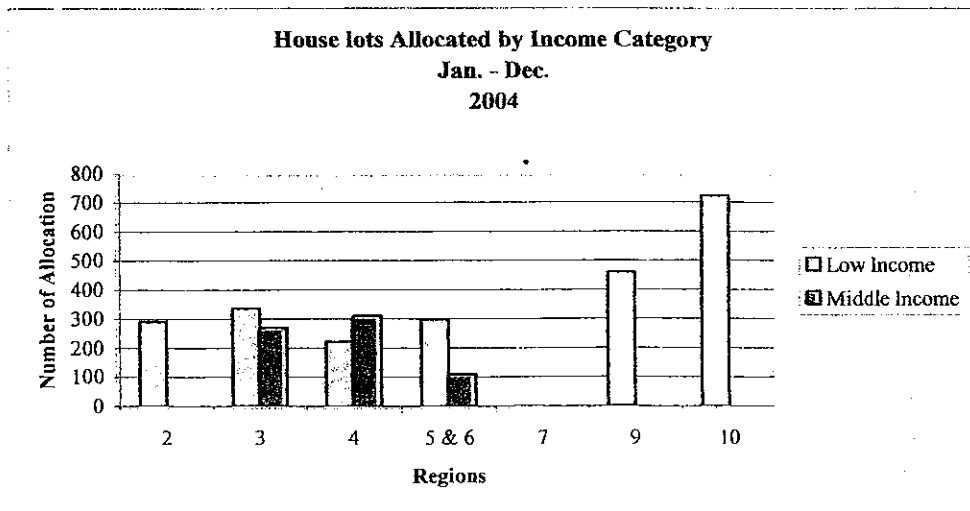


2. Lots Allocated to Private Developers in the Year 2004

In year 2004, there was an increase in the number of Private Developers who collaborated with the Government to provide housing for the people of Guyana. To date there are over sixteen developers building Low-Income houses a few of whom are engaged in the construction of Middle-Income houses.

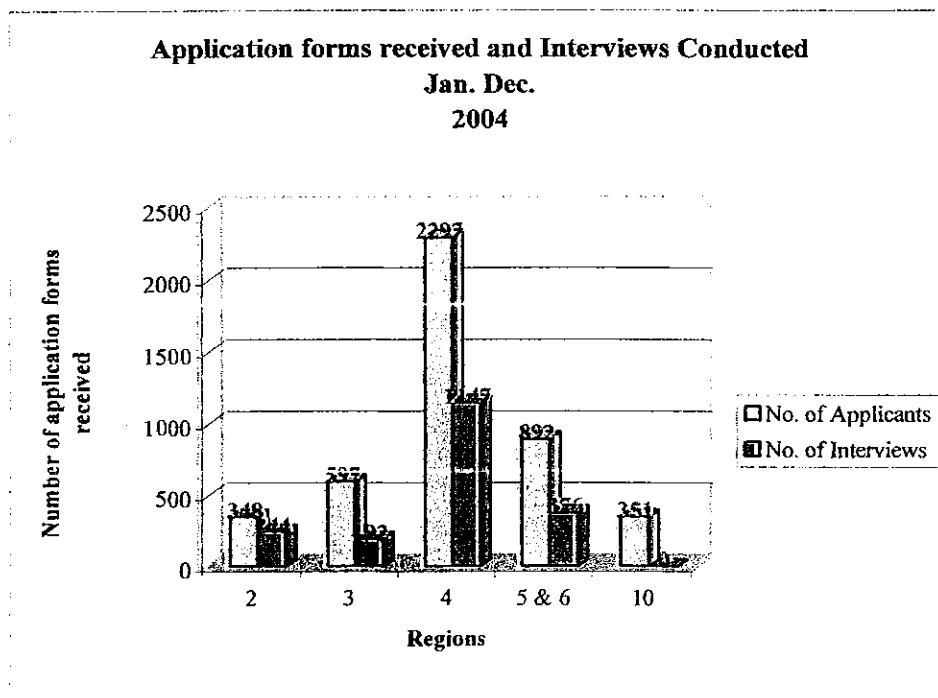


Seventy eight percent (78.20%) of the allocations made were to applicants from the Low-Income category and twenty two percent (21.80%) for those in the Middle-Income category. In the case of Region 4, most of the allocations were for the Middle-Income group because of the non-availability of Low- Income lots. The majority of allocations made were for Section A Diamond Housing Scheme.



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Block 8 Tuschen, one of the largest housing schemes has over eight (8) developers building houses. Approximately three hundred (300) low-income houses will be completed by the private developers. This approach sought to encourage allottees to take up occupancy of their house lots.

For the reporting period, seven hundred and thirty two (732) house lots were allocated to the Developers of which 84% were Low-Income lots and 16% were for Middle-Income lots.

A target of two hundred (200) low-income houses to be constructed through a joint initiative between the Government and the Private Developers was set. At the end of the year, the developers constructed a total of three hundred (300) houses.

Table 3

Status of Low Income houses constructed by CH&PA				
Schemes	Total No. of Buildings	No.of Buildings Sold	Outstanding Buildings to be sold	No. of Payments received
Parfaite Harmonie	50	14	36	3
Cornelia Ida	20	14	6	7
Total	70	28	42	10
No. of applications received	- 126			
No. of approvals from the Bank	- 44			

4. Status of Allocations on the Land Management System (LMS)

The Land Management System (LMS) was functioning effectively during the period under review. The staff of the Land Allocation Unit utilised the system to execute daily transactions, from the stage of acknowledgment of all applications received to the preparation of Agreements of Sale.

The plan for the year was to input data for the housing schemes listed in the master list of Housing Areas. To date, the information for ninety-six (96) housing schemes was entered on the LMS.

Two areas should be given urgent attention with regard to LMS.

1. The data from Regions 2,5and 6. Allocation data pertaining to these Regions was entered into the system, however, any new allocations made after the date of the last submission to the head office were not been inputted on the database. It is necessary to assign computers to these Regions and a wireless link be established to maintain updates of transactions made in these Regions.
2. In the Conveyancing Unit delay was experienced with the input of information on the LMS because the property registers were in use daily, however, a plan was devised and information on Transports/ Titles was entered on the system. It is expected that Conveyancing will go 'live' by the January 1st 2005

Status of Allocation on the Land Management System (LMS)

No. of Housing Schemes	No. of Housing Schemes on LMS	Outstanding
109	96	13

7. Investigations and Enforcement of the Housing Policy

During the period under review, the Department investigated three hundred and four (304) housing-related matters. Some two hundred and fifty one (251) persons contravened the Town and Country Planning Act. These individuals were served with notices to desist and comply with the standards in place. Eighty- three (83) illegal buildings and/ or structures were demolished.

(B) Conveyancing Unit

- The target set was achieved and surpassed by three (3).
- CH&PA made requests to have Land transferred for twenty (20) areas from GUYSCO. Of this number seventeen (17) Deeds of Gift were made to the Authority, several were returned to GUYSCO for amendment and nine (9) were advertised in the Official Gazette for the processing of Transports to CH&PA.
- No Transports were passed from any of the Deeds granted in 2004
- No Conversion of Transports to Certificates of Title were accommodated in 2004. A report on Backlog of Transports and Certificates of Title was completed in May 2004 and submitted to the Minister of Housing and Water. The report reflected an outstanding figure amounting to 3035 Transports and Titles. Even though the report covered a period of five (5) years from 2000 to 2004, it was established that there were outstanding matters before the year 2000. The report established an important point of interest, that of, inconsistent record keeping at the Deeds Registry, New Amsterdam branch, as well as, its Essequibo Branch.

5. Payment for House Lots and Construction of Houses in Housing Schemes

Both LIS and non-LIS housing schemes were targeted during this period. The non-LIS schemes were: Section A Grove, Parfaite Harmonie, Enmore Haslington, Onion Field and Lowlands and Block 8 Mon Repos. In the case of the first two schemes the approach was phased development. The time for the allottees to complete payment and commence construction had elapsed and they were issued with letters informing them to comply with the new deadline or face repossession of their lots. This motivated the allottees to start building and to complete payment for the land. Similarly, in the other schemes allottees were sent strong letters. This method was carried out in all Regions. In particular, the allottees of Enmore /Haslington responded positively to the request and there was an increase in construction of houses in that scheme.

6. Repossession of House Lots

The repossession of house lots not beneficially occupied was a critical issue for the Ministry. The Ministry installed minimum infrastructure in the schemes, yet the allottees were slow to take up occupancy of the lots. To this end, a policy document was prepared to address this issue.

Several notices were placed in the Newspapers and individual letters sent by the Attorney informing allottees of the LIS schemes of the deadline to start construction. A number of allottees complied, some by placing marks on their lots indicating their intention to occupy the land. Added to that, allottees approached organizations such as Habitat for Humanity and Food for the Poor for assistance with home construction. These agencies sent letters and indicated a commitment to build for the allottees. Actual repossessions will be implemented in 2005

It was recommended by the Minister of Housing and Water that a more in depth analysis be undertaken to identify bona fide owners of land whose legal title was outstanding and further, to establish a date when this backlog would be cleared. With regard to the latter, July 2005, was targeted for all, outstanding backlog Transports/Titles to be cleared.

At the end of 2004, the backlog was reduced by 29.65%, or 900 Transports. The remaining 2135 to be carried over to 2005 to be cleared.

- Transports and Certificates of Title were uplifted routinely, except for a period starting from April to August 2004 where no Transports were either passed or uplifted from the Deeds Registry. Passing and uplifting of Certificates of Title during this period proceeded as usual.
- One stop shop exercises were held in regions 2, 3, 4, 5&6, 7, 9 and 10.
- Distribution of Certificates of Title for new processing areas – Certificates of Title were processed for Cummings Lodge. These titles were made available for distribution on June 12, 2004, by the Minister of Housing and Water. Over 300 Titles were processed for this area making residents the bona fide legal owners for the first time of their homes. A similar exercise was conducted for Vryheid's Lust North and Bartica (3 ½ miles aka Four Miles). On going distribution of Transports and Titles at the Office of CH&P and the Regional Housing Offices in Regions 2 & 5&6 were done.
- Revision of the timeframe for the processing of Transports and Certificates of Title was conducted and submitted to the Minister of Housing and Water. The new processing times for transports is four (4) months, while Titles is three (3) months.

Table 5 shows a comparison of targets set and achieved.

Years	Target	Achievement	% Exceeded target
2003	6000	6020	100.33 %
2004	5000	5003	100.06 %

The conveyancing unit was severely affected by the loss of four (4) qualified/technical and experienced officers. Replacement of only one of the officers was done, that of the office of the Legal and Conveyancing Officer. Even though the unit increased its staff by one officer, the technical positions remained vacant.

This shortage of staff affected the unit during its one -stop -shop exercises particularly when several exercises were scheduled to be held on one day. It is to the credit of the dedication of the staff that the targets were surpassed.

A new format of Certificates of Title was proposed and processing began in November 2004 for distribution. This new format of Title, which now has a cover folder, saw the delivery of a higher standard in presentation of the legal Title to Land.

Table 6 Shows the target set according to regions and the achievement of targets by both the Housing Schemes and Squatter Settlements.

Regions	Targets	Housing Schemes	Squatter Settlements	Total Achieved	Percentage - % Achieved
1	20				
2	605	208	18	226	37.3
3	700	505	353	858	122.5

4	831	1551	1014	2565	308.6
5&6	324	557	377	934	288.6
7	200	59		59	29.5
8	20				
9	300	26		26	8.6
10	500	314	21	335	67
Total	5000	3220	1783	5003	100.06

		Total Achieved	Percentage achieved
Housing Target -	3500	3220*	92 %
Squatter Target -	1500	1783	118.8 %
Total	- 5000	5003	

* **Note** The Housing Schemes did not achieve the target set, while the Squatter Schemes exceeded their target. Overall the unit surpassed their mandate of processing 5003 Transports and Certificates of Title for 2004.

Table 7 shows Transports and Titles uplifted by CH&A and issued to allottees.

Transports /Titles Uplifted

Transports / Titles Issued

Months	Number	Months	Number
January	38	January	219
February	229	February	204
March	115	March	161
April	573	April	93
May	331	May	216
June	130	June	314

July	199	July	203
August	194	August	138
September	426	September	221
October	95	October	189
November	336	November	187
December	250*	December	95
Total	2916	Total	2240

KEY ISSUES AND CONSTRAINTS ENCOUNTERED

The key issues for the year were:

1. Promoting house construction to significantly increase occupancy rates
2. The reluctance of some beneficiaries of house lots to process their Titles/Transports
3. The inability of beneficiaries to pay off for their land and obtain their Transports/Titles
4. The repossession of house lots that were not beneficially occupied and/ or not paid for in full
5. Sale of the Low income houses constructed by the Ministry at Parfaite Harmonie housing scheme
6. Allottees complying with the one year time frame to pay for house lots.
7. Renovations at the Deeds Registry saw the passing and uplifting of

8. Transports being halted for the period from April to August 2004. This resulted in the accumulation of Transports outstanding.
9. Shortage of qualified/skilled and experienced staff to conduct conveyancing.
10. Lack of effective communication and good working relationships with external agencies, namely, the Deeds and Land Registries, respectively, as well as internal departments of CH&PA.

FUTURE PLANS FOR 2005

1. To allocate two thousand and five hundred (2500) house lots.
2. To process eight to ten thousand transports/titles
3. To facilitate the construction of five hundred (500) low income houses
4. To accelerate the construction of houses in the housing schemes.

SQUATTER SETTLEMENTS AND UPGRADING DEPARTMENT

SPECIFIC OBJECTIVES – 2004

- Meet with and organize 80 Community Development Committees.
- Organize and address Community Meetings in at least new 15 areas.
- Prepare and issue 2000 allocation letters and facilitate the payment for land and issuing of 1500 titles.
- Conduct household profile survey inclusive of verification of occupation.
- Investigate and prepare case reports on disputed lots / occupation.
- Compile and submit accurate lists of names of occupiers for approval.
- Issuing of allocation letters and arrange / plan one -stop -shop.

The year 2004 was a challenging year for the Squatter Settlement Upgrading Department. Despite constraints and setbacks, the degree of professionalism and dedication exemplified by the staff were mainly responsible for the satisfactory performance of the Department in 2004.

1. (a) Activities / Tasks / Performance review
- (b) Constraints
- (c) Projections for the next reporting period 2005

The professional and strategic approach adopted and practiced in previous years was strengthened during 2004. This was driven and fully supported by the entire staff enabling the department to operate within the parameters of its 2004 Work Programme. In the execution of the Department's functions staff members maximized available resources.

I. PERFORMANCE OVERVIEW

1. ACTIVITY / TASK – 1

Meetings with Squatter Communities and Communities Development Committees

The task of meeting and addressing communities aimed at revitalizing and / or forming Community Development Committees met with little or no resistance, since beneficiaries were willing / supportive of Government's policy regarding regularization of squatting areas. A reflection of this is shown in the table hereunder:

Summary of meetings held

	Region	Target 2004	Achieved 2004	%
1	2	5	3	60
2	3	15	15	100
3	4	30	25	87
4	5	-	-	-
5	6	20	17	90
6	10	10	5	20
Total		80	65	82%

Achievements

The establishment of these Community Development Committees proved to be the main stay of the regularization process. The Department continued to work in collaboration and partnership with these Committees which assisted in verifying occupation of bona-fide squatters, provided information on speculator squatters and identified persons who are already owners of property, assisted in resolving disputes on occupation and provided a level of self-help effort.

2. ONE – STOP– SHOP

Convening One – Stop – Shop exercises to facilitate easy and convenient payment and documentation for titling

The strategy of adopting a One – Stop – Shop approach to the preparation of documents for the processing of Title continued during the year. This however was risky because of the crime situation in the country in 2004. This was so because the one -

stop - Shop exercise included collecting payments from allottees, apart from issuing allocations letters and signing up of relevant conveyancing documents.

One – Stop – Shop exercises were organized in the followings areas as shown in the table below.

Region	Areas – One-Stop- Shop	# of sessions	Level of success No of allottees responded	
#2	Westbury	3	45	105
	The Jib		60	
#3	Vries Land, WBD	3	65	226
	Stewartville, WCD		73	
	Mon Desir, WBD		88	
#4	Mosquito Hall, ECD	8	42	781
	Montrose		83	
	Sophia		85	
	Block F		156	
	Cummings Park		50	
#6	Kanerville (3 separate occasions)	3	365	150
	Hampshire			
	Belveder			
	Nigg			
#10	Kilcoy / Chesney	3		270
	Ituni		55	
Total	Block 22	20	215	270
			1532	

The One – Stop – Shop exercises in the squatting areas generally did not receive the level of response expected. Allottees took the position that since they have buildings on the lot which they occupy for several years, they would not be dispossessed for non-response towards payment for the land and / or their failure in signing up for title. Concessions given to Tiger Bay residents with regards to reduced down payment and extension of the payment period schedule to 24 months were issues which squatters in others squatting areas felt they too should enjoy. Hence, their dissension, and poor response.

Generally response to payments towards lots and other necessary fees for issuing title to eligible squatters was discouraging, despite payment reminder notices sent to defaulting payees and publication in the print and electronic media and even hand – outs explaining the benefits to be derived from securing title. Even the threat of dispossession yielded very little results.

3. MEETINGS WITH MUNICIPALITIES / NDCs

Sensitizing Municipalities and Neighbourhood Democratic Councils on the regularization process and enlightening them of their roles and responsibilities during and after regularization, continued during the year 2004.

These meetings were of importance and interest to all, particularly at a time when the Government's policy of transferring housing schemes and regularized squatter settlements to Municipalities and Neighbourhood Democratic Councils, was being implemented.

The table below shows meetings targeted and convened – 2004

Region	No of meetings		Area
	Targeted 2004	Convened	
#2	1	1	Good Hope/ Pomona
#3	4	4	Tuschen / Uitvlugt, Stewartville / Cornelia Ida, La Grange / Nismes,
#4	2	2	Grove / Diamond Place, Better Hope/ LBI
#6	2	2	Ordinance Fort Lands Port Mourant / John
#10	1	1	Linden T.C

4. VERIFICATION OF OCCUPATION FOR TITLING

The 120 squatter settlements regularized for the period prior to 2002 and the end of 2003, together with the 24 targeted for completion in 2004, gave the total number of squatter settlements under the regularization process at the end of 2004 as 144. *The remaining 21 of the 165 squatter settlements identified for regularization was programmed for 2005.

The number of squatting settlements under regularization by Regions

Year	Regions										Total
	1	2	3	4	5	6	7	8	9	10	
• Prior to 2002	-	-	13	33	-	20	-	-	-	-	66
• Year 2002	-	3	13	18	2	2	-	-	-	-	38
• Year 2003	-	2	5	5	-	-	-	-	-	4	16
• Year 2004	-	-	5	10	-	2	-	-	-	7	24
• Year 2005	-	-	6	2	-	1	-	-	-	6	21
Total 2002	-	-	7	42	2	28	-	1	-	17	165
2005											

An important element in the regularization process and more specifically for the exercise of verification of occupation and ultimately the issuing of title, remained the availability of registered sub – division plans. The Department relied heavily on the Design Section of the Town and Country Planning Department to prepare design layouts for squatting areas under regularization and to take the necessary action for providing these plans. Very often the required plans were unduly delayed and progress of work hindered.

Delays in the availability of these plans for reasons such as failure on the part of the Sworn Land Surveyor awarded and undertaking contracts, procedural difficulties regarding the ownership of lands to be sub – divided, mistakes by surveyors on the

content of the plans prepared, which must be corrected before being recorded at the Guyana Lands and Surveys Commission, were only a few of the reasons given for delays.

Aimed at improving this situation meetings were held with Senior Officials of this Agency, frequently convened by the Minister himself, the Lands & Surveys Commission and short-listed Surveyors on several occasions. While there was a reduction in incidents as mentioned above, there was still room for improvement particularly with respect to expediting corrections to plans for recording.

The verification of allocation and issuing of allocation letters was done on two fronts. Firstly, verification of occupation continued on the one hundred and twenty squatting areas regularized prior to 2004 and the status of verification ranged between 60% to 80%. Verification exercises continued through 2004 and will be extended to 2005.

Secondly, verification was done for the 24 settlements programmed for regularization in 2004.

It must be noted that allocation letters were only issued when an occupation was verified and the name of the eligible allottee appeared on an approved list. This list cannot be modified without further approval of such modification, which must be based on an investigation of the circumstances of the case. Each case was considered on its own merit.

The list below shows the number of allocation letters issued for 2004 by Region

Region	Targeted 2004		Achieved 2004	
	Allocation letters	Titles	Allocations letters	Titles
#2	200	100	-	18
#3	400	350	133	138
#4	700	600	955	900
#6	400	300	363	377
#10	300	150	420	13
Total	2000	1500	1871	1691

II. SPECIAL ASSIGNMENTS – UNPLANNED ACTIVITIES

1. RELOCATING SQUATTERS FROM THE OGLE AERODROME EXTENSION AREA

The occupation by squatters within the periphery of the Ogle Aerodrome expansion Project area and the delay to have them relocated was of much concern to the Management of the Airport. This was an agreement between the IDB and the GOG as part of a funding arrangement to expand and upgrade the aerodrome complex. To facilitate their removal and relocation several meetings were held and the position taken by the squatters were negotiated between them and the CH&PA. An inventory of the affected persons was and thirty-one households were listed for relocation in CH&PA's Housing Schemes.

Table below shows the number of households relocated in listed schemes.

CH&PA SCHEME	HOUSING	# OF HOUSEHOLDS	REMARKS
Haslington /Enmore		17	These locations were mutually agreed to and accepted
Hope Low Lands		9	
Bell West		2	
Mon Repos Block 8		1	
Tuschen		2	
Total		31	

Special concessions were extended to these households and the usual down payment to access house lots was reduced from 50 % of the cost of the lot to \$10, 000. The payment schedule was also extended from 12 months to 18 months. Allocations and payments were made and the squatters were resettled.

Following representations made to the Food for the Poor Organization by the Minister of Housing, Food For The Poor erected 10 low-income dwellings. Selection of these was based on the household income level and the number of children and their ages, within each household.

List of squatters recommended for assistance by Food For The Poor.

Haslington/Enmore

Lot No.	Remarks
19	
51	
344	} Buildings were all occupiers
32	
294	
575	
210	
476	
313	
362	

In addition, for those persons who did not benefit from the assistance given by Food - For - The - Poor, a lump sum of \$50, 000 was awarded to each such household as a Presidential initiative to facilitate removal and relocation.

All of the thirty-one households were relocated and settled in their new environment in 2004.

In addition to the household mentioned above, three additional households of long standing occupation – over 40 years – were also relocated. These were offered house lots at Block 8 Mon Repos and were comfortably re-settled.

2. TIGER BAY

The Tiger Bay (West End) Relocation Committee was fully supported by the Ministry of Housing & Water, Central Housing & Planning Authority to relocate 153 residents / households to various housings areas, as listed below.

- (a) Grove /Diamond Housing Scheme - 70 House lots were made available
- (b) Tuschen - 41 House lots were made available
- (c) Belfield - 27 House lots were made available
- (d) Enmore / Haslington Housing Scheme - 15 House lots were made available

153

The relocation exercise was intended to be pursued through a self –help initiative and financed through a \$15 million Presidential funding initiative, which provided \$100,000 to purchase building materials for each allottee to assist in erecting their home by self-help efforts. The 153 residents of Tiger Bay were to form themselves into self-help groups by area, where lots were allocated. They were guided by a Technical Assistant provided and paid for by the Central Housing & Planning Authority. These proposals were all implemented and construction works commenced on a self-help basis.

A "Tiger Bay Self-Help Home Building Oversight Committee" was appointed by the Minister of Housing and Water, to monitor the purchase and allocation of building materials to households and supervise / oversee the construction of the homes.

The followings show the status of self- help home constructed by area at end of 2004

Stages of building construction	Tuschen	Diamond	Belfield	Haslington	Total
Nothing done	18	4	0	0	22
Foundation	6	5	4	12	27
6' Curb Wall	7	7	1	0	15
Blocks to window height	6	9	5	0	20
Blocks to parameter beam	1	2	0	0	3
Rafter	1	0	1	0	2
Zinc sheet Complete & Occupied	1	5	1	0	7
Total	40	32	12	12	96

3. BASIC NEEDS TRUST FUNDING

As part of Basic Needs Trust Fund, which was initiated in 1997 as a major intervention by the Caribbean Development Bank (CDB) to directly reduce poverty, financing for a number of projects was provided and works executed. Over the years BNTF sub-project have had significant impact on improving poor peoples' living standards generally and especially in squatting areas in Guyana.

Projects funded by Basic Needs were executed in a number of disadvantaged communities around Guyana during the year 2004.

Some of the major projects undertaken in squatting areas were in Regions 2, 3, 4, 5, 6 and 10 and mainly in the areas of:

- a) Laying of pipelines
- b) Rehabilitation of rural residential roads
- c) Installation of transmission mains (Reg. 4)
- d) Rehabilitation of drains
- e) Rehabilitation of culverts

List of Projects by Squatter Settlements and extent of work

Region	Settlements	Name of project	Length in m	Cost \$US	Remarks
#2	Westbury	Water	769m	10,905.00	Completed
	Onderneeming	Water	1100m	11,900.00	Completed
#3	De Kindren	Water	940m	11,300.00	Completed
	Wine Bush	Water	455m	7,500.00	Completed
	Belle Vue	Water	817m	14,000.00	Completed
	Bangladesh	Water	280m	3,800.00	
#4	Area 'Y' Cummings Lodge	Water	3938m	35,379.00	Rolled over to 2005
	Cummings Park	Water	6154m	70,156.00	Rolled over to 2005
	Lusignan	Water	430m	6,708.00	Contract to be awarded
#6	Area 'AA' Corriverton	Water	461m	9,020.00	Contract to be awarded
	Area 'BB' Corriverton	Water	1077m	13,331.00	Contract to be awarded

#10	Block 22, Wismar	Water	2615m	23,966.00	Contract to be awarded
Total	12 Projects	Water	19036m	217965	

A number of other infrastructure projects were financed by Central Housing & Planning Authority in several squatting areas during 2004. Details of the extent of work and costings were included in the Low Income Settlements Annual Report.

III. PERFORMANCE REVIEW

In contrast to 2003, the focus of regularization in 2004 became more apparent due to the awareness of the squatter communities regarding the Regularization Policies and approach of the Central Housing & Planning Authority and the benefits to be derived from regularization, climaxing at receiving title. This awareness was propagated through numerous field visits by the Minister, Parliamentary Secretary, Head of Squatter Settlements Department, and Community Development Facilitators reaching out to more than 95% of known squatting areas.

Similar to 2003 much of the set goals / targets for 2004 were accomplished. This must largely be credited to the commitment and perseverance of staff of the Department who sometimes worked under adverse field conditions to meet targets. With regard to intra and inter departmental assistance, special mention must be made of the Design Section of the Town and Country Planning Department and the Lands and Surveys Commission – Surveys Section, Deeds Registry, Lands Registry, among others and despite constraints of threats due to social issues and the hostility of squatters themselves when issues were not finalized in their favour, the Department performed satisfactorily.

In terms of actual achievement of its work programme, the department, in 2004, was able to maximize available resources through strong team effort practices. This was largely credited to the fact that staff were fully aware of their role and functions, their

limitations and resources at their disposal. The Department's overall performance for the year 2004 reached an achievement level of 80% of its Work Programme.

CRITICAL SUCCESS FACTORS

Some success factors highlighted were :-

- (a) A disciplined approach to the tasks.
- (b) A framework characterized by high moral and social values among staff members and clear understanding between management and staff.
- (c) Strong staff relationships and team effort.

The introduction of the "Field Assignment Notice Board" where daily recordings were made of tasks to be performed in named areas together with the assigned staff for the various teams, lent itself to a more coherent, coordinated and efficient operation.

CONSTRAINTS – 2004

In reviewing the performance of the Squatter Settlements Department for the year 2004, it is important to reiterate that the Department's achievements was largely credited to its operational principles and the disciplined approach by its Officers.

However, impeding factors that infringed on the 100% completion of its Work Programme can be summarized as: -

- (a) Congested office accommodation
- (b) Delays in the completion of surveys hence unmet target dates
- (c) Reassigning of Officers to unplanned programmes and Officers weaknesses towards multi - tasking
- (d) Changing weather conditions / patterns resulting in difficult field operations
- (e) Relocating occupiers located on reserves

- (f) Weaknesses in the inter - agency / inter – departmental communication framework
- (g) Limited telephone facilities

Recommendation(s)

- That Management addresses some of these issues in order to create a more vibrant and efficient working environment with particular reference to office space, telephone and vehicle.
- Short training courses
- Consolidating staff appointments

SQUATTING AREAS GIVEN SPECIAL URGENT ATTENTION FOR COMPLETION OF REGULARIZATION BY OCTOBER 2004

Squatting Areas under special focus - 2004	Weeks	2004															
		JULY				AUG.				SEP.				OCT.			
		# 1	# 2	# 3	# 4	# 5	# 6	# 7	# 8	# 9	# 10	# 11	# 12	# 13	# 14	# 15	# 16
Region # 4																	
Coldingden E.C.D																	
Bare Root E.C.D.																	
Lusignan North E.C.D.																	
Montrose E.C.D.																	
De Endragt Areas 'K' & 'L' E.C.D.																	
Little Diamond E.B.D.																	
Great Diamond E.B.D.																	
Farm E.B.D.																	
Friendship E.B.D.																	
Hope west																	
Old Riverview Housing Scheme																	
Mon Desir																	
Best Foreshore																	
Plastic City																	
Wine Bush																	
Edinburg																	
Ruby Highway																	
De Groot En Kline																	
Goed Fortuin																	
Vryheid's Lust																	

Riverview Mahaica																		
A - CDC Organised		E - Concurrence with CDC																
B - Block and Occupation		F - Subdivision																
C - Inventory/ Household Profile		G - One -Stop- Shop																
D - Design Layout		H - Titles ready																

FINANCE DEPARTMENT

The Finance Department's objectives are guided by the Department's mission, which is 'to provide accurate and timely financial information and services while adhering to established Financial Policies and Procedures'.

PERFORMANCE REVIEW

During the year 2004, revenue collected amounted to \$637.972M and a further amount of \$74.141M was received from the Ministry of Finance for current subsidy. This brought the total receipts for 2004 to \$712.114M

Expenditure for the year amounted to \$530.505M

The CH&PA also received from the Ministry of Finance, the sum of \$196.752M for infrastructure development works in the various Housing Schemes.

The un-audited position for the year 2005 showed the Agency earning a surplus of revenue over expenditure of \$181.609M.

Comparing the year's performance with 2003, it was found that receipts for 2003 were \$738.755M, compared to \$712.114M for 2004, whereas expenditure for 2003 was \$393.734M compared to \$530.505M for 2004. Surplus for 2003 was \$345.0M and for 2004, it was only \$181.609M

The major contributor for the difference in revenue for 2004 was receipts from sale of land. In 2003 it was \$600.726M while for 2004 it was \$561.761M, a difference of \$38.965M. In 2004, expenditure was some \$136.781M more than 2003. This was due mainly to the amount that the Agency spent (\$304.836M) on projects funded from the Housing Fund as compared to 2003 (\$194.396M), a difference of \$110.44M.

INVESTMENTS

An additional amount of \$200.0M was invested in 2004 bringing the total amount in investments as at December 31, 2004 to \$936.0M.

Interest earned from investments for 2004 was \$29.789M.

PROJECTS

Capital Funded

The Ministry of Finance released the sum of \$196.752m to the CH&PA to carry out infrastructural works in various areas.

The following is a summary of how the funds were expended:

Region	No of Projects	Nature of Projects	Amount Spent (\$000)
2	1	Water Distribution Network	3,935
3	3	Construction of Roads, Drains & Structures and Water Distribution Network	15,392
4	9	Construction of Roads, Drains & Structures and Water Distribution Network	124,533
5	1	Construction of Roads Drains & Structures	20,053
6	1	Construction of Roads Drains & Structures	13,101
9	1	Water Distribution Network	4,124
10	1	Construction of Roads Drains & Structures	15,584
		Total	196,722

Housing Fund Projects

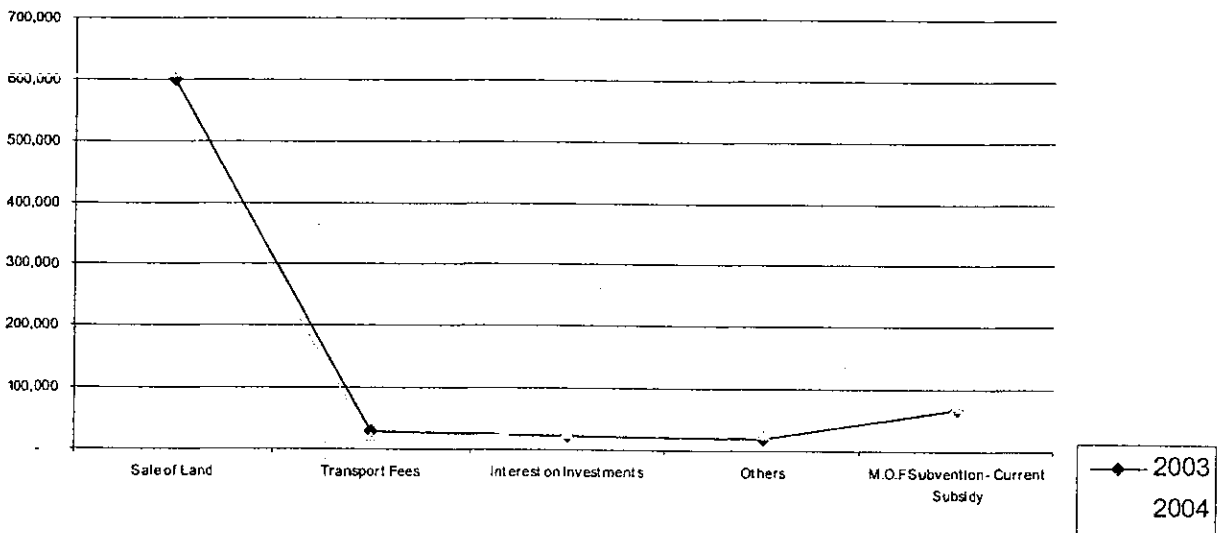
The CH&PA continued its programme of infrastructure works in Housing Schemes and Squatter Settlements during the year 2004 so as to enable allottees to access their lots and to encourage occupation of schemes. To this end, the sum of \$304.836M was spent on various projects around the Country.

The following is a summary of projects undertaken in the various Regions:

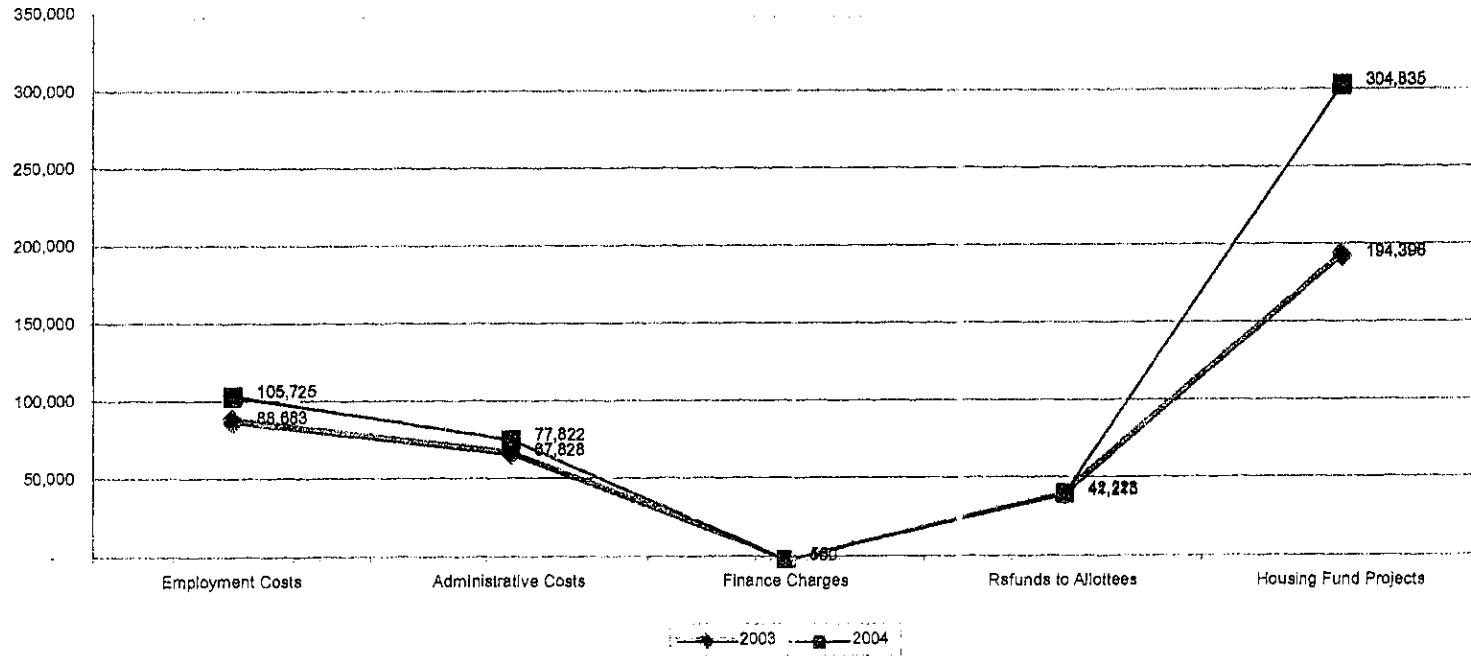
Region	Nature of Work Done	Amount Spent (\$000)	Total (\$000)
1	Clearing of Roadway	844	844
2	Surveys	287	287
3	Surveys	2,276	
	Construction of Roads Drains & Structures	68,447	
	Electrification	6,087	
	Others	118	76,928
4	Surveys	4,856	
	Construction of Roads Drains & Structures	157,553	
	Electrification	20,343	
	Water Distribution Network	10,202	
	Drainage	8,043	200,997
5	Surveys	118	
	Designs & Plans	294	412
6	Surveys	539	
	Designs & Consultancy	1,840	
	Construction of roads	380	2,759
7	Survey	48	48

8	Construction of Roads Drains & Structures	7,779	7,779
9	Surveys	656	
	Water Distribution Network	4,124	4,780
10	Surveys	999	
	Designs	120	
	Construction of Roads Drains & Structures	8,883	10,002
	Total		304,836

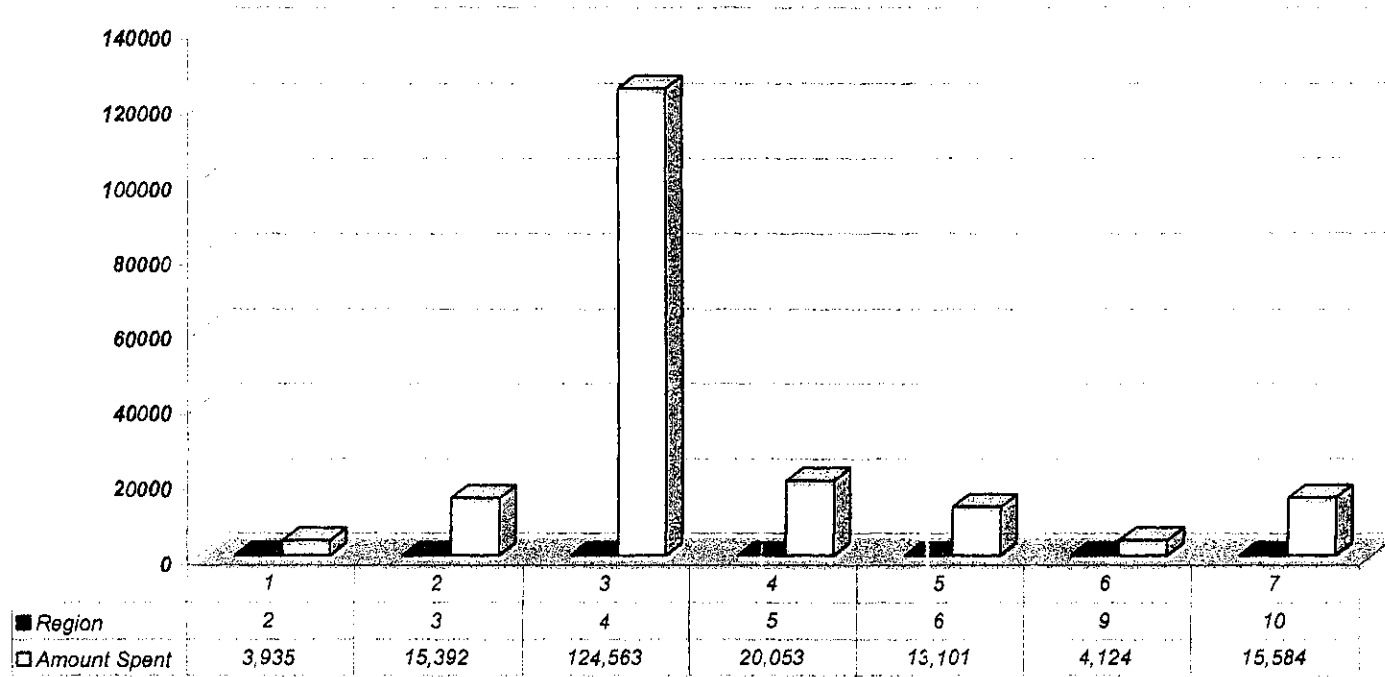
Comparison of Revenue for 2003 & 2004



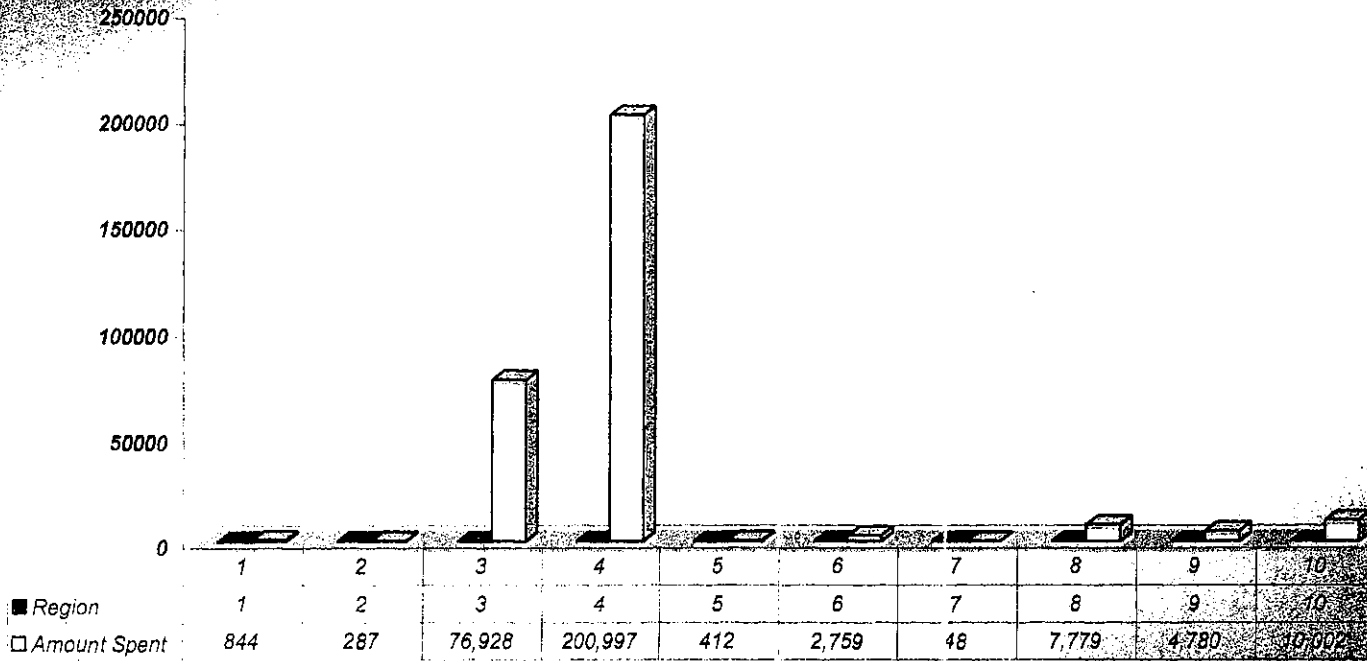
Comparison of Expenditure for Years 2003 & 2004



Amount Spent on Capital Funded Projects - 2004



Expenditure on Projects Funded by Housing Fund - 2004



Housing Fund Projects	
Region	Amount Spent
1	844
2	287
3	76,928
4	200,997
5	412
6	2,759
7	48
8	7,779
9	4,780
10	10,002
	304,836

MANAGEMENT INFORMATION SYSTEMS

CRITICAL FUNCTIONS OF THE MIS UNIT

The MIS Unit provides the following critical services:

- Network support, maintenance and administration
- Providing end-user technical support through Help Desk services.
- Information Technology training for CHPA end users
- Hardware purchases and maintenance
- Software support & maintenance
- Software development
- Maintaining and supporting the Financial & Management information System
- MS-SQL Server Database Maintenance
- Development of custom data reports (Crystal Reports)

Constraints / issues faced by the MIS Unit

- Inaccuracy, inconsistency of data fed into the Land Management system.
- Lack of training for MIS staff
- Slow / inconsistent project deliverables from external IT providers.
- Lack of proper monitoring of consultancies that require assistance from the MIS Unit.
- Lack of proper backup power supply, required in the event of an extended GPL power failure
- Slow Internet connections leading to slow downloading of critical software updates, security patches and anti-virus definitions.

Overview 2004

FAMIS Implementation

- A review of the FAMIS was conducted, by an IDB consultant.
- Lot occupancy data entered into FAMIS database
(Amelia's Ward Phase I, Amelia's Ward Phase IA, Amelia's ward Phase 2, Section A Block X Great Diamond, Section B Block X Great Diamond, Section C Block X Great Diamond, Section A Block X Great Diamond, Section A Block Y Golden Grove, Section C Block Y Golden Grove Pomona, Anna Regina, Block 12 NonPariel, Good Hope Phase I, Good Hope Area X)

Allocation data entered:

Lethem (Physical Development), Lethem, Culvert City, Kwakwani (Parcels 163-171 & 342 to 380), Kwakwani Phase 2, Mabaruma - Kokerite Hill, Henrietta, Richmond, Bushlot (Frontlands)(aka Saudie), Lima Pastures, Lima Sands, Onderneeming, Aka Suddie), Onderneeming Block B, Onderneeming Phase I, Westbury (Regularised), Amelia's Ward Phase 1 A, Amelia's Ward Phase 2, Area BB Corriverton (Eliza & Mary), Bartica (Mongreppo creek), Bartica (Pcl 93-155) West of Sec School, Charity Phase I, Charity, Plantation(aka Charity Extension), Capoey, Chesney North, Clifton Corentyne, Kilcoy / Chesney Block 1, Kilcoy North, Section H Williamsburg, Williamsburg 'F' South, Belvedere, Block 'X', South, RiverView-Mahaica, *Sophia Block F (regularised)*, *Geodverwagting Field 2, Strathspey 14B (Regularised)*, *Mocha, Boerasirie De-Kindren, De Endragt, (Martyrsville) (Reg), Meten-meer-zorg (Ocean Garden)*, *Hampshire/Belvidere, Block 'X' of Bk 7, Zorg-en-Hoop, Golden Grove aka Kaneville, Tain, Block 4, Ituni, Cumberland Section D, Liliendaal, Block 'X', Parcels 299-945, Vigilance 14A/14B (South) regularized, Meten-meer-zorg (Railway View), PremNagar, Westminister - Phase 1, La Parfaite Harmonie - Phase 1, Zeelugt lots 168-600, Block XLVIII Lowlands, Sparendam, Bladen Hall South Squatting Area*
(In addition to updating allocation data for schemes already in LMS)

- Income statistics generated from LMS for Mortgage Finance consultant
- Onsite support conducted by Systems Consulting Limited (SCL)
- ACCPAC /LMS data backups provided to SCL, i.e.: for pending implementation of GL consolidation Module
- Data provided to SCL, i.e.: Job Costing module implementation
- ACCPAC module version data prepared sent to SCL
- Coordination of regional allocation data, entry with Land Administration/Squatter settlement departments
- Resolution of issues arising from use of Land management system
- Resolution of LMS system errors and Bugs via SCL
- Maintenance of Land Management System database
- Maintenance of CHPA & LIS ACCPAC databases

- Optimisation of Land Management System database
- Optimisation of CHPA & LIS ACCPAC databases
- Installation of updated FAMIS modules on CHPA computers
- Crystal Reports design (Custom reports)
 - ✓ Scheme payment reports - Finance Officer
 - ✓ Conveyancing audit report - Conveyancing officer
 - ✓ Arrears report-Collection Officer
 - ✓ Repossession report-Land Allocation Manager
 - ✓ Lot Occupancy reports- Land Allocation Manager
 - ✓ LMS Transport Statistics - Conveyancing officer
 - ✓ LIS Scheme Allocation (LMS)-CEO
 - ✓ Application statistics (LMS) - CEO

Beneficiary Selection

- Beneficiary Selection temporary Database solution designed, coded and tested
- Beneficiary Selection temporary implemented pilot project (IDB benchmark consultancy)
- Selected test Beneficiary Applicants entered into LMS / imported into Beneficiary Database
- Beneficiary Application merge letter designed, letters generated for the Land Allocations Department
- Beneficiary data entered for 112 applicants –Pilot project
- Beneficiary sub-scores and final scores generated from Application and submitted to Beneficiary consultant for analysis
- Beneficiary Data entered into a MS–Excel database, Beneficiary sub scores calculated for analysis
- Beneficiary income, construction financing method data generated and submitted to Consultant for analysis.
- Beneficiary Selection temporary Database solution currently in use.

Networking /Systems Administration

- Systems / Network Administration
- MS-SQL Databases compacted & shrunk
- User account creation
- User account management
- Network optimisation
- Daily Database / System backups
- Application of Service packs, System updates and patches, Antivirus definitions.
- Installation of Operating system service packs /Microsoft patches and system updates to Network Servers
- Installation of Operating system service packs /Microsoft patches and system updates to Network computers
- Download and installation of Anti-Virus definitions to Applications Server
- Monitor and support Remote Access (CHPA network dial -in) services.
- Windows 2000 Terminal services installed on the Firewall server.
- Systems / Network Administration

IT Policies and Procedures

- The CH&PA IT Policy and Procedures summary documents distributed to new CH&PA computer users.
- Actions taken to halt Network /System, in accordance with the CH&PA IT Policy.

Help Desk services

- User Support functions conducted via Help desk services i.e. Responding to CHPA user support requests
- Administration support: Assistance with typing tutors tests provided

Information Availability

- Payroll application modified to accommodate tax increases
- CHPA Website design initiated put on hold due to a lack of response from CHPA Departments for information
- CHPA Intranet site maintained and upgraded
- CHPA internal mail service maintained
- CHPA Staff, internet access facility maintained

Upgrade & Maintenance

- Hardware procurement Specifications prepared, quotations obtained and evaluated (computers, printers).
- UPS maintenance conducted, 48 power cells to be replaced. Replacement cells to be shipped in by CCS limited
- Servicing -1250 VA – Voltage regulator
- Maintenance
 - ✓ Reinstalled Operating Systems /Reloaded Software
 - ✓ Installed Service packs / removed viruses via registry entries
 - ✓ Computer Hard Disks replaced
 - ✓ Computer Power supplies replaced
- Computers procured:
TCP consultant, TCP consultant secretary, Collections Officer, Assistant to Min, Assistant Town Planner's Secretary, EHTP consultant, TCP-AutoCAD Technician
- Printer Maintenance conducted:
 - ✓ HP 3420 inkjet printer
 - ✓ HP 940C inkjet printer,
 - ✓ HP 4100 Laser printer
- ACCPAC modules Installed and configured as required

Training

Training was conducted in the following areas

- Introduction to Computers and Windows Environment Network (new users)
- Word Processing using MS Word 2000 (new users)-ongoing support
- Spread Sheet -MS Excel – ongoing support
- FAMIS (Land Management System Training) training (new users)

ADMINISTRATION UNIT

The year commenced with the Authority comprised of one hundred and ten (110) employees. At the end of the year the staff complement had increased by twenty-seven (27) to a total of one hundred and thirty-seven (137) mainly due to the recruitment of temporary employees.

Table below shows the designations and dates of appointments of the persons who were recruited

No of Officers	Designation	Date of Employment
2	Community Development Facilitator	03-01-04
1	Data Processing Clerk	26-01-04
1	Accounts Clerk	09-02-04
1	Legal & Conveyancing Officer	29-03-04
1	Debt Collection Clerk	31-03-04
1	Confidential Secretary	30-04-04
1	Surveyor	04-05-04
1	Cleaner	10-05-04
1	Filing/Processing Clerk	14-06-04
1	Secretary	19-07-04

1	Executive Assistant	01-07-04
3	Community Development Facilitator	16-08-04
1	Vehicle Driver	25-08-04
1	Vehicle Driver	30-08-04
1	Conveyancing Clerk	22-09-04
1	Filing/Processing Clerk	01-11-04
1	Receptionist	04-11-04
1	Personal Assistant	08-11-04
1	Filing/Processing Clerk	15-11-04
1	Clerk of Works	20-10-04
1	Engineer	01-12-04
1	Cleaner	15-12-04
1	Vehicle Driver	15-12-04
27	Total	

Summary of Employees who left during 2004

1. Resignation- Nine
2. Termination- Four
3. Dismissal- Two

Position	Resignation	Termination	Dismissal
Public Relations & Information Officer	-	1	-
Accounts Clerk	-	1	-
Filing/Processing Clerk	-	-	-
Clerk of Works	-	-	-
Receptionist	-	1	-
Vehicle Driver	-	1	-

Senior Conveyancing Officer	1	-	-
Data Processing Clerk	1	-	-
Conveyancing Clerk	1	-	-
Planning Assistant	1	-	-
Confidential Secretary	1	-	-
Conveyancing Assistant	1	-	-
Filing/Processing Clerk	1	-	-
Typist Clerk	1	-	-
Cleaner	1	-	-
Total	9	4	2

Dismissal

No. of Officers	Types of Offences	Penalty
1	Failure to give the required one month's notice of intention to resign	Dismissal
1	Absent without leave and without adequate excuse	Dismissal
2	Total	

Human Resource Development

One employee attended a workshop in India during the period 09-02-04 to 19-03-04 on Urban Infrastructure Planning and Management.

In-house training targeted for employees of the Authority were held in January, June, July and October/November 2004 as part of Institutional Strengthening in the areas of AutoCAD 2000, Budget Preparation and Analysis, Project Management, Community Participation and Conflict Resolution in Implementing Housing Settlement Improvement Programme.

In addition thirty (30) employees participated in training programmes locally:

1. Procurement and Stores Management - 2 employees
2. Programme Budgeting- 1 employee
3. Customer Care- 16 employees
4. Supervisory Management- 5 employees
5. Government Accounting Procedures 2 employees
6. Typewriting Skills- 1 employee
7. Professional Secretarial Practice- 2 employees
8. National Building Code 1 employee

LOW INCOME SETTLEMENTS

Section 1

1.0 Executive Summary

- 1.1 The overall progress of the project is **61.23%** completed
- 1.2 Infrastructure works were completed in the following areas, Amelia's Ward, Tract A Good Hope, Foulis, Hope/Waterloo/Experiment.
- 1.3 During the semester under review, the amount of house lots serviced is **4,641** bringing the total to **11,183** lots.
- 1.4 The infrastructure works for all Phase I projects have been completed with the exception of Four Miles Bartica which started on September 15, 2004.
- 1.5 Infrastructure design for all second phase projects were completed. Contracts for roads work at Tuschen North and Blk. A, B & C Sophia were awarded. The others are in various stages of award.
- 1.6 Approval was given by the IDB to drop Westminister (1,000 lots), Onderneeming (1,000 lots) and Blk 3&6 Hope (483 lots) from the Program.
- 1.7 In so doing approval was given to reduce the scope of civil works to service **18, 517** lots (12,517 new lots and 6,500 squatter lots) instead of 21,000 lots specified in the loan agreement.
- 1.8 No objection was given to transfer the amount of US\$448,683 from Program Execution to Design and Supervision.
- 1.9 Approval was given to transfer the sum of **US\$492,562** (**US\$222,123** from Program Execution and **US\$270,439** from PPF) to Direct Cost.
- 1.10 The Framework for Government Response to Squatting Consultant is still in the process of concluding this consultancy. The consultant is preparing his final report.
- 1.11 The Environmental and Homeownership Training Consultant has concluded his consultancy.

- 1.12 The EHTP Director who came on board during the first semester has been working along side the EHTP consultancy conducting training in sustainable community development in the six (6) pilot housing schemes.
- 1.13 The Mortgage Access Credit Consultant has concluded this consultancy with submission of the final report

- 1.14 The Town Planner has conducted several workshops with CHPA managers on Budget Analysis, Estimation and Preparation, Introduction to Project Management, Community Participation, Conflict Resolution and Mediation in Implementing Housing and Settlement Improvement Programme. The Consultant concluded her review of the T&CPD and made recommendation to strengthening the Department.
- 1.15 The strengthening of CHPA continues with the computerization of CHPA's FAMIS system. During the period testing of the Beneficiary Model was conducted, work on the G/L consolidation is still on going, Work on the Project and Job Costing Module is on going.
- 1.16 During the period 27 – 30 September an Administrative Mission from IDB conducted a review of progress made by the programme.
- 1.17 The status of implementation is shown a **Annex A** – Benchmark Status and **Annex C** – Logical Framework
- 1.18 The number of lots allocated increased to **10,479** Lots.
- 1.19 The number of occupied lots increased to **2,559** lots or **36.27** percentage in the new schemes and **3,067** lots or **89.60** percentages in the pre LIS schemes.
- 1.20 Sanitary solution in the new schemes increased **2,158** or **84.33%** and **1,202** or **39.19%** in the pre LIS schemes.
- 1.21 Of the lots allocated, **7,954** of the allottees made full payment while **2,525** are in arrears.
- 1.22 Of the amount of lots allocated, **1,779** have received titles.
- 1.23 The number of house lots that were repossessed during the period is 419 lots.

Section 2

Present Situation Introduction

2.1.1 This report is presented to the Inter American Bank in fulfillment of Chapter VII, Article 7:03 of the General Rules of the Contract No. 1044/SF-GY of the Low Income Settlements Programme.

2.1.2 *General Information on the Programme*

Borrower:	<i>Cooperative Republic of Guyana</i>		
Executing Agency:	<i>Central Housing & Planning Authority Ministry of Housing and Water</i>		
Project Name:	<i>Low Income Settlements Programme</i>		
Project No.:	<i>GY 0052</i>		
Loan No.:	<i>1044/SF-GY</i>		
Financing:	<i>Source</i>	<i>Amount (US\$)</i>	<i>Expend' to date</i> <i>%age</i>
	<i>IDB</i>	<i>27.0</i>	
	<i>GOG</i>	<i>3.0</i>	
Total	30.0		

Status: *Disbursing*

Financial Terms and Conditions

Amortization Period:	<i>30 Years</i>
First Amortization:	<i>14 – Dec – 2010</i>
Last Amortization:	<i>14 – Dec – 2040</i>
Interest Rate:	<i>1% from 14 Jun 2000 – Jun 2010 and 2% hereafter (14 Jun 2040)</i>
Credit Fees:	<i>½ of 1% per annum on undisbursed balance effective from 16 Nov 2000</i>

Approval Date:	17 Nov 1999
Signature Date:	14 Jun 2000
Effective Date:	14 Jun 2000
Eligibility Date:	8 Jan 2001
Current Disbursement Expir' Date:	14 Jun 2005
Revised Disbursement Expir' date:	14 Jun 2007
Execution period:	60 months/ 5 years
Months in Execution from Eff' date:	55

The objective of the programme is to divest serviced, titled land to low-income households. In addition, the programme will serve to:

Reform standards for land use development approval and titling in order to streamline public and private sector development and;

Strengthening the CHPA, this will be in the form of technical Assistance for Policy Reform and Institutional Strengthening of CHPA

2.2.0 Project Administration and System Implementation

2.2.1 LIS Departmental Structure

2.2.2 *The overall responsibility of the project (LO-1044/SF-GY) rest with the Chief Executive Officer of CHPA. The Programme Coordinator who reports directly to the CEO and supervises a complement of seven staff, which includes a Project Accountant, an Account Clerk, two Supervisory Engineers, a Confidential Secretary and two Drivers/Messengers, heads the executing unit. See figure 1 Organizational Chart showing the LIS Departmental Structure.*

2.3.0 *Changes in staffing details*

2.3.1 *During the period under review, we lost the services of a Supervisory Engineer. As at the time of reporting, interviews and evaluations of suitable candidates are being conducted to fill this vacancy.*

2.3.2 *The accounting system for the project is fully computerized using the ACCPAC and IFMAS systems. As shown by the organizational chart, the Project Accountant and the Accounts Clerk carry out the accounting functions of the project. There is a clear segregation of accounting functions with introduction of ACCPAC and FMAIS systems.*

2.3.3 *The Procurement of Contractors and Consultants follows the established procurement guidelines of the IDB and GOG.*

2.3.4 *An Administrative Mission visited Guyana over the period September 27 – 30, 2004. The mission's purpose was to:*

- *Review progress made by the programme with particular emphasis on achievement of Benchmarks agreed in May 2003,*
- *Determine whether areas of progress are sustainable and well integrated into CHPA operations,*
- *Better define benchmarks and intermediate outcomes for continuation of phase 2 of the infrastructure component of the programme and for overall project completion,*
- *Define future action plans*
- *Identify possible bottlenecks to successful programme completion and recommend solutions.*

2.3.5 *The Mission issued an Aide Memoire stating, "...substantial progress made on the May 2003 benchmarks. All ten (10) benchmarks were achieved; however, three (3) of them require further work for progress to be sustainable. Therefore, the Bank has no objection for the CHPA to proceed with phase II projects..."*

2.3.6 *The Mission also set new benchmarks for this program to achieve by the Second Quarter of 2005 and eight months before the last disbursement.*

2.3.7 *Status of the Mid Term Benchmarks is given in Annex A and the New Benchmarks are given in Annex B.*

2.4.0 State of Execution and Achievement of Objectives

2.4.1 *Table 1 – Status of Execution, indicates that for the second semester of 2004, the project achieved a **10.67** percentage points and cumulatively, **53.41** percentage points.*

2.4.2 *Administration achieved **10.9** percentage points for this semester and cumulatively, **50.19** percentage points.*

2.4.3 *Direct Cost (Infrastructure) achieved **10.96** percentage points for this semester and cumulatively, **54.98** percentage points.*

2.4.4 *Technical Assistance achieved **7.44** percentage points for this semester and cumulatively **42.99** percentage points.*

2.4.5 *Annex C - Logical Framework Status as at December 31, 2004 depicts the state of execution in relation to the project logical framework.*

2.5.0 Basic Service Package/Civil Works – Phase 1 Projects

2.5.1 Infrastructure works completed before June 30, 2004

2.5.2 *The infrastructure works (construction of roads, drains drainage structures and pure water supply networks) were completed in the following areas:*

2.5.2.1 Block 8 Tuschen East and West (2133 lots)

2.5.2.2 Block 12 Non Pariel (416 lots)

2.5.2.3 Block B Best (541 lots)

2.5.2.4 Charity (511 lots)

2.5.2.5 Pomona (224 lots)

2.5.2.6 Anna Regina (181 lots)

2.5.2.7 Block X Diamond (2446 lots)

2.6.0 Infrastructure Works completed between July – December 2004

2.6.1 *The infrastructure works (construction of roads, drains, drainage structures and Pure water supply networks) were completed in the following areas:*

- 2.6.1.1 Block Y Golden Grove (1327 lots)
- 2.6.1.2 Foulis (702 lots)
- 2.6.1.3 Tract A Good Hope (933 lots)
- 2.6.1.4 Hope/Waterloo/Experiment (769 lots)
- 2.6.1.5 Amelia's Ward (1000 lots)

2.7.0 Infrastructure Works in progress as at December 31, 2004

2.7.1 *Infrastructure Works (construction of roads, drain and drainage structure) have commenced at Four Miles Bartica and is 12% completed.*

2.8.0 Basic Service Package/Civil Works – Phase 2 Projects

2.8.1 Infrastructure Works in progress as at December 31, 2004

2.8.2 *Infrastructure works (Construction of roads, drains and drainage structures) in the following areas have commenced and are varying stages of construction:*

- 2.8.2.1 Block A Sophia (647 lots) – Mobilization stage
- 2.8.2.2 Block B Sophia (1328 lots) – Mobilization stage
- 2.8.2.3 Block C Sophia (813 lots) – Mobilization stage
- 2.8.2.4 Tuschen North (421 lots) – Mobilization stage

2.8.3 Status of other Phase 2 Projects

2.8.2.5 *Zeelugt North (870 lots) – as at the time of reporting, this project is under "Protest."*

2.8.2.6 *Parfaite/Harmonie (1000 Lots) – this project is presently being advertised.*

2.8.2.7 *Block 1,2,3&4 Kaneville (1260 lots) – In the process of being awarded*

2.8.2.8 *Blk. 22 Wiamar (450 lots)– In the process of being awarded*

2.8.2.9 *Williamsburg South, Hampshire South & Belvedere South (950 lots) – In the process of being awarded.*

2.9.0 Design and Supervision of Phase 1 Projects

The following consultants provide supervision services for the construction of phase 1 civil works projects. VIKAB, CEMCO.

VIKAB – has two (2) supervision contracts.

Supervision of Infrastructure works at Foulis, Good Hope and Hope/Waterloo/Experiment. There is no extension to this contract.

Supervision of Infrastructure Works at Amelia's Ward. There is no extension to this contract.

CEMCO – supervision of Infrastructure Works at Block Y Golden Grove. There was a further extension to this contract to July 04, 2004 (CGY-2539/2004).

Design and Supervision of Phase II Projects

All phase 2 designs were completed during the semester.

Zeelugt North – Completed August 04, 2004

Blk. 1,2,3&4 Kaneville – Completed September 30, 2004

Sophia A, B & C - Completed July 31, 2004

2.9.1.1 *Hampshire South, Williamsburg South and Belvedere South – Completed July 31, 2004*

2.9.1.2 *Tuschen North – Completed August 04, 2004*

2.9.1.3 *Blk 22 Wismar – Completed September 30, 2004*

2.9.1.4 *Parfaite/Harmonie – Completed September 30, 2004*

2.10.0 House Lot Allocation

2.10.1 Table 4 shows the status on Allocation, Occupancy, Sanitation Solution and Equity Share for Phase 1 Projects.

2.10.2 Under Phase 1 of the projects, **11497** house lots will be available for allocation. As at the end of this semester the number of allocation is **11,183**

2.10.3 The beneficiary selection model was developed and is in used by CHPA.

2.11.0 Occupation of Allocated Lots

2.11.1 The number of house lots that is occupied as at the end of the semester is **5,626** or **53.69** Percentage as shown in table 4.

2.12.0 Sanitary solution

2.12.1 The amount of households that is constructed with septic tanks increased to **3,360** or **59.72** Percent, with **1,202** In the Pre LIS Schemes and **2,158** In the New Schemes.

2.12.2 In the new settlements, septic tanks are being used as sanitary solutions. Approval under the Housing Act for all new construction or improvement to an existing home is granted only if sanitary solution is present on the plan.

2.12.3 The EHTP consultancy has incorporated in it's training programme in the pilot schemes sanitary solution, to boost the acceptance by providing technical assistance and self-help. This process is on going and will be incorporated in the training programme of the other LIS schemes.

2.13.0 Household Equity Share

2.13.1 The number of households that have paid in fully for their lots have increased to **7,954** or **25.9** percentage.

2.14.0 Repossession of House lots

2.14.1 A "Policy and Programme on Repossession of House Lots" has been developed by CHPA during January – February of 2004. The objectives of this policy are:

2.14.1.1 Encouraging allottees to commence building their houses within the time stipulated in the agreement of sale

2.14.1.2 Instituting clearly defines measures to repossess and reallocate lots for which payment was not completed and houses were not constructed.

2.14.1.3 Enforcing conditions of allocation in the agreement of Sale as this relates to payments for and occupancy of lots.

2.14.2 Repossession of house lots has commenced in all of the LIS schemes. Table 5 shows the amount of lots that have been repossessed.

2.15.0 Technical Assistance

2.15.1 The project has on board during the semester 6 consultants.

2.16.0 Environmental and Homeownership Training Consultant

2.16.1 The contract for this consultancy was signed on December 03, 2002, with Neberne Scott for **US\$14,925**. This consultancy is now completed.

2.16.2 During the reporting period, the consultant submitted his final report, which was accepted by CHPA and IDB.

2.17.0 Framework for Government Response to Squatting Consultant.

2.17.1 The contract for this consultancy was signed on May 16, 2002 with Allen Sammy for **US\$18,000**. At the time of reporting, this consultancy is still in progress.

2.17.2 Status of this consultancy during this semester:

- The consultant prepared an Action Plan based on the Workshops conducted and subsequent feedback.
- The consultant has proceeded to preparing his final report.

2.18.0 Mortgage Access Credit Consultant

2.18.1 The contract for this consultancy was signed on March 03, 2004 with Ira Peppercorn for **US\$55,000**. This consultancy was completed during the Semester.

2.18.2 During the reporting period, the consultant submitted his final report, which was accepted by CHPA and IDB.

2.19.0 Professional Town Planner

2.19.1 The contract for this consultancy was signed on December 15, 2003 with Dr. Marilyn Morris for **US\$7,500** per month. The duration for this consultancy is for two years. The consultant commenced work on January 19, 2004.

Status of this consultancy during the Semester:

The consultant has reviewed proposals for strengthening of *T&CPD* and made recommendations as to the staffing, Equipment and Improved roles/ function of Staffs within the *T&CPD*.

Introduction of the integrated Development Planning Approved as a new Planning Practice. This approach was introduced in the introductory in-house training during the month of August to all supervisory level staff of the CH&PA.

The consultant developed a new Work Programme format, which was introduced to the staff of the T&CPD to ensure greater clarity, accountability, definition of responsibilities/duties, expectations and outcomes/outputs. This new format has been approved and adopted by all departments of CHPA.

Director – Environmental and Homeownership Training Programme

The contract for this consultancy was signed on March 01, 2004 with Kathleen Sarkar for **US\$4,500** per month. The duration of this consultancy is 2 years.

Status of this consultancy during the semester:

Conducted a workshop during the month of August on Communication techniques for dealing with communities with SIMAP

Developed and test a model for community involvement using a participatory approach.

The Director has held meetings with community leaders from Best, Good Hope and Foulis regarding septic Tank Programme and their responsibilities for maintaining their infrastructure. Conducted two (2) training sessions for CHPA senior staffs on Conflict Resolution, Managing Change and Mediation.

Computerization of Management and Accounting Systems

No significant progress was made on the outstanding issues.

These issues are:

G/L Consolidation Module

Auditing Feature

Project and Job Costing Module

Incorporating Beneficiary Selection Model into FAMIS. This is expected to be incorporated into the System by January 2005.

Compliance with Contractual Clauses

The project is in compliance with all of the contractual clauses. See annex E for details.

Section III

Investment Situation

The total cost of the Program is US\$30Million; US\$27Million corresponds to the Bank's Loan and US\$3Million to the local contribution.

Investment for the period July 1 to December 31, 2004, equals to US\$2,969,101 or 11% of the programme. IDB and GOG contributions were US\$3, 038, 588

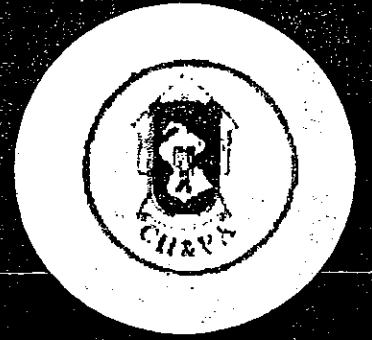
Accumulatively Investment from Year 1 to December 31, 2004, totaled US\$15,419,930 or 57% of the programme sum. IDB and GOG contributions were US\$15,419,930 and US\$1,062,203 respectively. This represents 57% and 35% of the programme Budget for IDB and GOG contributions. Additional details are shown in table - Statement of Investment. Statement of Disbursement Made and Cash Received

For the period under review, the total sum expended is US\$2,969,101 while the amount of US\$2,849,527 was received as disbursement. Interest earned during the period is US\$909 and Bank charges is US\$554. See table for Statement of Cash Received and Disbursement Made.

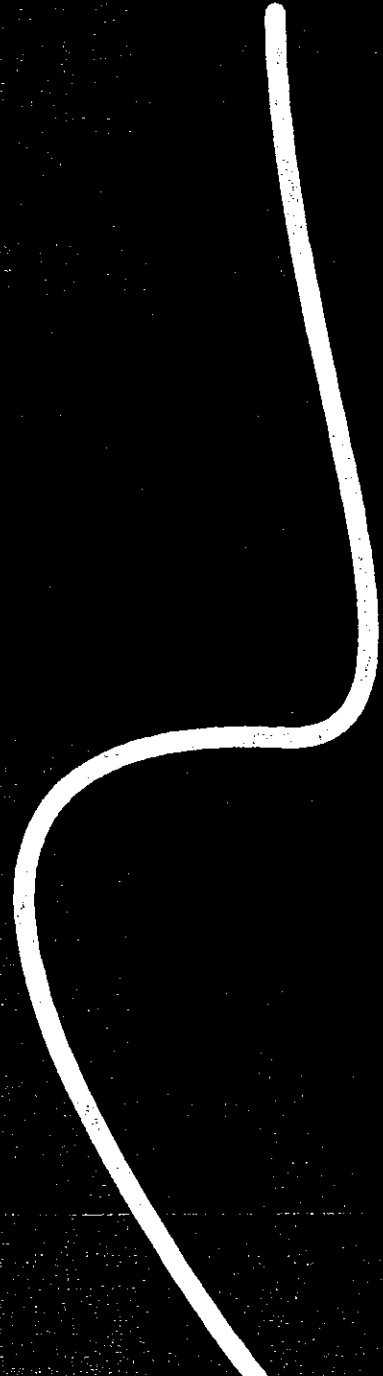
Cash Received				
	IDB US\$	GOG US\$	Total US\$	
Opening Balance as at June 31, 2004	1,226,589	149,731	1,376,320	
Bank Charges	(554)		(554)	
Interest Earned	909		909	
Other Income			-	
Exchange Rate Gain/Losses			-	
Replemishment	2,849,527		2,849,527	
GOG Contribution		35,891	35,891	
Total Receipt	4,076,472	185,622	4,262,094	
Disbursement Made				
No.	Investment Category			
1	Administration and Oversight	346,881	29,002	375,883
1.1	Program Execution	40,846	37,248	78,094
1.2	Design & Supervision	306,035		306,035

1.3	PPF			-
2	Direct Cost	2,449,604	87,231	2,536,835
2.1	Land Divestiture	2,112,772	32,239	2,145,011
2.2	Squatting Upgrading	336,832		336,832
2.3	Road Maintenance			-
3	Technical Assistance	172,616		172,616
3.1	Policy Reform	69,484		69,484
3.1.1	Develop. Approv and Land Use			-
3.1.2	EHTP Training Programme	34,384		34,384
3.1.3	Road Maintenance Methods			-
3.1.4	Squatting Upgrading Framework	5,400		5,400
3.1.5	Legislative and Legal Change			-
3.1.6	Support Mortgage Financial Inst	29,700		29,700
3.2	Institutional Strengthening CHPA	103,132		103,132
3.2.1	Programme Coordination	25,724		25,724
3.2.2	Support for Eng. and Supervision	28,578		28,578
3.2.3	Land Use & Inst. Strength Expert	45,626		45,626
3.2.4	Staff Training			-
3.2.5	Monitoring and Evaluation	3,204		3,204
4	Unallocated Expenses			-
4.1	Contingencies (for Tech. Assist.)			-
Total Expenditure		2,969,101	116,233	3,085,334
Fund Balance		1,107,371	69,389	1,176,760

CENTRAL HOUSING & PLANNING AUTHORITY



ANNUAL REPORT 2005



EXECUTIVE SUMMARY

The 2005 Work Programme of the Central Housing & Planning Authority was consistent with continuing efforts to reduce poverty, improve the quality of life in Human Settlements, make shelter accessible and affordable and the preparation of Town Plans for selected areas.

More specifically, focus was on: -

- ❖ Providing infrastructure and improve existing infrastructure in schemes identified under the GOG/IDB Low Income Settlements Programme.
- ❖ The construction of low-income houses by private developers on land made available by the Central Housing and Planning Authority.
- ❖ The regularization of squatter settlements.
- ❖ The provision of infrastructure to housing schemes and squatter settlements.
- ❖ Processing of Titles and Transports to provide security of tenure to allottees and occupants in housing schemes and squatter settlements.
- ❖ The preparation of development plans for new towns and upgrading existing towns consistent with the framework for Urban Development in the National Development Strategy.

The Authority also continued to improve its service delivery by implementing measures to improve on response times to various types of applications,

monitoring of development projects and the dissemination of information to the general public.

The Annual Report comprises the Executive Summary, followed by the Mission Statement of the Central Authority, the structure of the organization and the review of the 2005 work programmes of the Departments.

M. A. Pitt

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M. A. Pitt

TOWN & COUNTRY PLANNING DEPARTMENT CENTRAL HOUSING & PLANNING AUTHORITY

1.0 General Overview

During the period under review (January to December 2005), the Town & Country Planning Department (T&CPD) sought to deliver its 2005 Work Programme against the backdrop of a new mission statement for the Department, that is, "***Working in partnership with all stakeholders to achieve sustainable development through an integrated approach to planning***".

Within the context of its mandate therefore, the Town & Country Planning Department continued to deal with policy planning, development plan preparation, development control and planning advisory matters. Also of critical significance during the year under review were:

- The finalisation of a new organisational structure and job descriptions for the Department;
- The completion of a manual on incremental development standards;
- The completion of the Town & Country Planning Department Operational Manual (draft); and
- The commencement of long-term professional training in planning.

A lot of effort was also directed at enhancing Departmental capacity through ***in-house training and on-the-job coaching in the application of new approach to planning (the integrated planning and development approach)***.

In terms of carrying out its development control mandate, the Town & Country Planning Department continued to process planning applications referred by Local Authorities and applications submitted directly to the Central Housing & Planning Authority for processing. For the year under review, a total of 596 such applications were processed, as against a total of 558 for the previous year. However, ***the challenge of dealing with unauthorised development continues to be a major issue not only in the Municipality of Georgetown but other urban and rural areas as well.***

The human resource scenario remained relatively stable since the Department suffered only two resignations – that of a Research Assistant (Mr. Cleon French) and a Customer Liaison Clerk (Ms. Natasha Daly). To compensate for this loss, two Technicians with specialised AutoCad skills were employed.

Finally, the critical issue of networking with other agencies/departments in the execution of its work mandate continued to engage a lot of the Department's

work effort, both in the areas of Development Planning and Development control. In terms of development planning, some significant inroads were made in bringing selected Municipalities and Neighbourhood Democratic Councils *more actively on board as partners in the planning process*. Stronger linkages were also forged with some government agencies such as the Guyana Tourism Authority (GTA) and the Guyana Forestry Commission (GFC). The GTA linkage was improved through the preparation of the Bartica Urban Development Plan, while the GFC linkage was activated through an inter-agency agreement on the modus operandi for dealing the licencing of lumber yards and sawmills in Guyana.

It is also noteworthy to note that the Department also initiated a good working relationship with the Guyana Municipal Governance and Management Programme (MGMP) – a Canadian International Development Agency Programme being executed in collaboration with the Federation of Canadian Municipalities (FCM). The common area of focus here is on enhancing the capacity of municipalities in Guyana to effectively deal with issues of development and the environment which they face.

2.0 Departmental Objectives for the Period Under Review.

For the period under review, the following were the general objectives of the Town & Country Planning Department in seeking to carry out its 2005 Work Programme: -

- a) To promote more effective inter-agency co-ordination and participation in the planning process.
- b) To develop and strengthen the Department's human resource capacity to more effectively deliver its mandate within the context of a more appropriate organisational structure and human resource capacity-building initiatives.
- c) To generally improve the delivery of planning as a service to customers.
- d) To promote the development of a more rational and objective basis for making planning decisions, and
- e) To promote public awareness and public participation in planning at all levels and within the context of an integrated approach to the planning process.

3.0 Performance Review

3.1 Development Planning Unit (Programmed Activities).

Item #	Programmed Element/Activities	Key Actions Executed	Key Results	Status	Remarks
1.	The Lethem Development Plan.	<ul style="list-style-type: none"> Completed final draft Plan. Submitted plan to Minister for approval. Solicited Neighbourhood Democratic Council's (NDC) response on Plan. 	<ul style="list-style-type: none"> NDC accepted Plan in principle. No objections to Plan expressed by Minister. 	Cabinet's approval awaited.	
2.	Bartica Urban Development Plan.	<ul style="list-style-type: none"> Completed final draft Plan. Made plan presentation to NDC and other stakeholders. 	<ul style="list-style-type: none"> Draft Plan accepted at the level of the NDC. Ministerial feedback supportive of Plan proposals. 	Final version of Plan submitted to Minister for consideration by Cabinet.	
3.	Charity Development Plan.	<ul style="list-style-type: none"> Executed stakeholder consultations. Reviewed Text of Plan. Compiled draft Plan report. 	<ul style="list-style-type: none"> Got agreement on plan proposals from stakeholders. Was able to finalise Plan's development strategy. 	Draft Plan submitted to Minister.	
4.	Parika Development Plan.	<ul style="list-style-type: none"> Reviewed text of preliminary draft. Finalised development strategy proposal. Met with stakeholders to discuss Plan. 	<ul style="list-style-type: none"> Final Plan inclusive of written text and proposal map completed. 	First draft of Plan completed.	
5.	New Amsterdam Development Plan.	<ul style="list-style-type: none"> Held consultation with Town Council officials. Reviewed land use of Town. 	<ul style="list-style-type: none"> Preliminary draft Plan completed. 	Incomplete.	

		<ul style="list-style-type: none"> • Analysed past planning proposals. 			
6.	Corriverton Development Plan.	<ul style="list-style-type: none"> • Concluded discussions with key stakeholders. • Concluded Questionnaire and land use survey. • Completed data analysis. 	Preliminary draft plan completed.	Incomplete.	
7.	Linden Municipal Region Structure Plan.	<ul style="list-style-type: none"> • Initiated local level consultations. • Reviewed critical land use issues. • Strategised approach to planning for Linden. 	<ul style="list-style-type: none"> • A planning approach/strategy defined. • Initial planning report completed. 	Incomplete.	

Item #	Programmed Element/Activities	Key Actions Executed	Key Results	Status	Remarks
8.	Preparation of a concept paper and proposals for settlement development along the Linden/Soesdyke highway.	<ul style="list-style-type: none"> Organised and executed require fieldwork. Defined and documented critical issues. 	<ul style="list-style-type: none"> Agreement reached on critical issues. Spatial perspective understood. 	Incomplete.	<ul style="list-style-type: none"> Exercise to guide future housing development interventions in the area. A forerunner to the development of a National Settlement Strategy.
9.	Housing Policy Review	<ul style="list-style-type: none"> Provided feedback to EU Consultant on the statistical and land use planning context for emerging policy preparation. 	<ul style="list-style-type: none"> On-going 	On-going	
10.	Reform of Town & Country Planning Legislation.	<ul style="list-style-type: none"> Sought IDB's no objection on consultancy proposal based on an evaluation. 	<ul style="list-style-type: none"> IDB's no objection granted. 	To commence in year 2006.	Consultant to be recruited for January 2006 IDB funded consultancy.
11.	Geographic Information System proposal.	<ul style="list-style-type: none"> Received consultancy proposal. Held meetings with EPA, GL&SC and UDP to finalise Terms of Reference and agree on equipment needs. 		IDB's feedback awaited.	Consultancy is IDB funded.
12.	Implementation of Integrated	<ul style="list-style-type: none"> Institutional Framework for IDP finalised. 	<ul style="list-style-type: none"> Community of Bartica fully supportive of 	On-going Training for Strategy for	Lack of co-operation

	Development approach in plan preparation and implementation process (Dr. Morris).	<ul style="list-style-type: none"> • Initiated application of process to the preparation of the Bartica Development Plan and for Corriverton and New Amsterdam. 	planning intervention.	selected stakeholder groups to be developed.	encountered with the New Amsterdam and Corriverton Town Councils.
13.	Preparation of Developer's Manual (co-ordinated by Dr. Morris).	<ul style="list-style-type: none"> • Stakeholders consultation initiated. • Relevant data collection and compilation commenced. 		On-going	
14.	Preparation of T&CPD Operation Manual.	<ul style="list-style-type: none"> • Reviewed and compiled all work processes. • Documented T&CPD's work process in its legal context. 	Clearly defined work procedures and processes now documented.	Draft Operation Manual complete.	Draft Manual being reviewed.

Item #	Programmed Element/Activities	Key Actions Executed	Key Results	Status	Remarks
15.	Institutional Strengthening for T&CPD (Dr. Morris).	<ul style="list-style-type: none"> • Initiated approval of new organisational structure and job descriptions. 	Organisational structure approved.	Organisational structure in readiness to be operationalised in year 2006.	
16.	Georgetown Seawall Development Project.	<ul style="list-style-type: none"> • Interfaced with Private developers in seeking public/private partnership support of project. • Liased with other agencies in consideration of development proposals. • Convened Committee meetings. 		On-going	Lighting installed and preliminary landscaping work done by CH&PA.
17.	Durban Park Development Project.	<ul style="list-style-type: none"> • Reviewed design for the development of sporting facilities. • Convened inter-agency meetings to discuss design proposal and related issues. • Commenced land development works. 		On-going	Phase 1 of development area (10 acres) cleared and levelled.
18.	Planning Designed and Surveys.	<ul style="list-style-type: none"> • Monitored CH&PA Surveys. • Interfaced with members of the public with lot identification problems. • Executed planning designs for residential development or squatter area regularisation. 		On-going	<ul style="list-style-type: none"> • Design for four-mile Bartica was subjected to comprehensive review based upon engineering

					advice. • New design to be approved and implemented.
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3.2 Development Control Unit.

Item #	Programmed Elements/Activities	Key Actions Executed	Key Results	Status	Remarks
1.	Processing of planning applications for all Regions.	<ul style="list-style-type: none"> • Carried out site inspections and planning evaluation of applications submitted. • Interfaced with relevant agencies in the processing of applications. • Prepared reports on applications for consideration by CH&PA Board. 	<ul style="list-style-type: none"> • A total of five hundred and fifty five (596) applications processed for year 2005. 		The number of applications processed for the year 2005 represents a six percent increase over what was processed for 2004.
2.	Inspecting and reporting on land use contraventions.	<ul style="list-style-type: none"> • Site visits. • Responding to complaints on contraventions. • Reporting to CH&PA Board and Minister. 	<ul style="list-style-type: none"> • Compliance with legal (regulatory) planning stipulations. 	On-going	
3.	Co-ordination of development control work.	<ul style="list-style-type: none"> • Meetings with Local Authorities. • Meetings with Sectoral Agencies involved in the processing of planning applications. 	<ul style="list-style-type: none"> • Improved response time. • Faster decision-making on planning applications. 		Inter-agency co-ordination continued to be improved during the review period.
4.	Departmental Processes and Procedures (Development Control).	<ul style="list-style-type: none"> • Reviewed and refined operational procedures. 	<ul style="list-style-type: none"> • Operations Manual has been completed. • Better customer service. 		

TABLE 1: Critical constraints issues in current development compliance processes of the T&CPD

Development Compliance Activities – Existing processes, issue/problems.

Planning Appraisal Process.

Item No	Steps	Issues/Problems	Recommendations on the Way Forward
1.	a) Receipt of Planning Applications by Local Authorities. b) Assessment of duties and functions assigned to Local Authority with respect to the processing of residential building applications. c) Monitoring of work of Local Authorities for which duties and functions were assigned.	1. Incomplete applications accepted by Local Authorities. 2. Poor quality of drawings submitted by developers. 3. Important details omitted from drawings (especially for industrial development). 4. In some cases, plans are not approved according to CH&PA stipulated regulations and requirements. 5. Conflict of interest of Public Health Inspectors. 6. Conflict/disagreement between Public Health Inspectors and Local Authority officials 7. Lack of technical capacity and capability of Local Authority officials. 8. 'Quick turnover' of staff at Local authorities. 9. Poor record keeping by some Local Authorities. 10. Seldom site visits being made to monitor work of Local authorities.	1. T&CPD needs to embark on a public awareness/education programme to specifically target developers and Local Authorities. 2. T&CPD needs to strengthen its inter-agency relationships with Local Authorities. 3. The planning function currently under the Public Health Ordinance should be repealed and be given to the CH&PA, thereby eliminating the conflict with Public Health Inspectors.
2.	Submission of planning applications to CH&PA by: a) Local Authorities (building applications). b) Central Board of Health (Land Sub-division applications). c) Developers (outline and	1. Applications have to make payments at Head Office. 2. Delay in delivery of receipts to verify payments by Accounts Department. 3. Applications have to be returned to Local Authorities due to: a. Incomplete documentation. b. Omission of important details.	1. Logistics with respect to the location of the departments of CH&PA need to be sorted out. – All departments need to be in one building to facilitate easy access by members of the public.

	change of use applications).	<p>c. Quality of drawings.</p> <p>4. Delay in submission of applications by Local Authorities.</p> <p>5. Technical Assistant who receives applications unable to advise applicants and other members of public on planning regulations and requirements.</p>	<p>2. Training in planning procedures, regulations and requirements for T&CPD frontline staff.</p>
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Processing of Planning Applications.

Table 1

Total number of planning applications processed by type and Region for year 2005.

Region	Building	Change of use	Land sub-division	Outline	Total
2.	20	1	6		27
3.	37	1	10	2	50
4.	257	62	11	16	346
5.	47	1	4	1	53
6.	79	2	4	1	86
7.	14		1		15
10.	15	4			19
Total	469	71	36	20	596

Note:

- 1) In terms of private housing development, the Development Control Unit processed nine (9) private developers applications for the layout and sub-division of land for new residential schemes. Together, these applications accounted for a total of six hundred and sixty eight (668) residential lots.
- 2) Several critical issues and constraints at the level of Local Authorities continue to effect the smooth operation of the planning appraisal process. It was also noted that the frontline planning application receipt and advisory function of the Department is one area in need of improvement. (Refer to Table 1)
- 3) In terms of dealing with *land use complaints and contraventions*, the Unit conducted several investigations and compiled several reports. Some cases were resolved through inter-agency effort and compliance upon service of Notices. Other cases however required litigation in the Court.

3.3 Other Major Departmental Activities

a) Training

During the period under review, staff of the Department benefited from several training initiatives, as part of the agency's capacity-building policy. These training sessions covered: -

- Integrated Development Planning Principles
- Auto Cad Techniques
- Use of Geographical Information System techniques in Urban Planning (overseas)
- Planning and Management of the Urban Environmental (overseas)
- Urban Planning and Land Administration (one year overseas)
- Technical Report Writing
- Project Planning
- Budget Preparation Analysis

b) Application of the revamped Performance Appraisal Instrument.

- Revamped Performance appraisal Instrument applied as a pilot project.
- Staff members made to understand use of the appraisal system.
- Work activity tasks were tailored to suit use of the appraisal system.

4.0 PERFORMANCE ANALYSIS

When compared with year 2004, it can be concluded that there was continued qualitative improvement in the work of the T&CPD. This can be attributed to a large extent to the presence and impact of professional and technical expertise on the Department's operations and the application of a new planning process along with training. However, the timely completion of some programmed targets for the year was identified as a critical area of weakness in the Department.

There is need to boost the resource capacity for long-term plan preparation work (both human resources and technological resources). However, notwithstanding this the Department succeeded in commencing the preparation of long-term development plans based on a new integrated development planning approach. The commencement of professional, post graduate training in planning was also seen as a very positive capacity-building initiative.

In terms of development control work, planning designs and the execution and monitoring of survey contracts, actual achievement compares favourably with set goals and objectives. The process of the preparation of long-term development plans did not in several instances compare favourably with defined goals and objectives. This may be attributed to some extent to the limited resources available for such long-term planning work and the general lack of baseline data for planning purposes. Problems were also encountered in terms of co-operative support by some Municipalities in the application of the new planning process.

The critical success factors in the given circumstances are as follows:-

- The positive impact of organisational reform and training will have on the Department;
- The benefits to be gained through the application of an integrated and participatory approach to planning;
- The enhancement of day-to-day operations through refined and upgraded procedures;
- The impact of training on the quality and quantity of work output;

- A better team-spirit among officers of the Department, and
- The opportunity for knowledge transfer due to work of the institutional strengthening consultant in the Department.

5.0 CONSTRAINTS ENCOUNTERED IN THE DELIVERY OF OUTPUTS

Some key constraints were identified during the review period. These include:-

- a) Poorly functioning Local Authorities.
- b) Lack of baseline planning data.
- c) Lack of effective inter-agency co-ordination in the planning process.
- d) Absence of planning policy guidance at the national level, for example, non-existence of national land use policy.
- e) Limited core competencies and skills in the Department (to be addressed through capacity-building initiatives by LIS Consultant Town Planner).
- f) Limited inter-departmental work co-ordination.
- g) Lack of Departmental Geographical Information System.

6.0 FUTURE PLANS

The Department's programme for year 2006 will take into account the constraints outlined above and agreed strategies will be put in place to ensure a better workflow, programme co-ordination and implementation. Of critical importance will be the continued implementation of organisational reform measures, training and recruitment of skilled staff. High priority will also be placed on the completion of all outstanding Development Plans and the implementation of a Geographical Information System. The Plan implementation strategy is to be driven through the design and implementation of special *Project Initiatives* coming out of the Development Plans prepared and approved. The Legal Reform Consultancy is also seen as a major 2006 activity given the need to put institutional reform interventions in an appropriate legal context.

7.0 MISCELLANEOUS

In addition to its programmed work activities, the Town & Country Planning Department represented the Central Housing & Planning Authority on the following Boards and Committees:-

- The Guyana Lands & Surveys Commission (Mr. R. Edinboro).
- The National Trust of Guyana (Mr. R. Edinboro).
- The Central Board of Health (Ms. G. Stewart & Ms. D. Pellew).
- The Rating Appeals Panel – Ministry of Local Government and Regional Development (Ms. G. Stewart).
- The National Building Code Committee (Ms. D. Pellew)

Land Development And Allocation Department

Objectives

The Land Development & Allocation Department's main function is to formulate, implement and monitor housing and urban development policies. This includes the preparation and implementation of activities related to housing development undertaken by the Government, other agencies and private individual/companies. It is also responsible for the administration of existing Government Housing Estates.

The Department discharges its functions through the following units:-

- (1) Interviewing Unit
- (2) Allocation Unit
- (3) Conveyancing Unit
- (4) Investigations & Enforcement Unit

OBJECTIVES /TARGETS FOR 2005

Allocation Unit

- Allocate two thousand and five (2500) house lots
- Facilitate the construction of five hundred (500) low-income houses by the private developers.
- Promote the sale of the remaining Low-income houses constructed at Parfaite Harmonie housing scheme by the end of 2005. At the same time to ensure payments are received from the banks for the houses within a specific time frame.
- Repossess house lots that are not beneficially occupied.
- Maintain an effective land Management database
- Monitor and encourage house construction in housing schemes.
- Investigate complaints by the public
- Update the master list on housing areas
- Compile list of CDCs in housing schemes
- Complete the Inventory of housing schemes
- Prepare the Operations manual for the Department
- To allocate 4000 low income lots by August 1, 2004 to September 1, 2005, to meet the EU Targets.

Conveyancing Unit

- A target of processing 5000 transports and certificates of title was set
- Prepare and process Deeds of Gifts from GUYSUCO to CH&PA
- Process Block Transports from Deeds of Gift granted to the Authority.
- Convert Transports under the Land Registry Act Chapter 5:02 from CH&PA to CH&PA to facilitate the passing of Certificates of Title to the Authority.
- Apply to Guyana Lands and Surveys Commission to have State lands registered in the name of the State.
- Reduce the Backlog of Transports and Certificates of Title that were accumulated during the period from 2000 to 2004.
- Uplift transports and certificates of title from the Deeds Registry and the Land Registry, respectively.
- Plan and conduct one -stop shop exercises.
- Distribute / Issue transports and certificates of title to allottees
- Forward transports and certificates of title to financial institutions, namely: Banks [GBTI, NBS, NBIC, and CITIZENS], SILWIF, Habitat for Humanity and the Small Business Development Finance Trust.
- Cancel and amend transports and certificates of title by virtue of Order of Court on request.
- Compile and complete operations manual of the Conveyancing unit
- Complete the performance appraisal pilot for staff within the unit.

PERFORMANCE OVERVIEW AND ANALYSIS

In the year 2005, the Department sought to achieve the targets and objectives outlined in its work programme despite the challenges. One of the challenges the department experienced last year was processing of Titles / Transports for lots allocated. This was due mainly to the unprecedented floods, the country experienced in the first quarter of the year.

It was therefore, necessary to review the existing methods used to motivate allottees to commence the processing of their transports/ Titles and also the importance of acquiring such a document. This resulted in the production of a video clip which sensitized and stimulated the interest of the allottees positively and by the end of the year the Department achieved over (80%) of the number targeted.

With respect to the allocation of house lot chart 2 and the table 2 have revealed that the department has met the target set for the last three years, it should be highlighted that in 2005 the department exceeded the target of two thousand five hundred (2500) house lots by almost one hundred and fifty (150) lots. The table also illustrates that the Central Housing and Planning Authority has satisfied the demand for housing for both low and middle-income applicants. In addition the majority of lots allocated were to applicants within the low-income category. The lots allocated were for allottees to both self-build and through the partnership with the private developers to construct houses in particular schemes.

The Ministry has provided the requisite infrastructure to facilitate house construction and occupancy of lots within the schemes. It was expected that this would have increased occupancy level; however this did not produce the response envisaged. Some of the allottees have proceeded to commence construction within the stipulated time frames while others had failed to commence construction.

By the end of the year the department had completed the inventory of all the schemes and had clear indications of the occupancy levels in each housing scheme in order make certain decisions on vacant/unoccupied lots.

Achievements with respect to Linden was minimal, it was hoped that in 2005, firm allocations would have been made to those persons offered lots in 2000 for Amelia's Ward. The exercise commenced on May 14th but was brought to a halt by an official from the Regional Democratic Council of Region 10. A new agreement was formulated and entered by both parties with specific time frames. The Authority has met its deadlines while the RDC did not; the assumption was that the RDC was not enthusiastic to go forward with the allocations.

The performance of the department is attributed to the level of commitment and motivation of the staff to achieve the targets set for the year. Appreciation is extended to the staff for their integrity, loyalty and tenacity demonstrated through the year.

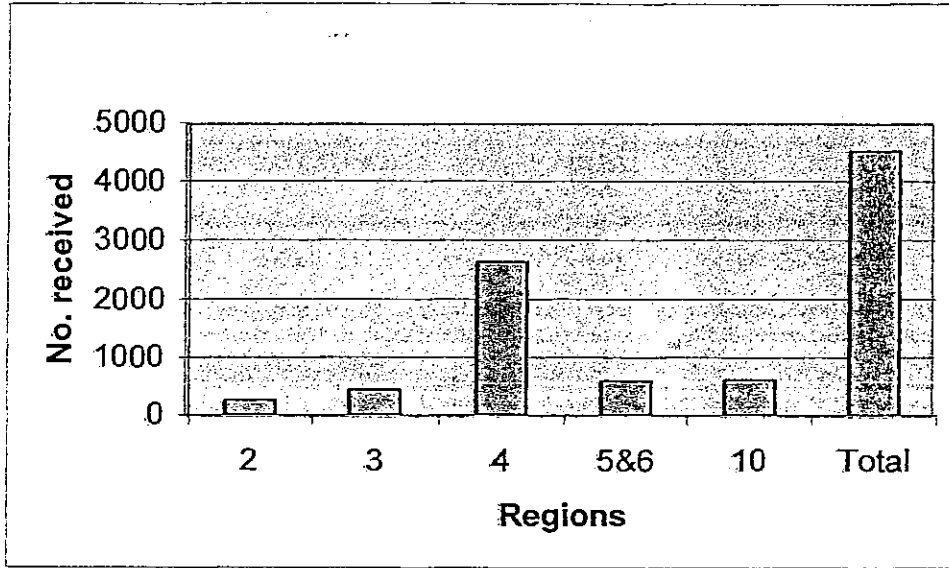
The tables and the charts provided hereunder show the performance of the department for the period January to December 2005.

Interviewing Unit

1. Application Forms

Application forms received for house lot

Chart 1



As indicated in the chart above, the number of application forms received for house lots was four thousand five hundred and eighteen (4518) forms. The chart also illustrates that there was a greater demand by applicants in region 4 to acquire land for house construction, which was closely followed by applicants in Regions 5 & 6 and 10.

2. Interviews conducted

Interviews conducted for house lots

Table 1

Regions	Number of applications
	Interviewed
2	228
3	121
4	880
5&6	437
10	151
Total	1817

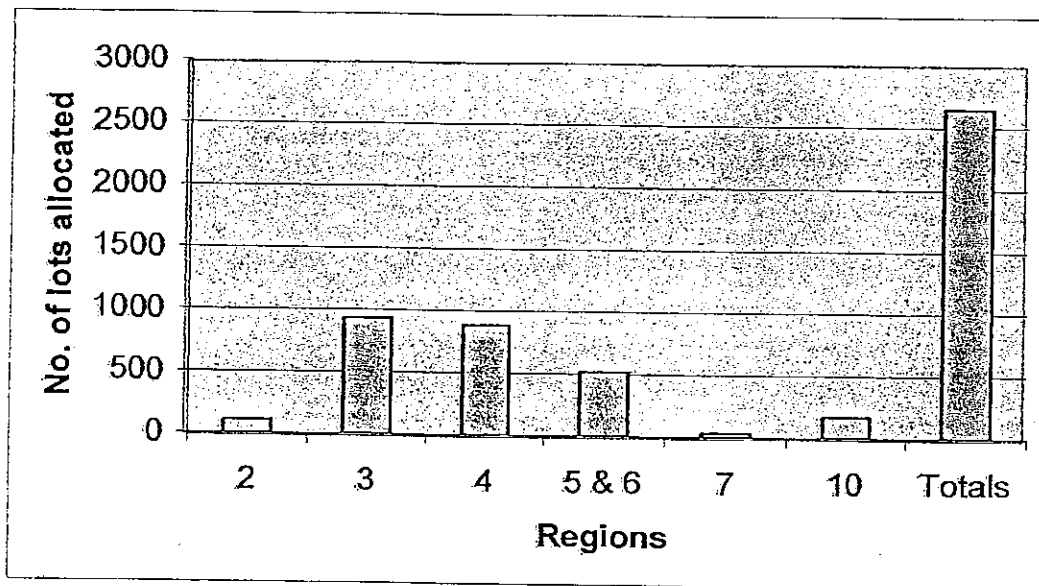
A total of one thousand eight hundred and seventeen (1817) applicants were interviewed for possible allocations. Those interviewed for low income lots were applicants who had applied prior to 2002.

Allocation Unit

3.0 Allocation of house lots

The figures displayed in the chart and table below show the targets and achievements for the year and a comparative analysis for a three-year period, with respect to the allocation of house lots the target was to allocated 2500 lots, the department exceeded that number and achieved 2649. It is obvious that the department continues to exceed the target for house lot allocations. The majority of lots allocated were to Low Income earners.

**Allocations by Regions
Chart 2**



A comparative analysis of allocations made by the Land Allocation Department

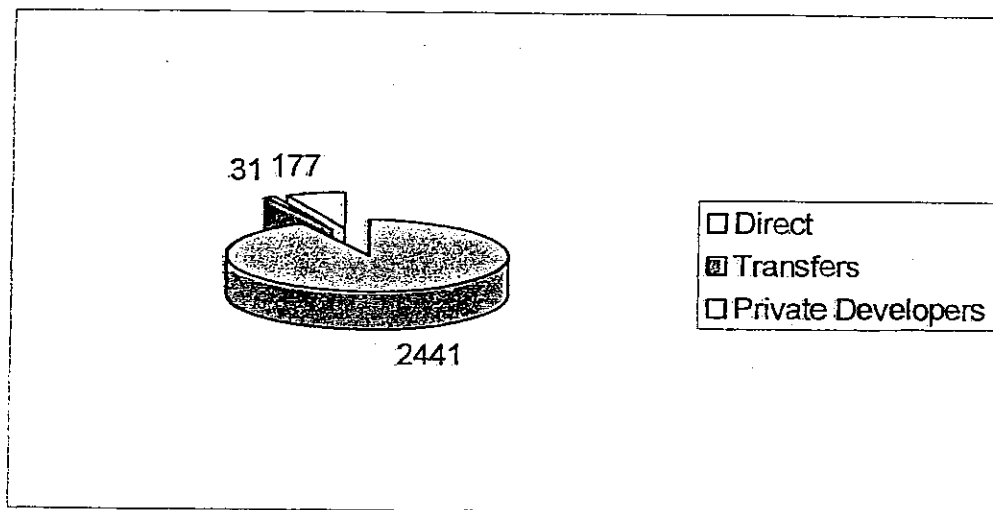
Table 2

Years	Targets	Allocations	Low Income	Middle Income
2003	4000	4015	2909	1106
2004	3000	3016	2328	688
2005	2500	2649	1695	954

3.1 The allocations made were classified into three groups:

1. **Direct** - that is applicants who have received their first allocation.
2. **Transfers**- applied to those applicants who have requested transfer from one scheme to another or from a middle-income lot to a low-income lot.
3. **Private Developers** are those lots allocated to applicants via a developer. The highest percentage was for direct allocations.

Classifications of Allocations Approved
Chart 3



According to chart 3, Of the two thousand six hundred and four nine (2649) lots allocated, two thousand four hundred and forty one (2441) of were direct allocations, one hundred and seventy seven (177) were done via the private developers, while thirty-one (31) resulted from transfers.

3.2 Sixty seven percent (67.8%) of the allocations made were to applicants from the low-income category, while thirty eight percent (38.16%) were to those in the middle-income category. The figures for Region 4 show that most of the allocations were for the middle-income group. This remains consistent with the previous year as the majority of allocations for region 4 were for the middle income schemes on the, East Bank of Demerara.

On the other hand, in Regions 3, 5& 6 the demand for low-income lots was greater. It should be pointed out that house lots in Region 2, 7 and 10 are classified as low-income lots.

Table 3			
Regions	Low Income	Middle Income	Totals
2	109	Nil	109
3	635	297	932
4	380	503	883
5 & 6	362	154	516
7	35	Nil	35
10	174	Nil	174
Totals	1695	954	2649

4.0 Lots Allocated to Private Developers in the Year 2005

A target of five hundred (500) houses was set for construction via the private developers. The achievement for the year was three hundred and fifty eight (358) low and middle-income buildings, which represent 71.6 percent of the amount, targeted. Table 4 demonstrates the developers who participated in the programme, the schemes involved and the number of buildings constructed.

Houses Constructed by Private Developers in 2005

Schemes	Everest Construction	World Homes	RCS	ASH Civil Engineering	Lall's Enterprise	Toto Construction
Cornelia Ida L.I	17	1				
Cornelia Ida M.I	6					
Block 8 Tuschen L.I	8	1	85	5	5	5
Block 8 Tuschen M.I	3		20			
Onderneeming	34	10				
West Minister	6	40				
Good Hope		1				
Block 20 Haslington		5				

Block 1 Lowlands						
Section 'C' Block 'X' Diamond	30	8				
Section 'A' Block 'X' Diamond	5					
Section 'C' Block 'Y' Golden Grove	11					
Section 'A' Block 'Y' Golden Grove	14	10				
Fortland Ordinance	6	6				
No 77 Corriverton	4	5				
Amelia's Ward		7				
Total	144	94	105	5	5	5

Total 358

4.1 The Ministry allocated a further one hundred and forty five (145) house lots to Private Developers to construct houses. Of the one hundred and forty five (145) lots allocated, one hundred and twenty (120) lots were low-income lots and 25 were middle-income lots.

The regional spread of the lots identified was in Regions 3, 6 and 10, with the majority being allocated at Block 8 Tuschen, housing scheme, in region 3.

**House lots allocated to
Private Developers in 2005**

Table 4

Name of Developer	Scheme	No. of lots	
		L. I.	M. I.
Toto Construction Company	Blk. 8 Tuschen, EBE	6	
Narine Lall's Enterprise	Blk. 8 Tuschen, EBE	5	5
RCS	Blk. 8 Tuschen, EBE	65	20
World Homes	Amelia's Ward	25	
Everest Construction	No. 77 Corriverton	19	
Sub-totals		120	25

Total lots allocated-145

5. The Status of Low-Income Houses Constructed by CH&PA at Parfaite Harmonie

The Ministry constructed fifty (50) Low Income houses at Parfaite Harmonie, of these, only fourteen (14) were sold by the end of year 2004; the remaining thirty six (36) buildings were targeted for 2005. In early 2005, the price for the houses was reverted to 1.5 million and this proved to be effective in the sale of the houses. The table below provides the information on the achievement to date.

Status of low income houses constructed by CH&PA
Table 5

Scheme	Total No. of Buildings	No. of Buildings Sold	Outstanding Buildings to be sold	No. of Payments received
Parfaite Harmonie	50	44	6	28

Target in 2005 – 36 buildings

No. sold - 30 buildings
Percentage achieved – 83%

5. Status of Allocations on the Land Management System (LMS)

The Land Management system (LMS) is functioning effectively. The system was used to execute daily transactions, from the stage of acknowledgment of all applications received to the preparation of Agreements. Additionally, the system was utilised to guide policy decisions with regard to the status of payments, occupancy and the repossession exercise of house lots.

The plan for the year was to input the outstanding data and to maintain an accurate database for the housing schemes: the Department continued in that vein with continuous update of the data, thus making the system more reliable for management decisions. This was however, specific to regions 3 & 4.

In the case of regions 2,5&6 and 10, continuous update of data did not occur. These regions are not equipped with the relevant equipment and linkages to maintain a current land management database.

It is expedient that head office should examine this issue and look at the possibility of establishing a wireless link to facilitate transactions made in these regions and this would ultimately eliminate any back log of information.

The plan for the Conveyancing Unit to 'go live' from the 1st of January 2005, with inputting of data pertaining to titles/transports for house lots allocated achieved limited progress. Attention was given mainly to the schemes under the Low Income Settlements Programme.

For the Unit to 'go live', there is need for the provision of additional computers to facilitate the input of data from the point of signing of legal documents to issuing of transports/titles.

6. Repossession of House Lots

The repossession of house lots not beneficially occupied has been a critical issue for the Ministry. The Ministry has installed the minimum infrastructure in the schemes, yet the allottees are slow to take up occupancy of these lots. To this end, a policy document was prepared to address this allocation issue.

There were seventeen (17) schemes targeted in 2005. This exercise was completed, to the extent that the lots were categorized for repossession in accordance with the repossession policy. A total of four thousand and five hundred and nine (4509) lots were identified for possible repossession.

7. European Union target of 4000 low-income lots.

Table 6 illustrates that the European Union target met by the Ministry by the 31st of August 2005 by the Squatter Regularization and the Land Allocation departments in a timely manner.

Target: To allocate 4000 Low Income Lots September 1, 2004 - August 31, 2005 (EU) Table 6			
Regions	Lots allocated Housing Schemes	Squatter Settlements	Totals
2	181	—	181
3	548	256	804
4	77	1901	1978
5 & 6	148	—	148
7	3	—	3
10	738	385	1123
Total	1695	2542	4237

7- Investigations and Enforcement of the housing policy

During last year, the department investigated three hundred and one (301) housing related matters. Some one hundred and sixty one (161) persons contravened the Town and Country Planning Act. These individuals were served with notices to desist and comply with the standards in place. Seventy one (71) illegal buildings and or structures were demolished.

Table 7

Activities	Number / Year	
	2004	2005
Buildings demolished	83	71
Contravention notices Served	251	161
Investigations conducted	304	301

CONVEYANCING UNIT

STATUS OF COMPLETION OF PROGRAMMED ACTIVITIES

- 1) A total of 4287 transports and certificates of title were processed for the year 2005 as indicated in Table No 2.
- 2) The Authority requested from GUYSUCO a total of 21 Deeds of Gift in 2005. Of that number 15 were granted to the Authority. [Please see table No 3].
- 3) A total of 14 [Ten (10) of which were brought forward from processing in 2004] Block transports were passed to the Authority during 2005.
- 4) Nine Block transports were converted under the Land Registry Act Chapter 5:02 during 2005.
- 5) During 2005 applications were submitted to have Old Culvert City, Old Lethem and Physical Development Phase 1 registered in the name of the State.

- 6) The backlog report submitted during the year 2004, which saw a total of 3035 transports, and titles being backlog were reduced from the period of its submission to the end of 2005 by 2657. The remaining backlog is to be cleared amounts to 378 at the ending of 2005. [Please see Table No 4]
- 7) A total of 2440 Transports and Certificates of Title were uplifted from the Deeds Registry and the Land Registry.
- 8) Approximately 15 One Stop Shop exercises were held in regions 2, 3, 4, 5&6, 7 and 10.
- 9) A total of 2420 Certificates of title and transports were distributed directly to allottees from January 2005 to December 2005.
- 10) Transports and certificates of title for which mortgages or loans were being processed were forwarded to the various financial institutions as they became available for any encumbrance to be registered in the name of the financial institution.
- 11) Transports and certificates of title for lands that were refunded, reallocated or repossessed were forwarded to the Attorney for cancellation and amendment by Order of Court.
- 12) The operations manual, which documents the processes and out puts of each stage of conveyance was prepared for the unit and was submitted to the Chief Executive Officer. This manual will be the guide by which the operations of the conveyance unit operate.
- 13) Performance appraisals were performed and submitted for nine (9) staff.

PERFORMANCE ANALYSIS

a) In Context of year 2005 performance

Table 1 - shows a comparison of target set and achievement/non achievement of targets in 2004 and 2005.

Years	Target	Achievement	% Exceeded Target	% of Target not achieved
2004	5000	5003	3	
2005	5000	4287	Nil	14.26

Note: Even though the target for both years were the same figure, in the year 2004 the target was achieved and surpassed, whereas in the year 2005 the unit failed to achieve its target by 14.26 % or by 713 transports and titles.

Table 2

Conveyance Target/Achievement 2005

Target: 5000

Achievement: 4287

Percentage Achieved: 85.74%

Regions	Target	Housing Schemes	Squatting Schemes	Percentage	Total
1	NIL	NIL	NIL	NIL	NIL
2	500	147	1	29.6	148
3	1000	878	291	116.9	1169
4	1280	809	990	179.9	1799
5&6	1000	316	334	65	650
7	100	49	NIL	49	49
8	20	NIL	NIL	NIL	NIL
9	100	2	NIL	2	2
10	1000	446	24	47	470
Total	5000	2647	1640	85.74	4287

NB - The unit failed to achieve its target by 713 transports and certificates. This can be attributed to a number of factors, namely, the unprecedented rainfall that resulted in Flooding during the first quarter [January-February]. This led to the one-stop shop exercises being pushed back to the second quarter. There was also poor response by the allottees to conveyance exercises in all regions targeted.

Table 3

Deeds of Gift 2005

No	Donor	Donee	Areas	Block Transport	Conversion Transport	Remarks
1	GUYSUCO	CH&PA	Block CC of BB & AA Pln Cornelia Ida	1515/2005	In process	
2	"	"	Block PP Pln Cornelia Ida	1516/2005	Do	
3	"	"	Block Z Pln	465/2005		

			Tuschen			
4	"	"	Vigilance North	1513/2005	2329/2005	Completed
5	GUYSUCO	CH&PA	Pln Success			Deed granted and Block Transport in process
6	"	"	Pln Chateau Margot			Do
7	"	"	Pln Le Ressouvenir			Do
8	"	"	Block AA of Lot No 78			Do
9	"	"	Block X of No 79 Village			Do
10	"	"	Block Y of Lot No 75 Village or Spring garden			Do
11	"	"	Parcel 142 of Lot No 79 Village			Do
12	"	"	Tract AA of No 77			Do
13	"	"	Tract M of No 76			Do
14	"	"	Tract SG of Lot 75 village or spring gardens			do
15	"	"	Tract O of No 78			Do
16			Pln Ogle			Deed of Gift not granted
17	"	"	Pln Vryheid's Lust			Do
18	"	"	Pln Better Hope			Do
19	"	"	Parcel 160 of Pln Belle Vue			Do

20	“	“	Block X Lusignan			Do
21	“	“	AA Pin Anna Catherina			Do

The above table shows that 21 applications for Deeds of Gifts were made in 2005 to Guysuco. A total of 15 Deeds were granted to CH&PA and the remaining six (6) Deeds are outstanding. Of the Deeds granted to the Authority, a total of four (4) Block transports and One (1) Conversion transport were passed to the Authority during 2005.

Table 4

Update on Backlog of transports and certificates of title

General Backlog	Total	Remaining Backlog	Outstanding Backlog	Actual Backlog
Transports	2014	240	127	113
Titles	1021	130	86	52
Total	3035	378	213	165

NB – The above represents the total backlog and its reduction by 2657 transports and titles. The remaining 378 transports and titles are still to be cleared or eliminated.

Equipment/technology

One new manual typewriter was purchased in 2005 replacing one of the old typewriter which ceased to work.

Highlight critical success factors

- 1) The commitment of the staff to work after the normal working hours and on weekends, at head office and in the regions contributed tremendously to the achievements of the department.
- 2) The department was able to prepare an advertisement or jingle informing the public generally of the Conveyancing process and the importance of one's legal title to land, namely the transport and the certificate of title.

- 3) There was also a significant reduction in the backlog, which saw a reduction of over 80% of the actual backlog being cleared.
- 4) The department was able to compile and prepare its operations manual identifying the processes and outputs from the stage of the receipt of the applications to the stage of conveyance.
- 5) The department has continued to utilize the land management database. This database is effective and has reduced the waiting time for both internal and external customers when conducting transactions.

Issues or constraints encountered in the delivery of outputs during 2005

1. Unprecedented rains that resulted in flooding contributed to the slow processing or titling by allottees, paying for house lots and starting construction within the prescribed time frames.
2. Inability to attract allottees that did not begin the process of conveyance during conveyance exercises or one stop shop exercises despite normal advertisement in the newspapers, flyers, personal letters; usage of loud speakers and the unit's jingle advertisement.
3. Shortage of qualified /skilled and experienced staff in the department.
4. Inability to deliver transports within the revised processing time frame of four months.
5. The Authority had the additional task of typing transports for regions 2, 3, 5 & 6. This increased the number of transports that were to be typed and hence saw the need for more production by the two typists employed and housed by the Authority. The output of transports was further affected when either one of the said typist requested annual leave.
6. During 2005 the Conveyancing Unit was affected during working days when requests were made for time off by staff pursuing studies at the University of Guyana.
7. The lack of sufficient computers affected the Conveyancing Unit in updating the Land Management System of conveyances processed and uplifted. This further affected the completion of assignments by staff who had to share the use of one computer.

8. In terms of human resources, there were some job changes; the RHOs for regions 5&6 and 2 proceeded on annual leave and pre retirement leave respectively. At the region 3 office the RHO resigned. This had implications for achieving the targets.

Consequently, a RHO was employed for regions 5&6 however, after a few months with the Ministry, he tendered his resignation. The post was vacant but was serviced by an officer from the said office.

With respect to region 3 an Officer from head Office was reassigned to fill that vacancy. The vacancy at region 2 was filled.

9. Information pertaining to the CDCs established in housing schemes was not readily available and this affected the complication of the list.

10. Firm allocations of house lots to persons offered lots in the Amelia's Ward housing scheme did not occur. The Regional Democratic Council is not of the view that we should proceed to reallocate the lots that are not beneficially occupied.

Future Plans

- To allocate 2500 house lots
- To facilitate the construction of 500 houses
- To process 5000 Titles/transport

Please see work programme for 2006 for further information.

DEPARTMENTAL AIMS AND OBJECTIVES

- Organize / Revitalize Community Development Committees/ (CDC' s)
- Sensitize N.D.C's on the regularization process and their responsibility during and after regularization.
- Ensure that design layouts, Sub – division plans satisfy the accepted minimum standard required for housing development, with minimum dislocation of occupation.
- Inventorise occupation and issuing allocation letters to eligible occupiers for the processing of titles in regularized areas, where surveys are completed and occupation verified and approved.
- Facilitate community involvement and participation in the regularization process and general development of squatting areas.

SPECIFIC OBJECTIVES – 2005

- Meet with and organize 50 Community Development Committees.
- Organize and address Community Meetings in at least 15 new areas.
- Prepare and issue 2500 allocation letters and facilitate the payment for land and issuing of 2500 titles.
- Conduct household profile survey inclusive of verification of occupation.
- Investigate and prepare case reports on disputed lots / occupation.
- Compile and submit accurate lists of names of occupiers for approval.
- Issuing of allocation letters and arrange / plan One – Stop – Shops.

INTRODUCTION

This report sets out to evaluate / review the performance of the Settlements Regularisation & Upgrading Department for the year 2005. It is structured basically under three (3) broad headings in keeping with Administrative and procedural guidelines.

The three broad headings are as follows: -

1. (a) Introduction
(b) Administration
2. (c) Activities / Tasks / Performance review
(d) Constraints
3. (e) Projections for the next reporting period 2006

In view of the many challenges and setbacks the professional approach exemplified by the trained staff was mainly responsible for the successful conduct of the operations of the Department. The authenticity of this report is based on facts and figures extracted from Departmental monthly reports that embodied both planned and unplanned activities.

PERFORMANCE OVERVIEW

1. ACTIVITY / TASK – 1

Meetings with Squatter Communities and Community Development Committees (CDC's)

Periodic meetings were held with the C.D.C's primarily aimed at revitalizing / forming Committees; and soliciting their support at getting people to comply with agreed principles and guidelines as set out by the Department's mandate.

A reflection of this is shown in the table hereunder:

Summary of meetings held

#	Region	Target 2005	Achieved 2005	%	Remarks
1	2	5	5	100	
2	3	3	12	100	
3	4	15	15	100	
4	5	-	-	-	
5	6	10	10	100	
6	10		88	100	
Total		50	50	100	

Achievements

The Department continued to work in collaboration and in partnership with the Committees in verifying occupation of bonafide Squatters, providing information on speculation squatters, and identifying persons who are already owners of property, assist in resolving disputes on occupation and provided a level of self-help effort.

ONE – STOP– SHOP

One – Stop – Shop exercises were organized in the followings areas as shown in the table below.

Region	Areas – One-Stop- Shop	# of sessions	Level of success No of allottees responded
#2			
#3	Goed Fortuin, WBD	3	80
	Vive-la-Force,		25
	Groenveldt (Wine Bush)		35
#4	Annandale Sandreef, ECD	3	32
	Old River View, Mahaica		19
	K&L De Endgrat		104
	Kaneville, EBD		25
	Great Diamond		30
#6	Bare Root	5	100
	Sophia		15
#10			
Total		11	465

The One-Stop-Shop strategy adopted by the Ministry to facilitate the processing of land titles continued throughout 2005, despite the prevailing crime situation, One-Stop-Shops were still held in various regions. CH&PA was fortunate to have no such incidence of robbery recorded.

In reflecting on the 2004 Annual Report, it is imperative that we highlight the position taken by some occupiers so that initiatives can be pursued to maximize payments.

Some allottees took a position that since they have buildings on the lot, which they occupy for several years they would not be dispossessed for non-response towards payment for the land and / or their failure in signing up for title. Hyde Park Timehri is a classic example of this trend.

In 2005, 80 allocation letters were issued; the response to payments was not encouraging. Residents cited the slow progress in the issuing of their land titles, as the primary concern.

Generally, response to payments towards lots and other necessary fees for issuing titles to eligible squatters fell short of expectations.

Again as in 2004, constant payment reminder notices were sent to defaulting payees using the print and electronic media and even handouts yielded very little results.

2. MEETINGS WITH NDCS

Sensitizing Neighbourhood Democratic Councils' on the regularization process and enlightening them of their roles and responsibilities during and after regularization continue to be one of the main highlights of the Department, especially in view of having them addressing some of the pertinent issues within their respective communities.

In placing emphasis on these meetings, particularly at a time when the Government's policy of transferring to N.D.C's and municipalities housing schemes and regularised squatting areas there would have been a smooth transition and orientation to the Local Government system.

The table below shows meetings targeted and convened - 2005

Region	No of meetings		Area
	Targeted 2005	Convened	
#2	-	-	-
#3	-	-	-
#4	01	01	Grove N.D.C
#6	01	01	East Canje N.D.C
#10	02	02	Linden N.D.C

3. VERIFICATION OF OCCUPATION FOR TITLING

Borrowing from the 2004 Annual Report, this paragraph is reprinted for emphasis.

The 120 Squatter Settlements regularised for the period prior to 2002 and at December 31, 2003 together with the 24 targeted for completion in 2004, gave the total number of squatter settlements under the regularisation process at the end of 2004 as 144. The remaining 21 of the 165 Squatter Settlements identified for regularisation were targeted in 2005. It is expected that at the end of 2006, the 165 areas will be completed and handed over to their respective NDC's.

The number of squatting settlements under regularization by regions

Year	Regions										Total
	1	2	3	4	5	6	7	8	9	10	
• Prior to 2002	-	-	13	33	-	20	-	-	-	-	66
• Year 2002	-	3	13	18	2	2	-	-	-	-	38
• Year 2003	-	2	5	5	-	-	-	-	-	4	16
• Year 2004	-	-	5	10	-	2	1	-	-	6	21
• Year 2005	-	2	6	2	-	4	-	1	-	6	21
Total 2002 - 2005	-	7	42	68	2	28	-	1	-	17	165

A significant component in the regularisation process and more specifically for the exercise of verification of occupation and ultimately the issuing of title remained the availability of sub-division plans.

The Department continued to work in tandem with the Design section of the Town and Country Planning Department in the preparation of design layouts for squatting areas under regularisation.

Procedural difficulties in acquiring these plans continue to stymie the department's drive to achieve a 100% completion of targeted areas. Other contributing factors must also be taken into consideration. It is incumbent on the authorities to effectively address these concerns if the Department is to bring to conclusion its mandate for 2006. Some of the other factors have been identified as:

- a) Ownership of lands to be sub-divided.
- b) Mistakes by surveyors on the content of the plans prepared which must be corrected before being recorded at Guyana Lands & Surveys Commission.
- c) Failures on the part of the surveyors to meet deadlines

An initiative aimed at improving the current situation through planned meetings were held once again with Senior Officers of the Agency and convened by the Minister himself inclusive of representatives from the Lands & Surveys Commission and some short listed surveyors. To some extent there is still room for improvement particularly with respect to expediting corrections to plans for recording.

Restated for emphasis is the verification of occupation and issuing of allocation letters that were pursued on two fronts. Firstly the verification of occupation continued on the 120 squatting area regularised prior to 2004 and the status ranged from 60-80%, however the 2004 verification extended well into 2005.

Secondly verification was done for the 24 and 21 areas programmed for 2005.

Of importance, it should be noted that allocation letters were only issued when an occupation has been verified and the name of the eligible allottee appeared on an approved list. Any modification to this list requires the consent of the Minister after and in depth investigation on the circumstances of the case. Incidentally, each case was considered on its own merit.

The list below shows the number of allocations approved and titles processed for 2005 by regions

Region	Targeted 2005		Achieved 2005	
	Allocations	Titles	Allocations	Titles
#2	200	250	62	01
#3	450	500	357	291
#4	1000	640	1651	990
#6	500	500	210	334
#10	350	500	55	24
Total	2,500	2,390	2,391	1,640

II. SPECIAL ASSIGNMENTS – UNPLANNED ACTIVITIES

1. RELOCATING SQUATTERS FROM THE KINGSTON SEA WALL AREA

In keeping with Government's position to remove and relocate squatters occupying the Sea Defence Reserves, CH&PA was able to conclude the relocation of squatters occupying the Kingston Sea Wall Area in 2005.

To facilitate this several meetings and site visits were made. A total of 31 households were relocated to areas shown hereunder.

Table below shows the # of households relocated in Schemes & Regularised Squatting Areas.

CH&PA HOUSING SCHEME	# OF HOUSEHOLDS	REMARKS
Kaneville	13	These locations were mutually agreed to and accepted
Cummings Park	17	
Tuschen	8	
Cummings Lodge	4	
Total	42	

PERFORMANCE REVIEW

In contrast to 2004, the focus of regularization in 2005 became more apparent due to the sensitisation initiatives in Squatter Communities regarding the Regularisation Policies and approaches, inclusive of the benefits to be derived from Regularisation climaxing in the awarding of land titles. This sensitisation was propagated through sustained visits by the Honourable Minister, Parliamentary Secretary, Director, Settlements Regularisations Department, and Community Development Facilitators reaching out to more than 95% of known squatting areas.

Even though the Department did not fully realize its mandate for 2005, the commitment perseverance and dedication of staff working under adverse field conditions must be credited with regard to inter and intra departmental assistance, special mention must be made of those entities which lend support e.g. Lands & Surveys, Deeds Registry, Lands Registry, Town & Country Planning among others. Despite constraints of threat due to social issues and the hostility by squatters themselves where issues of a personal nature runs contrary to their expectations the Department performed satisfactory.

By-and-large the department was able to maximize all available resources through strong team effort practices applying principled approaches. This is largely credited to the fact that staff is fully aware of their roles and functions, their limitations and the resources at their disposal. The Department's overall performance for 2005 reached 85% of its Work Programme.

SOME CRITICAL SUCCESS FACTORS

Some success factors highlighted are: -

- (a) A disciplining approach to the task.
- (b) A framework infused with high moral and social values among staff members and a clear understanding of their roles and functions and the status.
- (c) Strong interpersonal relationships

CONSTRAINTS – 2005

In reviewing the performance of the Settlements Regularisation Department for the year 2005, it is important to reiterate that the department's achievements were largely credited to its operational system and initiatives pursued by its officers.

However, some factors that infringes on the 100% completion of its Scheduled Work Programme can be summarized as: -

- (a) Delays in the completion of Surveys hence unmet target dates.
- (b) Reassigning of officers to unplanned programmes and officers' awareness towards multi-tasks.
- (c) Changing weather conditions / pattern resulting in difficult field operations.
- (d) Relocating occupiers cited on reserves and Sea Defence Reserves.
- (e) Weaknesses in the inter-agency / inter departmental communication framework
- (f) The January floods of 2005

PROJECTIONS FOR 2006

Activities targeted for completion in 2006 are listed there under as: -

- a) The processing of 2,500 land titles.
- b) The processing of 2,500 allocation letters.
- c) The completion of 100% of the inventory of all areas.
- d) Bring to conclusion all 165 areas currently under regularization.
- e) Pursue an aggressive agenda with the surveyors, T&CP Department, Lands & Surveys Department with respect to having plans submitted on deadlines.
- f) Continue to hold Community based meetings with residents and NDC's.

It is envisaged that these projections can be vigorously pursued utilizing all available resources, and then by the end of 2006, the department would be almost ready for integration into the Community Development Component.

Recommendation(s)

- That the administration address the issue of making sub-division plans available at its appropriate time in order that set targets can be achieved.
- That staff members are sent on Upgrading Training Programmes as is necessary.
- That the physical environment of the department be upgraded (carpets, staff furniture, curtains etc.)

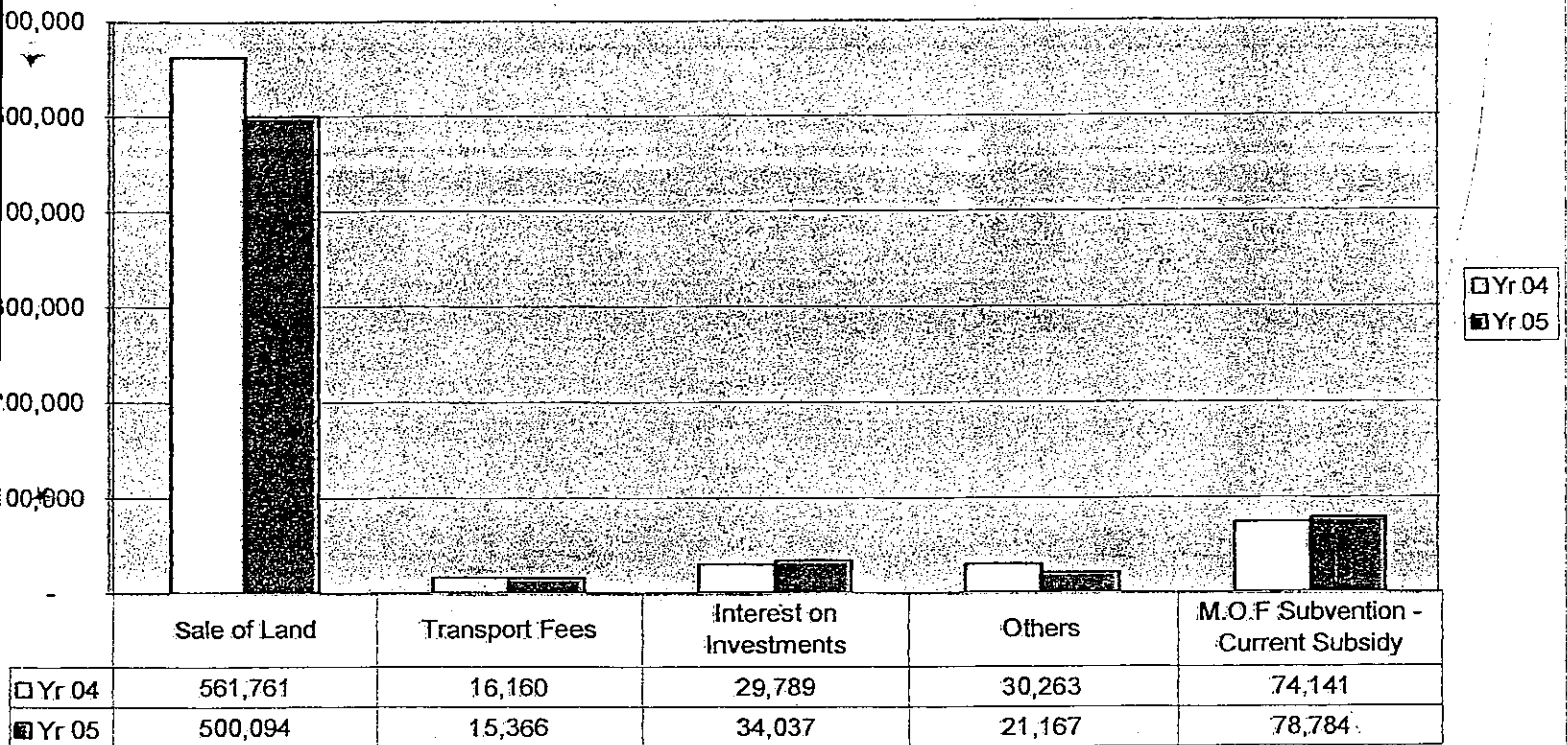
CENTRAL HOUSING & PLANNING AUTHORITY				
<i>FINANCIAL PERFORMANCE FOR 2005</i>				
<i>Revenue</i>	2003	2004	2005	
Sale of Land	600,726	561,761	500,094	
Transport Fees	27,689	16,160	15,366	
Interest on Investments	23,628	29,789	34,037	
Others	19,328	30,263	21,167	
M.O.F Subvention - Current Subsidy	67,384	74,141	78,784	
Total Revenue	738,755	712,114	651,453	
<i>Expenditure</i>				
Employment Costs	88,683	105,725	127,251	
Administrative Costs	67,828	77,622	76,658	
Finance Charges	55	100	205	

Refunds to Allottees	41,215	42,223	26,423
Housing Fund Projects	194,396	304,835	406,458
Total Expenditure	392,177	530,505	636,995
Surplus	346,578	181,609	14,458

Notes:

1) In January, CH&PA received the sum of \$400M from the Ministry of Finance to fund some special projects. Amount spent on these projects during the year 2005 was \$160.5M

Revenue Comparison - Years 2004 & 2005



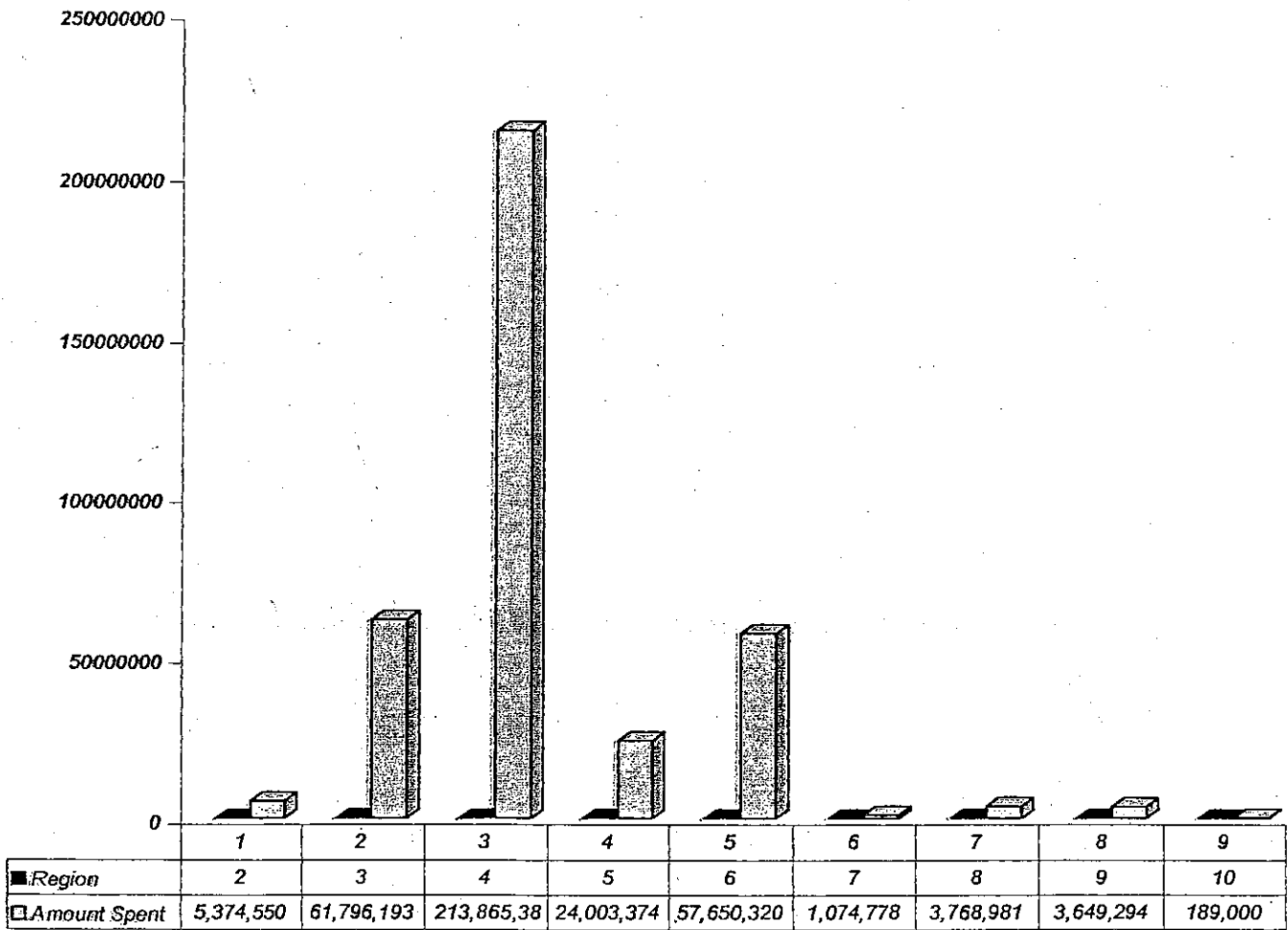
2) The Ministry of Finance also provided the sum of \$45.1M for the D'urban Park Project. Amount spent during the year was \$35.3M

Expenditure Comparison - Years 2004 & 2005

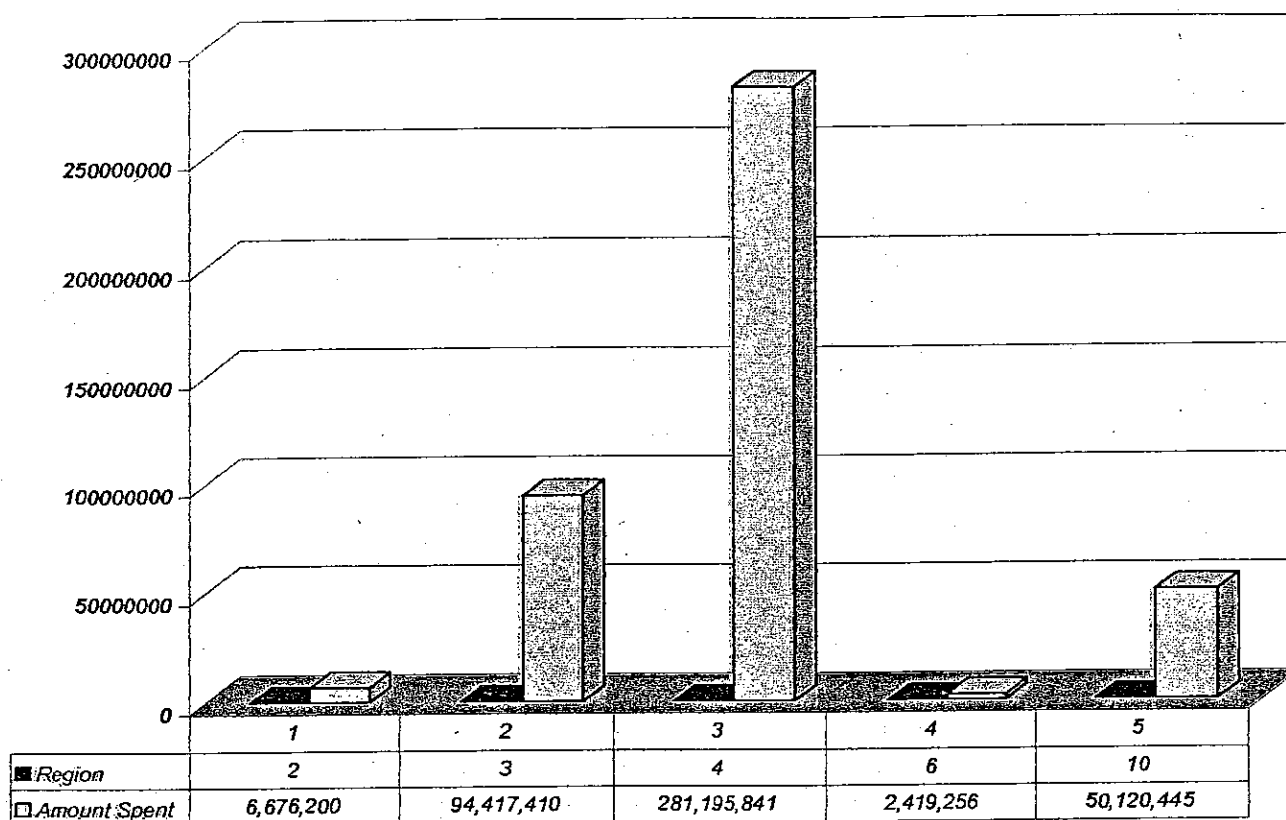


	Employment Costs	Administrative Costs	Finance Charges	Refunds to Allottees	Housing Fund Projects
□ Yr 04	105,725	77,622	100	42,223	304,835
■ Yr 05	127,251	76,658	205	26,423	406,458

Expenditure on Projects Funded by Housing Fund - 2005



Amount Spent on Capital Funded Projects - 2005



Project Objectives	Key / Critical Activities	Possible Constraints	Start Date	End Date
1. Support the integrated FAMIS application. <i>(Automate CH&PA's Land Allocation and Financial Management tasks)</i>	Coordinate data entry into FAMIS of regional data with Land Administration/Squatter settlement departments Ensure adequate usage of the LMS by respective Departments	Data Inventory not progressing as scheduled, lack of data Systems Consulting Limited not meeting their scheduled project delivery dates	Ongoing	Ongoing
	Provide Analysis and specifications for the implementation of an "New Beneficiary Selection system into the Land Management System LMS "	Network	03-January-2005	February - 2005

Project Objectives	Key / Critical Activities	Possible Constraints	Start Date	End Date
	Implement updated Beneficiary selection methodology into the LMS in conjunction with IS consultant. (IBD benchmark)	Downtime due to power failure	03-January-2005	February - 2005
	Coordinate the installation of GL consolidation module with SCL		TBA by SCL	
	Coordinate the installation of Job costing module with SCL		TBA by SCL	
	Coordinate the installation of ACCPAC audit module with SCL		TBA by SCL	
2. Networking/System Administration	Install / Apply Operating system service packs /Microsoft patches and system updates to Network Servers	Poor Internet connection speeds. Internet disruptions	Ongoing	Ongoing
	Install / Apply Operating system service packs /Microsoft patches and system updates to Network computers		Ongoing	Ongoing
	Download and install Anti-Virus definitions to Applications Server		Ongoing	Ongoing
3. Ensure high Information availability	Developed custom reports that are not available from the FAMIS (e.g. Data Collection)	Poor response from CHPA Departments for information to be used in designing the Website	Ongoing	Ongoing
	Design / Test CH&PA's Web Site		30-Mar-2005	Jun-2005
	Implement CH&PA's Web Site		30-Apr-2005	Jun-2005
4. Support & maintain, IT supplies, Payroll	Develop additional Payroll reports as required	Staff not using the HR application	Ongoing	Ongoing

Project Objectives	Key / Critical Activities	Possible Constraints	Start Date	End Date
supplies, Payroll Application and Human Resource Application	Make any modifications as required to Payroll application	application effectively	Ongoing	Ongoing
	Make any modifications as required to HRIS application		Ongoing	Ongoing
5. Design, code and Implement an TCP development control inventory application	Prepare Functional Solution requirements		31-Apr-2005	May-2005
	Prepare Solution Specifications			
	Solution coding and testing			
	Solution installation, Training & Start-up Support			
	Preparation of Solution manuals			

Project Objectives	Key / Critical Activities	Possible Constraints	Start Date	End Date
6. Supporting the implementation of a Geographical Information System (GIS) <i>(In conjunction with the Town and Country Planning Department)</i>	Assist in the designing of the GIS database	Lack of proper planning and scheduling in implementing this project Unavailability of proper data to startup the GIS	TBA by TCP Consultant	TBA by TCP Consultant
	Define data quality standards (tolerances) and procedures			
	Assist in Data analysis			
	Assist in the coordination of the GIS Data conversion			
	Assist in the coordination of System Acquisition and Start-up (hardware/software/Network needs)			
7. Maintenance and Upgrade	Evaluate and update maintenance contracts and warranties annually	Inadequate funding for repairs and maintenance	Ongoing	Ongoing
	Schedule/ Coordinate UPS maintenance /servicing		Ongoing	Ongoing
	Schedule/ Coordinate Computer & Printer maintenance /servicing		Ongoing	Ongoing

Project Objectives	Key / Critical Activities	Possible Constraints	Start Date	End Date
	Prepare I.T Hardware & software procurement specifications		Ongoing	Ongoing
	Evaluate I.T Hardware & software quotations		Ongoing	Ongoing
	Upgrade CHPA Firewall Server RAM		Jan-2005	February - 2005
	Upgrade CHPA Professional computers RAM		Mar-2005	April-2005
8. Effective operation of the MIS Unit	Review & update IT Policy Document	Operations manual	Oct-2005	30-Nov-2005
	Review & Update IT Procedures Document		Oct-2005	30-Nov-2005
	Review / upgrade/maintenance Asset Tracking Application		Ongoing	Ongoing
9. Training	Beneficiary selection Module use	Lack of training material. Lack of funding for external training	February 2005	February 2005
	Advanced Microsoft SQL Server 2000 administration		Dec-2005	31-Dec-2005
	Presentation using Microsoft PowerPoint		Jun-2005	31-Jun-2005
	Internet using Microsoft Internet Explorer		Jul-2005	31-July-2005
	Office productivity Tools (WinZip, Disk cleanup, etc)		Jul-2005	31-July-2005

ADMINISTRATION UNIT

The year commenced with the Authority comprising of one hundred and fifteen (115) employees. At the end of the year the staff complement had increased by six (6) to a total of one hundred and twenty-one (121).

Table below shows the designation items and dates of appointments of the persons who were recruited.

No of Officer	Designation	Date of Employment
1	Vehicle Driver	21-02-05
1	Survey Technician	28-02-05
1	Receptionist	04-03-05
1	AutoCAD Technician	14-03-05
2	Planning Officer	22-03-05
1	Vehicle Driver	31-03-05
1	Secretary	18-04-05
3	Clerk of Works	18-04-05
1	Confidential Secretary	28-04-05
1	Typist Clerk II	10-05-05
2	Regional Housing Officer	06-06-05
1	Vehicle Driver	15-06-05
1	Verification Clerk	05-07-05
1	Vehicle Driver	12-09-05
2	Secretary	03-10-05
1	Accounts Clerk	03-10-05
1	AutoCAD GIS Technician I	21-11-05
1	Cleaner	02-12-05
1	Vehicle Driver	05-12-05
1	Vehicle Driver	12-12-05
1	Vehicle Driver	29-12-05
26	Total	

Summary of Employees who left during 2005

1. Resignation- Fourteen (14)
2. Termination- Eight (8)
3. Dismissal- Ten (10)

Position	Resignation	Termination	Dismissal
Vehicle Driver	1	5	1
Secretary	-	1	1
Confidential Secretary	1	-	1
Clerk of Works	-	-	3
Enforcement Officer	-	-	1
Receptionist	-	1	-
Data Processing Clerk	2	-	1
Planning Officer	-	-	1
Filing/Processing Clerk	-	1	-
Cleaner	-	-	1
Regional Housing Officer	2	-	-
Community Development Facilitator	1	-	-
Personal Assistant	1	-	-
Executive Assistant	1	-	-
Typist Clerk	1	-	-
Research Assistant	1	-	-
Engineer	1	-	-
Information Systems Technician	1	-	-
Accounts Clerk	1	-	-
Total	14	8	10

Dismissal

No of Officer	Types of Offences	Penalty
4	Failure to give the required one month's notice of intention to resign	
3	Absent without leave and without adequate excuse	
1	Misconduct	
1	Negligence	
1	Malpractice	
10	Total	

Human Resource Development

Two employees attended workshops overseas in Planning Support Systems: Scenario Development and Analysis in the Netherlands during the period 21-04-05 to 13-05-05 and Planning and Management of the Urban Environment in Malaysia during the period November 17, 2005 to December 16, 2005.

In-house training targeted for employees were held in February and March, 2005 as part of Institutional Strengthening in the area of Strategic Review.

In addition forty-two (42) employees participated in training programmes locally.

<u>Name of Training Programme</u>	<u>No. of Employees</u>
1. Land Law Module	1
2. Programme Budgeting	1
3. Supervisory Management	6
4. Professional Secretarial Practice	2
5. English Language for the office	2
6. Introduction to Metric	16
7. Customer Care	1
8. Government Accounting Procedures	2
9. Strategic Management	1
10. Occupational Health & Safety	1
11. Direct Labour Operations	1
12. Typewriting Techniques	3
13. National Capacity Self Assessment Project	1
14. Institutional Strengthening and Capacity Building	2
15. Population and Development Strategies	1
16. National Disaster Risk Reduction and Planning	1
Total	42

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SECTION 1

1.0 Executive Summary

- 1.1 The overall progress of the project is 69% completed
- 1.2 Infrastructure works for Blks A, B & C Sophia, Tuschen North, Zeelugt North, Blk. 22 Wismar, Williamsburg South/Hampshire South/Belvedere South and Four Miles Bartica are on going and are in various stages of completion.
- 1.3 During the semester contract for infrastructure works at Parfaite/Harmonie and Kaneville was signed and is in the mobilization stage.
- 1.4 IDB conducted a mission during the month of October 2005, to review the progress attained under the Programme.
- 1.5 The amount of House lots serviced under the Program remains at 11,183 lots.
- 1.6 The contract for Pure Water Supply Network at Blks A, B & C Sophia has been sign the second lowest bidder and works have commenced
- 1.7 The Framework for Government Response to Squatting Consultant has concluded this consultancy. Final report submitted and accepted.
- 1.8 The Draft development Plans for Four Miles Bartica was submitted to the various subject ministers, Nokta, Nadir, Collymore and Baksh.
- 1.9 The town planner is continuing works in the Preparation of Development Standards, Incremental Standards and Institutional Strengthening.
- 1.10 The strengthening of CHPA continues with the computerization of CHPA's FAMIS system.
- 1.11 The status of implementation is shown a **Annex A – Benchmark Status**
- 1.12 The number of lots allocated increased to 10,898 Lots.

1.13 Overall, the number of occupied lots increased to 6,582 lots or 60.40 percentages. In the new schemes, the occupancy rate increased to 3,314 or 44.5 and 3,268 lots or 94.64 in the pre LIS schemes.

1.14 Sanitary solution in the new schemes increased 2,990 or 90.22 and 1,612 or 49.33 in the pre LIS schemes.

1.15 Of the lots allocated, 8,353 of the allottees made full payment while 2,545 are in arrears.

1.16 Of the amount of lots allocated, 2,228 have received titles.

1.17 The number of house lots that were repossessed during the period is 30 lots.

Section 2

2.0 Present Situation

2.1.0 Introduction

2.1.1 This report is presented to the Inter American Bank in fulfillment of Chapter VII, Article 7:03 of the General Rules of the Contract No. 1044/SF-GY of the Low Income Settlements Programme.

2.1.2 General Information on the Programme

Borrower: Cooperative Republic of Guyana

Executing Agency: Central Housing & Planning Authority
Ministry of Housing and Water

Project Name: Low Income Settlements Programme

Project No.: GY 0052

Loan No.: 1044/SF-GY

Financing:	Source	Amount (US\$)	Expend' to date	%age
	IDB	27.0	19.51	72.2
	GOG	3.0	1.20	40
	Total	30.0	20.71	69

Status:

Disbursing

Financial Terms and Conditions

Amortization Period: 30 Years

First Amortization: 14 – Dec – 2010

Last Amortization: 14 – Dec – 2040

Interest Rate: 1% from 14 Jun
2000 – Jun
2010 and 2% hereafter (14 Jun 2040)

Credit Fees: ½ of 1%
per annum on
undisbursed balance effective from 16
Nov 2000

Approval Date: 17 Nov 1999

Signature Date: 14 Jun 2000

Effective Date: 14 Jun 2000

Eligibility Date: 8 Jan 2001

Current Disbursement Expir' Date: 14 Jun 2005

Revised Disbursement Expir' date: 14 Jun 2007

Execution period: 84 months/ 7 years

Months in Execution from Eff' date: 66

2.1.3 The objective of the programme is to divest serviced, titled land to low-income households. In addition, the programme will serve to:

- Reform standards for land use development approval and titling in order to streamline public and private sector development and;
- Strengthening the CHPA, this will be in the form of technical Assistance for Policy Reform and Institutional Strengthening of CHPA

2.2.0 Project Administration and System Implementation

2.2.1 LIS Departmental Structure

2.2.2 The overall responsibility of the project (LO-1044/SF-GY) rest with the Chief Executive Officer of CHPA. The Programme Coordinator who reports directly to the CEO and supervises a complement of seven staff, which includes a Project Accountant, an Accounts Clerk, two Supervisory Engineers, a Confidential Secretary and five Drivers/Messengers, heads the executing unit. See figure 1 Organizational Chart showing the LIS Departmental Structure.

2.3.0 Changes in staffing details

2.3.1 On the support structure, the accounts clerk resigned, but we were able to contract a new accounts clerk so there were no interruption.

2.3.2 The accounting system for the project is fully computerized using the ACCPAC and IFMAS systems. As shown by the organizational chart, the Project Accountant and the Accounts Clerk carry out the accounting functions of the project. There is a clear segregation of accounting functions with introduction of ACCPAC and IFMAS systems.

2.3.3 The Procurement of Contractors and Consultants follows the established procurement guidelines of the IDB and GOG.

2.3.4 IDB conducted a mission during the month of October 2005. The Main objective of the programme were:

- To review the application of the beneficiary selection system;
- Review progress attained under the institutional strengthening component;
- Review the progress attained concerning infrastructure works.

2.3.5 Civil Works on most projects under phase I of the project have been completed, except for Charity, on which the contractor is placing the last finishing coat. On the other hand, 8 of the 10 projects for stage 11 are underway, with two pending initiation.

2.3.6 The beneficiary selection procedures are being carried out following the guidelines mentioned in the operational manual.

2.3.7 Overall, the mission found that the programme has made significant strides towards achieving its objectives. A final mission is set to take place 8 months before final disbursement.

2.3.8 Status of the Mid Term Benchmarks is given in Annex A and the New Benchmarks are given in Annex B.

2.4.0 State of Execution and Achievement of Objectives

2.4.1 Table 1 – Status of Execution, indicates that for the second semester of 2005, the project achieved a 5.13 percentage points and cumulatively, 67.62 percentage points.

2.4.2 Administration achieved 7.31 percentage points for this semester and cumulatively, 58.33 percentage points.

2.4.3 Direct Cost (Infrastructure) achieved 10.29 percentage points for this semester and cumulatively, 70.48 percentage points.

2.4.4 Technical Assistance achieved 6.65 percentage points for this semester and cumulatively 53.73 percentage points.

2.4.5 Annex A - Logical Framework Status as at December 31, 2005 depicts the state of execution in relation to the project logical framework.

2.5.0 Basic Service Package/Civil Works – Phase 1 Projects

2.5.1 Infrastructure works completed before June 30, 2005

2.5.2 The infrastructure works (construction of roads, drains drainage structures and pure water supply networks) were completed in the following areas: (See Tables 2 & 9)

2.5.2.1 Block 8 Tuschen East and West (2133 lots)

2.5.2.2 Block 12 Non Pariel (416 lots)

2.5.2.3 Block B Best (541 lots)

2.5.2.4 Charity (511 lots)

2.5.2.5 Pomona (224 lots)

2.5.2.6 Anna Regina (181 lots)

2.5.2.7 Block X Diamond (2446 lots)

2.5.2.8 Block Y Golden Grove (1327 lots)

2.5.2.9 Foulis (702 lots)

2.5.2.10 Tract A Good Hope (933 Lots)

2.5.2.11 Hope/Waterloo/Experiment (769 lots)

2.5.2.12 Amelia's Ward (1000 lots)

2.6.0 Infrastructure Works completed between July to December 2005

2.6.1 There were no infrastructure works completed during the second semester of 2005.

2.7.0 Infrastructure Works in progress as at December 31, 2005

2.7.1 Infrastructure Works (construction of roads, drain and drainage structure) have commenced at Four Miles Bartica and is 89% completed.

2.8.0 Basic Service Package/Civil Works – Phase 2 Projects

2.8.1 Infrastructure Works in progress as at December 31, 2005

2.8.2 Infrastructure works (Construction of roads, drains and drainage structures) in the following areas have commenced and are varying stages of construction: (See Tables 3&9)

2.8.2.1 Block A Sophia (647 lots) – 64% Completed

2.8.2.2 Block B Sophia (1328 lots) – 46% Completed

2.8.2.3 Block C Sophia (813 lots) – 60.3% Completed

2.8.2.4 Tuschen North (421 lots) – 64% Completed

2.8.2.5 Zeelugt North (870 lots) – 72% Completed

2.8.2.6 Block 22 Wismar (450 lots) – 47% Completed

2.8.2.7 Williamsburg South, Hampshire South and Belvedere South (950 lots) – 70.5% Completed.

2.8.2.8 Parfaite/Harmonie (1000 lots) – Contract signed, in mobilization stage.

2.8.2.9 Block 1,2,3&4 Kaneville (1260 Lots) – Contract Signed, in mobilization stage

2.8.2.10 Sophia Blk. A, B & C Water - 29% completed

2.9.0 Supervision of Phase II Projects

2.9.1 Supervision of Phase II Projects

2.9.1.1 Zeelugt North, Tuschen North, Blk. 22 Wismar and Kaneville Supervision are part of Design contract signed by SRKN'Gineering.

2.9.1.2 Hampshire South, Williamsburg South and Belvedere South Supervision are part of the Design Contract signed by SRKN'Gineering.

2.9.1.3 Blks. A, B & C Sophia – Supervision of these infrastructure works was signed on January 10,2005 with SRKN'Gineering.

2.9.1.4 Parfaite/Harmonie – In the process of being awarded.

2.10.0 House Lot Allocation

2.10.1 Table 4 shows the status on Allocation, Occupancy, Sanitation Solution and Equity Share for Phase 1 Projects.

2.10.2 Under Phase 1 of the projects, 11,497 house lots will be available for allocation. As at the end of this semester the number of lots available for allocation is **11,183**

2.10.3 The beneficiary selection model was developed and is in used by CHPA.

2.11.0 Occupation of Allocated Lots

2.11.1 The number of house lots that is occupied as at the end of the semester is **6,582** or **60.40** Percentage as shown in table 4.

2.12.0 Sanitary solution

2.12.1 During the semester, approval was given by the IDB to give incentives to allottees that are committed to building septic tanks. This incentive will be done in two parts, firstly, G\$10,000 will be given to those that have partially completed their tanks and the remainder will be given at the completion. These Stages will be verified by the onsite visits by the EHTP Director and an engineer.

2.12.2 The amount of households that is constructed with septic tanks increased to **4,602** or **69.92** Percent, with **1,612** in the Pre LIS Schemes and **2,990** in the New Schemes.

2.12.3 In the new settlements, septic tanks are being used as sanitary solutions. Approval under the Housing Act for all new construction or improvement to an existing home is granted only if sanitary solution is present on the plan.

2.12.4 The EHTP consultancy has incorporated in it's training programme in the pilot schemes sanitary solution, to boost the acceptance by providing technical assistance and self-help. This process is on going and will be incorporated in the training programme of the other LIS schemes.

2.13.0 Household Equity Share

2.13.1 The number of households that have paid in fully for their lots have increased to 8,353 or 76.65 percentage.

2.14.0 Repossession of House lots

2.14.1 A "Policy and Programme on Repossession of House Lots" has been developed by CHPA during January – February of 2004. The objectives of this policy are:

2.14.1.1 Encouraging allottees to commence building their houses within the time stipulated in the agreement of sale

2.14.1.2 Instituting clearly defines measures to repossess and reallocate lots for which payment was not completed and houses were not constructed.

2.14.1.3 Enforcing conditions of allocation in the agreement of Sale as this relates to payments for and occupancy of lots.

2.14.2 Repossession of house lots has commenced in all of the LIS schemes. Table 5 shows the amount of lots that have been repossessed.

2.15.0 Technical Assistance

2.15.1 The project has on board during the semester 3 consultants.

2.16.0 Framework for Government Response to Squatting Consultant.

2.16.1 The contract for this consultancy was signed on May 16, 2002 with Allen Sammy for US\$18,000. At the time of reporting, this consultancy is still in progress.

2.16.2 Status of this consultancy during this semester:

- The consultant prepared an Action Plan based on the Workshops conducted and subsequent feedback.
- The Consultant has completed his consultancy and submitted his final report, which was accepted.

2.17.0 Professional Town Planner

2.17.1 The contract for this consultancy was signed on December 15, 2003 with Dr. Marilyn Morris for US\$7,500 per month. The duration for this consultancy is for two years. The consultant commenced work on January 19, 2004. During the last semester, the consultant negotiated an increase in fees, which was approved by the IDB. The new fee paid to the consultant per month is US\$9,000.

2.17.2 Status of this consultancy during the Semester:

1. Urban Development Plan

The first draft for the urban development plans for Bartica, Linden, Charity, New Amsterdam and Corriverton was completed and submitted to the CEO and the Minister.

2. Preparation of Development Standards

Work continued on the preparation of the draft standards during the month of September.

3. Incremental Standards

Works continued toward the preparation of the Draft proposal for establishing an infrastructure and services maintenance and management framework for LIS and CHPA housing schemes.

4. Strategic Review and Strategic Planning: Institutional Strengthening

5. Organizational Restructuring of T&CPD/CHPA

- a. During the month of June 2005, work continued on the finalization of implementation activities to operationized the new structure of the T&CPD.

6. Performance Management – Proposed Performance Appraisal System

1. The instrument is still under review and it is expected that it will be tested at the end of the April – June Quarter.

2.18.0 Director – Environmental and Homeownership Training Programme

2.18.1 Status of this consultancy during the semester:

Programme Objectives	Planned Outputs	Achievements
<p>(1) To develop and test a model for community involvement using a participatory approach</p>	<ul style="list-style-type: none"> • A model for application using the participatory approach 	<ul style="list-style-type: none"> • CBO functioning within each LIS site. • Meetings of field trainers with CBOs to discuss the importance of citizenry participation to the implementation status of planned projects. • Alternative sessions of director with CBOs on "Negotiation skills: "going with facts not the anger" at the following sites: <ol style="list-style-type: none"> 1. Tuschen (Blk8) 2. Tuschen North 3. Williamsburg south, Belvedere south & Hampshire south 4. Experiment/Hope/Waterloo 5. Crane Best 6. Kaneville 7. Golden Grove • On office discourses between the Director and concern citizens of community development issues: <ol style="list-style-type: none"> 1. Anna Regina 2. Four Miles Bartica 3. Charity 4. Zeelugt North 5. Crane/Best 6. Non Pariel 7. Kaneville 8. Golden Grove 9. Sophia 10. Good Hope 11. Foulis
<p>(2) To empower neighborhoods and stimulate understanding among community members of their participation in decision- making process</p>	<ul style="list-style-type: none"> • Informed and active communities working towards self-sustainability 	<p>Community Members with their CBO in almost all serviced communities striving valiantly to be creative and to use their assets to initiate or enhance activities or projects identified in their Community Development Action Plan, while seeking assistance form external sources</p>

<p>(3) To advise community members of their roles and responsibilities for maintaining their infrastructure</p>	<ul style="list-style-type: none"> Well informed communities that understand and utilize the resources available 	<ul style="list-style-type: none"> Field trainers together with CBO representatives have been using various strategies to follow-up on flyers sent to the various communities in which road construction is in progress to encourage restraint on the part of unscrupulous residents from the roads to build up their yards The practice of stealing road building materials has since ceased in Williamsburg, Hampshire and Belvedere, but has been continuing in various degrees in Sophia Clearing of Roads shoulders and drains by residents, especially in front of their house lots continued in all areas in which roads have been constructed and also in some other where construction was partially progress Fortnightly meetings of community leaders with contractors and engineers were help in areas where road construction was in progress, namely Four Miles Bartica, Tuschen Noth, Zeelugt North, Sophia, Williamsburg South, Hampshire South and Belvedere South
<p>(4) To conduct a training needs assessment to identify the key areas of concern and to create the mechanisms for improving delivery</p>	<ul style="list-style-type: none"> Informed the action that can be used to plan the next phase of development of ongoing training 	<ul style="list-style-type: none"> Field trainers reports on activities and developmental trends relative to each targets site, together with their comments Monthly Train the Trainer Workshop Sessions Purposeful in office conversations with community leaders and influences on a variety of developmental issues
<p>(5) To train members of CBOs in community Leadership Skills and related Matters.</p>	<ul style="list-style-type: none"> Informational materials plus discourses with Filed trainers for transfer of knowledge to strengthen the family and enhance community cohesion 	<ul style="list-style-type: none"> Discussions with Field Trainers on "negotiation Skills: Going with facts not the anger"

	and participation	
(6) To collaborate with other Departments/Units of the CHPA to foster and enhance the community Development Services delivery	Forms of dialoguing and information sharing pertaining to community development issues with senior personnel of the Low Income Housing Project (EU), Low Income Settlements Programme, and the squatter regularizing and Upgrading Departments, etc.	<ul style="list-style-type: none"> Once weekly scheduled administrative dialoguing sessions plus as requested meetings of the Settlements Regularization and upgrading Department.

2.19.0 Computerization of Management and Accounting Systems

2.19.1 No significant progress was made on the outstanding issues.

2.19.2 These issues are:

- G/L Consolidation Module
- Auditing Feature
- Project and Job Costing Module

2.20.0 Compliance with Contractual Clauses

2.20.1 The project is in compliance with all of the contractual clauses. See annex E for details.

Section Iii

3.1.0 Investment Situation

3.1.1 The total cost of the Program is **US\$30Million**; **US\$27Million** corresponds to the Bank's Loan and **US\$3Million** to the local contribution.

3.1.2 Investment for the period January 1 to June 30, 2005, equals to **US\$2,741,230** or 5% of the programme. IDB and GOG contributions were **US\$2,605,407** and **US\$135,823** respectively.

3.1.3 : Accumulatively Investment from Year 1 to December 31, 2005, totaled **US\$19,884,207** or 67.62% of the programme sum. IDB and GOG contributions were **US\$19,259,188** and **US\$625,019** respectively.

3.1.4 Additional details are shown in table - Statement of Investment.

3.2.0 Statement of Disbursement Made and Cash Received

3.2.1 For the period under review, the total sum expended is **US\$2,605,407** while the amount of **US\$2,892,234** was received as disbursement. Interest earned during the period was **US\$6,707** and Bank charges was **US\$710**

3.2.2 See table for Statement of Cash Received and Disbursement Made.

Annex E - Compliance with Contractual Clauses

Ref Sect.	Description	Present Status	Comments
CP SEC 3.01 (a)	Foreign Exchange Account	In compliance	
CP SEC 3.02 (b)	Contract Supervisory Engineers	In compliance	
CP SEC 3.02 (c)	Contract Land Use & Institutional Strengthening Expert; Programme Coordinator	In compliance	
CP SCE 3.02 (d)	Operating Regulations	In compliance	
CP SEC 3.02 (e)	Procurement Measures	In compliance	
OC SEC 3.03 (a)	Private Sector Advisory Committee	In compliance	
OC SEC 3.03 (b)	Mid-term Evaluation	In compliance	
EJ SEC 3.05	Final Disbursement		
CP ART 4.01 (b)	Legal Opinion	In compliance	
CP ART 4.01 (c)	Local Contribution (2002)	In compliance	
CP 4.01 (d)	Initial Report	In compliance	
CP 4.01	Code of Accounts	In compliance	

Ref Sect.	Description	Present Status	Comments
(e)			
CP ART 4.01(f)	Independent Auditors	In compliance	
CP ART 4.02	Eligibility for 1 st Disbursement	Completed	
EJ SEC 4.02 (b)	Maintenance Reports 2000 – 2005	In compliance	
EJ ART 6.04 (b)	Local Contribution (2002)	In compliance	
ART 7.03 (a) (i)	1 st Semester Report 2000	Completed	<i>Completed as one report covering period Jan 2000 to June 2003</i>
EJ ART 7.03 (a) (i)	2 nd Semester Report 2001	Completed	
EJ ART 7.03 (a) (i)	1 st Semester Report 2002	Completed	
EJ ART 7.03 (a) (i)	2 nd Semester Report 2002	Completed	
EJ ART 7.03 (a) (i)	1 st Semester Report 2003	Completed	
EJ ART 7.03 (a) (i)	2 nd Semester Report 2003	Completed	
EJ ART 7.03 (a) (i)	1 st Semester Report 2004	Completed	
EJ ART 7.03 (a) (i)	2 nd Semester Report 2004	Completed	
EJ ART 7.03 (a) (i)	1 st Semester Report 2005	Completed	
EJ ART 7.03 (a) (iii)	Financial Statements 2002	In compliance	
EJ ART 7.03 (a) (iii)	Financial Statements 2003	In compliance	
EJ ART 7.03 (a) (iii)	Financial Statements 2004	Incompliance	

KEY: CP= Previous Conditions; EJ=Execution Clauses; IN=Informal Clauses; EV= Evaluation Clauses
EP= Specific Clauses; EE= Special Stipulations; NG=General Norms; OC= Other Conditions

Cash Received				
	IDB US\$	GOG US\$	Total US\$	
Opening Balance as at June 31, 2004	695,734	135,137	830,871	
Bank Charges	(710)		(710)	
Interest Earned	6,707		6,707	
Other Income		3,674	3,674	
Exchange Rate Gain/Losses	(2,892)		(2,892)	
Replenishment	2,892,234		2,892,234	
GOG Contribution		35,218	35,218	
Total Receipt	3,591,073	174,029	3,765,102	
Disbursement Made				
No.	Investment Category			
1	Administration and Oversight	203,000	54,425	257,425
1.1	Program Execution	10,518	31,457	41,975
1.2	Design & Supervision	192,482	22,968	215,450
1.3	PPF			-
2	Direct Cost	2,248,117	81,398	2,329,515
2.1	Land Divestiture	396,975	81,398	478,373
2.2	Squatting Upgrading	1,828,113	-	1,828,113
2.3	Road Maintenance	23,029		23,029
3	Technical Assistance	154,290		154,290
3.1	Policy Reform			-
3.1.1	Develop. Approv and Land Use			-
3.1.2	EHTP Training Programme			-
3.1.3	Road Maintenance Methods			-
3.1.4	Squatting Upgrading Framework			-
3.1.5	Legislative and Legal Change			-
3.1.6	Support Mortgage Financial Inst			-
3.2	Institutional Strengthening CHPA	154,290		154,290
3.2.1	Programme Coordination	25,711		25,711
3.2.2	Support for Eng. and Supervision	29,140		29,140
3.2.3	Land Use & Inst. Strength Expert.	72,578		72,578
3.2.4	Staff Training	26,861		26,861
3.2.5	Monitoring and Evaluation			-
4	Unallocated Expenses			-
4.1	Contingencies (for Tech. Assist.)			-
Total Expenditure		2,605,407	135,823	2,741,230
Fund Balance		985,666	38,206	1,023,872

LOW INCOME SETTLEMENTS PROGRAMME

STATUS OF PHASE II PROJECTS AS AT DECEMBER 2005

No.	Name of Project	PROGRESS		Total Programme %	REMARKS
		Actual % comp	Planned %		
1	Blk. X Diamond-Roads	100	100	100	Completed
2	Blk. X Diamond-Water	100	100	100	Completed
3	Blk. X Diamond-Macro Drain	100	100	100	Completed
4	Blk. Y Golden Grove-Roads	100	100	100	Completed
5	Blk. Y Golden Grove-Water	100	100	100	Completed
6	Plan. Best-Roads	100	100	100	Completed
7	Plan. Best-Water	100	100	100	Completed
8	Plan. Best-Additional	100	100	100	Completed
9	Non-Pariel-Roads	100	100	100	Completed
10	Non-Pariel-Water	100	100	100	Completed
11	Foulis- Roads	100	100	100	Completed
12	Foulis -Water	100	100	100	Completed
13	Tract A Good -HopeRoads	100	100	100	Completed
14	Tract A Good Hope-Water	100	100	100	Completed
15	Hope/Wat'loo/Exp't-Roads	100	100	100	Completed
16	Hope/Wat'loo/Exp't -Water	100	100	100	Completed
17	Pomona-Roads	100	100	100	Completed
18	Pomona-Water	100	100	100	Completed
19	Anna Regina-Roads	100	100	100	Completed
20	Anna Regina-Water	100	100	100	Completed
21	Charity-Roads	100	100	100	Completed
22	Charity-Water	100	100	100	Completed
23	Amelia's W'd-Roads	100	100	100	Completed
24	Amelia's W'd-Water	100	100	100	Completed
25	Tuschen North	64	100	100	Behind schedule - Signficant amount of Rain fall
26	Zeelugt North	72	100	100	Behind schedule - Signficant amount of Rain fall
27	Blk A Sophia	64	84	100	Behind schedule - Signficant amount of Rain fall
28	Blk B Sophia	46	89	100	Behind schedule - Signficant amount of Rain fall
29	Blk C Sophia	60	90	100	Behind schedule - Signficant amount of Rain fall
30	Blk A, B & C Sophia - Water	29	39	100	Behind schedule - Signficant amount of Rain fall
31	Kaneville	0	0	100	Mobilisation

32	Parfaite / Harmonic	0	0	100	Mobilisation
33	Belvedere South, Williamsburg South & Hampshire South	71	83	100	Behind schedule - Significant amount of Rain fall
34	Blk 22 Wismar	47	100	100	Behind schedule - Significant amount of Rain fall
35	Four-Miles Bart'a-Roads	89	100	100	Behind schedule - Significant amount of Rain fall
	Actual Physical Progress in Percentage			84.06	
	Actual Physical Progress as % of Planned			92.37	
	Actual Physical Progress as % of Total			84.06	