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LIST OF ACRONYMS

BNTF	Basic Needs Trust Fund
CAMA	Computer Assisted Mass Appraisal
CBOs	Community Based Organisations
CDCs	Community Development Councils
CIDA	Canadian International Development Agency
DFID	Department for International Development
GFC	Guyana Forestry Commission
GGMC	Guyana Geology & Mines Commission
GOG	Government of Guyana
IDB	Inter American Development Bank
ILO	International Labour Organisation
LEAP	Linden Economic Advancement Programme (EU)
MCR	Municipal Corporate Review
MGMP	Municipal Governance & Management Programme
MLGRD	Ministry of Local Government & Regional Development
MOH	Ministry of Health
MOHA	Ministry of Home Affairs
MSOs	Municipal Services Officers
NDC	Neighbourhood Democratic Councils
NGOs	Non Governmental Organisations
PAHO	Pan- American Health Organisation
RDOs	Regional Development Officers
RDC	Regional Democratic Councils
REOs	Regional Executive Officers
UDP	Urban Development Programme
UNDP	United Nations Development Programme
UNICEF	United Nations Children's Fund
WHO	World Health Organisation

1.0 EXECUTIVE SUMMARY

The year 2005 will be a memorable one for this country with the heavy January -February rainfall and subsequent floods which had a major impact on the activities of the Ministry and the Regional Administrations, particularly Regions 3,4 and 5. The Ministers, Permanent Secretary and staff of the Ministry were actively engaged in the various aspects of the flood disaster support mechanism. Coupled with this was the late constitution of the Ministerial Tender board and the Regional Tender boards. However, despite these setbacks the Ministry of Local Government & Regional Development managed to complete its work programme.

A number of training programmes were executed during the foregone year which sought to build the capacities of the chairmen and overseers/ assistant overseers of the NDCs and the council and staff of the RDCs, councillors and staff of the municipalities as well as the members of Regional HIV/AIDS committees. These sessions were informative to the facilitators (Ministry staff) as well as the participants.

In 2005 the Ministry implemented some initiatives that were successful, these included: The establishment of an Agency Budget Committee, a National Events Committee, monthly meeting for the Regional Executive Officers and the establishing of a HIV/AIDS Secretariat. These have helped to enhance the performance of the Ministry and the Regions.

The Regional Development Officers have made tremendous contributions to the Regional Administrations and the Neighbourhood Democratic Councils by providing the required support and guidance to these entities.

The Ministry will continue to support the Urban Development Programme, the Solid Waste Programme and the Rating Appeals Panel.

With the commitment of the Ministers, the Permanent Secretary and staff, this Ministry will continue to greater efficiency.



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Seewchan

Permanent Secretary (ag)

Ministry of Local Government

& Regional Development

June 2006

2.0 MISSION STATEMENT

The mission of the Ministry of Local Government and Regional Development is to supervise and maintain the legal regulatory framework of the system of local and regional administration and to encourage and facilitate the socio economic development of all the administrative regions in Guyana.

For this purpose the Ministry supports the development of local governance by building Local Government capacity, and maintaining an appropriate legislative, fiscal and regulatory framework for local governance.

Our guiding principles are to promote participation and accountability at all Local Government levels to their constituents; to promote and support a partnership between national and Local Government and civil society, while maintaining a high degree of professionalism, effectiveness, efficiency and equity.

3.0 ORGANISATION AND MANAGEMENT

The work of the Ministry is addressed through three programmes: Main Office, Ministry Administration and Regional Development.

The objectives are as follows: **Main Office** ensures the successful implementation of the Government/Ministry's plans, policies and programmes in accordance with good governance, facilitating infrastructure and human resource development in the Regions.

Ministry Administration provides effective administrative and accounting services; promotes and coordinates career development within the Ministry; and supports human resource development efforts generic to Regional Democratic Councils.

Regional Development monitors the development of the Regions, Neighbourhood Democratic Councils and Municipalities through the promotion of good governance, facilitating infrastructure and training.

These are further subdivided into sub-programmes, namely:

Programme 1: Main Office

Sub Programmes:

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

Programme 2 Ministry Administration

Sub Programmes:

- General Administration
- Central Accounting

Programme 3 Regional Development

Sub Programmes:

- Local Government
- Planning and Training

4.0 OVERVIEW OF THE MINISTRY

Since 1996 the Ministry of Local Government and Regional Development was mandated to supervise and maintain the legal and regulatory framework for the systems of Regional and Local Administration and to encourage, coordinate, and facilitate the socioeconomic development of the ten (10) Administrative Regions.

For 2005 the Ministry's areas of focus were:

- Coordinate, administer and manage the overall activities and functions of the central Ministry.
- Articulate and disseminate national policies that are to be implemented by the regional administration.
- Coordinate the activities of the various regional administrations so as to ensure that national policy positions are pursued and objectives are realised.
- Give technical advice and guidance to the Regional Administrations, Neighbourhood Democratic Councils and the Municipalities in the discharge of their statutory functions.
- Formulate and coordinate programmes to develop and monitor the Community Development Councils.
- Ensure financial practices in all tiers of local government are in accordance with the Financial Management and Accountability Act.

- Facilitate economic, social and cultural development in the ten regions through the coordination of rehabilitation and upgrading of drainage and irrigation, roads, bridges, power generation and other infrastructural works.
- Execute the Urban Development Project and successful completion of deliverables in the institutional strengthening and valuation reform components of the project.
- Facilitate the Solid Waste Management programme at all levels including the construction of the state-of-the-art facility at Haags Bosch.
- Serve as liaison between other sector Ministries and the regional administrations.

5.0 HUMAN RESOURCE MANAGEMENT

For the period under review staffing in the Ministry continued to be challenging due mainly to staff attrition especially in Programme 2. Despite this, the officers and staff remained committed to ensuring that the Ministry achieves its objectives.

In 2005, three Typist Clerks, a driver and an Office Assistant were recruited under Programme 2 and two Regional Development Officers in Programme 3. Two staff members were promoted, six received pensionable status and another became a recipient of an acting allowance. There were also one resignation, one transfer and two dismissals.

The Ministry has also recognized the need for staff development, consequently seven staff members attended training programmes offered by the Training Division of the Public Service Ministry. These programmes were in the areas of Secretarial Practice, Human Resource Development, Typing and Writing techniques and English Language for the Office. An in house session was also held with the Registry staff to help to improve accuracy and efficiency. Additionally, staff participated in a number of training activities, workshops and seminars that enhanced their capabilities and widened their points of view.

6.0 MAJOR ACHIEVEMENTS IN 2005

6.1 URBAN DEVELOPMENT PROGRAMME

PRSP OBJECTIVE:

Support institutional reforms to improve the efficiency and effectiveness of Municipalities.

The UDP has two major components: (i) technical assistance and institutional strengthening of; the six municipalities, the Ministry of Local Government and Regional Development and the Valuation Division, Ministry of Finance. At the municipal level, this component will finance the technical assistance and training for improving municipal financial management and planning, modernizing local government administrative procedures and developing own-source revenues. At the central level, it will be used for: strengthening capacities that directly affect local government revenues and autonomy, specifically property tax reform; developing appropriate transfer mechanisms; strengthening Ministry of Local Government and Regional Development (MLG&RD); and finally, strengthening the Project Executing Unit (PEU) within MLG&RD.

(ii) Investments in infrastructure and services in the urban centers. It will finance: rehabilitation of municipal roads and drains, reconstruction of commercial municipal facilities such as markets, abattoirs and wharves; rehabilitation of street lighting; and upgrading of municipal government buildings.

PROGRAMME EXECUTION

The Ministry of Local Government and Regional Development through the Project Executing Unit executes the Urban Development Programme. The overall policy and management decisions of the PEU rest with the Minister of Local Government and Regional Development or his delegate, the Permanent Secretary.

However, the PEU, which is supervised by the Project Coordinator, is responsible for the day-to-day implementation and administration of the Programme.

6.1.1 Infrastructure Component 2005

- 100% of Phase 1 Stage 1 Civil Works contracted and initiated
- 100% of Phase 1 Stage 2 Civil Works completed

Phase 1 Stage 2 Civil Works

- Rehabilitation of roads and drains, Corriverton and Rose Hall
- Rehabilitation of roads and drains, New Amsterdam
- Rehabilitation of roads and drains, Georgetown

Projects under Phase 2 Civil Works

- Lot 1(a) Rehabilitation of Corriverton # 79 Market
- Lot 1(b) Rehabilitation of New Amsterdam Market and Town Hall
- Lot 2 Rehabilitation of roads and drains, Corriverton and Rose Hall
- Lot 3 Rehabilitation of Wismar Market and Linden Town Hall
- Lot 4 Rehabilitation of Bush Lot Market, Anna Regina
- Lot 5(a) Rehabilitation of roads and drains, New Amsterdam
- Lot 5 (b) Rehabilitation of roads and drains, New Amsterdam
- Lot 6 (a) Rehabilitation of Upper Greenheart Purpleheart Streets, Linden
- Lot 6(b) Rehabilitation of roads and drains, Anna Regina
- Lot 9 Rehabilitation of Mackenzie Market
- Lot 10 Rehabilitation of emergency roads and drains, Georgetown.

6.1.2 Institutional Strengthening

- Municipal Governments fully using tools provided by the PEU (the Municipal Corporate Review)
- Revised 28:01 and 28:04 passed by Parliament and sanctioned by the President.
- Budgets prepared in accordance with the Business Plans.
- The Municipal Services Division staffed and continued to work with the municipalities according to new procedures and policies.

6.1.3 Tax Reform Component:

- Minister of Finance order to allow the PEU to have access to the records of the Valuation Division, and to sign off on the Valuation Roll
- The reviewed 28:04 law on the valuation mode submitted to Cabinet.
- Detailed proposal on new valuation system prepared and submitted to Cabinet.
- The CAMA system: the PEU contracted the software providers, ARC Inc. to complete the localization and implementation of the CAMA, train PEU personnel and provide facilities for better management of the PEU's data base.
- Field collection exercise was completed in Georgetown and Linden. The information is currently being processed for entry into the rudimentary computerized system developed by the PEU.
- Tax collection increased for all towns by 20% average with respect to Budget 2004 database.
- With the extension of the UDP until December 2006 an action plan for completing the tasks of the institutional component with the assistance of FCM was developed and a contract drawn up and executed.

6.2 SOLID WASTE MANAGEMENT

PRSP POLICY AREA:

Improve infrastructure to support growth and development.

The collection and proper disposal of solid waste continue to present a challenge to the local government bodies. The following was accomplished for the period in review: -

- Completion of works to the temporary landfill at Mandela. All the prescribed rules and regulations governing the daily operation at this site continue to be adhered to.
- A temporary landfill site was identified at Lusignan, East Coast Demerara to assist with the management of solid waste, especially easing the burden on the Mandela site and all the necessary permits were granted. It is anticipated that this facility will become operationalised in 2006.
- The Ministry is currently awaiting the final approval from the IBD board in the United States of America for the loan in relation to the development of the Haags Bosch site, east of Eccles.

6.3 RATING APPEALS PANEL

PRSP Objective
Support capacity building and promote good governance

The Rating Appeals Panel of Georgetown was established on February 1, 2002, under the Valuation for Rating Purposes Act, Chap. 28:04. Its main objective is to provide a forum where differences in property tax assessment between the ratepayer and the Chief Valuation Officer can be settled. The life of the previous Panel was expired and a new Panel was reconstituted on December 7th, 2005 by the Hon. Minister Clinton Collymore under the chairmanship of Mr. Moenudin Mc Doom, Attorney-at-Law. The other members are:

Mr. Patrick Dial	Guyana Consumers Association
Ms. Rautee Persaud	Ministry of Local Government
Mr. Enrique Monize	Guyana Lands & Surveys Commission
Mrs. Marcelle Linton	Assistant Town Planner, CH&PA
A Nominee from City Hall	
A Nominee from Private Sector Commission	

PROPERTY VALUATION

The Urban Development Programme has a component that focuses on the modernization of the property tax system and a comprehensive revaluation of the properties in the six municipalities so as to improve their revenue bases. This process is ongoing, since the new valuation list for Georgetown was not completed for the year in review. This has severely hindered the Panel's ability to execute its mandate, as such, no appeals were addressed in 2005.

6.4 TRAINING

PRSP Objective

Support capacity building and promote good governance

The Ministry of Local Government & Regional Development has recognized that whilst much was done to bring local government issues to the fore, more needed to be done to enhance the efficiency and quality of service that local government entities provide.

Thus for 2005 the Ministry had targeted specific areas of weaknesses in the various councils with a view towards building their capacities. Below is an overview of the training interventions that were undertaken.

6.4.1 Regional Democratic Councils

The session for the Regional Democratic Councils targeted the Regional Chairmen, Vice Chairmen, REOs and senior functionaries of the Regional Administrations to sensitize them on the Fiscal Management and Accountability Act, the Procurement Act and the roles and functions of the standing committees of the Regional Democratic Councils. Additionally discussions were held with the Department Heads of the Regional Administrations to develop strategies to help them to maximize their efficiency.

6.4.2 Neighbourhood Democratic Councils

Training programme on financial management and administration was held from July 14 - September 9, 2005 in the Regions. This activity was in collaboration with the Audit Office, the Accountant General and the Ministry. The objectives were:

- To improve the financial administration of the NDCs
- To acquaint participants of the processes in the preparation of annual financial statements

- To establish guidelines on personnel matters
- To make participants knowledgeable of the concepts of community development

While the training programme targeted the chairmen, vice-chairmen, overseers and assistant overseers, officers from the municipalities in Region # 6 also benefited. Additionally assessment visits were made in November to verify the progress on the implementation of recommendations that were made at the training and the impact of the training.

6.4.3 Municipalities

2005 was a very successful year for both the municipal councils and the Municipal Service Division of the Ministry. For the first time five municipalities presented their budgets in the new standardized format to the Hon. Minister Nokta at a budget hearing in the Ministry in keeping with the legal requirements. This feat was attained through the commitment of the officers of the municipalities, the UDP and the MSOs.

The municipalities also benefited from training programmes implemented by the UDP and the Municipal Governance and Management Programme. Residents of Corriverton and Rose Hall were informed of the taxation process as a result of the new tax roll to be implemented.

6.5 MINISTERIAL HIV/AIDS PROGRAMME

PRSP Objective

Strengthen HIV/AIDS awareness and education

In 2003, the World Bank approved the Multi-country HIV/AIDS Prevention and Control Adaptable Programme Lending (APL) to support the Caribbean Regional Strategic Plan of Action for HIV/AIDS. Under this programme support is provided to individual country's National HIV/AIDS National Strategic Plans which are based on the Caribbean Regional Strategic Plan. Guyana is supported through the Guyana HIV/AIDS Prevention and Control Project which was launched in March 2005.

The objective of this project is to slow the spread of HIV infection and the effects of AIDS, through prevention and care activities. The project is divided into three components:

- ✓ Institutional Capacity Strengthening, monitoring, evaluation and research.
- ✓ Scaling up HIV/AIDS response by Line Ministries, civil society organisations and the Private Sector.
- ✓ Expanding Health Sector Prevention, Treatment and Care services for HIV/AIDS.

There are seven Line Ministries that are currently participating in the second component of the project, namely:

- Agriculture
- Amerindian Affairs
- Culture, Youth & Sports
- Education
- Labour, Human Services & Social Security
- Home Affairs
- Local Government & Regional Development (Awareness programmes)

Each Line Ministry prepared a six month work plan in 2005 due to a late start in the country's programme.

The sum of 4.4 million was approved for this Ministry to carry out its work plan. However, only 50% of that allocation was received. The following activities were completed:

- * Establishment of an Office
- * Establishment of Regional Committees on HIV/AIDS in Regions 2 - 6 and 8.
These committees will coordinate all HIV/IDS activities in the Region and will ensure that the target groups for each intervention are invited. These comprise of not more than ten members each with the Regional Executive Officer being the chairman.
- * Familiarization of Work Place Policy on HIV/AIDS. One session was held. This will be continued in 2006.
- * Conduct six workshops in each of the identified Regions and at central ministry. A training of trainers' workshop was conducted for members of the Ministerial Committee on HIV/AIDS and four other staff of the Ministry. Topics covered were:
 - Overview of HIV/AIDS
 - Sexually Transmitted Infections
 - Voluntary Counseling and Testing
 - Prevention of Mother to Child Transmission
 - Stigma and Discrimination
 - HIV/AIDS and the Work place.

At the regional level one day sessions were held for the Regional HIV/AIDS committee members and the staff of the Regional Administrations. Topics covered were:

- Overview of HIV/AIDS
- HIV/AIDS and the Work place.
- Stigma and Discrimination

The Focal Point's major constraints were the late approval of work plans by the technical committee and the late disbursement of funds (September 30) by the Health Sector Development Unit. Despite these challenges the programme of activities was completed.

6.6 LOCAL GOVERNMENT

PRSP Objective

Institutional strengthening and the promotion of good governance.

6.6.1 SUBVENTION GRANT 2005

The Ministry liaised with the State Planning Secretariat, Ministry of Finance to deal with the programmes submitted by the Neighbourhood Councils and Municipalities. Visits were made to have discussions with the Neighbourhood Democratic Councils in Region 2, 3, 4, 5 and 6.

Because funds had to be expended by the end of the year, the rate of Subvention spending was monitored through status (progress) reports submitted by the Regional Administrations since the release of the funds for the payment of work done or purchases was done by the Regional Administration.

Breakdown:

- 65 Neighbourhood Democratic Council received \$ 3 million each

- Georgetown \$ 16 M
- Linden \$ 10 M
- New Amsterdam \$ 9 M
- Corriverton \$ 7 M
- Rose Hall \$ 7 M
- Anna Regina \$7 M

The subvention grant is given to do developmental works by the councils. These include rehabilitation of streets and bridges, weeding and cleaning of drains, trenches, dams and parapets and the rehabilitation/construction of culverts etc.

6.6.2 COMPLAINTS AND INVESTIGATIONS

The overall supervision of the Neighbourhood Democratic Councils is the responsibility of the Minister within the Ministry of Local Government and it was necessary for issues to be dealt with by him or brought to his attention. Investigations are at times required before a decision to resolve a matter is arrived at. Complaints also emanated from persons dissatisfied with the functioning or service rendered to their communities by the Local Government Councils and these were investigated to bring resolution.

6.6.3 INQUIRIES AND INTERIM MANAGEMENT COMMITTEES

Due to the delay in holding Local Government Elections the complement of councillors in some councils declined due to death, migration, or persons not being interested. This has caused the work of these councils to be hampered to the extent that citizens in their respective areas requested Interim Management Committees to replace existing councils. Inquiries were conducted into the following Neighbourhood Democratic Councils:- Kilcoy / Hampshire and Malgre Tout / Meer Zorgen while Interim Management Committees were installed at Rose Hall Town Council, Tuschen / Uitvlugt NDC and Kilcoy / Hampshire NDC.

6.7 REGIONAL DEVELOPMENT

The year 2005 posed a number of setbacks to the Regional Administrations, notably the heavy rainfall in January - February and the resulting floods, the high acquisition cost for fuel, shortage of building and construction materials and the late constitution of the Regional Procurement and Tender Administration Boards. However, despite these challenges the work programmes were achieved.

6.7.1 REPORTS ON REGIONS - 2005

REGIONS #1-BARIMA/WAINI

In 2005, Region 1 expended \$614.640 million dollars with infrastructural development accounting for 53% of the total budget. It is the priority of the Region's Development programme.

Some major projects completed were:

1. Construction of bridges at Wauna and at Kumaka junction.
2. Construction of Health huts at St. Anselm, Canal Bank and Lower Kariabo.
3. Construction of teacher's quarters at Kamawatta-Mabaruma, Four Miles - Port Kaituma and Hotkawai.
4. Extension of dormitories at the North West and Santa Rosa Secondary schools.
5. Construction of roads from Matthew's Ridge to Baramita, Citrus Grove to Port Kaituma school road.
6. Rehabilitation of roads from Tobago Hill to Wauna.
7. Rehabilitation of the roads network in the Matthew's Ridge-Arakaka, Port Kaituma area.

The Administration also developed the Agriculture sector along with the purchasing of furniture & equipment in all areas including health, administration and education, which represented 15% of the capital budget.