

Guyana Lands and Surveys Commission



Annual Report 2010

Office of the Commissioner
Guyana Lands and Surveys Commission
22 Upper Hadfield Street
Durban Backlands
GEORGETOWN

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EXECUTIVE SUMMARY

In 2010, the Guyana Lands and Surveys Commission continued to make progress in implementation of the Work Programme and execution of two (2) foreign funded projects, with full support from its employees at its Head Office and Regional Offices.

The Commission continued to open lands for development and this increased the need for inspections, occupation surveys, surveying and demarcation of boundaries and processing of applications. In Addition, there was an increased need for dispute resolution and legal representation of the Commission and its clients.

The Land Administration Division of the Commission continued to update stock-sheets of Public Lands to identify available lands for leasing and to monitor the application process accurately. The Division made significant progress towards updating the Stock Plans and has reconstructed new plans using Geographic Information System techniques. The Intermediate Savannahs and parts of Region 10 have also been completed in addition to areas in Region 3, Hog Island and parts of the Right Bank Essequibo River. The Commission received the most applications from Region 4 followed by Region 9 and Region 2.

The Surveys Division provided surveying services specifically at Long Creek, Yarowkabra, Kuru Kururu and Timehri, Warapana, Onderneeming and Siriki in addition to completion of seven (7) Amerindian Surveys. The Section continued to correct, certify and provide copies of Plans.

The Land Information and Mapping Division continued to update its digital data by digitizing the coastal mapsheets and completed georeferencing of the 1:50,000 scanned maps to WGS84. The Division improved hardware and upgraded IT infrastructure.

There were major challenges such as squatting on public lands which remains a major issue and lessees to pay outstanding rents. There is a high demand for land in Region 1 particularly in the Waterfront area due to the gold rush and exploration of manganese.

(Provide analysis of the financial situation of the Commission in 2009)

The Commission executed the Capacity Development and Mainstreaming for Sustainable Land Management (SLM) Project for a third year phase. The major achievements included an Early Warning System Study and launching of an essay, art and photography national competition in Primary and Secondary Schools.

The Commission commenced execution of the Development of Land Use Planning Project. The Contract was signed in December, 2009 and the four (4) Key Experts commenced work in the areas of National Land Use and Regional Land Use Planning, Geographic Information System and database development. The procurement of short-term experts and supplies including vehicles also commenced after the consultants prepared their Inception Report.

The significant work undertaken during 2010 is indicative of the demand for the Commission's services which were greater than expected. As the Commission receives requests for surveying, leases, mapping services and products, it is expected that the work load will increase beyond its current resources. The Work Programme for 2011 is expected to be increasingly challenging with limited resources and greater demand for surveys, land administration, mapping and requests for information and equipment.

1:0 THE GUYANA LANDS AND SURVEYS COMMISSION

1:1 MISSION OF THE GL&SC

The Mission of the Guyana Lands & Surveys Commission (GL&SC) is *to effectively and efficiently administer lands for the benefits of our clients and national development.*

1:2 VISSION OF THE GL&SC

By the year 2012, Guyana Lands and Surveys Commission will become a self-sustaining organization through a team of professional and motivated staff, using appropriate technology to deliver quality services to clients, provides decision support for effective land management, policy and planning and ensure access to land by all, thus contributing to poverty alleviation and national development.

1:3 GUYANA LANDS AND SURVEYS COMMISSION ACT No 15 of 1999

On June 1, 2001, the **Guyana Lands and Surveys Commission** Act No. 15 of 1999 was assented to. This legislation comprehensively addresses the areas of management, sustainable use of all resources and established the Guyana Lands and Surveys Commission (GL&SC). The GL&SC Act mandates the Commission to have charge and act as guardian over all public lands, rivers and creeks of Guyana.

The Lands and Surveys Department was under the Ministry of Agriculture. However, after the passing of the GL&SC Act, the GL&SC did not become fully operational until June 1, 2001

1:4 FUNCTIONS OF THE GL&SC

The overall functions of the Guyana Lands and Surveys Commission are clearly stated in the GL&SC Act, Part II 4 (1). Included among the functions are:

- To have charge of and act as guardian over all public lands, rivers and creeks of Guyana;
- To execute or cause to be executed geodetic, topographic, hydrographic and cadastral surveys in relation to the land and water resources of Guyana;
- To prepare and publish maps and charts of Guyana or parts thereof;
- To check, approve, record and, where required, certify all land surveys carried out in relation to any land in Guyana;
- To collect and account for all purchases, monies and rents, payable in relation to the sale or lease of public lands, and such rates, taxes, fees, fines and charges as the Minister may direct or as may be prescribed by law;

- To administer and enforce all laws relating to public lands and land surveys.

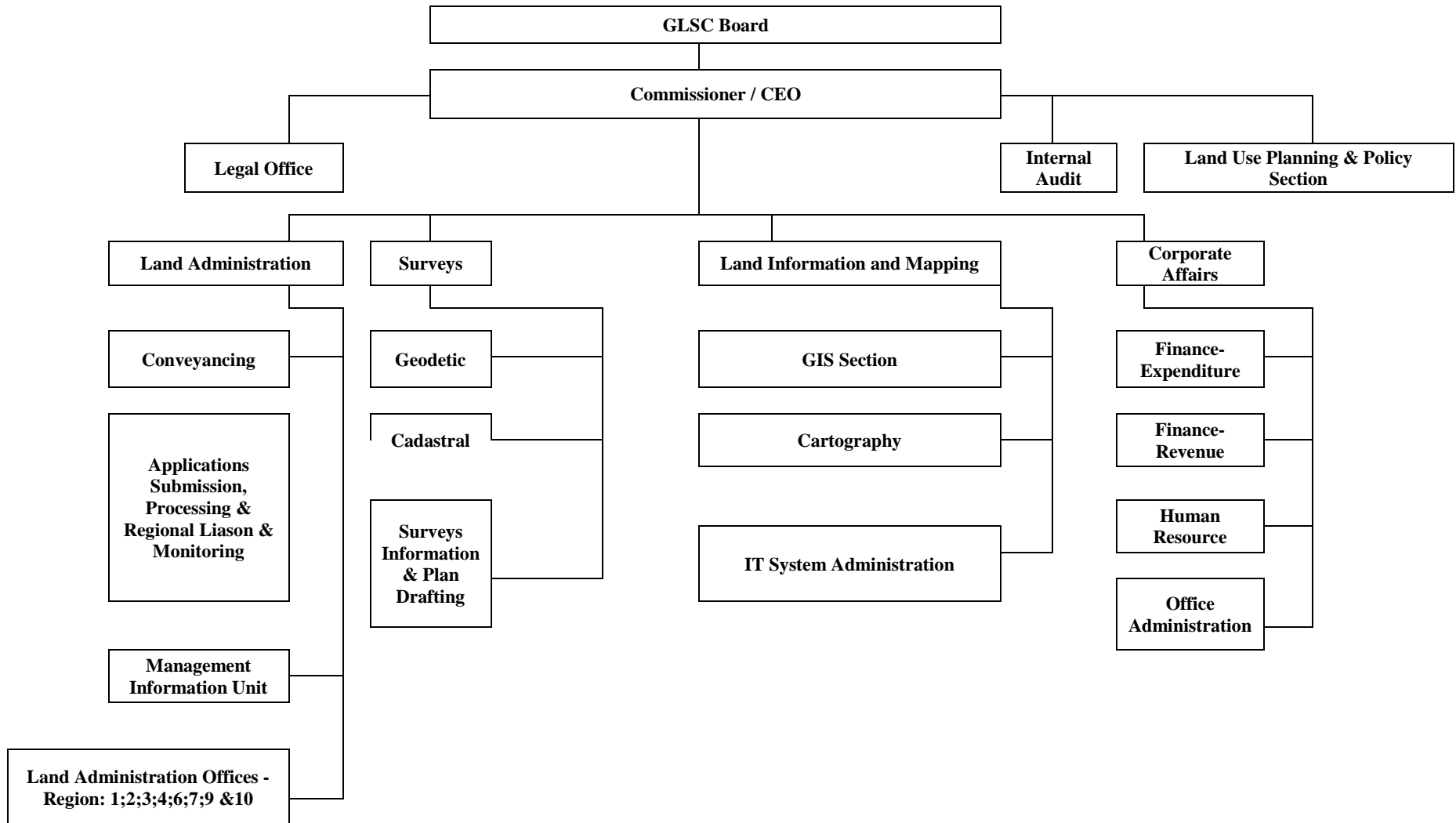
The Commission's regulatory function gives it the responsibility to monitor and enforce the GL&SC Act.

1.5 Organisational Structure of the Guyana Lands and Surveys Commission

In brief, the GL&SC is a governmental institution responsible, inter alia, for advising the Government on Land Policies, management of State and Government lands, issuance of land titles and leases, provision of support for land use development, collection of land rents and all land management related fees. GL&SC is a semi-autonomous agency under the Office of the President, established by an Act of Parliament. The Management of the Commission through the Commissioner reports monthly to a Board consisting of a Chairman and thirteen (13) members. The estimated number of staff employed annually by the Commission is one hundred and eighty (180). The operational activities of Guyana Lands and Surveys Commission are being carried out by three main Divisions. These are as follows: Surveys, Land Administration and Land Information and Mapping. There is also a General Administrative Division which provides support and control, as well as the Office of the Commissioner. There are also ten (10) Regional Sub-Offices which execute de-centralised operational functions of the Commission.

The Organisational Structure of Guyana Lands and Survey Commission is included below

Guyana Lands and Surveys Commission Organization Structure



2:0 Office of the Commissioner

The Office of the Commissioner comprises three Sections. These include the Land Use Policy and Planning, Legal and Audit Sections.

Land Use Policy and Planning Section Report for 2010

The Land Use Policy and Planning Section made significant progress in 2010 in the Development of Land Use Planning Project, the Capacity Development and Mainstreaming for Sustainable Land Management (SLM) Project and continued to provide support to the Guyana Lands and Surveys Commission (GLSC), stakeholders and clients.

Within the GLSC, the Land Use Planning and Policy Section is responsible for preparing Regional Land Use Plans, provides spatial and non-spatial data, and information from land use plans to the Commission stakeholders and clients, and coordinating activities of the Capacity Development and Mainstreaming for Sustainable Land Management and Development of Land Use Planning Projects.

The Section continued to provide data, information and thematic maps from the four land use plans to GLSC's Regional Offices, prospective investors, Governmental Agencies and Researchers.

Activities

A one week Training Workshop held by the United Nations Convention to Combat Desertification (UNCCD) and Global Mechanism, and facilitated by the Caribbean Environmental Health Institute (CEHI) was attended by the Senior Land Use Planner. The aim of the Workshop was to present and train each country's representative to prepare its fourth National Report to UNCCD using a Performance Review and Appraisal of the Implementation System (PRAIS). During the Workshop, PRAIS was presented and used as an online portal to enter sample information by the participants. There is a budgeted amount to assist the completion of the fourth report and also to support review before submission by Government of Guyana.

Maps requested by Stakeholders:-

Various maps were requested by stakeholders and sold to Clients of the Commission. Some of the maps provided were:-

- Present Land Use
- Transport Infrastructure
- Soil capability
- Soil types
- Land Tenure
- Base data
- Areas prone to Flooding
- Schools
- Other Social Facilities

- Health Facilities

Focal Point Activities to the UNCCD

The Commissioner was provided with a copy of the United Nations Convention to Combat Desertification (UNCCD) Performance Review and Assessment of Implementation System (PRAIS) off-line templates. Funding was received from the United Nations Convention to Combat Desertification (UNCCD) to assist in the completion of Guyana's Fourth Report. This funding would support the procurement of office supplies, transportation, and review to complete the draft Report for submission to UNCCD. The Fourth Report was completed and submitted using the off-line template provided by UNCCD.

Project Activities

The Project activities completed in 2010 are listed below.

Development of Land Use Planning Project:-

Support to the Contract of Services for DLUPP:-

- Four employees evaluated the applications for the Service Contract under the Development of Land Use Planning Project.

Award of Contract of Services for the DLUPP:-

- Following Cabinet Approval on the 24th November, the Contract Agreement was signed between the Government of Guyana and the European Commission in December, 2009 to commence the Project.

Sustainable Land Management (SLM) Project Report:-

2.1.5 Project Summary

The Capacity Development and Mainstreaming of Sustainable Land Management (SLM) Project document was signed on the 1st February, 2008. The overall goal of this Project is to contribute to the maintaining and enhancing of ecosystem health, integrity, stability, and functions by strengthening the enabling environment for Sustainable Land Management (SLM) at the institutional and systemic levels through increased and enhanced national capacity to respond to issues related to SLM.

The Project's objective is to establish an enabling environment through a participatory process of capacity building; mainstreaming of SLM into national development strategies and processes; broad stakeholder participation and resource allocation for SLM. The key outcomes are domestic sustainable land management capacities developed at the national and local levels,

mainstreaming and harmonization of SLM into national strategies and policies and investment planning and resource mobilization of SLM for implementation of SLM.

Sustainable Land Management (SLM) Project Report:-

Early Warning System Study:-

- The Situation Analysis Report for the Early Warning System Study, and a Training Workshop on Early Warning System was completed on the 7th and 8th January, 2010. During the training, four (4) modules were presented, Monitoring and Warning, Knowledge (Risk & Response), Response and Communication and Dissemination. The Reference resources and a Training Resource Handbook were also submitted.
- The Final Report on Appropriate Early Warning Systems in Guyana prepared after the Consultants held a Stakeholder Consultation Workshop with stakeholders.
- A digital copy of all the deliverables of the Early Warning System Study was disseminated to stakeholders who participated in this Study.

Public Awareness for SLM Project:-

- The Launching of the Essay, Art and Photography Competitions occurred on the 8th January, 2010 with the support of the United Nations Children's Fund (UNICEF), the United Nations Development Programme, the Environmental Protection Agency, Ministry of Education and the media who covered the launching in the newspaper and as a news item.
- Copies of "The School where the Magic Tree grows" and "There is no rub big enough to sweep the desert under" were distributed to Primary and Secondary Schools to assist the Schools in preparing submissions for the Essay, Art and Photography Competitions.
- The SLM Project will provide a high-end computer and printer to the Education, Information and Training Division of the Environmental Protection Agency (EPA) in order to support its the development and printing of educational materials on the environment and environmental management to distribute during public awareness and out-reach activities to the general public and schools.
- The Commission has received contracted a Project Assistant to support logistical arrangements for the presentations of prizes to twelve Winners, their Classmates and Schools of the School based competitions.

Status of the Identification of Incentives to stimulate investment in Sustainable Land Management, the Medium Term Investment Plan and the Funding Needs Assessment Consultancies.

- The Terms of Reference (TOR) were finalized and UNDP approved our request to advertise for all three (3) consultancies in one TOR. The Consultancies were continuously re-advertised due to the lack of applications from suitably qualified consultants / Firms.

Status of SLM Pilot Site Project

- The Guyana Geology and Mines Commission indicated formal agreement to collaborate with the SLM Project to support the land reclamation demonstration activity for miners and communities in Arakaka area, Region 1. The SLM Project would provide funding for a Plant Nursery which would provide plants or forested specie to reforest reclaimed mined areas. A Memorandum of Agreement was signed by the two Commissioners to formalize the arrangement of the land reclamation activity in three (3) phases.

2:2 LEGAL SECTION

The Legal Section is a very small Section within the Commission. At the End of 2010 it was staffed by two employees; the Corporate Secretary/Legal Officer who has responsibilities as Secretary to the Board of Directors and a Word Processor. The Legal Section's main responsibilities include the provision of corporate secretarial services to the Board of Directors and the Management of the Commission, providing support services and giving of legal advice to the Board of Directors and all Divisions of the Commission. The Section is also responsible for officiating at Arbitration and Mediation hearings offered by the Commission and overlooking the representation of the Commission before the Courts of Law in Guyana. The latter function, it should be noted, was assumed by the Corporate Secretary/Legal Officer in April 2009 in relation to new cases filed against the Guyana Lands and Surveys Commission.

During the year 2010, the Legal Section was able to meet all of its targets and in some cases surpassed target levels, as is illustrated in the table below. The Section also engaged in a number of activities that were outside of its Work Programme. Those initiatives allowed for exposure of staff within the Legal Section to a number of lands, surveying and organizational issues that affect the Commission on a regular basis. Listed below in Table 1 are some of the Section's achievements.

Throughout 2010, the challenge of the Section continued to be one of staffing and transportation. The Legal Section was not adequately staffed to take care of all the legal needs of the Commission. Moreover, the Section constantly faced the difficulty of not having transportation readily available to respond to Court Notices and to make court appearances in a timely manner. This oftentimes, caused delays in the resolution of some matters before the Courts and in some cases, judgments were made against the interest of the Commission because of inadequate representation or no representation. It is hoped that some of these difficulties would be alleviated

in	the	New	Year.
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Table 1 Showing Legal Section Outputs

ITEM	ACTIVITIES	WORK PLANNED FOR THE MONTH	WORK COMPLETED	% ACHIEVED	REMARKS
1	Arrange & Conduct Mediation Hearings	31	29	93.4%	
2	Update Status: Report of cases in Court	ONGOING	see report attached	-	
3	Consultation with Attorney General Chambers to provide information	ONGOING	22	100%	Obtain advise on how to proceed with GL&SC matters
4	Prepare Legal Opinions/Give Routine Legal Advise on GL&SC Matters	208	208	100%	Done on request
5	Arrange Management Meeting and Record Minutes	12	12	100%	
6	Arrange Board Meetings and Record Minutes	12	12	100%	
7	Arrange Tender Committee Meetings and record Minutes	3	3	100%	Meetings arranged on request
8	Prepare Contracts	22	22	100%	Prepared upon request.
9	Entries to Mortgage Register	10	10	100%	
10	Clients attended	256	256	100%	
11	Outgoing Correspondence on various matters (Internal and External)	239	239	100%	
12	Staff Disciplinary Meetings attended	5	5	100%	
13	Appearances to represent GL&SC in court matters	20	22	110%	

LEGAL SECTION REPORT:

The matrix below outlines activities completed by the Legal Section over the reporting period.

ITEM	ACTIVITIES	WORK PLANNED	WORK COMPLETED	% ACHIEVED	REMARKS
1	Arrange & Conduct Mediation Hearings	23	23	100	
2	Update Status: Report of cases in Court	1	1	100	
3	Prepare Legal Opinions/Give Routine Legal Advise on GL&SC Matters	274	274	100	Done on request
4	Arrange Management Meeting and Record Minutes	12	12	100	
5	Arrange Board Meeting and Record Minutes	13	13	108	
6	Arrange Tender Committee Meetings and record Minutes	2	2	100	
7	Prepare Contracts	7	7	100	Prepared upon request.
8	Entries to Mortgage Register	70	70	100	
9	Clients attended	250	250	100	
10	Outgoing Correspondence on various matters (Internal and External)	123	123	100	
11	Appearances to Represent GL&SC in court matters	41	41	100	
12	Staff Disciplinary Meetings attended	5	5	100	

2:3 AUDIT SECTION

- The Internal Audit Office was established under the Guyana Lands and Surveys Commission Act, 1999, when the then Lands and Surveys Department came into existence on the 1st June, 2001.
- The Internal Audit Office functions as a Support Unit of the Division of the Office of the Commissioner. The main function of the Internal Audit Office is to conduct general internal audit on all financial transactions, processes and procedures in the Corporate Affairs (Finance and Human Resources), Land Administration, Surveys and the Land Information and Mapping Divisions of the Commission at Head Office and all Regional Offices in Regions 1, 2, 3, 4, 6, 7, 9 and 10.
- The discovery of several irregularities in the Land Administration Division (especially Region 4 Office) resulted in a number of matters being forwarded to the Criminal Investigations Department for Police Investigations.
- Advice from the DPP's office in relation to these matters; have been forwarded to the Police for further Action.
- The Internal Audit Office successfully completed the 4 Statutory Quarterly Internal Audit Reports which were duly submitted to the Chairman and Board of Directors

3:0 SURVEYS DIVISION

3:1 FUNCTION OF THE DIVISION

- 3:1:1 The Surveys Division is responsible for National Geodetic Network (both horizontal and vertical networks) as well as determining the characteristics of the ocean, river, creeks and conservancies beds. The Division is also responsible for the monitoring of Government and State Lands and Reserves. The Division manages the land parcels for both public and private lands as it relates to surveys, subdivision and change of boundaries.
- 3:1:2 Another key responsibility of the Division is the maintenance of the Land Registration Register of Parcel Numbers, surveying of State and Government Lands for future development and ensure that all surveys in the country are executed in keeping with the legal requirements that are necessary for the demarcation of lands.
- 3:1:3 The Surveys Division is also mandated with the maintenance, replacement and storage of survey records, plans and stock sheets necessary in GLSC's Vault for future development and land transactions. Grants, Leases, diagrams prepared by the Land Administration Division are also stored and retrieved by this Division for use by GLSC's staff for the execution of some of their duties.
- 3:1:4 Apart from the aforementioned, the Surveys Division offers a series of products and services. These services are the mutation of Land Registration Areas, Registering of Cadastral Plans with GLSC, Survey Inspection, Permission to Survey State Land for lease purpose, surveys for Government Agencies, as well as surveys at the request of the Courts. Products include the sale of Bench Marks Information, the sale of Photocopies of Plans and Map Sheets. The sale of products and services of the Surveys Division contributes to the sustainability of GLSC.
- 3:1:5 The Division also provides information to the General Public on location of lots or land parcel throughout Guyana and some of its clients are Real Estate Developers, Real Estate Agents, General Public, Government Agencies and Private Sector.
- 3:1:6 The Division executes surveying projects for the Government for National Development in order that the land parcels can be demarcated. The Division also surveys State Lands as a support mechanism in the different Regions for agricultural development.

4:0 AIM OF THE DIVISION

4:1 To survey State and Government Lands as well as issue Permission to Survey State and Government Lands by private surveyors and to efficiently and effectively manage surveys in keeping with the laws and regulation governing the branches and types of surveys.

4:0 STAFFING THE DIVISION

4:1 The Surveys Division consists of three Sections, namely, the Plan Drafting and Surveys Information Section, The Cadastral Section and the Geodetic Section. The present Divisional Staff Level is thirty-one (31), inclusive of the Divisional Manager. The Cadastral and Geodetic Sections are headed by Senior Surveyors while the Plan Drafting and Survey Information Sections are headed by a Supervisor who supervises the Vault.

5:0 OFFICE OF THE MANAGER

5:1 The Office of the Manager is responsible for the management and implementation of Annual Work Programme and Survey Standards, signing of Survey Plans and preparation of Survey Plans for the Land Registration System and plans for Governmental Agencies. This Office coordinates the activities of the Sections within the Division.

5:2 The Manager represents the Commission at several meetings with other agencies involving matters related to surveys and land related matters. The Office of the Manager is also responsible for making arrangements and preparations for the Guyana/Brazil Mixed Border Commission Work Programme, the holding of Annual Land Surveying Examination and also granting of Permissions to Survey State and Government Lands and provides technical advice upon request.

6:0 STATUTORY FUNCTIONS OF THE SURVEYS DIVISION

6:1 The Monitoring Unit of the Surveys Division is tasked with witnessing of surveys involving State Lands, Public Lands and Reserves. All surveys were witnessed in keeping with the relevant legislations.

6:2 The costs of surveys which are witnessed by GLSC's Head Office and Regional Offices are borne by GLSC, whereas, the functions are statutory and there is no cost recovery by GLSC.

STATUTORY FUNCTIONS CARRIED OUT BY THE MONITORING UNIT OF GLSC SURVEYS DIVISION	REMARKS
Witnessed 115 surveys involving Public Road Reserves, Public Dams, Sea Defence Reserves, State and Government Lands.	Notice of Intended Surveys sent to GLSC
Prints of Plans to support the Land Court.	Land Court Judge on requests

7:0 THE OBJECTIVES OF THE DIVISION

- 7:1 To establish and maintain a National Geodetic Network as a framework for integrating and mapping.
- 7:2 To establish a Cadastre to inform and guide land policy and planning, support land information and supply clients with relevant and timely data.
- 7:3 To administer and enforce all Laws relating to Cadastral Surveys and Land Surveying in general.
- 7:4 To survey public lands and maintain a index plan of leases.
- 7:5 To regulate and set standards for the execution of Geodetic, Topographic, Hydrographic, Cadastral and Aerial surveys.
- 7:6 To establish and maintain Plan Index for the Land Registry.
- 7:7 To develop and maintain an adequate level of surveying capacity in Guyana.

8:0 CADASTRAL SECTION

- 8:1 The Cadastral Section is responsible for checking and verifying that plans submitted to the Division satisfy the relevant Acts. The Section surveys Public and State Lands as part of Government Policy to make land available for agriculture and national development. This Section ensures that Amerindian and State Lands boundaries are properly surveyed and described. The Section developed index plans in keeping with the Land Registry Act Cap. 5:02 by preparing Block Plans, Certifying Mutation requests and Issuing Parcel Numbers. The Section manages the Land Registration Register and prepares reports on petitions for the Land Court. The section also prepares estimates for surveying projects and carryout research on land related issues.

8:2 Outstanding Issues

Paramakatoi }
Kanashen } Before the Courts
Baramita }

Kamana }
Kurukabaru } Surveys contracted to Mr. Bernard Matthews and is
engaging the attention of the Courts.

8:3 ACCOMPLISHMENT OF THE CADASTRAL SECTION

8:3:1 Amerindian Surveys – Eight estimates for Amerindian Surveys were prepared, based on request.

8:3:2 Field Checks – 28% of the annual target completed (see table S1 for remarks).

8:3:3 Witnessing Surveys – 50% of the annual target completed.

8:3:4 Mutation document – 40% of the annual target completed (see table S1 for remarks).

8:3:5 Preparation of Report for the Land Court Judge – 30% of annual target completed (see table S1 for remarks)

8:3:6 Checking and reporting on petitions – 34% of the annual target completed (see table S1 for remarks)

8:3:7 Permission to Survey – 29% of the annual target completed (see table S1 for remarks as well as other appendixes).

8:3:8 Executed cadastral surveys at Long Creek, Yarowkabra, Kuru Kururu and Timehri. 60% of the work programme has been executed.

9:0 THE PLAN DRAFTING AND SURVEY INFORMATION SECTION

9:1 The Plan Drafting and Surveying Information Section (PDSIS) is responsible for data entry of all survey plans into the computerized system, replotting and compiling of cadastral plans, preparing cadastral plans, charts, sketches under the relevant acts and recording the same. The Section provides photocopies of plans at the request of internal and external customers. The PDSIS also scans plans for digital storage and retrieves and restores Vault records.

9:2 ACOMPLISHMENT OF THE PLAN DRAFTING SECTION

- 9:2:1 Research of resourceful data for the general public.
- 9:9:2 Achieved 100% for drafting of plans on request.
- 9:2:3 Scanning of plans - 49% of annual target. (see S1 for comments)
- 9:2:4 Correction to plans - 80% of plans requested for correction.
- 9:2:5 Numbering and recording plans – 91% of annual target.
- 9:2:6 Retrieving and restoring records – 100% of annual target.
- 9:2:7 Entering plans into the Vault Database – 72% of annual target
- 9:2:8 Revenue from checking and recording of plans - \$10,311,000.00; representing 286% of annual target (function of work submitted by the public).
- 9:2:9 Detachment of leases – 56% of annual target (function of leases submitted to the Vault).
- 9:2:10 Revenue from printing of plans and certified copies - \$4,703,200.00 representing 261% of the annual target (based on public request). Reference can be made to table S1 for more details.

10:0 PERFORMANCE OF THE DIVISION

- 10:1 The Division has performed well considering the financial situation of GLSC. There is room for improvement in the Monitoring Section, for which no funding has been given. There is also constrains for transportation to monitor State, Government and Reserves lands.
- 10:2 Many of the targets in the area of products and services were based on projected public demand, so the percentages obtained were based on actual public demand. There were outstanding performances in some Sections where the percentages obtained exceeded the actual target

11:0 CONSTRAINS

- 11:1 The Land Registration System is in dire need of attention. No funding is available to manage the system and the general public is affected by the quality of service offered for those areas where occupation and final Land Registration surveys were not completed.

11:2 Geodetic Surveys Section work programme was not executed due to lack of funds.

12:0 GEODETIC SECTION

12:1 The Geodetic Section is responsible for maintaining a National Geodetic Framework for integrating survey and mapping.

12:2 It must be stated from the outset that 100% of the Geodetic Work programme was stymied due to non-availability of funds.

12:3 The section assisted the Cadastral Section in completing surveys at Onderneeming and Siriki

12:4 ACCOMPLISHMENT OF THE GEODETIC SECTION

12:4:1 Execute Cadastral Surveys at Yarowkabra, Kuru Kururu and Timehri.

12:4:2 Prepared the annual thirty-day International Boundary Inspection Campaign Estimate on a section of Guyana/Brazil common border.

12:4:3 Plotted approximately 100 new survey controls into the Geodetic Database, while continuing the ongoing process of uploading attribute data into existing shape files for points already plotted.

12:4:4 For 2010 the Geodetic Section supported the Cadastral Section until funds are made available for the execution of its work programme.

13:0 AMERINDIAN SURVEYS

13:1 GLSC executed seven (7) Amerindian surveys out of the eight proposed. One survey was stopped by the village members of Taruka. The surveyor was not allowed into the village and the intervention of the MOAA did not solve the problem either and the surveyor had to return to GLSC without completing the survey.

CONTRACT WORK

GLSC was contracted by the Ministry of Agriculture to survey several tracts of land in Region 2. These lands were identified in the areas of Warapana, Siriki and Onderneeming. These tracts of land are to be made available to farmers to boost the agricultural drive in the country. The surveys executed in the aforementioned areas have been completed and plans and report submitted to the Ministry of Agriculture. Please see table S2 for more details.

14:0 RECOMMENDATIONS

- 14:1 The Commission should purchase at least three (3) Total Stations, Two (2) Survey Levels, Two (2) Dual Frequency GPS Receivers, Four (4) hand held GPS, Three (3) Satellite Phones, six (6) Radio Communication Sets. These instruments and equipment are necessary for cost effectiveness, communication and for the execution of various surveying operations.
- 14:2 Funding should be made available for the purchase of a 4 x 4 for the Monitoring Unit of the Cadastral Section to adequately manage State, Government and Reserve lands from squatters.
- 14:3 The current two 4 x 4 vehicles currently in operation should also be replaced because it has become quite expensive to maintain them and an additional vehicle is needed to support the survey operations. The total amount of 4 x 4s needed for the Division is four.
- 14:4 Funding should be provided from National Funds to monitor Government and State lands, national Land Registration Areas and Geodetic Survey work programme.

TABLE S2

Status of Contract Works Survey 2010

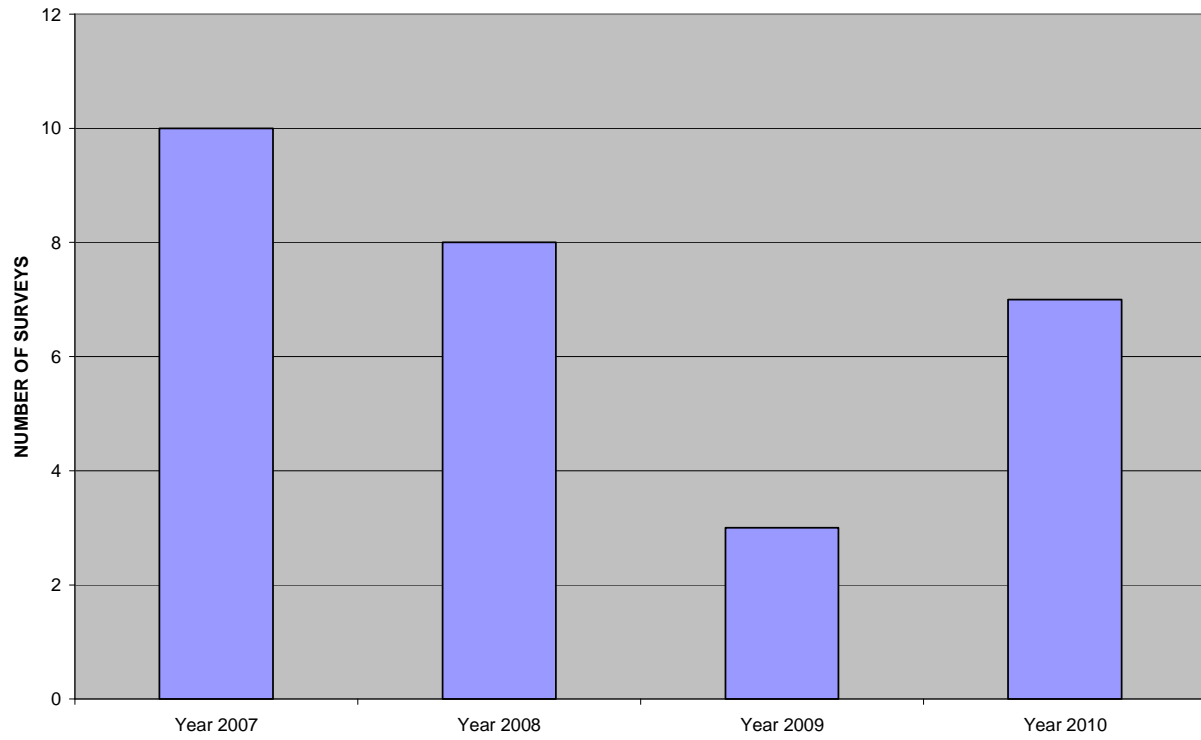
Item No.	Location	Plan No.	No. of Plots, Tract of Lots	% Complete	No. of tracts Available	Total Acreage Available	Social Benefits
1	Warapana, Essequibo, Region 2	49722	150 plots (10 acres each)	100% Plan recorded	150 plots	1,500 acs	To enable farmers to apply for available State land and obtain security of tenure
2	Siriki Sands – Region 2	49602	200 plots (10 acres each)	100% Plan recorded	200 plots	2,000 acs	-do-
3	Onderneeming, Essequibo – Region 2	51070	95 plots (10 acres each)	Survey 100% completed – Plan to be recorded	95 plots	950 acs	-do-

TABLE S1**Routine Survey Activities for the Division Output for 2010.**

NO.	ACTIVITIES	WORK PLANNED FOR THE YEAR	WORK COMPLETED	PERCENTAGE ACHIEVED	REMARKS
1:0	<u>Cadastral Section</u>				
1:1	<i>Cadastral Survey</i>	100 surveys	60	60%	
1:2	<i>Amerindian Surveys</i>	8	7	87.5%	Plans recorded
1:3	<i>Preparation of Estimates for Surveys to be done.</i>	202	202	100%	Function of public demand
1:5	<i>Field Checks and Witnessing of Surveys</i>				
1:5:1	Field Checks	60	17	28%	Function of work executed by Government and Private Surveyors & availability of vehicles
1:5:2	Witnessing of Surveys	96	48	50%	- do -
1:6	<i>Preparation of Mutation Document</i>	60	24	40%	Function of public demand
1:7	<i>Preparation of Report for the Land Court Judge</i>	60	18	30%	As requested by Land Court Judge
1:8	<i>Checking and Recording on Petitions</i>	1000	338	34%	Function of submitted petitions
1:9	<i>Administration of the Lands Surveyors' Act 97:01</i>				
NO.	ACTIVITIES	WORK PLANNED FOR THE YEAR	WORK COMPLETED	PERCENTAGE ACHIEVED	REMARKS
1:9:1	Checking of Cadastral Plans presented to the Surveys Division of the Commission	1440	1,774	12.3%	Function of plans submitted by private and Government Surveyors
1:9:2	Permission to survey prepared for State/Government Lands	442	127	29%	Function of surveys permission requests, also GLSC is executing several of these surveys
2:0	<u>Drafting Section</u>				
2:1	<i>Drafting of Plans</i>				
2:2	Printing of Plans				
2:2:1	Film Copy of Plans	120	140	117%	Function of Internal and external requests
2:2:2	Paper Copy of Plans	180	203	113%	
2:3	Scanning of Plans	200	97	49%	Reconciliation work
2:4	Pasting / Backing of Plans	60	30	50%	- do -

2:5	<i>Corrections to Plans</i>	60	48	80%	Based on request
2:6	Numbering and Submitting of plans, Checking of Plans for the Vault	2,400	2,184	91%	Function of plan submitted
3:0	<i>Vault Section</i>				
3:1	Plans and grant retrieved and restored by the Vault Attendants	12,000	21,591	180%	Based on public and internal customers' request
3:2	Revenue from printing of cadastral plans	\$1,800,000.00	\$4,703,200.00	261%	
3:3	Entering Cadastral Plans into the database	1,800	1,302	72%	
3:4	Revenue from report on checking and recording of Cadastral Plans	\$3,600,000.00	\$10,311,000.00	286%	A function of work submitted by the public
NO.	ACTIVITIES	WORK PLANNED FOR THE YEAR	WORK COMPLETED	PERCENTAGE ACHIEVED	REMARKS
3:5	Detachment of Leases	1000	560	56%	Function of Lease prepared and sent to the Vault
3:6	Stencilling of plan numbers for storage	Nil	Nil	Nil	
3:7	Diagrams		17	100%	
3:8	Printing of Cadastral Plans for the public	2,300	1,859	81%	Based on public request
3:9	Certified Copy of Plans for the public	400	203	51%	Based on public request
4:0	<u>Geodetic Section</u>				
4.1	Building Geodetic Database and continue to Support Cadastral Section				Work programme not executed due to lack of funds
4:2					Final Report still outstanding
4:3	Support to Cadastral Surveys			80%	
4:3:1		Demarcation of the boundaries of Amerindian Villages	Survey of the Amerindian Villages Boundary.	100%	
4:4	Sale pf Benchmark information		\$45,000.00	100%	
4:6	Office of the Manager	Land Surveyors' Association Meeting	(1) Held 5 Land Surveyors' Association Meeting (2) Statutory Land Surveying Examination in September 2010.		

AMERINDIAN SURVEYS 2007-2010



15.0 Land Administration and Mapping Division

Within the GLSC, the LIM Division is responsible for the preparation of maps and charts of Guyana, and the development and maintenance of a parcel-based land information system. Through the LIM, the GLSC is the primary provider of baseline information for numerous Government and private institutions. The LIM is also responsible for maintenance of the IT infrastructure and heads the implementation of the IT Plan.

General Work Programme

The activities below are in accordance with the LIM work programme for 2010:

Activity	Duration	Progress	Comments
Establishing a land parcel database	Ongoing	0%	Awaiting the identifying of pilot and priority areas by the Ministry of Agriculture (ASDU).
Develop database logical structure and interface for metadata database		40%	Structure completed according to ESRI model. Transferred to the IT Plan where development has been given a lower priority to the GLSC lease database.
Generation of Metadata for all digital information		0%	Awaiting completion of task above.
Improving the digital stocks of Maps and Plans – Georeferencing of the 1:50,000 scanned maps to WGS84	June-Dec	100%	.
Improving the digital stocks of Maps and Plans – digitizing of the 1:50,000 coastal maps	Jan-Dec	95%	Remaining sheets are nearing completion. Some new activities have been added, namely the updating of the sheets using IKONOS satellite imagery. Staff constraints have also contributed to the delay.
Regional Maps (Region 7)	July-Dec	95%	Difficulty in identifying a particular boundary according to the written description.
Regional Maps (Region 9)	Nov-Dec	50%	Base data corrections completed.
Updating Map of New Amsterdam	Jan-June	0%	On hold pending the availability of funds for field trip.

Printing of maps		0%	On hold pending the availability of funds.
Prepare Local Area Network Diagram and update twice a year	Jan-Jun	Completed	
Routinely service and maintain Local Area Network	Ongoing	On demand	
Regularly Backup files and data and secure offsite	Ongoing		
Document and list all computer equipment, applications and specification	Jan-Dec/Ongoing	Completed/On demand	
Maintenance of computer and computer equipment	Ongoing	On demand	
Recommended upgrades based on age of hardware, software and user needs	Ongoing	On demand	
Regular update of antivirus and operating system security patches	Ongoing		Automatic in the case of the anti-virus software and Microsoft Windows.

Severe financial constraints within the GLSC have resulted in a number of activities being delayed. Notably delayed are activities requiring some field verification and the printing of maps for map stocking. Printing of maps should be made a priority as the maps are used to generate revenue. The loss of staff and a delay in replacing those staff (again due to financial constraints) have resulted in some of the mapping and development being delayed.

16.0 IT Plan

In 2007, the GLSC embarked on a three year IT Development Plan that seeks to develop systems by the use of IT. This is the major development activity for the GLSC and aims to increase efficiency, transparency and capability within the GLSC operations.

Of the total budgeted cost (G\$ 41M), 46.7% (G\$ 19.1M) has been spent as of end of 2009. The plan consists of 67 individual tasks, grouped into 11 main activities as follows:

Activities	Progress
Hardware Review	97%
Software Review	84%
Data and Information Review	7%
Human Resources Review	50%
Human Resource Development	36%
Acquiring of Computers and Servers Hardware	93%
Design and Development / Upgrading of LANs	51%
Design and Development of Wide Area Network	53%
Procurement and Upgrading of Software	28%
Development of Policies and Procedures	52%
Web Site and Intranet Development	84%
Overall Summary	50%

At the end of 2009, the IT Plan was expected to be 70% completed, but monetary constraints in the latter months significantly reduced progress, especially in activities requiring procurement. No significant progress was made during 2010 due to the continued financial constraints. A detailed progress report on the individual tasks under each activity is available on request.

Training

The GLSC hosted a GIS introduction course which was attended by various government agencies and included the Guyana Police Force and the Guyana Defence Force.

LCDS/MRVS Activities

The Manager, LIM, was nominated to the Monitoring, Reporting & Verification System (MRVS) Steering Committee and Technical Sub-committee. The Committees are responsible for overseeing the MRVS development and implementation for the carbon credit aspect of the LCDS.

General Comments

In addition to the above tasks, the Division was engaged in numerous client related activities such as customized map production, scanning, georeferencing, printing, etc. for the reporting period. These activities were not captured in the work programme as indicated above, and included work for the Surveys Division, Land Admin Division, Ministry of Amerindian Affairs, Ministry of Tourism,

Guyana Defence Force, National Agricultural Research Institute, Guyana Geology & Mines Commission, Ministry of Local Government, Guyana Power & Light, Office of the President, World Wildlife Fund, CGX Guyana Tourism Authority, Rupununi Development Company Ltd., and various other Government agencies and private entities.

Because these activities are revenue generating, they are usually given higher priority and occasionally negatively impact on the General Work Program. Details of these activities can be found in the Division's monthly report and more details can be found in the individual employee's daily activity log sheet.

Work will continue in 2011 concentrating on the completion of the activities and embarking on new activities. The current priority is to establish certain baseline information for utilization in the preparation of various maps and for supply to the relevant Government agencies and other clients.

17:0 LAND ADMINISTRATION DIVISION

The Division went through a very difficult period during 2010. As such, the entire Work Programme was affected and most of its targets were not achieved. It should be noted that the year 2009 marked the end of the Commission's five year Strategic Plan which was revised in 2004. It, therefore, meant that the Commission was working without a new written strategy. It did not, however, mean that there was no strategy since the year was more or less marked by a considerable amount of restructuring. This was mainly focused in the Land Administration Division and saw some significant changes in the operations and staffing of the Region 4 Unit.

The main objective was to address issues related to alleged malpractice as well as to reduce the possible incidence of malpractice by field staff. These changes resulted in the suspension of application processing in the Yarrowkabra area until a proper reconciliation could have been completed. The period also saw some staff being sent home for alleged malpractice, some transfers, resignations and a completely new contingent being appointed in the Region 4 Division including an inexperienced Supervisor that knew little about the functions of the Division. Hundreds of requests for land remained unanswered up to the end of the year.

The result was a reduction in the number of applications filed and processed. The Division, however, sought to continue with some of the more tangible strategies towards achieving the overall objectives of maintaining an accurate land register, increased efficiency through timely processing of applications and interventions into unregulated areas for Land Tenure Regularization.

The Division recognized the need for updated Stock Plans and has embarked on a plan towards reconstructing new plans by use of GIS techniques. This is a very monumental task. As such, it is being done gradually or as funds permit. So far, some amount of work has been done in Region 3 where the entire Hog Island has been captured as well as parts of the Right Bank Essequibo River. The Intermediate Savannahs and parts of Region 10 have also been completed.

New updated stock sheets enhance the Division's ability to identify available lands and to monitor the application process more accurately. It also provides the necessary format for accurate reporting under the LCDS framework.

The Commission's vision to be sustainable by the year 2010 was definitely short lived, after some early inroads towards achieving sustainability, expenditure finally caught up with revenue. This means that certain crucial work programmes such as field visits to monitor and provide services in some far off areas such as Madhia, Berbice River, Matthews Ridge and Arakaka as well as Upper Bonasika have all been reduced.

Land rent accounts for the most significant part of the Commission's revenue. As such, total revenue is ultimately affected by land rent collected. To this end, the Division made tremendous efforts to collect its rent. Numerous notices were hand delivered by staff after work and even on weekends, field collection was arranged in areas such as Madhia and Berbice River, and legal demand letters were sent out in some cases.

The simple fact is that the GL&SC was set up with a financial model that catered for a phased increase in land rent. This never occurred and rates still remain unchanged 12 years after. Inflation would have of course taken its toll on the revenue base of the Commission, thus, there is an urgent need for a rent revision. Rental value through subletting of state land is currently estimated at about 20 times the rent that GL&SC charges.

17.01 Aim

To manage and administer state and government land effectively and efficiently.

17.02 Objectives

1. To increase production and issuance of titles in a timely manner
2. To develop, compile and maintain an accurate register of tenure on public lands
3. To ensure that the use of public land conforms to terms and conditions set out in titles and laws governing public lands.

4. To develop and implement operational procedures for the effective and efficient functioning of the Land Administration Division and its regional offices

17.03 Functions of the Division

The main responsibility of the Division is to receive and process land applications from the public for various purposes, with more emphasis on Agriculture. To achieve this, various procedures and guidelines have been adapted with the ultimate goal being to deliver an effective and efficient service to the public.

The Division is also responsible for the monitoring and enforcement of both the lease conditions as well as the laws related to public lands and ensures maximum use of the resource. A significant component of the activities within the Division entails keeping a record of all matters related to public lands and to maintain an accurate and up to date register of public land leases. The entire portfolio of functions can be seen in the summary below.

17.04 Summary of Major Functions

- The Land Administration Division is responsible for the implementation and achievement of some of the objectives of National and Departmental land policies.
- The Division identifies new lands for potential applicants.
- The Land Administration Division is responsible for the processing of land applications from the public by following strict procedures and guidelines while delivering an effective and efficient service to the public.
- The Division is responsible for the monitoring and enforcement of both the lease conditions as well as the laws related to public lands and ensures maximum use of the resource.
- The Division also keeps a record of all matters related to public lands and maintains an accurate and up to date register of public lands.
- The Division also collects revenue for the use of public lands and identifies defaulters for further action.
- The Division also intervenes and attempts to settle land disputes out of court while in some cases it provides evidence to the courts.
- Provides information on land tenure status to various levels of the Administrative authorities as well as the public.
- Implement Land Tenure Regularization projects in unregulated areas.

- Facilitate the issuance of freehold titles in areas identified by government for conversion from leasehold to freehold.

17.05 Staffing

The Land Administration Division is the largest Division and consists of Regional Offices in Region's 1, 2, 3, 4(2 offices), 6 (3 offices), 7, 9 and 10; each office is staffed by a Senior Land Administration Officer or a Land Administration Officer Grade 111. The present staff level is about 80, inclusive of a Manager.

At Head Office, there are some small Functional Units that is responsible for some of the major components of Land Administration. These are the Data Base Unit and Physical Records Unit which takes care of Land Information, Lease Processing Unit and Lease Preparation Unit that deals with processing and a Conveyance Unit that deals with Freehold Conversion. The Lease Processing Unit is headed by a Senior Officer and is considered as the major hub for the Division.

The table below highlights the major achievements of the Division in certain specific aspects of the Work Programme.

17.06 Summary of Performance

Land Administration Performance Report 2010		Divisional Jan-Dec Targets/ Achievement for 2010			Remarks
Ref.	Processing Activity	Target	Achieved		
1	Field Activity	<i>No. Tracts</i>	<i>Actual</i>	<i>%</i>	
1.1	Total Inspections	2004	1204	60%	Includes monitoring
1.2	Application Inspections	1080	771	72%	Factor of Applications filed
1.3	Monitoring Inspections	924	433	48%	Subject to Finance
1.4	Occupation Surveys (Applications/parcels)	180	102	57%	Subject to financing
1.5	Occupation Surveys(Monitoring and Enforcement and Design)	12	5	42%	Subject to financing

1.6	Cadastral Surveys (Parcels)	108	71	66%	Capital project
1.7	Plans completed	4	2	50%	roll over project/2011
1.8	Survey Inspections	36	29	80%	Subject to request
2	Application Activity				
2.1	Applications Filed	1080	736	68%	Subject to public demand /available lands
2.2	Transfers	204	96	47%	Subject to demand
2.3	Applications Noted on Plans	1080	932	86%	Factor of appln. filed
	Applications Processed	1080	2096	194%	Includes applications for closure
2.4	Applications Sent to Head Office	1080	1062	98%	Ditto
3	Schedule Submissions				
3.1	Submissions done	1080	842	78%	
3.2	Schedules Sent To OP (No Applns)	1080	746	69%	Recall of Yarrowkabra files
3.3	Schedules Returned from OP (appln. approvals)	974	715	73%	Slow return rate
4	Title Preparation				
4.1	Leases / Licences / Grants (Returned Approvals)	643	351	55%	Factor of approvals returned
4.2	Approval Letters (<i>to survey</i>) (<i>50% Approvals</i>)	331	52	16%	ditto
	Freehold activity/ conveyance				

4.3	Letter of approvals	150	107	71%	Land Registry constraints
4.4	Letters of Transfer	150	107	71%	ditto
4.5	Certificates of Titles/ Transports (Received including backlog).	204	78	38%	ditto
5	Title Issuance				
5.1	Leases / Licences / Grants (80% of Prepared)	514	367	71%	Factor of approvals returned
5.2	Certificates of Titles /transports	130	59	45%	
6	Data Entry				
6.1	New Files entered	1080	685	84%	
6.2	Backlog Files entered	-	589		
	Leases entered	643	423	66%	
6.3	Reports Prepared	-	108		
7	Physical Records				
7.1	Files Tracked	4500	3615	80%	
	Lease Detached for storage	514	451	88%	
7.2	Index Cards Opened	1080	611	57%	
7.3	Files sent for further processing/ file away/closed	2556	6268	245%	
8	Client Support				

8.1	General Correspondence Sent (clients)	756	520	69%	
8.2	Clients Attended to	10,000	7655	77%	Returning clients counted too
8.3	Notice to Quit	62	70	113%	
8.4	Mortgage request	144	38	26%	Subject to public request
8.5	Letters to lessee for rent	2280	623	27%	

17.07 Analysis of Report

It should be noted that during the mid to latter part of 2010, the Commission put a hold on all applications in the Yarrowkabra areas after receiving several complaints about irregularities in the Region 4 Division that was mostly based in the Yarrowkabra area. Since Region 4 accounts for the largest percentage of applications filed in the Commission, this significantly affected the final numbers. As can be deduced from the Graph below in **Fig 1**, Region 4 had a significant decline which amounted to about 150 applications. The events in Region 4, resulted in the Commission carrying out an inventory of all applications filed in the Yarrowkabra area and a complete updating of the stock plan information. This exercise is ongoing and the Surveys Division has been assisting. Yarrowkabra remained closed to applications at the end of 2010.

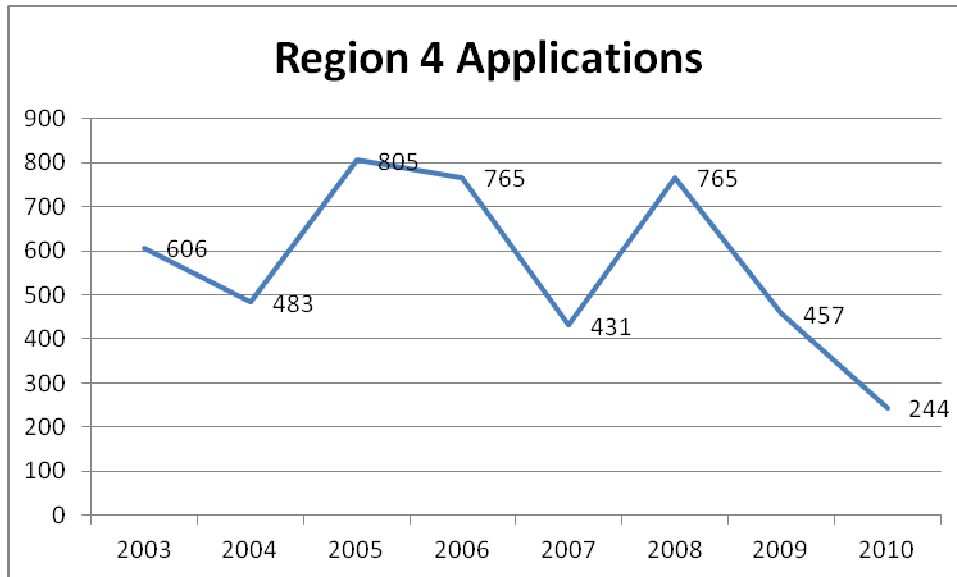


Fig 1

The Graph in **Fig 2** indicates a decline in applications received by the Commission over the last two years after showing some growth in 2008. One of the difficulties faced by the Commission is to locate suitable lands for potential applicants. There are a vast amount of available lands that can be acquired by applicants. However, the lack of infrastructure is becoming a significant factor in terms of allocations. Most of the available lands are inaccessible by road, lack adequate water supply, are heavily forested and contain little or no infrastructure. The Commission has begun a Capital project to demarcate new lands for development and work has commenced at Moblissa in the Millies Hideout area. Bartica in the 10 miles area, Onderneeming in Region 2 and Long Creek. In 2011 an increase in applications is predicted as these lands become available.

During 2010, the Lethem Commercial Zone became available. This resulted in an increase in application in Region 9. Additional lots would be put in place by 2011 since the demand for land in Region 9 remains very high. This has been attributed to the opening of the Brazil/ Guyana bridge and the increased cross border trade. Overall, the statistics are all tied to the application and approval activities. As such, targets could not be realised once these factors were affected.

The Division received some backlog approvals in the latter part of the year for the Moblissa-Region 10, Yarrowkabra and Bonasika areas.

A significant amount of applications still remained to be approved at the end of 2010.

During the year the Division utilised some capacity to finalise many of the outstanding Land Tenure Regularisation files that needed to be finalised and stored away. Reports were updated, leases

detached, notations done and files were placed in appropriate storage for Regions 2, 3 and 6 LTR areas.

Towards the end of 2010, the Division sought to complete part of the Pomeroon LTR area and a compiled plan was prepared. Field work would be overlapping into 2011 to complete this exercise and 75 leases would be prepared in 2011.

17.08 Squatting

Squatting on public lands remains a major issue and the Commission has been sending notices to defaulters. This must, however, be combined with appropriate policies to deal with squatting since the present act lacks the necessary penalties that will deter persons. The Commission has sought guidance on the issue of squatting on the highway in Region 4 and has published notices on this problem. More serious action is, however, recommended since persons do not pay attention to this.

Since monitoring is a non-revenue activity, the Commission has not been able to finance such exercises to a very large extent. As such, the numbers appear very low. Lack of monitoring also allows squatters to become established before detection, thus making it more difficult to address.

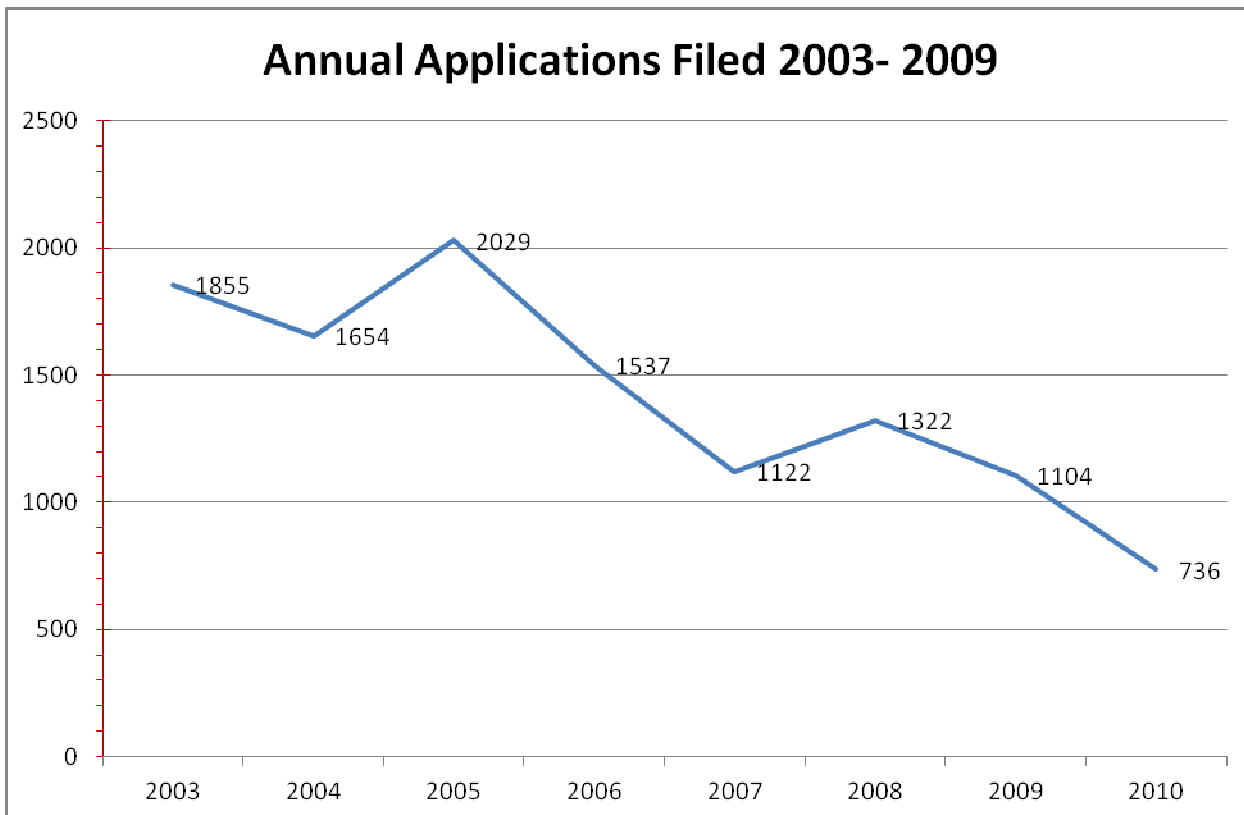


Fig 2

The graph in **Figs 4 and 5** summarises the number of applications filed by Regions and give an indication of the trends within these areas. Region 4 remains a high activity area as well as Regions 2 and 3. Region 9's increase is a new trend as seen in **Fig 3**, while Region 6 has declined. The decline in Regions 2, 3 and 6 is attributed to the completion of LTR exercises in the Regions and the Commission's inability to find suitable land within developed areas with the necessary infrastructure that would attract the poorer class.

17.09 Application Trends in Region 9 over the past 8 years

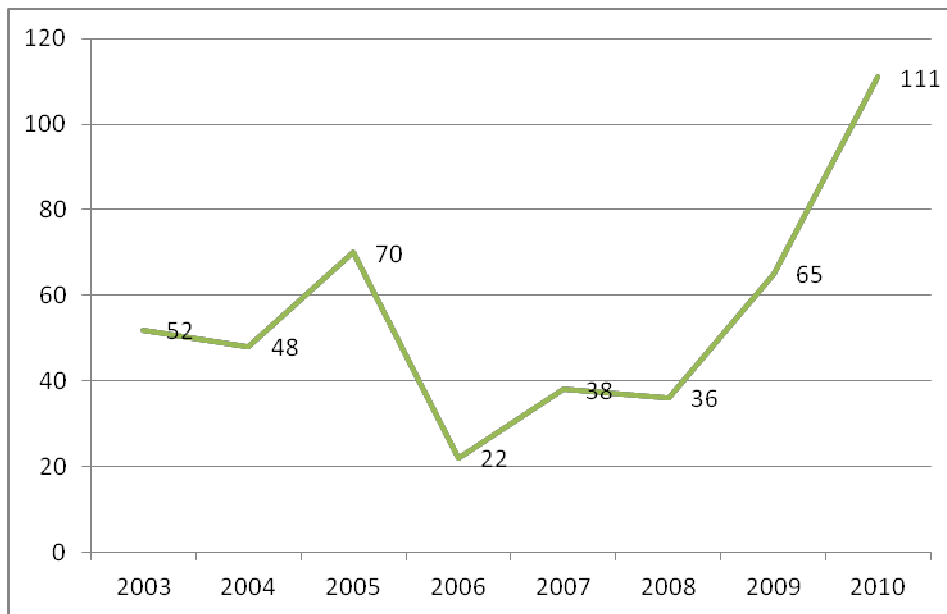


Fig 3

It does not mean that the interest is lacking, many clients have been turned away due to their inability to access land with some amount of infrastructure. The Commission is also taking a cautious approach towards making available many lands that appear vacant along the foreshore areas of the Corentyne. Although these lands are under the Commission's jurisdiction many villages tend to make reference to them as being communal and tend to react negatively to applications being processed. This situation however should be noted and perhaps the NDC's should be given control of them. Communal usage needs to be carefully monitored so that squatting does not take place and that land use remains compatible with the environment.

The Commission does not have a presence in Region 8 and this Region is monitor from Region 10. Periodic visits are made to collect rent and provide service. It may be necessary to set up at least a desk in Madhia since the number of disputes is growing significantly. The Regional Administration has shown interest this but the Commission needs to assess its resources.

17.10 Applications by Regions

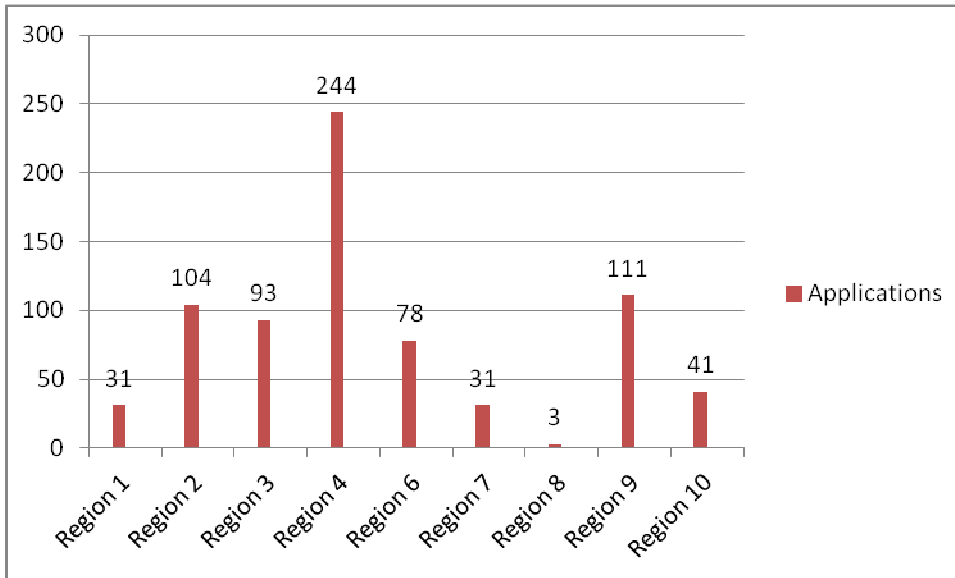


Fig 4 Applications filed by Regions

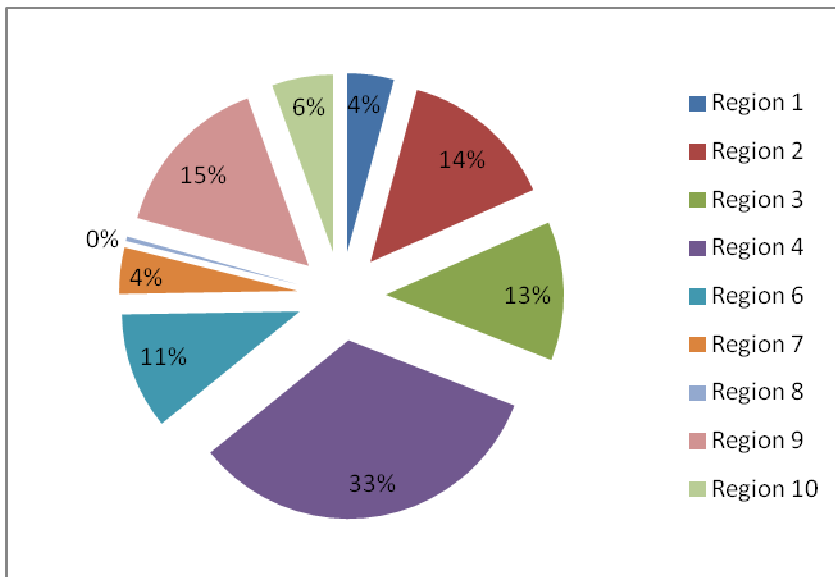


Fig 5 Percentage of Total for each Region

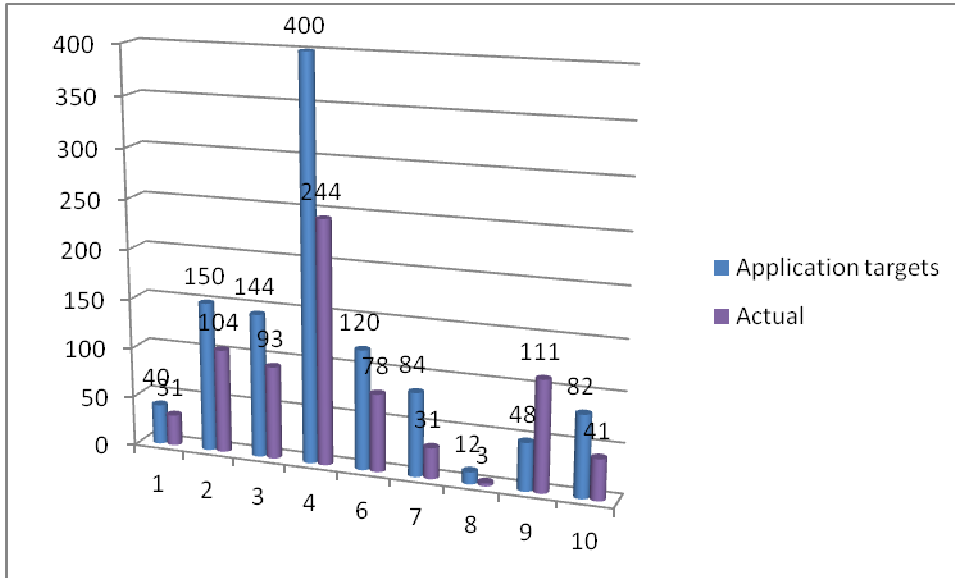


Fig 6

17.11 Actual versus Targeted Figures for Application Processing by Regions.

The statistics in Fig 6 indicates that the Division only achieved its application target in Region 9, while the others struggled, Region 1 has shown a very high demand for land recently in Port Kaituma. However, Amerindin land claims would have to be settled and a more organised attempt to regulate the area is needed. The current gold rush in the Region has created a demand for land. This however, is more concentrated in the Waterfront area where land is very scarce and chaos exists. It will be well advised that the Central Housing and Planning Authority prepare a Housing Scheme in thr Area.



Fig 7 Field Inspections

Notwithstanding the constraints encountered by the Lands Division, field activity showed a significant increase. This was due to the ongoing exercise to update some stock plans. Fig 7 indicates an increase in Inspections which was achieved in the areas of monitoring, especially in Regions 10 and 3. It should be noted that the overall target may have been over ambitious since the financial and human resources were never available.

17.12 Schedule Submissions

The major landmark within the Lands Division is the Submission of Applications on a Schedule to the Office of the President for approval. This is one of the main landmarks in the entire process because once approved, a lease will eventually follow. Targets for submission have been revised annually based on trends. As such, it was initially expected that application activity would have fallen immediately after the LTR exercise ended in 2005 and then even out to some approximate constant. The graph in **Fig 8** shows the apparent staggered downward trend after 2005. Stability has been predicted at around 1100 applications per annum. The effects of the events within 2010 is obvious in the final outcome of just over 800 applications being submitted. This translates to about 78% of the target and from Fig 9 we can deduce that this is a the lowest achievement over the last four years. Our constraints was thus hardest felt in the main area of title delivery.

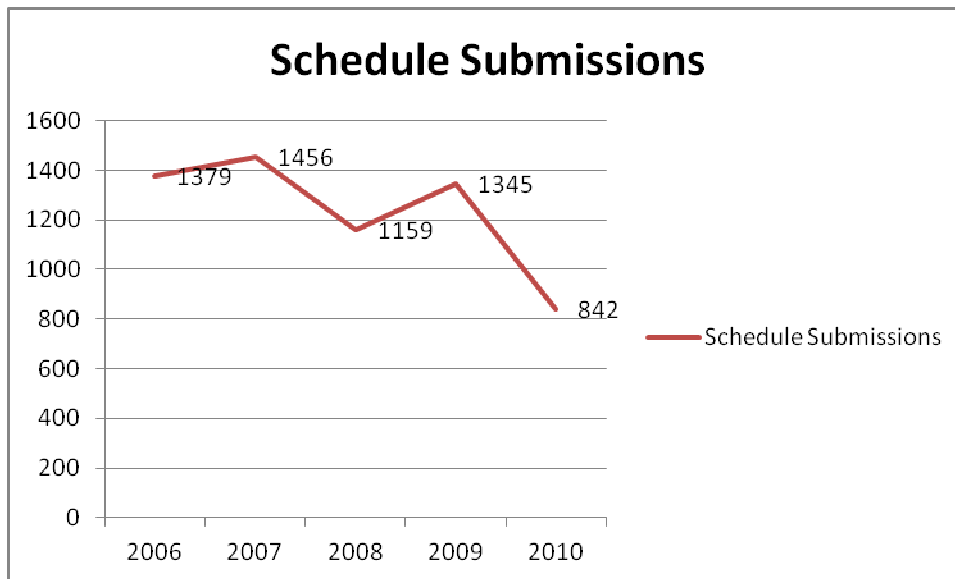


Fig 8

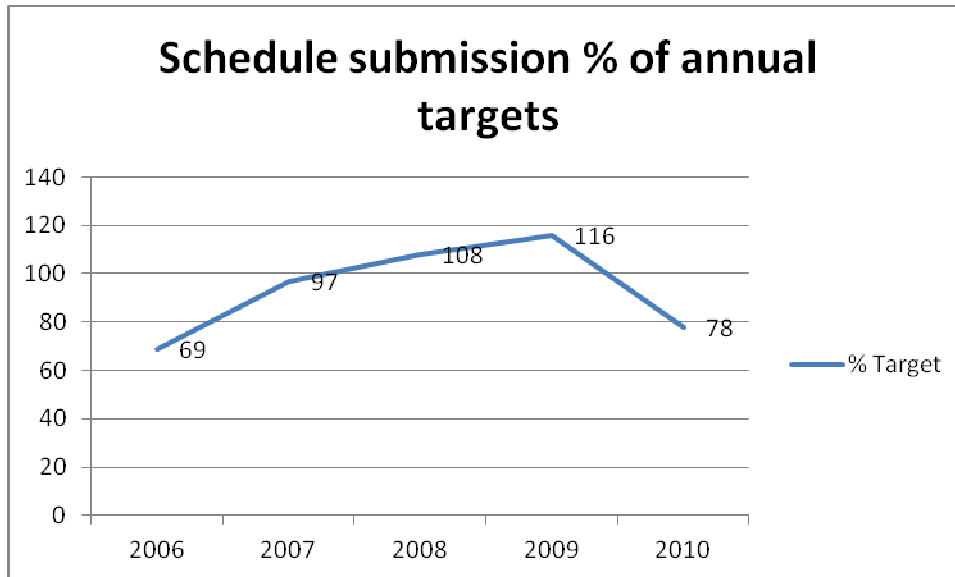


Fig 9

17.13 Constraints

- As in the past years, the Land Administration Division has the fastest rate of Staff turnover; this affects the ability to supervise and implement policies. The year 2009 saw the departure of most of the trained staff into other sections, by mid-year the Processing Unit was down to one staff. In 2010, the two new recruits from the Technical Institute had to be trained. This resulted in a considerable slowing down of processing and the need for extra caution at the senior levels to avoid fatal errors.
- The year 2010 was the most testing for management in the entire history of the Commission as staff struggled to cope with a barrage of investigations that reached the level of the police. Performance was thus severely hampered by a demoralized staff. Future staff retention is predicted to be very difficult.
- Region 10 welcomed a new SLAO who spent some time streamlining the Office and getting to know the Region. Region 3 saw the arrival of a new SLAO with vast years of experience.
- Finding suitable candidates for the Regions has always been a difficult task and again it could be reiterated that a senior for Region 9 is needed. The Division has been generally unable to recruit suitably qualified persons to function in this office.
- Although there has been a marked improvement in schedule approvals, the non- approval of backlog Schedules for the current and previous years is a significant constraint and affects the moral of staff, even subjecting them to verbal abuses from the applicants.

- This Division has been staffed mostly with graduates from the Land Surveying Programme at the Government Technical Institute. Inevitably these persons write the Land Surveyors Examination and if successful seek transfers to the Survey Division or resign. Perhaps a new approach to recruiting persons may be necessary such as employing graduates from the Guyana School of Agriculture as was done in the past.
- The staff complement within various units leaves little room for persons to proceed on leave since ultimately some function suffers; this is due to the condensed nature of the structure and a lack of succession planning.
- There is a need to establish proper criteria for awarding leases since the present structure allows for discretionary powers by officers. This situation can lead to corrupt practices at lower levels where junior staff interact with the public. This leaves management exposed since incidents are only reported by an accommodating public when something goes wrong. The current Regional arrangement functions well in Region 2 and to some extent in Regions 3 and 10 but the others are not fully co-operating.
- The Commission has been revising stock plans but this is a very slow and costly process. Plans in some Regions need to be replaced since these are over 50 years old and in poor condition.
- Squatting on state land is once again increasing. Amerindians along the Linden highway seldom engage the Commission for land. They, however, turn up when there is a clash with land allocates and lessees. There has also been a report of illegal land sale in Region 4 which has led to squatting. At present, monitoring is only done where persons request permission to mortgage, if the officers are inspecting nearby plots or if there are complaints. Enforcement is basically reactive when situations are observed or brought to the attention of the Commission. The State Lands Act also has its limitations on the type of action that can be taken and the method.
- There is also a need to finalize the movement of the lease data base into ACCPAC so as to facilitate smooth billing and revenue collection.
- The staffing and supervision in Region 4 Unit leaves much to be desired. The largest Region is being run by the most inexperienced of all the Regional supervisors.

17.14 Conclusion

During the year 2010, the Lands Division experienced a very difficult period. This resulted in many of its ambitious targets not being met. Taken from a Management perspective, one can safely conclude that circumstances beyond the control of those in the Division can be attributed as the major reason for many targets not being met. Staff started the year full of enthusiasm but motivation tended to wane as the year progressed and restructuring took its toll.

Under these conditions, however, one can consider that the efforts by staff were commendable as they tried their utmost to achieve targets. The inexperience of many of the newer recruits would have contributed significantly to the decline. If one should consider the rapid progress made by some of the younger officers' one can see a bright future for them within the Commission, that is, if we can retain them.

18.0 CORPORATE AFFAIRS DIVISION

The Corporate Affairs Division is the administrative, support and control Division for the Commission and has full responsibility for the management of revenue, expenditure, human resources, fixed and movable assets. In addition, the Division is also responsible for providing the required administrative services to ensure that the Commission functions effectively.

This report documents the major activities for the year and presents the financial status of the Commission as of December 31, 2010. The report is presented into three sections as follows:

18.1 Finance Section

Capital Programmes

During 2010 capital expenditure financed by the Commission was restricted to items essential to the operations of the Commission.

Capital expenditure totaled \$1,671,000 as follows:

	G\$000
Office Equipment	1,398
Office Furniture	<u>273</u>
Total	<u>1,671</u>

Revenue Review

The Guyana Lands and Surveys Commission continued its revenue collections in 2010. Revenues are generated from three main activities of the Commission, namely, Land Administration, Surveying, and Land Information and Mapping.

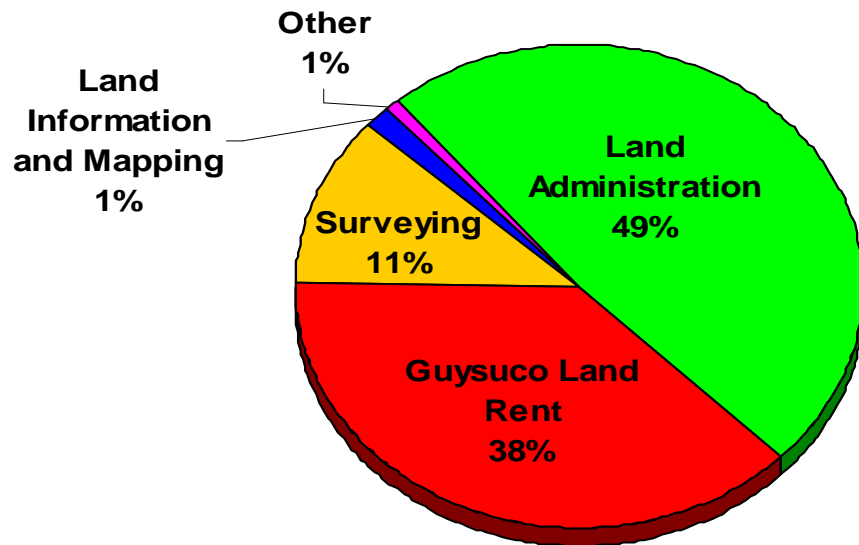
The Recurrent Revenue Budget for 2010 was \$279,024 M. The budget was revised to \$ 280,700 M based on the trend of collection during the year. Actual Revenue amounted to \$423,274M.

The sum of \$ 20M was initially allocated to the Commission by Central Government through the Office of the President to assist with Land Development in various areas of the country. However, a further 35M was allocated to undertake surveying exercises on behalf of the Ministry of Agriculture.

The Table below shows the composition of the Revenue generation:

		G\$'000		
	Revenue Source	Budget 2010	Revised Estimates for 2010	Actual Revenue for 2010
1	Land Administration	138,919	138,919	205,631
2	Guysuco Land Rent	103,295	103,295	160,336
3	Surveying	29,300	29,300	47,689
4	Land Information and Mapping	7,500	3,996	5,709
5	Subvention			
6	Other		5,259	3,909
	Total	279,014	280,769	423,274

Actual Recurrent Revenue for 2010



18.02 Operating Expenditure

The total operating budget for 2010 was \$ 448,676 M of which \$ 229,956 M was related to employment cost and \$ 218,720 M was related to other recurrent expenditure. Table II below shows the details of the expenditure for the year.

G \$'000

Division (Cost Centre)	Budget 2010	Actual 2010
Total Commission	448,676	362,820
<i>Employment Cost</i>	<i>229,956</i>	<i>224,256</i>
<i>Other Charges</i>	<i>218,720</i>	<i>138,564</i>

18.03 Capital Expenditure Review

The budgeted capital expenditure was \$ 48.2 M to meet the expenditures as outlined in Table III below:

G \$000		
Capital Projects	2010 Budget	Actual 2010
Procurements	\$24,226	\$1,671
Office & Other Equipment	\$8,636	\$1,398
Office Furniture	\$590	273
Surveying Equipment	\$3,000	
Motor Vehicle	\$12,000	
Civil Works	\$24,000	
Car Park Extension	\$3,000	
Construction of Officer accommodation	\$3,000	
Painting of Head Office Exterior	\$3,000	
Construction of Office Building	\$15,000	
Total Capital Expenditure	\$48,226	\$1,671

Due to a more proactive approach, there has been improvement in working relationships with the line Divisions to improve on work programme and the general management of resources.

19.0 Human Resources Section

This report seeks to highlight some of the major activities of the Human Resources Section for the period January-December 2010. The Human Resources Section is responsible for managing the Commission's Human Resources in such a way that it contributes to the creation and realization of the Commission's Mission, Vision, Strategies and Goals.

Strategic objectives of the Human Resources Section:-

- To provide efficient and effective services that promote the development and welfare of its employees.
- To recruit and retain a highly skilled and competent team that is motivated to produce quality service.
- To establish and implement a comprehensive training plan for staff development.
- To Establish and Maintain a comprehensive Human Resources Policy to satisfy the needs of the Guyana Lands and Surveys Commission

During the year in review the following activities were undertaken by the Human Resource Section:

Training

During the reporting month the following training programme were attended by staff:

Two (2) persons attended training for Administrative Professionals.

Three (3) persons attended training in Conflict Resolution:

One (1) person attended training in Facilitation

Resignation

During the reporting year, fifteen (15) employees tendered their resignations

Employment

During the reporting year the following positions were filled:

- Three (3) Drivers
- One (1) Land Administration Officer- Region:9
- Five (5) Survey Technicians
- One (1) Finance Officer /Cashier
- One (1) Administrative Assistant
- Two (2) Survey Information Assistants
- Two (2) Filing Clerk
- Finance/Human Resource Officer- Region 10
- Internal Security Officer
- One (1) Relief Driver
- Two(2) GIS technicians
- One(1) Administrative Attendant
- One(1) Word Processor
- One(1) Cartographic Technician
- One(1) Finance Officer

Appointments

During the reporting year, the following **appointments** were made:

- Ms Tashika Grimmond as Land Admin. Officer 111
- MS.Cyrene Fedricks as Land Admn.Officer 111
- Mr. Dinesh Sukhai as Land Admn.Officer 111
- Mr.Mark McCalman as Surveyor

Retirement

During the reporting year the following persons retire from the Commission: Ms. Sandra Goring Word Processor Region No: 2

Discipline

During the reporting year, the following Disciplinary Actions were taken:

- Forty- eight (48) letters were issued to staff for being absent from duty without leave.
- Forty-one (41) letters were issued to staff for constant unpunctuality.
- Three (3) persons were suspended for being involved in major irregularities.
- Three (3) persons were dismissed for being involve in major irregularities
- One (1) person was dismissed for being in the habit of driving under the influence of alcohol,

HR Policy Review

During the reporting year the Board approved the changes made to the HR Policy and Procedure Manual with some minor adjustments.

20.0 Administration Section

The Administration Section continued to maintain the building and its environment at a very high standard that is conducive. The Section also ensured that the Commission's fleet of vehicles was properly maintained and all documents were up to date. During the year the Commission received a used vehicle from Guyana Revenue Authority (GRA) with assistance from Office of the President. This vehicle was a great addition to the fleet of vehicles owned by the Commission.

Repair work was carried out on the garage shed. Also erecting of office space for the Senior Land Use Planner and Database Analyst was done.

The Administrative Section continued to spearhead the procurement process of the Commission for stationeries/furnishing, equipment, refreshment, uniforms for staff and items for field exercise for surveyors.

In addition to the above, the Administrative Section provided Secretarial assistance for the Legal Officer/Corporate Secretary and attended a number of meetings with consultant and Project Implementation Team (PIT) on the Land Use Planning Project. Also evaluation of tenders was done for the procurement of vehicles for Development of Land Use Planning Project (DLUP) and the recruitment of staff

The Section was also responsible for the necessary arrangements for the Commission's participation at GuyExpo 2011 and also the hosting of the Christmas luncheon and social which was successfully held in the month of December.