

**MINISTRY OF TRADE,
TOURISM AND INDUSTRY**

ANNUAL REPORT 1994



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CONTENTS

	Page
1.0 Executive Note	1
2.0 Mission Statement	4
3.0 Organization and Management	4
3.2 Description of Divisions and Departments	4
3.2.1 Administration and Support Services	4
3.2.7 Foreign Trade	5
3.2.11 Tourism	6
3.2.15 Industrial Development	6
3.2.19 Consumer Affairs	7
3.2.23 Data Unit	7
4.0 Summary and Review of Current Year's Programme	8
4.1 Administration and Support Services	9
4.2 Foreign Trade Division	10
4.3 Tourism	13
4.4 Industrial Development	15
4.5 Consumer Affairs	16
4.6 Data Unit	17
5.0 Annexes	
(i) Ministry's Organisational Chart	18
(ii) 1994 Budget	19

1.0 EXECUTIVE NOTE

1.1 The 1994 Program year marked the Ministry's first completed year at its new location. The Ministry was relocated from Main and Urquhart Streets in September 1993 to the building formerly occupied by the State Planning Secretariat at 229 South Road.

1.2 The submission of the formal Report on the Ministry's operations in 1994 was delayed in the first instance by the absence of the key Officials in 1995 and secondly by the departure (from the job) of the said Officials including the Official who performed the duties of Permanent Secretary at the time. The Report has had to be reconstructed over time and is now being presented for completeness of the Record and in keeping with stated requirements.

1.3 THE 1994 PROGRAMME OF WORK

1.3.1 In keeping with its stated mission and key objectives the following activities are highlighted by the Ministry for the 1994 reporting period.

1.3.2 TRADE

- (i) In February 1994 the Ministry coordinated final preparation and submission of Guyana's schedule of offers on goods and services in the GATT Uruguay Round Negotiations. The GATT Uruguay Round Negotiations was brought to conclusion, in April 1994 in Marrakesh, Morocco. Guyana was represented at this Meeting by the Minister of Trade, Tourism and Industry.
- (ii) The Inaugural Trade and Investment Exposition, GUYEXPO '94, was held in February under the auspices of the Guyana Export Promotion Council and the Ministry of Trade, Tourism and Industry at the Sophia Exhibition site. The Export Promotion Council was subsequently, during the second quarter, relocated to the Sophia Site from Kingston.

- (iii) A Trade and Investment Promotion Seminar and Exhibition focusing on Business opportunities in Guyana was held in Toronto, Canada in June. This event was facilitated in part by project assistance from the United Nations Development Program (UNDP).

1.3.3 TOURISM

- (i) A promotional video on Guyana was developed by the Ministry with project assistance from the Organisation of American States (OAS).
- (ii) With project assistance from the OAS a Tourism Public attitude and awareness programme was implemented. Additionally, as an annual feature, a Tourism Awareness month was launched in November.

1.3.4 INDUSTRIAL DEVELOPMENT

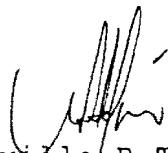
- (i) Infrastructure works advanced on the Coldingen Industrial Estate with thirty six (36) plots allocated to approved investors. Other industrial sites targetted for Eccles and Linden.
- (ii) Initial revised package of incentives for investors was developed and implemented.
- (iii) The Guyana Office for Investment (GO-Invest) was established in June.

1.3.5 CONSUMER AFFAIRS

- (i) A National Consumer Protection Advisory Committee comprising several public and non-governmental agencies was established late in the year. This was an initiative of the Ministry in its continued effort to evolve a coherent approach towards Consumer Protection matters in an increasingly liberalised economic environment. This Committee is expected to be operationalised in a major way in 1995.

1.3.6 TRAINING

- (i) The overall staffing situation at the end of the year was just under sixty percent (60%). In the circumstances, therefore, training proved to be critical though extremely challenging in instance where officers were required to be absent from location continuously through an extended period.
- (ii) The following training was undertaken:
- One Foreign Trade Officer attended the Annual GATT Trade Policy Course at the GATT Headquarters in Geneva. This training was of three months duration and proved to be timely in light of the concluded GATT Uruguay Round Agreements and the scheduled establishment of the World Trade Organisation (WTO) to replace the GATT from January 1, 1995
 - Two technical officers participated in a one month course on Project implementation and management which was sponsored by the Caribbean Development Bank (CDB) and held in Georgetown.
 - One Officer participated in a Regional Seminar on Mechanism for Export Development which was sponsored and organised by the Caribbean Development Bank (CDB).
 - Several junior Officers benefitted from training programmes mounted by the Public Service Management (Training Division).



Neville B Totaram
Permanent Secretary (ag)

2.0 Mission Statement

- 2.1 To formulate and provide an effective mechanism for the implementation, evaluation and improvement of policies, the aim of which will be to facilitate economic and social improvements through coordinated action in the areas of Trade Liberalization, Industrial Development and Consumer Affairs.

3.0 Organization and Management

- 3.1 The Ministry is comprised of the following six (6) Divisions (See Organisational Chart at Annex I):

- i. Administration and Support Services
- ii. Foreign Trade
- iii. Tourism
- iv. Industrial Development
- v. Consumer Affairs
- vi. Data Unit

3.2 DESCRIPTION OF DIVISIONS AND DEPARTMENTS

3.2.1 ADMINISTRATION AND SUPPORT SERVICES

- 3.2.2 The Administration and Support Services Division comprises four Sections, namely:

- (i) Personnel
- (ii) Accounts
- (iii) Registry, and
- (iv) General Administration

- 3.2.3 The AUTHORISED staff complement of the PERSONNEL UNIT is a Senior Personnel Officer, a Personnel Officer II and two Personnel Officers I. The ACTUAL staff strength at December 31, 1994 was a Senior Personnel Officer (25%).
- 3.2.4 The AUTHORISED staff complement of the ACCOUNTS DEPARTMENT is a Principal Assistant Secretary (Finance), an Accountant, an Accounts Clerk III and two Accounts Clerk II. The ACTUAL staff strength at December 31, 1994 was a Principal Assistant Secretary (F), an Accountant, an Accounts Clerk III and one Accounts Clerk II (80%). It should be noted that the PAS(F) did not function in the Accounts Department through the reported period since he was on secondment as Chief Executive Officer to the Guya Export Promotion Council during the period April 30, 1993 to July 17, 1994.
- 3.2.5 The AUTHORISED staff complement of the REGISTRY is a Senior Registry supervisor, Registry Supervisor and eight (8) Typist Clerk II/I. The ACTUAL staff strength at December 31, 1994 was a Senior Registry Supervisor and six (6) Typist Clerk II/I (70%).
- 3.2.6 The AUTHORISED staff complement of the General Administration is a Principal Assistant Secretary (General), an Assistant Secretary (General), a Clerk II (General), seven (7) Confidential Secretaries, two (2) Driver/Mechanics, one (1) Telephonist/ Receptionist, one (1) Senior Office Assistant, four (4) Office Assistants and three (3) Cleaners. The ACTUAL staff strength at December 31, 1994 was the Principal Assistant Secretary (G), an Assistant Secretary (G), a Clerk II (G), two (2) Confidential Secretaries, a Senior Office Assistant, three Office Assistants and three (3) Cleaners (57%).

3.2.7 FOREIGN TRADE DIVISION

- 3.2.8 The AUTHORISED staff complement of the Foreign Trade Division is the Director of Foreign Trade, three Senior Foreign Trade Officers, four Foreign Trade Officers, a Research Analyst, a Licensing Officer, nine Licensing Clerks and a Confidential Secretary.
- 3.2.9 The ACTUAL staff strength as at December 31, 1994 was the Director, two Senior Foreign Trade Officers, four Foreign Trade Officers, one Licensing Officer and three Licensing Clerks (55%).

3.2.10 Key Responsibilities

- (i) To support the regional integration movement by securing more trade arrangements and increasing trade with CARICOM in accordance with the Treaty of Chaguaramas
- (ii) To secure more bi-lateral and multi-lateral agreements on trade and aid in each of four geographical areas of activity;
- (iii) To improve the balance of payments situation through increasing net exports;
- (iv) To increase the level of non-traditional exports

3.2.11 TOURISM DIVISION

3.2.12 The AUTHORISED staff complement of the Tourism Division is the Director of Tourism, a Director of Tourism (Designate), an Assistant Director of Tourism, three Tourism Development Officers, a Research Analyst, a Research Assistant and a Confidential Secretary.

3.2.13 The ACTUAL staff strength as at December 31, 1994 was the Director of Tourism (Designate), three Tourism Development Officers, a Research Analyst and a Confidential Secretary (67%).

3.2.14 Key Responsibilities

- (i) Analyse the market for the tourism industry and establish linkages for multiple destinations within CARICOM and selected Latin American Countries;
- (ii) Identify sustainable products and encourage the involvement of entrepreneurs in their development and marketing;
- (iii) Develop eco-tourism in Guyana within the wider context of tourism development in the Caribbean.

3.2.15 INDUSTRIAL DEVELOPMENT

3.2.16 The AUTHORISED staff complement of the Industrial Development Division is a Director of Industrial Development, a Senior Industrial Development Analyst, three Industrial Development Analysts, a Research Assistant and a Confidential Secretary.

3.2.17 The ACTUAL staff strength as at December 31, 1994 was the Director and two Industrial Analysts (43%).

3.2.18 Key Responsibilities

- (i) Formulate, implement, evaluate and improve industrial development policies and programmes (synchronized with the requirements of industry) aimed at the development of industries in Guyana;
- (ii) Develop and implement internationally attractive industrial investment incentives;
- (iii) Identify and exploit more industrial investment opportunities, with both joint venture and private capital and source them both internally and abroad;
- (iv) Create linkages within and amongst the sectors/industries.

3.2.19 CONSUMER AFFAIRS

3.2.20 The AUTHORISED staff complement of the Consumer Affairs Division is a Director of Consumer Affairs, a Senior Consumer Affairs Officer, two Consumer Affairs Officers, a Legal Affairs Officer, a Research Analyst, four Research Assistants and a Confidential Secretary.

3.2.21 The ACTUAL staff strength as at December 31, 1994 was the Director, a Senior Consumer Affairs Officer, a Consumer Affairs Officer, a Legal Affairs Officer, and three Research Assistants (73%).

3.2.22 Key Responsibilities

- (i) To develop consumer protection policies and develop draft legislation;
- (ii) To develop and implement a public education awareness programme.

3.2.23 DATA UNIT

3.2.24 The AUTHORISED staff complement of the Data Unit is a Manager (Head), two (2) Analyst Researchers and two (2) Data Clerks.

3.2.25 The ACTUAL staff complement as at December 31, 1994 was an Analyst/Researcher (20%).

3.2.26 Key Responsibilities

To service the data and information collection and processing needs of the Ministry of Trade, Tourism and Industry.

4.0 SUMMARY AND REVIEW OF CURRENT YEAR'S PROGRAMME

4.1 ADMINISTRATION AND SUPPORT SERVICES DIVISION

- 4.1.1 The General Administration Division is responsible for the house keeping functions of the Ministry, e.g.,
- (a) Maintenance of lights, water supply and lavatory facilities;
 - (b) Maintaining the offices and surrounding areas clean and tidy;
 - (c) Providing administrative support to the other four technical divisions.
- 4.1.2 The staff in this section are supervised by a P.A.S. (G) and an A.S. (G). The ancillary staff - Cleaners, Office Assistants, Drivers and Telephonist - are all in this section. Only the cleaning staff has its full complement of personnel. The position of Telephonist is vacant and an Office Assistant is performing this function. There is also a vacancy for a Senior Office Assistant and one for an Office Assistant. There are no drivers, hence vacancies exist for two drivers. There is also a vacant position for a Clerk III (G).
- 4.1.3 The poor salaries paid to the staff in the administrative support section are no doubt responsible for the poor quality of staff recruited especially in the Registry Section. It is also responsible for the Ministry's inability to recruit a driver. The vacant position of Clerk III (General) should be filled since this person would be able to function as an expeditor/purchasing clerk, as part of his/her duties. At present this function is carried out by the Office Assistants. Despite all of the set backs several repairs and maintenance jobs were done and it is envisaged that many more targets could have been achieved if more positions were filled.
- 4.1.4 During 1994 the PERSONNEL SECTION continued to function with a Senior Personnel Officer and a Clerk II (G), who functioned as a Personnel Officer I (ag).
- 4.1.5 For the year under review the Section was actively involved in processing matters relating to recruitment, appointment, placement, transfer, promotion, training and development and matters relating to industrial relations and conditions of service.
- 4.1.6 Despite the continued absence of a Personnel Officer II and a Personnel Officer I, the Section provided service for approximately 53 employees attached to the Administrative and Support Services, Tourism Division, Industrial Division, Data Unit, Foreign Trade Division and Consumer Affairs Division.

4.1.7 PERSONNEL SECTION

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1	Updating personnel records	Achieved	Up-to-date leave records and staff list were prepared. List of addresses of staff was prepared.
2	Superannuation benefits	Achieved	Claims were processed promptly.
3	Attendance at training programmes sponsored by the Ministries, Office of the President and Public Service Management and other agencies	Achieved	Staff participated fully in training offers which were received.
4	Preparing monthly reports of absence and punctuality	Achieved	
5	Acting appointments	Achieved	Prompt approval was received from Public Service Commission.
6	Appointment	Partly achieved	Due to curtailment of employment.

4.2 FOREIGN TRADE DIVISION

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
<p>1. CARICOM Relations</p> <p>CARICOM/Colombia</p>	<p>(a) Prepare for and participate in Meetings of the Common Market Council</p> <ul style="list-style-type: none"> - Meeting of Officials preparatory to the 41st Meeting of the Common Market - 41st Meeting of the Common Market Council - 14th Special Meeting of the Common Market Council - Agreement on Trade, Economic and Technical Cooperation 	<p>Achieved</p> <p>Achieved</p> <p>Achieved</p>	<p>Both Meetings were convened in Georgetown from January 31st to February 1st. Preparation of position papers was done and this involved consultations with the CARICOM Secretariat, the Private Sector and other Governmental agencies.</p> <p>These Meetings focused on issues which were wide ranging and integral to the deepening of the integration process and the strengthening of CARICOM's external relations.</p> <p>This Meeting was convened in Georgetown on June 14 and addressed specifically CARICOM external relations and matters arising out of the 41st Meeting of the Common Market Council.</p> <p>The third Meeting convened in Jamaica from April 18 - 20 and sought to advance the Region's position on several issues relating to the text - for example, Rules of Origin procedures.</p>
<p>2. United States PL 480 Agreement</p>	<p>i) Coordinate and monitor the operations of the PL 480 Agreement</p> <p>ii) FY'94</p>	<p>Achieved</p>	<p>Negotiations for the PL 480 Title III Program for the U.S. fiscal years 1994 - 1996 were concluded and the Agreement signed in January.</p> <p>Specifically, for the fiscal year 1994, approximately 31,000 mt of wheat at a market value of US\$6 million were delivered.</p> <p>Coordination and consultation among the US Embassy (USAID), the National Milling Company (Guyana) Ltd and the Ministry of Trade were done to ensure timely arrival, accurate reporting and prompt payment of proceeds from the sale of the flour to the Counterpart Fund.</p> <p>The Division was also instrumental in ensuring that conditionalities stipulated under the Agreement were met, for example, the removal of licences for specified products. These conditionalities were nevertheless stipulated under the structural adjustment program.</p>
<p>3. Joint Commissions (and Barter protocols)</p>	<p>Preparing for and participating in Joint Commission Meetings</p>	<p>Partially Achieved</p>	<p>(a) The 18th Session of the Guyana/Cuba Joint Commission scheduled for Guyana was postponed.</p> <p>(b) The inaugural Meeting of the Administrative Commission of the Partial Scope Agreement was held in Venezuela in June. Lists of products, proposed for inclusion in the Agreement were exchanged by both sides for their consideration.</p> <p>(c) The 1st Meeting of the Administrative Commission explored the possibility of regularising and expanding trade links between Guyana and Venezuela.</p>

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
4. Border Trade	Monitoring and facilitating arrangements to regularize border trade	Achieved	<p>(a) The Guyana/Brazil Group on Consular Cooperation designed to address activities at the border convened its inaugural meeting in Georgetown.</p> <p>(b) Meetings of the Guyana/Suriname Border Committee and Joint Cooperation Council were held during the year to address specific trade problems such as illegal trade and expansion of legitimate trade.</p>
5. Trade Mission	Preparing for and participating in trade missions/delegations to and from Guyana	Achieved	The Ministry facilitated the visit of several delegations to and from Guyana during the year. Delegations from North America, the Far East and CARICOM visited Guyana to explore business possibilities particularly during the staging of the GUYEXPO '94 Exhibition.
6. Matters Relating to International Institutions/Economic Relations	Preparation of briefs and analysis of current trade issues with respect to the GATT, UNCTAD, SELA, the Miami Summit and participation at related Meetings	Achieved	<p>(a) The 20th Meeting of the Latin America Council was convened in Mexico from May 20 to June 3 and relevant trade briefs and position papers were prepared.</p> <p>(b) The Ministry liaised with the GATT Secretariat and the CARICOM Secretariat to finalize Guyana's offers in the areas of goods and services and was engaged in preparations aimed at ratifying the Uruguay Round Agreements.</p> <p>(c) The Division was also involved in preparatory activities for the Miami Summit of the Americas which was held in December.</p>
7. Trade Information	<p>(a) Establishment of a Trade Information Database System</p> <p>(b) Dissemination of trade information in response to trade enquiries</p>	<p>Partially Achieved</p> <p>Achieved</p>	<p>(a) It was anticipated that this activity would have been executed with UNDP Project funds. The Project document, however, is still to be finalized.</p> <p>(b) A closer working relationship has been forged with the principal data collecting agencies, in particular the Bureau of Statistics and the Division has been able to access specific data on request.</p> <p>(c) The Division provided its named service of Trade Information to both local and foreign end-users. This activity would, however, be greatly enhanced with the computerization of the Ministry.</p> <p>(d) The Division also completed work on its Export Trade Directory which would be a valuable reference document for traders. Funding is being sought for its printing.</p>

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
8. Trade Promotion	(a) Establishment of permanent display booths in Guyana's overseas missions	Partially Achieved	<p>(a) Exhibits were acquired and forwarded to our embassies in Caracas and Washington. There is, however, need for a more systematic arrangement with our embassies in order to make this activity more programmed and focused.</p> <p>(b) The inaugural Trade and Investment Exposition (GUYEXPO '94) was held in February and the Division was involved in its promotion and in other administrative arrangements.</p> <p>(c) A Seminar and Exhibition on trade and investment opportunities in Guyana was held in Toronto, Canada in June to sensitize Canadian business men to business opportunities in Guyana. The Division coordinated the procurement of exhibits and was involved in other preparatory activities.</p>
9. Institutional Strengthening Projects	Implementation of the UNDP Project to promote trade and investment and finalisation of draft USAID/BEEP technical assistance project	Not achieved	<p>(a) The Division has been seeking relevant draft legislation on new trade policy issues such as competition policy, for example, from the U.S. Embassy and other sources in order to formulate draft national policy and legislation. The Division also participated in a Workshop on Intellectual Property Rights held in Georgetown by the World Intellectual Property Organisation (WIPO).</p> <p>(b) With respect to the trade liberalization program, a review was conducted on the remaining items on the import and export licensing regimes.</p> <p>(c) The Division also consulted with the CARICOM Secretariat and the Ministry of Finance with regard to the implementation of the second phase of CET reductions and the imposition of the CET on regionally produced products.</p>
10. Education and Training	<p>(a) Project Implementation and Management, CDB, February 25 to March 28, Georgetown, Guyana</p> <p>(b) GATT Trade Policy Course, August 23 to November, Geneva, Switzerland</p>	<p>Achieved</p> <p>Achieved</p>	<p>One Foreign Trade Officer participated in a one month course sponsored by the Caribbean Development Bank which was designed for Government officials involved in project implementation.</p> <p>One Foreign Trade Officer participated in the 77th GATT Trade Policy Course which is designed for Senior Government Trade Officials. It was the second time that Guyana has participated in this course which has been in place since 1955.</p>

4.3 TOURISM DIVISION

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1	Inventorise Guyana's Eco-tourism assets	Partially Achieved	During the year under review field trips were programmed for six regions, namely 1,2,3,8,9 and 10. Because of administrative constraints, visits were only made to parts of regions 2,3 and 4 which was not in the original programme.
2	Development of an information and data base, involving data related to the regions and data on tourist arrivals	Achieved	During the Regional visits, personnel from the tourism department were able to examine existing infrastructure and facilities, quantify them and ascertain the level of technical assistance required. The collection of tourist arrival data was also streamlined with the Statistical Bureau. However, the reproduction of this data by the Bureau is very slow.
3	To conduct a situation analysis of the tourism plant with a view towards development	Partially Achieved	A committee consisting of representatives from the Tourism Division, the Bureau of Standards, the City Council, Fire Service, Central Housing and Planning Authority and the Lands and Surveys Department was formed to examine the prevailing situation and make recommendations. This group did not achieve the desired results because the personnel representing the agencies were not the decision makers.
4	Production of promotional and marketing materials	Partially Achieved	<p>During the year the following promotional materials were prepared:</p> <ul style="list-style-type: none"> i) A promotional video (through the assistance of the OAS) ii) Information folders iii) Information brochures for the Tourism Awareness Programme. <p>The production of a sixteen page colour brochure which commenced in December 1993 and should have been completed during 1994 did not materialise due to financial constraints.</p> <p>Street and tourist maps were again not produced because the responsible agency, i.e., the Lands and Surveys Department could not have done so. A private individual was approached but because of financial constraints this activity was not executed.</p>
5	Implementing a Tourism Public Attitude and Awareness Programme	Achieved	<p>This activity was achieved through the assistance of the Organisation of American States which provided both financial and technical assistance for the programme. This programme resulted in the emergence of the tourism theme "Beautiful Land, Wonderful People", extensive media involvement in sensitising the nation about the importance of tourism and the production of a promotional video.</p> <p>Observance of a Tourism Awareness Month in November which is scheduled to be observed annually at the same time.</p>

4.4 INDUSTRIAL DEVELOPMENT DIVISION

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1	Establishment of Industrial Sites	Partially Achieved	<p>Coldingen: Infrastructure works have been completed; all 36 plots have been allocated. Several investors have made deposits.</p> <p>Eccles: 50 acres of land have been allocated by Guysuco and finance for infrastructure development is being sought from CIDA; more than 30 applications have been received.</p> <p>Linden: a parcel of land has been identified for development and questionnaire soliciting interest has been circulated.</p>
2	Deep Water Harbour	Partially Achieved	<p>Under the chairmanship of the Director of Industrial Development a committee comprising representatives from the Public and Private Sectors examined the possibility of establishing a deep water harbour in Guyana. Georgetown, Linden, Lannaballi and Makouria were examined and after careful analysis, Makouria was recommended as a possible site. A paper detailing the findings and recommendations of the committee was submitted and request for technical assistance to conduct a feasibility study was sought from Japan.</p>
3	Create an enabling environment to attract investment	Partially Achieved	<p>Investment procedures were streamlined with the establishment of GO-INVEST. Development lands with infrastructure facilities were provided with the establishment of Coldingen Industrial Estate.</p> <p>Non-discretionary package of incentives for investors was developed and implemented.</p>
4	Prepare paper on Guyana's Industrial Policy	Achieved	<p>A draft paper on Guyana's industrial policy was prepared and submitted for comments from senior Government officials.</p>
5	Create an Industrial Development Database	Not achieved	<p>Discontinued due to the lack of staff.</p>
6	Investment Treaties	Partially Achieved	<p>Guyana/USA draft bilateral investments were examined and new recommendations were posited for further discussions with the Americans.</p>
7	Establishment of Export Processing Zones	Partially Achieved	<p>Experiences of other countries were reviewed; sites were identified and assistance for formulation and development was explored.</p>
8	Training	Achieved	<p>The Director participated in CDB sponsored regional seminar on Mechanisms for Export Development.</p>

4.5 CONSUMER AFFAIRS DIVISION

4.5.1 LEGISLATIVE AND REGULATORY

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1	Review of existing Consumer Protection Legislation	Achieved	This document is still with the policy makers.
2	Proposal for Consumer Protection Legislation	Not achieved	This is being considered by the Attorney General's Chambers and Legal Affairs Officer of the Ministry.
3	Drafting of Consumer Protection Legislation	Not achieved	

4.5.2 PRICING, PROCUREMENT AND DISTRIBUTION

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
4	Monitoring, on a monthly basis, availability and distribution of consumer goods	Partially Achieved	This was done in Georgetown alone. It is hoped that we can go further in 1995.
5	Visits to Regions	Not achieved	No Regions were visited.
6	Operation of Consumer Complaints Desk	Achieved	Regularity of complaints has decreased. Consumers may know where or what to look for when purchasing.

4.5.3 EDUCATION AND PUBLIC RELATIONS

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
7	Consumer Protection Seminar	Not achieved	Proposal still under consideration by the Administration.
8	Extension of Education Program in Regions	Not achieved	This should have been incorporated in regional trips but will be done in 1995.

4.5.4 RESEARCH

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
9	Meeting with Guyana National Bureau of Standards	Achieved	Active participation in the work programme of this body was achieved.
10	Meeting with GAHEF	Achieved	
11	Establish database in the areas of Foreign Trade, Tourism, Industrial Development and Consumer Affairs	Partially Achieved	Continuous work done.
12	Co-ordinated approach to solving consumer issues with related agencies.	Achieved	Ongoing meetings and discussions. Formation of the National Consumer Protection Advisory Committee on stream.

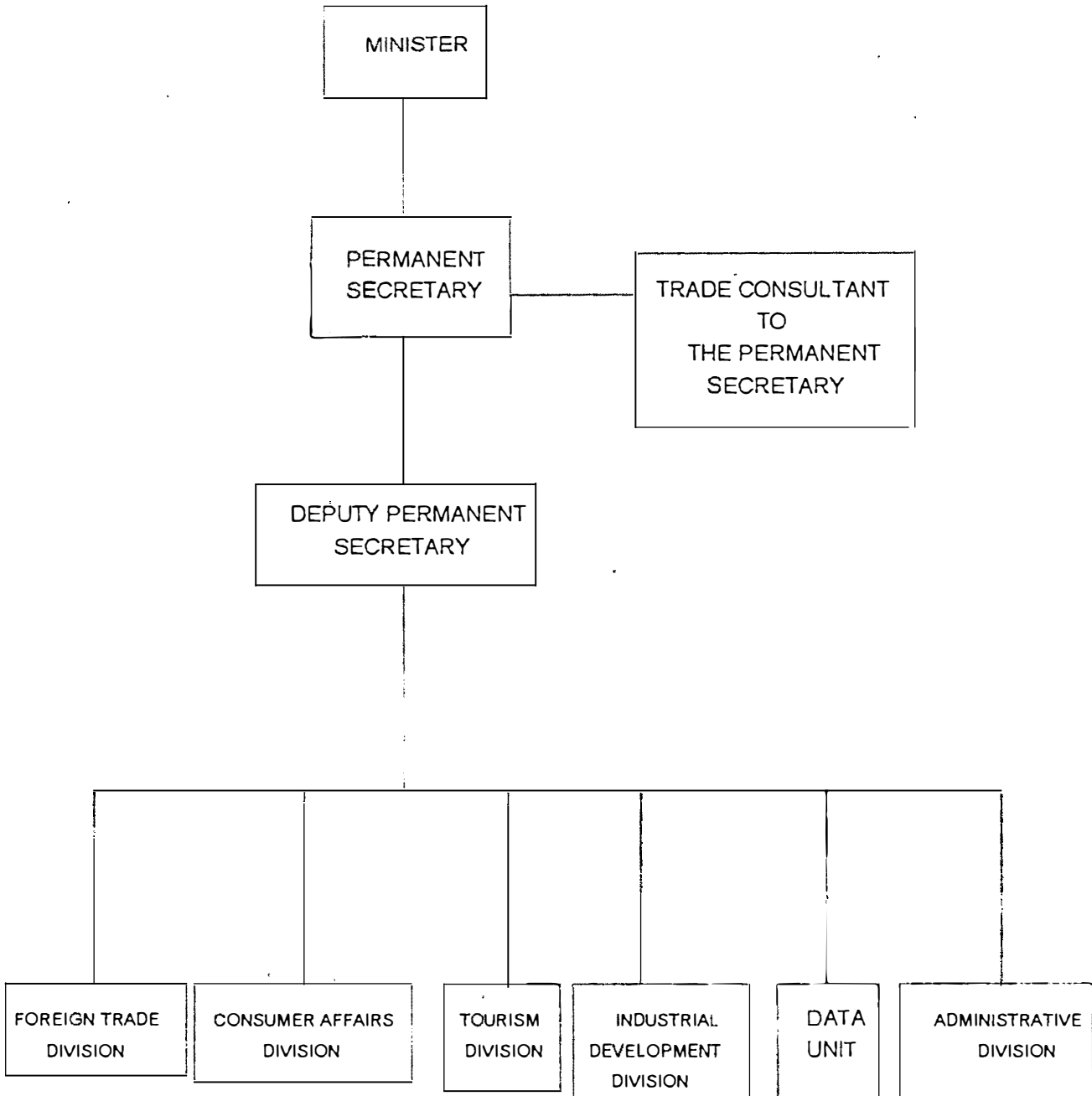
4.6 DATA UNIT

ITEM	TARGET SET FOR 1994	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1. Re-examine existing formats used to collect, compile and store data related to Foreign Trade, Tourism, Industrial Development and Consumer Affairs	To ensure that data is collected, compiled and stored most efficiently	Partially Achieved	This was done for the Tourism Division only. Formats were prepared for all of the Divisions but information was received only from the Consumer Affairs and Tourism Divisions in previous years. Additionally, all of the sections have their own computers now.
2. Input data on the computer to be stored on disk and diskettes	To ensure quick and easy retrieval of information and to store data for future analysis	Achieved	This was done for all the Divisions.
3. Perform relevant analyses on data pertaining to Foreign Trade, Tourism, Industrial Development and Consumer Affairs	To enable Division heads and other officers in the Ministry to formulate relevant policies	Partially Achieved	This was done for the Tourism Division only.
4. Conduct training courses in word processing and spreadsheet	To equip staff with knowledge in the use of computer software packages used to perform word processing and data processing tasks	Not achieved	This was not done because there was only one working computer available to the Data Unit for the year.

ANNEX I

MINISTRY OF TRADE, TOURISM AND INDUSTRY

ORGANISATIONAL CHART



1994 BUDGET

DETAILS OF CURRENT EXPENDITURE

Sub-Head	Code No.	HEAD - 51 (Head Code: 0051) Ministry of Trade, Tourism and Industry	EXPENDITURE (G\$ '000)	
			BUDGET 1994	EXPEND. 1994
			\$	\$
		<u>TOTAL APPROPRIATION EXPENDITURE</u> <u>VOTED</u>		
		TOTAL EMPLOYMENT COSTS	10,855	9,965
		<i>WAGES AND SALARIES</i>	9,283	8,509
101	000	Administrative	3,267	2,882
102	000	Senior Technical	3,487	3,214
103	000	Other Technical and Craft Skilled	1,141	1,121
104	000	Clerical and Office Support	1,167	1,084
105	000	Semi-Skilled Operatives and Unskilled	221	208
		<i>OVERHEAD EXPENDITURE</i>	1,572	1,456
201	000	Other Direct Labour Costs	669	576
203	000	Benefits and Allowances	403	398
204	000	National Insurance	500	482
		<i>OTHER CHARGES</i>	66,994	57,118
302	000	Materials, Equipment and Supplies	25	1,485
303	000	Fuels and Lubricants	800	607
304	000	Rental and Maintenance of Buildings	900	819
306	000	Electricity Charges	3,600	182
307	000	Transport, Travel and Postage	1,400	773
308	000	Telephone Charges	1,512	801
309	000	Other Services Purchased	4,478	3,218
311	000	Rates and Taxes	500	316
312	000	Subsidies & Contributions To Local and International Organizations	49,899	47,731
314	000	Other	1,400	1,186
		GRAND TOTAL	77,849	67,083

1994 BUDGET

DETAILS OF CAPITAL EXPENDITURE

Sub-Head	Code No.	HEAD - 528 (Head Code: 0528) Ministry of Trade, Tourism and Industry	EXPENDITURE (G\$ '000)	
			BUDGET 1994	EXPEND. 1994
			\$	\$
24	001	Land Transport	0	0
25	001	Office Equipment	500	500
41	001	Tourism Development	2,000	1,573
47	002	GO-INVEST	0	0
47	003	Guyana National Bureau of Standards	0	0
GRAND TOTAL			2,500	2,073