

MINISTRY OF TRADE, TOURISM & INDUSTRY

ANNUAL REPORT 1996



SUBMITTED PURSUANT TO PUBLIC SERVICE MINISTRY

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1.0

EXECUTIVE SUMMARY

1.1 The 1996 Programme year provided the Ministry with the first real opportunity, since the comprehensive Public Service Reform of 1991, to review and refine its operations and strategize on its future role.

1.2 With technical and financial support under a USAID funded project, the Building Equity and Economic Participation (BEEP) Project, thirty-four (34) members of the Ministry's technical and professional staff and Senior members of the agencies, Guyana Office for Investment, Guyana Export Promotion Council and Guyana National Bureau of Standards convened at a weekend Strategic Planning Retreat at the Guysuco Ogle Training Center in September.

1.3 The Ministry's planning process was sparked by both need and opportunity. On the one hand, pressures to address production and capacity building within the Ministry were intensifying as the economy became more private sector driven and Guyana sought a more competitive position in the world economy. Simultaneously, support from the international donor community was becoming available but required a Ministry Strategic Plan from which to determine priorities for institutional capacity building and support.

1.4 The Retreat exercise identified the following key problems facing the Ministry.

- * A dwindling staff, caused by low salaries and incentives
- * Inadequate staff skills caused by poor retention and little opportunity for training

- * Inadequate access to the information needed to generate
Quality reports and recommendations
- * A substandard working environment
- * Inadequate computerization and staff computer capability
- * Low staff morale

1.5 General data from the retreat was refined into a strategic framework and shared with the entire Ministry Staff for their reactions and additional input. The framework was then reviewed extensively by the Division/Agency task forces in collaboration with the Minister. A series of action steps and products with dates and assignments of lead responsibility were developed by each task force. A Steering Committee comprised of Division and Agency Heads and chaired by the Permanent Secretary has been charged with management and coordination of the plan's actualization. The Steering Committee meets on a monthly basis. As well, the Minister meets with the Committee on a monthly basis.

1.6 The Strategic Plan did not focus on all aspects of the Ministry's work, nor did it focus on all areas which need improvement, rather the plan identified priority areas for performance enhancement which, when improved will significantly increase Ministry effectiveness. In a follow-up planning phase the Ministry will seek to advance and consolidate the strategic planning process in mid-1997. This process will complement or be enhanced by the Government's scheduled Programme Budgeting exercise for the Ministry in 1997.

1.7 Status of 1996 Programmes

The following is a brief description of the main programmes implemented in 1996.

1.7.1 Trade Policy

- (i) Two external Trade Developments in 1995 largely Influenced the ministry's trade policy focus in 1996. First, the establishment of the World Trade Organisation (WTO) on January 1, 1995; and second, the launching of a hemispheric work programme in June 1995 for the proposed establishment of a Free Trade Area of the Americas (FTAA) by 2005.

- (ii) In terms of the World Trade Organisation (WTO) the Ministry, in August 1996, established a National Working Group on WTO matters. The Group is chaired by the Ministry at Permanent Secretary level and comprises senior level representation from relevant public and private sector agencies. The Group, which is mandated by Cabinet, monitors developments in the WTO and advises on national positions on specific issues.

- (iii) In terms of the Free Trade Area of the Americas (FTAA) the Ministry has a lead role and represents Guyana on the Coordinating group of Trade Vice Ministers as well as the Technical Working Group on Market Access. The Market Access Group commenced work relating to the establishment of a Hemispheric Trade Database. This project has close coincidence with a Trade/Policy project being implemented in the Ministry under the USAID funded BEEP Project (Building Equity and Economic Participation). In July 1996 BEEP Consultants submitted a report with proposals to strengthen Trade Policy Execution in the Ministry. The Report which recommended the establishment of a computerised Database took account of specific structures in the FTAA for purpose of compatibility. Implementation of specific recommendations is expected in 1997.

- (iv) In July the Ministry, in collaboration with the ACP Secretariat in Brussels (with funding from the European union), hosted a four - day Regional (Carribbean) Seminar on the World Trade Organisation and the Uruguay Round results in Georgetown. This Seminar was attended by representatives from CARIFORUM countries. The Minister of Trade, Tourism and Industry and His Excellency the President, respectively, addressed the Opening and Closing Ceremonies of the Seminar.

1.7.2 Trade Promotion

- (i) In April twelve Guyanese Companies which participated in the “Buy Caribbean Program” of the Caribbean Quality Seal for specific products met the criteria for (export) market quality. The National programme which is an ongoing one is Coordinated by the Guyana Export Promotion Council/Ministry of Trade;
- (ii) In June a Regional Furniture and Accessories Exposition was held at the Sophia Exhibition Site. This Exposition was coordinated and sponsored by the Guyana Export Promotion Council in collaboration with the Courts Furniture Store and the Caribbean Export Development Agency (CEDA).
- (iii) On July 13, immediately following the WTO Seminar referred to before, the Ministry, in collaboration with the International Trade Center (ITC) of the UNCTAD/ WTO convened a “Business Guide Seminar” on the WTO Agreements for the Guyanese Business Community. This seminar was declared open by the Permanent Secretary in the Ministry and was well attended by the Private Sector. The Permanent Secretary also participated in a Panel Discussion at the Seminar.

- (iv) In 1996 Guyana benefitted from a total US \$9.0M PL 480 Title I Assistance from the United States Government. Approximately 39 000 metric tons of wheat was procured in seven shipments. A PL 480 Agreement for wheat supplies in 1997 was concluded in December 1996. The Agreement is for a maximum US \$ 9.0 M and is expected to provide over 40000 metric tons wheat.

1.7.3 Tourism Development

- (i) "Visit Guyana Year" Programme launched at Timehri International Airport - January 1.
- (ii) a National (Sectoral) Exposition on "Tourism and the Environment" was held at the Sophia Exhibition Centre in February. This Exposition was jointly organised and sponsored by the Ministry of Trade, Guyana Export Promotion Council and the Environmental Unit of the Office of the President.
- (iii) Production of Tourism promotional materials in print and video tape was done during the period.
- (iv) Several training workshops were conducted for Industry personnel in the areas of Customer Relations, Tour Guiding, Inbound Ground Tour Operators and Hospitality Services.
- (v) A Summer Training Programme in several areas of Hospitality Services was conducted in August for 18 Youths. This programme was spearheaded by the Ministry in collaboration with the Ministry of Education and represents a first of several collaborative efforts between the two Ministries.

- (vi) A National Consultation on Legislation Development for the Tourism Sector was held on September 4-5, and involved a wide cross section of Guyanese interests pertinent to the development of the Tourism Sector in Guyana. This consultation was based on a Study or Report which was done by the Caribbean Tourism Organisation in 1995. Technical Assistance and funding are being sought to draft necessary Legislation.

1.7.4 **Industrial Development**

- (I) A draft **Investment Guide** was put together with technical and financial assistance under the USAID-BEEP project during the last quarter. This document would be finalised and published in the new programme year.
- (ii) Infrastructure Works on the Coldingen Industrial Estate were advanced with the building of roads and culverts. Equipment and materials are being mobilised to commence similar works at the Eccles Industrial Estate. Additionally, discussions were held with Regional Authorities in connection with the identification of Industrial Sites on the West Bank Demerara and New Amsterdam.

1.7.5 **Consumer Affairs**

- (I) Consumer Affairs as a policy orientation in the present economic environment in Guyana focuses on the activities and interests of both industrial and household consumers. During the reporting period several critical consumer protection issues were addressed:

- **Minibus fares:**

The Ministry engaged the Minibus Associations on the issue of proposed fare increases for Minibus commuters. The Division also participated in a meeting which was held with His Excellency the President in May.

- Importation of used and reconditioned vehicles:

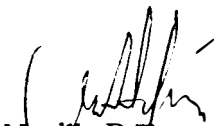
The Consumer affairs Division submitted a paper on this matter at the request of His Excellency the President, outlining policy implications.

- CARICOM Conference on Consumer Affairs

The Ministry considered and supported a proposal by its counterpart in Trinidad and Tobago for the convening of a Caribbean Conference on Consumer Affairs. This proposal was subsequently accepted in June by the Common Market Council. Such a Conference could be held during 1997.

- (ii) In the area of **Consumer Awareness and Education** the Consumer Affairs Division visited various Regions: Region 5 (April), Region 3 (May), Region 6 (June). The Schools (Senior Forms) continue to be the major target and during the latter part of 1996 a Joint Public Education Programme was launched on Television and Radio by a Programme Committee comprising the Ministry of Trade, Guyana National Bureau of Standards and the Ministry of Education.
- (iii) A **Consumer booklet** explaining certain basic Consumer rights and terms was printed in August 1996 and distributed as part of the Education Program.

1.8 Resource constraints, human and financial, persisting in the Ministry in 1996, continued to impact negatively on the Ministry's overall ability to service its constituents or stakeholders. Nevertheless, the Strategic Planning Process which commenced in the Ministry in September 1996 facilitated significant improvements in staff effort and the follow-up Planning Process in 1997 is expected to establish strong vision and value statements which will serve as benchmarks for Ministry performance.


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 actions in the areas of Trade Liberalization, Tourism, Industrial Development and Consumer Affairs.

3.0 ORGANISATION 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

4.0 DESCRIPTION OF DIVISIONS AND DEPARTMENTS

4.1 ADMINISTRATION AND SUPPORT SERVICES

- 4.1.1 The Administration and Support Services Division comprises four (4) Sections, namely:

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

- 4.1.2 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 as at December 31, 1996 was a Senior Personnel Officer (25%).
- 4.1.3 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 as at December 31, 1996 was a Principal Assistant Secretary (F), an Accountant, an Accounts Clerk III and one Accounts Clerk II (80%).
- 4.1.4 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 as at December 31, 1996 was one (1) Registry Supervisor and six (6) Typist Clerk II/I (70%).
- 4.1.5 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 as at December 31, 1996 was a Clerk II (G), two (2) Confidential Secretaries, three (3) Office Assistants and three (3) Cleaners (43%)

4.1.6 Mission

To provide prompt and efficient support needs in the areas of resource management, accounting and finance, general office support, and secretarial and typing services.

4.1.7 Key Responsibilities

- * Provide effective personnel and accounting services;
- * Enhance the Ministry's staffing and skills base;
- * Prepare the Ministry's budget and annual report;
- * Identify and acquire necessary equipment and materials to sustain optimum levels of output
- * Provide proper maintenance and care to buildings, equipment and surroundings;
- * Operate an effective record keeping system;
- * Stimulate interpersonal staff relations;
- * Produce accurate reports and correspondence.

4.2 FOREIGN TRADE

4.2.1 The AUTHORISED staff complement of the Foreign Trade Division is the Director of Foreign Trade, three Senior Foreign Trade Officers, five Foreign Trade Officers, a Licensing Officer, nine Licensing Clerks and a Confidential Secretary.

4.2.2 The ACTUAL staff strength as at December 31, 1996 was the Director, three (3) Senior Foreign Trade Officers, one (1) Foreign Trade Officer, one Licensing Officer and four (4) Licensing Clerks (50%).

4.2.3 Mission

To improve the balance of payments through increased net exports.

4.2.4 Key Responsibilities

- * Formulate and articulate a comprehensive trade policy for Guyana;
- * Support regional integration initiatives by securing more trade arrangements and increasing trade with CARICOM;
- * Consult and coordinate trade issues with relevant local agencies, and international organisations and institutions;
- * Co-ordinate and monitor the operations of trade agreements;
- * Provide advice and support to producers regarding barriers to entry, market definition etc.
- * Provide data, analysis, reports, policy papers and seminars to stakeholders both in and outside of government;
- * Develop and maintain a structured relationship and liaison with Overseas Trade Representatives;
- * Support trade promotion activities;
- * Facilitate domestic trade activities through the identification and removal of barriers to trade
- * Undertake receipt, processing and review of import and export licences.

4.3 TOURISM

4.3.1 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.

4.3.2 The ACTUAL staff strength as at December 31, 1996 was the Director of Tourism (Designate), an Assistant Director of Tourism, two (2) Tourism Development Officers, a Research Analyst and a Confidential Secretary (67%).

4.3.3 Mission

To develop and enhance a sustainable tourism sector in Guyana, within the wider context of tourism development in the Caribbean, and promote tourism products and the tourism industry with the goal of increasing net foreign exchange earnings from tourism.

4.3.4 Key Responsibilities

- * Develop ecotourism in Guyana within the wider context of tourism development in the Caribbean;
- * Monitor the development of the tourism industry;
- * Enhance the regulatory environment for tourism;
- * Identify tourism resources and facilitate their sustainable development;
- * Conduct market research and analysis to facilitate the identification of market niches/segments;
- * Facilitate investment in the tourism industry;
- * Improve standards and quality of service in the hospitality sector and the reliability and quality of service of air transportation services;
- * Provide training for industry stakeholders.

4.4 INDUSTRIAL DEVELOPMENT

- 4.4.1 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.
- 4.4.2 The ACTUAL staff strength as at December 31, 1996 was the Director, a Senior Industrial Development Analyst and two (2) Industrial Development Analysts (57%).

4.4.3 Mission

To formulate and improve industrial development policies and programmes aimed at defining investment opportunities, attracting new investments and encouraging industry competitiveness.

4.4.4 Key Responsibilities

- * Formulate an Industrial Development policy;
- * Develop and implement policies that improve the fiscal incentive regime and support investment expansion;
- * Develop and implement internationally attractive industrial investment incentives;
- * Identify and exploit industrial development opportunities with both joint venture and public and private capital, and secure both internally and abroad;
- * Create linkages within and amongst industries and sectors;
- * Publish an investment guide.

4.5 CONSUMER AFFAIRS

4.5.1 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.

4.5.2 The ACTUAL staff strength as at December 31, 1996 was the Director, a Senior Consumer Affairs Officer, one (1) Consumer Affairs Officer, a Legal Affairs Officer, a Research Analyst and one (1) ResearchAssistant (54%).

4.5.3 Mission

To provide sustained, coordinated programmes and measures to ensure consumer protection through policies and their implementation.

4.5.4 Key Responsibilities

- * Develop consumer protection policies and draft legislation;
- * Develop and implement public (consumer) awareness programmes;
- * Establish representation for consumer complaints and inquiries;
- * Participate in the standardization efforts directly related to consumers' interests;
- * Coordinate, communicate and liaise with government and non-government, national and international consumer organisations;
- * Establish and monitor a national consumer protection advisory board;
- * Monitor pricing, procurement and distribution of goods and services in the economy.

4.6 DATA UNIT

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

4.6.2 The ACTUAL staff complement as at December 31, 1996 was the Data Unit Manager (20%).

4.6.3 Mission

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

4.6.4 Key Responsibilities

- * Perform relevant analysis on data pertaining to Foreign Trade, Tourism, Industrial Development and Consumer Affairs;
- * Review existing formats used to collect, compile and store data;
- * Store relevant data on computer;
- * Conduct inhouse computer software training.

5.0 SUMMARY AND REVIEW OF CURRENT YEAR'S PROGRAMME

5.1 ADMINISTRATION AND SUPPORT SERVICES DIVISION

5.1.1 As in 1995, the Staffing situation remained critical. The Ministry continued to function with a vacancy rate of over fifty percent (50%). This was further compounded by the retirement of the Principal Assistant Secretary (General) in June.

5.1.2 However, the significant effort to improve physical facilities such as office space, office furniture and equipment, etc. impacted positively on staff morale and staff effort.

5.1.3 Achievements realised in the Maintenance Section were: upgrading and servicing of computers, repairs and servicing of type writers, repairs and servicing of air condition units, service water pump, renovate Accountant's Office, washing and painting exterior walls of building and repairs to roof. Also, washroom facilities were upgraded and additional boardroom facilities established.

5.1.4 The ACCOUNTS UNIT continued to display a responsible and committed role to the co-ordinated and satisfactory functioning/performance of the Ministry. By timely interaction with the Ministry of Finance, funds were secured and made available as per programme/activity.

5.1.5 The PERSONNEL SECTION was actively involved in processing matters relating to recruitment, appointment, placement, transfer, promotion, training and development and matters relating to industrial relations as well as conditions of service of employees as follows:

(i) APPOINTMENTS

Mr. Quincy Nurse	Office Assistant, with effect from 8/7/96
Mr. Gordon Spencer	Industrial Development Analyst, with effect from 8/7/96
Mr. Lancelot Wills	Foreign Trade Officer, with effect from 10/7/96
Mr. Dennis Rawlins	Driver/Mechanic, with effect from 9/9/96
Ms Sharon David	Industrial Development Analyst, with effect from 12/11/96

(ii) RESIGNATION

Ms Rowena Singh	Confidential Secretary to Minister, with effect from 18/8/96
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(iii) RETIREMENT

Ms Grace Chichester, Principal Assistant Secretary (G) , proceeded on pre-retirement leave with effect from 26/6/96 after serving in the Guyana Public Service for over 33 1/3 years.

(iv) DISMISSALS

Mr. Rawle Da Silva	Office Assistant, with effect from 29/1/96
Ms Marcia Reid	Office Assistant, with effect from 28/8/96
Mr. Dennis Rawlins	Driver/Mechanic, with effect from 25/10/96

(v) PROMOTIONS

Ms Kim Valentine, Foreign Trade Officer, was promoted to Senior Foreign Trade Officer with effect from 1/1/96

Ms Rajdai Jagamauth, Foreign Trade Officer, was promoted to Senior Foreign Trade Officer with effect from 1/1/96.

Ms Bridget Morrison, Industrial Development Analyst, was promoted to Senior Industrial Development Analyst with effect from 1/1/96.

(vi) ACTING APPOINTMENTS

The following persons were appointed/recommended to act in higher positions during 1996:

Mr. Tarchan Ramgulan, Director of Industrial Development, appointed to act as Deputy Permanent Secretary with effect from 17/1/97.

Ms Edith Parag, Registry Supervisor, appointed to act as Senior Registry Supervisor with effect from 1/4/96

Ms Avonie Lekha, Typist Clerk I, appointed to act as Registry Supervisor with effect from 1/4/96

Ms June Hyman, Typist Clerk I, appointed to act as Confidential Secretary to the Director of Consumer Affairs with effect from 27/5/96

Ms Bridget Morrison, Senior Industrial Development Analyst, appointed to act as Director of Industrial Development with effect from 17/1/96

Ms Claudette Haynes, Senior Personnel Officer, recommended to act as Principal Assistant Secretary (G) with effect from 26/6/96 to 3/3/97

Ms Lisette Wills, Personnel Officer I (ag), recommended to act as Senior Personnel Officer with effect from 26/6/96 to 3/3/97

(vii) TRAINING

Great emphasis was placed on staff training, hence, the Ministry participated fully in all training courses offered by Public Service Management (Training Division).

(viii) WELFARE

Birthdays, sympathy, get well, congratulation cards and wreaths were sent/given to members of staff as the occasions arose.

5.2 FOREIGN TRADE DIVISION

ITEM	TARGET SET FOR 1996	ACHIEVED NOT ACHIEVED	ANALYSIS OF SUCCESS /FAILURE
1. TRADE POLICY	Establishment of a Trade Policy Unit	ongoing	A senior staff retreat was held in September 1996 which resulted in a Strategic Plan for the Ministry. A Trade Policy unit has been proposed for establishment in the Institutional strengthening of the Ministry. Consultation and coordination are ongoing under the BEEP Project.
2. CARICOM TRADE RELATIONS	<p>2.1 43rd Meeting of the Common Market Council, February 8-9, 1996, Georgetown</p> <p>2.2 Meeting of Senior Trade Officials on CARICOM Single Market and Economy, May 30 to June 1, 1996, Barbados.</p> <p>2.3 16th Special Meeting of the Common Market Council, June 24 to 25, 1996, Georgetown.</p> <p>2.4 17th Meeting of the Conference of Heads of Government, July, 1996.</p>	<p>achieved</p> <p>achieved</p> <p>achieved</p> <p>achieved</p>	<p>A Preparatory Meeting Of CARICOM Trade Officials on February 5 - 6, preceded the Meeting of Trade Ministers. Inter-agency consultations were held with various Public and Private Sector Organisations.</p> <p>Guyana secured Council's support for the continued restriction of wheat flour imports from CARICOM in light of wheat aid assistance under the United States PL 480 Program. Guyana was also able to reaffirm its position to supply the region, (including the Jamaican market) with Rice. Guyana had previously experienced significant problems with and conflicts among importers and Traders in Jamaica and the situation had undermined Guyana's approach to that market and the region generally.</p> <p>A Special Consultation on CARICOM Single Market and Economy under the aegis of the Prime Minister of Barbados was convened specifically to map out a coordinated regional strategy to speedily advance the process of a Single Market and Economy. Poor implementation by Member States underscored, predominantly, the slow progress towards the CARICOM Single market and Economy.</p> <p>This Meeting was convened specifically to examine existing intra-regional trade and the enhancement of the region's external trade relations. Representation was made on behalf of GUYSUCO with regards to the bidding process to supply the St. Vincent market with raw sugar. GUYSUCO was denied access despite its demonstrated ability and reliability to supply that Member State's requirements at a very competitive price. Guyana, nevertheless, tabled a formal complaint against St Vincent.</p> <p>The Division collaborated with the Ministry of Foreign Affairs in the preparation of appropriate briefs/position papers. Specifically, Conference deliberated on, inter alia the Report on the CARICOM Single Market and Economy Consultation which was held in May- June, 1996. in Barbados.</p>

ITEM	TARGET SET FOR 1996	ACHIEVED NOT ACHIEVED	ANALYSIS OF SUCCESS /FAILURE
	<p>2.5 Intensification of Economic Relations with Latin America and other countries.</p> <p>2.6 CARICOM / Venezuela Joint Council on Trade and Investment.</p> <p>2.7 CARICOM / Colombia Joint Council on Trade</p> <p>2.8 China / Caribbean Economic and Trade Symposium, March 2, 1996, Georgetown.</p> <p>2.9 Fourth CARICOM / Japan Encounter</p>	<p>achieved</p> <p>not achieved</p> <p>not achieved</p> <p>achieved</p> <p>achieved</p>	<p>A model Draft Free Trade Agreement was finalised by the Common Market Council and approved by the Conference of Heads of Government in light of a proposal of the 6th Prime-Ministerial Sub-Committee on External Negotiations to have in place a machinery for the preparation and undertaking of external trade and economic negotiations of the Community (with special attention to Latin American countries).</p> <p>The Joint Council did not meet in 1996, despite two attempts by the Caricom Secretariat to organise a meeting. An assessment of Guyana's trade performance (since signing the agreement) was submitted to the CARICOM Secretariat as part of the regional preparation for the Meeting of the Joint Council.</p> <p>The Joint Council did not meet despite two meetings that were scheduled for July 25- 26, and November 14-15. An evaluation of the Agreement's impact on trade in the region was conducted by the CARICOM Secretariat and circulated to Member States. As in the case of the CARICOM/Venezuela Agreement lack of adequate transportation proved a major bugbear.</p> <p>The Division collaborated with the Ministry of Foreign Affairs and the CARICOM Secretariat in preparation for the Symposium. Representatives from both the Peoples Republic of China and the CARICOM States made presentations on Economic Cooperation, Trade and Investment. A Trade Exhibition of Chinese products was mounted by the Chinese delegation during the period.</p> <p>The Fourth CARICOM/Japan Encounter was held on October 15 and 16. A priority list of Projects emanating from the 3rd Encounter was considered. Among the issues highlighted were a proposal for a high level Tourism Development and Promotion Seminar, a CARICOM / Japan Cultural Cooperation, establishment of a CARICOM Information Bureau and Diplomatic presence in Japan.</p>
3. HEMISPHERIC TRADE RELATIONS	3.1 Association of Caribbean States (ACS)	achieved	The inaugural meeting of the ACS Sub committee on Trade Development and External Economic Relations was convened at the SELA Secretariat in Caracas in November Guyana (and the Ministry) was represented at this meeting at the level of the Permanent Secretary. The Subcommittee is to be a key mechanism to enhance trade and economic relations among ACS member states.

ITEM	TARGET SET FOR 1996	ACHIEVED NOT ACHIEVED	ANALYSIS OF SUCCESS /FAILURE
	<p>3.2 Latin America Economic System (SELA):</p> <ul style="list-style-type: none"> - 22nd Regular Meeting of the Latin American Council. - Meeting of the National Commission of Guyana for SELA <p>3.3 Free Trade Areas of the Americas (FTAA)</p>	<p>achieved</p> <p>achieved</p> <p>achieved/ongoing</p>	<p>The 22nd Regular meeting of the Latin American Council was held in Montevideo, on October 22-25. The Council addressed issues relating to External Economic Relations , Restructuring and modernisation of SELA and regional Cooperation Integration. Of note, is the fact that the Council endorsed Guyana's proposal for a Regional Integration Fund (RIF) and approved the inclusion (in SELA's 1997/98 Work programme) of technical assistance aimed at consolidating existing documentation and research on the RIF proposal in the context of the hemispheric integration process of the proposed Free Trade Areas of the Americas (FTAA).</p> <p>The National Commission met twice during 1996. The Deputy Permanent Secretary of SELA, Dr. Louis Alberto Rodriguez, met with the National SELA Commission during a visit to Guyana in March.</p> <p>The Ministry of Trade, Tourism and Industry is a core member of the National Commission and is represented by the Foreign Trade Division. The Ministry of Foreign Affairs chairs the National Commission.</p> <p>At the National level the Ministry has a lead role and is represented on the Coordinating Group of Trade Vice-Ministers by the Permanent Secretary. The Division provides technical support at Working Group level. The BEEP Consultants who worked on the design of the proposed Trade Policy Unit (TPU) took into account the technical work being done by the IDB in the design of a Hemispheric Trade Database for the FTAA process.</p>
4. INTERNATIONAL ORGANISATIONS AND INSTITUTIONS	<p>4.1 World Trade Organisation (WTO)</p> <ul style="list-style-type: none"> - Regional Seminar on the Uruguay Round Results, July 8-12, 1996, Georgetown. - Formation of a National Working Group on WTO matters. - First Ministerial Conference of the World Trade Organisation (WTO) , Singapore, December, 1996. 	<p>achieved</p> <p>achieved</p> <p>achieved</p>	<p>A Regional Seminar on the Uruguay Round Agreements was convened (in Guyana) from July 8 to 12. CARICOM Member States as well as the Dominican Republic participated at the Seminar which aimed at sensitising Public and Private Sector Officials, including Organised Labour of the GATT/WTO Organisation, results of the Uruguay Round Agreements and Member States' obligations as these relate to notification procedures and legislative requirements.</p> <p>A National Working Group comprising of representatives of key Government and Private Sector Agencies including Organised Labour was established in August. The Group is chaired by the Ministry at the Permanent Secretary's level and monitors developments in the WTO and advises on National positions on specific issues.</p> <p>A Guyana delegation, led by the Minister of Trade, Tourism and Industry and including a Private Sector Executive (Demerara Distillers Limited) and officials of the CARICOM Secretariat attended this Conference.</p>

ITEM	TARGET SET FOR 1996	ACHIEVED NOT ACHIEVED	ANALYSIS OF SUCCESS /FAILURE
	4.2 UNCTAD - Ninth Session of UNCTAD , (UNCTAD IX) April 26 to May 11, 1996, South Africa	achieved	Appropriate briefs/position papers were prepared and forwarded to Guyana's delegate to the Meeting. Guyana was represented by its Honorary Consul in South Africa.
5. PL 480 AGREEMENT	5.1 FY'96 Title 1 Program	achieved	In 1996, Guyana benefitted from a total of US\$9.0m PI 480 Title 1 Assistance from the United States Government . Approximately, 39000mt of wheat was procured in seven shipments. The last shipment arrived in December 1996. The Ministry operationalised the PI 480 Program in collaboration with the US Embassy in Georgetown and the National Flour Mill. Letters of credit were established for freight and commodity for each shipment of Wheat.
	5.2 FY'97 Program	achieved	A PL 480 Agreement for Wheat supplies in 1997 was concluded in December 1996. The Agreement is for a maximum US\$9.0m and is expected to provide over 40 000mt wheat.
6. LICENSING ARRANGEMENTS	6.1 Issuance of Import and Export Licences.	achieved	The Licensing regime was reviewed. Licensing requirements are retained for specific items for reasons of security, health, environment and strategic economic considerations (rice and sugar, for example). For 1996, a total of 1907 licence applications were received . A total of 1532 licences were issued.
	6.2 Amendment to the Import Licensing regime.	achieved	Under the Trade Act Chap: 91:07 , an amendment was been made in February by Order No. of 1996 to include the importation of Oils and Fats products under licensing Regime. This was in keeping with a decision of the CARICOM Common Market Council and Treaty obligations under CARICOM. Oils and Fats were Inadvertently removed from the licensing regime on a previous occasion.
7. TRADE INFORMATION	7.1 Dissemination of Trade information and Trade Statistics	achieved	Information requested on Guyana's Trade policy and commodity / products available for export was transmitted to Guyana's Embassies / Missions abroad as well as business entities and export promotion organisations. Information on trade opportunities abroad was disseminated to local business enterprises and private sector organisations. Several attempts were made to compile trade data for Guyana for the period 1992 to 1995. Tremendous difficulties were encountered in garnering data at the Bureau of Statistics which agency was affected by equipment problems as well as delayed flow of information from the Customs Department.

ITEM	TARGET SET FOR 1996	ACHIEVED NOT ACHIEVED	ANALYSIS OF SUCCESS /FAILURE
8. TRAINING	<p data-bbox="305 296 699 344">- Strategic Management and Trade Planning Seminar, October 1996, Washington, D.C.</p> <p data-bbox="305 434 740 483">-WORKSHOP ON CARICOM SINGLE MARKET and Economy, November 1996, Barbados.</p> <p data-bbox="305 594 704 663">- SELA/ECLAC Seminar on Trade in Services and the World Trade Organisation (WTO) Mexico City</p>	<p data-bbox="760 321 834 344">achieved</p> <p data-bbox="760 459 834 483">achieved</p> <p data-bbox="760 642 834 665">achieved</p>	<p data-bbox="987 228 1414 277">Officers of the Division benefitted from the training listed below:</p> <p data-bbox="987 321 1446 390">The OAS in collaboration with Georgetown University, Washington, D.C. funded and organised the Seminar for senior trade officials from OAS Member States.</p> <p data-bbox="987 459 1458 529">The CARICOM Secretariat through its Technical Services Unit organised and fully funded the Workshop on the CARICOM Single Market and Economy.</p> <p data-bbox="987 619 1471 688">This Seminar was organised and funded by SELA. Two Senior Officers from the Foreign Trade Division and the Industrial Development Divisions attended.</p>

5.3 TOURISM DIVISION

ITEM	TARGET SET FOR 1996	ACHIEVED/ NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1	Inventorise Guyana's tourism assets. Conduct field-trips to the following Regions: 1,4,5,9,10.	Partially Achieved	Field trips were undertaken to parts of Region 4, 5, and 1. The planned activity was done in the three regions but a great deal more is yet to be done. No visits were made to regions 9 and 10 because of other pressing duties that necessiated the urgent attention of staff members.
2	Development of a Tourism Information system.	Achieved	A system for the execution of a hotel occupancy survey was initiated and is now being designed by the Caribbean Tourism Organisation.
3	Preparation and Development of Marketing tools to facilitate the promotion of Guyana's tourism product.	Partially Achieved	<p>The Division achieved reasonable success in the production of Promotional materials. One thousand (1000) marketing videos were reproduced. The six panel "Facts and Figures" was updated and reprinted. Five hundred copies of the sixteen page colour brochure were reprinted.. The Accommodation Directory is in the process of being printed.</p> <p>With reference to the promotion of domestic tourism and a request for lower rates to facilitate this type of tourism, discussions were held with the private sector. The institution of this programme was hampered by the reluctance of several operators to grant reduced rates. The plan to facilitate the introduction of dual and multi-destination packages with destinations within the Caribbean region was affected by the cancellation of a "Fam Trip for Regional Travel Agents and Tour Operators" during the last quarter.</p>
4	Monitor the performance of properties involved in the OAS project that is aimed at strengthening the Management and Marketing Skills of Small Tourism Establishments.	Partially Achieved	Little progress was made in this area due to a lack of cooperation on the part of the establishments that were involved in this project. In the majority of cases, the systems identified to enhance the management capability of the facilities were not introduced. However, there are cases where a significant effort is being made to implement the systems.

ITEM	TARGET SET FOR 1996	ACHIEVED// NOT ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
5	Implement a Tourism Education Information and Awareness Programme which will enhance the positive economic and Socio-Cultural impacts of tourism in the Guyana Society.	Partially Achieved	The component of this activity which deals with developing a working relationship with the Ministry of Education was achieved. Lectures on tourism were conducted at five schools in Region 5. Discussions with Education Officials took place regarding the introduction of a tourism information and education programme in schools. These discussions will be advanced in 1997. The public information and local promotion programme did not achieve the desired results. This was because of the attitude of certain sections of the media to focus on the negative events. The Visit Guyana Year Venture was one such activity that suffered as a result of negative media responses. The production of the programme for radio was not achieved. This will be pursued during 1997.
6	Development of a legislative framework to regulate and monitor the tourism sector.	Achieved	A report related to tourism legislation for Guyana was prepared. A national consultation was held to ratify the document and request (already) made to a funding agency for technical assistance to draft the legislations.
7	Capacity building in Eco-tourism Management for Amerindian Communities.	Not Achieved	This project depended heavily on funding and technical assistance from the OAS. Due to problems experienced by this organisation, the assistance promised was not provided.
8	Human Resource Development and Training.	Achieved	<p>The Tourism Division in collaboration with the Caribbean Tourism Organisation and other training institutions, provided training for a total of sixty-five persons in the areas of Customer Relations, Tour Guiding Techniques, Inbound Ground Tour Operations, and Hospitality Services.</p> <p>Additionally, ongoing training and upgrading of the skills in the department remain pivotal to the effective functioning of the Department. Officers availed themselves for short term training opportunities at home and abroad including the University of Guyana.</p>

5.4 INDUSTRIAL DEVELOPMENT DIVISION

Item	Target set for 1996	Achieved/ Not Achieved	Analysis of success or failure
1.0 Develop an Investment Guide.	1.1 Preparation of Terms of Reference.	Achieved	A Consultant was recruited. The Consultant submitted a draft document to BEEP/ USAID Officials who recommended that a review should be undertaken. It is expected that the approved document will be available in the first quarter of 1997.
	1.2 Consultant hired for preparation of Guide.	Achieved	
	1.3 Compile data on material to be included in investment guide.	Achieved	
2.0 Publish an Investment Code.	2.1 Prepare Terms of Reference	Achieved	Since the Investment Guide is still to be completed this activity was deferred to a later date.
	2.2 Recruit Consultant to undertake assignment.	Not Achieved	
	2.3 Consultation with the Private Sector and relevant government agencies.		
	2.4 Compilation of data to be included in the Code.		
3.0 Update and publish Industrial data-base on investment opportunities in Guyana .	3.1 Preparation of a directory of both local and Foreign owned companies in Guyana.	Not Achieved	This activity was originally intended to received funding from UNDP. However the project was cancelled in early 1996. A decision was taken to reschedule activity and seek financing from BEEP.
	3.2 Compile list of local resources	Not Achieved	
	3.3 Establish link with other data-bases such as Caricom and Statistical Bureau.	Not Achieved	
4.0 Increase/Improve incentives, services and procedures for investment.	4.1 Up date procedures for accessing financial institutions.	Achieved	This activity was completed and the new schedule to be issued is awaiting the approval of the Ministry of Finance.
	4.2 Promote dialogue with the Manufacturers' Association on promoting investment opportunities.	Achieved	
	4.3 Provide annual review of the incentive programme.		

Item	Target set for 1996	Achieved/ Not Achieved	Analysis of success or failure
5.0 Establishment of Industrial Sites/Estates	5.1 Operationalise Coldigen - Filing sub leases - Installing water, electricity and telephone facilities at the site.	Partially Achieved	To date thirty plots have been allocated. Fourteen investors have started constructing factory facilities. Two transformers have been installed at the site and the supply of electricity, water and telephone lines to investors is being addressed by the relevant authorities
	5.2 Eccles Industrial Estate: - Prepare tender documents - Select and award contract - Prepare and submit progress report on developmental work.	Achieved Achieved Achieved	The tender document was prepared and subsequently a contract was awarded. The contractor was scheduled to commence mobilisation work but due to inclement weather the access road was virtually impassable.
	5.3 Other Industrial Sites: - Identify and consult with Regional authorities.	Achieved	Meeting were held with regional bodies to discuss proposed sites; example De Kinderen and New Amsterdam.
	5.4 Export Processing Zones: - Prepare a policy paper on Export Processing Zones as a development strategy for Guyana.	Achieved	A preliminary paper was prepared and submitted to the Minister and Heads of Division for discussion.
6.0 To develop proposal for the effective utilisation of Guyana Glassworks LTD.	6.1 Invite proposals from interested parties.	Achieved	Several proposals were submitted.
	6.2 Assess proposals in-house and consult with parties that are short listed.	Achieved	Proposals were appraised and final selection made.
	6.3 Consult with Privatisation Unit and prepare leasing agreements.	Partially Achieved	Three proposals have been accepted. Contracts are being prepared
7.0 Investment promotion	7.1 Provide timely data to potential investors.	Achieved/Ongoing	Responses were prepared for investors, consulate.
	7.2 Analysis of project proposals.	Achieved/Ongoing	Several recommendations had to be prepared for fiscal incentives, leases, etc.
8.0 Training of Officers in the Department.	8.1 Project Planning and Management 3-11 June, 1996; Bahamas.	Achieved	The Department Officials benefited from the several training programmes which were relevant to the Department.
	8.2 Direct Foreign Investment Singapore.	Achieved	
	8.3 Workshop organised by the ; World Trade Organisation (WTO) and the European Union (EU) on the Uruguay Round Agreements (Guyana).	Achieved	

5.5 CONSUMER AFFAIRS DIVISION

REGULATORY

Item	Target set for 1996	Achieved/ Not Achieved	Analysis of success or failure
1	Reorganising of National Advisory Consumer Protection Committee	Achieved	A revised Terms of Reference and a draft Work Plan for a new Committee were prepared and circulated to Committee members, representing six Regulatory Agencies, including the Ministry of Trade. The Committee is chaired by the Ministry.

PRICING, PROCUREMENT AND DISTRIBUTION

Item	Target set for 1996	Achieved/ Not Achieved	Analysis of success or failure
1	Operation of a Consumer Complaints Desk	Achieved	Complaints not handled by other Agencies were received and dealt with (by the Division). After the Senior Staff Retreat, in September steps were taken to enhance the methods used.
2	Monitoring on a monthly basis the availability of consumer goods.	Partially Achieved	The limited success resulted in part from inadequate staffing.
3	Gathering information on pricing, procurement and distribution practices.	Partially Achieved	<ol style="list-style-type: none"> 1. This activity was facilitated by visits to the Various Regions. 2. A meeting with Minister of Trade was convened with major importers to ascertain their plans to ensure stability of retail prices during the Christmas holidays; and also to get a commitment from them in this regard. 3. A meeting was held with the Mini - Bus Association to discuss the Ministry's views on unjustified fare increases.

EDUCATION AND PUBLIC RELATIONS

Item	Target set for 1996	Achieved/ Not Achieved	Analysis of success or failure
1	Public Awareness and Education Programme.	Achieved and ongoing	<ol style="list-style-type: none"> 1. This programme - incorporated into Regional visits - is in the process of being refined to encompass a larger target group on a national scale. 2. Lectures to schools were also included. 3. Press releases were issued from time to time - in relation to topical consumer matters - e.g. the proposed hike in mini bus fares - to articulate the Ministry's position on the issues.
2	Dissemination of information.	Achieved and ongoing	The distribution of booklets, stickers and flyers to consumers in Georgetown and other Regions was increased.
3	Preparation for launching of a joint Public Education Programme (C.A.D. & G.N.B.S.)	Achieved	<ol style="list-style-type: none"> 1. A Programme Committee - comprised of Representatives from Consumer Affairs Division, G.N.B.S., and Ministry of Education - was formed after the two-day Ministry Retreat. This initiative was an important element in the Division's efforts to forge stronger inter-Agency links in its execution of the programme. 2. A series of four (weekly) Consumer Call - In Radio and TV programmes was successfully conducted by the said Committee; and provided data on the most frequent consumer problems, to form the basis for the programme.

RESEARCH

Item	Target set for 1996	Achieved/ Not Achieved	Analysis of success or failure
1	Coordinated Approach to solving consumer problems.	Achieved	The Division actively participated in the "consumer" aspect of the work of Regulatory Bodies (GNBS, (GAHEF & EPC); and consumer related bodies (C.A.B. & G.C.A.). This was achieved through membership on Committees chaired by the former group, and attendance at meetings with the latter.
2	Establishing a data base on areas such as Foreign Trade, Industry, Tourism and Consumer Affairs	Achieved	Continuous work done.
3	Visits to Regions	Achieved	Regions 1,5,3, and 6 were visited. These visits which followed the Senior Staff Retreat - were integrated with the Public Education Programme.

5.6 DATA UNIT

ITEM	TARGET SET FOR 1996	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 mainly and to a limited extent the Foreign Trade and Consumer Affairs Divisions.
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. Inadequate staffing and lack of software and equipment remain major constraints.
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 done on a limited basis since only one working computer was available to the Data Unit for the year.

ANNEX I

MINISTRY OF TRADE, TOURISM AND INDUSTRY

ORGANISATIONAL CHART



DETAILS OF CURRENT EXPENDITURE

Sub-Head	Code No.	HEAD - 51 (Head Code: 0051) Ministry of Trade, Tourism and Industry	EXPENDITURE (G\$ '000)	
			BUDGET 1996	EXPEND. 1996
			\$	\$
		<u>TOTAL APPROPRIATION EXPENDITURE VOTED</u>		
		TOTAL EMPLOYMENT COSTS	12,686	11,632
		WAGES AND SALARIES	9,913	9,151
101	000	Administrative	3,175	2,897
102	000	Senior Technical	3,503	3,258
103	000	Other Technical and Craft Skilled	1,324	1,142
104	000	Clerical and Office Support	1,681	1,623
105	000	Semi-Skilled Operatives and Unskilled	230	230
		OVERHEAD EXPENDITURE	2,773	2,481
201	000	Other Direct Labour Costs	1,483	1,354
203	000	Benefits and Allowances	570	432
204	000	National Insurance	720	695
		OTHER CHARGES	122,801	117,912
302	000	Materials, Equipment and Supplies	2,793	1,749
303	000	Fuels and Lubricants	500	335
304	000	Rental and Maintenance of Buildings	1,200	1,092
306	000	Electricity Charges	502	242
307	000	Transport, Travel and Postage	1,700	1,173
308	000	Telephone Charges	1,335	1,089
309	000	Other Services Purchased	3,975	3,664
311	000	Rates and Taxes	264	264
312	000	Subsidies & Contributions To Local and International Organizations	75,532	75,531
314	000	Other	35,000	32,773
		GRAND TOTAL	135,487	129,544

1996 BUDGET

DETAILS OF CAPITAL EXPENDITURE

Sub-Head	Code No.	HEAD - 528 (Head Code: 0528) Ministry of Trade, Tourism and Industry	EXPENDITURE (G\$ '000)	
			BUDGET 1996	EXPEND. 1996
			\$	\$
24	001	Land Transport	0	0
25	001	Office Equipment	1,000	998
41	001	Tourism Development	10,000	5,968
47	002	GO-INVEST	800	800
47	003	Guyana National Bureau of Standards	5,500	5,500
GRAND TOTAL			17,300	13,256