

ANNUAL REPORT

1997

**MINISTRY OF LABOUR,
HUMAN SERVICES AND
SOCIAL SECURITY**

**SUBMITTED PURSUANT TO PUBLIC SERVICE MINISTRY
CIRCULAR NO.PS. 14/1 111
DATED 13TH JANUARY, 1986**

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EXECUTIVE SUMMARY

The Ministry of Labour, Human Services and Social Security enjoyed what can be described as another successful year in 1997.

The General Administration of the Ministry applied much prudence in the use of its capital allocation and was able to enhance the environment of several locations outside of the main office. Capital works were carried out at the offices in New Amsterdam, the Palms Compound and the Annex Building on Homestretch Avenue.

The two monthly management meetings, one chaired by the Permanent Secretary and the other by the Ministers, ensured sound management of the Ministry's resources and served as a viable information base for all divisions.

The units which made up the two major divisions of the Ministry contributed to their achievements through their own special initiatives despite some setbacks in the execution of their programmes. The Labour Section consists of the Industrial Relations Unit, the Board of Industrial Training, the Occupational Safety and Health Division, the Recruitment and Placement Unit and Statistical Service.

The Industrial Relations Unit inspected fewer work places in 1997 due to a lack of transportation. However, by the end of the year new Officers were able to acquire vehicles and it is hoped that there would be an improvement in 1998.

The number of complaints dealt with were fewer but monies recovered totalled G\$11 million as against G\$5 million in 1996.

The most noteworthy achievements of the Industrial Relations Unit in 1997 was the passing of several Acts, the Trade Union Recognition Act, which was pending for a number of years, the Termination of Employment and Severance Pay Act and the Prevention of Discrimination Act. During the year a total of three hundred and five (305) strikes were recorded of which two hundred and seventy-five (275) occurred in the Sugar Industry. Eighty-six (86) strikes less were recorded than in 1996.

The Board of Industrial Training registered one hundred and twenty-nine apprentices with three Masters, namely Bermine, Guysuco and the Guyana Electricity Corporation. A total of eighty-nine (89) apprentices from the same Agencies and one (1) from Transport and Harbours Department were certified during the year.

2.

In what has become one of the most successful thrusts in training, five hundred and ninety-six (596) trainees from an IDB funded training project were certified as semi-skilled artisans. Thirty-nine (39) different focus areas were used and fifty per cent of those trained were already employed.

The Occupational Safety and Health Division also recorded a significant achievement in legislation with the passing of the Occupational Safety and Health Act in 1997. This Act will provide protection for workers in all spheres of economic activity.

Other achievements of Occupational Safety and Health were:

27% increase in visits

35% increase in the number of accidents investigated

22% reduction in the number of fatalities

when compared to figures in 1996.

There were no significant achievements on the part of the Recruitment and Placement Unit and the Statistical Service which has just commenced a data analysis of the labour force in the public and private sectors.

The Social Services arm of the Ministry continued to cater to the needs of senior citizens, children, youth and women while the Co-operatives Division monitored the work of those societies which remain active in what was previously a dominant sector in our nation.

In order to maximise the use of scarce resources, especially human resources, there was a re-organization of some units with guidance from the Management Services Division of the Office of the President/Public Service Management. The Senior Citizens Unit and Social Security were merged to form the Social Security and Senior Citizens' Welfare Unit, while the Probation and Welfare Service was merged with the Children's Services to form the Probation and Family Welfare Service.

3.

Some achievements of the Social Services included the amendment of the Adoption Act to allow Guyanese living overseas to adopt children in Guyana and an amendment to the Maintenance Act which provided for substantial increases in allowances where affordability can be established.

A Senior Citizen's Policy Development Committee was set up to draft a policy and make recommendations for the enhancement of the quality of life of the elderly in Guyana. It is hoped that these recommendations will be seriously pursued and implemented.

During the year the Senior Citizens' Unit suffered the loss of its first Head of Department, Mr. Neville Watson, to whom much credit must be given for establishing the Golden Age Clubs around the country. Our gratitude is expressed to the staff of the Social Services for spearheading the Ministry's tangible support to his family at his passing.

Guyana is perhaps the first country in the Caribbean to establish a Leadership Institute for Women. The former Belfield Girls' School building was substantially refurbished with funds provided under the Poverty Alleviation Programme and it is hoped that the thrust of the curriculum would indeed attract women, especially at the graduate level, to pursue studies which will prepare them to fill executive positions in any sphere of work.

Youth empowerment and training in enterprise was the theme of Youth Programmes for 1997. The Youth Credit Initiative which is sponsored by the Commonwealth Youth Programme attracted young people from several fields of work. A few were already presented with start-up financing. It is hoped that their ventures will blossom and success will attract other youths to the Project.

The report is divided into six sections. The Executive Summary is followed by the Mission Statement. Section three contains the Structure and Functions of the units which comprise the Ministry. In Sections four and five the Work Programme of each unit is reviewed with analyses of successes and failures. Some special initiatives pursued by a few units during the year are also presented in Section five. Appendices are given in Section six, beginning with the Budget and Actual Expenditure for 1996, for both Current and Capital Estimates. Statistical Analyses on Engagements and Terminations, Industrial Accidents, Conciliations, Number of Persons Placed in Employment through the Recruitment and Placement Division and Number of Persons Registered, Comparative Statistics of the Number of Young

4.

Persons Registered and Certified, Dropouts in Vocational Training with the Board of Industrial Training, Effective Old Age Pensioners and Public Assistance Beneficiaries, Number of Senior Citizen's Clubs, Performance Ratings of the Probation and Family Welfare Service and the Number of Strikes recorded within the industrial sector.

A great debt of gratitude is again extended to all Boards, Commissions and Councils affiliated with the Ministry for the invaluable support given by their volunteers and also to our International Donors and local NGOs for much needed assistance.

By the time this summary is written this Ministry would no longer exist. Having served in the Ministry since its establishment in 1991, I must say it was perhaps the most rewarding experience of my working life. The varied nature of the units, varied personalities exhibited at all levels and most of all the mixed clientele to whom service was delivered were all woven together to create a unique and interesting cluster.

To the Ministers and staff members whom I would no longer be working with I wish to express sincere thanks for your support and wish you God's blessings in your future endeavours.



**C. E. Moore
PERMANENT SECRETARY**

2.0 **MISSION STATEMENT**

TO CONTRIBUTE TO ECONOMIC AND SOCIAL
DEVELOPMENT BY MAINTAINING A STABLE
INDUSTRIAL RELATIONS CLIMATE,
FORMULATING POLICIES AND PROVIDING
INTEGRATED EMPLOYMENT, TRAINING,
SOCIAL AND WELFARE SERVICE.

ORGANIZATION AND MANAGEMENT

Management of the business of the Ministry of Labour, Human Services and Social Security is borne by a Minister and a Minister within the Ministry. However, the Minister assumes overall authority and responsibility.

The Ministry is made up of the following divisions/units:

LABOUR DIVISION

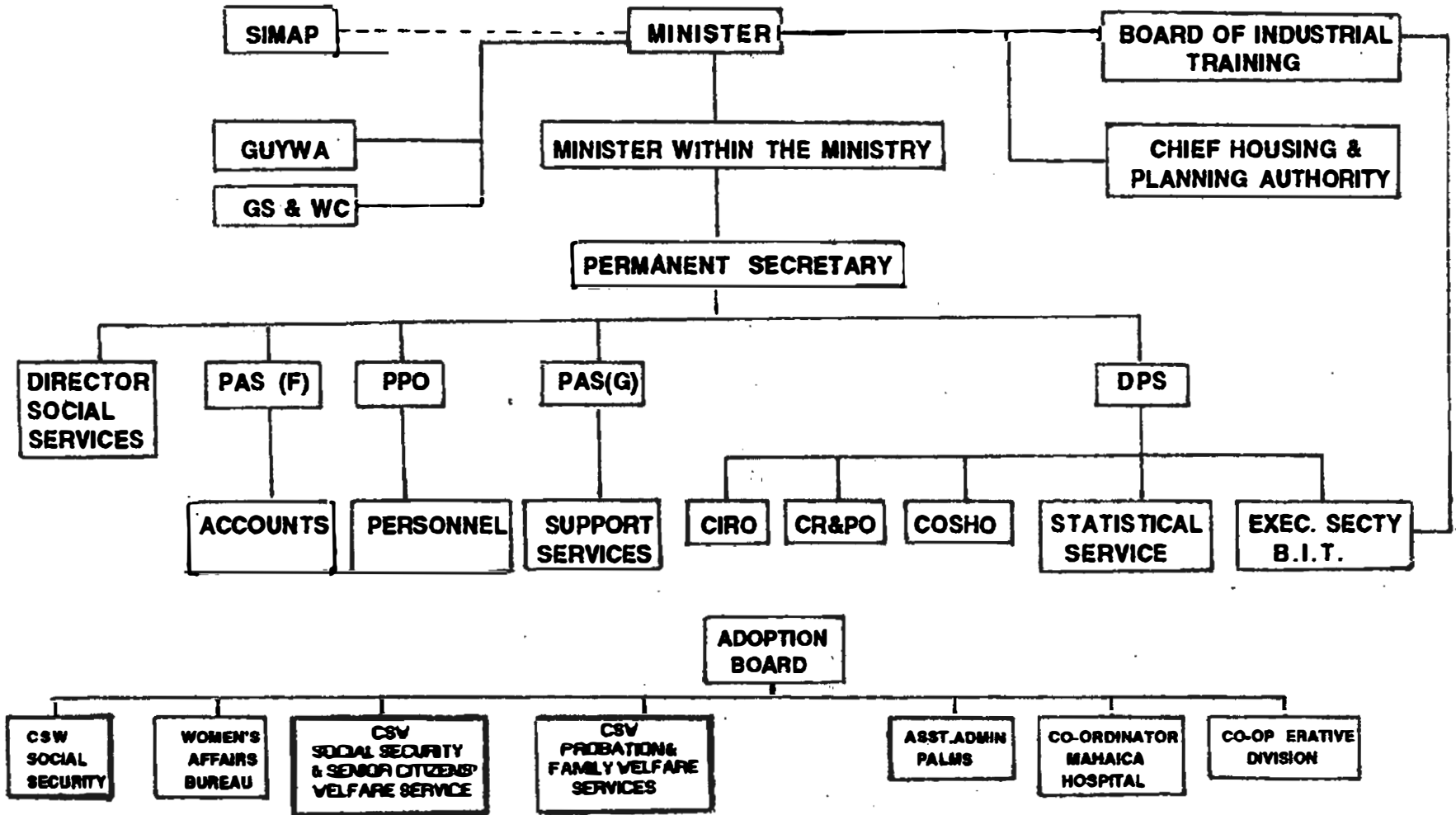
- I) General Administration**
- ii) Accounting and Clerical**
- iii) Board of Industrial Training**
- iv) Industrial Relations Service**
- v) Occupational Safety and Health**
- vi) Personnel Unit**
- vii) Recruitment and Placement Services**
- viii) Statistical Services**

SOCIAL SERVICES -

- ix) Co-operatives Division**
- x) Mahaica Hospital**
- xi) Palms/Geriatric Hospital**
- xii) Probation and Family Welfare Service**
- xiii) Social Security and Senior Citizens' Welfare Unit**
- xiv) Women's Affairs Bureau**
- xv) Youth Division**

The general as well as the specific charts of the Ministry of Labour, Human Services and Social Security are as follows:

MINISTRY OF LABOUR, HOUSING, HUMAN SERVICES AND SOCIAL SECURITY



7

KEY:

- Consultative/liaison relationship
- CIRO Chief Industrial Relations Officer
- CR&PO Chief Recruitment & Placement Officer
- COSHO Chief Occupational Safety & Health Officer
- CSW Chief Social Worker

GENERAL ADMINISTRATION

**OBJECTIVES, STRUCTURE,
STAFFING AND FUNCTIONS**

GENERAL ADMINISTRATION

The office of the Permanent Secretary is tasked with the responsibility of co-ordinating, controlling and advising on the service delivery of various units that fall under its purview.

During 1997, the Permanent Secretary, assisted by a Deputy Permanent Secretary and other middle and junior levels of line management which comprise the support services unit, vigorously tackled the execution of the activities of the planned work programmes for the several divisions.

The perennial problem of staff shortage was overcome by the skilful deployment of experienced personnel to meet the requests of the fifteen sections.

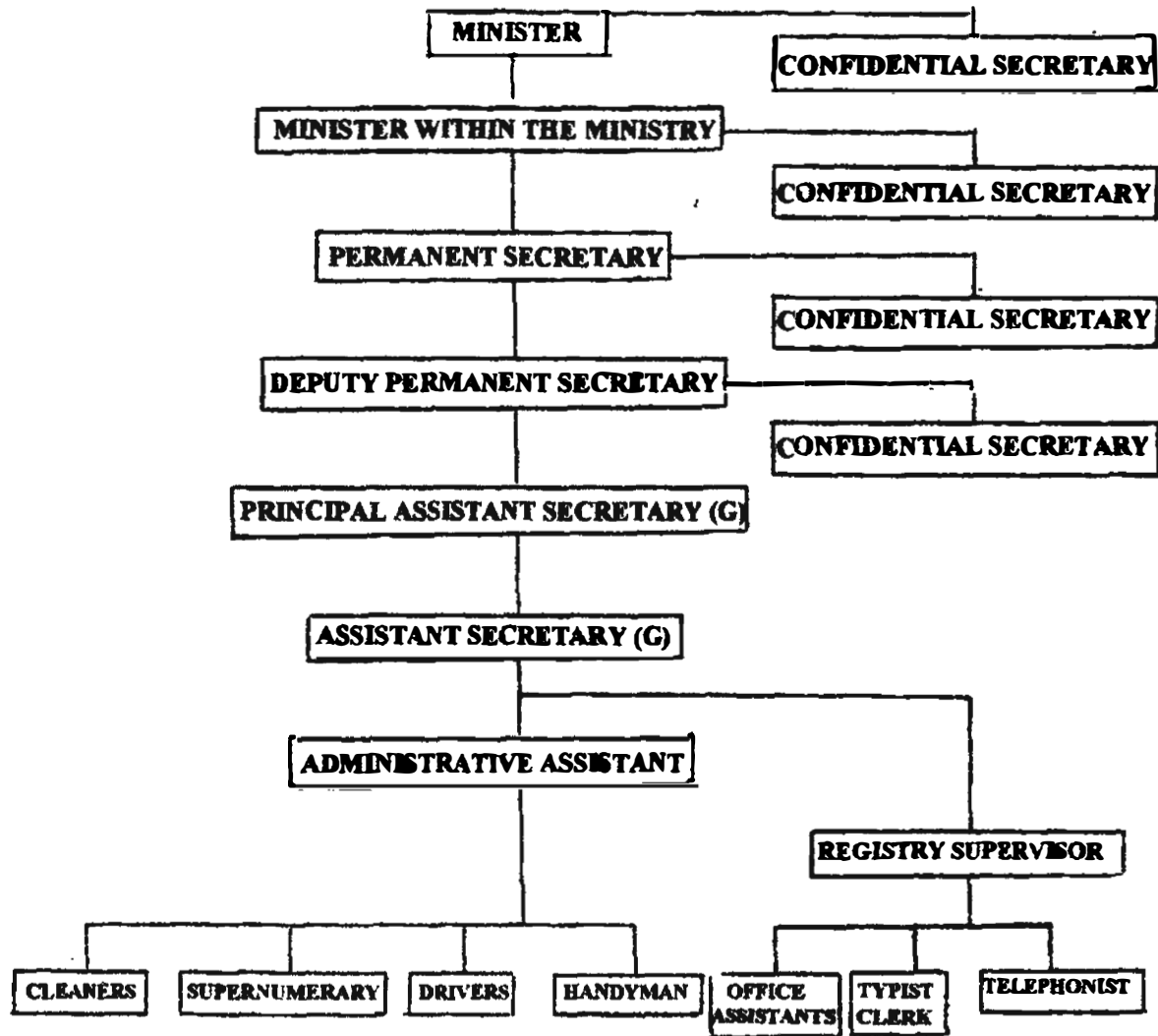
Because of the absence of key personnel such as a Principal Assistant Secretary (General) and an Administrative Assistant, additional tasks were assigned to some officials. Given the present attrition rate and migration trends of key personnel, it is expected that vacancies in critical areas would persist.

Greater stability was evident in Registry by the introduction of new operating and staff welfare systems.

OBJECTIVE

To co-ordinate the work programme of the Division and to ensure the Ministry's service and resources are used efficiently and effectively.

GENERAL ADMINISTRATION



4.3

GENERAL ADMINISTRATION (STAFFING)

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Permanent Secretary	1	1	-	-
Deputy Permanent Secretary	1	1	-	-
Principal Assistant Secretary (G)	1	-	-	1
Assistant Secretary (G)	1	1	-	-
Administrative Assistant (G)	1	-	-	1
Confidential Secretary	5	2	3	3
Registry Supervisor	2	2	-	-
Typist Clerk 11/1	17	16	-	1
Office Assistant	6	5	-	1
Cleaners	6	6	-	-
Handyman	2	-	-	2
Telephonist	2	1	-	1
Supernumerary Constable	2	-	-	2
TOTAL	53	41	3	12

FUNCTIONS

Co-ordinating the work programmes of all sections of the Ministry

Initiating Policy Changes and putting up Proposals to Cabinet for consideration and approval.

Providing Accounting Services

Providing Personnel Services

Arranging attendance at Conference and Seminars etc.

Conducting assessment of Organisational Needs and Changes and putting up Proposals to Public Service Management for redress.

Providing typing and record management services

Co-ordinating preparation of the Annual Estimates.

Dealing with administrative correspondence

Arranging for the maintenance of buildings and equipment.

Directing and supervising the work of cleaners, handymen, drivers and telephonists

ACCOUNTING UNIT

The Principal Assistant Secretary (Finance) is responsible for the general administration and supervision of the Accounting Unit and is assisted by a Chief Accountant one accountant and two (2) Assistants.

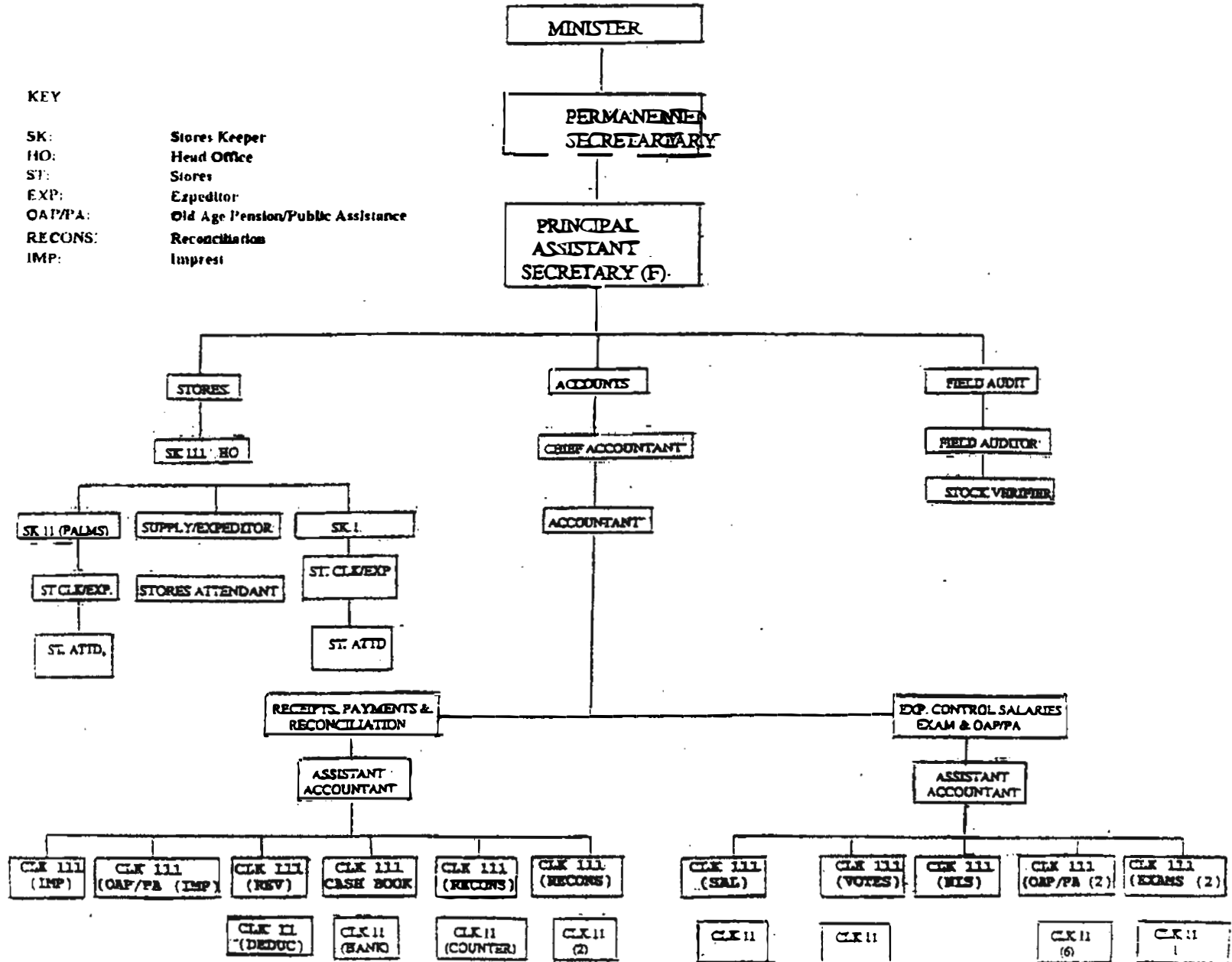
OBJECTIVE

To provide a reliable, prompt, efficient and effective accounting service.

ACCOUNTING UNIT

KEY

SK: Stores Keeper
 HO: Head Office
 ST: Stores
 EXP: Expeditor
 OAP/PA: Old Age Pension/Public Assistance
 RECONS: Reconciliation
 IMP: Imprest



4.8

ACCOUNTING UNIT (STAFFING)

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Principal Assistant Secretary (F)	1	1	-	-
Chief Accountant	1	1	-	-
Accountant	1	-	1	1
Assistant Accountant	4	3	2	1
Accounts Clerk III	17	-	8	17
Accounts Clerk II	14	12	-	2
Store-keeper III	1	-	-	1
Store-Keeper II	1	-	1	1
Store-Keeper I	1	-	1	1
Supply/Expeditior	1	-	-	1
Stores Clerk/Expeditior	2	-	-	2
Stores Attendant	3	-	-	3
Field Auditor	1	-	-	1
Stock Verifier	1	1	-	-
Total	49	18	11	31

FUNCTIONS

Preparing and paying salaries and other emoluments.

Remitting to various agencies (unions, insurance funds, etc.), deductions made from staff salaries.

Paying of funds for Old Age Pensions to the Post Office, and the reconciliation of these advances with payments made to pensioners.

Preparing of accounting reports for the Secretary to the Treasury, the Accountant General and the Auditor General.

Submitting requests for, and uplifting releases from, the Ministry of Finance.

Making imprest payments and recouping imprest.

Answering queries from members of staff on pay, etc.,

BOARD OF INDUSTRIAL TRAINING

The Board of Industrial Training is a division within the Ministry of Labour, Human Services and Social Security. It functions in accordance with the laws of the Guyana Industrial Training Act, Chapter 39:04. This Act was formulated since 1910 with amendments under the supervision of the Executive Secretary.

OBJECTIVE

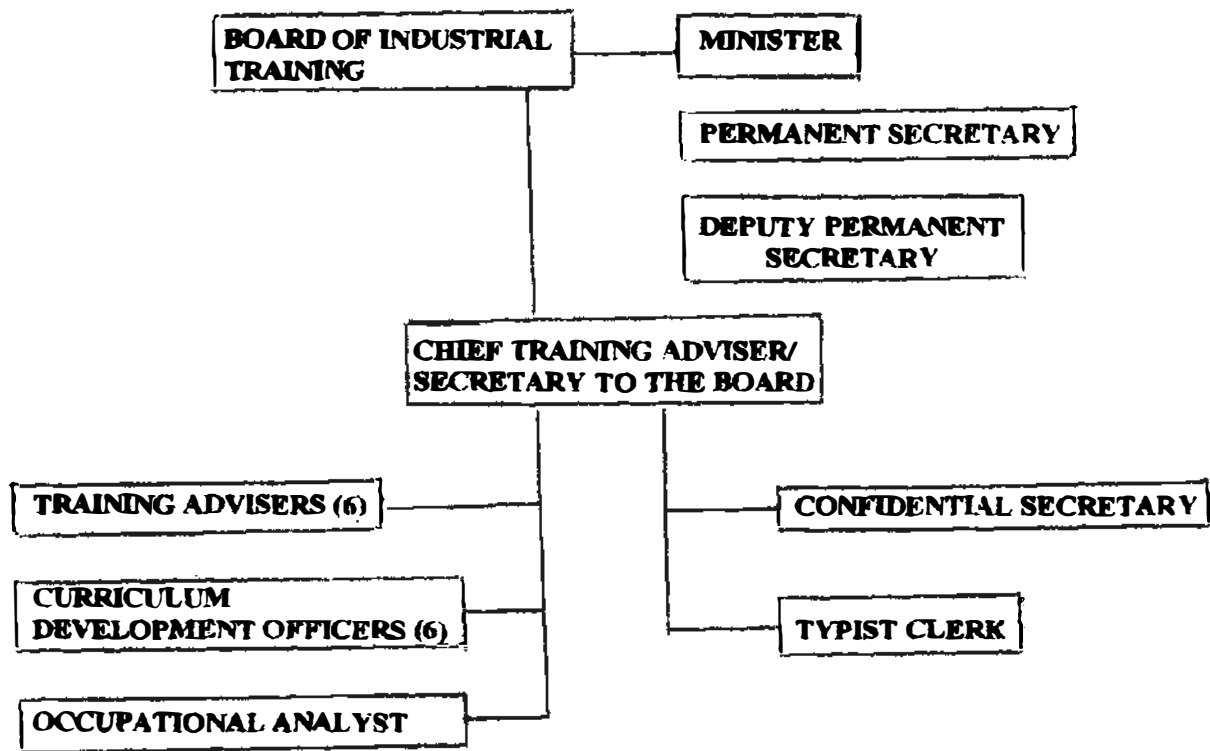
To promote the development of Industrial Training in Guyana.

INTERPRETATIONS

The following interpretations are used in this report as outlined in the Industrial Training Act, Chapter 39:04 of the Laws of Guyana.

- | | |
|-----------------------|---|
| (a) The Board | means the Board of Industrial Training. |
| (b) Master | means any Master tradesman whom the Board has licenced to receive apprentices under the Training Act, and includes any partnership, firm of company so licenced. |
| (c) Apprentice | means any person, being fifteen years of age or over, employed in or in connection with any trade or craft mentioned in the schedule of trades to which the training Act applies, for the purpose of acquiring a skill, dexterity, cunning, process or method. |
| (d) Trainee | in this report, the term trainee refers to a person who is engaged in a 'short-term' training programme as a pre-apprenticeship so as to upgrade that person for entry to the formal apprenticeship or similar technical training. |
| (d) Artisan | means a person other than an apprentice or trainee who in the Board's opinion is qualified to be engaged in any trade or craft. |

BOARD OF INDUSTRIAL TRAINING



BOARD OF INDUSTRIAL TRAINING (STAFFING)

5.3 POST STAFF NO. NO. ACTING VACANCIES
ESTABLISH- FILLED
MENT

Chief Training/ Secretary of the Board	1	1	-	-
Training Adviser	6	2	-	4
Confidential Secretary	1	1	-	-
Curriculum Development Officers	2	-	-	2
Occupational Analyst	1	-	-	1
Typist Clerk	1	1	-	7

E. 4

FUNCTIONS

- To licence and keep a register of Masters whom it considers suitable to receive Apprentices.**
- To issue Certificates of Competency to those artisans who are, in its opinion, qualified to be engaged in any trade or craft to which this Act applies and to keep a register of the artisan.**
- To fix the period of Apprenticeship of the different trades to which the Act applies.**
- To procure the training by competent Masters, and to keep a register of Apprentices on the completion of their term of office.**
- To cause to be examined, and if satisfied with their skills, to issue or endorse Certificates of Competency of Apprentices on the completion of their term of office.**
- To cancel licence and certificate issued under the Act, when in its opinion, it is necessary to do so.**
- To settle disputes arising between Masters and Apprentices when desirable.**
- To arrange and direct the technical education of Apprentices.**
- To appoint and pay the instructors and examiners whom it considers necessary.**

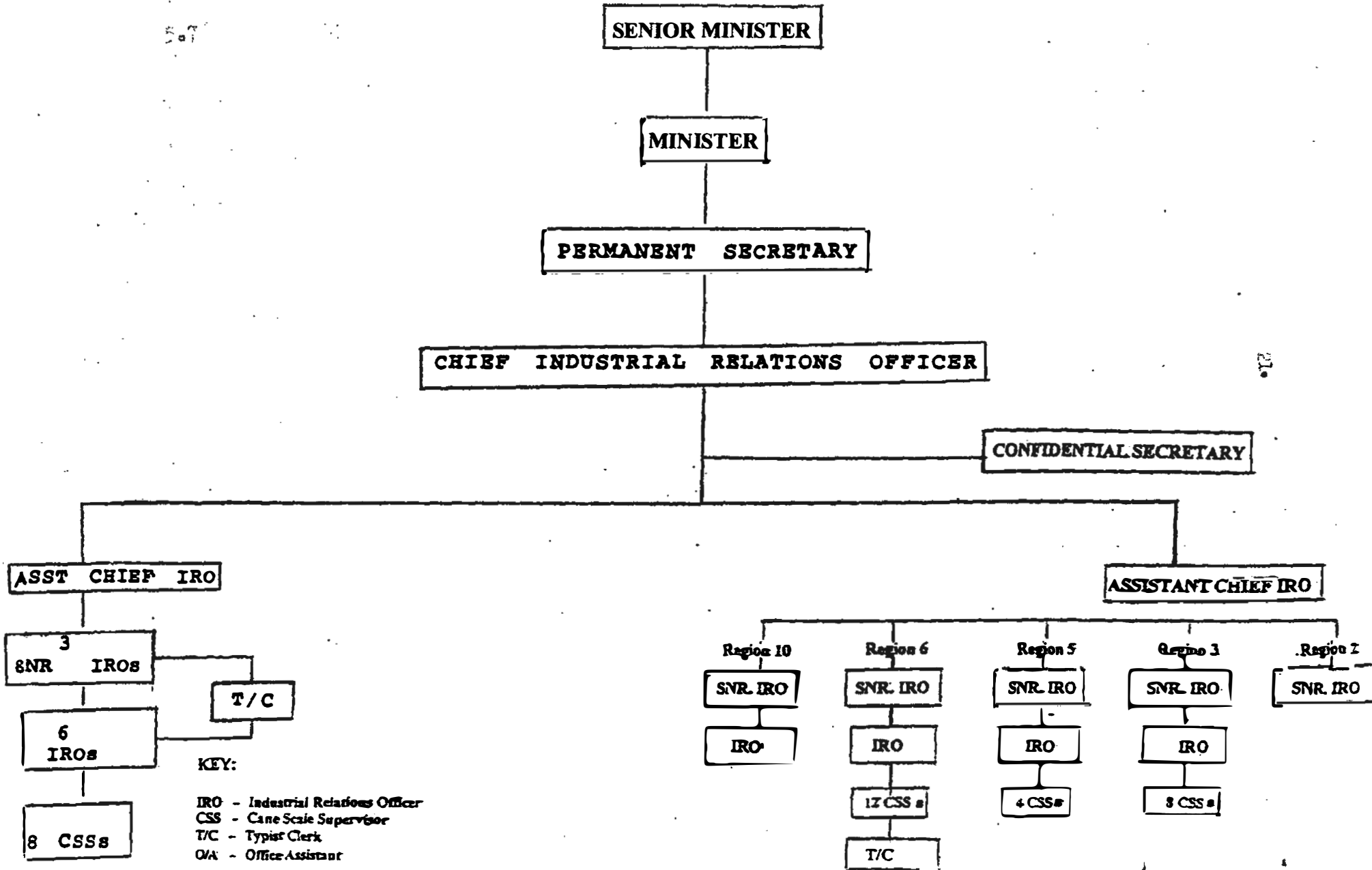
INDUSTRIAL RELATIONS

The Chief Industrial Relations Officer is responsible for the general administration and supervision of the Industrial Relations Unit with the assistance of two (2) Assistant Chief Industrial Relations Officers.

OBJECTIVES

To contribute to the economic and social development of the nation by maintaining a stable industrial relations climate, and to create an atmosphere of mutual trust and justice between labour and management in the work environment, through a programme of education and the enforcement of Labour laws.

INDUSTRIAL RELATIONS



5.0

INDUSTRIAL RELATIONS**STAFFING**

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Chief Industrial Relations Officer	1	-	1	1
Assistant Chief Industrial Relations Officer	2	1	-	1
Senior Industrial Relations Officer	8	2	-	6
Industrial Relations Officer	17	12	-	5
Confidential Secretary	1	-	1	1
Typist Clerk	2	1	-	1
Cane Scale Supervisors	32	18	-	14
Office Assistant	2	1	-	1
Cleaners	2	2	-	-
TOTAL	67	37	2	30

FUNCTIONS

To advise Government on policy matters with respect to Labour.

To formulate continuing comprehensive plans and programmes for the enactment and enforcement to Labour Legislation, both primary and subsidiary, for the various categories of workers in respect of:-

- (i) rates of wages
- (ii) hours of work
- (iii) other conditions of employment

To regulate the relationship between employers and employees and for settlement of differences between them.

This mandate is fulfilled by, inter alia, the following:-

- (i) drafting and recommending to Government new Labour Legislation;
- (ii) reviewing in conjunction with the tripartite committee, rates of wages and other conditions of services of the various categories of employees.
- (iii) reviewing and recommending amendments to current Labour Legislation.
- (iv) investigating of complaints made by individual workers.
- (v) inspecting of work sites to ensure compliance with Labour Laws.
- (vi) prosecuting of employers for breaches of the Labour Laws.
- (vii) advising and conducting seminars to educate both employers and employees on Labour Laws.
- (viii) conciliating in disputes between employers and unions
- (ix) setting up and servicing arbitration tribunals.
- (x) conducting membership surveys and polls to determine union recognition;

- (xi) vetting and signing Collective Labour Agreements.
- (xii) liaising with International and Regional Organisations

6.0

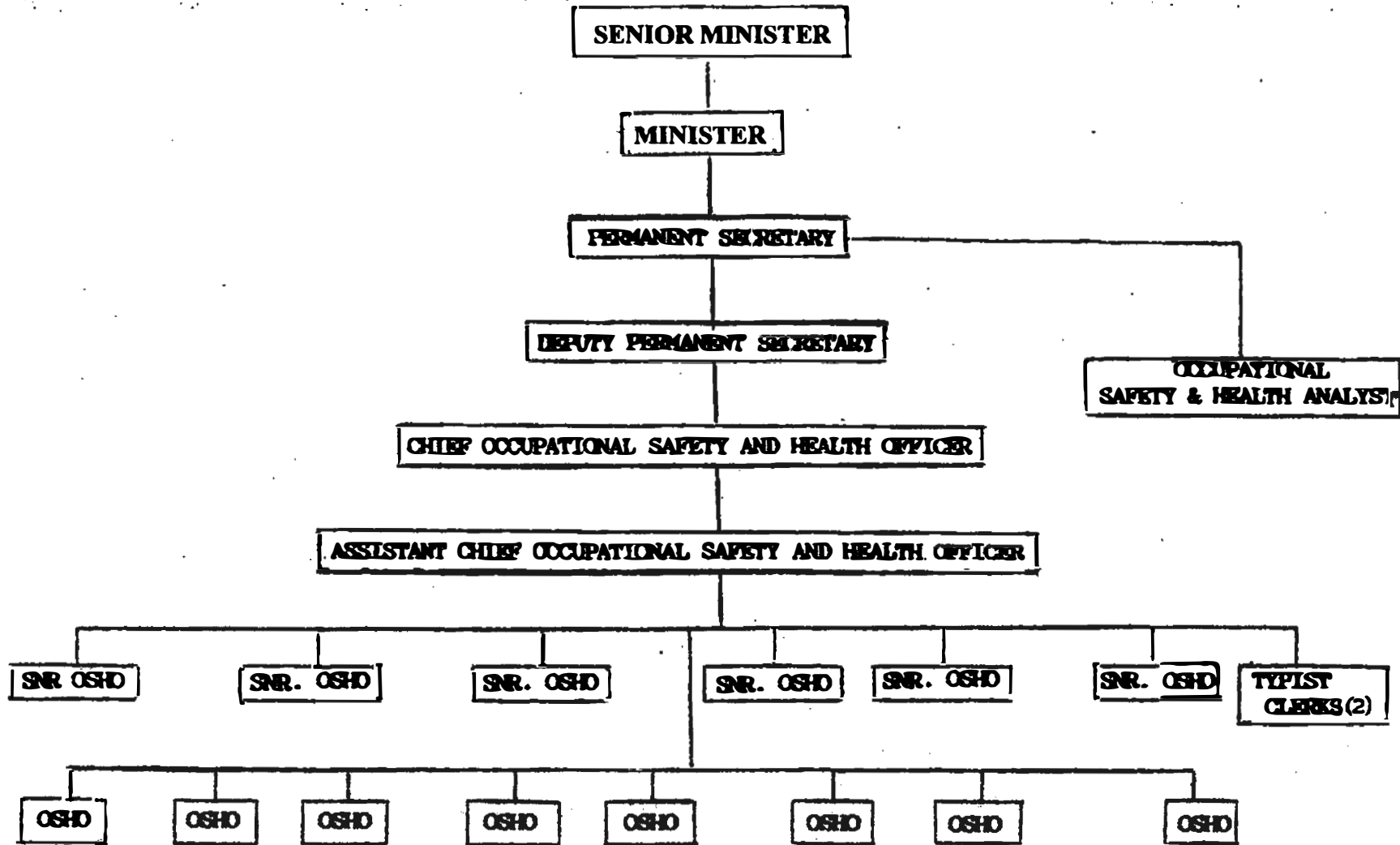
OCCUPATIONAL SAFETY AND HEALTH DIVISION

The Division assists in carrying out an important aspect of the mission of the Ministry of Labour, Human Services and Social Security. The Chief Occupational Safety and Health Officer has direct responsibility for the general administration of the Division, assisted by Senior Occupational Safety and Health Officers and Occupational Safety and Health Officers.

OBJECTIVE

To improve conditions and environment, with the emphasis on preventative rather than curative measures.

OCCUPATIONAL SAFETY AND HEALTH



OCCUPATIONAL SAFETY AND HEALTH**STAFFING**

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Chief Occupational Safety and Health Officer	1	1	-	-
Occupational Safety and Health Analyst	1	1	-	-
Assistant Chief Occupational Safety and Health Officer	1	1	-	-
Senior Occupational Safety and Health Officer	6	2	1	4
Occupational Safety and Health Officer	8	4	-	4
Typist Clerk	2	2	-	-
TOTAL	19	11	1	8

FUNCTIONS

Carrying out inspections and surveys of workplaces for the purpose of ensuring the adherence to the Safety and Health Regulations and offering advice on ways in which working conditions and environment could be improved.

Investigating the circumstances of accidents at work.

Organizing lectures and seminars on Safety and Health topics.

Registering factories.

Registering Steamboilers Inspection Certificates.

Liaising with other interested national and international bodies.

E.3

PERSONNEL DIVISION

The Principal Personnel Officer is responsible for the supervision of the Personnel division and is assisted by the Senior Personnel Officer.

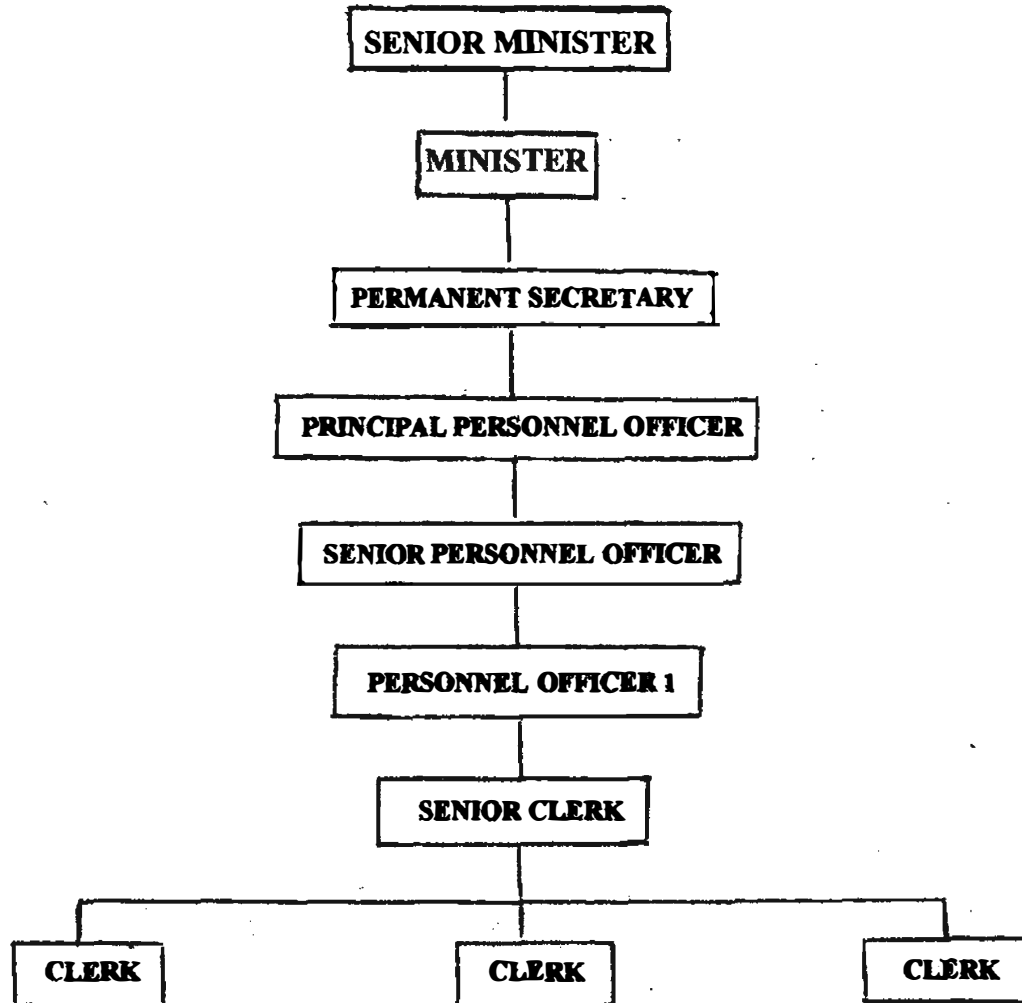
E.4

OBJECTIVES

- to co-ordinate all personnel activities including development training and staff welfare.**
- to provide reliable, efficient and individual service.**

5.7

PERSONNEL UNIT



30

0.8

PERSONNEL DIVISION (STAFFING)

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Principal Personnel Officer	1	1	-	-
Senior Personnel Officer	1	-	-	1
Personnel Officer 1	1	-	-	1
Clerk 111 General	1	-	1	1
Clerk 11 General	3	3	-	-
TOTAL	7	4	1	3

FUNCTIONS

Examining and advising the Permanent Secretary on recommendations for promotions and acting status.

Recruiting clerical, secretary and ancillary staff.

Discussing disciplinary issues and grievances with individual members of staff, unions and management.

Maintaining records of leave, time-keeping and staffing.

Selecting individuals for training courses.

Preparing Annual Confidential Reports, forms and administering the process.

Preparing superannuation papers.

7.0

RECRUITMENT AND PLACEMENT SERVICE

The general supervision and administration of the Recruitment and Placement Service is the direct responsibility of the Chief Recruitment and Placement Officer assisted by Senior Recruitment and Placement Officers.

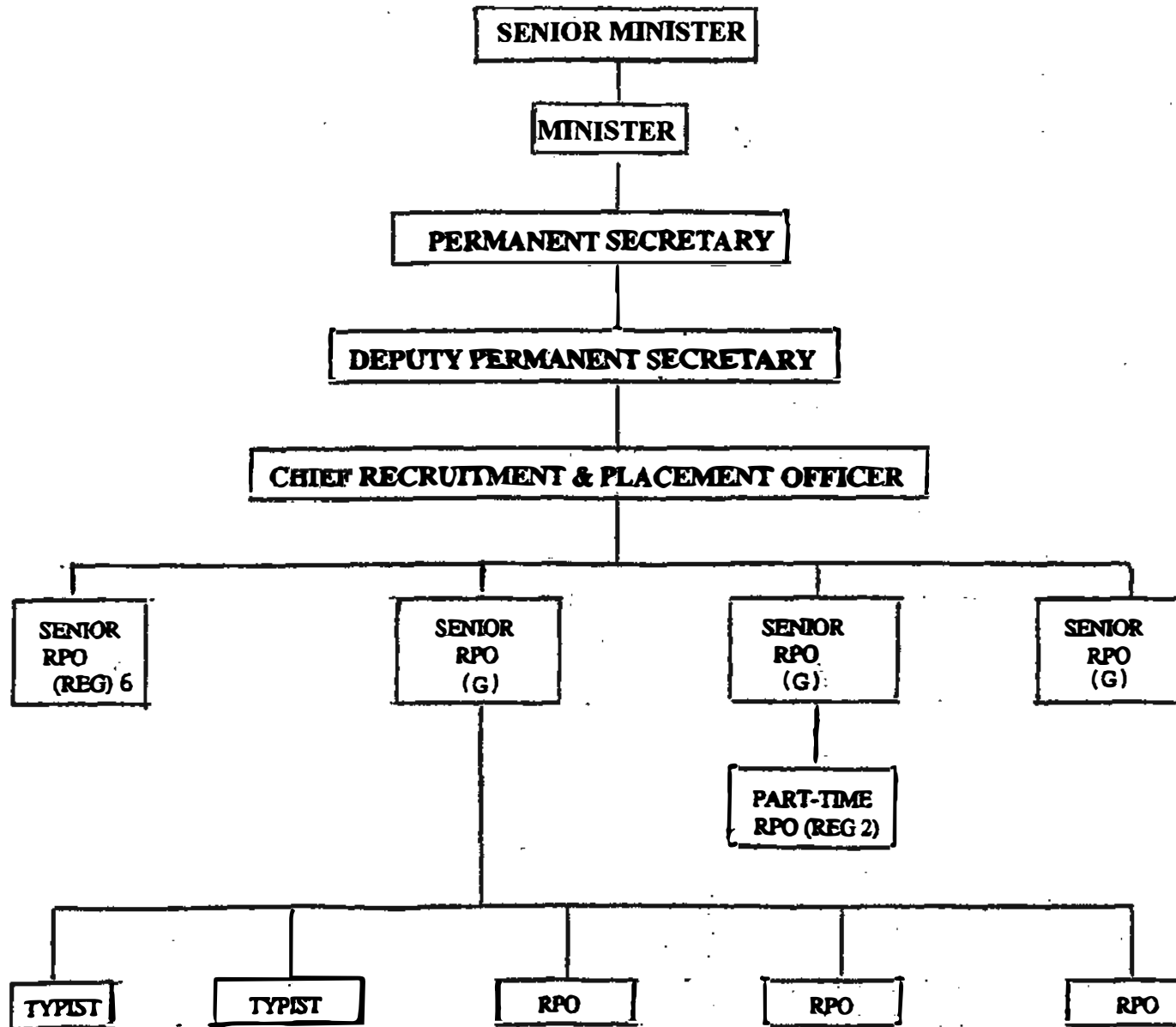
7.1

OBJECTIVE

To place individuals seeking work in suitable employment, and to provide career guidance and counselling.

RECRUITMENT AND PLACEMENT SERVICE

7.2



34.

- CR&PO - Chief Recruitment & Placement Officer
- SR&PO - Senior Recruitment & Placement Officer
- R&PO - Recruitment & Placement Officer
- (G) - Georgetown

7-3

RECRUITMENT AND PLACEMENT SERVICE (STAFFING)

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Chief Recruitment and Placement Officer	1	-	1	1
Senior Recruitment and Placement Officer	4	1	2	3
Recruitment and Placement Officer	4	2	1	2
Recruitment and Placement Officer (Part-time)	1	1	-	-
Typist Clerk 11/1	2	1	-	1
TOTAL	12	5	4	7

FUNCTIONS

To register persons seeking employment.

To maintain records of notified vacancies, mainly in the public and private sectors.

To actively seek details of vacancies in the Public and Private Sectors.

To match job seekers with vacancies and arrange interviews for job seekers.

To perform all above functions with respect to the Seaman's Pool.

To provide advice and career counselling to those seeking employment.

7.5

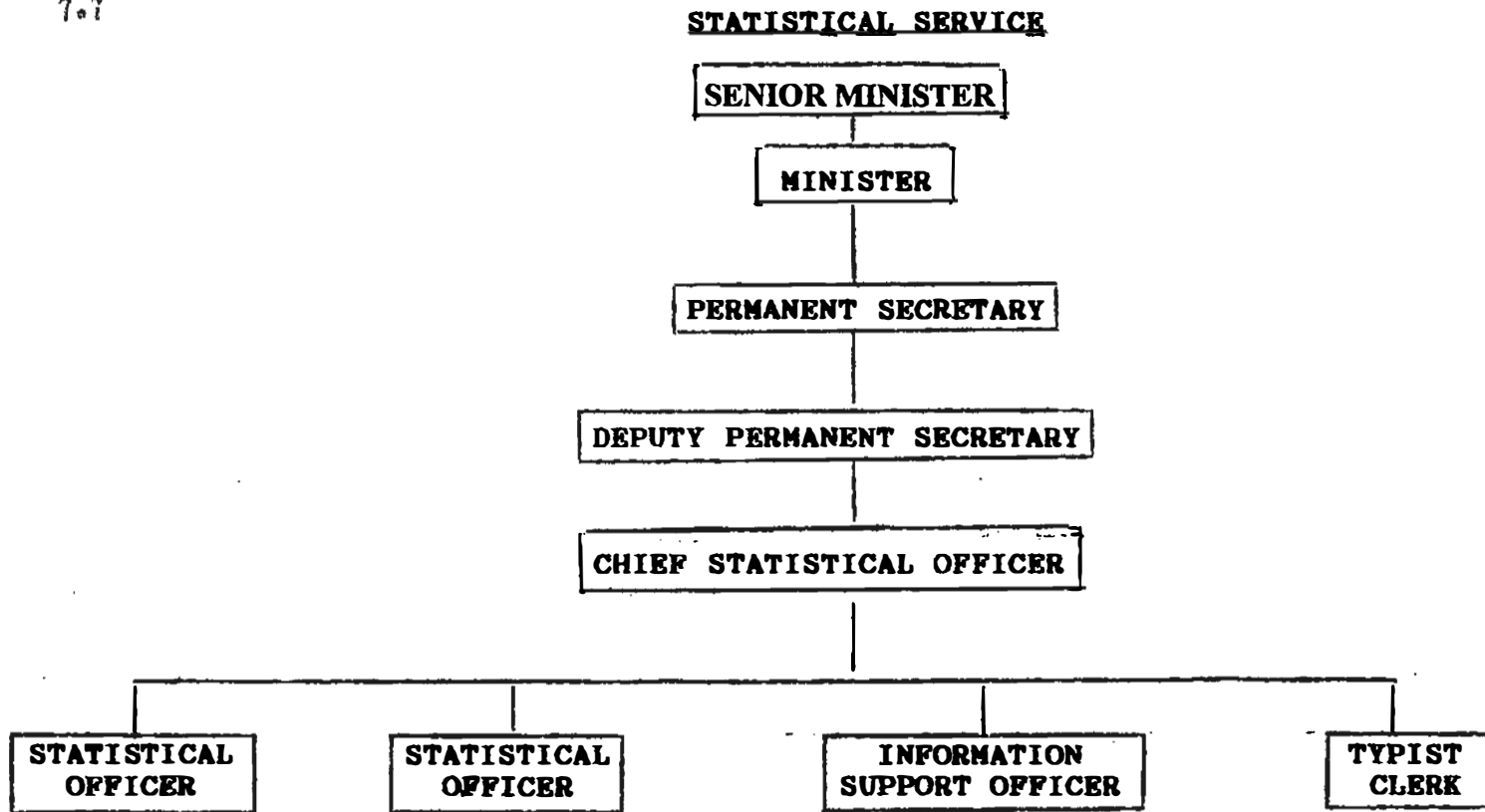
STATISTICAL SERVICES

The Statistical Service is headed by the Chief Statistical Officer assisted by Statistical Officers.

OBJECTIVES

To collect, analyse and store employment and related statistics which can form the basis for the formulation of policies.

7.7



39.

STATISTICAL SERVICE (STAFFING)

7.8

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Chief Statistical Officer	1	-	-	1
Statistical Officer	2	-	-	2
Information Support Officer	1	1	-	-
Typist Clerk	1	-	-	1
TOTAL	5	1	-	4

FUNCTIONS

To collect, analyse and present statistics on Strikes, Industrial Accidents, Wages Differential, Collective Labour agreements and other related data;

To liaise with national and international organizations and agencies working in the same areas of activity.

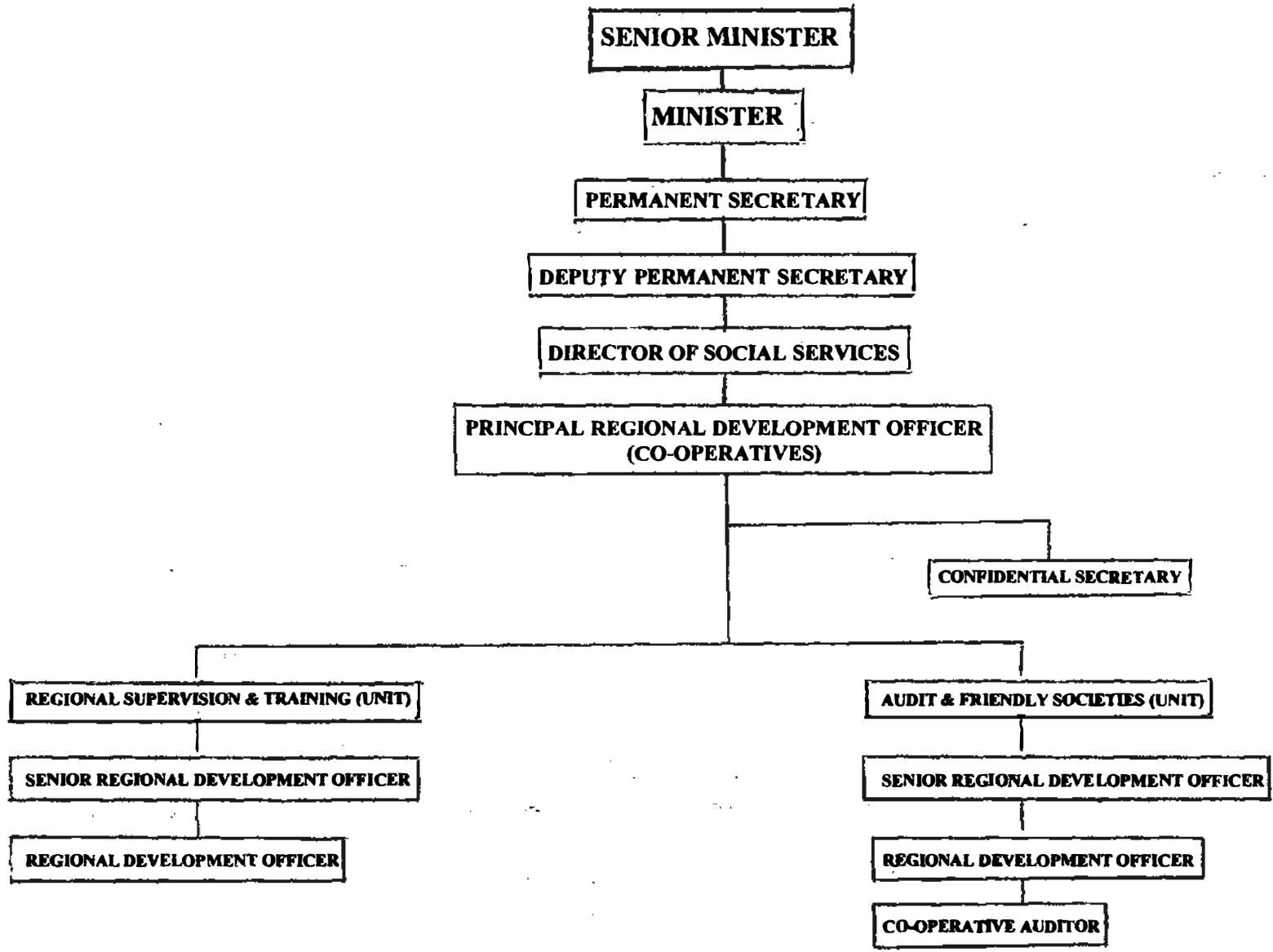
CO-OPERATIVES DIVISION

The Division of Co-operatives consists of three technical officers supported by a depleted clerical staff and regional Co-operative Officers. Officers of Secondary and Tertiary Co-operative societies also gave support to the work of the Division.

OBJECTIVES

To guide the Co-operative Movement to become truly autonomous and self-reliant and to monitor and regulate the activities of Co-operatives and Friendly Societies in accordance with statute.

CO-OPERATIVES DIVISION



CO-OPERATIVES DIVISION (STAFFING)

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Principal Regional Development Officer (Co-operatives)	1	1	-	-
Senior Regional Development Officer	2	-	1	2
Regional Development Officer	2	1	-	1
Co-operative Auditor	1	-	-	1
Confidential	1	-	1	
TOTAL	7	2	2	5

FUNCTIONS

To work with and encourage the apex body and other secondary bodies to assume responsibility for the Co-operative Movement;

To process registration and cancellation in accordance with the Co-operative Act and Friendly Societies Act;

To review and keep up-to-date the legal framework within which Co-operatives and Friendly Societies operate;

To assess the performance of Co-operative development in the regions, and to give technical advice and guidance as may be required from time to time;

To enquire and investigate into the constitution and financial condition of Societies;

To provide for staff training and development;

To have the records of the Co-operative and Friendly Societies audited;

To settle disputes touching on the affairs of Co-operative Societies by means of Arbitration under the Co-operative Societies Act;

To liaise with other Divisions, Ministries and Regions that assist in Co-operative development.

8.5

MAHAICA HOSPITAL

The Assistant Hospital administrator is responsible for the general administration of the Mahaica Hospital and is assisted by the Ward sister, Medex and other staff.

8.6

OBJECTIVE

To provide free medical care for patients affected with Hansen's Disease, to attend to abandoned children, out-patients and employees, to treat emergency cases and to provide meals for children and patients.

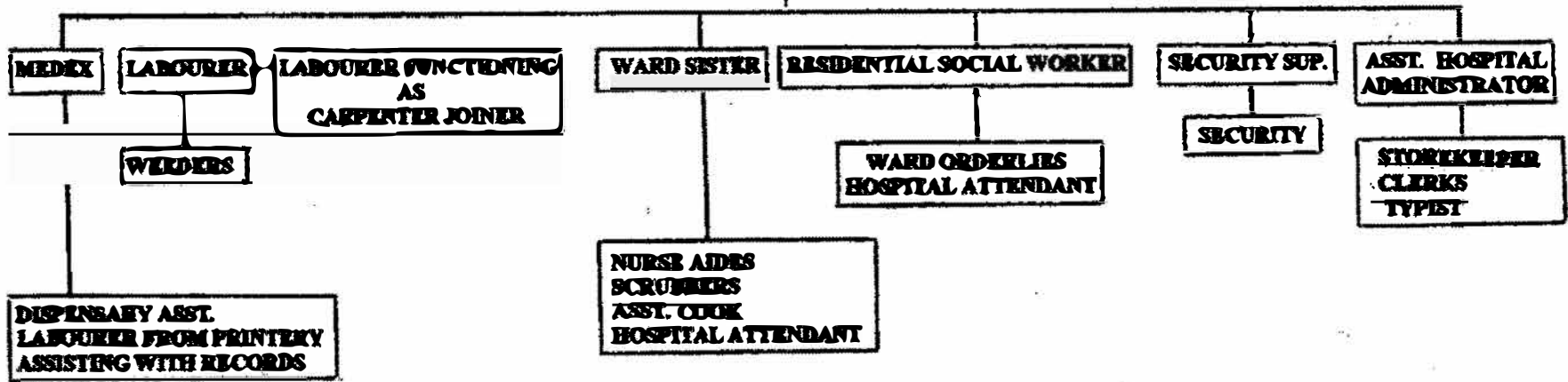
MAHAICA HOSPITAL

SENIOR MINISTER

MINISTER

PERMANENT SECRETARY

ASSISTANT HOSPITAL ADMINISTRATOR



STAFFING

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Assistant Hospital Administrator	1	1	-	-
Medex	1	1	-	-
Ward Sister	1	1	-	-
Nurse Aid	9	6	-	3
Hospital Attendant	7	5	-	2
Ward Orderly	5	1	3	1
Carpenter	1	-	1	1
Accounts Clerk 11	1	1	-	-
Typist Clerk 11	1	1	-	-
Livestock Attendant	1	1	-	-
Clerk	1	1	-	-
Labourer	17	3	-	14
Residential Social Worker	1	1	-	-
Scrubber	1	1	-	-
Assistant Cook	2	1	1	-
Security Guards	6	4	-	2
General Worker	2	2	-	-
TOTAL	58	31	4	23

8.9

FUNCTIONS

- To obtain Standing Orders and Life Certificates from the Ministry of Finance, completing forms, working on pension vouchers and paying pensioners.
- To collect revenue for rental of cinema and farm land, receiving acknowledgement.
- To prepare paysheets for daily pay employees, uplifting paysheets, cheques obtaining escort, encashing cheques, paying and refunding salaries.
- To sign N.I.S. Vouchers and Life Certificates for in-patients who are incapacitated.
- To provide meals for patients and children.
- To administer treatment to patients
- To procure supplies from contractors, Guyana Stores limited and other reputable firms.
- To check Buildings, maintaining a clean and tidy environment.
- To submit N.I.S. Verification for daily paid employees.
- To maintain Sub-Imprest, scheduling accounts promptly for payment.
- To prepare Bi-monthly note on work programme for children and patients separately.
- To prepare monthly reports, annual report, activities programme cost on Sub-head 307-001 - Local Travelling and Subsistence.
- To ensure full retirement of Sub-Imprest.

2.0

GERIATRIC HOSPITAL - PALMS

The Assistant Hospital Administrator is responsible for the general administration of the Palms, assisted by the Matron, and with support from the Government Medical Officer, Medical Superintendent, Medex and other staff.

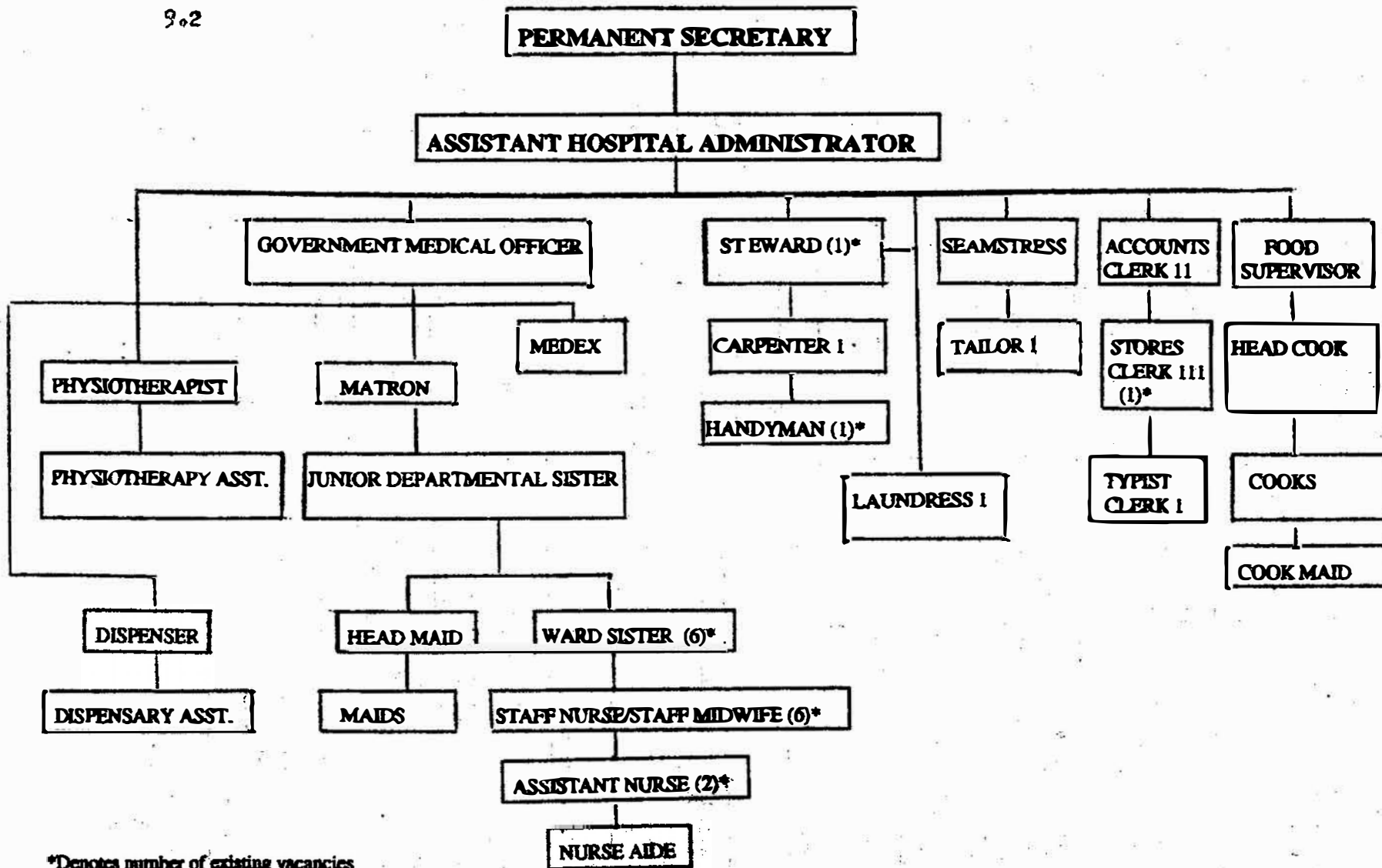
2.1

OBJECTIVE

To provide free medical and nursing care to all residents and out-patients, also physiotherapy, occupational and recreational therapy and welfare services aimed at developing and maintaining self-worth.

PALMS

9.2



*Denotes number of existing vacancies

50*

STAFFING

POST	STAFF	NO. FILLED	NO. ACTING	VACANCIES
Asst. Administrator	1	1	-	-
Matron	1	1	-	-
Medical Superintendent	1	-		1
Junior Departmental Sister	1	-		1
Senior Pharmacist	1	-		-
Ward Sisters	2	-		2
Physiotherapist	1	1		-
Government Medical Officer	1	1		-
Staff Nurses	3	-		3
Laundry Superintendent	1	-		1
Physiotherapy Assistant	1	-		1
Pharmacy Assistant	1	1		-
Food Service Supervisor	1	1		-
Assistant Accountant	1	-		1
Medex	1	-		1
Steward	1	-		1
Stores Clerk/Expediter	1	1		-
Typist Clerk 11	1	1		-
Stores Attendant	1	1		-
Accounts Clerk 11/111	1	-		1
Storekeeper	1	1		-
Nurse Assistants	6	3		3
Boiler Operator	1	-		1
Head Cook	1	1		-
Head Ward-maid	1	1		-
Seamstress	1	1		-
Cooks	3	2		1
Assistant Cooks	3	2		1
Cook-maids	3	-		3

Nurse Aides	76	75		1
Laundresses	3	1		2
Porters	12	6		6
Ward-maids	13			

9.4

FUNCTIONS

Undertaking budgeting, accounting and procurement functions for the facility.

Maintaining equipment and infrastructure of the facility.

Providing security for residents, buildings and compound.

Providing in-house and other training opportunities for staff development.

Providing public education/awareness of available service at the Palms

Investigating and evaluating applications for admission and liaising with identified relations.

Initiating, accessing resources and executing programmes for the welfare of residents.

Providing meals and rehabilitative therapy for patients in care.

Expanding and developing recreational, social and therapeutic activities for residents.

Ensuring proper arrangements are in place for the removal and burial of deceased residents.

Providing and administering medical and nursing services and treatment to residents/out-patients.

Operating a medical referral service to Georgetown Hospital.

Supervising the operation of on-site dispensary services to residents.

10.0

PROBATION AND FAMILY WELFARE SERVICES

The general supervision of the Probation and Family Welfare Services is the direct responsibility of the Chief Probation and Family Welfare Officer, supported by a Deputy Chief Probation and Family Welfare Officer and two Assistant Chief Probation and Family Welfare Officers.

To provide social work support for children, to maintain acceptable standards of care for them, and to prevent their neglect through public awareness of their needs.

10.1

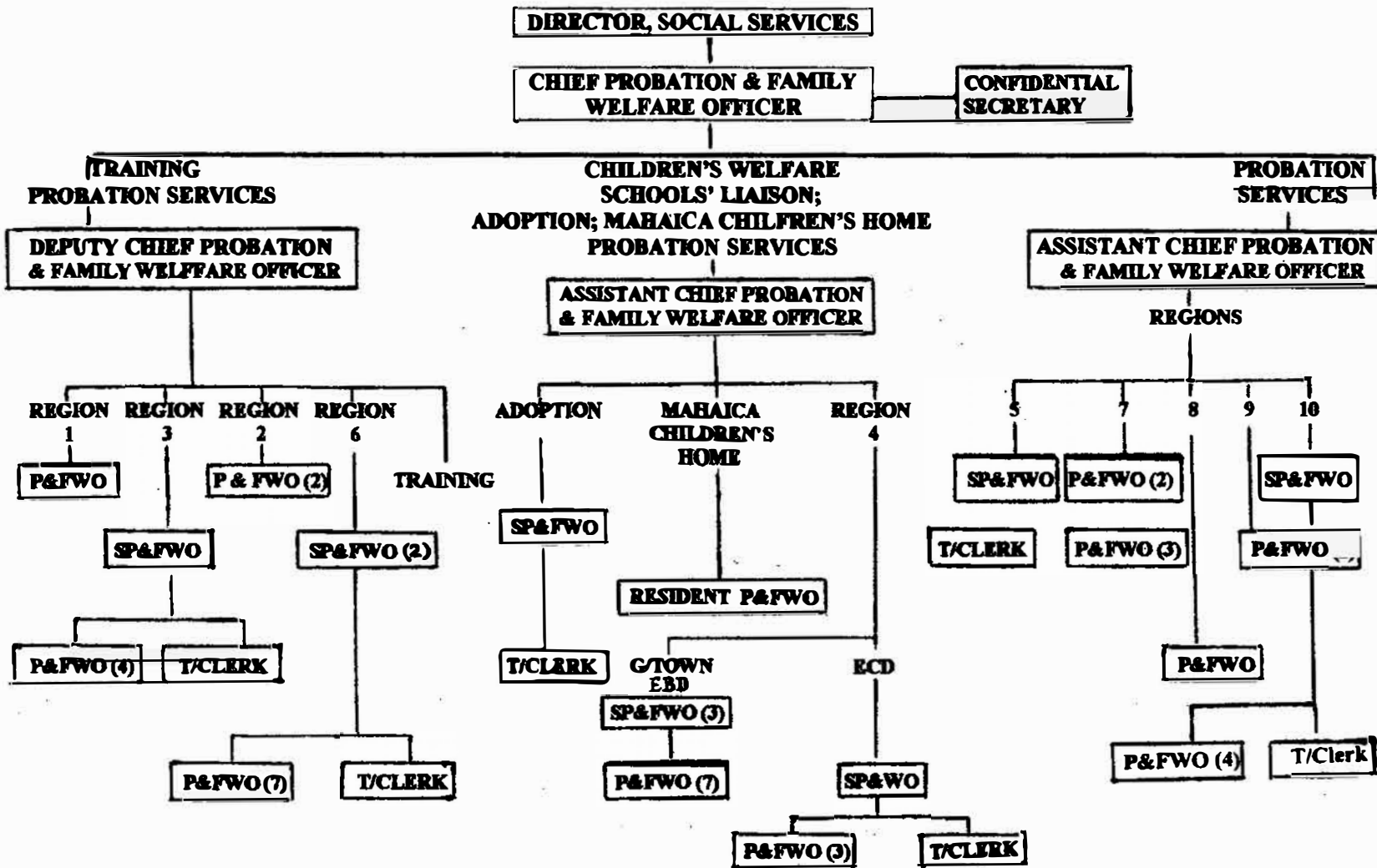
OBJECTIVES

To share in the provision of services for the protection of the Guyanese society from crime and delinquency and the promotion of the welfare of members of the society so that national goals can be achieved with the minimal disruption and with the maximum contribution of the citizen.

To prepare dysfunctional children and children at risk to take their place in society.

10.2

PROBATION AND FAMILY WELFARE SERVICE



55.

10.3

PROBATION AND FAMILY WELFARE SERVICE**STAFFING**

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Chief Probation and Family Welfare Officer	1	-	1	1
Deputy Chief Probation and Family Welfare Officer	1	-	1	1
Assistant Chief Probation and Family Welfare Officer	2	1	1	1
Senior Probation and Family Welfare Officer	10	2	4	8
Probation and Family Welfare Officer	36	8	-	28
Confidential Secretary	1	-	1	1
Typist Clerk	6	5	-	1
Cleaners	2	2	-	-

FUNCTIONS

To make enquiries and to prepare reports to assist the Courts in determining the most suitable methods of disposal of juvenile and certain adult offenders.

To identify and to assist "high risk" children in liaison with other agencies and to undertake the supervision of persons placed on probation and those released from the Prisons and Training School (New Opportunity Corps) on licence/parole.

Matrimonial Conciliation - assisting couples to resolve problems that tend to destroy their family life and interpersonal relationships.

To investigate reported cases of neglect, illtreatment, incest and abuse and to reduce the risks to individuals and families' involvement with the law.

To submit to overseas agencies, at their request, reports on the social and economic background of individuals in relation to migration, adoption, fostering and the abuse of children and children at risk.

To perform all Prison Welfare and voluntary New Opportunity Corps after-care and rehabilitative work in co-operation with the Guyana National Service and the Guyana Prison Service.

To direct the administration of the Mahaica Children's Home and to monitor and render the necessary assistance to all the other Children's Homes in Guyana.

To investigate the circumstances of prospective adopters, act as guardian ad litem of children for whom adoption order is sought and to process the applications for adoption.

To act as Secretary to the Adoption Board.

11.0

SOCIAL SECURITY AND SENIOR CITIZENS' WELFARE UNIT

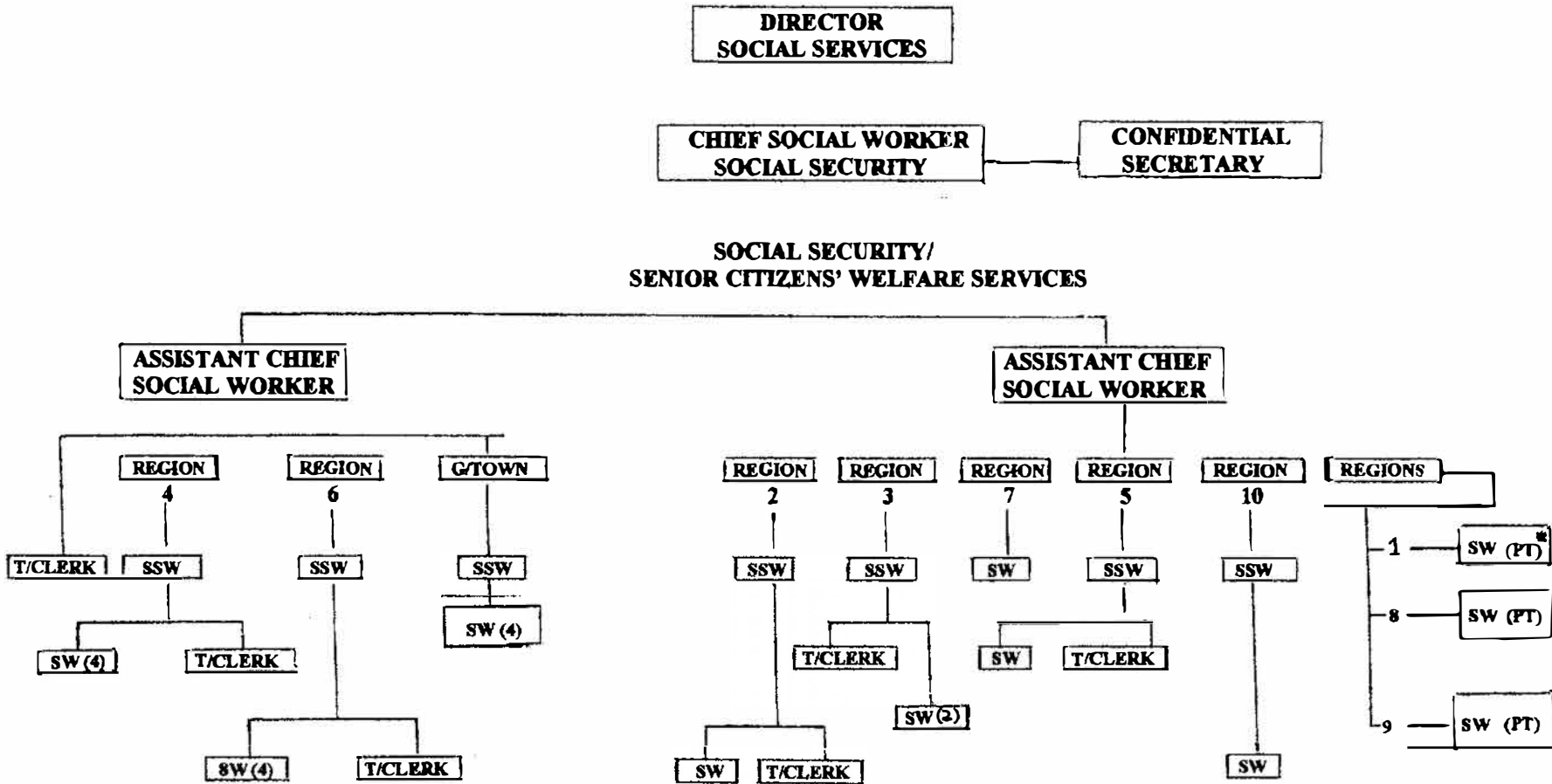
The general supervision and administration of the Social Security and Senior Citizens' Welfare Unit is the direct responsibility of the Chief Social Worker, assisted by two (2) Assistant Chief Social Workers, and seven (7) Senior Social Workers in the execution of the organization's programmes.

11.1

OBJECTIVES

To provide psychological, social, financial and other material assistance as well as regulatory services affecting Senior Citizens, the infirm and destitute, to improve their status and to complement their abilities to cope with the stress of living.

SOCIAL SECURITY AND SENIOR CITIZENS' WELFARE SERVICES



** (PT) Denotes part-time worker*

SOCIAL SECURITY AND SENIOR CITIZENS' WELFARE SERVICE

11.3

STAFFING

POST	STAFF ESTAB	NUMBER FILLED	NUMBER ACTING	VACANCY
Chief Social Worker	1	-	1	1
Asst. Chief Social Worker	2	1	1	-
Senior Social Workers	7	4	1	3
Social Workers	17	13	2	4
Part-time Social Workers	3	2	-	1
Secretary	1	-	-	1
Clerk 11	1	1	-	-
Typist/Clerks	6	2	-	4
TOTAL	38	23	5	14

11.4

FUNCTIONS:

- **to enforce the provisions of the Poor Relief Act, Chapter 36:02 and the provisions of Old Age Pension's Act, Chapter 36:03;**
- **to investigate, recommend and administer the grant of financial assistance to the deserving beneficiaries on roll;**
- **to provide Old Age Pensioners with free travel concessions thus enabling them to utilize the services of the Transport and Harbour's Department Ferry Services throughout the country;**
- **to investigate and recommend destitute persons for consideration for exemption from the payment of rates and taxes;**
- **to conduct a system of continuous review of all cases on the Public Assistance payroll, to justify their continued eligibility;**
- **to provide policy advice to Government on matters affecting the elderly;**
- **to carry out research on the conditions and needs of the elderly people in Guyana;**
- **to visit all residential homes for the elderly at least once a quarter to monitor the standards of care and to make recommendations for improvement;**
- **to investigate the circumstances and to make recommendations for those persons applying for admission to residential homes and institutions;**
- **to establish an advice service for Senior Citizens and those caring for the elderly in their own homes;**

12.0

WOMEN'S AFFAIRS BUREAU

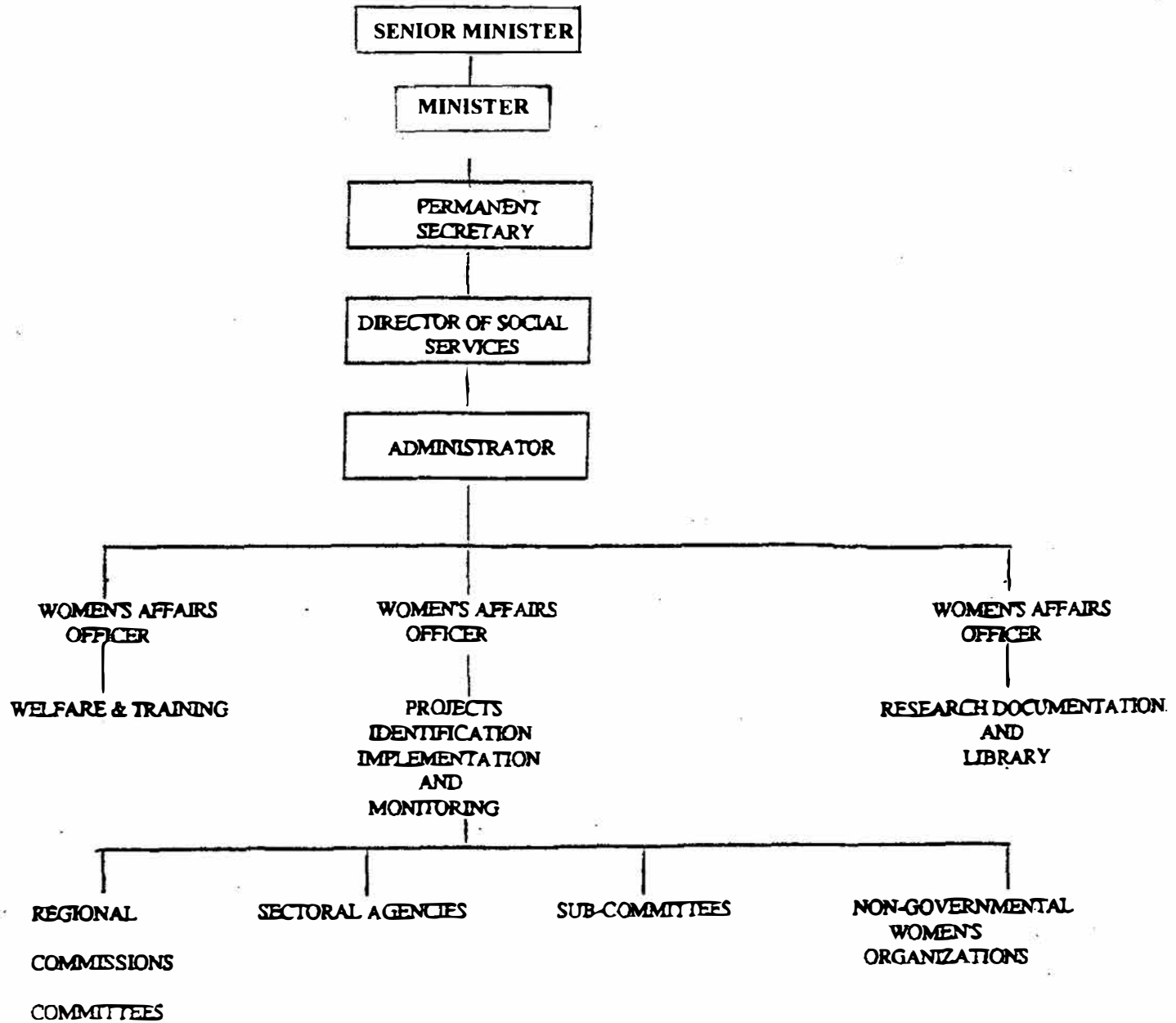
The Administration is responsible for the general administration and supervision of the Women's Affairs Bureau and is assisted by three (3) Women's Affairs Officers.

12.1

OBJECTIVES

- **to contribute to the formulation of policy in relation to the advancement of women in Guyana;**
- **to provide a counselling and advice service for women;**
- **to provide administrative, technical and financial assistance to non-governmental women's organizations in the planning and implementation of programmes;**

WOMEN'S AFFAIRS BUREAU



12.3

WOMEN'S AFFAIRS BUREAU-STAFFING

POST	STAFF ESTABLISH- MENT	NO. FILLED	NO. FILLED	VACANCIES
Administra- tor	1	1	-	-
Women's Affairs Officer	3	2	-	1
Accounts Clerk	1	-	-	1
Typist Clerk 11	1	-	-	1
Driver	1	-	-	1
Project Assistant	1	1	-	-
TOTAL	8	4	-	4

12.4

FUNCTIONS

The main functions of the Bureau are:

to contribute to the formulation and implementation of Policies for Women in Guyana;

to provide technical and financial support to Non-governmental Women's Organizations in planning and implementing their programmes;

to initiate and conduct research on the integration and advancement of women's issues;

to provide counselling and advice to women experiencing a variety of problems;

to identify, prepare and monitor the development of projects for women;

to disseminate information on women's advancement through a library service provided, and workshops;

to organize and implement training for women operating small businesses, leadership roles and other technical skills.

12.5

YOUTH SERVICE

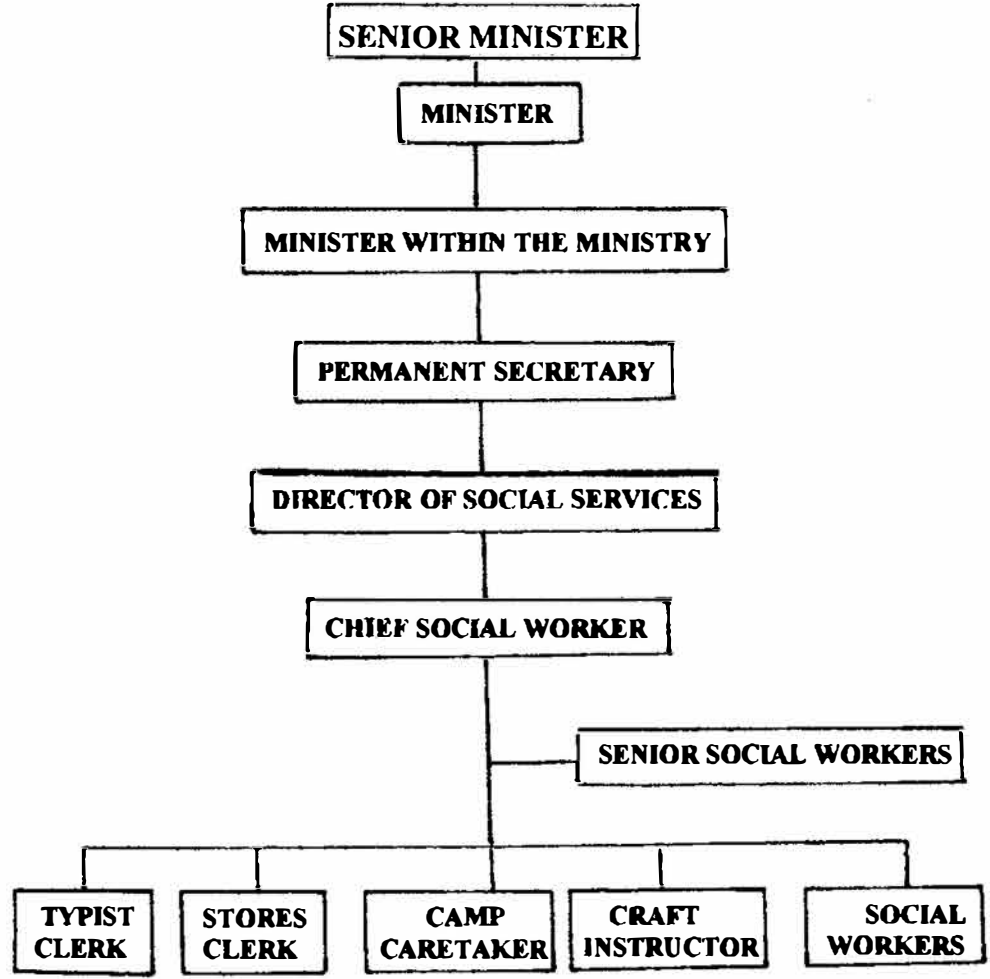
The general supervision and administration of the Youth Service is the responsibility of the Chief Social Worker (Youth Service) along with two (2) Senior Social Workers.

12.6

OBJECTIVE

To contribute to economic growth and social development through the formulation of policies and the integrated provision of employment, training, social and welfare policies.

YOUTH SERVICE



**YOUTH DIVISION
STAFFING**

12.8

POST	STAFF ESTABLISHMENT	NO. FILLED	NO. ACTING	VACANCIES
Chief Social Worker	1	-	1	1
Senior Social Worker	2	1	-	1
Social Workers	4	3	1	1
Confidential Secretary	1	1	-	-
Stores Clerk/Expeditor	1	-	-	1
Camp Caretaker	1	1	-	-
Craft Instructor	1	-	-	1
TOTAL	11	6	2	5

12.9

FUNCTIONS

- Directing field work with young people including helping to establish and manage Youth Clubs.
- Providing training and employment opportunities for young people by setting up local training programmes and assisting participants in the programmes to be set up in the co-operative, in self-employment, or to seek funding for the sponsoring of employment projects.
- Carrying out educational programmes of lectures at clubs and other gatherings of young people, on subjects such as Drug Abuse, Health, AIDS, Family Life etc.
- Organizing national events such as National Youth Week and National Youth Conferences.
- Maintaining national and international contacts, especially with the Commonwealth Youth Programme and the Georgetown and National Youth Leaders' Councils.
- Providing cultural and recreational facilities such as summer camps at Camp Madewini and tuition for dancing and Steelband playing.
- Preparing proposals for funding from international organizations.
- Researching the needs and concerns of youth.

**PLANNED WORK
PROGRAMMES**

GENERAL ADMINISTRATION

PLANNED WORK PROGRAMME

	TARGET SET	TARGET ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1.	Ensuring maximum output for goal achievement in relation to the targets set out in the Work Programmes of the several divisions.	90%	Target attainment in most of the agencies was rewarding. The existence of some areas of concern within the administration of the Probation and Family Welfare Service, Senior Citizens and Social Security Divisions underscores the need for a review of existing legislation as well as the examination and restructuring of current operational formats.
2.	Deliver consistent and accurate accounting, typing and record management services.	95%	The recruitment of Technical Assistants at both the Head Office and Cornhill Street locations and a halt in staff turnover contributed to stability and production.
3.	Processing and responding to administrative correspondence.	98%	Correspondence received was dealt with within a reasonable time frame.
4.	Preparation of Annual Estimates of Expenditure in the Programme budgeting format.	100%	Submissions for all divisions had to be thoroughly reviewed because the format had been revised by the Ministry of Finance; the Permanent Secretary and PAS(Finance) were instrumental in helping Heads to meet deadlines.

5.	Draft several Cabinet memoranda s the occasion dictates	100%	Because of the profound importance of these documents, every effort was taken to ensure prompt submission.
6.	Maintain buildings and compounds at the several locations of the Ministry.	95%	The absence of materials, the difficulties encountered in obtaining contractors readily, as well as unforeseen circumstances, contributed somewhat towards delaying the scheduled completion of works .
7.	Provide adequate supervision and use of office equipment.	95%	This is a continuous exercise concerning the servicing and operational schedule of computers, printers, typewriters, calculators etc.,
8.	Regulate the use, the servicing and security of all the Ministry's vehicles.	95%	The nature of this exercise makes it an on-going activity.
9.	Allocate on a daily basis, vehicles to take care of the transportation needs of the various divisions.	95%	Schedule was maintained.
10.	Ensure adequate levels of stock in the stores to keep the work of the Ministry on stream.	85%	The unavailability of a continuous supply of certain materials and spares throughout the year somewhat hampered the maintenance of a maximum level of stores.

ITEM	TARGET SET	TARGET ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
11.	Arrange for monthly Management meetings and Minister's monthly meetings.	100%	All meetings were convened as scheduled.
12.	Co-ordinate the mounting participation/attendance at Conferences and seminars; visits to the regions, receptions etc.	90%	Communication lapses between agencies accounted for the minimal inconvenience experienced in this area.
13.	Initiate action for commencement of projects, namely Head Office, Cornhill Street, Cove and John, Palms, Mahaica Hospital and the New Amsterdam branch of the Ministry.	60%	Inordinate delay by some contractors, consultants and the Central Tender Board, contributed to the delay in completing certain projects.
14.	Co-ordinate all facets of work in the Registry to ensure the accurate, prompt and reliable delivery of service in the promotion of team effort by the Ministry.	90%	Work progressed as scheduled.
15.	Identify training needs for all staff in order to lift the level of performance of staff in keeping with the mission of the Ministry.	75%	The failure of some managers to capitalize on opportunities for training, contributed to the inability to achieve the targets.
16.	Determine from Heads of Division, progress made with the drafts for new legislation and the updating of existing laws.	60%	Joint effort was made by units that are administered by legislation to try and change unserviceable laws.

ITEM	TARGET SET	TARGET ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
17.	Constant examination and review of accounting procedures with a view towards making adjustments whenever and wherever necessary.	85%	Improved efficiency in the collection, preparation and despatch of Old Age Pension vouchers, keeping within the time frame of salary payments.
18.	Introduce on an on-going basis, systems for the conservative use of electricity, telephones and other outdoor facilities e.g. Camp Madewini.	95%	Achieved through the observation of policy directives to switch off energy to electrical appliances when not in use.
19.	Provide adequate security services at all locations.	100%	Except for the Mahaica Hospital compound, all other locations were fully serviced.
20.	Conduct visits to other branches of the Ministry to ascertain deficiencies in the system.	95%	No visits were done at the Essequibo locations.
21.	Host annual Staff Conference.	100%	All planning resulted in the successful accomplishment of the activity.
22.	Maintain a clean and healthy environment at all locations.	100%	Daily effort made to cleanse and maintain offices, compounds etc. as required.

13.1

ACCOUNTS DIVISION

PLANNED WORK PROGRAMME

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1. Current releases	-	18	-	Additional releases were made
2. Capital releases	-	44	-	
3. Order of withdrawal and remittance prepared	-	33	-	
4. IDAW issued	-	19	-	
5. IDAW received	-	72	-	
6. Virement requested	-	2	-	
7. Vouchers examined	-	32,000	-	
8. Vouchers processed VIA votes	-	30,231	-	

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
9. Revenue collected	-	2,019	-	
10. Preparation of monthly Certificate of Compliance	12	12	100	
11. Preparation of half yearly statement of travelling for Office of the President, Public Service Management	2	2	100	
12. Preparation of quarterly Insurance premium deductions for Accountant General's Department	4	4	100	
13. Supplementary Allocation	-	2	-	<p>1 - Current</p> <p>1 - Capital</p>

0/1.

BOARD OF INDUSTRIAL TRAINING

PLANNED WORK PROGRAMME

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
1.	BIT Annual Award Ceremony	1	1	100	The BIT Award presentation was successfully held on 5 th May, 1997.
2.	Execution of IDA funded Training Project	550	596	100	From a target of 500 youths, the BIT successfully trained 596 with 51% receiving employment immediately after training.
3.	Statutory meetings	12	11	92	During the year twelve (12) statutory meetings were convened. There were also four (4) joint project review meetings with the Senior Minister
4.	Collaboration with the Ministry of Education for the establishment of a National Council for Technical Vocational Education and Training	Nil	Nil	Nil	Despite representations at various levels, this plan was not achieved during the year under review. However, the document received the sanction of Cabinet and now awaits parliamentary approval.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
5.	Attendance at the annual Meeting of Caribbean Heads Of Vocational Training Institutions	1	Nil	Nil	No meeting was convened in 1997, due to shortage of funds at the ILO Caribbean Office
6.	Monitoring and Inspection of Training activities.	480	480	100	<p>TARGET: 30 Investigations 450 Inspections</p> <p>There was no shortfall in the number of monthly inspections to assess apprentices' performances and other regulatory functions.</p>
7.	Registration and Certification Of Apprentices	100	129	100	<p>With the continued decline in apprenticeship registration, the BIT turned to short-term programmes such as the SIMAP funded project. This decline was due to the economic depression facing prominent Masters.</p> <p>Of the 115 apprentices targeted for certification as artisans, ten (10) were dismissed for various indisciplined acts, or voluntarily withdrew.</p>
	(1) Registration	100	129	100	
	(2) Certification	115	90	88	

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
8.	Other Training Initiatives (a) Life Skills Education – target Group 650 (b) Staff Training Target - 5 programmes	650	644	99	<p>A total of 644 apprentices and trainees in Regions 2, 3, 4, 5, 6, 7, 9 and 10 benefitted from this programme which was organized in collaboration with the United States Peace Corps.</p> <p>There was a shortfall due to the demands of the job situation, and one staff declined participation due to a clash with her religious activities.</p>

**INDUSTRIAL RELATIONS
PLANNED WORK PROGRAMME**

#	ACTIVITIES	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1.	Conciliation	115	90	79	Delay in completion due to inexperienced staff
	a) Received				
	b) Completed	-	-	79	
2.	Enforcement				An increase in job opportunities coupled with employers unfamiliarity with Labour Laws could account for large number of complaints.
	a) Complaints received	756	1356	180	
	b) Complaints completed	-	1158	170	
	c) Monies Recovered			\$11,021,070	
	d) Inspections	1127	908	80	
	e) Breaches	-	698		
	f) Prosecution	As necessary	29 charges		Decrease due to contract officers' services being terminated for one month

NO	ACTIVITIES	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
3.	Strikes	229	305	133	
4.	Trade Disputes	14	6	42	
5.	Agri. Assessment	12	Nil	-	
6.	Countersigning Collective Labour Agreements	38	39	102	
7.	Workers Participation Elections	8	5	62	
8.	I.L.O. MATTERS a) Reports b) Conference c) Seminars	- 1 2	10 - -	- - -	
9.	CARICOM Meetings	1	1	100	
10.	Arbitration Tribunals	5	12	240	

NO	ACTIVITIES	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
11.	Tripartite Consultation on prescribed Minimum Wages	12	4	33	-
12.	Human Resource Dev. in House Training	52	25	48	-
13.	Training Course	-	-	-	-
14.	Employers/ Employees Seminar/ Workshops	8	14	175	-
15.	Monitoring Cane Scale Supervisors	280	205	73	-
16.	New Labour Legislation	6	4	66	Twelve minimum wages orders were increased
17.	Trade Union Matters				
	a) Surveys	10	2	20	
	b) Polls	6	2	33	
18.	Lecturing to Employers and Trade Unions	10	2	20	

**OCCUPATIONAL SAFETY & HEALTH DIVISION
PLANNED WORK PROGRAMME 1997**

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
1.	Inspect Workplaces	800	574	72	<p>1. Efforts were made by employers to implement safety and health recommendations.</p> <p>2. Workers' safety and health was monitored with some degree of success.</p>
2.	Investigate workplace accidents	300	273	91	<p>1. A total of three thousand eight hundred and forty-eight (3,848) accidents were reported.</p> <p>2. None of the accidents investigated were fatal. This represents an 18% decrease in the fatalities reported when compared with the previous year.</p> <p>3. Investigations revealed that most of the accidents were due to a combination of unsafe systems and unsafe methods of work.</p>

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
3.	Investigate complaint as they are made	60	34	56	<p>1. Thirty-four complaints were received and they were all investigated.</p> <p>2. The complaints received were in most instances in relation to workplace accidents.</p>
4.	Conduct Safety and Health Surveys	10	7	70	<p>1. The surveys determined the levels and types of hazards which existed in the workplace.</p> <p>2. Recommendations were made with respect to prevention, elimination and control measures.</p>
5.	Conduct workplace surveys		6	60	<p>1. New workplaces were identified and the list was updated</p>

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
6.	Organize and conduct Training Seminars on OSH	10	6	60	<p>1. Training was provided for workers generally bt the emphasis was on creating safety awareness with respect to representatives of Safety and Health Committees.</p> <p>2. Two hundred (200) persons participated in the programmes.</p>
7.	Function as resource personnel to external agencies generally and more specifically, by delivering lectures on OSH topics.	60	62	103	<p>Participants displayed keen interest in the topics which were presented.</p>
8.	Register factories as applications are made and update the Factories registration records.	12	10	83	<p>1. Registration of factories is dependent on the number of applications made.</p>

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
9.	Maintain a register of all steamboilers.	72	44	61	<p>2. Ten (10) applications were made and they were duly processed.</p> <p>3. There was a 66% increase in applications when compared with the previous year.</p> <p>1. The steamboiler inspector record was duly updated.</p>
10	Examine and comment on building applications for the construction of workplaces	60	59	98	<p>1. Safety and health requirements were promoted in the design stage of workplaces.</p>
11.	Enact comprehensive legislation on OSH	1	1	100	<p>1. The Occupational Safety and Health Bill of 1997 was enacted by Parliament.</p>

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
12.	Attend meetings of National Advisory Council on OSH.	12	14	116	1. The meetings continued to address programmes for the promotion and maintenance of safe and healthy workplaces in Guyana.
13.	Attend Meetings of the Tripartite Committee	1	1	100	1. Labour/Management relations issues were identified and discussed
14.	Observe Occupational Safety and Health Day.	1	1	100	1. The Division supported the National Advisory Council re: activities for this date. 2. A Poster Competition was held and the Annual Awards Ceremony took place. 3. The activities were successful

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
15.	Promote the establishment of workplace Safety and Health Committees.	30	15	50	<p>1. This is an on-going activity.</p> <p>2. The joint responsibility system for workers' safety and health achieved minimal success.</p>
16.	Implement a comprehensive Database Information System on Occupational Safety and Health.	1	1	100	<p>1. The programme was successfully implemented.</p> <p>2. The work of the Division re: statistics has now been computerized.</p>
17..	Facilitate the attachment of students from the University of Guyana.	3	Nil	Nil	Requests were not received.
18.	Maintain the CIS National Centre on OSH Information	1	1	100	<p>1. This is an on-going activity.</p> <p>2. Basic Occupational Safety and Health Information was disseminated.</p>

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
19.	Train and Certify Steamboiler Examiners.	1	-	Nil	This was not done due to the unavailability of resource personnel.
20.	Development of Staff - In-House Training - University Training - Overseas Training	3 1 3	3 2 2	100 200 66	1. The programmes were successfully completed. 2. The training enhanced the work of the Division. 3. Training was done in Health Hazard Recognition, Videography, Photography and Computer skills.
21.	Represent the OSH Division on various bodies by attending meetings.	12	9	75	1. Representation was on Special Committees at the Guyana National Bureau of Standards. 2. Participation was in relation to standards for Exhaust Emissions Control, Safety, and the safe use of chemicals.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
22.	Establish and implement standards for Chemical Safety and establish a Chemical Safety Programme.	1	25	25	<p>1. Preliminary work was done in relation to the activity.</p> <p>2. Assistance from International agencies is required for its successful completion</p>
23.	Complete arrears work - - update Inspection cards - preparation of reports	1 1	1 1	100 100	<p>1. All arrears work was completed.</p> <p>2. The Division's records were up-dated</p>
24.	Maintain relations with local and foreign agencies of like interest by attending meetings.	15	12	80	<p>1. Support for the Division's Programmes was obtained from the ILO, PAHO and other local organizations.</p> <p>2. Co-operation in Occupational Safety and Health was generally sought.</p> <p>3. Twelve (12) meetings were attended.</p>
25.	Prepare Monthly and Annual reports.	13	13	100	<p>1. An account of the work done by the Division was given</p>

13.4.1

UNPLANNED ACTIVITIES

1	Co-ordinate the Labour Market Information System by organizing meetings.	2	2	100	<p>1. The Committee was resuscitated.</p> <p>2. A Plan of Action was proposed for the second half of 1998.</p>
2.	Participate in World Health Day activities by one symposium and participating in an Exhibition.	2	2	100	<p>1. Knowledge on health issues was updated</p> <p>2. Safety & Health at work was promoted by means of posters, videos and leaflets.</p>
3.	Attend open sessions of special events.	2	2	100	<p>1. Invitations were received for two events and they were both attended.</p> <p>(a) The CARICOM Labour Ministers' Meeting, and (b) The National Consultation on Micronutrient Deficiency.</p>
4.	Provide Technical assistance to PAHO re: the training of OSH Officers in seminars	1	1	100	<p>1. A one-week training seminar on OSH was successfully conducted</p>
5.	Provide Technical Assistance to the ILO re: a training seminar for Labour Inspectors in the Eastern Caribbean held in St. Vincent, West Indies	1	1	100	<p>1. This activity was successfully completed</p>

PLANNED WORK PROGRAMME 1997

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1.	Register all unemployed persons seeking employment through the Division.	3,000	2,943	98	Through the re-organizing of its investigative approach the Division was able to widen the registration of the unemployed.
2.	Compile and maintain an up-to-date register of all vacancies notified/required.	3,500	2,096	59	Unrelenting job-cavvassing produced favourable responses from both Public and Private Sector Agencies.
3.	Submit unemployed persons to be placed in active employment.	3,000	2,830	94	Failure by some registrants to respond to employment offers impacted somewhat in the placement activities.
4.	Develop and maintain accurate record of unemployed persons placed in employment.	3,500	2,385	68	Negative salary inducement influenced some registrants to refuse jobs offered.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
5.	Institute occupational counselling and guidance to encourage the acquisition of skills by unemployed persons to satisfy the needs of the economy.				This exercise provides opportunities for information sharing and an effective appraisal of the work scene.
6.	Visit to work sites of both Public and Private sector Agencies.	720	735	102	This activity is the source for the provision of job offers to registrants.
7.	Visit to District Offices	12	6	50	Visit in this regard is to ensure the smooth functioning of the Agency.
8.	Staff Development	2	2	100	Training programmes enhanced the quality of work by officers.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
9.	Registration and placement of seamen - Registration - 11 Placement - 305				
10.	Thirteen (13) overseas applications were received.	-	-	-	These overseas applications were circulated in various agencies.
11.	Two (2) half day training programmes were held for unemployed registrants.	50	45	90	Participants responded favourably to the programme.
UNPLANNED ACTIVITIES The division participated in a Youth Orientation and Skills Exhibition in Regions 3, 4, 5 and 10.					

CO-OPERATIVE DIVISION

PLANNED WORK PROGRAMME 1998

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1. Public Awareness Programme	10	5	50	Due to poor sponsorship only 50% was achieved.
2. Co-operative Education and Leadership Development	3	1	33 1/3	In Regions 3 and 5, Co-operative members were occupied in harvesting their crops.
3. Data collection on various categories of Co-operatives.	4 types	2	50	Records of some societies were not up-to date.
4. Auditing of Co-operative and Friendly Societies	70	66	94	As a result of improved record-keeping.
Co-operatives	30	18	60	
5. Cancellation of Co-operative and Friendly Societies	60	80	133 1/3	A number of Societies have achieved their objectives while others ceased to function

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
6. Registration of Co-operative and Friendly Societies				
Co-operatives	10	2	20	Registration of Co-operative Societies were put on hold, while those of the Friendly Societies were not restricted.
Friendly	8	23	287	
7. Arbitration	25	12	48	This is done at members' requests.
8. Co-ordinating meetings	4	4	100	The integrated approach was successful.
9. Co-operative Staff Development	2	2	100	Regional Co-operative Development staff were the recipients.
10. National Co-operative Week	8	8	100	The regions participated fully.
11. Visit to Regions	6	6	10	Officers visited Regions 4 and 4 as planned.

MAHAICA HOSPITAL

PLANNED WORK PROGRAMME 1997

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1.	Submitting returns of unused receipts on a monthly basis.	36 returns	36 returns	100	Returns continuing.
2.	Maintaining Sub-Imprest	226 times	226 times	100	Books and cash balanced.
3.	Collecting revenue for rental of cinema.	\$144,000	\$144,000	100	Revenue collection on-going
4.	Collecting revenue for rental of farmland.	\$40,000	\$36,000	90	Revenue collection on-going
5.	Checking buildings and compounds.	120 checks	100 checks	83	Process continues
6.	Preparing note on work programme for P.A.S. (F) on a bi-monthly basis.	12 reports	12 reports	100	Information prepared in accordance with the various Sub-Heads.
7.	Preparing budget for the following year.	2 copies	2 copies	100	Budget prepared and information incorporated with other budgetary preparation.
8.	Providing meals for patients and children	3 meals daily	3 meals daily	100	Meals were prepared and served.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
9.	Weeding continues as usual in certain parts of the compound.	4 weeders who are patients.	4 weeders who are patients	50	Weeding is done manually but with the introduction of a brush cutter the situation has improved.
10.	Preparing Standing Order forms for In-patients, Ex-patients and Permanent Secretary, Ministry of Labour.	87	87	100	Forms completed, numbers obtained and copies circulated.
11.	Arranging for vehicle to transport supplies, patients, escort, salaries, etc.	104 times	104 times	100	Vehicle was given at all times.
12.	Two workers are attached to the Ministry of Labour.	2	2	100	Transportation is provided to and from the Hospital. These workers assist in transporting items, in weeding and cleaning.
13.	Obtaining Life Certificate forms from the Ministry of Finance.	28 forms monthly	28 forms monthly	100	Life Certificate forms obtained and pensioners paid.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
14.	Signing NIS vouchers and Life Certificates for patients who are incapacitated.	All vouchers	All vouchers	100	Signatures are affixed whenever vouchers are presented.
15.	Preparing daily paid paysheets for employees.	18 employees	18 employees	100	Paysheets prepared on time and salaries paid on, or shortly after, the official payday.
16.	Scheduling accounts for payments.	374 accounts	374 accounts	100	Vouchers submitted as soon as items and bills received.
17.	Paying of dole to patients	2	2	100	Dole was paid to two in-patients during 1997.
18.	Maintaining salaries and NIS registers.	Once monthly	Once monthly	100	Ruled foolscap hooks are used as registers which are written up with signatures affixed.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
19.	Administering treatment to patients.	5,153	5,153	100	Patients responded favourably to treatment.
20.	Preparing NIS verification forms for daily paid employees.	48 forms	48 forms	100	Forms completed and submitted in good time for payments to be effected.
21.	Collecting paysheets and cheques to pay daily and monthly paid employees.	-	-	-	Cheques encashed at Bank of Guyana and salaries.
22.	Refunding salaries, returning paysheets shortly after payment	-	-	-	Salaries refunded, paysheets returned and receipts received for refunds.

THE PALMS
WORK PROGRAMME 1997

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1.	Environmental Enhancement				
	a) Repairs to Block 'A'	1	1	100	-
	b) Clearing of compound	1	1	96	GUYSUCO assisted
2.	Patient Care				
	a) Visits to Wards by Doctor/Medex	240	216	90	-
	b) Visits to Wards by Administrator/Matron	240	260	104	-
	c) Visits to Wards by Management Committee	96	16	16	-
3.	Public Education	4	2	50	-
4.	Staff Development	4	3	75	In-House Training for Junior Medical staff
5.	Patient Therapy	4	4	100	Mat-making

PROBATION AND FAMILY WELFARE SERVICE

PLANNED WORK PROGRAMME 1997

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1.	Social Enquiry Reports to Courts, International Social Services, Parole Board, Prerogative of Mercy Committee.	300	342	114	Despite shortage of human resources, most responses to requests were maintained.
2.	Matrimonials referred by the Courts.	12	8	67	The preventative work done by the Service continues to impact favourably in this area of operation.
3.	Probationers, supervision of fines and monetary payments, care orders and licences.	96	69	72	The Courts continue to employ alternative methods of sentencing. The shortage of staff in Regions 2, 5, 7, and 8 has negated against the full use of the Service and has resulted in goal displacement.
4.	Kindred social and private matrimonial cases investigated, advised and supervised.	3050	4341	142	Clients continue to seek the assistance of this Service.

<p>5. Prisoners interviewed and welfare contact made on their behalf.</p>	<p>3000</p>	<p>3571</p>	<p>119</p>	<p>The welfare facilities offered to prisoners and their families were fully utilised.</p>
<p>6. Staff development and In-Service Training Programme.</p>	<p>12</p>	<p>17</p>	<p>142</p>	<p>Staff exposure to international, relevant, local and overseas training opportunities is an on-going policy of the Administration. The sessions planned and executed during the merger of the two units were deemed necessary to apprise staff of their reconfigured roles.</p>
<p>7. Public education programmes, lectures and panel discussions.</p>	<p>144</p>	<p>164</p>	<p>114</p>	<p>In spite of the limitation in human resources, the professional members of staff continued to initiate and to participate in community-based programmes.</p>

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
8.	Care Workers' Seminar	2	2	100	The foundation has been laid for a series of workshops to be conducted to benefit the Homes/Orphanages.
9.	Social Investigation	200	271	136	Despite the limited human resources and other shortcomings, this area has reflected true co-operation between the staff and clients in surpassing the target set.
10.	Adoption (Approved cases)				

100

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
11.	Visits to Homes/Orphanages	300	216	72	There were other activities which engaged the attention of the officers. Visits were made mainly to the Mahaica Children's Home.
12.	Street Children Campaign	2	3	150	These have been held to ascertain the status of street children and to render the necessary assistance to reduce or alleviate the situation.

**SOCIAL SECURITY AND SENIOR CITIZENS' WELFARE SERVICE
PLANNED WORK PROGRAMME**

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS /FAILURE
1.	Maintaining prompt treatment on all applications/claims for financial assistance.	4,500	3,800	84%	Almost 84% of all applications received were processed by the Boards of Guardians and Poor Law Commissioners. The 16% represents Public Assistance applications to be processed in the regions.
2.	VISITS				
a)	Residential Homes for the elderly in Georgetown, Mahaica, New Amsterdam and Port Mourant.	228	232	101%	Visits by officers to regions, reception centres and homes of clients have been of vital importance in our service delivery programmes. Several visits were scheduled and they satisfied the expectations of our clients.
b)	Senior Citizen's Golden Age Clubs.	60	36	60%	
c)	Private homes of clients.	300	187	62%	
d)	Reception centres.	660	493	75%	

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
e)	Familiar haunts of the elderly.	40	32	80%	Much data was collected as we visited the haunts of the elderly, and the homes and clubs where there was interaction.
f)	By administrators to the Regional offices.	16	16	100%	
3.	MEETINGS				
a)	Board of Poor Law Commissioners.	12	12	100%	
b)	Boards of Guardians.	280	144	51%	This reflected meetings held during the life of the Boards of Guardians during the period January to July, 1997.
c)	Senior Citizens' Policy Development Committee.	20	21	105%	During the year, the Committee met often; it concluded data collection and began compilation of report.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS FAILURE
4.	<p>TRAINING, RESEARCH DEVELOPMENT</p> <p>a) Conducting Staff Meetings</p> <p>b) Identifying staff members to attend training course in the care of the elderly.</p>	<p>12</p> <p>9</p>	<p>12</p> <p>19</p>	<p>100%</p> <p>211%</p>	<p>These were deemed necessary to inform the administration of the activities in the district and also to inform staff of new developments.</p> <p>There was one (1) training programme held wherein there were twenty-five (25) participants from the department and the Palms.</p>
5.	<p>POLICY</p> <p>Preparing and submitting a policy on the welfare needs of the elderly in Guyana.</p>	<p>1</p>	<p>-</p>	<p>90%</p>	<p>By the end of the year, the Committee had held all its meetings including two seminars and several outreach visits to collect data and to compile its initial report</p>

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS FAILURE
6.	COUNSELLING AND RELATED ACTIVITIES				
	a) Clients visiting the office.	380	222	58%	There was a reduction in the number of persons seeking counselling and advice on traumatic issues.
	b) Interviewing applicants for Public Assistance	1,000	1,089	108%	The increase in applications was caused by an influx of retired employees.
	c) Interviewing claimants for Old Age Pensions	3,500	3,549	101%	The increase in Public Assistance grants was a result of several socio-economic malfunctionings which have affected the individuals in the respective communities.
	d) Interviewing applicants in special circumstances	20	5	25%	
	e) Review of Public Assistance cases	1,000			
7.	OUTPUT				
	a) Preparing and submitting monthly reports in support of Public Assistance expenditure	12	12	100%	These reports helped the administration to monitor the output of persons who tended to be tardy in submitting data.

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS FAILURE
b)	Preparing and submitting monthly statement of Expenditure in support of persons on Public Assistance.	760	760	100%	The timely presentation of Statement of Expenditure sheets to the Post Offices ensured that our beneficiaries received their allowance on time.
c)	Preparing and submitting monthly departmental reports.	12	12	100%	The presentation of these reports informed the Central administration of the achievements, programmes and projections of the department.
d)	Preparation of Annual Report	1	1	100%	
e)	Preparation of Work Programme	1	1	100%	

NO.	ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/ FAILURE
8.	PUBLIC RELATIONS/ PUBLIC EDUCATION PROGRAMMES		36		
	a) Holding discussions with members of Golden Age Clubs.				
9.	DISBURSEMENTS				
	a) Direct payments at Orealla and Kato	5	5	100%	These routine and planned activities were all completed to the satisfaction of our clientele and members of staff who were cognizant of the needs of our beneficiaries.
	b) Direct payments to our beneficiaries in Region 10, Berbice River.	12	12	100%	
	c) Direct payments to our beneficiaries in the Pomeroun.	12	11	92%	
	d) Direct payments to the Institutional Homes in Georgetown.	12	11	100%	

WOMEN'S AFFAIRS BUREAU

PLANNED WORK PROGRAMME 1997

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
1. National Commission on Women	8	8	100	Eight (8) Issue papers were commissioned and a legal document on the status of women
(a) Commissioning of Issue Papers				
(b) Special Roundtable session	20	15	75	A special three-day Roundtable session was held to review and assess the recommendations emanating from the Issue papers. A quarterly report of the Commission's activities was submitted to the subject Minister.
(c) Situation of the 'girl child' in Guyana	15	6	40	Specific attention was focused on the 'girl child'. A consultation was held on July 24, and informal discussion with local youth groups to ascertain their perspectives, policies and programmes for youths in Guyana. A background paper based on those and other discussions was prepared by the Commission.
(d) Situation of youths in Guyana	20	8	40	Civil issues affecting youths in Guyana were held at the Women's Affairs Bureau for Secondary Schools. Topics discussed by the students were health, education, employment/work.
2. TRAINING				
(a) Leadership Training	72	65	90	Training programme was organized by the WAB for women with a vocation in political leadership. Representatives from six (6) umbrella non-governmental Organizations attended.

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
(b) Computer Literacy Training	30	25	83	The WAB organized training in computer literacy for members of organizations. These persons benefitted from the foundation, intermediate and advance courses. The Adult Education Association and Computer World conducted the training.
© Training for Trainers in Gender, Policy and Planning	25	22	88	The WAB collaborated with CIDA Gender Equity fund. Training was organized by the WAB from 28 th to 30 th June, 1997 at the Oceanview Convention Centre.
(d) Financial & Productive Management training	35	30	86	Training was held for participants from Region No. 10. Members from WISROC Poultry and Canvas City/Half Mile groups, participated.
(e) Small Business Management training	60	50	83	The staff of the WAB conducted training for applicants/recipients of the Revolving Loan Fund and the Mocha/Arcadia community.
(e) Regional Women's Affairs Committee National Meeting	1	1	100	The National Meeting for representatives of the Regional Women's Affairs Committees was held on 15 th & 16 th May. Representatives examined the support network and other resources available in their respective regions. The meeting recommended the strengthening of the capacities of the committees in the region so that a better co-ordination of women's work and issues could be addressed. Representatives from all the regions, with the exception of region No.8, participated. Also commissioners of the National Commission on Women and participants of the Leadership Training programme attended sessions on 16 th .

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
(g) Printing of Book	1	1	100	Documents on the book "Guyanese Women in Focus" were submitted to the printers.
(h) International Women's Day	1	1	100	International Women's Day celebrations commenced on Sunday 2 nd March, with an Interfaith service in the Promenade Gardens. It ended with a message to the nation by Minister Indra Chandarpal, Minister within the Ministry with Responsibility for Women's Affairs. A cocktail Reception followed on Saturday 8 th March. The week's programme was supported by fifteen non-governmental women's organizations.
(i) International Day of Violence Against women	1	1	100	<p>The Women's Affairs Bureau, in collaboration with a number of non-governmental organizations, engaged in a week of activities in observance of International Day of Violence Against Women.</p> <p>UNIFEM made a commitment to support a Latin American and Caribbean campaign to combat violence against women for the period November, 1997 to December, 1998. The Women's Affairs Bureau joined with UNIFEM to participate in the Women's Rights Campaign.</p>
(j) Caribbean Conference	1	1	100	A Guyana/CARICOM hosted UNECLAC/ UNIFEM Post-Beijing Encounter: a Caribbean sub-Regional Ministerial Conference from 6 th to 8 th August, at the Pegasus Hotel.

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
(k) Exhibition of Women's work	1	1	100	The WAB organized an exposition of Women's Arts & Crafts and Crafts from 6 th to 10 th August at Sophia Exhibition site. Individuals and groups from Regions 2, 3, 4, 5, 6 and 10 participated.
(l) Meeting with local and International agencies	45	40	89	Visits were made to the Woman's Affairs Bureau by officials of CIDA, the CARICOM Secretariat, Partners of Americas, Women's Affairs Bureau of Jamaica and St. Vincent.
(m) Public Education Workshop	75	78	104	A Public Education Workshop was held in Region #10 at Kwakwani and Ituni from 3 rd to 4 th May. Resource persons were drawn from the Women's Affairs Bureau, Guyana Association of Women Lawyers, National Commission on Women and Regional Health workers. Invitations were extended for visits to a Craft & Preserve Exhibition and May Fair organized by the Kwakwani 'Women in Progress' group.
3. WELFARE				
Counselling & Guidance	200	225	113	Most cases were referred to other social agencies for legal action, state intervention and health assistance.
4. IMPLEMENTATION, MONITORING & EVALUATION OF PROJECTS				
(a) Disbursement of funds Under the Poverty Alleviation Programme				A ceremony was held for the handing over of 5 cheques totalling \$1.950m., disbursed under the government's Poverty Alleviation Programme to the following women's groups, by Minister Indra Chandarpal:

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
(b) Disbursement of funds by UNDP.	2	2	100	<p>Buxton Poultry, Perth/Strathavon, St. Cuthbert's Mission, National Commission on Women and Friends of the Needy. In addition, the sum of \$2m. was donated to Middlesex Sewing group, Kitty Wesleyan Women, Women's Development through Skills Training, People in Difficult Circumstances and the No.68 Skills Training Centre.</p> <p>The Guyana Women's Leadership Institute and National Resource Documentation Centre for Women received funding of US\$256,000, made available by UNDP for a two-year start-up period.</p>
(c) Disbursement of funds from Poverty alleviation Programme	1	1	100	<p>The Revolving Loan Fund operated by the WAB received G\$2m. under the government's Poverty Alleviation Programme in 1997.</p>
(d) Repayment of Loans	918,730	154,700	17	<p>Repayments were below expectations.</p>
(e) Business Counselling	50	45	90	<p>Clients visited to discuss their business problems.</p>
(e) Applications	25	15	60	<p>Feasibility studies were not completed for all applicants.</p>
(f) Auditing of Books	1	1	100	<p>Audit for the period December 1996 to November 1997 was completed.</p>

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
5. RESEARCH, DOCUMENTATION & LIBRARY (a) Books & magazines (b) Information on women's issues	 120 120	 100 75	 83 63	 International and local agencies supplied the Department with reading material on the advancement and status of women worldwide. Students and other individuals accessed information for their academic projects etc.

**YOUTH DIVISION
PLANNED WORK PROGRAMME 1997**

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
<p>1. Visits to youth groups in Regions 3, 4, 5 and 6 and Georgetown where there is staff presence</p>	250	200	75	<p>Staff shortage contributed to the shortfall in the number of visits made to clubs; membership growth decrease was due to movements of members from one community to another and to economic constraints.</p>
<p>2. National Youth Policy Implementation -</p> <p>(a) National Youth Awards</p>				
<p>(b) Interim National Youth Council Meetings</p>	12	11	90	<p>Councillors tried to foster working relationships but without much success. Some programmes were implemented by Council, again without much success. This was due to the fact that they are not attached to youth groups.</p>

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
3. National Youth Commission	12	10	90	The establishment's Terms of Reference will serve as a monitoring agency for youths. Members have planned a Youth Forum for Implementation in January 1998.
4. National Youth Service Scheme	-	-	-	Still to be implemented.
5. National Activities:				
- Youth week Celebrations	1	1	100	A Day of sports was held for youth in Region #10;
- Seminars				I.N.Y.C. held a symposium at Hotel tower and a fair level of success was achieved.
- Symposium	1	1	100	The Georgetown Youth Asembly had a symposium and 150 youth participated..
- Rally				Youth Service Unit held a Youth rally which was well attended.
- Debates				
- Quizz				
- Parade				

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
6. Caribbean Youth Day Youth Education and Skills Exhibition	1	1	100	Youth drawn from the Grove-Haslington Local Authority, from schools and clubs. An analysis of the evaluation disclosed that youth wished to have such programmes on a regular basis.
7. Training and Development				
i) CYP Certificate Course	1	1	100	Programme is on-going and should be completed in 1998.
ii) National Youth Camp				
iii) Leadership & Information Seminars	10	8	80	Over four hundred youth benefitted from these programmes which were held in Regions 2, 3, 4, 5, 6, 7 and 10. And the I.N.Y.C.
8. Vocation Residential Camp	1	1	100	Sixty (60) youths - 35 males and 25 females - drawn from various regions attended the Camp where they were taught Life skills, skills training and interacted socially.

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
9. International Youth Exchange	3	3	100	Youths from Barbados, St. Lucia and Trinidad visited various projects and youth groups in Guyana. Youth from Guyana participated in youth exchange visits to Barbados, Trinidad and Tobago, and Grenada.
10. National Youth Conference	-	-	-	
11. Formation of Youth Standing committees		16		These committees were formed in the regions where officers were located ie., Nos. 3, 4 and 5
12. Georgetown Youth Assembly	1	1	100	This group continues to co-ordinate activities of youth groups in Georgetown with a fair degree of success..

ITEM	TARGET SET	TARGET ACHIEVED	% ACHIEVED	ANALYSIS OF SUCCESS/FAILURE
13. Vocational Skills Training		11		<p>A total of three hundred youth participated and benefitted from various skills programmes which were held at various centres in Regions 3, 4, 5 and 6.</p>
14. UNPLANNED ACTIVITIES Youth Orientation and Skills Training Exhibition				<p>Sessions were held in Regions 2, 3, 4, 5 and 10 where a number of youths were given valuable information and had a first hand look at various tools.</p>
15. National Youth Award Scheme			100	<p>Two groups were awarded National Awards by the National Commemorative Committee during the year.</p>

REVIEW OF SPECIAL INITIATIVES

14.0

REVIEW OF SPECIAL INITIATIVES

GENERAL ADMINISTRATION

The identification and completion of several building projects ranked high on the agenda of target completion for 1997. This building drive was meant to achieve the enhancement of the work environment at several of the Ministry's locations in Regions 4 and 6. The more costly and demanding enterprises are stated below:

	\$	c
i) Remodelling and repairs to Annex Building	2,961,665.00	
ii) Supplying and fixing of Marley floor, plus Jointless floor at Head Office, Ministry of Labour, Homestretch Avenue, Durban Park	- 3,161,340.00	
iii) Construction of Perimeter Fence, Revetment and repairs to Catwalk at Palms Institution-	5,011,268.00	
iv) Repairs and Renovation to Women's Leadership Institute, Cove and John, East Coast Dem.	-10.398.784.00	
v) Renovation and repairs to offices, Ministry of Labour, Princess Elizabeth Road, New Amsterdam	- 1,200,000.00	

Another remarkable development within the year was the merger of four (4) units within the Social Services Section. Because of the striking operative similarities of the Probation and Welfare Services Division and the Children Services Division, it was felt that it would have been appropriate to combine the two (2) to form the Probation and Family Services Unit.

In addition to these, the Social Security and Senior Services Division were likewise merged to form the Senior Citizens and Social Security Division. The merging of the agencies was conceptualized since 1994, and the determination of their outcome in June of 1997 was expertly supervised by the public sector consulting agency bearing the title of the Management Services Division, Public Service Ministry, Office of the President.

The industrial relations climate reflected greater stability with the resulting reduction in staff turnover. The dark area of instability which was the Registry Section displayed remarkable healing tendencies. In fact, not a single case of attrition through dismissal or resignation was recorded.

General administration was boosted by the recruitment of a Technical assistant to grapple with the completion of minute details and requests as well as dealing with the more complex issues of administration. The Accounts Section added four (4) more clerks to its numbers whereas the Industrial Relations Office experienced the renewal and extension of its contracted staff to cope with the varied problems associated with industrial unrest and dislocation.

The serenity and stability of the employment climate continued to be constant in the Social Services as well as the other branches such as the Palms, Mahaica Hospital and Regional Offices that fall under the command of Central Office.

The Ministry's administration displayed some of the entrepreneurial skills by ably disposing of a damaged 4 x 4 Toyota Land Cruiser and the contracting out of its canteen to the Help and Shelter Organization. These transactions gave an encouraging filip to its Receipts and Revenue section.

The monthly meetings of the Permanent Secretary and Heads of Sections assisted in providing sound management of the Ministry's budgetary allocations. Through this medium, sectorial planning for sections is scrutinized, evaluated and approved. This entity forms the core for all decision-making and action.

14.1

CO-OPERATIVE DIVISION
REVIEW OF SPECIAL INITIATIVES

The Co-operatives Division undertook the following special initiatives during the year 1997:

I) National Co-op Week, 1997

National Co-operative Week was observed from Sunday, 29th June, to Saturday, 5th July - International Co-operative Day.

Regions 2, 3, 4, 5, 6 and 7 planned and implemented successful programmes to commemorate the Day.

2. Solidifying the Movement

A Tripartite Meeting had been held to discuss cementing relationships within the Co-operative Movement. Discussions revealed that there was no harmony in the Movement. It was revealed that officials should meet once quarterly in an effort to develop greater unity and cohesion.

3. Newsletter

A newsletter on the Co-operative Movement (Co-ops on the Move) was issued. A Radio Programme of the same name was aired to provide the public with information about the movement.

4. Audit Reports

At a meeting of auditors, decisions were taken concerning the requirements for preparing reports to be audited. Ideas, views and experiences were shared.

PROBATION AND FAMILY WELFARE SERVICE

REVIEW OF SPECIAL INITIATIVES

The Probation and Family Welfare Service was faced with many challenges. Among these were the constraints in human and financial resources which inhibited a satisfactory performance in several regions. In spite of these problems, the unit developed coping strategies for involvement in appropriate professional activities during the period. Some of the new initiatives were:

- 1) involving the Salvation Army and the Rotary in rendering assistance to children in Especially Difficult Circumstances;
- 2) placing children from the Mahaica Children's Home with their families and relatives during the school vacation;
- 3) commencement of a training programme to acquaint the Probation and Welfare Service and Children's Service staff with various aspects of work to be pursued;
- 4) the establishment of a data base for Child Abuse Cases;
- 5) the introduction of a reading corner for children of clients;
- 6) involvement in the public dissemination of information regarding the Commission on the Rights of the Child, sponsored by UNICEF;
- 7) Christmas Party for Children in Especially Difficult Circumstances in New Amsterdam, Berbice.

EMPHASES FOR 1998

1. Working towards the establishment of a Family Court.
2. Pursuing the initiative with other Agencies to establish a Remand Home for juveniles in Georgetown;
3. Soliciting the co-operation and support from Public Service Ministry, Public Service Commission and the University of Guyana to attract and maintain competent professional staff.

4. Involvement in Professional Training Programmes for staff at the local and international levels.
5. Working in closer collaboration with other Human Service Agencies and the NGO's to implement programmes and to enhance the quality of service within the unit.
6. Implementing Outreach programmes to educate the public re:
 - a) Amendment in Adoption and Maintenance Acts.
 - b) Drug Awareness.
 - c) Adoption Process and its implications.
 - d) Convention on the Rights of the Child.
7. Nominating a new Discharged Prisoners' Aid Committee at the Georgetown Prisons.
8. Implementing re-education programmes at all Prisons.
9. Completion of Care Workers' Seminar Programmes.
10. Conducting monthly staff development meetings.
11. Arranging educational tours, concerts and Christmas parties for Children in Especially Difficult Circumstances in Demerara and Berbice.

**SUMMARY & REVIEW
OF YEAR'S PERFORMANCE**

LABOUR

15.0

GENERAL ADMINISTRATION

The Office of the Permanent Secretary is tasked with the responsibility of coordinating, controlling and advising on the service delivery of various units that fall under its purview.

During 1997, the Permanent Secretary, assisted by a Deputy Permanent Secretary and other middle and junior levels of line management which comprise the Support Services Unit, vigorously tackled the execution of the activities of the planned work programmes for the several divisions.

The perennial problem of staff shortage was overcome by the skilful deployment of experienced personnel to meet the requests of all the divisions.

Because of the absence of key personnel, such as a Principal Assistant Secretary (General) and an Administrative Assistant, additional tasks were assigned to some officials. Given the present attrition rate and migration trends of key personnel, it is expected that vacancies in critical areas would persist.

Greater stability was evident in the Registry by the introduction of new operating and staff systems.

STAFF DEVELOPMENT

Concentration in the area of training intensified. More persons enrolled at the tertiary, intermediate, technical and professional levels of training. Furthermore, internal programmes of training mounted by administration and individual agencies continued apace.

The university continues to be the main institution for training as several officers of varying status enrolled for programmes that would better equip them for the job.

STAFF WELFARE

Safe working conditions within a comfortable environment is a goal that the Ministry strives to attain on an annual basis. To this end the following measures were taken and maintained for 1997:

- i) rehabilitating office furniture and equipment;
- ii) providing reliable transportation services in order to execute functions within a specified time frame;
- iii) effecting other crucial human needs in the provision of a regular supply of potable water and bathroom facilities;
- iv) effecting internal repairs to buildings at all locations;
- v) honouring staff at the end of their public service careers with appropriate functions and gifts;

The culmination of the year's activities found fitting expression in the customary end of year Christmas luncheon. The highlight of this function is usually the announcement of the names of persons who were proceeding on retirement and the awarding of gifts to them as expressions of the Ministry's gratitude for their services. Included among those persons are Mr. Sydney Munroe, Deputy Permanent Secretary (Administration), Mr. Patrick McKenzie, Director of Social Services and Mr. Kenneth Persaud, Administrator, Mahaica Hospital.

In order to satisfactorily fulfil all engagements, vehicles under the Ministry's charge observed a rigid maintenance and service schedule throughout the year. Consequently there were no work arrests due to faulty vehicles.

Visits to out-of-town locations were on target. The New Amsterdam offices underwent complete renovation and remodelling. This was done to centralize operations of the Ministry and to ensure there existed a greater degree of comfort for staff.

An on-going priority of administration is the sensitization of staff of all categories to meet stated deadlines in a speedy and effective manner. To this end, training at the local as well as at the overseas levels was pursued. This was done through attendance at seminars, conferences and workshops co-ordinated by the Ministry. Heads in particular benefited from these exposures as new trends observed at these sessions were introduced in some measure to the staff in their divisions.

It is a rare event when all things planned fully satisfy the expectations of the planners. This being so, it is understandable when some such irritants arise that serve to activate profound concern for administrators. One such worrying situation is the failure of the Senior Citizens and Social Security Division to have its operations computerized. It has become increasingly evident that due to the vast numbers of persons on the pensions and public assistance payroll, there is need to operate a watertight system that minimises the incidence of irregularities as well as contribute to a more reliable method of record-keeping and quick extraction of information.

in addition to this, the non-completion of some of the building projects during 1997 as a result of inordinate delays by the Consultant or Contractor or both, created much frustration to the administration. It will therefore become imperative that every action deemed necessary be taken in the New Year to ensure the early completion of these projects.

ANNUAL STAFF CONFERENCE

It would not be considered fitting to outline the administration's programme for the year without making reference to the hosting of its Annual Staff Conference.

The theme of the Conference was "Towards a Closer Partnership - Labour, Human Services and the Community". As such, the focus of discussions was the fostering of good customer relationships.

15.1

ACCOUNTS DEPARTMENT**SUMMARY**

During the year 1997, the Finance Department was able to complete most of its programmed works.

The Department comprises Finance, Stores and Field Auditing. The staff structure and statistics on achievements are included in this report.

The actual staffing is as follows:

1	-	Principal Assistant Secretary
2	-	Assistant Accountants
1	-	Clerk 111
14	-	Clerk 11s
1	-	Stock Verifier
1	-	Store keeper

The duties of the Chief Accountant are shared between the Principal Assistant Secretary (F) and an Assistant Accountant, and that of the Accountant is performed by another Assistant Accountant.

There are two sections, namely:

1. Expenditure Control
2. Receipts and Payments

EXPENDITURE CONTROL

This section is responsible for -

- (a) Preparation of salaries, overtime and other personal emoluments.**
- (b) Preparation of vouchers for miscellaneous expenditure, works, purchases and other charges expenditure.**
- (c) Examination of all vouchers.**
- (d) Processing all vouchers VIA votes ledgers.**
- (e) Reconciliation of all bank and other accounts.**

(a) Preparation of Salaries

All authority for payment of emoluments received prior to 24th December, 1997, were prepared for payment to be executed at the end of the 1997 financial year. Queries emanating from this section were minimal. However, authority received after 24th December, 1997, were processed and are awaiting the Secretary to the Treasury's approval to be paid from the 1998 voted provision.

(b) Preparation of Vouchers

Similar conditions as at (a) existed for purchases and miscellaneous expenditure. However, due to the late award of some contracts, we were not able to process contract claims until after 24th December, 1997.

(c) **Examination of Vouchers**

All vouchers paid at the Ministry of Finance and VIA Imprest Account No. 3038, were examined. Queries emanating from Accountant General's Department were dealt with accordingly. Also receipt vouchers for revenue collected were also examined before despatch to the Accountant General's Department.

(d) **Processing of Vouchers**

All releases, (both Capital and Current), and inter- departmental warrants received were recorded in votes ledgers.

(e) **Reconciliation**

Reconciliation of bank accounts was done for Accounts 3037, 3038 and 3039 up to December, 1997. However, only verification to Account No.3037 was done. The reconciliation was not completed.

Also reconciliation of our telephone and electricity charges have commenced.

Reconciling of our accounts at the Guyana National Co-operative Bank are in progress.

13.7

RECEIPTS AND PAYMENTS

This section comprises Payments, Receipts.

(a) **Payments**

There are three main bank accounts for payment -

Account No. 3037 - Salaries

Account No. 3038 - Miscellaneous

Account No. 3039 - Imprest: Old Age Pension
and Public Assistance

Each Account was kept separately with its own Cash Book and related records. Payments were effected based upon receipt of cheques from the Accountant General's Department.

(b) Receipts

Receipts comprised revenue, deposits and expenditure credits.

All monies collected for revenue, and deposit were duly collected by issuing general receipts. Each receipt was recorded in its respective collectors cash book, money deposited into the Accountant General's Department Bank Account No. 981, and records forwarded to the Accountant General's Department on a fortnightly basis.

All monies collected as expenditure credits were processed and deposited into the Accountant General's Department Account No. 3001 and the respective expenditure subheads credited in the votes ledgers.

OLD AGE PENSIONS AND PUBLIC ASSISTANCE

This activity was carried out separately. The reason was that there was a large volume of vouchers for examination before despatching same to Accountant General's Department. Despite our effort to obtain Office of the President, Public Service Management approval for overtime work to be done by the staff, we discovered that the time did not correspond with the staff who were expected to work.

The Welfare of their children became paramount and as such we were forced to employ contractors to handle these vouchers. We tried to process as many vouchers as possible. However, there are still many outstanding vouchers.

We have decided to keep separate data for each financial year as the vouchers are being processed during 1997.

STORES

Procurement of items was our growing concern as we were not fortunate to have a supply expeditor. The Store Keeper at Head Office did all the functions at the stores. Additionally, some officers became involved in the stores procurement which was of tremendous assistance to the system.

We adhered to Tender Board procedures i.e. acquiring as many quotations as possible and having Tender Board approvals.

A Stores Attendant has now been acquired to assist the Store Keeper.

The recording of Local Purchase Orders, Requisitions to Purchase, Internal Stores Requisitions, General Receipt Numbers and other records was done.

FIELD AUDITING

This section has a Stock Verifier only.

We were able to update inventories, conduct a few investigations and carry out

physical verification of stock balances in all the stores i.e. Head Office, Palms, Mahaica and Cornhill Street.

We are still to complete purchases for 1996, so the asset register coupled with the inventories will have to be updated before state auditors inspect.

For 1997, however, we will target projects, particularly works and labour contracts.

GENERAL REMARKS

In the area of training, we did not achieve enough since most of our training were done on the job. There was constant rotation of staff so as to allow for a smooth flow of the accounting arrangements, knowledge of each activity and improved efficiency.

Discussions were held via staff meetings and weaknesses were identified and corrected.

There is much more to be done for greater efficiency and as such each staff member should be willing to accept and implement more changes which we will proceed with in 1997.

SUBVENTIONS FOR 1997

NAMES	AMOUNT \$
Guyana Sewerage and Water Commissioners	165,000,000
Guyana Water Authority	484,000,000
Guyana Relief Council	1,500,000
Board of Industrial Training	
Central Housing & Planning Authority	27,000,000
Interim National Youth Council	862,000
Guyana National Co-operative Union	1,200,000
National Advisory Council on Occupational Safety and Health	940,000
National Youth Council	390,000
Missionaries of Charity	40,000
Joshua House Orphanage	30,000
Johnsville Senior Citizens' Home	30,000
Ivyhall Memorial Subvention	20,000
Islamic Senior Citizens' Home	30,000
Enmore Senior Citizens' Home	30,000
Institute for the Blind	40,000
Gentlewomen's Home	30,000
Girl Guides Association	25,000
Chase's Home for the Indigent	50,000
Baird's Haven Home	15,000
Berbice Anjuman Home	15,000
Dharam Shala	200,000
Archer's Home	50,000

NAMES	AMOUNT
Alpha Home	15,000
Nazareth Home	40,000
Anglican Mother's Union	25,000
Red Thread Women's Development Project	25,000
Red Thread Convalescent Home	100,000
Regional Women Affairs Committee	200,000
Shaheed Boys' Home	20,000
Shaheed Girls' Home	20,000
Salvation Army Men's Hostel	35,000
Salvation Army Remand House	200,000
Salvation Army Women's Home	40,000
St. Joseph Home	30,000
Scout Association of Guyana	25,000
St. Thomas More Men's Hostel	15,000
St. Vincent de Paul Homestead	40,000
St. Ann's Orphanage	50,000
St. John's Ambulance Brigade	100,000
Uncle Eddie's Home	100,000
St. John's Boscoe	15,000
Women's Progressive Organization	25,000
Young Men's Christian Association	25,000
Young Women's Christian Association	25,000

NAMES	AMOUNT
Florence Nightingale Home	15,000
Holy Family Homestead	40,000
Help & Shelter	250,000
Havarani Children's Home	100,000
Guyana Federation of Women's Institutes	25,000
Good Samaritan Home	30,000
Guyana Co-op Credit Union League	50,000
National Congress for Women	250,000
TOTAL	687,227,000

BOARD OF INDUSTRIAL TRAINING

SUMMARY

During the year 1997 the Board was able to successfully achieve some of its plans. A major disappointment was that the proposed National Council for Technical, Vocational Education and Training was not established, even though the draft legislation was completed and sanctioned by the Cabinet.

INTERPRETATIONS:

The following interpretations are used in this report as outlined in the Industrial Training Act, Chapter 39:04 of the Laws of Guyana.

- (a) **The Board** - means the Board of Industrial Training.
- (b) **Master** - means any Master tradesman whom the Board had licenced to receive apprentices under the Training Act, and includes any partnership, firm or company so licenced.
- (c) **Apprentice** - means any person, being fifteen years of age or over, employed in or in connection with any trade or craft mentioned in the schedule of trades to which the Training Act applies, for the purpose of acquiring a skill, dexterity, cunning, process or method. The Apprenticeship Training period is normally four (4) years.
- (d) **Trainee** - In this report, the word 'trainee' refers to a person who is engaged in a "short-term" training programme as a pre-apprenticeship, so as to upgrade that person for entry into the formal apprenticeship or similar technical training.
- (e) **Artisan** - means a person other than an apprentice or trainee who in the Board's opinion is qualified to be engaged in any trade or craft.

BOARD OF INDUSTRIAL TRAINING

15.2.2

STATISTICAL REPORT

The statistical tables below represent various highlights of the Board's activities during the year under review.

(a) **Apprenticeship Registration:**

<u>MASTER</u>	<u>MALE</u>	<u>FEMALE</u>	<u>SUB-TOTAL</u>
Bermine	25	6	31
GUYSUCO	66	4	70
G.E.C.	25	6	31
GRAND TOTAL			129

(b) **Certification of Apprentices**

<u>MASTER</u>	<u>MALE</u>	<u>FEMALE</u>	<u>SUB-TOTAL</u>
GUYSUCO	58	11	69
G.E.C.	10	-	10
T. & H.D.	1	-	1
Bermine	10	-	10
GRAND TOTAL			90

(c) Trainees (Pre-Apprenticeship)

Under an IDB funded project, the Board organized and executed a one-year In-Plant Training Programme for youths who were unlikely to access the more formal apprenticeship programme in the first instance and to provide them with vocational training to a semi-skilled level. The project covered nine (9) of the ten (10) administrative regions. At the closure of 1997, the following details were available, while further evaluation was in progress. This project was especially useful since there was a significant decline in apprenticeship programmes.

1.	Total number targeted	550
2.	Figure achieved	596
3.	Percentage immediately employed	51%
4.	Percentage immediately proceeding to further training	10%

(d) The table below provides a statistical display of the number of apprentices certified as skilled artisans by trade discipline during the year 1997.

NO.	TRADES	MALE	FEMALE	SUB-TOTAL
1.	Electrician	10	4	14
2.	Auto/Diesel Mechanic	8	2	10
3.	Agricultural Mechanic	19	2	21
4.	Power Station Operator	3	-	3
5.	Instrument Repair Mechanic	5	3	8
6.	Auto Electrician	7	2	9
7.	T & D Lineman (Electrical)	4	-	4
8.	Fitter Machinist	13	1	14
9.	Kiln Mason	1	-	1
10.	Welder/Fabricator	2	1	3
11.	Carpenter	1	-	1
GRAND TOTAL				90

- (e) The table below indicates the number of apprenticeships and trainees whose training were terminated voluntarily, or due to serious violation of the rules and regulations.

MASTERS	MALES	FEMALES	SUB-TOTAL
Georgetown Sewerage and Water Commissioners	1	-	1
Guyana Electricity Corporation	1	-	1
Guyana Sugar Corporation	4	-	4
Transport and Harbours Department	2	-	2
Demerara Timbers Ltd.	2	-	2
GRAND TOTAL			10

- (f) The following statistics relate to persons who had their training terminated prematurely either for serious acts of indiscipline or voluntarily, over the last five years:

YEARS	MALE	FEMALE	SUB-TOTAL
1993	34	8	42
1994	14	1	15
1995	17	1	18
1996	9	2	11
1997	10	-	10
GRAND TOTAL	75	12	96

- (g) The statistics below indicate the number of apprentices registered with the Board to receive vocational Training over the last five years:

REGISTRATION (APPRENTICESHIP)

YEARS	MALE	FEMALE	SUB-TOTAL
1993	117	12	129
1994	102	13	115
1995	189	64	253
1996	74	7	81
1997	118	11	129
GRAND TOTAL	600	107	707

- (h) This table indicates the apprentices certified as artisans during the period under review.

CERTIFICATION (APPRENTICESHIP)

YEARS	MALE	FEMALE	SUB-TOTAL
1993	176	23	199
1994	158	24	182
1995	164	37	201
1996	126	17	143
1997	79	11	90
GRAND TOTAL	703	112	815

- (i) During the month of December, 1997, five hundred and ninety-six (596) trainees from the IDB funded training project who commenced training in January 1997, were certified as semi-skilled artisans.

The table below provides further details.

	SKILLS	MALE	FEMALE	TOTAL
1.	Welding	51	3	54
2.	Mechanic	67	-	67
3.	Electrical Installation	23	3	26
4.	Auto Body Work	17	1	18
5.	Carpentry/Joinery	56	1	57
6.	Pipe Fitting/Plumber	6	-	6
7.	Pump Operator	1	1	2
8.	Lab Technician	-	1	1
9.	Audit clerk	-	4	4
10.	Typist Clerk	-	11	11
11.	Accounts Clerk	3	27	30
12.	Clerk	2	41	43
13.	Stores Clerk	4	4	8
14.	Records Clerk	-	4	4
15.	Nurse Aide	-	39	39
16.	Handicraft	1	58	58
17.	Fitter Machinist	23	1	24

	SKILLS	MALE	FEMALE	TOTAL
18.	Garment Manufacturing	4	58	62
19.	Health Care Assistant	1	11	12
20.	Guest House Chambermaid	-	2	2
21.	Library Assistant	-	4	4
22.	Refrigeration Mechanic	8	1	9
23.	Cook	1	-	1
24.	Upholsterer	1	-	1
25.	Sugar Boiler Assistant	1	-	1
26.	Cameraman	4	-	4
27.	TV Station Assistant	1	3	4
28.	Moulder/Pattern Maker	2	-	2
29.	Computer Operator	2	-	2
30.	Land Surveyor	2	-	2
31.	Day Care Assistant	-	3	3
32.	Hairdresser	-	4	4
33.	Teacher Assistant	-	6	6
34.	Veterinary Assistant	-	3	3
35.	Saw Doctor	3	-	3
36.	Chainsaw Operator	1	-	1

	SKILLS	MALE	FEMALE	TOTAL
37.	Heavy Duty Operator	2	-	2
38.	Auto Electrician	2	2	4
39.	Vulcanizing Attendant	2	1	3
	GRAND TOTAL	289	307	596

15.3

INDUSTRIAL RELATIONS

SUMMARY

The Labour Division had a temporary setback during the year when all contract officers had their services terminated for one month. This had a negative impact on morale and performance for a period of about two months because of the uncertainty in the re-employment contract. However, officers settled down subsequently, becoming fully involved in fulfilling the statutory mandate of the Division.

The Division lost two contract officers during the year but this loss was supplemented by the recruitment of three new officers.

Limitation in transportation was a major constraint which prevented officers from effectively discharging their functions. During the latter part of the year however, most officers acquired vehicles and this hopefully will have an impact on performance during 1998.

15.3.1

ENFORCEMENT**1) INDIVIDUAL COMPLAINTS**

Complaints made at the Ministry by individuals against employers reduced by one hundred and fifty-six compared to 1996. One thousand three hundred and sixty-one (1,361) complaints were made in 1997 as against one thousand five hundred and seventeen (1,517) for 1996.

One thousand one hundred and fifty-eight (1,158) complaints were fully investigated and resolved.

2) MONIES RECOVERED

Eleven million, twenty-one thousand and seventy (\$11,021,070.00) dollars were recovered on behalf of workers as against five million, twenty-nine thousand, two hundred and seventy-three (\$5,029,273.00) dollars in 1996.

3) PROSECUTION

Ten (10) employers faced a total of twenty-nine (29) charges for breaches of the Labour laws as against thirty-five (35) charges for 1996.

4) INSPECTION

Nine hundred and eight (908) inspections were made to business premises as against one thousand four hundred and ninety-two (1,492) in 1996. The drop in inspections was due primarily to constraint in transportation. Six hundred and ninety-eight (698) breaches were also recorded.

15.3.2

TRADE UNION/EMPLOYERS RELATIONS**1) CONCILIATION**

Employers and Trade Unions continue to rely on the division for the resolution of disputes through conciliation.

One hundred and nineteen (119) disputes were referred to the Ministry as against one hundred and five (105) in 1996. Ninety were completed.

2) ARBITRATION

Twelve (12) requests for Arbitration were received as against three (3) for 1996. Five (5) awards were made.

15.3.3

TRADE UNION RECOGNITION**1) MEMBERSHIP SURVEY**

Two (2) membership surveys were conducted resulting in one (1) entity being unionised. One (1) survey failed to determine percentage membership in excess of 50%.

2) POLLS

Two (2) polls were conducted resulting in two (2) entities granting recognition to unions, also GAWU was granted recognition at Demerara Timbers Ltd. As a result of an injunction against the Minister for conducting a poll being discharged. This poll was conducted in 1996.

3) INTERUNION RIVALRY

An injunction filed against the National Parks Commission/Ministry of Labour restraining the parties from conducting a poll was before the courts.

15.3.4

STRIKES

There were three hundred and five (305) strikes during the year, a reduction of eighty-six (86) from the previous year when three hundred and ninety-one (391) were recorded.

The strikes resulted in ninety-nine thousand, five hundred and three (99,503) mandays lost and one hundred and five million, eight hundred and fifty-five thousand, eight hundred and fifty (\$105,855,850.00) dollars in wages being lost.

15.3.5

COLLECTIVE LABOUR AGREEMENT

Thirty-nine (39) Collective Labour agreements were counter-signed as against forty-three (43) for 1996.

15.3.6

LEGISLATION

1997 saw the enactment of four pieces of Labour legislation that will effectively transform the industrial relations landscape in Guyana.

Some 44 years after the first draft, the Trade Union Recognition Bill was finally passed into law.

The Termination of Employment and Severance Pay Act, for the first time conferred upon workers the right to be paid for years of service rendered.

The Prevention of Discrimination Act attempts to protect Guyanese from various forms of discrimination.

The Shops Act was amended to provide for longer shopping hours and for Sunday shopping.

TRADE UNION RECOGNITION ACT, 1997

The Trade Union Recognition Bill was finally passed and assented to by the President on 28th October, 1997.

TERMINATION OF EMPLOYMENT AND SEVERANCE PAY ACT, 1997

This Act was assented to and became law with effect from 10 September, 1997.

PREVENTION OF DISCRIMINATION ACT, 1997

This Act was assented to and became law with effect from 28th October, 1997.

MINIMUM WAGES ORDERS

Minimum wages for the following categories of employees were increased from 9th July, 1997:

- i) Dry Goods Stores**
- ii) Hardware Stores**
- iii) Groceries**
- iv) Drug Stores**
- v) Watchmen**
- vi) Petrol Filling Stations**
- vii) Cinemas**
- viii) Mechanical Transport**
- ix) Shirt and Garment Enterprises**
- x) Hotels, Guest Houses, discotheques, Night clubs and Liquor Restaurants, Cookshops and Parlours.**
- xi) Timber Grants**
- xii) Sawmills**

15.3.7

TRIPARTITE CONSULTATION

The Tripartite Committee met regularly during the year. Fifty (50) meetings were held during the period 1993 to 1997.

15.3.8

SEMINARS/LECTURES

The Division continues to pursue its objectives of educating management, union and workers on aspects of legislation and on the functions of the Ministry. Fourteen (14) seminars were conducted during the year for this purpose.

Two (2) lectures were also delivered to members of the CCWU and the Human Resources Practitioners Association.

15.3.9

1)

ILO CONFERENCE

Guyana was not represented at the ILO Conference for 1997 due to financial constraints.

2)

REPORTS

Ten (10) reports were prepared and submitted at the request of ILO.

3)

CONVENTIONS AND RECOMMENDATIONS

Conventions and Recommendations adopted at the 81st, 82nd and 83rd Sessions of the International Labour Conference were laid in the National Assembly during the year.

Also, Convention No. 175 on Part-Time Work was ratified.

15.7.10

4) **CARICOM/REGIONAL MATTERS**

The Chief Labour Officer attended the 5th meeting of the Tripartite Working Party of Labour Officials from 24th to 25th March, 1997, in Guyana.

The Chief Labour Officer attended the 6th Meeting of a Tripartite Working Party of Labour Officials from 29th to 30th April, 1997, in Trinidad and Tobago.

The Honourable Minister of Labour, Human Services and Social Security and the Chief Labour Officer attended the 14th meeting of the Standing Committee of Ministers Responsible for Labour.

15.3.11

LABOUR INSPECTIONS

Labour inspections of business premises amounted to nine hundred and eight (908) during the year and six hundred and ninety-eight (698) breaches were identified.

The table below shows inspection and breaches by industries and comparison from 1993.

CODE	INDUSTRIES	# OF INSPECTIONS					# OF BREACHES				
		93	94	95	96	97	93	94	95	96	97
010	Agriculture	13	-	-	24	-	7	-	-	13	-
021	Forestry and Logging	11	-	-	3	-	9	-	-	5	-
022	Logging	-	-	-	-	2	-	-	-	8	-
041	Fishing	7	-	-	2	-	5	-	-	1	-
122	Mining Diamond	-	-	-	-	6	-	-	-	-	1
205	Rice Milling	-	2	-	38	-	-	6	-	11	-
206	Food Manufacture	12	-	-	4	-	10	-	-	1	-
210	Manufacturing of Miscellaneous Food Items	9	-	-	-	-	4	-	-	-	-
239	Textile Manufacturing	-	-	-	8	1	-	-	-	8	1
243	Manufacturing of Footwear & Wearing Apparel	-	1	3	3	-	-	4	7	2	-
	SUB-TOTALS	52	3	3	82	9	35	10	7	49	2

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CODE	INDUSTRIES	# OF INSPECTIONS					# OF BREACHES				
		93	94	95	96	97	93	94	95	96	97
251	Manufacturing of Wood & Cork	-	3	-	29	35	-	11	-	14	31
260	Furniture Manufacturing	-	-	-	18	24	-	-	-	6	36
280	Printing and Publishing	5	-	-	3	2	3	-	-	2	4
300	Manufacturing of Rubber	-	-	-	1	-	-	-	-	3	-
313	Pharmaceuticals	-	-	-	-	2	-	-	-	-	-
321	Manufacturing of Non-metallic & Mineral Products	-	-	-	3	-	-	-	-	1	-
331	Basic Metal Industry	-	-	-	16	2	-	-	-	12	3
340	Manufacturing of Metal Products	-	-	-	12	-	-	-	-	8	-
350	Manufacturing of Machinery	-	-	-	4	-	-	-	-	2	-
371	Repairs of Equipment	-	-	-	1	-	-	-	-	2	-
381	Miscellaneous Manufacturing	-	-	-	14	-	-	-	-	7	-
411	Construction	3	-	-	15	4	2	-	-	8	6
419	Other Construction	3	-	-	-	-	1	-	-	-	-
	SUB-TOTAL	63	6	3	198	78	41	21	7	114	82

CODE	INDUSTRIES	# OF INSPECTIONS					# OF BREACHES				
		93	94	95	96	97	93	94	95	96	97
511	Electricity & Gas Steam Service	-	-	-	26	-	-	-	13	-	
611	Commerce	-	4	-	824	40	-	9	-	318 20	
612	Dry Goods Store	59	13	18	-	212	33	9	14	- 95	
613	Hardware Store	13	-	-	-	145	9	14	-	- 60	
615	Pharmaceutical Products	5	-	-	-	21	3	-	-	- 16	
619	Wholesale & Retail of Other Items	3	-	-	-	90	-	-	-	- 111	
630	Insurance	-	-	-	8	2	-	-	-	2 -	
640	Real Estate	-	-	-	2	2	-	-	-	5 5	
614	Electrical Equipment	-	-	-	-	6	-	-	-	-	
616	Alcoholic Beverage	-	-	-	-	14	-	-	-	- 9	
512	Gas Distribution	-	-	-	-	32	-	-	-	- 35	
244	Textile	-	-	-	-	2	-	-	-	- 5	
414	Other Construction	-	-	-	-	22	-	-	-	- 4	
281	Printing	-	-	-	-	1	-	-	-	-	
	SUB-TOTAL	143	30	21	1058	668	86	53	21	452 442	

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CODE	INDUSTRIES	# OF INSPECTIONS					# OF BREACHES				
		93	94	95	96	97	93	94	95	96	97
306		-	-	-	-	1	-	-	-	-	-
828	Protective Services	-	-	-	-	12	-	-	-	-	-
207	Bakery	-	-	-	-	13	-	-	-	9	
583		-	-	-	-	2	-	-	-	-	
582		-	-	-	-	17	-	-	-	37	
444	Not stated	-	-	-	-	5	-	-	-	9	
718	Transport	-	-	-	-	2	-	-	-	-	
855	Barber Shop	-	-	-	-	17	-	-	-	7	
712	Minibus Operators	-	-	-	-	1	-	-	-	4	
856	Photographic	-	-	-	-	1	-	-	-	-	
711	Transport, Storage & Communication	-	-	-	34	-	-	-	12	-	
821	Community Services	-	-	-	56	-	-	-	18	-	
822	Mobile Services	-	-	-	-	3	-	-	-	-	
	SUB-TOTAL	148	30	21	1148	741	86	53	21	482	508

CODE	INDUSTRIES	# OF INSPECTIONS					# OF BREACHES				
		93	94	95	96	97	93	94	95	96	97
831	Business Services	-	-	-	28	-	-	-	-	9	-
841	Recreation Services	-	-	-	29	3	-	-	-	13	-
851	Personal Services	74	16	9	275	-	59	19	20	100	-
859	Not classified	-	-	-	-	1	-	-	-	-	6
900	Activities not Adequately Defined	9	-	-	12	1	7	-	-	7	-
852	Restaurants	-	-	-	-	144	-	-	-	-	153
853	Hotels	-	-	-	-	18	-	-	-	-	23
	FINAL TOTAL	226	46	30	1492	908	152	72	41	603	698

INDIVIDUAL COMPLAINTS

One thousand three hundred and sixty-one (1361) complaints were made in 1997 against employers by employees.

Of these, one thousand, one hundred and fifty-eight (1158) were fully investigated and settled.

For 1996, one thousand, five hundred and seventeen (1517) were made, one hundred and fifty-six (161) more than in 1997.

The Table below shows grievances recorded by categories and industries.

GRIEVANCES	TOTAL
Wages	447
Holidays with Pay	279
Overtime	163
Dismissal	473
Severance Pay	263
Pension/Gratuity	7
Uniform Allowance	3
Conditions of Employment	25
Suspension	17
Accident Refund	1
Illegal Deduction	18
TOTAL	1696

GRIEVANCES	TOTAL
Fishery	6
Mining	15
Gold	30
Others	2
Quarrying	3
Local Government	18
Union	4
Printing	4
Medical	7
Education	10
Power Generation (Electricity)	2
Petroleum Distribution	9
Commercial	3
Banking and Insurance	26
Shipping	2
Communication and Advertising	109
Retail and Wholesale	16
Furniture	16
Hardware and Haberdashery	6
Stationery	26
Others	26

GRIEVANCES	TOTAL
<u>Manufacturing</u>	
Food	16
Garment	3
Wood Products	9
Furniture	20
Others	52
<u>Construction</u>	
Building	112
Road	10
Sea & Irrigation	5
Others	-
<u>Agricultural</u>	
Rice	48
Livestock	8
Products	
Supplies	
Others	21
<u>Forestry</u>	20
Logging	63
Sawmilling	29
General	

GRIEVANCES	TOTAL
<u>Automotive Services</u>	
Taxi, Garage etc.	22
<u>Personal Services</u>	
Restaurants, Hotels, Discos etc.	157
Maids	60
Others	26
<u>Securities</u>	284
Industries not classified	77
TOTAL	1361

Some complaints had more than one grievance

PROSECUTIONS

Ten (10) employers were placed before the courts on a total of twenty-nine (29) charges for failure to comply with the Labour Laws.

A summary of those charges are:-

<u>OFFENCES</u>	<u># OF CHARGES</u>
Failure to pay wages	7
Failure to pay Holidays with Pay	9
“ ” give notice of termination	9
“ ” produce records	2
Illegal deductions	1
Failure to pay overtime	1

29

15.3.14

MONIES RECOVERED

The Division recovered eleven million, twenty-one thousand and seventy dollars (\$11,021,070.00) against five million twenty-nine thousand, two hundred and seventy-three (\$5,029,273.00) in 1996. this amount is inclusive of monies recovered through the courts.

18.3.15

TRADE UNIONS/EMPLOYERS RELATIONSHIP CONCILIATION

One hundred and nineteen (119) requests for conciliation were received during the year as against one hundred and five (105) for 1996, a minimal difference. a breakdown of issues and the related parties are shown here:-

INDUSTRY

Sugar	35
Bauxite	5
Mining-Metal	12
Guyana Electricity Corporation	9
Guyana Water Authority	6
Private Companies	28
Other Government Entities	24
TOTAL	119

15.3.16

COLLECTIVE LABOUR AGREEMENT

Thirty-nine (39) Collective Labour Agreements were countersigned as against forty-two (42) for 1996. Of this amount, four (4) were for recognition and the thirty-five (35) were for wages and conditions of employment

TYPE OF AGREEMENT	NUPS	CCWU	GWU	GLU	UAAW	PIAWU	NAACI	GAWU	GPSU	GBGWU	TOTAL
Recognition & Avoidance & Settlement of disputes		2						2			4
Recognition & Avoidance of disputes & Conditions of Employment											
Wages & Conditions of Employment		13	1	10	1		1	6	2	1	35
		15	1	10	1		1	8	2	1	39

TRADE UNION RECOGNITION

Two (2) surveys and two (2) polls were conducted to determine union recognition.

The Table below summarizes the outcome:

NAME & ENTITY	SURVEY	POLL	UNIONS	SUCCESSFUL UNION
LD.S. Holdings		/	GLU/GAWU	GAWU
Linden Hospital		/	GPSU/GBGWU	GPSU
GUYWA	/		NUPSE	Unsuccessful
BWIA	/		CCWU	CCWU

SEMINARS

A total of one hundred and eight (108) persons attended seminars at the Ministry of Labour on Labour legislations.

ARBITRATION

Six (6) arbitration Tribunals were set up during the year and five (5) awards were received. The parties, issues and awards are outlined hereunder.

PARTIES	ISSUES	AWARDS
1. GB & GWU OMAI	Wages & Salaries	12% for 1997 w.e.f. 10/4/97 7% for 1998 w.e.f. 10/4/98
2. CCWU Guyana Stores	Dismissal of: 1. Selwyn Henry 2. Linden Headley 3. Dexter King	Dismissal justified Paid severance Re-instated
3. CCWU Hand-in-Hand	Dismissal of Indira Rampersaud	Awarded 6 months compensation
4. NAACIE GEC	Dismissal of Rampersaud Mangar	Rampersaud Mangar re- instated
5. NAACIE GEC	Dismissal of: 1. Morrison Beharry 2. William Archer 3. Ralph Hinds 4. Roy Halley 5. Michael Saakar	Re-instated do do do Dismissal confirmed

**OCCUPATIONAL SAFETY AND HEALTH DIVISION
REVIEW OF ACTIVITIES FOR 1997**

The 1997 Work Programme of the Occupational Safety and Health Division achieved some measure of success. There were limitations, but notwithstanding these, work was done. Workplaces were inspected, accidents and complaints were investigated, workers were educated, Safety and Health Committees were established and workplace safety and health was promoted.

To be more specific, there was a 27% increase in the number of workplaces visited, a 35% increase in the number of accidents investigated, a 22% reduction in the number of fatalities and a reduction in the number of accidents reported when compared with the previous year.

The initiative to promote the establishment of joint workplace Safety and Health Committees in workplaces, continued. To support this initiative, a Handbook on the establishment of committees was promoted by the International Labor Organization (ILO) in Guyana, during the month of November, 1997.

In addition, the Occupational Safety and Health Data Base information system was implemented. This system will provide for a comprehensive analysis of workplaces and the generation of employment injury statistics on a timely basis.

Human resource development was emphasized and consequently staff of the Division benefitted from training programmes in health hazard recognition, videography and photography, work improvement teams techniques and computer skills. The training which was done will surely enhance the service delivery programme of the Division.

The main focus for 1997 was the development of legislation to provide protection for workers in all spheres of economic activity. Consequently the Occupational Safety and Health Act, No.32 of 1997, was passed in Parliament and assented to by the President on 9th December, 1997.

SOCIAL SERVICES

ADMINISTRATION OF THE SOCIAL SERVICES

This branch of the Ministry is managed by a Director of Social Services. The holder of this post has the overall responsibility for co-ordinating the delivery and activities of the various agencies within this government department, that look into the vast and varied human dilemma that unfolds daily. It therefore means that this section attends to a wide spectrum of human suffering which includes the aged, the infirm, the dispossessed, the homeless and abused, battered women and many more.

One of the main tasks of this functionary is to advise the Minister on the methods and strategies to be employed in dealing with the debilitating social problems that arise from time to time. Consequently the Director has to be conversant with legislation regulating the numerous units and assist in the formulation and implementation of policies.

16.1

CO-OPERATIVES DIVISION

HIGHLIGHTS

The following activities were the highlights of the Co-operatives Division for the year 1997:

- ▶ the Guyana National Co-operative Union Ltd. held a rally at the Tower Hotel to observe International Co-operative Day.
- ▶ A Seminar was organized for members of Adult Co-operative Societies in Region No.5.
- ▶ Training sessions were conducted for teacher/supervisors in Region No.2.
- ▶ Agriculture Seminars were held in Region No. 3.
- ▶ Tours by members of school Co-operative Thrift Societies to places of interest were held in Region No. 4.
- ▶ A Seminar for Co-operators was held in Region No. 5.
- ▶ Exchange visits of co-operators to Co-operative Societies were held in Region No. 6.
- ▶ Refund Day for school co-operators was observed in all regions.

CONSULTATION ON CO-OPERATIVE POLICY

A National Consultation for the Final Draft of the Co-operative Policy was held on 25th April at the Georgetown Club. A representative number of Co-operative Societies, organizations and interested persons attended. The Minister of Labour, Human Services and Social Security and Mr. David Yankana of the Private Sector Commission were also in attendance. Subsequently the Final Draft was submitted to the Minister responsible for Co-operatives.

PROGRAMME REVIEW

The Co-operatives Division concentrated on auditing, cancellation, Public Awareness Programmes and the production of a quarterly Newsletter.

Auditing is a requirement under the Co-operatives' Act, Chapter 88:01 and Friendly Societies' Act, Chapter 36:04. There was general improvement in the status of the societies especially the Schools Thrift Societies and Credit Unions.

CANCELLATION

For the year under review, requests were made for the cancellation of ninety-two (92) co-operatives, of which eighty (80) were actually cancelled. Membership of most of these societies was reduced to less than seven (7) and according to the Co-operative Societies' Act, Chapter 88:01, the Chief Co-operative Development Officer may, by Order in writing, cancel the registration of any number of registered societies, if at any time it is proved to her satisfaction that the number of the membership has been reduced to less than seven(7).

PUBLIC AWARENESS PROGRAMME

This programme entitled "Co-ops on the Move", commenced in February and was aired on "Voice of Guyana", but had to be discontinued in August due to slow sponsorship. One publication of the Co-op Newsletter was produced and it was launched during National Co-operative Week.

PERFORMANCE OF CO-OPERATIVE SOCIETIES

The performance of some Co-operative Societies is highlighted below:

SCHOOL THRIFT CO-OPERATIVE SOCIETIES

The objective of this type of Co-operative is to inculcate in their members the habit of thrift at a young age.

Many of these societies are functioning and are progressing satisfactorily while others are experiencing problems in management. Record-keeping is poor and auditing has not been done for periods between one to twenty years.

Forty-two of these schools were audited with the assistance of funds provided by Central Government.

Resulting from the collaboration of the Education and Training Committee, training took place for teacher/ Supervisors in Regions 4, 5 and 7.

FISHERMEN CO-OPERATIVE SOCIETIES

Fishermen Co-operative Societies continued to operate in Regions 1, 2, 3, 4, 5 and 6 to supply requisites such as ice, lubricants, fuel, spares, and wharfage facilities to their members. These societies contributed to a large extent in supplying fish for local consumption and the earning of foreign exchange.

CONSUMER'S SOCIETIES

Some of these societies are functioning while others ceased to function for various reasons. Management skills, under capitalization, loyalty of members, are some of the problems encountered. The records of those societies that were updated were audited and the Annual General Meetings held.

AGRICULTURE THRIFT AND CREDIT SOCIETIES

During 1997, the few remaining functioning societies found in Region No.3 continued to provide a source of credit to their members for the cultivation of rice, mainly. In the past, loans in excess of the ability of the individual societies were obtained from the Guyana Co-operative Credit Society which is a secondary society established to give loans to its members. The Guyana Co-operative Credit Society Ltd. had undergone financial difficulties and did not have enough for on-lending some of these societies. Co-operatives have turned to private institutions for loans.

WEST DEMERARA CO-OPERATIVE MARKET SOCIETY LTD.

The West Demerara Co-operative Market Society provides a vital service for its members and non-members in general.

The residents of region No.3 in particular, benefit from this service. A fence was extended on the western side to accommodate approximately eighty more vendors during the year under review.

MAHAICA HOSPITAL

SUMMARY

16.2

For the year under review the Mahaica Hospital stands as a beacon of hope for the unfortunate sufferers from Hansen's Disease.

Recommendations were made that the asylum must be a thoroughly attractive place and there should be, among other things:

- (a) More activity in research and treatment. In this direction, Dr. Holly Alexander, Director of the Guyana Hansen's Disease control Programme, visits the institution and administers treatment to the inmates. During her absence the Resident Medex, Ward Sister and ancillary staff attended to them.
- (b) Greater effort in influencing the inmates to become artisans in keeping with the example set by Walter Cappell, a blind inmate who is an expert mat-maker.
- (c) Continued dissemination of information and social ease through communication media appliances, by way of radio and television, both private and institutional, to be placed at the disposal of inmates.
- (d) Provision for non-infective cases of Hansen's Disease to reside outside the compound on condition that they be subject to constant medical surveillance.

Visits by Dr. Holly Alexander, the Medex and nurses to non-residential patients of this institution significantly boosted its overall medical care programme.

HOSPITAL CINEMA

The Hospital Cinema continues its role as one of the main sources of entertainment. The cinema is rented to a private person on a monthly basis of twelve thousand dollars (\$12,000). This cash is paid directly to the Ministry of Labour and acknowledgement received.

TRANSPORTATION

The vehicle provided by the Ministry satisfied every endeavour necessary for the reliable functioning of the hospital including the daily two way pick-up of workers from Mahaica to Georgetown.

REVENUE

For the period 1st January 1997 to 31st December, 1997, the sum of thirty-six thousand dollars in revenue was collected for rental of land for cultivating gardens by private persons who live within close proximity to the hospital compound. A detailed monthly record of revenue is stated below:

MONTH	\$
January	1,400.00
February	2,000.00
March	3,200.00
April	5,000.00
May	2,200.00
June	1,600.00
July	5,200.00
August	2,000.00
September	3,100.00
October	6,800.00
November	3,500.00
December	-
	36,000.00

INTERNATIONAL WOMEN'S AID

This organization has been instrumental in organizing all forms of entertainment for patients of Mahaica Hospital. The Christmas party for patients and children was held as usual and visits were made regularly to the Institution. Valuable assistance was readily given to patients in the cottages.

CHILDREN'S HOME

This home shelters twelve children whose ages range from four to fifteen years. These children attend Nursery, Primary and Community High Schools.

The home is funded by the Ministry of Labour, Human Services and Social Security, and administered by Mahaica Hospital in conjunction with social workers from Georgetown. There are two residential Social Workers, two Ward Orderlies, one hospital Attendant, and three labourers who provide supervision and care for the

children. Apart from the residential Social Workers, the other employees are non-residential and deliver services on a rational basis.

MEDICAL

Part of the Administrative building is used for the Dispensary and Out-Patients' Department. This section is under the immediate control of the Medex who controls, directs, co-ordinates and plans the many activities relating to the treatment of patients. She is supported by Dr. Holly Alexander.

The Clinic days are as follows:

Monday, Wednesday and Friday	-	General Out-patients' Clinic or Cane Grove Health Centre
Tuesday	-	General Out-patients' Clinic at Mahaica Health Centre
Thursday	-	General Out-patients' Clinic at Mahaica Hospital

Every third Tuesday in each month, the Psychiatric Clinic is held.

On the first Thursday in each month, there are Diabetic and Hypertensive Clinics. Because of the absence of a full time Medical Superintendent, the Resident Medex treats all patients. At intervals, visits are made by Dr. Alexander who also treats the patients.

The following are the statistics for the years 1992, 1993, 1994, 1995, 1996 and 1997.

Patient Care	1992	1993	1994	1995	1996	1997
Number of patients admitted	Nil	Nil	3	3	6	2
Number of patients discharged	Nil	Nil	Nil	1	2	Nil
Number of patients deceased	3	4	6	2	Nil	1
Number of patients transferred	Nil	Nil	Nil	Nil	Nil	Nil
Total number seen by doctor	No records available		56	1,236	1,680	2,052
Total number seen by Medex	No records available		3,340	2,754	3,043	3,048
Total number of homes visited	No records available		152	61	62	53

BUILDINGS

For a number of years several buildings have been vandalized within the Hospital compound. To solve the alarming incidents of thefts, the Honourable Minister granted permission for a few persons to occupy vacant buildings temporarily. Despite this, stealing of zinc sheets, wooden materials, windows, etc. continues. Reports were made on several occasions to the police, but to no avail. Even employees and those persons who occupy buildings free of cost, do not disclose information when thieves are seen. Apart from vandalism, repairs and renovation works were done on cottage No. 7 where six patients are kept. Attached to this cottage is a kitchen where meals for patients are prepared.

Despite many difficulties and limitations, the performance of some staff members was admirable. Of particular importance was the remarkable elasticity displayed by a few, whose response on performing additional duties at short notice ensured the uninterrupted flow of work at the hospital.

It must be noted however, that the performance of the security guards was grossly unsatisfactory, and reports were made to the Personnel Division of the Ministry of Labour about their behaviour.

16.3

THE PALMS

During 1997, despite the constraints occasioned by bureaucratic procedures and daily organizational arrangements, the Administration and staff have been able to provide satisfactory services to residents of the facility and the immediate community and have realized most of its programme objectives.

PHYSICAL ENVIRONMENT AND SECURITY

Efforts at enhancement of the environment continued during the year and with significant input from the Guyana Sugar Corporation, the demolition clearing and grading of the area between Blocks B and C, became a reality.

Work also continued on the fencing of the compound, and this should be completed early in 1998.

The Guyana Electricity Corporation replaced two security lamps, thus providing greater illumination and security, especially between Blocks B and C, during the evenings. Efforts at further enhancement would be pursued.

STORES AND DIETARY

These units continued to improve in function as constant monitoring was maintained and supervisors exercised greater control over areas of operation. There were a few irritants with respect to suppliers, some of whom withdrew their services completely, while others did not always maintain their delivery schedules.

SECURITY SERVICES

The Guyana Security Services continued to provide security to the institution. There

were incidents which tended to suggest lapses in vigilance on their part, and these were brought to the attention of management. At the end of 1997, there were three issues to be resolved. Discussion between the Palms' administration and Management of the Security Service would continue early in 1998.

MEDICAL SERVICES

The Medical Out-patients Department, the Physiotherapy Department and the Public Health Department continued to provide services for residents, staff and the community. Despite the absence of a medical doctor to attend the Out-patients Clinic during the year, the Pharmacist/Medex catered to the needs of more than two hundred (200) out-patients weekly. The Physiotherapy and Public Health Departments also had full clinics during the year.

Discussions with senior personnel at the Ministry of Health and advertising publicly did not produce the desired results. This matter would be pursued during the new year.

RESIDENTS' CARE

Medical personnel continued to provide care on a twenty-four hour basis.

Daily visits to the eight wards by the Medex, Matron and Senior Staff Nurse ensured that medical problems were attended and referrals to the Georgetown Hospital undertaken, when necessary.

Support was also provided by trainee student nurses from the School of Nursing and International Non-Government Medical personnel during the period.

Additional support in the form of patient-care also came from students undergoing "Care of the Elderly" programmes sponsored by the Institute of Adult and Continuing Education (IACE) and the Adult Education Association (AEA).

TRAINING

A Ministry-sponsored workshop involving staff was organized in collaboration with the University of Guyana, to update and improve techniques and knowledge in the care of the residents.

On-going training of selected medical staff by GAHEF and In-house training by senior nursing personnel for medical staff continued during the year.

OCCUPATIONAL (SOCIAL) THERAPY

On-going craft activity in mat-making, soft toys, towels etc continued during the year. Efforts at greater participation by residents and broadening the scope of activity were made during the year, and negotiations with identified trainers would continue during 1998.

LAUNDRY

The laundry, while it continued to function, is under-equipped to cope with the volume of washing. This situation was compounded by electrical problems in that area. Through ongoing collaboration, most of the laundering was done at the Georgetown Hospital.

The procurement of larger heavy duty machinery will alleviate the present problem.

INTERMENT SERVICES

The Newburg Funeral Parlour (Lyken's) continued to provide removal and interment services. The arrangement worked well during the present year.

CONTRIBUTIONS

The Institution continued to benefit from donations from individuals, corporate citizens and non-governmental organizations.

Special acknowledgements are extended to the Director and Staff of "Food for the Poor", GUYSUCCO, and the Joint Services Administration.

SPECIFIC OBJECTIVES OF THE UNIT

16.4

THE PROBATION AND FAMILY WELFARE SERVICE

For the period January to May 1997, the Probation and Welfare Unit and the Children's Service operated as separate entities.

The Probation and Welfare Service is guided by the Juvenile Offender's Act, Chapter 10:03, Sections of the Training Schools Act, Chapter 11:04. These formed the legislative basis and provided the Service with the responsibility for developing and executing a comprehensive ant-delinquency and rehabilitation programme.

This service also provides the relevant resources to reduce the risk of persons who become vulnerable to delinquent, criminal and/or other maladjustive conditions within the family unit. The Programme of Work focuses on seven main areas.

- (a) Making enquiries and preparing reports to assist the Courts in determining the most appropriate methods of disposal of cases involving juveniles and certain young adult and adult offenders.

The supervising of persons placed on Probation.

Promoting preparatory after-care work with juveniles committed to the New Opportunity Corps and supervising those released from the prisons and the training schools (New Opportunity Corps) on licence/parole.

- (b) Facilitating Matrimonial Conciliation and assisting couples to reconcile problems of familial nature that tend to destroy their family life and interpersonal relationships;
- (c) Reducing the risks of individuals and families getting into trouble with the law;
- (d) Submitting to international Social Work agencies, reports on the social and economic background of individuals in relation to migration, child-care, child abuse, the fostering of children and any other matter related to Guyanese resident overseas.

- (e) Performing all Prison Welfare related duties, together with voluntary New Opportunity Corps after-care rehabilitative work in collaboration with the Guyana National Service;
- (f) Assisting the Parole Board with the investigation and preparation of reports and with the supervision of parolees.

THE CHILDREN'S SERVICE

The Children's Service is guided by the Adoption Law 46:04 in relation to matters of adoption.

In its dispensation of service to the public, this unit manages the Mahaica Children's Home and monitors the functioning of the other non-governmental homes.

It focuses on the following areas:

- (a) Visits to homes of truants;
- (b) Social investigation into cases of child incest and domestic violence against children;
- (c) Visits to Homes/Orphanages;
- (d) Adoption;
- (e) Counselling;
- (f) Assistance to necessitous cases;
- (g) Public Education;
- (h) Staff Development;

It has played an active role in public education on the Convention of the Rights of the Child.

Subsequent to the amalgamation of these units, the distribution of uniforms to necessitous cases was reassigned to the Ministry of Education and the other tasks were integrated to form twelve main areas of responsibility.

- (1) Social Enquiry Reports to Courts, International Social Services, Parole Board, Prerogative of Mercy Committee.
- (2) Maintenance/matrimonial cases referred by the Courts; supervision of probationers, parolees, fines and monetary payments, care orders and licences.
- (3) Adoption Reports.
- (4) Kindred social and private matrimonial cases investigated, advised and supervised.
- (5) Prisoners interviewed and welfare contact made on their behalf; disbursement of funds to discharged prisoners;
- (6) Staff development.
- (7) Public Education.
- (8) Care Workers' Seminar.
- (9) Social investigation on Children in Especially Difficult Circumstances.
- (10) Visits: Homes/Orphanages.
- (11) Street Children Campaign.
- (12) Social Investigation (General).

PROBATION & FAMILY WELFARE SERVICE

1.1.1

MERGER

In 1997, the Probation and Welfare Service and the Children's Service were merged to form the Probation and Family Welfare Service. Prior to this amalgamation, each of these units had functioned independently, but under the aegis of the same Ministry.

The Ministers within the Ministry of Labour, Human Services and Social Security supported the effort to merge the Probation and Welfare Service with the Children's Service. The Permanent Secretary, Director of Social Services and the Chiefs for these respective Services co-operated to facilitate the amalgamation process. The Administrative staff assumed the responsibility of revisiting and reviewing appropriate training programmes for the officers within the Probation and Welfare Service and the Children's Service. The programme commenced in January 1997 and terminated in April 1997. In June, both the departments were merged.

The new administrative structure consisted of a Chief Probation and Family Welfare and two Assistant Chiefs. The Chief Probation and Family Welfare Officer has the responsibility of advising the Ministers on law relating to the Probation and Family Welfare System in Guyana and to focus on issues affecting the organization and the promotion and efficiency of the Service.

The Probation and Family Welfare Service, a principal social work agency, focuses on the widening dimensions of crime and delinquency in Guyana. It employs preventive, curative and rehabilitative measures to encourage social justice.

The Administrative Head of the Probation and Family Welfare Service, the Chief Probation and Family Welfare Officer, is responsible for policy formulation, general organization, management and supervision of the service throughout the country. She is ably assisted by one Deputy and two Assistants.

The field level of the assignment within this unit is executed by eight (8) Senior Probation and Family Welfare Officers and seven (7) Probation and Family Welfare Officers stationed in four of the ten regions including Central Georgetown.

Three of these Senior Officers are stationed in the Georgetown Magisterial District, while one services West Demerara, another services East Coast Demerara and the remaining two service the Berbice Magisterial District.

The Magisterial Districts of East Coast Demerara, West Demerara and East Berbice, are provided with the services of typist/clerks.

16.4.2

PROBATION AND FAMILY WELFARE SERVICES

Social Enquiry Reports to Courts, International Social Services, Parole Board, Prerogative of Mercy Committee etc.,

Targets set in these areas are decided on previous performance. Achievements cannot be forecast since Social Enquiry Reports to Courts, International Social Services, the Advisory Council on the Prerogative of Mercy Committee and the Parole Board are determined by the needs of these agencies.

The constraints of inadequate staff proved to be challenging, but the commitment and the high sense of responsibility by the professional staff aided the Department to complete its task of servicing the Courts on the coastland and preparing other reports.

Statistics will show that there has been a significant increase in the number of requests made by the International Social Work Agencies, the Advisory Council on the Prerogative of Mercy Committee and the Parole Board. The high achievement of 114% has affirmed that the Agency has gained the confidence of its clientele.

MATRIMONIALS REFERRED BY THE COURTS

Maintaining the cohesiveness of the family units by utilising social casework principles, has always been a delicate and important aspect of the Agency's function. The impact of preventive intervention by the Service could be considered significant in limiting Court Appearances in this sphere of operation. It has been noted that these cases have been referred mainly in the rural areas.

Please see Table below:

ITEM	YEAR	YEAR	YEAR	YEAR	YEAR
	1993	1994	1995	1996	1997
Number of Parties- Male/Female	-	9	-	-	8
Number of Parties counselled	15	2	2	10	8
Number reconciled	4	8	2	-	3
Number unreconciled	2	3	-	-	5
Number pending	9	-	-	10	2
Percentage reconciled	26%	73%	100%	100%	38%

16.4.3

PROBATION, MONEY PAYMENT SUPERVISION AND PREPARATORY AFTER CARE

Probation Supervision has been designed to ensure the rehabilitation of the offender while the person remains in the community under the supervision of a Probation Officer. During the year, Probation Orders were made in respect of Juveniles, Young Adults and Adults.

At the commencement of 1997, Probation and Welfare Officers were supervising one hundred and four (104) Probationers, of whom 23% were juveniles. During the year, a further sixty-five (65) probationers, of whom 16 or 24% were juveniles, were placed under statutory supervision.

KINDRED SOCIAL AND PRIVATE MATRIMONIAL CASES

This department counsels persons at risk with domestic and other social problems. The annual target set was exceeded by 42%. Family case work formed the greater part in this area of intervention.

Due to the critical staff shortage, there is no resident officer in Regions 1, 2, 7, 8 and 9. These areas are serviced intermittently by Head Office. It is hoped that with an improvement in staff strength, there will be concomitant improvement in the quality of service to those regions.

Information revealed that during the month of December 1997, there were one hundred and twenty (120) students at the New Opportunity Corps (39 females and 81 males). During the period under review, there were two abscondees and four discharges.

WELFARE MATTERS DEALT WITH ON BEHALF OF PRISONERS

Prisoners and their families continue to utilise the Probation Service both during and after sentence. The target set in this area for the period has been surpassed by 19%. At the Georgetown Prison, two thousand seven hundred and fifty-one prisoners were interviewed. Ninety-two (92) of these prisoners received financial aid totalling \$52,530. In New Amsterdam, two hundred and seventy-nine (279) inmates have made requests and were granted assistance.

The Discharged Prisoners' Aid Committee functioned better in Berbice than in Georgetown. In Berbice, one hundred and seven (107) inmates were interviewed by the Committee and they were allocated sixteen thousand nine hundred and twenty-five dollars (\$16,925.00)

on release.

On the other hand, Georgetown Prison has been encountering problems. Although there have been eleven (11) meetings of the Committee for 1997, there has never been a quorum at these meetings. Ms. Clifton, Senior Probation and Family Welfare Officer assigned to the Prison has issued several reminders for the list of names submitted in 1996 to be urgently considered. She has also made a special request for the imprest to be increased, due mainly to the escalated cost of living and the increase in the number of the inmates.

The Lusignan Prison on the East Coast of Demerara has benefitted from several new initiatives which included a six-week Workshop on Self-Development. The theme was "Keeping People out of Prison by Treatment and Training", and was geared mainly for the rehabilitation of drug offenders. The depletion in the members of staff has resulted in very few visits to the prisons at Mazaruni and Sibley Hall.

STAFF DEVELOPMENT AND IN-SERVICE TRAINING PROGRAMME

Providing the opportunity for continued professional training of staff in terms of knowledge, techniques and skills in interpersonal relationships, diagnosis and treatment of problems has become an essential component of the Agency's programme in maintaining professionalism. Additional training sessions were arranged to facilitate the merging of the Probation and Welfare and Children's Services. A staff Conference with the theme, "Towards Improved Client Delivery Service for the 21st Century" was held in December, 1997. Justice Kissoon was invited to address the staff on "The Relevance of the Probation and Family Welfare Service to the Judicial System".

Reports on client delivery service in Georgetown and some regions, and other related issues focusing on the improvement within the Agency, were presented by some officers and discussed generally.

Monthly staff meetings were conducted to discuss new strategies for greater efficient and effective functioning and to discuss casework problems.

During the course of the year, several officers were identified at specific times to participate in appropriate training programmes both locally and overseas. On their return they were expected to share their newly acquired knowledge with colleagues.

PUBLIC EDUCATION PROGRAMME

During the year, two Seminars were held. The first was to

sensitise Homes of the need for data management and to make plans for the second Seminar. The second Seminar focused on uplifting the standards within the Homes and Orphanages. UNICEF funded this exercise and the presenters and participants revealed their satisfaction about the outcome of the programme.

ADOPTION

Eleven meetings were held for the year 1997 and an average of twelve applications was presented at each meeting.

HOMES/ORPHANAGES

MAHAICA

The daily administration of the Mahaica Home was addressed by the Administrator of the Mahaica Complex but, the direct social work intervention has been the responsibility of the Children's Service. This has now become the responsibility of the Probation and Family Welfare Service. In addition to the visits made by officers from this Service, the Mahaica Home has been blessed with a Voluntary Service Officer who lives on the premises and two Peace Corps Officers who visit occasionally to assist the occupants of the Home.

During the Christmas holidays, children spent some time with their respective families and relatives. It is envisaged that this will be an on-going process as officers undertake home/school visits.

Non-Governmental homes were visited and the staff was advised on issues that could assist in improving the quality of child care. general sanitation, nutrition and personal hygiene.

STREET CHILDREN CAMPAIGNS

Two street exercises were held in Georgetown and one in Region 3. The purpose of these exercises was to ascertain the status of Street Children and to provide appropriate social support to keep them off the streets. These exercises were the collaborated efforts of the Ministry of Education, the Security forces and the Probation and Family Welfare Service.

Follow-up exercises and programmes will be implemented during 1998.

15.5

SOCIAL SECURITY AND SENIOR CITIZENS' WELFARE UNIT**SUMMARY**

On 1st June, 1997, the Senior Citizens' and Social Security Units of the Ministry of Labour were merged and thereafter became known as the Social Security and Senior Citizens' Welfare Unit under the supervision of the Chief Social Worker. Prior to that date, there were several staff development sessions aimed at sensitizing the staff to their new roles. There was also a specialized training programme, conducted by Ms. Stella Odie-Ali, Lecturer in the Social Work Department of the University of Guyana.

The theme of the training programme was "Understanding the Elderly". These sessions were also attended by representatives from the Palms Institution. At the conclusion of the sessions, twenty-five (25) participants received certificates.

The Department, before and after the merger, continued to be the focal point of operations with subsidiaries at Mabaruma, Anna Regina, Suddie, Leguan, Wakenaam, Vreed-en-Hoop, Enmore, Mahaicony, Fort Wellington, New Amsterdam, Springlands, Bartica, Lethem and Linden.

Twenty-seven (27) of the thirty-one (31) appointed Boards met regularly within the year. Application/claims addressed to the Moruca, Mahdia, Upper and Middle Mazaruni districts were processed mainly by the Board of Poor Law Commissioners and the Bartica Board in Region 7.

There were twelve (12) meetings held by the Board of Poor Law Commissioners, and one hundred and forty-four (144) meetings held by the Boards of Guardians.

The summary of approved grants is as follows:

	OLD AGE PENSIONS	PUBLIC ASSISTANCE INDIVIDUALS
1994	6,177	1,651
1995	3,168	632
1996	3,831	983
1997	3,549	1,089

The Guyana Post Office Corporation was retained by the Ministry as the disbursement agency for Public Assistance and Old Age Pension payments. Also, the agency was retained for the distribution of Old Age Pension books at all Post Offices except Lethem, Kwakwani, Bartica and Skeldon.

At the commencement of the year, the rates of payment to our beneficiaries was as follows:

- (a) Public Assistance \$599.00 per month
- (b) Old Age Pension \$894.00 per month

The presentation of the 1997 Budget provided an increase of 12%. In the previous year 1996, there was an pronounced 15% increase.

However, the 12% increase caused the new rates of payment to be as follows:

- (a) Public Assistance = \$719.00 per individual
- (b) Old Age Pension = \$1,073.00 per individual per month

The Guyana National Service Senior Citizen's Association had not functioned and their absence had affected activities commemorating the week's programme for the elderly.

During the year, the department's related service of counselling extended beyond the office setting to that of counselling the elderly in homes and at the Golden Age Club levels.

Non-government agencies and the private sector donated items in an effort to supplement the needs of the elderly. The items were nutrients and tea-stuff to the value of \$20,088.00. These items were distributed to our Senior Citizens' Homes and to persons visiting the office.

SOCIAL SECURITY AND SENIOR CITIZENS' WELFARE SERVICE

16.5.1

REVIEW OF ACTIVITIES

SOCIAL FEEDING OF THE ELDERLY

During the year under review, supplies of rations were delivered to the residential homes for the elderly. Social feeding was also carried out by concerned individuals, special interest groups, Senior Citizens' Clubs, and non-governmental organizations.

SUPPORT TO SENIOR CITIZENS' CLUBS

The year under review saw the continuation of visits by officers of the department. Fifty-four (54) known clubs were visited and the officers encouraged the elderly to keep within the focus of their club's activities.

OBSERVANCE OF WEEK FOR THE ELDERLY

The United Nations, at a General Assembly has designated 1st October as Senior Citizen's Day. During the year, the Unit joined with the Red Cross Society on Sunday 5th to observe the International Day. Seventy (70) senior citizens from Linden, East Coast Demerara, and from the Institutional Homes in Georgetown, were provided with transportation and light refreshment as they enjoyed the Day's activities at the National Park

Sixty-two senior citizens were taken on a conducted tour in Region #4. They viewed the new housing schemes at Melanie Danishana and Enterprise, also DENMOR Garment Manufacturing Complex and the construction of the new East Coast Demerara Highway located on the former railway embankment.

SENIOR CITIZENS' POLICY DEVELOPMENT COMMITTEE

The Committee, which was established in September, 1996, held twenty-one meetings and two seminars during the year. Its function was to develop a draft policy and to make recommendations for the enhancement of the quality of life of the elderly in Guyana. The data which was collected was compiled into a draft report which was being studied by the members of the Committee. It was envisaged

that the findings and recommendations of the committee will provide sufficient basis and additional reasons for revising the legislation pertaining to the rights and protection of the destitute and elderly in Guyana.

REPLACEMENT OF LOST/MISPLACED OLD AGE PENSION BOOKS

In 1997 two hundred and three (203) Old Age Pensioners reported that their booklets were either stolen, misplaced or defaced. They were all replaced after the relevant formalities were completed.

In comparison, during 1995 and 1996, there were two hundred and forty (214) and two hundred and forty (240) such cases reported.

EFFECTIVE BENEFICIARIES

REGION	INDIVIDUALS IN RECEIPT OF PUBLIC ASSISTANCE	INDIVIDUALS IN RECEIPT OF OLD AGE PENSIONS
1	662	1,002
2	1,525	1,859
3	3,013	4,736
4	2,921	8,802
5	898	2,230
6	2,361	5,657
7	267	665
8	10	110
9	06	580
10	605	1,657
Georgetown	1,427	8,913
	13,695	36,211

APPENDICES

17.0

**STATISTICAL SERVICES DIVISION
ANALYSIS OF PUBLIC AND PRIVATE SECTORS ENGAGEMENT AND
TERMINATION DATA**

The Statistical Services, in pursuit of its objectives, continuously assessing the Labour force stability and instability within the Public Sector, has carried out an on-going survey of engagements and terminations within the sectors. This survey was executed through the medium of monthly returns from the relevant agencies.

These returns provided the data for analysis of the returns of the Annual Report for 1997.

For the year under review engagement and termination data was received from fourteen (14) public sector agencies.

ENGAGEMENT DATA

Returns from nine entities revealed that there were two hundred and fourteen engagements during 1997. Of these, forty-one (38) or 17.8 % entered the world of work for the first time.

Some Public Corporations and private entities failed to submit the data required for a comprehensive analysis of the functioning of the public sector. In fact, Public Corporations and private entities accounted for 125 persons or 58.4% and the remaining 89 or 41.9% were employed by Government ministries

The engagement data was analysed by a number of variables so as to assess the functioning of the public sector. These variables are:

- i) By sex
- ii) By age range
- iii) By occupational categories

BY SEX	NO.	%
Males	153	71.5
Females	15	26.2
Not stated	5	2.3
	214	100

TERMINATION DATA ANALYSIS

For the year under review data received from five entities revealed that there were five hundred and fifty-five (555) persons whose services were terminated.

The data is presented through five (5) variables to enable the Division to make an assessment of the possible effects of these terminations. The variables are as follows:

- i) Sex**
- ii) Age Range**
- iii) Occupational Categories**
- iv) Length of Service**
- v) Reasons for Leaving**

The table below displays the data under these variables:

SEX	NO	%
Males	361	
Females	194	35
Not stated	----- 555	100

194.

AGE RANGE	NO.	%
Less than 21	38	17.8
21 - 30	104	48.6
31 - 40	56	26.2
41 - 50	12	5.6
Over 50	4	1.8
	214	100

OCCUPATIONAL CATEGORIES	NO.	%
Administrative	6	2.8
Senior Technical	3	1.4
Other Technical and Craft	46	21.5
Clerical and Office Support	34	15.9
Semi-skilled operatives & unskilled	125	58.4
Not stated		
	214	100

AGE RANGE	NO	%
Under 21 years	50	9
21 - 30	224	40.4
31 - 40	138	24.9
41 - 50	72	12.9
Over 50	56	10.1
Not stated	15	2.7
	<hr/>	
	555	100
	<hr/>	

OCCUPATIONAL CATEGORIES	NO	%
Administrative	13	2.3
Senior Technical	50	9
Other Technical & Craft	85	15.3
Clerical & Office Support	168	30.3
Semi-operatives & Unskilled	238	42.9
Not Stated	1	.2
	<hr/>	
	555	100
	<hr/>	

LENGTH OF SERVICE	NO.	%
Less than one year	33	5.95
1 - 5 years	161	29
6 - 10 years	144	25.94
11 - 15 years	29	5.22
16 - 20 years	60	10.8
Over 20 years	112	20.2
Not Stated	16	2.9
	555	100

REASONS FOR LEAVING	NO.	%
Dismissals	180	32.4
Resignations	90	16.2
Retired	54	9.7
Retrenched	217	39.1
Deceased	10	1.8
Medically unfit	2	.4
Promotions	2	.4
Other	-	-
	555	100

**CURRENT EXPENDITURE 1997,
HEAD 46, MINISTRY OF LABOUR, HUMAN SERVICES
AND SOCIAL SECURITY**

SUBHEAD	DESCRIPTION	1997 REVISED BUDGET \$000	TOTAL EXPENDITURE
	SALARIES		
101	Administrative	8,434	7,171
102	Senior Technical	3,486	2,983
103	Other Technical & Craft Skilled	9,419	8,876
104	Clerical and Office Support	7,844	7,198
105	Semi-skilled Operatives and Unskilled	15,967	14,610
106	Other Employees	4,292	4,070
	OVERHEAD EXPENSES		
201	Other Direct Labour Cost	5,048	5,037
203	Benefits and Allowances	13,032	12,082
204	National Insurance	3,281	3,247
	OTHER CHARGES		
302	Materials, Equipment and Supplies	8,533	8,098
303	Fuel and Lubricants	3,600	3,444
305	Rental and Maintenance of Buildings	8,395	8,299

SUBHEAD	DESCRIPTION	1997 REVISED BUDGET	TOTAL EXPENDITURE
305	Maintenance of Infrastructure	400	-
306	Electricity charges	10,500	9,979
307	Transport, Travel & Postage	6,785	5,839
308	Telephone Charges	905	843
309	Other Charges Purchased	25,328	23,640
310	Education, Subvention, Grants and Scholarships	870	391
312	Subsidies and Contributions to Local and International Organizations	695,863	695,574
314	Other	571,915	564,054

CAPITAL EXPENDITURE
MINISTRY OF LABOUR, HUMAN SERVICES
AND SOCIAL SECURITY

SUBHEAD	DESCRIPTION	1997 REVISED VOTED PROVISION (\$'000)	1997 EXPENDITURE (\$'000)
28 - 001	Georgetown Remedial and Sewerage Project	744,000	744,000
28 - 005	Rural Water supply	10,000	-

SUBHEAD	DESCRIPTION	1997 REVISED VOTED PROVISION (\$'000)	1997 EXPENDITURE (\$'000)
19 - 001	SIMAP	1,506,202	1,500,999

SUBHEAD	DESCRIPTION	1997 REVISED VOTED PROVISION (\$'000)	1997 EXPENDITURE (\$'000)
12 - 001	Buildings	15,000	14,475
12 - 003	Youth	4,000	4,000
24 - 001	Land Transport	7,000	5,581
25 - 001	Office Equipment	1,500	1,482
25 - 002	Equipment	4,382	4,243
		31,882	29,781

SUMMARY - 1997

CURRENT EXPENDITURE (\$'000)

Approved Estimates	\$1,367,897
Supplementary Allocation	<u>\$ 36,000</u>
Revised Estimates	\$1,403,897
Total Releases	\$1,398,191
Total Expenditure	\$1,385,435

CAPITAL (\$'000)

(2) SIMAP

Approved Estimates	\$1,183,202
Supplementary	<u>\$ 348,000</u>
Revised Estimates	\$1,531,202
Total Releases	\$1,500,999
Total Expenditure	\$1,500,999

(1) Approved Estimates	\$31,000
Supplementary	<u>\$ 882</u>
Revised Estimates	\$31,882
Total Releases	\$31,882
Total Expenditure	\$29,781

(3) GUYWA

Approved Estimates	\$1,028,809
Total Releases	\$ 950,680
Total Expenditure	\$ 950,680

17.2

OSH STATISTICAL DATA BY YEAR 1997**TABLE NO. 1**

NO.	ITEM	AMOUNT
1.	Inspections	547
2.	Accidents Non-Fatal	3,335
3.	Accidents Fatal	9
4.	Accident Investigations	273
5.	Complaints Investigated	26
6.	OSH Lectures	62
7.	Seminar/Workshop	6
8.	Comments on Building Applications	59
9.	Steamboiler Inspections	44
10.	Factories Registered	10

17.2.1

**OSH STATISTICAL DATA BY YEAR
1993 - 1997**

TABLE NO. 2

NO.	ITEM	1993	1994	1995	1996	1997
1.	Inspections	444	439	524	435	552
2.	Accidents Non-Fatal	8,383	6,445	5,174	3,848	3,335
3.	Accidents - Fatal	8	12	5	"	9
4.	Accident Investigations	131	190	223	202	273
5.	Complaints	10	15	24	33	26
6.	OSH Lectures	31	23	72	85	62
7.	Seminars/Workshops	5	7	17	20	6
8.	Comments on Building Applications	30	64	37	40	59
9.	Steamboiler Inspections	55	56	70	56	44
10.	Factories Registered	28	9	12	6	10

SUMMARY OF 1997 VOTED PROVISION

CURRENT EXPENDITURE (\$'000)

Approved Estimates	\$1,367,897
Supplementary Allocation	\$ <u>36,000</u>
Revised Estimates	\$1,403,897
Total Releases	\$1,398,191
Total Expenditure	\$1,385,435

CAPITAL (\$'000)

(2) SIMAP

Approved Estimates	\$1,183,202
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Revised Estimates	\$1,531,202
Total Releases	\$1,500,999
Total Expenditure	\$1,500,999

(1) Approved Releases	\$31,000
Supplementary	\$ <u>882</u>
Revised Estimates	\$31,882
Total Releases	\$31,882
Total Expenditure	\$29,781

(3) GUYWA

Approved Estimates	\$1,028,809
Total Releases	\$ <u>950,680</u>
Total Expenditure	\$ 950,680

17.2.2

**REPORTED INDUSTRIAL ACCIDENTS
ANALYSIS BY INDUSTRIAL CLASSIFICATION
1993 - 1997**

TABLE NO. 3

INDUSTRY	ACCIDENTS	
	Non-Fatal	Fatal
Agriculture	3,089	-
Mining & Quarrying	20	-
Manufacturing	200	-
Forestry	3	-
Electricity, Gas and Water	16	-
Commerce	3	-
Communication	4	-
Construction	-	-

17.2.3

**COMPARATIVE ANALYSIS OF INDUSTRIAL ACCIDENTS
BY MAIN INDUSTRIES
1993 - 1997**

TABLE NO. 4

INDUSTRY	1993	1994	1995	1996	1997
Agriculture	7,355	5,654	4,391	3,462	3,089
Mining & Quarrying	266	254	255	68	20
Manufacturing	473	248	244	283	200
Forestry	-	-	-	6	3
Electricity, Gas and Water	-	-	-	25	16
Commerce	159	156	154	4	3
Service	136	133	130	-	-
Communication	-	-	-	2	4
Construction	-	-	-	2	-

TABLE NO.5

17.2.4

**COMPARATIVE ANALYSIS OF INDUSTRIAL ACCIDENTS
1993 -1997**

ACCIDENTS	1993	1994	1995	1996	1997
Non-fatal	8,383	6,445	5,174	3,848	3,335
Fatal	8	12	5	11	9

TABLE NO. 6

17.2.5

**INDUSTRIAL ACCIDENTS % CHANGES
1993 - 1997**

ACCIDENTS	1993-1994	1994-1995	1995-1996	1996-1997
Non-fatal	23.1%	19.7%	25.6%	13.7%
Fatal	50%	58.3%	54.5%	18.1%

17.3

**NUMBER OF PERSONS REGISTERED FOR EMPLOYMENT THROUGH
THE RECRUITMENT AND PLACEMENT SERVICE**

ITEM	1992	1993	1994	1995	1996	1997
REGISTRATION						
Head Office - Region No. 4	2,416	3,014	3,214	2,118	2,008	2,056
Fort Wellington, Region No. 5	195	92	104	159	180	154
Ne Amsterdam, Region No. 6	659	623	514	383	381	307
Vreedenhoop, Region No. 3	376	381	346	219	258	144
Anna Regina, Region No. 2	485	497	471	241	342	228
Linden, Region No. 10	80	90	50	43	20	17
Seamen	486	431	453	137	604	251
TOTAL	4, 697	5,128	5,152	3,300	3,818	3,157

17.3.1

**NUMBER OF PERSONS PLACED IN EMPLOYMENT THROUGH
THE RECRUITMENT AND PLACEMENT SERVICE**

ITEM	1992	1993	1994	1995	1996	1997
PLACEMENT						
Head Office - Region No. 4	3,340	3,974	2,853	2,162	1,713	1,734
Fort Wellington - Region No. 5	40	93	128	165	105	144
New Amsterdam - Region No. 6	534	685	476	329	380	222
Vreed-en-Hoop - Region No. 3	278	125	224	258	276	172
Anna Regina - Region No. 2	100	324	300	194	227	202
Linden - Region No. 10	44	50	10	15	8	11
Seamen	914	1,928	1,074	715	604	305
TOTAL	5,250	6,279	5,065	3,838	3,313	2,790

**SOCIAL SECURITY AND SENIOR CITIZENS'
WELFARE SERVICE**

17b4

**SUMMARY OF BOARD MEETINGS
1997**

REGION	NUMBER OF MEETINGS	OLD AGE PENSIONS APPROVED	PUBLIC ASSISTANCE INDIVIDUALS APPROVED
1	3	88	02
2	12	196	260
3	27	385	91
4	41	996	110
5	11	250	100
6	28	471	140
7	07	47	20
8	02	11	-
9	04	90	-
10	09	133	196
G/town P.L.C.	12	882	170
	156	3,549	1,089

17.5

PROBATION AND FAMILY WELFARE SERVICE PERFORMANCE RATING

COMPARATIVE ANALYSIS

NO. AREAS OF FOCUS	PERFORMANCE ON OUTPUT OF AVAILABLE RESOURCES				TARGET SET 1997	TARGET ACHIEVED 1997	% ACHIEVED 1997
	1993	1994	1995	1996			
1. Social Enquiry reports to Courts, International Social Services, etc.	340	339	443	315	342	342	114
2. Court Matrimonial and maintenance matters investigated, presented and supervised.	15	2	2	10	12	8	67
3. Probationers, Money Payment Orders and Licence.	50	53	79	79	96	69	72
4. Kindred Social and Private Matrimonial cases investigated.	3287	2992	3052	3397	3050	4341	142
5. Prisoners interviewed and welfare contacts made on their behalf.	3897	3057	3009	3469	3000	3571	119
6. Staff Development Programme.	19	13	14	12	12	17	142
7. Public Education Programme.	55	88	127	182	144	164	114
8. Care Workers' Seminar	1	1	1	1	2	2	100

NO. AREAS OF FOCUS	PERFORMANCE ON OUTPUT OF AVAILABLE RESOURCES				TARGET SET 1997	TARGET ACHIEVED 1997	% ACHIEVED 1997
	1993	1994	1995	1996			
9. Social Investigation	288	240	140	185	200	271	136
10. Adoption	200	350	172	455	144	170	119
11. Visits (Homes/Orphanages)	300	58	100	110	300	216	72
12. Street Children's Campaign	1	1	2	3	2	3	150

17.5.1

PROBATION AND FAMILY WELFARE SERVICE**COURT MATTERS FOR 1997**

NO.	OFFENCE	Region	Region	Region	Region	Total
		6	3	East Coast Demerara	Georgetown	
1.	Felonious Wounding	2	-	1	1	4
2.	Carnal Knowledge of Juvenile	3	-	1	-	4
3.	Possession of Narcotics	1	2	4	2	9
4.	Larceny from Person	1	-	-	3	4
5.	Assault	5	12	-	29	46
6.	Setting fire to Building	1	-	-	-	1
7.	Unlicensed Driver	1	-	-	-	1
8.	Breach of Insurance	1	-	-	-	1
9.	Threatening Behaviour	2	5	2	17	26
10.	Assault Causing Actual Bodily Harm	1	8	-	22	31
11.	Unlawful and Malicious Assault	1	-	-	-	1
12.	Murder	2	-	-	2	4
13.	Inflicting Grievous Bodily Harm	1	4	2	3	10
14.	Wandering	6	2	1	4	13
15.	Manslaughter	1	-	1	6	8
16.	Simple Larceny	2	-	7	7	16
17.	Custody	1	-	-	3	4
18.	Unlawful and Malicious Wounding	4	8	2	20	34
19.	Vagrancy	1	-	-	-	1
20.	Malicious Damage to Property	-	4	1	4	9

21. Breaking and Entering and Larceny	-	1	1	6	8
22. Death by Dangerous Driving	-	1	-	-	1
23. Disorderly Behaviour	-	1	-	-	1
24. Receiving Stolen Property	-	-	-	1	1
25. Escape from Lawful Custody	-	1	2	-	3
26. Incest	-	1	-	-	1
27. Maintenance of Wife	-	1	-	-	1
28. Trafficking of Narcotics	-	2	-	1	3
29. Threatening Language	-	1	1	5	7
30. Unlawful Possession	-	1	2	1	4
31. Gross Indecency	-	-	1	-	1
32. Fraudulent Conversion	-	-	1	1	2
33. Assaulting Peace Officer	-	-	1	1	2
34. Larceny of Animal kept in Confinement	-	-	1	-	1
35. Indecent Assault	-	-	3	2	5
36. Buggery	-	-	1	1	2
37. Robbery Under Arms	-	-	-	1	1
38. Robbery with Violence	-	-	-	2	2
39. Robbery with Aggravation	-	-	-	1	1
40. Ill-treatment of Child	-	-	-	1	1
41. Making a False Statement	-	-	-	1	1
42. Falsification of Account	-	-	-	1	1
43. Larceny by a Clerk / Servant	-	-	-	1	1
44. Obstructing Peace Officer	-	-	-	1	1
45. Assaulting Peace Officer	-	-	-	1	1
46. Indecent Language	-	-	-	1	1
47. Larceny of Firearms	-	-	-	1	1
TOTAL					281

INDUSTRIAL RELATIONS

STRIKES

A total of three hundred and five (305) strikes were recorded during the year of which two hundred and seventy-five (275) occurred in the Sugar Industry. Eighty-six (86) strikes less were recorded than in 1996. The table below shows the breakdown of strikes by industries in comparison from 1994 to 1997:

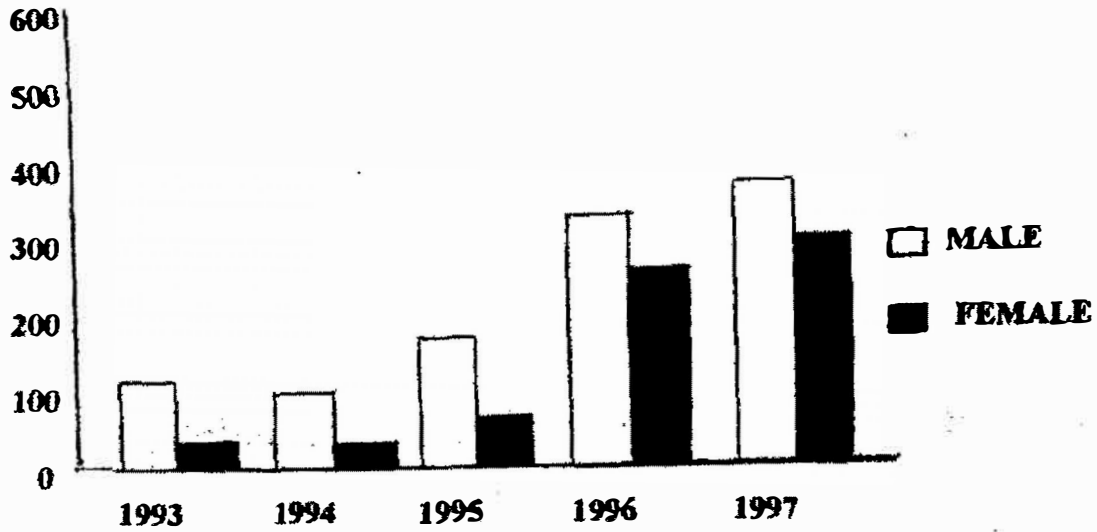
INDUSTRY	NO. OF STRIKES				MANDAYS LOST				WAGES LOST			
	94	95	96	97	94	95	96	97	94	95	96	97
Sugar	446	413	378	275	71,986	79,993	104,109	89,865	48,884.51	69,300,000.00	86,683,736.00	98,852,379.00
Bauxite	-	-	-	2	-	-	-	477	-	-	-	1,442,448.00
GPSU - Ministry of Health)	-	-	1	-	-	-	-	-	-	-	-	-
Ministry of Agriculture)	-	-	-	-	-	-	-	-	-	-	-	-
MMA/ADA - Region 5)	-	-	-	6	-	-	-	3,008	-	-	-	710,774.00
Transport & Harbours Department	-	-	-	2	-	-	-	24	-	-	-	7,800.00
Harbour Bridge	-	-	-	1	-	-	-	73	-	-	-	-
National Parks Commission	-	-	-	1	-	-	-	31	-	-	-	-
Georgetown Seafoods	-	-	-	2	-	-	-	916	-	-	-	-
Omni	-	-	-	2	-	-	-	991	-	-	-	2,720,610.00
Toolie Permad	-	-	-	1	-	-	-	427	-	-	-	-
Guyana School of Agriculture	-	-	-	1	-	-	-	165	-	-	-	-
Guyana Pharmaceutical Corporation	-	-	-	1	-	-	-	41	-	-	-	39,943.00
Barima	-	-	-	1	-	-	-	2,302	-	-	-	1,766,800.00
Teachers	-	-	-	1	-	-	-	-	-	-	-	-
Mahaicony/Abary Rice Dev. Scheme	-	-	-	1	-	-	-	-	-	-	-	-
Guyana Lybia Agriculture	-	-	-	2	-	-	-	27	-	-	-	-
Demerara Distillers Ltd.	-	-	-	1	-	-	-	165	-	-	-	379,991.00
Guyana Stores Ltd.	-	-	-	1	-	-	-	660	-	-	-	425,302.00
SAPIL	-	-	-	1	-	-	-	121	-	-	-	100,583.00
GUYOIL	-	-	-	1	-	-	-	-	-	-	-	-
Georgetown City Council	-	-	-	1	-	-	-	-	-	-	-	-
Alcide Guyana	-	-	-	1	-	-	-	210	-	-	-	210,000.00
TOTAL				305				99,503				105,855,857.00

BOARD OF INDUSTRIAL TRAINING

17.7

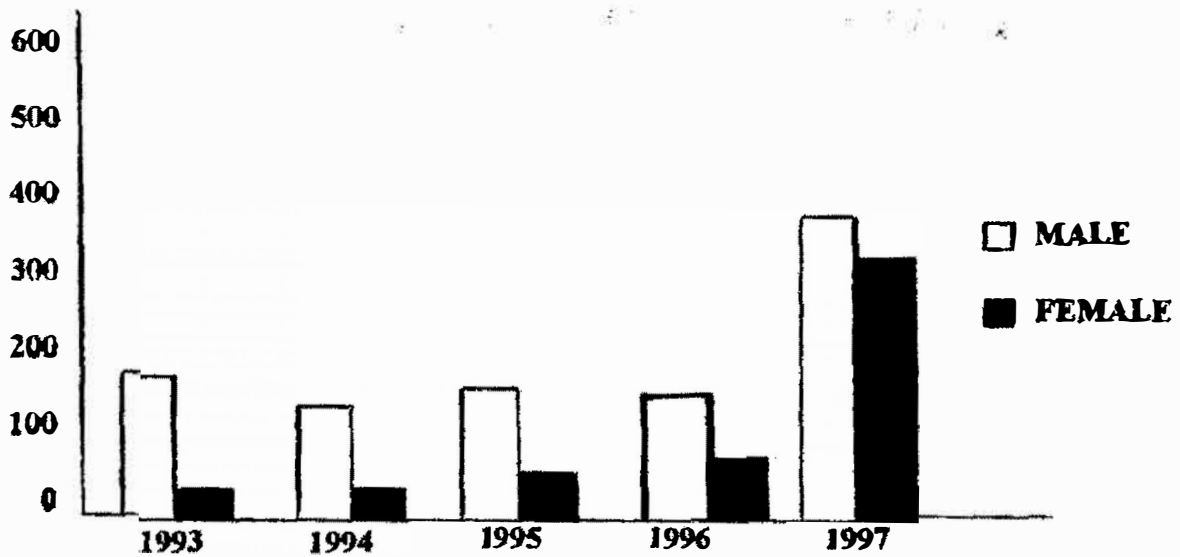
17.7.1

REGISTRATION BY GENDER



17.7.2

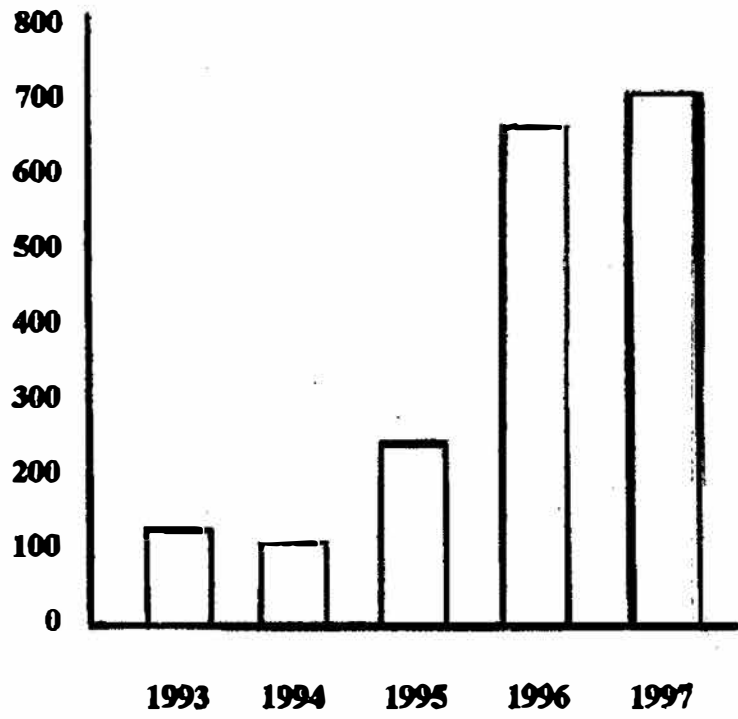
CERTIFICATION BY GENDER



**GRAPHS OF STRIKES,
INDUSTRIAL
ACCIDENTS AND
EMPLOYMENT**

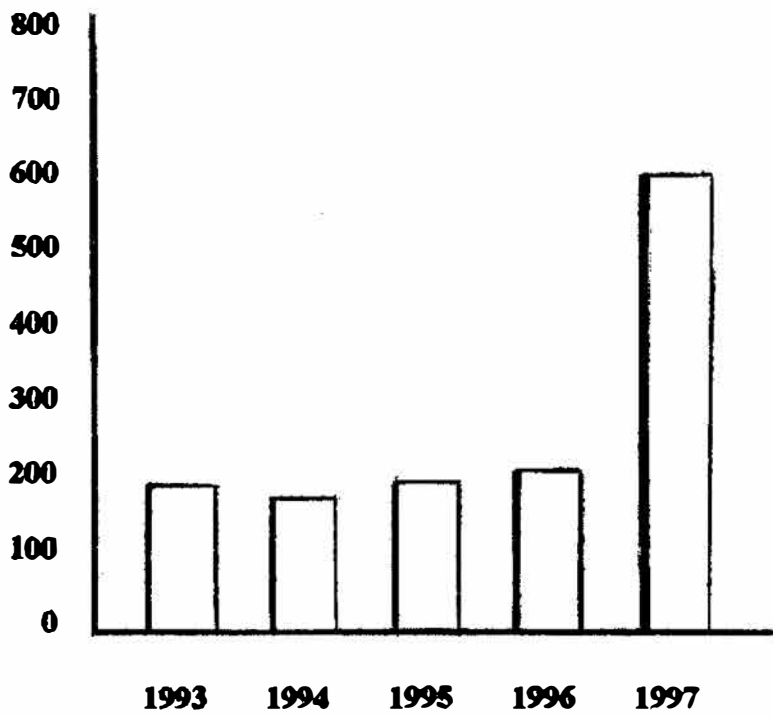
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REGISTRATION

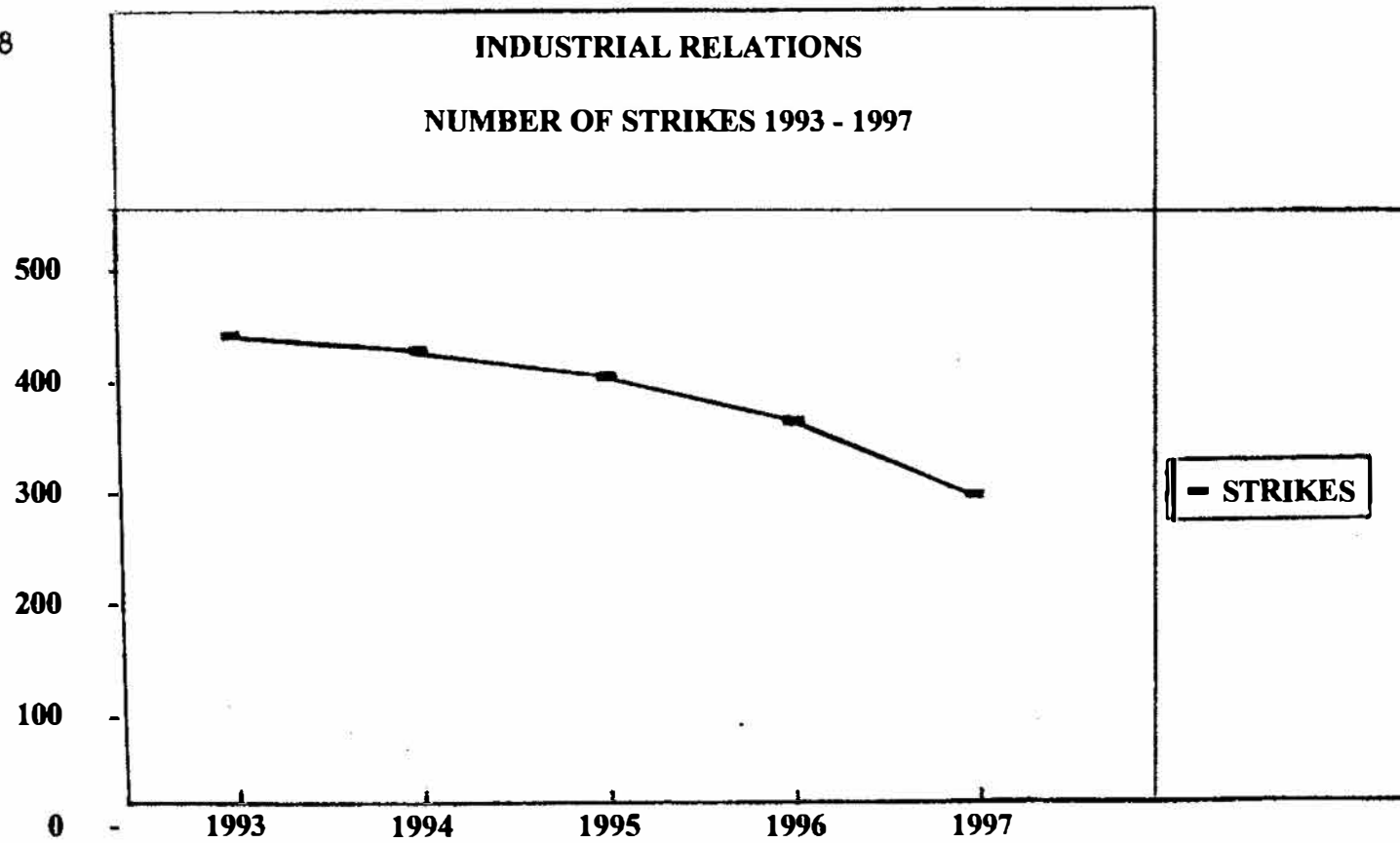


17.7.4

CERTIFICATION



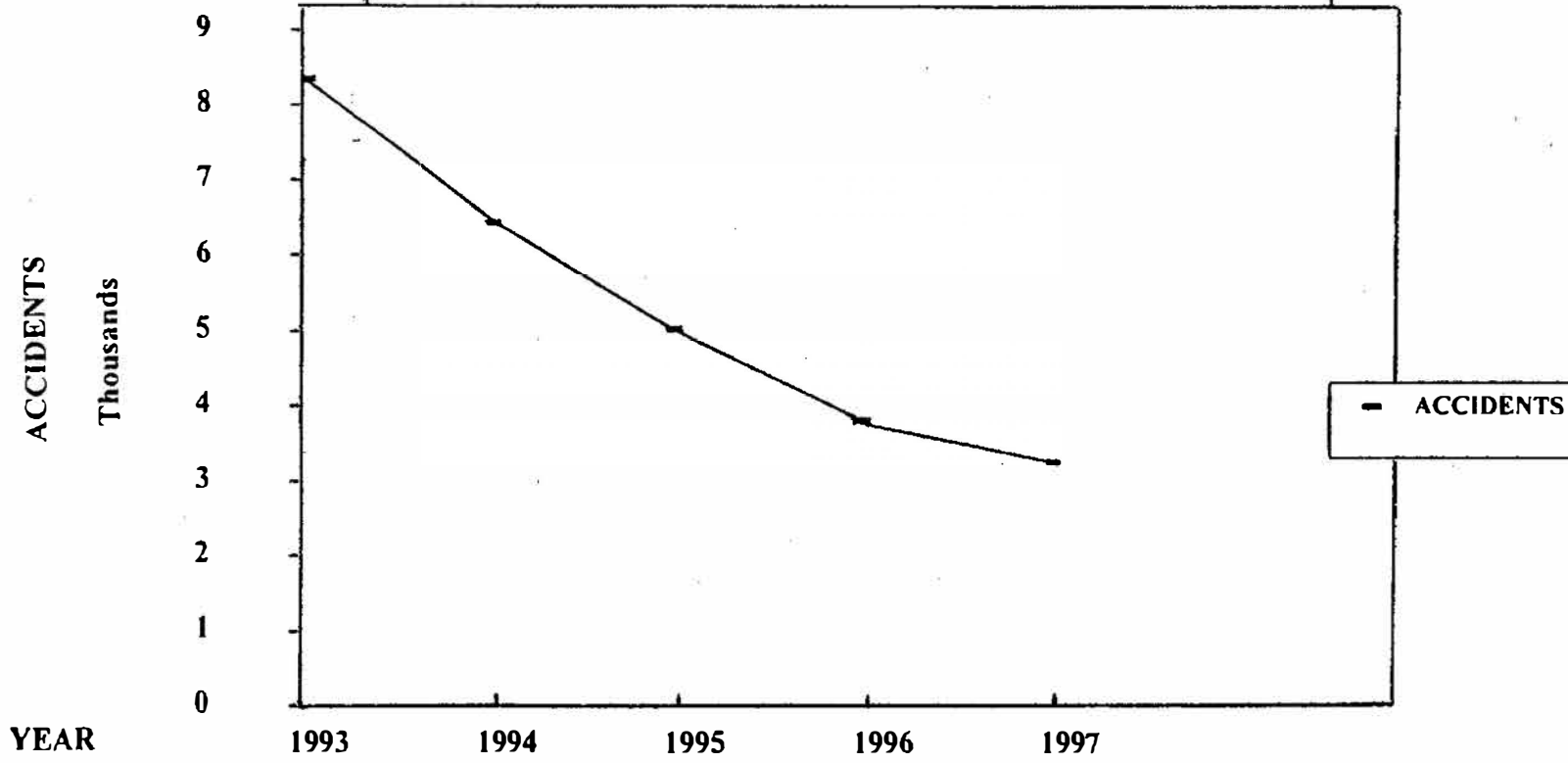
17.8



17.9

OCCUPATIONAL SAFETY & HEALTH

INDUSTRIAL ACCIDENTS 1993 - 1997



**RECRUITMENT AND PLACEMENT
PERSONS PLACED IN EMPLOYMENT 1993 - 1997**

