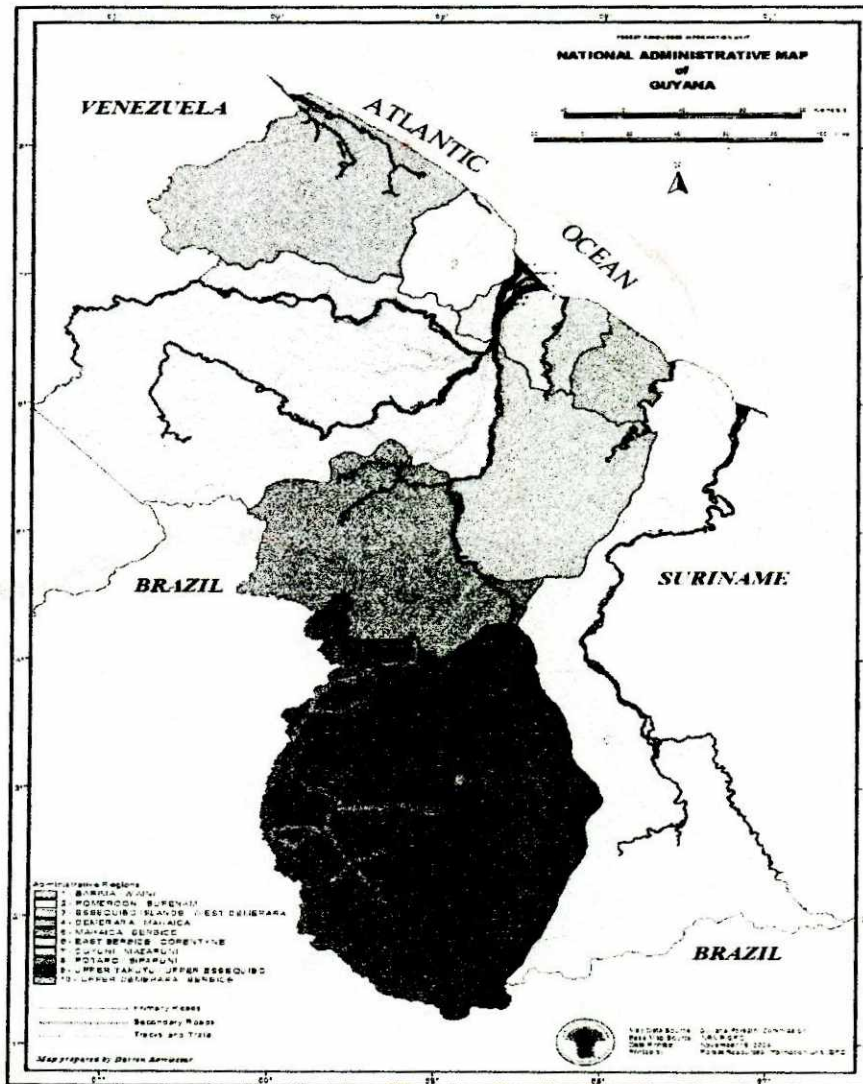


Ministry of Local Government & Regional Development



ANNUAL REPORT 2004

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LIST OF ACRONYMS

BNTF	Basic Needs Thrust Fund
CBOs	Community Based Organisations
CDC	Community Development Council
CIDA	Canadian International Development Agency
DFID	Department for International Development
GGMC	Guyana Geology & Mines Commission
GOG	Government of Guyana
IDB	Inter-American Development Bank
ILO	International Labour Organisation
LEAP	Linden Economic Advancement Programme (EU)
MGMP	Municipal Governance and Management Programme
MLGRD	Ministry of Local Government and Regional Development
MOFA	Ministry of Foreign Affairs
MOH	Ministry of Health
MOHA	Ministry of Home Affairs
NDC	Neighbourhood Democratic Council
NGOs	Non Governmental Organisations
PAHO	Pan-American Health Organisation
RDO	Regional Development Officer
RDC	Regional Democratic Council
UDP	Urban Development Programme
UG	University of Guyana
UNDP	United Nations Development Programme
UNICEF	United Nations Children's Fund
UWI	University of the West Indies
WHO	World Health Organisation

1.0

EXECUTIVE SUMMARY

The Ministry of Local Government and Regional Development is the primary government Agency which links the various authorities with Central Government. It facilitates, coordinates and monitors the execution and implementation of a number of projects, programmes and activities in the various local government administrations and ensures that these activities are in conformity with the legal framework and the policies of the Government.

For a number of years the Ministry was faced with a staff dearth and has tried to arrest this during the foregone year, however, there are still some key positions that remain vacant and will be pursued aggressively during 2005. Orientation training activities and other training initiatives were provided for staff development.

The Regions, Neighbourhood Democratic Councils, Municipalities and Community Development Councils, despite a relatively late budget and the prolonged rainy season were able to successfully complete their work programmes.

The Ministry will continue to support the Urban Development Programme to ensure the initiatives are implemented in the Municipal Councils through the Municipal Service Division. Further, the Ministry sought to strengthen the relationship between the UDP and MGMP so as to maximize their resources to the Municipalities.


For the period under review the Ministry was faced with many challenges, such as inadequate office accommodation, staff not being fully trained to use the IFMAS System and delay in responses from other sector Ministries. However the Ministers, Permanent Secretary and staff rallied to ensure that the objectives were realised.

For 2005 the Ministry will initiate several programmes to improve the performance of the Ministry and the local government entities.

These will include: -

- 1 The development of a Strategic Plan for the Ministry. This will be sponsored by MGMP.
- 2 The strengthening of the Ministerial HIV /AIDS Committee and the establishing of the HIV/AIDS Secretariat.
- 3 Increase training programmes for the Neighbourhood Democratic Councils and Municipalities.
- 4 Establishment of an Agency Budget Committee (A.B.C).
- 5 Establishment of a National Events Committee.
- 6 Effectively manage the UDP and Solid Waste Management Programme.

The Ministers, Permanent Secretary and staff are committed to ensuring that the Mission of the Ministry is realised.


.....
Ganga Persaud
Permanent Secretary
Ministry of Local Government &
Regional Development
April 2005

3.0

MISSION STATEMENT

“To supervise and maintain the legal and regulatory frameworks for the systems of Regional and Local Administration, to ensure and facilitate the economic development of the Regions.”

“To promote the continued integration of the Hinterland Communities into the wider Guyanese society, and to encourage their economic and social development in the Hinterland Regions.”

3.0 ORGANISATION AND MANAGEMENT

The Ministry of Local Government and Regional Development address its mission through three programmes: Main Office, Ministry Administration and Regional Development.

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

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

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

These are further subdivided into sub-programmes, namely:

Programme 1: Main Office

Sub Programmes:

- 1 Office of the Minister
- 2 Minister within the Ministry of Local Government
- 3 Office of the Director - CDC
- 4 Office of the Permanent Secretary

Programme 2 Ministry Administration

Sub Programmes:

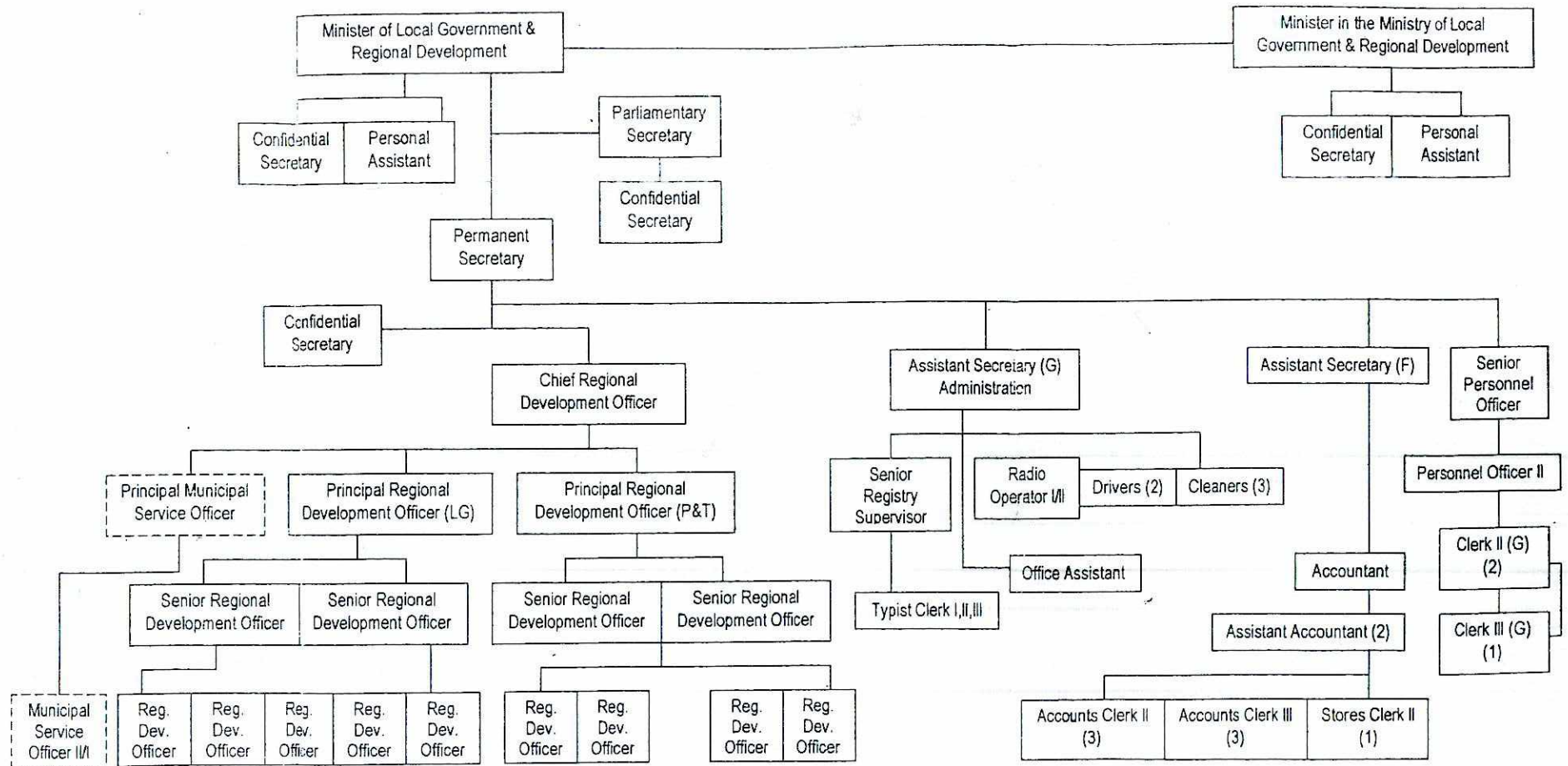
- 1 General Administration
- 2 Central Accounting

Programme 3 Regional Development

Sub Programmes:

- 1 Local Government
- 2 Planning and Training
- 3 Municipal Service Division.

3.1 **MINISTRY OF LOCAL GOVERNMENT & REGIONAL DEVELOPMENT
ORGANISATIONAL CHART**



4.0**OVERVIEW OF THE MINISTRY**

The Ministry of Local Government is the primary Government Agency that links the various authorities with the Central Government. For 2004 the Ministry's areas of focus were:

1. Coordinate, administer and manage the overall activities and functions of the Central Ministry.
2. Articulate and disseminate national policies that are to be implemented by the Regional Administrations.
3. Coordinate the activities of the various Regional Administrations so as to ensure that national policy positions are pursued and objectives are realised.
4. Give technical advice and guidance to the ten (10) Administrative Regions, sixty-five (65) Neighbourhood Democratic Councils of Guyana in the discharge of their statutory functions.
5. Coordinate programmes to develop and monitor activities of the six (6) Municipalities.
6. Formulate and coordinate programmes to develop and monitor the Community Development Councils.
7. Ensure financial practices in all tiers of local government are in accordance with the Financial Administration and Audit Act.
8. Facilitate economic, social and cultural development in the ten regions by rehabilitation and upgrading of drainage and irrigation, roads, bridges, power generation and other infrastructural works.
9. Execute Phase II of the Urban Development Project (infrastructure) and successful completion of deliverables in the institutional strengthening and valuation reform components of the project.
10. Facilitate the phasing out of the Mandela Avenue Dump Site and the construction of a state-of-the-art facility at Haags Bosch.

11. Continue to support the Local Government Reform process prior to new Local Government elections
12. Serve as liaison between other sector Ministries and the regional administrations.

5.0

HUMAN RESOURCE MANAGEMENT

Over the years, the expectations of the Ministry have been constantly shifting, which is a reflection of our changing society and the dynamism of local government in Guyana. However, since its establishment, the Ministry has experienced a staff dearth and worked assiduously to have this situation reversed.

For 2004 the Ministry aggressively pursued an employment drive, which led to the employment of five Administrative recruits, six contractual staff, five Typist Clerks and an Office Assistant. Two staff members were promoted whilst two became recipients of an acting allowance. There was a change in Permanent Secretary, Mr Ganga Persaud who was transferred from the Ministry of Education to replace Mr Philip Hamilton who was transferred to the Ministry of Labour, Human Services and Social Security. There were also seven resignations, two retirements and one dismissal.

In April 2004, the Municipal Service Division was established as a benchmark of the Urban Development Programme (UDP). The intention is to ensure continuity after the conclusion of the UDP and to ensure the sustainability of existing infrastructure as it relates to maintenance and further development of municipal infrastructure in urban areas of Guyana to international standards.

The Ministry for the latter part of the year had made several recommendations for the filling of vacancies to the Public Service Ministry (PSM) and the Public Service Commission (PSC), it is envisaged that this will be realised in 2005. This is necessary since there are steps in place to strengthen the Planning Unit, the formulation of a Strategic Plan and the

strengthening of our capacity to monitor and evaluate programmes and projects in the Regional and local government administrations. These actions are necessary to ensure the achievement of National Policy directives.

The physical environment of the Ministry has posed a severe challenge in terms of office space and the Ministry recommends that due to staff increase alternative accommodations be provided.

6.0 INSTITUTIONAL STRENGTHENING

6.1 URBAN DEVELOPMENT PROGRAMME

PRSP POLICY OBJECTIVE: Support institutional reforms to improve the efficiency and effectiveness of Municipalities.

Achievements of the Institutional Development Department for 2004 to date

The department administers the Institutional Strengthening and Capacity Building Component of the UDP. The achievements to date for 2004 are stated below:

1) Direct Reporting of Municipalities to MLGRD

Paper on direct reporting was prepared and was approved by Cabinet and the Minister; MLGRD promulgated an order rescinding the authority delegated to the RDCs to supervise Municipalities. All Municipalities now report directly to MLGRD.

2) Simplified and Transparent Mechanisms for Fiscal Transfers

Recommendations were made by the Department/PEU on the matter of Fiscal Transfers. Data was supplied to MOF to validate a model designed by the Ministry. The model is being tested at present.

3) Reviewed 28:01 Laws

Amendments to the above Laws which were prepared by consultants hired by the Department, were approved in principle by Cabinet and sent for vetting to the AG's Chambers.

4) **Municipal Business Plans**

The Business Plans for Municipalities were completed and approved by the Municipal Councils. The Business plan is a five- year plan designed to improve the Municipalities service delivery to their constituents.

5) **Training Municipal Services Officers**

The Department prepared and implemented a seventeen-week initial Orientation programme for the MSOs. This involved attachments of one week, sixteen weeks and sixteen weeks to PEU/UDP, MLGRD and Georgetown Municipality respectively.

6) **New Municipal Budget Process**

The Department devised and trained Municipalities in a new and comprehensive municipal budget process, which places emphasis on prior consultations, an efficient internal budget preparation system and a public Budget hearing.

7) **MCR Seminar**

A series of seminars was held to re-acquaint Municipalities with the requirements of the MCR- Municipal Corporate Review programme. This is soon to be implemented.

8) **Preparation of 2005 Municipal Budgets**

The Department has hired consultants to assist four Municipalities in the preparation of their 2005 Budgets in conformity with the requirements of the last IDB mission.

Department staff is assisting the other two Municipalities in the same manner. Five Municipalities have completed the Budget 2005 using the approved Chart of Accounts. The other Municipality, Georgetown, was exempted from using the Chart of Accounts for 2005.

6.1.1 INFRASTRUCTURE COMPONENT

PRSP POLICY AREA: Improve infrastructure to support growth and development.

ACHIEVEMENTS FOR 2004

1. Phase 1 Stage 1 Civil Works

All civil works completed prior to 2004.

2. Phase 1 Stage 2 Civil Works

- **Rehabilitation of Roads and Drains, Corriverton and Rose Hall**

*Jackman Drive, James Street & Market Street, Corriverton
Middle Street (North) and Middle Street (South), Rose Hall*

Work is in progress.

- **Rehabilitation of Roads and Drains, New Amsterdam**

*Vryheid Street, Smythfield Road, Amsville Road, Alexander Street, Overwinning
Access Road and Lot 49 Stanleytown Road*

- **Rehabilitation of Roads & Drains, Georgetown**

Bent, Hadfield, John and Lombard Streets

Work commenced on August 5, 2004 and is expected to be completed by My 16,

2005.

..16

- **Construction of New Amsterdam Abattoir**

Designs to local standards have been completed. Awaiting IDB's "no objection"¹ to the request for invitations for bids for contractors.

3. Phase 2 Civil Works

Lots 1 to 6 - These sub-projects were identified in 2003 but the Bank's "no objection" to the request of invitations for bids for design and supervision consultants was granted in 2004.

- **Lot 1 - Rehabilitation of Corriverton No. 79 Market and New Amsterdam Market and Town Hall**

A contract was awarded to CEMCO on November 15, 2004 for the design and supervision of Lot 1. *

- **Lot 2 - Rehabilitation of Roads and Drains, Corriverton and Rose Hall.**

Queen Street, Corriverton, First, Second and Fifth Streets, Swamp Section & Main Drains, Rose Hall

A contract was awarded to SRKN'gineering & Associates on November 15, 2004 for the design and supervision of Lot 2, works are continuing apace at the time of the preparation of this document.

• **At the time of the preparation of this report, the designs are completed**

1 Lot 3 - Rehabilitation of Wismar Market and Linden Town Hall, Linden

VIKAB (Guyana) Ltd was award the contract.

- **Lot 4 - Rehabilitation of Bush Lot Market, Anna Regina**

The Bank's "no objection" to the award of contract to VIKAB (Guyana) Ltd has been received.

- **Lot 5 - Rehabilitation of Roads and Drains, New Amsterdam**

Contract for the design and supervision of Lot 5 was awarded to SRKN'gineering & Associates on October 5, 2004. Designs are in progress.

- **Lot 6 - Rehabilitation of Roads & Drains, Linden and Anna Regina**

Purpleheart and Upper Greenheart Streets, Linden

Dabadeen Road, Anna Regina

Contract for the design and supervision of Lot 6 was awarded to SRKN'gineering & Associates on October 5, 2004. Designs are in progress.

The above-mentioned markets were identified for rehabilitation by the PEU during 2003 but the Bank had asked for an Economic/Financial/ Institutional Analysis to be executed prior to their consideration of giving a "no objection". This report has been completed.

- **Rehabilitation of Georgetown Abattoir**

This sub-project was considered in the Economic/Financial/Institutional Analysis. The Mayor and City Council have virtually rescinded their proposal for the Georgetown Abattoir to be rehabilitated.

- **Rehabilitation of Mackenzie Market/Construction of Amelia's Ward Market**

The existing Mackenzie Market and the proposed Amelia's Ward Market were subject to the Economic/Financial/Institutional Analysis. An acceptable site for the Amelia's Ward Market is yet to be identified and the Interim Management Council, Linden, is preparing the scope of works for both markets.

6.1.2 TAX REFORM COMPONENT

PRSP POLICY AREA: Support reforms to improve revenue base of the Municipalities.

Major Achievements for 2004

- i) **Nine Valuation Officers and one Estimator were contracted to assist in the revaluation of the six municipalities.**
- ii) **The Valuation Officers were trained in data collection procedures.**
- iii) **Completed the revaluation of all new and modified properties in Rose Hall, Anna Regina, Corriverton and New Amsterdam.**

- iv) Prepared and issued Proposals for changing the taxable status of property owners of new and modified properties in four municipalities.
- v) Negotiated a contract with ARC Inc. the CAMA software developers for localizing the CAMA system, and training the local operatives in its use.
- vi) Obtained Cabinet's approval to have the Attorney General's chambers vet the proposed Bill to change the valuation standard from annual value to capital value, in the towns.
- vii) Collected field data statistics on 85% of the properties in the city of Georgetown.
- viii) Completed the data entry of property statistics for Linden into the access database in preparation for entry into the CAMA system.

6.2 SOLID WASTE MANAGEMENT

PRSP POLICY AREA: Improve infrastructure to support growth and development.

The Solid Waste Programme is a Government of Guyana/IDB funded project. This (900,000 US) or 1.8 billion Guyana dollars project is intended to support Government's effort to improve the health and sanitary conditions of the residents in Georgetown and its environs through an improved and environmentally safer disposal of solid waste at the Mandela Site.

Infrastructure works include: construction of Site Office, gatehouse, sanitary block and shed for litter pickers. Site improvements consist of extension of the present site, correction of grades and slopes, stockpiling of excess material for reuse as cover materials and cleaning of drains. New cells development and closure include: covering, leachate management, landscaping, gas management, slope stability and fire and erosion control.

The Public Awareness and Cleaning Campaigns have taken off in a very significant manner. The pilot projects in Lodge and Regent Streets are moving apace and residents are upbeat on the changes. Additional bins, night cleaning and municipal courts are all signs of the project on the move.

To date some ninety four million (Guyana) dollars (G\$94M) were expended on the project of which seventy seven million (Guyana) dollars (G\$77M) were expended in 2004.

It is anticipated that activities will intensify in 2005, hence citizens will benefit immensely from the inputs of this project in 2005.

Additionally, the Ministry is awaiting approval of the Environmental Impact Assessment for the commencement of the Haags Bosch - Eccles Landfill Site Project which will provide a long term solution to garbage disposal and management in Georgetown and neighbouring areas.

6.3 MUNICIPAL MANAGEMENT AND GOVERNANCE PROGRAMME

PRSP POLICY AREA: Capacity Building and Institutional Strengthening to improve performance.

MGMGP is a joint initiative of the Guyanese and Canadian municipalities and the Governments of Guyana and Canada. It is designed to help strengthen local governance and management in the six municipalities in Guyana, and to help foster an enabling environment for municipal governance and development.

They have worked extensively with the Municipalities to build their capacities to govern and to enhance their image with the citizens that they serve. In 2003-2004 through a consultative process a Municipal Agenda was developed for each municipality. The Municipal Agenda is a development document that establishes the major direction of the municipality. It contains the municipal vision, goals, programmes and priorities to be implemented by the municipal corporation over a given timeframe. It is also for the broader civic community - business and civic bodies- providing a means for all municipal stakeholders to work together to improve the quality of life within the Municipality as a whole.¹

MGMP has as a component to build the Ministry's capacity to achieve its objectives and to strengthen training programmes and institutional linkages among Municipalities.

This exercise will result in new skills in results management, facilitation and consensus building, integrating equity issues, and coaching municipalities in implementation of the Municipal Agendas.

This strengthening was manifested in the provision of four computers and accessories to the Ministry. MGMP is committed to assist the Ministry to improve its efficiency through the development of a strategic plan, the recruitment of a civil engineer to monitor the projects executed by the Municipalities and the Regions, capacity building initiatives and the provision of equipment and other services.

6.4 COMMUNITY DEVELOPMENT COUNCILS

PRSP POLICY AREA: Improve social conditions of the citizens

For the year 2004, the Community Development Councils Department of the Ministry of Local Government & Regional Development has awarded a number of projects to the various Community Development Councils throughout Guyana and has made a number of significant visits.

Projects were given to more than forty-five (45) Community Development Councils including poultry rearing, skills training, pig rearing, drainage, craft, fencing, sewing, cooking and adult education and remedial school. These income-generating projects are expected to be sustained by the councils. In 2003 over twenty such projects are still in existence and have provided employment and income to those communities.

During the first two quarters Officers made nineteen (19) visits to the following Regions:-

Region # 10

Central Amelia's Ward, Old England, Dorabece, Siberien, Upper West Watooka, Dallawalla, Silvertown All Stars Sports Club, Green Valley, Half Mile, Canvas City and Maritaro.

Region #4 - Laluni

Over 25 visits were made during the latter part of the year. Community Development Councils visited include: -

Region #10

Coomacka, Bamia, Silvertown, Maple Town, Parapi, Maria Henrietta, Wiruni, Kwakwani, Ladernville, Jonesstown, Moritaro, Lower Kara Kara, One Mile, Half Mile, Canvas City and Christianburg

In August the Adult Education and Remedial Classes Programme of Old England-Siberien-Dorabece was launched.

Region #4

Foulis, Victoria, Golden Grove, Kuru Kururu, Yarrowkabra and Community Development Councils on the East Coast.

Region #8

Mahdia, Princeville, Campbell Town, Micobie and Tumatumari

Several visits were made to Region #6 including Orealla.

A Regional Community Development Councils Conference was held at the New Market Primary School, No. 63 Village, Region #6 in October 2004. This conference was well attended and had achieved its aim which was to allow the CDCs in the region to review their projects and to make projections for activities for 2005 and to foster a feeling of togetherness among the Councils.

6.5 THE JOINT TASK FORCE ON LOCAL GOVERNMENT REFORM

Policy Area: Improve good governance in the local government entities.

In 2001 Government of Guyana established a Task Force on Local Government Reform, which started as a result of a communiqué between His Excellency, the President, Mr. Bharrat Jagdeo and the then Leader of the Opposition, Mr. Desmond Hoyte. It was tasked with the responsibility of recommending legislative reform (s) and to revamp the local government system.

The contract for the drafting of revised laws of chapter 28:01 and 28:02 was awarded to Mr. Keith Messiah Attorney-at-Law.

There are two areas that are yet to be settled.

- a) The electoral system to be used in local government elections
- b) The mechanism to inform fiscal transfers from Central Government to Local Government Councils.

7.0

TRAINING**PRSP POLICY AREA: Capacity Building and Institutional Strengthening**

Training is an essential aspect of any organisation. It stimulates growth and development since employees are more aware of what is expected of them, hence both the organisation and the employee benefit as a whole.

The Ministry of Local Government and Regional Development has for sometime adapted the principle of facilitating training of its employees and the officers of the local government bodies.

The first training programmes executed by the Ministry, targeted the Regional Development Officers and the Municipal Service Officers who were employed in January and April 2004 respectively. These were aimed at enabling the recruits to acquire the basics on the Local Government system in Guyana and the laws and regulations that govern them. The Municipal Service Officers were also exposed to the various standardized processes that were adopted by the Municipalities through the Urban Development Programme which they will be required to implement and monitor.

The Regional Development Officers were subsequently posted to Region Nos. 1, 2, 3, 4, 8 and 10 to strengthen the Local Government arm of these Administrations. This exercise has proven beneficial especially to the hinterland Regions where the RDOs assisted in the restoration of electricity to the residents at Port Kaituma, provided support to the Accounting Section, which made regular visits to the NDCs, and investigated complaints between the councils and the residents etc.

Additionally, the Municipal Service Officers benefited from two training programmes organized by the Municipal Management and Governance Programme. Six staff members attended training sessions sponsored by Public Service Ministry, Training Division. Staff members also participated in a number of seminars and workshops which have provided opportunities for growth and intellectual development.

- ★ A training programme was undertaken at the request of the Region No. 4 administration over a 2-day period for Chairmen and Overseers of the Neighbourhood Democratic Councils in Region No. 4. Because of the extreme paucity of staff in the Local Government and Planning and Training Sections this task is only undertaken on request.

- ★ The Municipalities through the Urban Development Programme and the Municipal Governance and Management Programme benefited from a number of training activities geared at improving their efficiency.

8.0 SUMMARY REVIEW FOR THE REPORTING YEAR

8.1 MINISTERIAL OUT REACH

For the period under review the Ministers have visited communities throughout the ten Regional Administrations to commission projects, to hold meetings with the Chairmen and staff of the Regional Democratic Councils, Neighbourhood Democratic Councils, Town Clerks of the various Municipalities and residents. Residents especially those in the riverain areas benefited from medical checks during some visits. (Please see appendix 4)

8.2 INVESTIGATIONS AND ENQUIRIES

Several investigations were conducted within the local government bodies with the view of ensuring efficiency and accountability in the councils as well as mediating between the councils and residents.

Enquiries were conducted into the Engineer's Department of the Georgetown City Council, the Rose Hall Town Council, Crabwood / Moleson Creek, Cane Grove, Black Bush Polder and Tushen / Uitvlugt Neighbourhood Democratic Councils.

Some of these investigations have led to the dissolution of councils and the installation of Interim Management Committees. Interim Management Committees were installed at Linden Town Council, Black Bush Polder, Cane Grove and Crabwood Creek / Moleson Creek.

8.3 REGIONAL DEVELOPMENT

The year 2004 was very challenging mainly due to a relatively late budget and the prolonged rainy season. Despite this set back, the Regions set about to fulfill their tasks based on their budgetary allocations, both Capital and Current.

8.3.1 BARIMA-WAINI REGION 1

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

The Administration is committed to promoting quality services, sustainable physical and institutional infrastructures and has demonstrated this commitment with significant increase in budgetary allocations each year.

In 2004, Region 1 expended \$137,878,000 dollars of a budget of \$202,178,000 dollars (\$64,300,00 was unallocated). Buildings- Education and Roads accounted for 52% of the Total Budget and are the priority in the Region's Development Programme. The major Projects completed were:

- Construction of three (3) Teachers' Quarters, Dormitory at Port Kaituma
- Completion of the Baramita to Matthew 's Ridge Road
- Completion of San Jose Bridge
- Construction of Doctor's Quarters at Port Kaituma and Health Centre at Eclipse Falls.

The Administration diverted \$10,000,000 dollars from other Infrastructure towards roads. Instead of purchasing a Steel Pontoon, priority was given to the Port Kaituma Matthew's Ridge road now being maintained by the Region after BARAMA Company

moved out of this Sub-region. This \$10,000,000 was given as a Supplementary Provision plus an additional \$26,933,600 under Roads, \$25,000,000.

under Education to construct Nursery School at Coco and extension of Kamwatta Primary and Northwest Secondary Dorms. \$1,000,000 to construct a Health Hut at Coco and \$23,300,000 to purchase one (1) 250KVA Generator Set for Mabaruma and to rehabilitate the Generating Set at Port Kaituma and purchase of materials for extension of electricity supply to residents of Mabarauma.

8.3.2 POMEROON-SUPENAAM, REGION 2

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

The Administration is committed to provide residents with quality health care, education, housing, constructing and maintaining physical infrastructure.

In 2004, Region 2 benefited from additional allocation of funds. The Region spent \$165,799,381 from a Budget of \$171,340,000 . Drainage & Irrigation represented 43% of the Capital Budget with Roads 21% of the Budget. These two areas were priorities due to the Region being a farming community. Also Health and Education were major focus with the

- Construction of New Health Post at Mainstay Lake, Doctor's Quarters
- Rehabilitation of two (2) Hospitals, and three (3) Staff Quarters
- Construction of Headmasters' Quarters at Kabakaburi, St. Denny's and St. Monica
- Extension of Anna Regina Library.

The Region is more equipped with additional and improved infrastructure, furniture and equipment, thus achieving the mission of improving the lives of all residents.

8.3.3 ESSEQUIBO ISLANDS-WEST DEMERARA, REGION 3

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

The sum of \$109,772,931 was spent for a Voted Provision of \$121,820,000. The Region focused on Buildings - Education with the construction of two (2) Primary Schools at Hague and Bagotville, extension of Nursery School at Zeelugt. Agriculture Development was also a focus with rehabilitation of drainage canals and other Drainage & Irrigation structures to prevent flooding. The Region also constructed roads to the value of \$25,000,000. A new Ambulance was also purchased with essential medical equipment.

8.3.4 DEMERARA-MAHAICA, REGION 4

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

Region 4 received the sum of \$96,121,000 for its Capital Programme for 2004, \$93,916,543 was spent out of this Provision. During 2004, two (2) bridges were constructed at Laluni and Grove, construction of Nursery School at Buxton, Health Post at Timehri, Health Admin. Building at Friendship and rehabilitation of roads, totalling \$20 M dollars.

Construction of canals and trenches - a Supplementary Provision of \$28,997,800 was spent on rehabilitation of canals, kokers, trenches and dams.

8.3.5 MAHAICA-BERBICE, REGION 5

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

Region 5 has successfully executed its Capital Work Programme for 2004. The sum of \$125,733,019 was spent out of a Provision of \$129,242,485. Some of the major Projects completed were:

- Construction of bridges at Blairmont and De Hoop, Mahaica
- Completion of Cotton Tree Primary School
- Construction of New Wing at Novar Mahaicony Primary School
- Extension of Hope Town P.I.C.
- Extension of Dental Department
- Construction of culverts, GH revetment
- Upgrading of 22279 ft. of roadway, and
- Purchase of health equipment.

8.3.6 EAST BERBICE-CORENTYNE, REGION 6

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

This Region received a sum of \$175,893,000 for its Capital Programme for 2004 of which the sum of \$162,710,737 was spent. The Administration continued to expand on the infrastructure development with the

- Construction of three (3) bridges at Germunia No.1 & 2 Mora Traite
- Construction of two Nursery Schools at Glasgow and Port Mourant
- Refurbishing of Laboratories at Black Bush Secondary and Central Comprehensive High Schools
- Construction of Incubator Room at Skeldon Hospital
- Rehabilitation of New Amsterdam Hospital, and
- Rehabilitation of Drainage & Irrigation structures and canals totaling \$65m
- Rehabilitation of roads totaling \$38,788,000
- Purchase of one Ambulance for Port Mourant Hospital and purchase of Medical Equipment.

8.3.7 CUYUNI-MAZARUNI, REGION 7

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

The Administration achieved 90% of the Capital Programme with \$57,829,161 spent out of a Provision of \$59,235,000. The major Projects completed are construction of:

- 2 & 4 Apartments, Teachers' Quarters, Amerindian Hostel at Kamarang
- Construction of roads at Kamarang-Waramadong, Byderabo - 4 miles, and
- Construction of sandcrete revetment and concrete drains.

8.3.8 POTARO-SIPARUNI, REGION 8

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

Region 8 successfully completed its Capital Works Programme for 2004. The sum of \$64,335,000 was spent out of a sum of \$66,835,000.

- Three (3) heavy duty bridges were constructed at Micobie, Tumong and Wailing Baru
- Construction of Male and Female Dorms at Mahdia
- Construction of Kitchen and Mess Hall at Mahdia
- Construction of Primary School at Karisparu
- Construction of Health Post at Karisparu, X-ray room at Mahdia
- Construction of Road at Kato-Tusening, Kurukabaru, Kamana and Waipa, and
- Purchase of one (1) Ambulance and generator Set.

8.3.9 UPPER TAKATU - UPPER ESSEQUIBO, REGION 9

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

Region 9 achieved 100% of their Capital Programme for 2004. The sum of \$101,759,292 was spent out of a sum of \$101,759,292. The major Projects completed were:

- Construction of bridges at Katoonarib, Tiperu, Makadodo, Kaboyar, Manowaoro
- Completion of Education Office
- Construction of Primary School at Kwatata, Nursery Schools at Kumu and Parishara, Teachers' Quarters at Kwatamang, Massara, Achuwib and Aishalton

- Construction of Health Hut at Mariwau, RDC office at Karasabai
- Purchase of one (1) truck, road compactor, compressor, MF 290 Tractor
- Installation of water system at Taushida, Cuduwini, Achuwib, Yupukari, Rukumutu, Awarewaunau and Massara.

8.3.10 UPPER DEMERARA-BERBICE, REGION 10

PRSP POLICY AREA: Improve infrastructure to support growth.

Improve social conditions (Power generation, Health, Education)

Region 10 successfully executed the works identified for its Capital Programme for 2004 with the sum of \$95,245,274 spent out of a sum of \$99,204,816. The major Projects completed include the

- Construction of West Watooka Nursery School, Amelia's Ward Nursery School and Amelia's Ward Hostel
- Construction of Health Hut at 47 Miles
- De-silting of drains
- Rehabilitation of roads, and
- Purchase of five (5) boats and engines.

The sum of \$5,417,478 was spent to construct the Amelia's Ward access road under the Poverty Reduction Programme.

The overall achievement of the Region is excellent.

The Ministry of Local Government & Regional Development will, however, continue to monitor and give guidance to the Regions' enabling them to become more efficient.

8.4 LOCAL GOVERNMENT SECTION

8.4.1 Overview of the section

The Local Government section is one of the sections that comprise the Regional Development Division and was tasked with overseeing the functioning of the Local Government Organs. The Chief Regional Development Officer heads this Division and the section is headed by the Principal Regional Development Officer.

8.4.2 Analysis Of Major Tasks Undertaken In 2004

1. Monitoring the operation of the Municipalities and Neighbourhood Democratic Councils to ensure compliance with the legal and administrative requirements.

Analysis: Monitoring was done through the perusal of estimates and rates, audit reports, minutes of statutory and committee meetings and other correspondence, as well as visiting the Councils wherever absolutely necessary.

This exercise allowed for correction and advice to be offered to the Local Government bodies.

2. Processing issues relating to the release of subvention to Municipalities and Neighbourhood Democratic Councils.

Analysis: The Ministry liaised between the Councils and the State Planning Secretariat in order to ensure that projects for subvention were approved and funds released for the completion before December 28th 2004.

3. Processing of correspondence from the Municipalities and the Neighbourhood Democratic Councils requiring the attention and action of the Minister in the Ministry of Local Government and Regional Development.

Analysis: The Hon Minister Clinton Collymore has general powers of supervision of the Councils. Because of this, it was necessary at times for issues to be brought to his attention for guidance.

4. Dealing with complaints and queries, verbal and written from the staff, public and other agencies on the operations of the Councils and system of Local Government as a whole.

Analysis: Local Government is about involving as many people as possible at the grass root level in the task of managing and developing the Local Government Councils. However not everyone was satisfied with the functioning of the Councils and/ or what appeared to be little development of the community.

8.5 PLANNING AND TRAINING

8.5.1 Overview of the Section

For the year in review emphasis of the Planning and Training Section was focused on two main areas: a) internal training of recruits to ensure that they acquire at least the basic information and skills necessary for the execution of their duties and b) to collect and compile information from the Regions in terms of the proposed projects budgeted for and the actual projects to be executed after budgetary allocation.

The Section also provided assistance to the Municipal Governance and Management Programme and the Institutional Strengthening and Capacity Building component of the Urban Development Programme; and provided logistical support to agencies desirous of holding programmes and activities in the Regions or Neighbourhood Democratic Councils.

These activities have facilitated the garnering of knowledge considered valuable to the section.

8.5.2 Analysis Of Major Tasks Undertaken In 2004

The following activities were undertaken during the year in review: -

- 1. Prepared the Ministry's reports for submission to the Ministry of Finance and the Annual Report for submission to the Public Service Ministry for perusal.**

Analysis: A review of the various major activities executed by the Ministry of Local Government and Regional Development and projected activities were submitted to the Ministry of Finance. This activity is a monitoring tool implemented by the Ministry of Finance to improve transparency and accountability in Government Ministries.

2. Assisted in the preparation of the 2005 Budget estimates.

Analysis: In collaboration with the former Permanent Secretary, Mr. Hamilton and the Assistant Secretary (G), the Budget Narrative was reviewed. This activity was done in consultation with the Budget Section, Ministry of Finance.

3. Coordinated the Ministry's stakeholders meeting on local governance.

Analysis: The Municipalities are recipients of assistance for infrastructural development and institutional strengthening from funding agencies; mainly UDP, MGMP and to an extent LEAP in Linden. It was felt that MLGRD should organise regular meeting with these stakeholders so as to ensure the rational utilization of scarce local resources.

Resulting from these meetings, sharing of project documents were encouraged notably the Municipal Agendas prepared by MGMP and the Business Plans prepared by the UDP. There is still need for the Ministry to continue to facilitate this process.

4. Liaised with the Municipal Management and Governance Programme on the Municipal Agendas and other matters generic to the project.

Analysis: Frequent contact was maintained to keep the Permanent Secretary up to date with the project.

5. Relayed reminders from sector Ministries to the Regional Administrations.

Analysis: Many sectors ministries and other agencies requested assistance in terms of coordinating/informing/reminding Regional Officials of programmes or other related matters.

6. Represented the Ministry at various meetings, seminars, workshops and consultations.

Analysis: This exercise was useful since it encouraged collaboration among ministries, agencies and non-governmental organizations.

8.6 ADMINISTRATION

8.6.1 Overview of the Section

The Administration Section of the Ministry of Local Government and Regional Development is responsible for providing support services to the other sections of the Ministry as well as to give advice to the regions on administrative matters, so as to ensure that the goals and objectives of the Ministry are realised.

During the year 2004, this section efficiently provided transportation, cleaning, radio and telephone and mail dispatch services to the various sections. Additionally, Administration facilitated maintenance of the building, and equipment therein. It also dealt with administrative matters relevant to the Regional Administrations.

8.6.2 Major Tasks Undertaken In 2004

1. Reply to correspondence dealing with Administrative matters

Analysis: These originated mainly from the regions and were dealt with in a timely manner.

2. Transmit messages to and from the regions.

Analysis: This was efficiently done via radio and telephone. Radio communication is necessary for contact with the hinterland communities that do not have telephone access. This service is utilised by a wide cross section of people.

3. Provide transportation Services

Analysis: Requests were dealt with promptly except in instances where vehicle wasn't always available. For the latter part of the year demands were met with one driver on staff. Assistance was received from UDP

4. Facilitate the distribution of stationery and other supplies to staff.

Analysis: Quotations were received from a variety of suppliers and the accounts section based on the most competitive prices made purchases. Stationery and other supplies were distributed to staff

5. Coordinate the provision of refreshments for meetings.

Analysis: This was done in a timely manner.

8.7 PERSONNEL

8.7.1 Overview of the Section

The year 2004 can be seen as one that availed the personnel department with opportunities to increase their capacity in dealing with new challenges arising during the performance of our day-to-day duties. These opportunities have enhanced officers' abilities to function with minimal supervision, hence acquiring a vast knowledge of personnel functions.

8.7.2 MAJOR TASKS UNDERTAKEN IN 2004

In the year 2004, the following major tasks were under taken:

1. **Compilation of applicants for Municipal Governance Management Programme.**

Analysis: Compile applications for the position of Municipal Development Officer and participated in the interviewing and selection process.

2. **Aided in the Preparation of 2005, Budget for the Ministry.**

Analysis: For the first time, the Personnel Department was integrally involved in the Ministry's budget preparation, as it related to listing and calculating employees salaries and benefits as per programme.

3. **Preparation and Distribution of Staff Performance Review Forms for Pension able & Non-Pension able Employees.**

Analysis: The intention of this task was to assess Pensionable & Non Pensionable employees' performance on the job for the year 2004, through a process of evaluation and consultation with supervisors and subordinates. Upon completion same will be submitted to the Public Service Commission for promotional purposes, for Pension able persons.

For Non-Pensionable employees it is kept on record awaiting their appointments on the Pensionable establishment.

5. Prepared and distributed Training Needs Assessment form.

Analysis: A training needs assessment form was developed to address employees needs for training in specified areas to improve their skills to increase performance levels on the job.

This training is part of the capacity building initiative sponsored by MGMP.

8.8

REGISTRY DEPARTMENT

8.8.1 Overview of the Section.

The Registry is in control of records from creation of destruction. These records support the ongoing day-to-day operations within the organisation. Some of these have short-term value where as others such as statistical reports may have longer term value.

The Registry was able to survive despite shortage of staff and inadequate staff and outdated typewriters.

The year 2004 was challenging with employment of five (5) Typist Clerks and the resignation of three (3) Typist Clerks. The department was able to meet 92% of its target. All tasks were completed in a timely and expeditious manner.

The registry has received two electric typewriters and two computers. The Municipal Governance Management Programme (MGMP) donated one computer.

Three (3) Officers attended training sessions at Public Service Ministry, Training Division.

8.8.2 Major Task Undertaken In 2004

1. Typing of memoranda, letters, reports and minute.

Analysis: One thousand seven hundred and ninety two (1792) typing was done in the Registry department. This was not all typing of the Registry. Officers have taken their typing to other departments

2. Dispatching of External mail and Regional Mail.

Analysis: Eight hundred and forty External mail were dispatched. This was effectively done because there were two Office Assistants. Regional Mail was dispatched whenever someone came from the region.

3. Bring-up (BU) files on a daily basis to action officers

Analysis: This was effective because there was a daily system in place.

8.9 FINANCE

8.9.1 Overview of the Section

The Accounting Section which is within the Ministry of Local Government and Regional Development has as its mandate to provide financial services to staff members, other agencies and the regions on a month to month basis. As well as to maintain and record all financial transactions according to the Financial Administration and Audit Act, regulations, circulars and instructions given by the Finance Secretary and Accountant General.

The Permanent Secretary is the Accounting Officer who has the responsibility of managing the accounting activities according to the Financial and Audit Regulations.

The functions of the Accounting Section are as follows:-

1. To prepare annual estimates of expenditure for the Ministry of Local Government and Regional Development for submission to the Ministry of Finance.
2. To prepare pay sheets, acting, responsibility and duty allowances for the staff.
3. To prepare contract vouchers, utility bills, etc.
4. Payment of salaries, stipend and travelling to officers.
5. Payment of cheques to other agencies for services rendered.
6. To prepare Cash Flow Statements and request for releases from the Ministry of Finance.
7. To provide accurate and timely financial and accounting statements.

8. To monitor funds provided and to ensure that the funds voted are utilized for the purposes for which they are voted.

8.9.2 STORES

The store was managed in the most effective and transparent manner for the year 2004.

All required ledgers and procedures were being followed namely.

2005The goods received ledger which is divided into other smaller ledger:

1. The stationery Ledger
2. The Janitorial Ledger
3. The plant and Tools Ledger
4. The loan Ledger

These ledgers are balanced on a daily basis and clearly states to whom the items were issued and what the balances are.

An Internal Stores Requisition (ISR) book is also used when issuing any item for which the recipient has to sign. This is only done after a requisition has been made and passed through the Assistant Secretary (G) and approved by the Permanent Secretary. Unserviceable items are written off after being checked by auditors.

8.9.3 BUDGET

The voted provision for the year 2004 under Agency #13 (MLGRD) of current expenditure is \$112,902,000. of which \$82,564,832. were spent on Employment Cost and \$28,916,390. on Other Charges. \$274.1million was voted for the purpose of capital expenditure for distribution and control. In addition, Inter Departmental Allocation Warrants were received from the Ministry of Finance to meet payments of five percent increase in salaries to employees.

Current Programme:

	Releases	Expenditure	Balance
Programme 1	24,713,999.	24,698,303.	15,696.
Programme 2	15,512,430.	15,475,605.	36,825.
Programme 3	<u>72,096,780.</u>	<u>71,307,314.</u>	<u>789,466.</u>
	<u>112,323,209.</u>	<u>111,481,222.</u>	<u>841,987.</u>

Capital Programme - Division 527

	Releases	Expenditure	Balance
Office Equipment & Supplies	1,099,900.	1,099,900.	Nil
Power generation	3,000,000.	3,000,000.	Nil
Project Development & Assistance	268,659,269.	268,659,269.	Nil

Warrants were issued to the various Regions, Neighbourhood Democratic Councils, Community Development Councils and Municipalities for the disbursement of subvention and to provide solar power to three (3) interior locations (Regions 1, 9 & 10). The amount of \$1.1million provided to purchase office equipment was spent to acquire such items as computer workstations, desks, chairs, television sets, V.C.Rs., fans, air conditioning units, photocopier, electric typewriters and filing cabinet.

8.10 SPECIAL PROJECTS OFFICE

The following tasks were assigned to the Special Projects Unit:-

- 1 Coordination of programmes for Meetings and Seminars.
- 2 Preparation and presentation of Reports, Analysis of Data and Research.
- 3 Coordinate and facilitate collaboration between MOLGRD and other line Ministries, Agencies, NGO's, CBO's and multi lateral organizations.
- 4 Coordination of the Ministry's Solid Waste Disposal Programme with PAHO/WHO and MOH.
- 5 Representation of the MOLGRD on various Boards, Commissions and Steering Committees

8.10.1 Major Tasks Undertaken In 2004

1. Development of a National Disaster Management Database for MLGRD

Analysis: Useful tool in the prioritizing of work programmes for RDC, NDC's, and Municipalities.

Identification of the Communities needs prior to the formulation of the annual Regional Capital Works Programmes.

2. Collaborated, edited and reviewed draft final report of the PAHO/WHO, MOH, & MLGRD" Sectoral Analysis of Solid Waste in Guyana"

Analysis: Most comprehensive body of work currently as it relates to Guyana's solid waste sector and can be used as an investment guide to prospective investors in the Solid Waste Sector of Guyana.

3. Participation in Workshops and Seminars:

1. UNDP's Capacity Building on Management of Natural Resources and the Environment Pollution and Prevention Control at the MOFA/Foreign Service Institute.
2. Basic Needs Trust Fund 5th Programme Launch Workshop- Delivered opening remarks/chaired workshop on behalf of Project Steering Committee Chairman, CPO Roopchand.
3. DFID's/MOH /MOH&W/ and MLGRD "Health and Sanitation Workshop".
4. PAHO/WHO" Institutional Strengthening of Environmental Health in Guyana."
5. PAHO/WHO, Promoting Healthy Communities/Healthy Housing Strategies.
6. Caricom/Cariforum Regional Food Security Workshop
7. CIDA/McGill University/UWI/UG/,"Urban Planning, Strengthening Human Settlements Planning. (Development of Certificate and Degree Programs for Urban Planners.
8. PRSP Monitoring and Evaluation Workshop, delivered MLGRD's position paper on behalf of PS Ganga Persaud
9. ILO Training Workshop for HIV/AIDS Workplace Education Programme

8.10.2 Observations

The Special Projects unit benefited from a donation of a computer system to the MLGRD by PAHO/WHO. It is believed that the Unit will be able to function more efficiently.

SOURCES

National Budget Estimates 2004 Vol. 2

Poverty Reduction Strategy Progress Report 2004

MGMP Annual Progress Report 2003-2004

MGMP Annual Work Programme 2004-2005

9.0

APPENDICES

- Appendix 1. An overview of Local Government in Guyana.
- Appendix 2. Boards & Committees Represented at by the Ministry of Local Government & Regional Development.
- Appendix 3. Ministerial Outreach.
- Appendix 4. Regional Administrations.
- Appendix 5. Municipalities.
- Appendix 6. Neighbourhood Democratic Councils.

AN OVERVIEW OF LOCAL GOVERNMENT IN GUYANA

Local Government in Guyana found its genesis after the abolition of slavery in 1834. It emerged as a mechanism of freedom from colonialism whereby the ex-slaves purchased abandoned estates from the plantation owners and established communal villages. A system of self-government was set up through the establishment of a management committee in each of these villages. This system was later adopted in the proprietary village and formed the basis for the emergence of a form of local government.

The period following this form of local government saw several legislature changes, a further strengthening of the local government system and a more fortified move towards institutionalizing Regional Development in Guyana.

The Ministerial Regional System replaced the District Commissioners System of 1960's in 1973; where the country was divided into six administrative regions, which also functioned as intermediaries between central/local government and the people.

This system was deemed as institutionally weak for the development of the regions and as such, the Local Democratic Organs Act 12 Of 1980 was introduced where the country was divided into ten Administrative Regions, which were further, sub-divided into sub-regions, neighbourhoods and people's cooperative units each being charged with varying responsibilities.

Presently there are the ten (10) Administrative Regions, sixty-five Neighbourhood Democratic Councils, six (6) Towns and seventy-one (71) Amerindian Councils.

THE REGIONAL DEMOCRATIC COUNCIL

The Regional Democratic Council is the supreme Local Government Organ in each region with the responsibility for the overall management and administration of the Region and the coordination of the activities of all Local Democratic Organs within its boundaries.

Each Council consists of twelve (12) to thirty-six (36) members including the chairman and vice chairman. The Councillors are elected at the same time as the members of the National Assembly at National Elections which are held every five (5) years; under the Representation of the People Act Chapter 1:03 of the Laws of Guyana. The Regional Executive Officer is the Chief Accounting Officer on Government finances and the clerk of the Regional Democratic Council.

Each year Central Government approves to each region through Parliament funds for the execution of plans and programmes.

MAIN FUNCTIONS OF THE REGIONAL DEMOCRATIC COUNCIL

1. To administer all services required within its boundaries (services such as health, education etc.) as set out by the Laws.
2. To coordinate the activities of the Local Democratic Councils, provide such cooperation, and support as required. It should be noted that the Regional Democratic Council has some power delegated to it by the Minister responsible for Local Government.
3. To develop regional facilities as it deems necessary (such as community centers and other recreational facilities)
4. Identify and undertake economic (revenue earning) projects to assist the administration to undertake works necessary for the development of the region.

THE NEIGHBOURHOOD DEMOCRATIC COUNCIL

A Neighbourhood Democratic Council covers a small geographic area within each region and is tasked with the responsibility for the management and administration of the areas within its boundaries. Although the NDCs were established by an order under the Local Democratic Organs Act 120 of 1980 it was not until 1994 that they were actually implemented.

Councillors are elected at local government election, which is held under the general supervision of the Guyana Elections Commission. The number of councilors elected may range from 12 to 30 depending on the size of the population of the Neighbourhood and its topography.

The Overseer is responsible for the day-to-day administration of the office and to assist in the execution of the council's decisions.

The Neighbourhood Democratic Councils receive a subvention from Central Government every year to assist in the execution of developmental works. Their major source of revenue is through the collection of rates and taxes.

FUNCTIONS OF THE MUNICIPALITIES AND NEIGHBOURHOOD DEMOCRATIC COUNCILS

1. To provide efficient services for the ratepayers as stated in the Laws. Services include sanitation, garbage disposal, roads and dams in good repair, market facilities, burial grounds, slaughterhouse, drainage etc.
2. To levy and collect rates.

BOARDS AND COMMITTEES REPRESENTED AT BY THE MINISTRY

1. Basic Needs Trust Fund Board
2. Guyana/ Brazil Mixed Border Commission
3. Guyana/Brazil Group of Consular Affairs
4. Rating & Appeals Panel
5. Central Board of Health
6. Kaieteur National Park Board
7. National Drainage & Irrigation Board
8. Mahaica/ Mahaicony/Abary Agriculture Development Board
9. Environmental Protection Agency Board
10. Guyana Lands & Surveys
11. National Trust
12. Women's Affairs Bureau Inter-Ministry Committee
13. GOG/UNICEF Programme Steering Committee
14. Solid Waste Management Steering Committee
15. Basic Needs Trust Fund Project Steering Committee
16. Guyana Brazil Group on Consular Cooperation.
17. Country Coordinating Mechanism- Global Fund
18. GENCAPD/CIDA/GGMC Project Steering Committee
19. DB/GOG Health Sector Policy and Institutional Strengthening Programme.
20. Guyana National Drug Strategy Master Plan Multi-Sectoral Committee.
21. UN/MOFA Common Country Assessment/Development Assistance Framework.
22. Guyana Forestry Commission- Review of the National Forest Policy Consultation.
23. PAHO/WHO/MOH/ National Malaria Committee.
24. MOHA National Coordinating Technical Committee -Takatu Bridge.

MINISTERIAL OUTREACH

- 1 Minister Nokta visited Region No. 1 to meet residents of Baramita and conduct medical outreach programme. He also participated in Guyana's 38th Independence Anniversary celebrations at Mabaruma, Region No. 1
 - Region No. 3 to hold community meetings with Upper Bonasika and Lower Bonasika. Minister along with Officials from RDC # 3 toured the revetment work at Fort Island. He also met with residents of Santa Mission and Santa Aratack along the Demerara River.

He met with residents of Fort Island and Morashee and commissioned the Health Centre at Morashee.
- 2 Minister Nokta along with a Medical Outreach team visited Region No. 3, residents of Makouria, Lanabali and Aliko benefited from medical checks.
- 3 Leguan Island to meet with the NDC officials and residents of Richmond Hill, Mayrville, Blenheim and Success.
- 4 Region No. 5 where post budget discussions were held with residents of Blairmont No. 2 Settlement, Cotton Tree, Bath, Woodly Park and Blairmont.
- 5 Region No. 6 for meeting with NDC Chairmen and Vice-Chairmen and to hold a Press Briefing at State House, New Amsterdam. He also held community meetings at:
 - No. 19 Community Centre
 - Edinburgh Community Centre
 - Hampshire
- 1 Region # 7 to commission a new hospital at Kamarang and to hold community meetings with the residents of Phillipai, Jawalla, Kako and Waramadong. He also met with residents of Byderabo and Agatash.
 - Region # 8 to commission the hospital, guesthouse and medical quarters at Kato and to participate in the Flag-raising Event. He also met with the residents of Maikwak, Kopinang, Kamana, and Kaieteur to address complaints and address same.

2 Region 9 to commission the following:-

- 3 Administration Building and Dorms at Secondary School Site and handed over a boat and engine at Annai.
- 2 Teachers' quarters at Health Hut at Aranaputa
- 3 Teachers' quarters at Annai
- 4 Teachers' quarters and handing over boat and engine at Yakarinta
- 5 New school at Cuduwini

He also met with residents of Fairview, Woweta, Aranaputa, Rupertee, Kwatamang, Apoteri, Rewa, Krashwater, Massara, Toka, Cuduwini, Achuwib, Karaudanawau, Aishalton, Awarewaunau, Shea, Rupunau, Sawariwau, Katoonarib, Sand Creek, Makushi, Shirri Village, Katur Village, Baitoon Village, Ambrose Village and Parikwarinau.

- Minister Collymore visited Regions # 3 to meet with residents of La Grange; La Retraite to discuss flooding concerns; he also met with Vreed-en-Hoop Market Society for discussions.
- Region # 6 for a two-day outreach activity and held discussions with Officials of Neighbourhood Democratic Councils.
- Minister Collymore installed an Interim Management Community at Black Bush Polder and at Cane Grove.

REGIONAL ADMINISTRATIONS

Regional Democratic Council	Address	Telephone Number	Regional Chairman	Regional Vice Chairman	Regional Executive Officer
Region No. 1 Barima/Waini	Mabaruma	777-5011	Norman Whittaker	Fermin U. Singh	Ishwar Dass
Region No. 2 Pomeroon/Supenaam	Anna Regina	771-4232	Ally Baksh	Vishnu Samaroo	Jagdeo Ramadar
Region No. 3 Essequibo Islands/West Demerara	Vreed-en-Hoop	264-2261	Esau Dookie	Ramenaught Bisram	Mohamed Khan
Region No. 4 Demerara/Mahaica	Paradise	256-3762	Alan Munroe	Sammy	Mohamed Deen
Region No. 5 Mahaica/Berbice	Fort Wellington	232-0308	Harrynarine Baldeo	Jalalodeen Baksh	Jugool Narine
Region No. 6 East B'ce/Corentyne	Vrymans Erven	333-3120	Kumkarran Ramdass	Kadim Bacchus Ulla	Nankishore Persaud
Region No. 7 Cuyuni/Mazaruni	Bartica	455-2251/2209	Gordon Bradford	Norman Thomas	Vishnu Misir
Region No. 8 Potaro/ Siparuni	Madhia		Senor Bell	Francis Xavier	Peter Ramotar
Region No. 9 Upper Takutu/Upper Essequibo	Lethem	772-2021	Vincent Henry	Clarindo Rudolph	Desmond Kissoon
Region No. 10 Upper Dem./Upper Berbice	Linden	444-6056	Mortimer Mingo	Joy Walton	Henry Rodney

MUNICIPALITIES

Municipalities	Address of Council	Telephone Number	Mayor	Deputy Mayor	Town Clerk
Georgetown City Council	Regent Street	226-4091	Mr. Hamilton Green	Mr. Robert Williams	Ms. Buelah Williams
Linden Town Council (I.M.C)	Republic Avenue	444-4302	Mr. Orin Gordon	Mr. Eric Harry	Mr. Maurice Limerick
Anna Regina Town Council	Anna Regina	771-4302/4165/ 6	Mr. Sammy Rampersaud	Mr. Dharshan Persaud	Mr. Ganga Persaud
New Amsterdam Town Council	Strand New Amsterdam	333-2667	Mr. Claude Henry	Mrs. Hyacinth James	Ms. Cheryl John
Corriverton Town Council	# 79 Corriverton	339-2250	Mr. R. Bajjnauth	Mr. J.P Ghamandhi	Mr. Eunita Hussain (ag)
Rose Hall Town Council	Safron Park Rose Hall	337-4014	Mr. William Hendrax	Mr. Hardial Bajjnauth	Mrs. Jennifer Allicock

NEIGHBOURHOOD DEMOCRATIC COUNCI	ADDRESS OF NDC	TELEPHONE #	CHAIRMAN	DEPUTY CHAIRMAN	OVERSEER/CLERK
REGION # 4					
Sosedyke/Huist' Coverden	Soesydyke	261-5224	Mr. Leslie Glasgow	Mr. Aeron Grant Stuar	Mrs. Diana Bisoon
Caledonoa/Good Success	Craig	266-2239	Mr. Wesley Davis	Mr. Martin Haley	Mr. Neil Chichester
Little Diamond/Herstelling	Farm	265-2333	Ms. Bibi Z. Sookdeo		Ms. Radica Persaud
Golden Grove/Diamond Place	Grove Station Street	265-21256	Mr. Omar Khan	Mr. Patrick Robert	Mr. Balraj
Mocha/Arcadia	Mocha	263-6176	Mr. Gregory John	Mr. Booker	Mrs. Jacqueline Delph
Ramsburg/Eccles (I.M.C)	Peter's Hall	233-5515	Mr. Ashoke Kumar	Mr. Dewan Roshan	Mr. France
Industry/Plaisance	Plasance	220-2326	Mr. Thomas Sandorord	Mr. Clinton Reddick	Mr. Clarence Bazil
Better Hope/La Bone Intention	Better Hope	220-8899	Mr. Mike Persaud	Mr. I. Lall	Mrs. Susan Singh
Beterverwagting/Triumph	Triumph	220-2306	Mr. Bruce Adams	Mr. Wayne Nehru	Ms. Ramphal
Mon Repos/ La Reconnaissance	Lusignan	220-8110	Mr. Richard Bactower	Mr. Rajendra Persaud	Ms. Sharmilla Amaroraj
Buxton/Foulis	Buxton	220-8449	Mr. Randolph Blair	Mr. Sam Persaud	Ms. Manea Siman
Enmore/Hope	Enmore	256-3533	Mr. Pooran Chanan	Mr. Roopnarine Dindyal	Mr. Parsaram Dyal
Haslington/Grove	Nabacalis	229-2226	Mr. Bertie Deweever	Mr. Card Welking	Mr. Branford Burke
Unity/Vereeniging	Belmont Mahaica	228-2558	Mr. Sheriff Baksh	Mrs. Anoopwatte Vereen	Mr. Harydath
Cane Grove (I.M.C)	Cane Grove	621-3129	Mr. Bhagwandin Ramsarran	Mrs. Jasmat Hack	Mr. Mohamed Shahabaden
REGION # 5					
Woodlands/Farm	Lot 47 Zeskendren	221-2237	Mr. Deokarran	Mr. Dianand Maraj	Mrs. Shondelle Robertson
Hamlet/Chance	Perth Village	221-2473	Mr. Keith James		Mrs. Shondelle Bristol
Mahaicony/Abary	Dundy	221-2846	Mr. B. Bisnauth	Mr. Deonarine Singh	Ms. Padmini Singh
Profit/Rising Sun	Belladrum	618-3504	Mr. Lincoln Saul		Ms. Myrtle Christian
Seafield/Tempie	Birtanna	626-8095	Mr. Randolph Peters		Mrs. Ardrea Mora
Union/Naarstigheid	Bush Lot Middle Dam	232-0045	Mr. Edwin Joseph	Mr. Henry Odonoghue	Mrs. Abertha Carmichael
Bath/Woodley Park	Woodly Park	333-0544	Mr. Cecil Ramdatt		Ms. Ryhan Haroon
Woodlands/Bel Air	No.8 Village	625-0781	Mrs. Sandra Baldeo		

Zeelugt/Rosignol (I.M.C)	Rosignol	330-2423	Mr. Beerkarran Singh		Mr. Surujanie Sandy
Bairmont/Gelderland	No.2 Settlement Blairmont	327-0558	Mr. Visimul Khan	Mr. E. Budhai	Ms. Sandrina Mc Watt

NEIGHBOURHOOD DEMOCRATIC COUNCIL REGION # 6	ADDRESS OF NDC	TELEPHONE #	CHAIRMAN	DEPUTY CHAIRMAN	OVERSEER/CLERK
Enfield/New Doe Park	Edinburg Scheme	333-5636	Mr. Sewkarran Nauth	Mr. Rishi Ramkissoon	Mr. P. Seebaran
Canefield/Enterprise (I.I.M.C)	Good Bananna Land	628-6436	Mr. Gajraj	Mr. Phagoo	Mr. Abdool Abzal
Kintyre/No. 37 (Borlam)	Bohemia	618-4300	Mr. Deonarine Singh		Mr. S. Persaud
Gibraltar/Fryish	Lot 1 Sir Douglas James Road	322-0300	Mr. Edwin McLean	Mr. Bajenarine Teukaram	Mrs. Olivia Dick
Kilcoy/Hampshire	Albion	322-0586 / 623-8397	Mr. Anirood Mangar	Mr. Govinda Seermaul	Mr. Ameer Rahim
Port Mourant/John	Port Mourant	336-6236	Mr. Ramdhial Ramroop	Mr Gursarran Ketwaru	Mr. P. Nandu
Bloomfield/Whim	Whim Village	337-2619	Mr. George Sukha		Mr. Pooran Ramsarran
Lancaster/Hogstye	Alness Village	621-8023	Mr. Muriel Bruce		Ms. Joan Leitch
Black Bush Polder (I.M.C)	Mibicuri Compound	629-1918	Mr. Thakur Persaud	Mr. Roopsingh Ramphal	Mr. Mahadeo Jaldeo
Good Hope/ No. 51	# 47 Village	629-3837	Mr. Jairam Singh	Mr. Ganesh Ramjatan	Mr. Vernon Johnson
Macedonia/Joppa	Eversham Centre	622-9347	Mr. Newburn Pompey	Mrs. Lalita Etwaroo	Ms. Melina Nathoo
Adventure/No. 28 (Bush Lot)	Kildonan	621-8023	Mr. Latchman Ramnarayan	Mrs. Sandra Singh	Ms. Lillian Boenneti
Maida/Tarlogie (I.M.C)	Marlogie	333-2998	Mr. Esau Chickree	Mr. Zalesha Sachawat	Mr. Michael
No. 52/No. 74	# 54 Village	338-2266	Mr. Nizam Rajab	Mr. Abdul Ghanny	
Crabwood Creek/ Moleson Creek (I.M.C)	Crabwood Creek	339-2330	Mr. Suoupaul Mackerchand	Mr. Basco Jardine	Mr. Sahadeo Angad
Ordinance Fortlands/No. 38	Canje	333-2683	Mr. Nandram Persaud	Mr. Khemraj George	Mr. Godfrey Evans
REGION NO. 7					
Bartica	Bartica	455-2229	Mr. Gerald Joseph	Mr. Richard Willam	Mrs. Carol Elliot
REGION NO. 8	Madhia / Potaro				

REGION # 9					
Ireng/Sawariwau	Lethem	772-2028	Mr. Terrence Boston	Mr. Robert Massiah	Mr. Patrick Thome
Region # 10					
Kwakwani	Kwakwani	440-2271 / 2	Mr. Edgar Mendonca	Mr. Amrit Gabriel	Mrs. Amette Sauers

NEIGHBOURHOOD DEMOCRATIC COUNCILS

Neighbourhood Democratic Council	Address Of NDC	Telephone #	Chairman	Vice Chairman	Overseer/Clerk
REGION # 1					
Mabaruma/Kumaka/Hosororo	Mabaruma	777-4139	Ms. June Hernandez		Mr. Steve Santiago
Port Kaituma/Matthews Ridge/Arakaka	Kaituma	777-5019	Mr. Johnny Philip	Mr. Flatts	Mr. Orett Sealey
REGION # 2					
Charity/Pomeroon	Charity/Pomeroon	771-4694	Mr. Mohamed Khan	Miss Ena Adams	Mrs. Savita Bissondyaal
Evergreen/Paradise	Dartmouth	771-4066	Mr. Cornel Damon	Mr. Samuel Sooklall	Mr. Simon Stephen
Aberden/Zorg-en-Vulgt	QueensTown	628-0149	Mr. Sookdeo Persaud		Mr. Daniran Singh
Annandale/Riverstown	Suddie	774-4302	Mr. Haringo Narine	Mr. Bash Narine	Mrs. Thakurdai Shamnarine
Good Hope/Pomona	Aurora	774-5327	Mr. Shawkat Alli	Mr. Abdul Haleen	Mrs. Angelic Narine
Region # 3					
Wakenaam	San Souci	774-5060	Mr. Zakeer Khan	Mr. Ceceil Roopnarine	Mr. Orin Dowlin
Leguan	Enterprise	260-0710	Mr. Dorga Persaud	Mr. Deonauth Pooran	Mrs. Padmoutie Oudit
Mora/Parika	Marketing Centre	260-4569/70	Mr. Motie Singh	Mr. Vijai Chand	Mr. Mohamed Sharif
Hydronie/Good Hope	Farm		Mr. Milton Dookie	Mr. John Mohammed	Mrs. Alicia Harry
Greenwich Park/Vergenoegen	Vergenoegen	260-2199	Mr. Mohabeer Sami		Miss. Nicola Lynch
Tuschen/Uitvlugt	Meter-Mer-Zorg	275-0355	Mr. Mohamed Yussuf		Mrs. Jasoda Ramdass
Stewartville/Cornelia Ida (I.M.C)	Stewartville	268-2388	Mr. Jaigobin Ramnarine	Mr. Ramdat Ramlakan	Mrs. Hardai
Hague/Blankenburg	Den Amstel	276-3015	Mr. George Nedd		Mrs. Melissa Washington (ag)
La Jalousie/Nouvelle Flanders	Windsor Forest	269-0011	Mr. Guyadeen	Mr. Mahadeo	Mr. Hardat Hardial
Best/Klien Pouderoyen	Phoenix Park	264-2461	Mr. E. Alli	Mr. V. Bowan	Mrs. Kubi Garnet
Malgre Tout/Meer Zorgen	Goed Fortuin	263-7324	Mr. U George		Mrs. Cheryl Dover
La Grane/Nismes	Bagotville	263-5528	Mr. Issac M. Bhagwandeem		Mrs. Neslyne Maynard
Canals Polder	Canal No.2 Polder	263-5708	Mr. Gobin Persaud		Mr. Basil Seeharan (Ag)
Toevlugt/Potentia	Good Intent	263-7091	Mr. Ronald Jacobs	Mr. William Boston	Mrs. Lalita Hugh