

GUYANA

No. 14 of 1978.

ORDER

MADE UNDER

THE STATE PLANNING COMMISSION ACT, 1977

(No. 24 of 1977)

IN EXERCISE OF THE POWERS CONFERRED UPON ME BY SECTION 3 OF THE STATE PLANNING COMMISSION ACT, 1977, I HEREBY MAKE THE FOLLOWING ORDER:—

1. This Order may be cited as the State Planning Commission (Establishment) Order 1978, and shall be deemed to have come into operation on 1st January, 1978. Citation.

2. In this Order —

Interpre-
tation.

“Board” means the Board constituted in accordance with the First Schedule;

First
Schedule.

“Council” means the National Economic and Social Council;

“Panel” means the Technical Advisory Panel;

“Secretariat” means the State Planning Secretariat;

“Guidelines” means guidelines prescribing the functions of the respective organs of the Commission as contained in the Second Schedule;

Second
Schedule.

“Terms of reference” means the terms of reference issued by the Minister prescribing by notice published in the Gazette the functions of the Committees.

3. (1) There is hereby established a State Planning Commission which shall comprise the Minister and the following principal organs —

Establish-
ment of the
State Plan-
ning Com-
mission.

- (a) the State Planning Board;
- (b) the State Planning Secretariat;
- (c) the National Economic and Social Council; and
- (d) the Technical Advisory Panel.

(2) For the purpose of enabling the Commission to carry out its functions the bodies establishing in the Ministerial regions and commonly known as the Regional Development Councils, the local government authorities constituted under the Municipal and District Councils Act, for the City of Georgetown, the Town of New Amsterdam and the Town of Linden, respectively, and the National Science Research Council shall be deemed to be associate organs of the Commission.

4. (1) The Secretariat shall be the principal executive and administrative organ of the Commission.

State Plan-
ning Secre-
tariat.

THE STATE PLANNING SECRETARIAT

(2) The Secretariat shall comprise —

- (a) the Chairman of the Board;
- (b) the Chief Planning Officer; and
- (c) such other professional, technical and other employees of the Secretariat as the Board, with the approval of the Minister, considers necessary for the efficient discharge by the Secretariat of its functions.

(3) The Chairman of the Board shall be the head of the Secretariat by virtue of his office and shall be responsible to the Minister for ensuring that the Secretariat is efficiently organised and that it discharges its responsibility in accordance with the general policy directions of the Minister and the provisions of the Act.

(4) The Chief Planning Officer shall be the principal professional executive and administrative officer of the Secretariat and shall be responsible to the Chairman of the Board for the efficient day-to-day functioning of the Secretariat.

5. Subject to such general or special directions as may be given by the Minister, the Secretariat shall perform its functions in accordance with its guidelines to prepare such development plans as may be required, from time to time, co-ordinate

Functions of
the Secre-
tariat.

the work of the Commission, give such advice and guidance, prepare such documentation and do all things necessary to ensure the efficient performance by the Commission of its functions and the effective implementation of development plans in conformity with national objectives and the provisions of the Act.

THE NATIONAL ECONOMIC AND SOCIAL COUNCIL

6. The Council shall consist of such number of representatives as the Minister may appoint from those socio-economic and other organisations of a national character which he considers capable of making a significant contribution to the economic development of Guyana; and, without prejudice to the generality of the foregoing, those organisations shall include the bodies commonly known respectively as the Guyana Trades Union Congress, the Guyana Association of Local Authorities, the Guyana Manufacturer's Association, the Consultative Association of Guyanese Industry Limited, the Guyana Consumer's Association and the Guyana Co-operative Union.

The National
Economic and
Social Council.

7. It shall be the function of the Council, in accordance with its guidelines, to advise the Minister on the formulation of national development policies and strategies, to monitor, review and evaluate national Development Plans, analyse their impact upon the welfare and well-being of the citizens of Guyana and, from time to time, to tender such advice and make such recommendations to the Minister as it deems necessary.

Functions of
the Council.

8. (1) The Council may establish committees of the Council for the more effective discharge of the functions and, without prejudice to the generality of the foregoing, there shall be established committees to deal with the sub-matters mentioned in the Third Schedule.

Committees
of the
Council.

Third
Schedule.

(2) The principal function of a committee shall be in accordance with its terms of reference to monitor, keep under review and evaluate the performance of those sectors or areas of the national economy which are included in the subject-matter assigned to it.

9. For the purpose of carrying out its functions, every organ or associate organ of the Commission and every committee of such organ or associate organ shall be entitled to the co-operation of every agency, department, body corporate or institution in the public sector, and also of all other agencies and persons who are amenable to the Commission's directions under the provisions of the Act.

Relations
with other
Agencies.

THE TECHNICAL ADVISORY PANEL

**Technical
Advisory
Panel.**

10. (1) The Panel shall consist of such number of persons as the Minister deems fit to appoint from time to time from among persons who are in his opinion suitably qualified in those disciplines which are relevant to the development of the economy.

(2) The Chairman of the Panel may establish committees of the Panel for such purposes as the Chairman deems fit.

**Functions of
the Panel.**

11. It shall be the function of the Panel or any member thereof to undertake such activities relating to the work of the Commission or to the economy of Guyana in general in accordance with the guidelines of the Panel and to render advice or make recommendations to the Minister on any matter referred to the Panel by him.

**Duty of
Organs and
associate
Organs to
submit
annual
Reports.**

12. (1) The Chairman of every Committee of the Council shall submit to the Chairman of the Council not later than 21st January in each year an annual report on its activities for the previous calendar year.

(2) The Chairman of the Council shall submit to the Minister not later than the 15th February in each year an annual report on its activities for the previous calendar year and shall send a copy of the report to the Chairman of the Board.

(3) The Chairman of the Panel shall submit to the Minister not later than the 15th February in each year an annual report on the work of the Panel for the previous calendar year, and shall send a copy of the report to the Chairman of the Board.

(4) The Chairman or head of every associate organ shall submit to the Chairman of the Board not later than the 15th February in each year an annual report on its activities as an associate organ for the previous calendar year.

(5) The Chief Planning Officer shall submit to the Chairman of the Board not later than the 15th February in each year an annual report on the work of the Secretariat for the previous calendar year.

(6) The Chairman of the Board shall submit to the Minister not later than the 31st March in each year an annual report on the activities of the Commission for the previous calendar year and that report shall be laid by the Minister before the National Assembly.

13. Where in the performance of its functions, an organ, institution or associate organ of the Commission or any committee thereof is required to —

Relationship
between
organs and
institution of
the Com-
mission.

- (a) make any report or to tender any advice to the Minister; or
- (b) make any report or to give any instructions or advice to another organ, institution, associate organ or committee,

such report, advice or instructions shall be made or given by the Chairman of the respective organ, institution or committee to the Minister or the Chairman of the other organ, institution, associate organ or committee, as the case may be.

14. Subject to the Act and save as otherwise provided in this Order, every organ, institution or associate organ of the Commission shall regulate its proceedings.

Regulation
of procedure.

Clause 2

FIRST SCHEDULE

1. The Board shall consist of —

- (a) a person appointed by the Minister as Chairman of the Board;
- (b) the Chairman of the Panel, who shall be the deputy Chairman of the Board;
- (c) the Chairman of the Council; and
- (d) such number of persons appointed by the Minister from among persons appearing to him to be suitably qualified by reason of their professional or technical expertise or their having shown capacity in fields of activity which, in the opinion of the Minister, will enable them to make a significant contribution to the planning of the economic development of Guyana.

2. If the Minister attends any meeting of the Board he shall preside thereat.

3. The Chief Planning Officer shall *ex officio* be Secretary to the Board and a member thereof.

4. The names of the members of the Board as first constituted and every change in the membership thereof shall be published in the Gazette.

5. The Minister may constitute from among the members of the Board such committees as he considers necessary for the effective performance by the Board of its functions and he may assign to any such committee or a member of the Board authority to perform on behalf of the Board such functions as he may determine and, without prejudice to the generality thereof, there shall be constituted a standing committee of the Board known as the Appointments Committee for the purpose of carrying out of the provisions of section 6(1) of the Act.

6. It shall be the function of the Board, in accordance with its guidelines, to advise the Minister on the formulation of strategies, policies and programmes for national development to give effect to the provisions and objectives of the Act; to supervise the work of and give advice, guidance and directions to the Secretariat; and to supervise generally the work of the Commission.

SECOND SCHEDULE

Guidelines for the Board:

- (a) To advise the Minister on the formulation of national strategies, policies and programmes to give effect to the provisions and objectives of the Act and, in particular, to section 4 thereof;
- (b) to ensure that the plans, policies and programmes and activities of the Secretariat conform with the general policies and objectives of the Government, and the provisions of the Act;
- (c) to give all necessary guidance, advice and directions to the Secretariat to ensure compliance with the requirements of paragraph (b);
- (d) to monitor, review and evaluate all plans prepared by the Secretariat, give appropriate guidance, advice and directions in connection therewith to the Secretariat and tender appropriate advice to the Minister;
- (e) to monitor, review and evaluate the work of the Commission and give such guidance, advice and directions as may be appropriate to ensure its efficient functioning in accordance with the general policies and objectives of the Government and the provisions of the Act;
- (f) to give advice on any specific matter referred to it by the Minister;
- (g) to collaborate with the other organs of the Commission and with other bodies performing functions related to those of the Commission and its organs;
- (h) to do all things necessary and take all appropriate action within its powers to ensure that the Commission functions as efficiently as possible in accordance with the general policies and objectives of the Government and the provisions of the Act.

Guidelines for the State Planning Secretariat:

- (a) To prepare, monitor, review and evaluate development plans for Guyana in conformity with the general policies and objectives of the Government and the provisions of the Act;
- (b) to formulate policy recommendations to the Board for the efficient mobilisation and utilisation of the human, natural and financial resources of Guyana;
- (c) to develop appropriate planning systems, mechanisms, procedures and methodologies and to monitor, review and evaluate their performance and make recommendations, from time to time, for improving their efficiency;
- (d) to co-ordinate all activities within the Commission and between the Commission and other bodies;
- (e) to give advice, guidance and directions to all relevant agencies, enterprises and institutions to ensure their efficient operation within the framework of plans for national development;
- (f) to prepare appropriate manuals, work-sheets, forms and other documents which are deemed necessary to facilitate the proper discharge of their responsibilities to the Commission by employees of the Commission and other personnel and bodies involved in the planning process;
- (g) to organise such training courses and activities as may be deemed necessary to facilitate the efficient discharge of their responsibilities by personnel, whether employed by the Commission or not, who are involved in the process of planning;
- (h) to ensure, compile and disseminate in such manner as may be deemed necessary all information and data required or collected, as the case may be, by the respective organs and institutions of the Commission;
- (i) to pursue such research as may be necessary to enable it to perform its functions efficiently;
- (j) to undertake such other functions as may be assigned to it by the Board in relation to the functions of the Commission;
- (k) to carry out such administrative and other functions as would enable the other organs and institutions of the Commission to perform their respective functions efficiently.

Guidelines for the Council:

- (1) To advise the Minister on the formulation of strategies, policies and programmes to give effect to the provisions and objectives of the Act and in particular to section 4 thereof;

- (2) to review and evaluate any development plan prepared by the Secretariat and make such comments and recommendations and give such advice to the Minister in connection therewith as it may consider appropriate;
- (3) to monitor any such plan during the course of its implementation and to keep the Minister advised of the impact thereof on the various sectors of the economy and on the welfare and well-being of the citizens, with special reference to:
 - (a) the areas in which the implementation of the plan appears to be achieving the desired objectives;
 - (b) the areas in which the implementation of the plan appears to be deviating from, or failing to achieve, the desired objectives;
 - (c) any problems and difficulties which are identified from time to time;
- (4) to tender such advice and make such recommendations to the Minister as it may deem necessary from time to time to enable him to take appropriate action to deal with the problems and difficulties referred to in paragraph 3(c) above;
- (5) to make recommendations from time to time to the Minister for improving the work of the Commission and strengthening the planning mechanism generally;
- (6) to submit to the Minister from time to time such information, reports and other data it may consider useful in the task of framing, revising, monitoring or evaluating any development plan;
- (7) to submit to the Minister from time to time such information, reports and other data it may consider useful in the task of framing, revising, monitoring or evaluating any development plan;
- (8) to give advice on any specific matter referred to it by the Minister;
- (9) to collaborate with the other organs of the Commission and with relevant organisations and agencies for the effective discharge of its responsibilities;
- (10) generally, to do all things necessary and to take all appropriate action within its powers to ensure that the Commission functions as effective as possible in accordance with the policies and objectives of the Government and the provisions of the Act.

Guidelines for the Panel:

- (a) To advise the Minister or the Board on any technical matter related to national development, the economy of Guyana or the functions of the Commission that may be referred to it by the Minister or the Board;

- (b) to carry out such investigations and inquiries, prepare such studies and reports, and provide such information as may be requested, from time to time, by the Minister or the Board;
- (c) to investigate, at the request of the Minister or the Board, and report on any proposal, project, programme, policy or activity of the Commission;
- (d) to give all necessary assistance to the Commission in the performance of its functions as may be requested by the Minister or the Board;
- (e) to collaborate with other organs of the Commission and with other bodies performing functions related to those of the Commission and its organs and generally to do all things necessary to ensure that the Commission functions as efficiently as possible in accordance with the general policies and objectives of the Government and the provisions of the Act.

Clause 8

THIRD SCHEDULE

Subject-matters of Committees of the Council:

1. Production, Productivity and Workers' Welfare.
2. Consumer Affairs.
3. Education.
4. Culture (including Sports and Recreation).
5. Health, Housing and the Environment.
6. Agriculture.
7. Science and Technology.
8. Status of Women.
9. Co-operativism.
10. Children and Young Persons.
11. Public Utilities.
12. Public Sector Agencies (other than Public Utilities).
13. National Cohesion and Security.
14. Law and national development.

Made this 31st day of January, 1978.

L. F. S. Burnham,
Prime Minister.