



The **Association of Guyanese Industry Ltd** Consultative

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**Consultant's Report on the Activities of CAGI
January – December 2016**

1. New CAGI Member 2016

The Catholic Hospital Inc. joined membership of CAGI in March 2016. This brings our membership to 64 members, up from 32 in 2008.

2. Year End 2015 and Beginning of the 2016 Year Activities

- Wrote annual report **on** CAGI's work for January – December 2015 and circulated to all CAGI's Council Members, and all Member Companies. The report should be posted on our Website by Ms. Ramchan, CAGI's Secretary
- Revised Training Programme for 2016 and circulated to Council Members, CEOs, and HRMs – for the Website by Ms. Ramchan

3. CAGI Website: <http://www.cagi.org.gy>

The Secretary of CAGI, Ms Bibi S. Ramchan is now responsible for the updating of the Website from October 2015 as directed by Council members. The Consultant Adviser would continue to provide content materials for the Website

4. Human Resource Managers' Meetings

During 2016, Meetings of Human Resource Managers/Officers were held on:

- i) 26 January at Guyana Water Inc.(GWI) Vlissingen Road, Georgetown when presentations were made by:
- Mr. Bal Persaud on - ***Challenges to CARIFORUM Labour, Private Sector and employers to fulfill their EPA Obligations;*** and
 - Dr Richard Van West Charles, CEO of GWI who spoke on - ***the Challenges of Human Resource Management in the 21st Century***
- ii) **29 March at Demerara Mutual Life**, Avenue of the Republic when presentations were made by:
- Mr. Geoffrey Brewster, CEO on the **services provided by the his Insurance Company;** and
 - Mr. Lance Mars, HR Consultant at GWI who spoke on the ***Human Resource Function, and some new practices overseas in relation to leave and other benefits administration.***
- iii) **24 May at Demerara Bank Ltd.** 214, Camp Street, Georgetown. **Dr. Yesu Persaud**, Chairman of CAGI and Demerara Bank, addressed participants with some pertinent remarks on human resource management.
- Mr. **Samuel J. Goolsarran**, drawing from the CARICOM countries experience, discussed the proposal by Government for the establishment of an Industrial Tribunal in Guyana to deal with labour disputes for final settlement.
- iv) **27 September at Beharry Group of Companies**, Charlotte Street when, a part from the standing business agenda items, Mr. **Samuel J. Goolsarran** made presentation on ***Social Dialogue – the social partnership option for national development.***

Training Courses Delivered:

During the period of January – December 2016, the following training courses were successfully delivered:

A. For Several Companies:

- ***Promoting a Positive Image of the Enterprise*** – 29 participants, with Ms. Jannis London (Republic Bank) as the resource person;

- **Conducting Effective Staff Performance Appraisals** – 32 participants, with Mr. Samuel J. Goolsarran (CAGI) as the resource person;
- **Supervisory Management Development** – 40 participants, with Mr. Samuel J. Goolsarran (CAGI) and Mr. Eion Oudkerk (GNSC) as the resource person on days 1 and 2 respectively;
- **Occupational Safety and Health** – 24 participants with Mr. Samuel J. Goolsarran (CAGI) and Mr. Earl Morris, OSH Specialist as joint resource persons;
- **Effective Inventory Management** – 19 participants, with Ms. Winneth Blackman, Administrative Manager at Lands and Survey Department as the resource person;
- **How to be a Successful Manager** – 28 participants, with Mr. Taajnauth Jadunauth, Consultant and retired CEO of METRO as the resource person;
- **Financial Management for Non-financial Managers** – 21 participants with Mr. Deodat Indar, Finance Controller and Company Secretary (Sterling Products Ltd.) as the resource person;
- **Employment Obligations of Enterprises** - 33 participants with Mr. Samuel J. Goolsarran (CAGI) as the resource person
- **The Impact of leadership on Management** – 20 participants with Mr. Taajnauth Jadunauth, Consultant and retired CEO of METRO as the resource person;
- **Enterprise training and staff development** - 13 participants with Mr. Samuel J. Goolsarran (CAGI) as the resource person; and
- **The Skills in Human Resource Management** – 22 participants with Mr. Samuel J. Goolsarran (CAGI) as the resource person.

B. In House:

- Supervisory Management at BCGI (RUSAL) – 15 participants with Mr. Floyd Scott, Training Manager, DDL as resource person

5. Meeting with the Hon. Keith Scott;

The Chairman Dr. Yesu Persaud led a delegation of Councillors and Human Resource Practitioners on a courtesy meeting at the invitation of the Hon. Keith

Scott, Minister within the Ministry of Social Protection. Matters of mutual concern in the labour sector were discussed.

6. CEO Breakfast Forum:

- A breakfast forum was held on 11 April 2016 at the Pegasus Hotel. The Forum was addressed by Professor Dr. E. Nigel Harris, the new Chancellor of the University of Guyana on the subject: ***The University and Partnership with the Private and Corporate Sectors.***
- A breakfast forum was held on 24 October 2016 at the Pegasus Hotel. The Forum was addressed by Professor Dr. Ivelaw Lloyd Griffith, the new Vice Chancellor and Principal of the University of Guyana on the subject: ***The University as a National Institution.***

7. Advisory and Technical Work of the Consultant Adviser:

Technical Support and Advisory Services were provided, on request, to member companies and the private sector enterprises in general on:

- Employment and employment contracts;
- Training offerings, and the design of tailor-made Training Courses;
- Negotiations on terms and conditions for collective labour agreements,
- Disciplinary matters including dismissals and redundancies,
- Consultations on negotiation strategies and preparation for negotiations;
- Dealing with industrial disputes and strikes; and
- Remuneration packages including minimum wages, overtime pay, working hours, and leave.

8. Representation on National Bodies:

CAGI's current representatives maintain on an on-going basis, representation of Employers' interests and perspectives at the various regular and special meetings on the following national bodies:

- i) **Private Sector Commission** – Samuel J. Goolsarran (CAGI)
- ii) **National Tripartite Committee, MOL** – Samuel J. Goolsarran(CAGI), Bibi S. Ramchan (CAGI), Fay Bispham (Massy), Teckla Gonsalves (Banks DIH), Taajnauth Jadunauth (retired CEO METRO), and Mr. Shaun Prince (Qualfon - from 1 November 2015).

- iii) **Trade Union Recognition and Certification Board** – Samuel J. Goolsarran (CAGI), Taajnauth Jadunauth (Retired CEO METRO), Fay Bispham (Massy)
- iv) **N I S Appeals Tribunal for Demerara** – Samuel J. Goolsarran.
- v) **At Conciliation/Mediation/Arbitration meetings**, on request of member Companies - Samuel J. Goolsarran
- vi) **National Insurance Board** –Mr. Ramesh Persaud, CEO, IPED).
- vii) **University of Guyana Council, and its Appointments, Task Force on Transformation of the University of Guyana and recruitment of a new Vice Chancellor Committee** – Samuel J. Goolsarran
- viii) **University of Guyana Steering Committee on its Science and Technology Support Project** – Samuel J. Goolsaran.
- ix) **National Advisory Committee on OSH** – Earl Morris, GUYSUCO

9. Financial Audit Statement for 2015:

The Financial Statements for the year 2015 was completed at the end of April 2016 by PKF, Barcellos, Narine & Company, Chartered Accountants.

The report would be presented by CAGI's Secretary, Ms. Bibi S. Ramchan to Council Members, Council meeting and general membership meeting for reception and adoption.

The income and expenditure for 2016 accounts were prepared and ready for auditing by our Auditors with whom we are in contact.

10. Staff Development

- I) **Ms. Bibi S. Ramchan**, Secretary of CAGI, participated in CAGI training course on ***Employment Obligations of Enterprises*** on 26 July 2016.
- II) **Ms. Bibi S. Ramchan**, Secretary of CAGI, participated in an ***ILO-EU fully funded Research Methodology Workshop for Officers of National Employers' Organizations*** in Saint Lucia on 27 - 29 September 2016 in collaboration with the Caribbean Employers Confederation as part of a project with the EU.

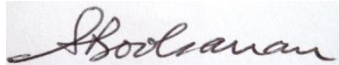
Ms. Ramchan will make a presentation at a meeting of Human Resource Managers on the content and outcome of the workshop.

Also Ms. Ramchan, in obligation and commitment for participating in the fully sponsored workshop, is required to present a research paper within six month to the CEC under the guidance of the CEC. The final product will be circulated to Council members.

11. Appreciation

I wish to place on record my appreciation and grateful thanks to Dr. Yesu Persaud, Chairman and Councillors of CAGI for their guidance, co-operation, and support. I also place on record my appreciation for the work and support of Ms. Bibi S. Ramchan and Mr. Quentin Campion.

I look forward to continue working with the Council in the service of CAGI and its members.



Samuel Jerry Goolsarran,
Consultant Adviser
CAGI
6 January 2017