

# Memorandum

**To:** Dhanmattie Sohai, USAID

**Cc:** Daune Pratt-Civil Society Specialist, Gavin Huntley-Office/Finance Manager, Hubert Robertson-Grants Management Specialist, Gary Bland-Governance Project Officer RTI, Abrar Sattar-Project Administration Specialist, Barbara Friday-RTI, Washington, DC

**From:** Gloria Richards-Johnson-Chief of Party

**Date:** 29 May, 2008

**Subject:** Contractor's Report for the Quarter January –March, 2008.

**This Memo should be considered official correspondence CO No. 504-C-00-04-00110-00**

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Dear Ms. Sohai,

Please find attached a copy of the Contractor's Quarterly Report for the USAID-GDCCR Project for the period January - March, 2008.

We apologise for the late submission.

Also attached is the financial status report.

All for your information.

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Gloria Richards-Johnson  
Chief of Party  
USAID-GDCCR Project



**USAID**  
FROM THE AMERICAN PEOPLE



**USAID**  
FROM THE AMERICAN PEOPLE

**UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT  
(USAID)**

**GUYANA DEMOCRATIC CONSOLIDATION &  
CONFLICT RESOLUTION (GDCCR)  
PROJECT**

**QUARTERLY REPORT  
FOR**

**January –March 2008**

Submitted by:  
**RTI International**

**29 May 2008**

To:  
**United States Agency for International Development  
Georgetown, Guyana**

Under Contract Number:  
504-C-00-04-00110-00

**May, 2008**

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## **Executive Summary**

During the quarter under review, January to March 2008, significant progress was made in the areas of mediation, establishing the IT Case tracking system at the High Court and developing a scheme to allow the compilation of Laws of Guyana in an electronic format on CD. In the area of mediation eleven attorney/mediators were trained as trainers. Two draft practice directions one to facilitate payment of mediators and the other to facilitate the use of court connected mediation without affecting the existing Rules of Procedure were prepared for the consideration of the Chancellor (a.g.). Thirty persons were sensitized about mediation through a Town Hall meeting in Essequibo and approximately 150,000 were sensitized through the repeated airing of a public education tape on TV and the dissemination of apparently 3500 brochures on mediation throughout the country.

In the area of Civil Society, the capacity of Civil Society Organizations were built through building of networks on the themes of Women, Youth and Differently Abled. Training of Trainers exercises for utilization of a civic education manual and the effective use of Media for 122 women previously trained in Local Government in 5 regions and were conducted.

A grant of \$78,000 was presented to University of Guyana to build the capacity of its Communications unit and a print suite was procured for that unit.

## **Program Area I: Rule of Law & Human Rights**

### **Program Element 1.3 Justice System**

(IR 2.3 Administration of Justice Improved)

#### **Mediation**

##### **Activity /Discussion Brief:**

##### ***Train-the-Trainers Workshop***

From March 26 – 29<sup>th</sup> March, 2008 Consultants Dr. Steven Weller and Mr. Richard Moore conducted a Train- the- Trainer Workshop for eleven attorneys/mediators as follows:

The participants reviewed content and materials of the Advanced Mediation Skills training course which was scheduled to be convened in April 2008, wrote learning objectives for each session of the course, and developed detailed lesson plans for each course session. They also received training in adult education and learnt to develop labs taking into consideration the diverse culture of Guyana.



**10 Mediation Trainers & Consultants**

Reviewed Advanced Mediation Skills Workshop and Creation of Learning Objectives and Lesson Plans

The Learning objectives were:

- Cognitive (what the learner will know);
- Affective (what the learner will feel or value); or
- Behavioral (what the learner will be able to do).

Learning objectives were written in the active voice:

- Cognitive: As a result of this session, the participants were able to explain the difference between arbitration and mediation.
- Affective: As a result of this session, participants looked for more opportunities to promote settlement of cases.
- Behavioral: As a result of this session, the participants were able to make effective use of caucuses during the course of mediation.

Once the desired outcomes of each session of the workshop were specified, the participants wrote detailed lesson plans, including content to be presented, the methods of presentation, and the use of adult education techniques. The workshop also focused on cultural issues unique to Guyana.

Writing Role-Plays.

Use and Debriefing of Role-Plays.

Preparation for Participation as Coaches and Trainers in the Advanced Mediation Skills Workshop.

At the conclusion of the Train-the-Trainer exercise the participants deepened their understanding of the mediation process as well as developed their ability to teach the theory and provide skills building training in mediation. The goal of the exercise was to leave a cadre of trainers who will be able to sustain the work that has been done to date and develop Guyanese capacity to spread the knowledge and skills throughout the country.

A main focus of the program was to review, adjust and adapt the training exercises, role plays and approaches in the Advanced Mediation Course to the Guyanese context. Participants were divided up into groups for this purpose. The result was the completion of four fully adapted mediation role plays and two exercises that can be used in the upcoming Advanced Mediation Training, and in future mediation training in Guyana.

The program also tested the newly created exercises and role plays to ensure that they worked well for the intended purposes and to train the trainers in effective adult based training and debriefing techniques.

The trainers also reviewed and revised the draft four day agenda for the Advanced Mediation Training and the consultants assigned the trainees to take a role in selected parts of the training program.

At the wind-up of the course, during the evaluation section, several trainees opined that the new Advanced Mediation Training course was superior to the one taught in November of 2007. The reason for this was that the Guyanese trainees had made the course more culturally sensitive. In addition, all agreed that they had deepened their own understanding of mediation theory and sharpened their skills in discrete conflict resolution techniques, so that they would be able to teach them in the courses.

On Sunday March 30, 2008, the consultants worked most of the day to refine the Advanced Mediation Training course based, to a large extent, on the ideas of the new trainers.

They also met with the Chancellor and the Chief of Party of the project to discuss their ideas concerning:

- The use of a Practice Direction to introduce mandatory mediation into the High Court of Judicature of Guyana, and the stage of the proceedings where this could legally be done without the necessity of a change in the Rules of Civil Procedure (a lengthy and cumbersome process); and,
- The process and quantum of payment of mediators.

These ideas were fully discussed with, and well received by the Chancellor (ag).

### ***Sensitization Session at Essequibo***

On Monday March 31<sup>st</sup>, 2008, the consultants accompanied by members of the GDCCR team, Mr. Kashir Khan, President of the Guyana Bar Association, Ms. Jamela Ali,, Trainer/Attorney and Practicing Mediator and Mr. Colin Chichester, Director of the Mediation Center visited the High Court in Suddie, Essequibo for a sensitization exercise on mediation.

Thirty persons from the Community participated. Ms. Gloria Richards- Johnson, COP, gave opening remarks on behalf of the Project while the Honourable Justice Dawn Gregory Barnes gave remarks on behalf of the Chancellor (ag). The consultants, President of the Bar, practicing mediator and director of the Mediation Center gave remarks from their individual perspectives.

The Program was enthusiastically received by the audience several of whom commented that communities like Essequibo lend themselves to community mediation since there are long standing family ties and people have a tradition of settling differences amicably. Lawsuits are utilized as a last resort. Members of the audience included Ministers of Religion, Justices of the Peace and Commissioners of Oath, Senior Police Officers, Lawyers, Town Clerk, Businessmen and Farmers.

Many in the audience requested that mediation training be conducted in the Essequibo area. It was noted that the High Court at Suddie has a room earmarked for a Mediation Center.

### ***Rules of Procedure***

On Friday March 28<sup>th</sup>, 2008, the consultants met with Ms. Sita Ramlall, studied the existing Rules of Procedure and prepared a draft practice direction which will not affect the existing Rules of Procedure but will provide a mechanism for making mediation a court connected measure. On Monday March 30<sup>th</sup>, 2008, the draft document was discussed with the Project and Chancellor, and submitted to the Chancellor for his consideration.

### ***Proposed Mediation Association***



***Some members of the Mediation Task Force***

## **Action Taken:**

In early January 2008, a group of attorney/mediators submitted a Concept paper for the establishment of a Mediation's Association. With technical assistance from the Project, on January 18<sup>th</sup>, 2008 approximately 70 trained mediators met to discuss the proposed Mediation Association to promote the development of mediation in Guyana. At that meeting a Task Force of seven persons was established to work out the modalities and report back to the Plenary. The Mediation Task Force met with the Plenary at the Tower Hotel on March 14<sup>th</sup> 2008, at 15:00 hrs to refine the issues related to the establishment of the Association. The body again met with the Consultants Moore and Weller at the GDCCRP office on March 25<sup>th</sup> 2008 to discuss the issues related to its establishment. The Consultants have provided the following documents from Canada for the guidance of the body:-

1. Natural Code of Conduct
2. Natural Mediator Rules
3. Canada by Laws
4. Code of Ethics
5. Natural Arbitration Rules
6. Disciplinary Procedures
7. Background documents

## **Result:**

1. 11 lawyers/ mediators trained as trainers
2. 30 persons from all professions sensitized in mediation in Essequibo.
3. Draft practice direction on Rules of Procedure prepared for consideration of the Chancellor (ag)
4. Advice and guidance provided to Task Force to advance the mediation association.
5. 500 mediation brochures distributed in Essequibo
6. 700 mediation brochures distributed in Berbice
7. 1000 mediation brochures distributed to Mediation Center
8. 1800 mediation brochures distributed to trained mediators
9. 500 to Grantees and NGO's/CSO's
10. Guidance provided to the Mediation Center to improve its processes and more efficient disposition of cases.

## **Follow-up requirement**

- Advanced mediation training for approximately 50 mediators scheduled during period of April (1<sup>st</sup> Session –April 2 - 6, 2008) / May, (2<sup>nd</sup> Session –May 11- 25, 2008.
- Basic mediation training for 25 Justices of the Peace and Commissioners of Oaths scheduled for period between May 11 – 25, 2008.
- Establishment of Mediation Association scheduled for June 2008

## **Estimated completion date**

- June 30<sup>th</sup> 2008.

## **Laws of Guyana (LOG)**

### **Activity /Discussion Brief:**

#### **Background**

Following the Law Order Revision (LOR) of 1977, the LOG underwent a new revision in 1998. The process involved the revision of the entire LOG and its updating according to the amendments that were passed since the previous LOR.

At the end of this process and as a separate task, the scanning and digital storage of the entire LOG was commissioned to a company from Barbados. This company returned the first set of LOG in electronic format.

This first set of laws contained some mistakes, mostly due to omission of laws or part of laws during the scanning process; this is estimated to amount to a 10% of the total number of laws.

#### **The LOG CD/ROM of 2004**

During early 2004 another attempt was made to create an electronic version of the LOG; this was done by NDI with help of local consultants and personnel from the Attorney General's (AG) office.

The work was to be based on the 1998 CD/ROM, adding to it the amendments for all the following years. The resulting product also had mistakes.

This attempt aimed to do a "one-time-only" version of the LOG and no proper updating procedures were put in place. The resulting product was a hard to navigate electronic version of the LOG with the amendments up to the year 2002, in which many of the original omissions that went into the 1998 version were not corrected.

#### **First talks with the AG – 2005:**

In April, 2005, RTI presented an initial proposal to the AG to restart the production of the LOG-CD, using the digitized subset of laws left from previous attempts. This subset required a thorough revision and correction before they could be used for this project.

#### **Present situation:**

Based on the assessment made in 2005, it is estimated that 75% of the existing laws may already reside on electronic format, with amendments up to the year 2002.

This subset can be used as a starting point, and it may help reduce the workload required to have a complete scan of the laws and its amendments. RTI is confident that by using a proper workflow, scanning techniques and a clear updating mechanism it is possible to obtain a finalized version of the LOG-CD in under 6 months. This would

require both strong planning and commitment from the stakeholders, both on management and execution.

### **Working Plan:**

RTI consultant developed a scheme of work that would allow the compilation of the LOG together with its amendments up to their last revision, in a framework that's secure, simple to use and at the same time allows easy updating of the body of laws by the AG office that's not fixed to a single publishing format.

In order to make this project sustainable, the same office that now updates the paper edition of the laws needs to be able to update its electronic counterpart in the future. To enforce this, RTI has strived to secure the participation of the staff at the Attorney General's (AG) office on both training and work sessions.

### **Main Objectives:**

The main thrust of the GDCCR Project's intervention is to:

- Compile a complete set of the Laws of Guyana in electronic format which is syntactically and semantically correct and complete, and an accurate depiction of the LOG on paper.
- Amend the initial set to their last revision, while developing an updating system that can be used on an ongoing basis to review, approve and publish future revisions.
- Create a distributable version of the LOG that provides a simple interface and search functions.

### **Extent of the body of laws:**

The AG's Office has provided a catalog of current laws which amounts to 256 Acts.

The last attempt to produce a LOG-CD left a series of PDF (Portable Document Format) documents most of which are locked. This "lock" only allows the information to be seen but prevents it from being printed or exported to other formats. While it is possible to circumvent this "lock", the quality of the documents previously-scanned is dubious and it is possible that the full extent of the laws will need to be scanned.

### **Classification:**

In collaboration with officials from the AG's Office, the final format for the electronic version of the LOG has been agreed. This includes the organization of the different sections, the searching abilities, publication formats and updating mechanisms.

The technical tools, and the processes used need to be detailed and documented properly since they will be the guides to the maintenance of the LOG.

At a minimum, the format defines:

- How documents will be scanned, and how images will be named, stored and post-processed
- Text mark-up on the scanned documents, based on the current page layout on the books with LOG
- Desired presentation format
- Desired indexing and search capabilities for the final application
- Procedure to correct the existing electronic publication, and to incorporate additions and amendments
- Procedures to allow the periodical or ad-hoc publishing of the LOG on different media.

One of the main critics that previous versions of the LOG received was the difficulty to find information and navigate through the contents. The GDCCR Project understands that in order for this publication to become an effective tool, it needs to be user-friendly and precise in the search for legal information.

An adequate index based on the organization of the LOG together with a full-text index has been added, taking care of making it accessible from anywhere in the publication. This electronic catalog will complement the traditional chapter-based index and allows for searches based on words, phrases and logical expressions.

#### **Presentation format:**

The presentation format will be Web-based, both online and on CD-ROM. A portable, CD-based web server will be added to the distribution to allow duplicating development efforts on two different presentation formats.

#### **Action taken:**

From March 5 – 19, 2008:

RTI Consultant Pablo Destafanis returned to Guyana and completed the following:

- Put in place procedures including unlocking the CD in place before coming to Guyana
- Met with AG, Permanent Secretary, Deputy Chief Parliamentary Counsel and Senior Counsel to ensure that he had their commitment to the process.
- Provided training to Deputy Chief Parliamentary Counsel, Senior Counsel, Law revision Clerk and 5 consultants hired by the Project.
- Developed electronic scheme to be followed by trainees.
- Continues to monitor the activity from overseas on a regular basis.
- Acquired a catalog of Laws from office of AG.
- Prepared Gantt Chart of activities.
- Presented oral report to Mission Director and CTO

**Results:**

- 5 Consultants trained
- 3 employees of the AG's office trained
- In the month of March 2008, 5 Acts were revised and 5 Acts sent to the Deputy Chief Parliamentary Counsel for approval. (Please see attached chart from office of the AG.)

**Follow-Up Requirement:**

- Consultants continuing to input laws under the supervision and direction of DCPC.
- RTI Consultant to return to Guyana in June 2008 to:
  - Conclude the review of the Laws of Guyana while adapting the system for future republications based on the expenses gathered.
  - Prepare the first on June publication for 2008.
  - Published Laws of Guyana online and on CD's
  - Provided guidelines for autonomous revision and publication of updates by the AG.
  - Other close out tasks.

**Estimated Completion Date:**

July 31, 2008.

**High Court Case Tracking System/ IT Support****Activity /Discussion Brief:****Background:**

The computerization of the Registry of the Supreme Court of Guyana is an important step to speed up and bring stronger security and accountability to the workings of the Judicial System in Guyana. RTI started working on this component in April, 2005 and progress has been made to date related to IT infrastructure and systems development.

The Project procured two Dell Power Edge servers to act as main and backup processing units for the Registry. Together with these servers, a tape backup unit and DVD-ROM units were purchased for permanent and offsite data storage and backup. The servers are housed in a steel rack and provided with a rack-mounted UPS.

Also, network switches, patch panels, wireless cards and access points were been acquired.

The Registry has been networked by a local company under the supervision of RTI staff; twenty (24) new network connections have been added, covering all the areas of the Registry, to accommodate the existing computers and to provide an adequate margin for additional computers.

Six computers and two laser printers, from a total of 12 assigned to the Registry from the Project, have been installed and configured to access the initial version of the system. These computers replace existing and very outdated units, and allow the users to practice with the flight sheet tracking system.

A DSL-based internet connection was provided to the Registry, with a one-year contract paid by the GDCCR project. This connection currently allows RTI staff to perform remote monitoring and operation of the servers, and will enable the safeguard of critical information in remote datacenters and provide email and web access to selected users.

The first version of this system was developed according to the assessment made in April 2005, and the application was published to internal users in the Registry to gather comments, requests for changes and to allow the users to familiarize themselves with the future application in a “real” environment.

As requested in the project plan, in 2006, three positions were created within the Supreme Court for IT specialists. These positions (one Junior Manager and two technicians) would provide support for the Information System for the Registry of the Supreme Court of Guyana, and to other units within the Supreme Court. The creation of these positions was key to the smooth implementation of the system. The delay in their creation and fulfillment created a major delay for this component

While setting up the first batch of computers it became clear that power supply problems existed at the Registry office, and are most likely caused by a low circuit capacity. While the computers and printers were able to operate, the use of the printers was usually triggering the UPSs, due to the increase in power consumption.

The only valid long-term solution, and RTI’s recommended approach, was to perform a complete inspection and upgrading of the electrical cabling at the Registry office; running a new circuit for both computers and printers. This was completed in 2007, and the power supply at the Registry office has been normalized. While this does not exempt the Registry from the occasional power cuts affecting Georgetown, it provides a much more stable environment to deploy these systems.

### **Tasks performed:**

- **System development**

The main development and debugging tasks have been moved to an offshore consultant, which will assist the GDCCR Project in finalizing both the system at the Registry and in the publication of the Laws of Guyana.

Mr. Lachezar Hristov, based in Bulgaria, will provide the bulk of the development work for this, collaborating with RTI and Registry staff, and receiving feedback on the use of the system.

- **Data migration**

During the last two years, and by the initiative of Mr. Rashid Mohammed, Deputy Chief Registrar, the Registry has been using a basic system developed in MS Access. Over

time, this system has captured enough information on existing cases, and should not be ignored when implementing a new system.

It is for that reason that one of the tasks assigned to Mr. Hristov is to perform the migration from the previous system, to the one being developed by RTI. This will save a considerable amount of time in the implementation stage. It is estimated that 10,000 cases are registered in this system, even if not all possess complete information, or are in a format that will allow for migration to the new system.

- **Server installation**

The servers that were delivered last year were installed and configured to run the system. During the setup process it was discovered that one of the servers had a faulty motherboard. The RTI consultant, with the help of the local IT staff, requested the necessary replacements (the server was still within their warranty period) the new parts were delivered to Guyana and replaced by the IT Manager at the Registry.

Having these two servers up and running would provide the Registry with a stable computing base. Both servers have registered software, dual power supplies, dual processors and multiple disks, providing excellent fault tolerance. The provision of two servers was to prevent a complete outage if one of the servers should fail. This proved to be a right decision since the installation of the servers, based on the problem described above.

With shipping and delivery times hovering around 2-3 weeks, having a completely redundant system is the only option for such a key component.

- **IT staff interviewing and training**

About 50% of the time spent at the Registry was devoted to train the new IT staff on the hardware and software infrastructure, and particularly on the installation and use of the Registry system. The skill level of the staff varies, and some leveling will be necessary.

The current IT manager has clearly the more experience, and a together with him a training schedule was set up to encourage the technicians to achieve a technical certification by the end of the year,

- **System rollout**

A final test release was installed on the Registry servers and is currently in use and accessible by all the computers in the Registry network. The staff has been trained in the management of the system, creation of accounts, and backups.

The author is in close contact with the IT manager regarding bugs that may be discovered, and suggestions that need to be incorporated to the system based on the usage experience of the Registry staff.

So far, the system has proved to be very simple to use (a key requirement given the high turnover at the Registry office) and very stable. Mr. Hristov will remain engaged in the project until its completion, and will work on any issues that are found with the system.

#### **Future steps:**

- **Amendment of pertinent laws**

The team at RTI is awaiting updates on the process to reform the laws that guide the way in which the causes are to be processed at the Supreme Court. The need for this requirement has been clearly outlined to the Chancellor (ag) Hon. Justice Carl Singh, and Justice Ian Chang, current Chief Justice.

This is a very important step, and until this reform is approved the proposed system cannot be used without having to enter data in the traditional way, that is, using the cause books this project is aiming to replace. Given this task constraint, the ultimate factor deciding the system's full utilization start date will be this amendment to the laws of Guyana. The Project has engaged the Chief Parliamentary Counsel on the matter and he has advised that the issue is on his list of priorities.

- **Handover of the system**

The final version of the system should be handed over to a local firm, or to the technical staff at the Registry before the end of the period of performance of the GDCCR Project. Currently it is not clear if the IT staff at the Registry will be able to support the system, but it should be considered that the current IT manager, Mr. Steven Backreedy, has considerable software development experience and could be an ideal candidate for so doing.

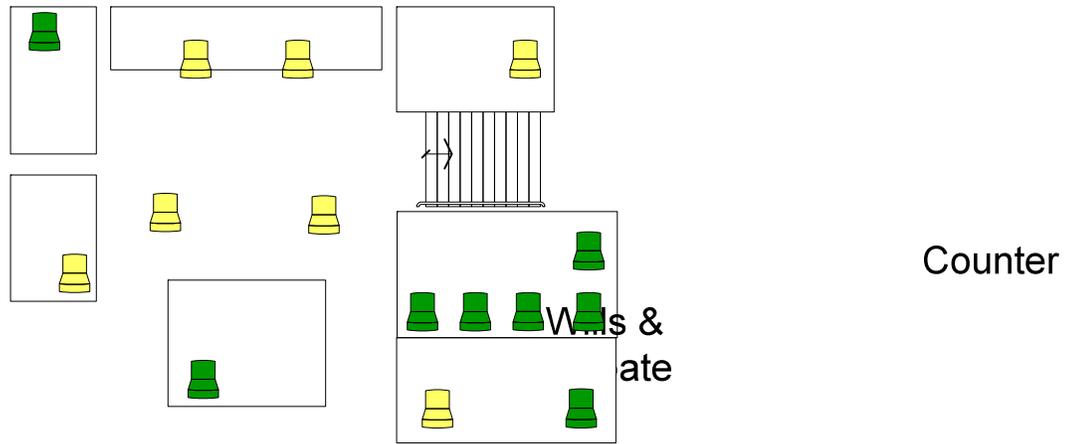
- **Data entry of existing cases**

The accession of the existing records into the system will demand an extra effort, which ideally should be performed by staff hired for this purpose, and not rely on the extra time that the current staff at the Registry can afford.

Ideally, a team of four data entry staff should be hired for a period of three to four months to work solely on this task. The Project has prepared the SOWs collected the relevant documentation and requested approval to hire the data entry clerks to complete this activity.

- **Complete the computer rollout on the lower floor**

Most of the computers donated by USAID to the Registry have been installed next to the server room, on the first floor of the Registry where the IT and data entry staff is located. During the coming months the remaining computers will be installed on the lower floor to allow for more people to enter data into the system and to start using it for cause-related queries.



Present and projected locations for computers

The above diagram shows the present location for computer terminals at the Registry General Area (green) alongside the computers to be added before the completion of the project (yellow).

Cashier

- Miscellaneous

The monitors provided by USAID had shown an unusually high rate of failure, and needed to be replaced. By the time the Consultant left Guyana, there were six monitors awaiting repairs. The price of the needed repairs (as confirmed by two shops in Georgetown) is very similar to the cost of new units. The Registry is being encouraged to acquire new units rather than replacing the existing ones.

**Action Taken:**

Mr. Destafanis installed and configured the servers. He also trained the IT staff. A final test release was installed on the Registry servers. It is currently in use and accessible by all computers in the Registry network. The staff has been trained in the management of the system, creation of accounts and back-ups. He also recommended that the Project hire 5 data entry clerks to assist in the inputting of data.

**Results:**

- Deputy Chief Registry, junior manager and two IT technicians trained at the High Court on the hardware and software infrastructure and particularly on the installation and use of the Registry system.
- Servers installed and configured to run the system.
- 5 data entry clerks have been approved for hiring by USAID, High Court and the Project. They are expected to report to work on Monday April 14, 2008. Each of them is expected to input approximately 600 cases per month.
- 170 cases were input in the month of March 2008.

**Follow-up Requirement:**

- The final version of the system to be handed over to a local firm or the technical staff of the Registry before conclusion of the GDCCR Project.
- Data entry clerks to input approximately 600 cases each per month.

**Estimated Completion Date:**

July 15<sup>th</sup> 2008.

**Program Area 2: Good Governance****Program Element 2.3 Local Government & Decentralization/ IR 1.3 Local Government Reforms Adopted & Implemented****Activity /Discussion Brief:**

During the last quarter the Joint Task Force on Local Government advised the Project that they would welcome Technical Assistance in the following areas:

- Assistance to the Office of the Chief Parliamentary Counsel to refine legislation and draft bills.
- Public sensitization of the work of the Task Force on the bills being considered.

**Action Taken:**

After not receiving a formal request in writing for assistance, on January 3, 2008, the Project wrote to the Task Force requesting a response and advising of its time constraints since it was due to conclude in September 2008. In the interim, the Project collected resumes from legal drafters and spoke to the Chief Parliamentary Counsel to determine the parameters of required assistance. On April 4<sup>th</sup>, 2008, Ms. Chloe Noble in the capacity of Mission Director (Ag.), CTO and COP, visited Ms. Gail Texiera Presidential Advisor on Governance to discuss technical assistance to the Local Government Task Force among other things. To date the project has received no request from the Joint Task Force on Local Government, the Presidential Advisor or the Chief Parliamentary Council.

**Results:**

Awaiting response from Government of Guyana (GOG) and/ or Task Force and Chief Parliamentary Counsel.

**Follow up Requirement:**

Make determination whether or not these activities are still feasible given the time constraints of the Project.

**Estimated Completion Date:**

June 30<sup>th</sup>, 2008.

**Program Area 3: Political Competition and Consensus Building**

**Program Element 3.1 Consensus Building Processes**

(IR 3: Vulnerability to Ethnic-Political Conflict Reduced)

**Electoral Reform**

**Activity /Discussion Brief:**

All arrangements have been put in place for Consultant Mr. Eugene Petty to visit Guyana to sensitize stakeholders on international best practices in elections. Because of the security crisis which developed in Guyana in January and February 2008. The Project requested Mr. Petty to visit Guyana in March and April 2008 however he advised of his unavailability until June because of other commitments. The Scope of Work (SOW) has been approved by the CTO and Contract is being prepared by RTI. The CTO and COP agreed to defer the exercise until June 8 – 28, 2008, Mr. Petty is expected to complete the following activities:

- a three- day Workshop for GECOM Commissioners and Secretariat
- a three- day Workshop for GECOM for political parties
- a one-day Sensitization workshop for stakeholders
- a one-day workshop for Donor

**Action taken:**

Activity deferred to June 8 -28 because of security crisis on Guyana and unavailability of the Consultant until June 2008.

**Results:**

Not Applicable.

**Follow Up Requirement:**

Preparation to be made in next quarter report.

**Estimated Completion Date:**

July 15<sup>th</sup> 2008

## **Program Area 4: Civil Society**

### **Program Element 4.1 Strengthen Democratic Civic Participation**

(IR 1.2 Civic education institutionalized)

#### **Brief on Networking/Partnership Groups**

##### **Activity /Discussion Brief:**

##### **Activity brief**

The project recognizes that civil society should play a vital role in contributing to citizen's democratic rights, well being, and development, GDCCRP therefore continues to strengthen citizen participation in policy and decision making. CSOs in Guyana have been trying in their individual organizations, with some amount of success, to participate in decision making, however there is still much to be done. The Project from its inception envisaged that the creation of networks can help. It must be noted, however, that networks have been tried and have fallen short e.g. NGO Forum. It was for this reason that the Project focused on how to work together (networking/partnering) rather than creating new networks.

In order to foster Networking/Partnering, the Project, planned and initiated a six month program on Networking/Partnerships to build the capacity and credibility of CSOs. This commenced in January, 2008 with a workshop entitled **Building Partnerships for Development between the Private and Civil Society Sectors** held from the 15-17 at the Tower Hotel and facilitated by **Ms. Audreyanne Thomas**. Twenty-eight participants from 22 CSOs in Guyana attended the event. Noteworthy was the presence of participants representing the Essequibo, Georgetown, Central Berbice and the Regional Chambers of Commerce.



**Workshop Facilitator - Ms. Audreyanne Thomas**

Participants were exposed to the Art and Science of Networking/Partnership. The sessions were enriched with shared knowledge on decisions and theories posited at many conferences, summits and declarations that relate to good governance and

development. These include: the Millennium Declaration, the Millennium Development Goals (MDGs), and the Paris Declaration. Topics on economic and human development, good governance, and aid effectiveness were also covered.



**Participants at Networking/ Partnerships Workshop**



### **Participants at Networking/ Partnerships Workshop**

Participants were also taught the principles of Partnership and the need for partnerships in development

#### **Action taken:**

In order to put into practice the structure and principles covered during the workshop, participants were placed in groups around three themes - women, youth and differently abled. The groups were expected to work together for the duration of the six months during which time they would practice the principles of networking/partnership while implementing an activity and deepening their learning experience. Each group was expected to submit a concept paper on its respective activity and submit it for potential funding by GDCCRP. Ms Pamela Nauth has been contracted to monitor and facilitate the aforementioned process and smooth implementation of the activities.

#### **Results:**

Several planning meetings were held with the groups at the end of which three concept notes were submitted to the CTO for approval.

#### **Follow-up Requirement**

A second workshop entitled Managing and Sustaining Partnerships was held on 15-17 April 2008 at the Tower Hotel and facilitated by Ms. Audreyanne Thomas. Significant to this activity was the participants' candid review of their interactions over the three months period between workshops with specific reference to the techniques and principles taught during the first workshop. This review presented the opportunity for rich learning on how to manage and sustain Partnerships. Discussions were centered on the experience and reflections on what was done well, what could have been done differently, and how to continue. Participants were for the three days exposed to topics on networking/partnership roles; Leadership in networking/ partnership; and to a television assimilation to create an opportunity for participants to build partnerships with the media as agents of change, This activity exposed participants to a media setting

as a way of increasing their levels of comfort and to encourage participants to tell their partnership stories; and how to mobilize resources

A plan was put in place for a review activity at the end of project implementation. A scope of work was prepared and submitted to the CTO for approval.

### **General comments**

Some final comments from participants must be highlighted. Ms Jean Bacchus from the Georgetown Chambers of Commerce after the first workshop said, "It is the first time in my life I have sat in a room with such rich learning. The right people were chosen; this was a value added for me." Other comments after both workshops were as follows:

1. There was a high level of commitment and passion exhibited during the programme.
2. There was different and better collaboration in this workshop.
3. Motivational-good to know people are still passionate about Guyana
4. Certainly, the expertise of the presenter is of an exceptionally high quality and I am satisfied that the programme was well thought out and presented.
5. This program reinforced the importance of working together for a better Guyana
6. This workshop had all the right ingredients,; knowledge, excellent presentation, interesting and innovative

### **Estimated Completion Date:**

It is estimated that this entire program on Networking/Partnership will conclude in July 2008

### **Civic Education Training of leaders in Regions 2, 3, 4, 5, 6, & 10**

#### **Activity /Discussion Brief:**

On 26-28 February 2008 the Project implemented its Training of Trainers activity on the Civic Education Manual. This was held at the Tower Hotel. Bonita Harris was contracted to facilitate the workshop. Fourteen persons were in attendance representing various organizations that have shown interest in the manual and facilitators chosen from regions 3, 4, 5, 6, and 10.

The facilitator thought it prudent to follow the content and methodology of the Manual for the following reasons:

- To give each potential trainer the experience of participating in a genuinely participatory training course
- To provide a model for participants to use, reach for and emulate in conducting their own training sessions
- To test the manual as a whole, as well as individual exercises, in practical real-life and real time terms
- To verify, once again, her conviction and experience that a well thought out and clearly laid out participatory training process that engages each participant can positively transform individuals and groups- even in a period as short as three days.

To provide the backdrop for the three days the facilitator did two self awareness exercises which allowed the participants to acknowledge that there is so little they know and focus on as it relates to their bodies, that of others and also issues that surround us. Consequently, participants were encouraged throughout the sessions to keep their hearts and minds open to new information, opinions and perspectives on the factors behind the issues, challenges and problems facing Guyana and Guyanese, and suspend the tendency to judge, label and condemn.

**Action Taken:**

A scope of work was prepared and submitted to the CTO for approval of this activity. This activity is scheduled to commence in April and conclude in June 2008.

**Result:**

All fifteen of the exercises were covered in whole or in part. It must be noted that commitments were made by the participants during the training of trainers to start utilizing the manual in their different areas of operation e.g. University of Guyana (UG), Church, and Schools etc. Thirty seven manuals were distributed to facilitate that process. Feed back from the participants revealed that one session was held for thirteen (13) members of the University of Guyana International Affairs Association (UGIAA) in March 2008 and another for approximately eighty (80) persons was held during a church conference at the World Vision New Testament Church of God. Both groups utilized modules of the manual and have plans for another session in April.2008. Reports are to be submitted.

**Follow-up Requirement:**

The Project will continue to monitor the use of the manuals and measure the output until the conclusion of the program in September 2008.

## **Civic Education Training of leaders in Regions 2, 3, 4, 5, 6, & 10**

### **Activity /Discussion Brief:**

In preparation for the next phase of the implementation of the civic education manual the Project has planned to implement six two days workshops for CSO leaders in regions 2, 3, 4, 5, 6, &, 10. Trainers from the just concluded training of trainers workshop held 26-28 February 2008, facilitated by Ms. Bonita Harris, will be utilized as facilitators.

### **Action Taken:**

A scope of work was prepared and submitted to the CTO for approval of this activity.

### **Result:**

Awaiting approval from CTO

### **Estimated Completion Date:**

This activity is scheduled to commence in April and conclude in June 2008.

## **Training of Trainers - Women in Local Government.**

### **Activity /Discussion Brief:**

A training of trainers workshop was conducted on March 2, 2008. The focus of the training was on the Effective Use of the Media. This module continues a five module workshop for the preparation of women in regions 2, 3, 4, 5, and 6 to participate in local government elections and decision making. The project had conducted three modules during the last fiscal year. Topics covered were Leadership skill, Understanding Local Government and Campaign Management. The facilitators utilized in those three workshops will be contracted again for continuity.

### **Action taken:**

The first workshop in the regions was scheduled for March however it had to be postponed due to the unavailability of the participants. Most of them are involved in the House to house registration being conducted by GECOM.

### **Follow-up:**

The final workshop will be on Negotiation Skills

### **Estimated Completion Date:**

It is estimated that both workshops will conclude by June 2008.

### **Training of technical staff of the Ethnic Relations Commission (ERC):**

Based on the advice of the Honourable Ms. Gail Texieria, Presidential Advisor on Governance at the last ESOT meeting, and discussions held with the CTO, the project withdrew its proposed activity to look at Laws for changes in discriminatory practices as was requested by the ERC. The Project has since consulted with the CEO of the ERC who has requested that training be done for its technical staff in the areas of project proposal and report writing.

#### **Action taken:**

A scope of work was prepared with a proposed date of May 14-16, 2008 for the activity and submitted to the CTO for approval.

### **International Development Partners (IDP) Working Group:**

Ms. Pratt continued to attend the meetings of the working Group of the International Development Partners (IDP). One meeting was held on the 14<sup>th</sup> March 2008. The group continues to finalise a concept note as was assigned by a wider group of IDP. These meetings resulted from a meeting of IDPs to discuss the challenges faced by civil society in Guyana, current IDP interventions to support civil society, and how to better support civil society. The IDPs in Guyana, have agreed to work towards facilitating the realisation of a role for CSOs in national development that is consistent with the principles of aid effectiveness

#### **Media:**

##### **Activity /Discussion Brief**

During this quarter, the University of Guyana was awarded a grant of USD\$76,800 to convene 6 workshops for and in collaboration with the Guyana Press Association and acquire a Television Studio and Print Suite.

The Workshops were scheduled as follows

**Workshop (1): Effective News Gathering & Production**– Friday April 18 and Saturday April 19.

**Target:** 20 Reporters and editors from all media countrywide.

#### **Topics:**

- a) Sources and news gathering
- b) Preparation for in reviews
- c) Interviewing Styles
- d) Questioning techniques and strategies

The facilitators will be Professor Vibert Cambridge and Professor Sandra Haggerty of Ohio State University.

**Workshop (2): Writing Media** – Friday May 9 and Saturday May 10

**Target:** 20 Reporters and editors from all media countrywide

**Topics:**

- a) Fundamentals of English Usage
- b) Fundamentals of Writing
- c) Writing for Media is Special
- d) Writing for radio
- e) Writing for television
- f) Writing for Print
- g) Writings for the Web
- h) Writing news stories and features

The facilitators will be Professor Vibert Cambridge and Professor Patricia Cambridge of Ohio State University.

**Workshop (3): Research for Media** – Friday May 16 and Saturday May 17

**Target:** 20 Journalists from all broadcast media countrywide.

**Topics:**

- a) Why Research?
- b) Sources of information (news groups, libraries, commercial data bases, wire services and archives)
- c) Program Evaluation
- d) Audience Evaluation

The facilitator will be Professor Vibert Cambridge of Ohio State University.

**Workshop (4): Presentation Techniques** – Friday May 23 and Saturday May 24

**Target:** 20 Presenters from all broadcast media countrywide

**Topics:**

- a) Presenting for radio
- b) Presenting for television
- c) Conducting effective interviews
- d) Delivery and use of body language
- e) Presenting in special circumstances

The facilitators will be Professor Vibert Cambridge and Professor Janice Collins.

The Project is in the process of procuring a Print Suite and a TV Studio for the University of Guyana.

RTI Procurement office in North Carolina identified the TV studio, and put in place the relevant procedure to ensure that all USA's procurement practices are followed.

The two additional Workshops being planned for UG are:

1. Workshop to Sensitize Students and Faculty Staff on utilizing a Print suite scheduled for April 21<sup>st</sup>- 27<sup>th</sup>, 2008. The facilitator is Professor Samuel Girton of Ohio State University.
2. Workshop to Sensitize students and Faculty/Staff to utilize a Television Studio scheduled for May 11<sup>th</sup>-25<sup>th</sup>, 2008. The facilitator is Professor Frederick Lewis of Ohio State University.

The Project is also funding another workshop entitled **Covering Socially Sensitive Issues** to be held on the 24- 25<sup>th</sup> April, 2008 at the Tower Hotel.

This workshop is intended to equip talk show hosts, editors, journalists, reporters, photographers and videographers in the print and television media, radio hosts and producers of advertisements with skills needed for promoting sensitive coverage of traumatic and other events.

The topics to be covered are:

- a) Conflict Resolution
- b) Conflict Management
- c) Media Ethics
- d) Media Law
- e) Media Effects
- f) Socially Sensitive Issues
- g) Children as a special group
- h) Political and Ethnic reporting
- i) Reporting Gender
- j) Post Conflict Strategy

The facilitators identified are: Dr. Vibert Cambridge of Ohio State University, Dr. Jeffrey Cumberbatch of the University of the West Indies, Cave Hill and Mr. Kojo Nnambi, acclaimed journalist from the Guyanese diaspora, based in Washington DC.

#### **Action Taken:**

The Project office has had several meetings with UG and GPA to put in place arrangements for aforementioned workshops.

- Print suite being procured
- SOW's prepared for CTO approval
- Television studio being procured
- Arrangements being put in place for workshops

**Result:**

Consultants to visit Guyana from April 18 to May 24, 2008 to conduct the aforementioned workshops

**Follow-up Requirement:**

- Print Suite to be procured
- TV studio to be procured
- Training on print suite and TV studio to be completed
- Four (4) workshops for GPA to be convened
- One (1) three (3) day workshop on covering sensitive issues for all media professionals to be convened
- Official handing over ceremony of equipment to University of Guyana to be planned.

**Estimated Completion Date:**

All of the aforementioned activities should be completed by May 31<sup>st</sup> 2008.

**Grants Program – Please note that the grants support the program areas.  
Summary of the Grants Program**

By end of the second quarter the position of the grants program was as follows:

- |                                   |                |
|-----------------------------------|----------------|
| • Total Grants Program budget     | US\$1,000,000. |
| • Total of Grants awarded         | US\$748,000    |
| • Total grants Disbursed          | US\$588,886    |
| • Number of Applications to date  | Fifty-six      |
| • Number of Applications approved | Twenty-two     |

**Program Area 1.3 : Justice System  
Program Element 1.3.4 Access to Justice  
Activity*****Georgetown Legal Aid Clinic***

The application submitted by Georgetown Legal Aid Clinic is not treated as a grant under the small grant program but is an unsolicited grant for just over US\$10,000. The purpose of the grant is to purchase computers and office furniture and equipment required to operationalize GLAC's offices set up in the regions to increase its outreach to persons in depressed circumstances, and who need legal assistance.

**Action Taken:**

On recommendation by the Project the grant was approved by USAID. Procurement had commenced by end of the quarter.

**Result:**

To be measured. It is expected to contribute towards the OP target of Number of people visiting USG supported legal service centers serving low income and marginalized communities. In this case it is the support of particularly the GLAC's outreach (into the regions) program.

**Follow up Requirement:**

Visits to the newly set up offices will be necessary, as well as a handing over ceremony. The number of persons visiting these offices supported by USG funds will be monitored.

**Estimated Completion Date:**

The actual procurement process could take approximately two to three weeks, so that completion can be by the end of April. The effects of the grant will be monitored until end of project in September.

**Program Area 3: Political Competition & Consensus Building****Program Element: Consensus Building & Dialogue Processes****Activities:**

The Project continued to support the CSOs which had earlier benefited from grant support for capacity building and for executing their work programs. To date only two grants remain current – the Guyana Volunteer Consultancy and Guyana Forum for Lifelong Learning.

***Guyana Volunteer Consultancy***

The GVC conducted a workshop on Conflict Resolution for 25 persons including 11 males and 14 females at Trinity Parish Hall located at Henrietta, Essequibo, 4 & 5 March, 2008. This contributes towards the OP Target - Number of Groups Trained in Inclusive Consensus Building Techniques with USG Assistance.

***Guyana Forum for Lifelong Learning***

During March, 2008 one workshop on Leadership Development – Module 2, two workshops on Debating Skills Module 3 and one workshop on Conflict Resolution and Advocacy Module 4 were conducted by the Forum. The workshops on Leadership Development and Debating Skills were held at the Roadside Baptist Church Skills Training Centre, No. 68 Village Corentyne, Berbice. The Workshops on Debating Skills and Conflict Resolution and Advocacy were held at the Guyana Women's Leadership Institute Cove en John East Coast Demerara. All of the workshops were of three days duration.

- Leadership Development 3-5 March 2008 for Twenty seven persons (12 males and 15 females)
- Debating Skills 7, 8 & 10, March 2008 for 24 persons (9 males and 15 females)

- Conflict Resolution and Advocacy 14, 15 & 20 for 18 persons including 6 males and 12 females.
- Debating Skills 17 -19 March, 2008 for 25 persons including 13 males and 12 females.

**Action Taken:**

Monitoring and guidance were provided towards the foregoing activities.

**Results:**

This series of training contributes towards the OP Target - Number of Groups Trained in Inclusive Consensus Building Techniques with USG Assistance. This is however an intermediate achievement since the groups have begun to focus on issues for placing on the agenda of the relevant decision makers.

**Follow-up Requirements:**

These grantees require continued guidance to ensure that their activities culminate in the achievement of their specific higher level targets.

**Estimated Completion Date:**

End date for these grants is (latest) end of July 2008.

**Sub-Grants Program**

During the month of March eight grants which included seven small grants resulting from an RFP, and one unsolicited grant were awarded generally for the purposes of facilitating CSOs' initiatives aimed at direct representation on specific issues, and consensus building and dialogue processes. These small grants were for not more than the sum of one Million Dollars (G) i.e. US\$5,000, and their end dates do not extend past July 2008. The CSOs proposals include a contribution of at least 10 percent of the overall budget. Details of these grants are as follows hereunder:

**Program Area 3: Political Competition & Consensus Building**

**Program Element: Consensus Building & Dialogue Processes**

**Activities:**

- I. **Ascension Temple of Truth** for Empowerment of Residents of Lodge and its Environs to become Change agents in their Communities. Funds were required for training thirty persons in Leadership, Conflict Resolution and Advocacy Skills. Trainees here will utilize the new skills to identify and agree on main relevant issues affecting them within their communities, and to conduct activities aimed at placing these issues on the agendas of the decision makers.

2. **GUYBERNET Youth Development/Governance.** The Grant is required to produce contact kits required for training transformational leaders, and to promote conflict transformation in selected schools on the East Coast of Demerara. Expected to contribute towards Consensus Building Processes assisted by USG, and towards no. of groups (in this case youths) trained in consensus building techniques.
3. **National Youth Development Network.** Creating a Document of Policy Recommendations for Youths by Youth. The grant is required for funding focus group meetings, general consultation meetings, traveling, facilitators and preparation of the Youth Policy Recommendations Document. This project is expected to contribute towards number consensus building processes assisted by USG, and the drafting of a Youth Policy Recommendations document for submission to the Government.
4. **East Bank Community Based Rehabilitation Programme.** Community Based deaf awareness training. Expenses are related to designing and producing training materials on deaf awareness, conducting training and organizing a public symposium on deaf. Expected to contribute towards Consensus Building Processes assisted by USG.

#### **Program Area 4: Civic Participation**

##### **Program Element 4.1.3 Citizens Participation & Oversight**

5. **Youth Aflame.** Training and Advocacy project for Linden youths. Expected to contribute towards Consensus Building Processes assisted by USG, and advocacy. Advocacy is not only an OP target but also a contractual obligation related to citizen's participation in decision- making.
6. **DEVNET.** Online Network Formation and Information sharing. Funds are required to Design & Build web forums, facilitate online lab sessions, coaching participants and operating costs related to those activities. This project is expected to contribute towards the overall strengthening of the CSO body thru formation of online forum for discussion, information sharing and advocacy. Also CSO reps will be capable (through hands -on training) of utilizing the IT for the foregoing purposes.
7. **Hopeful Steps Guyana Community Based Rehabilitation Programme.** To develop a cadre of 50 child ambassadors (within Georgetown) to promote the rights of the child. Funds required for supplies, cost of workshop, supplies, local transportation & Project Coordinator. The project is expected to contribute towards consensus building processes. There will be a summit involving children with and without disabilities. Other spin-offs will be increased

public awareness plus the fact that 50 child ambassadors will be left as advocates within the Georgetown community.

Of the small grant applications received 7 of 29 or 24% have been deemed suitable for recommendation to CTO USAID, while at least one or two more may have some potential subject to being reformulated, and whether or not there is still time.

**Action Taken:**

On recommendation by the project the grants were approved by USAID.

**Results:**

No results yet. Monitoring will determine the contributions of each of these towards the OP Targets

**Follow up Requirement:**

Grantees' work programs will commence in the month of April and guidance and monitoring will be provided.

**Estimated completion date:**

All sub-grants are scheduled to end on or before 31 July 2008.