

# FOCAL POINT

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### **Improve Productivity**

Punctuality is very important. Get to work on time and be ready to work. Adhere to your break periods and close off for the day at the appointed hour. If we were all punctual, our productivity would increase immensely.

## CIVIL SERVICE ASSOCIATIONS AND NEGOTIATIONS

Civil Servants may form associations and such associations shall be subject to the Civil Service Act and Civil Service Regulations. They shall also be recognized by the Minister as appropriate associations for consultation and negotiation with respect to matters concerning the Civil Servants they represent.

Presently, there are five associations:

- 1) The Antigua & Barbuda Public Service Association (ABPSA)
- 2) The Antigua & Barbuda Union of Teachers (ABUT)
- 3) The Antigua & Barbuda Nurses Association (ABNA)
- 4) The Guild of Antigua & Barbuda Air Traffic Control Officers (GABATCO)
- 5) The Antigua & Barbuda Meteorological Officers Association (ABMOA).

The Establishment Department establishes procedures for consultation and negotiation between itself and an appropriate association with respect to:

- A) the classification of officers
- B) any grievances
- C) remuneration and
- D) the terms and conditions of employment.

Where the Establishment Department and the appropriate association reach

agreement on any of the above-mentioned matters, the agreement is recorded in writing and, with the approval of the Minister, is signed by the Chief Establishment Officer as well as by a designated representative of the association. Any agreement recorded and signed in this fashion is binding on the Government and the Civil Servants to whom it relates.

Where a dispute is deemed to exist between the Government and an association, the Minister shall refer the dispute for settlement to the 'Special Tribunal', the members of which are appointed by the Governor-General. An award made by the 'Special Tribunal' is final.

*Source: Civil Service Act 1984 Cap 23 Revised Laws of Antigua and Barbuda*



## Birthdays

Well, here at Establishment we have blasted into the first quarter of the new year with a bevy of birthdays. We wish you all God's blessings and many more very happy birthdays to come. Our celebrants are:

**Crystal Martin**  
**Alison Peters**  
**Cynthia Burke**

**Stacey Gregg**  
**Lorraine Lewis-Simon**  
**Kim Parker**

**Bernadine James-Jacobs**  
**Gareth Nathaniel**  
**Nicole Edwards**

## Vacancies

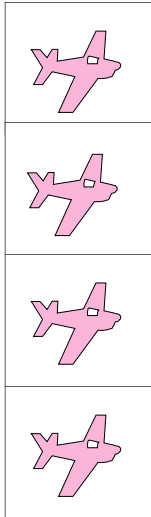
The following vacancies have been advertised

1. Deputy Solicitor General — Ministry of Justice and Legal Affairs
2. Superintendent Her Majesty's Prison — Ministry of Labour, Cooperatives and Public Safety
3. Dietician — Holberton Hospital

## **Recent Appointments, Transfers etc.** *into, out of and within the Establishment Department*

<b>Name</b>	<b>Ministry/Division</b>	<b>New Position</b>
Charles, Ms. B.	P.S.C. to Min. of Education	Principal Assistant Secretary
Jacobs, Miss A.	Establishment to P.S.C.	Senior Assistant Secretary
James, Mrs. I.	Establishment Department	Assistant Secretary
Greenaway, Mrs. R.	Establishment Department	Senior Executive Officer
Hector, Miss R.	Establishment Department	To act as Deputy Chief Establishment Officer
Simon, Mrs. L.	Establishment Department	Executive Officer
Jarvis, Miss G.	Establishment Department	Acting Principal Assistant Secretary
Burke, Miss C.	Min. of Ag. to Establishment	Acting Senior Executive Officer
Harris, Miss A.	Establishment to P.S.B.A.	Acting Executive Officer, Public Service Board of Appeal
Sheppard, Miss F.	Establishment Department	Acting Systems Analyst
Small, Mrs. R.	Establishment Department	Assistant Secretary
Gregg, Miss S.	Establishment Department	Acting Senior Systems Analyst
Anthony, Mrs. C.	Establishment to Min. of Health and Social Improvement	Acting Permanent Secretary, Social Improvement
Matthias, Mr. D.	Establishment to Min. of Finance	Budget Director
Elabanjo, Mrs. A.	Establishment Department	Acting Senior Assistant Secretary

## *Fly Away !!!*



In the first quarter of this year, the Civil Service has afforded the Leave Passage Grant to a number of its employees. The entire Establishment Department salutes these worthy colleagues of ours who, through hard work and dedication, have endured and advanced in their careers to the point where they can enjoy this perk. We trust that you all have enjoyed your travels immensely.

Our first quarter tourists were:

Marilyn Benjamin	Assistant Teacher I	Ministry of Education
Leon George	Lecturer	State College
Margaret-Rose Constant	Assistant Teacher	Ministry of Education
Celena Sutton	Principal II	Ministry of Education
Sheila Burton	Accounting Officer I	Treasury

*.... the Service will pay the passage for an overseas trip ....*

As a benefit of having achieved a certain rank and tenure in the Civil Service, officers are permitted what is called a Leave Passage Grant. In short, this means that the Service will pay the passage for an overseas trip for said officers. Here is what the Civil Service Regulations has to say on the matter:

**120.** (1) An Officer on a scale equal to or higher than that of an Assistant Secretary with 20 years of service, may be granted return leave passages from Antigua and Barbuda to London for himself and his spouse, if she accompanies him or travels to London within one month of his travel.

(2) An officer on a scale equal to or higher than that of a Senior Executive Officer with 15 years of service, may be granted return leave passages from Antigua and Barbuda to New York, for himself and his spouse, if she accompanies him or travels to New York within one month of his travel.

(3) An officer who opts to take leave passage to New York after 15 years of service shall not thereafter obtain leave passages to London after 20 years of service during the remaining period of service.

(Continued on page 4)

**“Keep learning and Training for new skills. New skills help you improve and be better**

(4) An officer who completes 10 years of service after obtaining leave passages in terms of paragraph (1) and (2) as the case may be, may be granted leave passages to the same destination to which he originally traveled to in terms of paragraph (1) or (2), as the case may be.

(5) An officer who opts to travel to a destination other than that mentioned in paragraph (1) or (2), may be granted the fare equal to or less than the fare required for traveling to the destination which he would have gone to in terms of this regulation.

Source: The Civil Service Regulations 1993.

**Memorandum of Agreement**

Between the Government and the ABPSA

During the 1994-1995 contract period, a Memorandum of agreement between the Government and the Antigua and Barbuda Public Service Association was signed. Article 12 of that document speaks to Leave Passage Grants — it states that:

12.1. All workers employed for fifteen (15) or more years shall receive a passage grant equivalent to the economy airline ticket for two (2) adults to travel to New York. The grant shall be repeated after a further ten (10) years.

12.2. No bonding arrangements shall be made with respect to passage grants.

12.3. Passage grants shall be administered in accordance with the existing Civil Service Regulations with the exception of the modifications outlined in 12.1 and 12.2 above.

# Retirement

Retirement can be a rejuvenating positive experience or it can be a depressing negative one — it’s all a matter of perception.

Long before retiring, planning and preparations of a financial and social nature must begin. We need to view it as a new beginning holding myriad opportunities and possibilities and us having the added bonus of wisdom and disposable time on our side. Retirement is the time when one can really indulge in hobbies and, if one so chooses, exploit these hobbies for a new income. Even if artistic inclination is not your thing, there are many worthwhile organizations social and otherwise, which could benefit greatly from the involvement of our senior citizens. The counsel of their years can be priceless.

For those of us not yet at the stage of retirement, **NOW** is the time to prepare. If we fail to prepare, we prepare to fail. Do not be caught un-awares!

In the first quarter of this year, the Civil Service has had eight retirements. The retirees are:

- |                            |  |
|----------------------------|--|
| Ismay Spencer              | P.A.S., Ministry of Youth Empowerment            |
| Molvina Simpson            | Prison Officer, H.M. Prison                      |
| Kathleen Henry             | P.S., Ministry of Justice and Legal Affairs      |
| Veronica Smith             | Asst. Secretary, Holberton Hospital              |
| Phillip Athanaze           | Postal Officer, Post Office                      |
| Laurel Warner              | Prison Officer, H.M. Prison                      |
| George Phillip             | Master, Fiennes Institute Ministry of Health     |
| Veronica Browne            | Nursing Assistant, Holberton Hospital            |
| Victorine George-Alexander | P.S., Ministry of Health and Social Improvement. |

The entire Establishment Department staff joins to wish these Civil Servants God’s richest blessings and the best of luck in all future endeavours. Remember, it’s not an end but a new beginning, a rebirth, if you will. It’s time to reinvent yourself. You can do it!

## ***SPOTLIGHT***

On

Mrs. Eusalyn Lewis  
Chief Establishment Officer



Mrs. Eusalyn Lewis, one of eleven (11) children, was born in the village of All Saints shortly before the end of the second World War. She laughed heartily and said, "I am a war baby!"

Mrs. Lewis began her formal education at the All Saints Primary School. With no available funds to enable her to join her older siblings in Secondary school, she continued in the Post Primary Programme where she wrote and passed Post Primary Exams at age twelve (12). Graduating from school in 1963, Mrs. Lewis began her career in the Civil Service as a teacher where she taught at the Golden Grove Secondary, the Antigua Girls High School and at the Princess Margaret School before entering the University of the West Indies where she graduated in 1968. Upon her return home, she continued her Civil Service career and, in 1970 she was appointed Secondary School Principal at the Holy Trinity School in Barbuda. She also served as Principal of the following schools:

- Antigua Grammar School
- Antigua Girls High School
- Princess Margaret School and
- All Saints Secondary School.

After her stint as principal at these various schools over a twelve (12) year period, she was promoted to the position of **Senior Education Officer**. This promotion took her into the main stream of the administrative part of the Civil Service. Then, fourteen (14) years later, she was elevated to **Acting Deputy Chief Education Officer**. A further promotion in 1994 saw Mrs. Lewis occupying the post of **Permanent Secretary**, Ministry of Education then **Permanent Secretary**, Ministry of Health and Home Affairs where she spent one year in each post. Her next challenge was to assume the post of **Chief Establishment Officer**, Establishment Department in 1996. At every step of her career, it has been reported that she is a highly principled and effective civil servant who holds a wealth of knowledge concerning the Service and how it works.

Mrs. Lewis' other interests include her passion for the development of young people which has led her to become the Chairperson of the Antigua and Barbuda National Executive Committee of the Scouts Association. In addition, she loves singing and is not only a committed Methodist Christian and choirmaster, but is also a lay preacher at her Church. Talk about boundless energy!

She is a real 'family' woman evidenced by the love she showers on her husband, Mr. B.T. Lewis, Director of Public Works, her two sons, Khari and Ato, and her grandson, J'Quani. We, her staff, at the Establishment Department, are constant recipients of her wisdom and guidance and we all.....

**HAIL THE CHIEF!!!**



### **Watchwords for the Civil Service from the Chief**

"The Civil Service requires that one retains one's integrity no matter the pressures. Objectivity and good judgement are the Hallmarks of fairplay."



## KNOW YOUR LIBRARY THE ANTIGUA PUBLIC LIBRARY

### The Past

The Public Library was founded in 1830 as a private venture. According to a 1932 report, the aim was the "gradual formation of a permanent library of general literature, and the establishment in connection with the library, of a reading room." Before 1843, the establishment of the Antigua Library Society by an act of parliament transformed the library's status to that of a corporation. However, in 1843 its proprietors were ruined when an earthquake partially destroyed the library. This led to the property becoming government owned in 1854. The library was then managed by trustees whose powers were increased in 1871. In 1900, according to the same report, the city board, "superseded the trustees and undertook its maintenance and control." In 1907 the City Board was abolished and Ordinance 4 was enacted empowering the Governor to appoint "trustees" of the real and personal property of the library, and to make rules for its management. The trustees then regarded the building and contents as trust property. In 1974 a major earthquake again damaged the building and it was judged unsound. Subsequently, in 1975 the library was temporarily moved to a new location upstairs the Silston's Library, and its services scaled back to one offered mainly to children. It was again moved, this time to Lolita's building on Market Street in 1978. Here the adult library opened its doors, but there was not enough space to accommodate a Children's Library. This was added one year later, when in 1979 additional space was rented in the same building to house the Children's Department. During most of the various transitions, Mrs. Phyllis Mayers, the former Chief Librarian carried the torch and struggled to continue to offer library services to the Antigua community. Mrs. Mayers retired in 1999. Thank you Mrs. Mayers for your dedicated service.



### Building the future

Almost 200 years since its formation, the vision of establishing a "permanent library" is not yet realized, but the library continues to serve Antigua's growing population of approximately 70,000. Peter Drucker notes, "The best way to predict the future is to create it." The staff intends to proactively create the future here and now. By the end of FY2003 the library will be fully automated. This process will

lay the groundwork for our entrance into the new library, and ensure that the library staff have convenient access to library files. The library's materials collection will be strengthened to include a wider range of media. We hope to be able to add resources in electronic formats such as CD-ROM and to provide access to resources beyond the library's in-house collection in the form of electronic databases. This will be especially important to those involved in both independent learning and formal education. An attractive and user-friendly home page is currently being developed for the provision of access on the World Wide Web. Such provision will be an integral part of a comprehensive web site and will ensure that when the automation process is complete, library patrons who cannot come personally to the library will have convenient access to its resources via the Internet. Patrons will receive instruction and guidance on how to access the library's resources electronically. Yes, a lot of exciting things are happening at the Antigua Public Library and we need the public to be a part of it. If we were asked for a wish list, then improved facilities in the form of a new library would head that list; this would be followed closely by air conditioning, since it would not only be advantageous for staff and clients, but also for the preservation of the material we spend thousands of dollars annually to acquire; a book mobile would provide the opportunity for us to reach out to the wider community; additional computers and other electronic equipment are needed also, and the opportunity to offer a wider range of programmes to the community we serve.

The library was established to serve the Antigua community; we therefore invite the community to use its resources.

*Submitted by: The Antigua Public Library*

### Editorial Comment:

Mrs. Dorothea Nelson is the new 'Captain' of the ship. Formerly a teacher, Mrs. Nelson accepted the challenge of transferring from classroom teaching within the Ministry of Education to full time Library Service. We look forward to the great changes she anticipates will take place as the Library expands.

## ***Let's look at the history of Easter***

### Pre-Christian Tradition

Easter, a Christian festival, embodies many pre-Christian traditions. The origin of its name is unknown. Scholars, however, accepting the derivation proposed by the 8th-century English scholar St. Bede, believe it probably comes from *Ēastre*, the Anglo-Saxon name of a Teutonic goddess of spring and fertility, to whom was dedicated a month corresponding to April. Her festival was celebrated on the day of the vernal equinox; traditions associated with the festival survive in the Easter rabbit, a symbol of fertility, and in colored Easter eggs, originally painted with bright colors to represent the sunlight of spring, and used in Easter-egg rolling contests or given as gifts.

Such festivals, and the stories and legends that explain their origin, were common in ancient religions. A Greek legend tells of the return of Persephone, daughter of Demeter, goddess of the earth, from the underworld to the light of day; her return symbolized to the ancient Greeks the resurrection of life in the spring after the desolation of winter. Many ancient peoples shared similar legends. The Phrygians believed that their omnipotent deity went to sleep at the time of the winter solstice, and they performed ceremonies with music and dancing at the spring equinox to awaken him. The Christian festival of Easter probably embodies a number of converging traditions; most scholars emphasize the original relation of Easter to the Jewish festival of Passover, or Pesach, from which is derived Pasch, another name for Easter. The early Christians, many of whom were of Jewish origin, were brought up in the Hebrew tradition and regarded Easter as a new feature of the Passover festival, a commemoration of the advent of the Messiah as foretold by the prophets.



Easter is almost here. It has always been an important holiday on the national calendar so why not sit and really think about what it means to you and your family.

There is lots to do and much opportunity for quality time with the family. We have concerts, kite-flying competitions, church functions, Easter egg hunts, picnics and our long-held national favourite, camping, whether on island or on one of the offshore islands. If you are planning to go camping, and especially if it is your first time, *please, please* prepare properly and realize that it is not going to be city living, but it can be a great learning experience and a nice change of pace where we can get close to Mother Nature.

Remember, during this time we have a tradition of refraining from eating meats — rather, we partake of sea foods. Involve the entire family in the preparation of some of our delicious local dishes e.g. Ducana and Saltfish. Have a safe and happy Easter holiday!

## **Reminder**

Deadline for submission of applications for duty/study leave is 30th April 2003. Be sure to have letter of acceptance or evidence that you are seeking entry in 2003-2004.

0-4 yrs—not eligible for leave

4-10 yrs—eligible for study leave

10+ yrs—eligible for duty leave



### **Establishment Department**

Friendly Alley  
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Antigua W.I.

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Fax: (268) 460-6876  
Email: estabdep@candw.ag

Should you have articles, ideas, comments or other correspondence to share with us, please send them to **Focal Point** c/o Establishment Department at the address, email or fax facilities listed above.

## **Health Watch**

It's Springtime, a time of renewal. Let's do it right by beginning with a clean bill of health. Have a physical checkup. Leave no stone unturned. Remember there are silent killers which can only be detected through medical tests. Fear not! Forewarned is forearmed.

## **Gone too soon**

People enter our lives for a 'reason' and a 'season'. It is far more easy to recognize and understand the 'reason' than it is to accept the 'season'. Gone too soon. There are as many reasons for people to enter our lives as there are people who do —

some come to mentor us, befriend us, empathize with us or to teach us important life

lessons such as patience, love, generosity, strength and kindness. To live fuller lives, we must embrace these 'reasons' and incorporate them into our daily living thereby improving ourselves and those around us. We find that immortality can be achieved in so many different ways. It's not about being "King of the World" or the "biggest fish in the pond", but rather, it is simply about having left this world of ours better than we met it, even if only in a small way. In very recent history we, in the Public Service, have mourned the loss of four of our long-serving, hard working brethren who all died while in their prime — they are,



Arvid Brazier, Jerry Brazier, Bernard Matthias and Noval Lindsay. They worked at the Justice Department, the Meteorological Division, the Customs Division and the National Ar-

chives respectively. We at the Establishment Department have benefited from the expertise of Mr. Noval Lindsay, recent microfilm specialist at the National Archives. We were saddened to hear of his untimely passing. We also mark the passing of Dean William Lake. The Establishment Department extends heartfelt sympathies to all surviving family, friends and others affected by the loss of these persons. We recognize that our 'family' is the richer for having had them in our midst and now the poorer for having lost them. God's speed to you, our brethren, and your families are in our prayers. Gone too soon.