



# FOCAL POINT

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## GREETINGS FROM THE CHIEF ESTABLISHMENT OFFICER

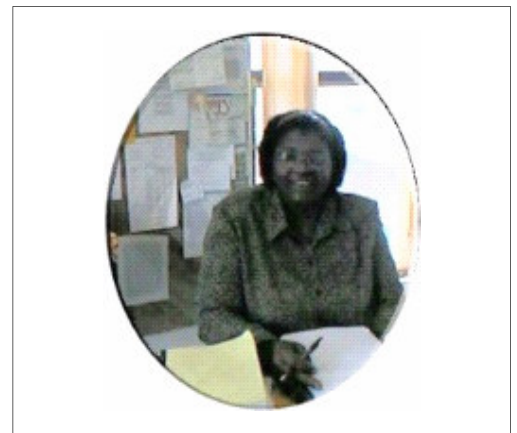
Across the spectrum of the Public Service, efforts have been made by many to highlight the work of units, departments, ministries and educational institutions to bring information in a timely fashion to any who would read.

The Establishment Department is undertaking to join the many efforts in presenting this first issue of *Focal Point* to our immediate clients - the members of the Public Service with a view to sharing information which is of relevance to the efficient and effective operations of the Public Service.

Very importantly, with shrinking budgets and the demand for improved services, Public Service Personnel are being called upon to do more with less. This means that we must become more conscious of the need for greater productivity and the development of a more friendly, service oriented, Public Service with which the Public at large can do business without the frustrations which seem to underscore much of what prevails at present.

This newsletter is also intended to draw upon the wide range of resources present in the Public Service and to share with our Colleagues, information and best practices which enhance the work of units and departments.

We intend to remind our Colleagues that a disciplined Public Service can deliver a quality product to our clients, and we would encourage all departments to assist us in sustaining this effort through contributions of articles, suggestions, criticisms and questions. We will endeavor to respond to all and to make this product - **FOCAL POINT** - one of which we can all be justly proud.



Mrs. Eusalyn Lewis,  
Chief Establishment Officer

Happy reading! And may I use this opportunity to wish all Public Servants best Wishes for 2003!

# Establishment Department

## Mission Statement

To provide courteous, accurate and efficient processing of human resource services for the benefit of Civil Servants.

## Vision Statement

Building a Courteous, Efficient and Accessible Public Service.

## What is the Establishment Department?

The Establishment Department is the Human Resource department of the Civil Service.

The Department is under the direction and control of the Minister of Planning, Trade, Industry, Commerce and Public Service Affairs, while it is managed by the Chief Establishment Officer, the Department Head.

Responsibilities falling under the purview of this Department include but are not limited to:-

The management of Civil Service Personnel in accordance with the Constitution, Civil Service Act and Regulations, and the Pension Act (including the other regulatory instruments).

Implementation of Public Service Commission decisions relating to all personnel matters concerning Civil Servants.

Maintaining Industrial Relationships with Civil Service Associations. Overseeing the staff of the Public Service Board of Appeal, Police Service Commission and the Public Service Commission.

The department has a staff compliment of thirty-two (32) persons.

## Some Specific Services Offered by the Department

- Recruitment and Selection of applicants to the Civil Service.
- Placement of Civil Servants
- Support to the Training Division in Training/Development of staff.
- Regulatory Agent for the Civil Service e.g. Public Service Commission matters
- Processing of all types of leave for Civil Servants
- Disciplinary Agent
- Arbitration Agent
- Travel and Subsistence
- Contractual Employment

## REGULATORY ACTS GOVERNING THE DEPARTMENT

The Regulatory Acts governing the Establishment Department are as follows:

- the Civil Service Regulations of 1993, No. 1
- the Civil Service Act (No. 24 of 1984) Revised Laws of Antigua and Barbuda 1992
- the Pensions Act Cap 311 Revised Edition, Laws of Antigua and Barbuda 1992
- Constitution Order of Antigua and Barbuda 1981 Cap 23 Revised Laws of Antigua and 1992
- PSC Regulations (SRO 12 & 13)/1967 Cap 23 Revised Laws of Antigua and Barbuda

## DEADLINES

Applications for Duty/Study leave are considered by the Public Service Commission in June of each year for the September - August academic year.

Leave applications must be submitted by the last Friday of April in each year.

Leave can be provisionally granted by the Public Service Commission pending an acceptance letter from the institution which the officer intends to enter.

Leave must be ratified upon presentation of the acceptance letter before the officer proceeds on leave.

### **Exception:**

The Public Service Commission may grant study/duty leave where Government accepts training out of time.

## DID YOU KNOW?

**113.** Subject to the provisions of regulation **114** or **115**, an officer who is pregnant and has been in the service for at least six continuous months shall be entitled to maternity leave.

114.(1) Applications for maternity leave shall be forwarded by the officer concerned to the Head of the Department at least three months before the estimated date of her confinement and should be accompanied by a medical certificate stating that the officer is pregnant and requires maternity leave giving the estimated date of confinement.

(2) Maternity leave shall be granted for a period of thirteen weeks with full pay.

(3) An officer who has any period of vacation leave due to her on the date on which she is granted maternity leave may, on application, be allowed to take such vacation leave which is due to her.

(4) Maternity leave shall not be considered as sick leave and that sick leave shall not be granted as substitute for maternity leave; provided that sick leave may be granted to run consecutively with maternity leave on production of satisfactory medical evidence that the sickness did not result from the pregnancy.

(5) The period of maternity leave granted to an officer may include any period the officer is on confinement during pregnancy or after the pregnancy.

**115.** Where any teacher is granted maternity leave, and the maternity leave falls in any part of the school holidays, any part of the school holidays falling within the maternity leave shall be considered as part of the maternity leave (as amended by S.I. #21 of 1993).

**116.** A person substituting in any duty on temporary terms for an officer shall not obtain maternity leave provided that she may be re-employed on notification of her availability for work after the end of her pregnancy; provided further that any person employed for at least one year on temporary terms may be granted maternity leave in terms of regulations **113** to **115**.

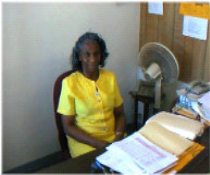
**Source:** *The Civil Service Regulations, 1993.*

### *Know your Establishment Department*

For efficient delivery of service, the department is divided into several units, they are:

The Registry and Despatch, the Typing Pool, the Accounts Department, General Service, Personnel, Industrial Relations, and the Human Resource Planning and Management Unit.

Mrs. Claudette Anthony,  
Deputy Chief Establishment Officer



- Responsible for advising Permanent Secretaries, Heads and other Officers on matters pertaining to regulations and procedures governing Civil Servants.
- Collaborates with the Chief Establishment Officer and prepares submissions to the Public Service Commission regarding confirmation of appointments, acting appointments, promotions, and transfers of Civil Service Personnel.
- Signs vouchers relating to Acting Allowances and Travel Subsistence.

Mr. Jessel Edwards,  
Establishment Officer



- Responsible for Industrial Relations activities.
- Deals with agreements and negotiations with various Union
- Updates the Classification of Civil Service positions.
- Keeps the Civil Service Regulations up-to-date.
- Advises the Chief Establishment Officer regarding the orders to be issued by the Minister in accordance with the Act.
- Ensures that the appropriate association of Civil Servants satisfies the conditions for negotiation and advises the Chief Establishment Officer accordingly.
- Monitors the implementation of Agreements entered into with the various Civil Service Unions.

Miss Ruthlin Hector,  
Principal Assistant Secretary



- Staff Officer.
- Deals with all correspondence relating to Contract Officers' employment, resignation, gratuities and approval of leave forms.
- Signs vouchers etc. when required.
- Deals with all Doctors/Legal officers not on contract - employment, acting appointments.
- Deals with requests to Justice and Legal Services and communications to the Governor General.
- Answers queries with reference to employment etc.
- Processes matters of discipline for the Public Service Commission.

## Registry



Mrs. Irma James supervises the Registry.

The Registry:

- receives , records and ensures that all correspondence received in the department, is filed and sent to action officers in a timely manner.
- ensures that indicated files are recorded and brought up for action as requested.
- prepares files for the Minister's attention.
- Liaises with the typist supervisor.



## General Service Operations

### Mrs. Ramona Small, Assistant Secretary



Mrs. Ramona Small is the supervisor of The General Service Operations Unit which:

- is responsible for dissemination of Public Service Commission's decisions, references and appointments in the Service
- maintains roster of Petty Officers and Junior Clerks

### Mr. Darnell George, Senior Executive Officer



- interviews applicants for positions as Petty Officers Class III with Principal Assistant Secretary and make submissions to Public Service Commission in respect of same
- is in charge of Supplies/Gazette Notices
- is responsible for placement of substitute Clerical Assistants, Junior Clerks and Petty Officer III's as requested by Ministries.

### Mrs. Rosa Greenaway, Senior Executive Officer



(l) These Research Officers' responsibilities include:

- General research of information for use by the Department
- submissions to the Public Service Commission and decisions received with reference to teachers
- Identification of trends in the Public Service
- maintenance of the staff list of teachers.



Miss Marcia Thomas  
Research Officer



Mrs. Ava Elabanjo  
Research Officer



Miss Nicole Edwards  
Research Officer



Ms. Kaylienne Lettein  
Junior Clerk



Mrs. Barbra Benjamin  
ag. Senior Clerk



Typing Pool

## Typing Pool

Mrs. Barbara Benjamin, ag. Senior Clerk, is the Typing Pool Supervisor. She reports to the Office Manager - Ms. Ruthlin Hector, Principal Assistant Secretary.

- is responsible for typing and dispatching Public Service Commission's submissions
- oversees typing of documents drafted by all officers in the various Departmental units and submitted to the pool
- prepares and monitors roster for daily movement of files

## Accounts

### The HRP MU



Miss Stacey Gregg,  
Senior Systems Analyst

The Human Resource Planning and Management Unit is the Quality Assurance Section of the Establishment Department in the Ministry of Planning.

It came to be in 1998 at which time it controlled a single database and has grown to its present position where the unit manages and maintains a number of databases including those for Established Workers, Non-established Workers, Contract Workers and Job Descriptions. The HRP MU is responsible for the collection, collation and compilation of data for the Human Resource Management Information System and therefore has an Information Technology component to the unit. As part of the reform process, the unit has embarked upon the facilitation of a series of workshops aimed at increasing productivity. This unit is supervised by Miss Stacey Gregg, Senior Systems Analyst, pictured above.



Ms. Gloria Jarvis



Mrs. Bernadine Jacobs



The Accounts and Leave  
Sections' staff.

The Accounts Section is supervised by Ms. Gloria Jarvis, Senior Assistant Secretary, who:

- oversees the Section
- prepares the annual Estimates for the Establishment Department
- is responsible for processing all documents involved in a) the retirement of established Civil Servants/Police Officers and (b) marriage gratuities
- settles all queries related to accounting matters

The Accounts Supervisor is Mrs. Bernadine Jacobs, Senior Executive Officer who, along with other officers:

- processes substitute/acting vouchers for payment from the Established Vote
- Processes requests for overseas trips on Government business/recruitment and
- repatriation of established contract officers and Leave Passage Grants.
- processes Local Purchase Orders
- is responsible to Senior Assistant Secretary for the accounts section

# Public Sector Reform In Antigua and Barbuda

## Introduction

Here in Antigua/Barbuda, the Government employs a very high percentage of the nation's workforce; in fact, significantly higher than anywhere else in the region. This situation makes government the "main employer" in the country and puts an enormous strain on the public purse. At present, the Public Sector is divided into two (2) major classes of workers; the Established Workers and the Non-established Workers. In addition to these, thousands of persons are absorbed by the Statutory Bodies. In the face of changing economic tides, it is vital that we, the Public Sector, play our part by improving our productivity. This will help keep our country viable and current, hence the need for Public Sector Reform.

## What is Public Sector Reform?

In short, Public Sector Reform is the reformation process by which the Public Sector of Antigua/Barbuda will be transformed, over time, into a more viable entity. The objective of this reform project is to create a courteous, efficient, cost-effective and capably managed, single public sector.

## How committed is the Government to the process?

The Government has shown a commitment to the process of Public Sector Reform by securing in 1999, a significant loan from the Caribbean Development Bank, through which it contracted Price Waterhouse Coopers, a Management Consulting firm to work with the Ministry responsible for the Public Service to conduct an Organization and Management study to assist in the formulation of a Public Sector Reform project for Antigua and Barbuda. Additionally, the consultants, over the past eighteen months, have been working with a local counterpart team to garner all relevant data which will be used in the development of the project.

At the inception of the project, a Public Sector Reform coordinating committee was established.

This comprised of:

- A National Advisory Committee
- A Public Sector Secretariat
- A Multi-Sectoral Steering Committee

The Chairperson of the Committee is Senator Sam Aymer.

The success of activities to date, can be measured by the participation of Government Ministries and Divisions, all of which have been requested to feed information into the Establishment Department for the Public Sector Secretariat. The success of the project will continue to depend heavily on the involvement and support of Government entities and their ready response to the demand for information.

The ultimate goal of Public Sector Reform is for the development of a Public Service that will be more integrated, accountable, feasible, focused on its core business and on quality service delivery. This can be attained only through sustained effort, collaboration and a general will by all stakeholders to deliver government services that meet the general satisfaction of all our clients.

## What can we expect to see at the end of this project?

There is no absolute end to this process. It is ongoing and will continue to grow and develop. As the process continues, we will see the emergence of a much more efficient and effective Public Sector. It will become more competitive with the Private Sector in terms of improved customer service, quality assurance and better employment opportunities. In addition, upward mobility will be increased, since more and better training will be afforded to the officers, thereby improving their job prospects.

## Moving on up

21. In the selection of officers for promotion, preference shall be given to their qualifications, experience and merit; provided that where the officers under consideration have equal qualifications, experience and merit, regard may be given to their seniority.

*Source: The Civil Service Regulations, 1993.*

## Service News

### **Hon. Minister of Tourism and Environment Contributes to Arbour Month**

In a quiet ceremony with the bright faces of the students of the Jennings Primary School as the key onlookers, Hon. Minister Molwyn Joseph planted a single “Bay Tree” on the compound of the school on Thursday, November 7, 2002.

The Ceremony began with introductions by Ms. James, acting Principal of the Jennings Primary School, followed by some choice words from Minister Joseph, a thank you on behalf of the school from Ms. James and ended with the planting of the tree.

The ceremony carried with it a wealth of symbolism which belied its simplicity. Firstly, it was the symbolic start of the Ministry of Tourism and Environment’s month of activities for Arbour Month. Secondly, the planting of the tree at a school was a symbol for stronger community participation. Finally, the tree itself, known locally as the Christmas Bush, was identified by the Minister as being similar to that referred to by the ancient Romans and Greeks as the Laurel, which, as pointed out by Mr. Joseph, was used frequently as a sign of achievement.

“The ‘Laurel’ gets its name from the Latin word ‘Lauris’ which means “to praise”. In ancient times, a man with a crown of Laurels was a man of importance. He was a leader, a conqueror, a victor. In the same way the tree which I plant today is to be a symbol of leadership; not simply leadership in grades, or leadership in sports, but leadership among the people of Antigua and Barbuda.”

#### A Brief History of the Post Office Postal History

- It is interesting to note that Antigua, or rather “Antego”, as the island was then named, in common with other West Indian islands, was specified in the list of postage rate prescribed in Act of Anne 0.10 (1710).
- The postal history of the island runs parallel with Nevis, Jamaica and other islands.
- An internal Post was set up by the island’s authorities in March 1841.
- The privilege of using English stamps was accorded to the British West Indies Colonies in 1858, when the 1d Rose-red of 1857, the 8d Blue of 1858, 4d Rose-red of 1857, the 6d lilac and the 1de Green were known with the postmark of the different islands. The Postmark A02 was used for St. John’s and AIB for English Harbour.

The Duke of New Castle, Secretary of State for the Colonies, forwarded the letters with orders respecting the transfer of the Post Office of Antigua to the control of the Local Government in March 1860, and the Post Office Act was passed on 24th April 1860, when the following rates were established:

The leadership of which the Minister spoke was shown in the exuberant faces of all the youths. The students of the Jennings Primary School showed themselves to be a true treasure. They answered Mr. Joseph’s questions without missing a step and when asked who wanted to help him plant the tree a sea of hands was quick to rise.

As a result of the interaction of the students, the Minister is certain that the tree is most certainly in good hands, and by extension, so is Antigua and Barbuda.

*Submitted by: The Environment Division.*



1. Hon. Molwyn Joseph planting Bay Tree at Jennings Primary School.
2. Assisted by student of Jennings Primary School.
3. With Mrs. D. Black-Layne, Chief Environment Officer

- one penny packets or letter of 1oz., 4d for 2oz., heavier packets in proportion provided that all letters be prepaid by money or stamps affixed.
- A short Act was passed on September 20th 1862 by the prepayment of postage by affixing a stamp on Inter-Colonial letters and the stamp of the appropriate denomination, one penny watermark with a small star, and with a picture of the Queen’s head was ordered from Messrs. Perkin’s Bacon Co. The next lot of Antigua stamps appears to have come by order of the Crown Agents in 1872, also with the Queen’s head but with the watermark of a crown above the letters CC. The watermark with the crown over CA, instead of CC came in use in 1882.

.....*To be continued in a later issue.*



## CAREER FOCUS

### The Fire Brigade

The Fire Brigade, still attached to the regular Police Force, is currently training eleven recruits, accommodated at the Longfords Police Training School, along with the police recruits. They will be trained in some aspects of police work, but their main training will be in Fire Fighting:

- Chemistry of combustion
- Breathing apparatus theory
- Fire behaviour
- Aviation fuel
- Ground ladders
- Aircraft construction

Should they be successful in their training, they are expected to become full-fledged fire fighters sometime in 2003. Unfortunately there are no female fire fighters, but we do hope that sooner rather than later, Antigua/Barbuda will have it's first female fire fighters.

In early May 2002, three fire fighters #7 Sgt. Duncan, #305 Sgt. Drew and #400 Cpl. Rodney, attended a twelve week training course in Canada. They returned home rearing to go and ready to share their newly acquired knowledge after rigorous training in search and rescue, ventilation, building construction, auto extrication and self-contained breathing apparatus.

#### Public Services

- The Fire Brigade Fire Prevention Team has conducted fire prevention lectures with schools, hotels, government offices and institutions.
- Officers have also carried out familiarization visits to buildings around the city as well as at the West Indies Oil Company and are in the process of organizing the same with visiting cruise ships to our seaports.
- The Fire Chief and staff extend an open invitation to the general public to visit the Fire Station where the firemen will be happy to assist and advise them with any knowledge pertaining to fire protection and prevention.

The Fire Brigade is presently working with the Development Control Authority (DCA) in the assessment of building plans with regard to fire safety requirements in the state of Antigua/Barbuda.

#### Institutional Update

Due to the recent acquisition of three spanking new fire trucks, it became apparent that the present structure at the Fire Brigade was inadequate to house the equipment. This has necessitated the construction of a new Fire Appliance Bay, situated on the eastern side of the fire station. I'm sure you've seen the construction in passing.

### DID YOU KNOW WHY WE ARE CALLED GARROTTS : OR WE MURDERED A GOVERNOR?

Sometimes, especially in St. Kitts and the Virgin Islands, Antiguans are called 'Garrotts'. This word is derived from the word 'Garrotte', which means 'to kill by strangling'. This is because many years ago we killed one of our rulers. Here is the story.

Once upon a time, or nearly 300 years ago to be more exact, a Governor from the colony of Virginia, was appointed to Antigua. (In those days it was actually a promotion to be assigned to the West Indies, because of the importance of sugar). He was popular and was well received at first, for an Act of Parliament was passed to raise 100,000 lbs of sugar to pay for a Governor's residence.

Anyway, this Governor, Daniel Parke, soon became extremely unpopular because of his corruption. He was also defiant of social customs and disdainfully disrespected his superiors. For one thing, he had appointed an ordinary army corporal without any political upbringing, as a sidekick to help him carry out his unpopular demands. Many violent dissensions shortly arose between the Governor and his people. His tyrannical and arbitrary conduct made him deeply detested throughout the island. Sometimes at night Parke roamed the streets of St. John's disguised so that he could hear what the common person had to say about him!

Before long, the English Government recalled him, but he failed to obey anyone else's command! Even that of the Home Government!

Shortly, Parke became so unpopular that the people began to mob him, and one day he asked the Attorney General to post a Proclamation ordering the crowd to disperse, but the Attorney General told him to "wipe his #!\*&!" with it! On that same day, 7th December 1710, the people murdered Governor Daniel Parke with a shot in the thigh. The present day Cathedral is supposed to be built over that same spot, next to Newgate Street!

Parke had one good trait however, which was partly responsible for his unpopularity. He had checked smuggling! Nevertheless, Parke's murder illustrates the disorder there was in the West Indies at the time, partly because of the unsuitability of colonial Governors. Two years after his demise, the Queen signed a pardon for those concerned in the misdeed, and a day was put aside for a solemn fast of atonement.

So we killed one of our Governors and that's why we are called 'Garrotts'.

*Taken from the: Historical & Archaeological Society Newsletter*



## **SPOTLIGHT**

ON

MRS. FELICITY AYMER

AIDS Programme Manager

Mrs. Aymer is a past student of the Antigua Girls High School. She migrated to the United Kingdom where she graduated as a State Registered Nurse/Midwife and a Certified Public Health Nurse, and worked for a number of years.

She later moved to Jamaica with her family where she worked with the National Family Planning Board and acquired a Certificate in Management Studies. The family then moved to The Bahamas where she worked as a Health Educator and was later the Bahamas' first AIDS Coordinator. In the meantime, she pursued the Masters in Public Health (MPH) at UWI Mona Campus.

Mrs. Aymer moved back to her native Antigua/Barbuda in mid 1991. She was appointed AIDS Programme Manager/Executive Secretary to the National AIDS Committee in 1992. Her first task was to organize the National AIDS Programme/AIDS Secretariat.

Over the years, she has worked tirelessly educating and counseling in the field of Prevention and Control of HIV/AIDS. She was instrumental in the implementation of a National Policy on HIV/AIDS, Policy on HIV in the workplace, National strategic Plan on HIV/AIDS, Mother To Child Transmission (MTCT) Programme and a Support Group of Persons Living with HIV/AIDS (PLWHA). She has represented the country at several regional and international fora on the subject of HIV/AIDS.

Her contribution to HIV/AIDS is highly recognized nationally, regionally and internationally, hence her recent recommendation for The Order Of The British Empire (OBE) to Her Majesty Queen Elizabeth II.

Mrs. Aymer is married to Senator Sam Aymer, Advisor to both the Minister of Planning, Trade, Industry, Commerce & Public Service Affairs and the Minister of Health. The couple have been married for forty-two (42) years and have two sons.

**CONGRATULATIONS !!**

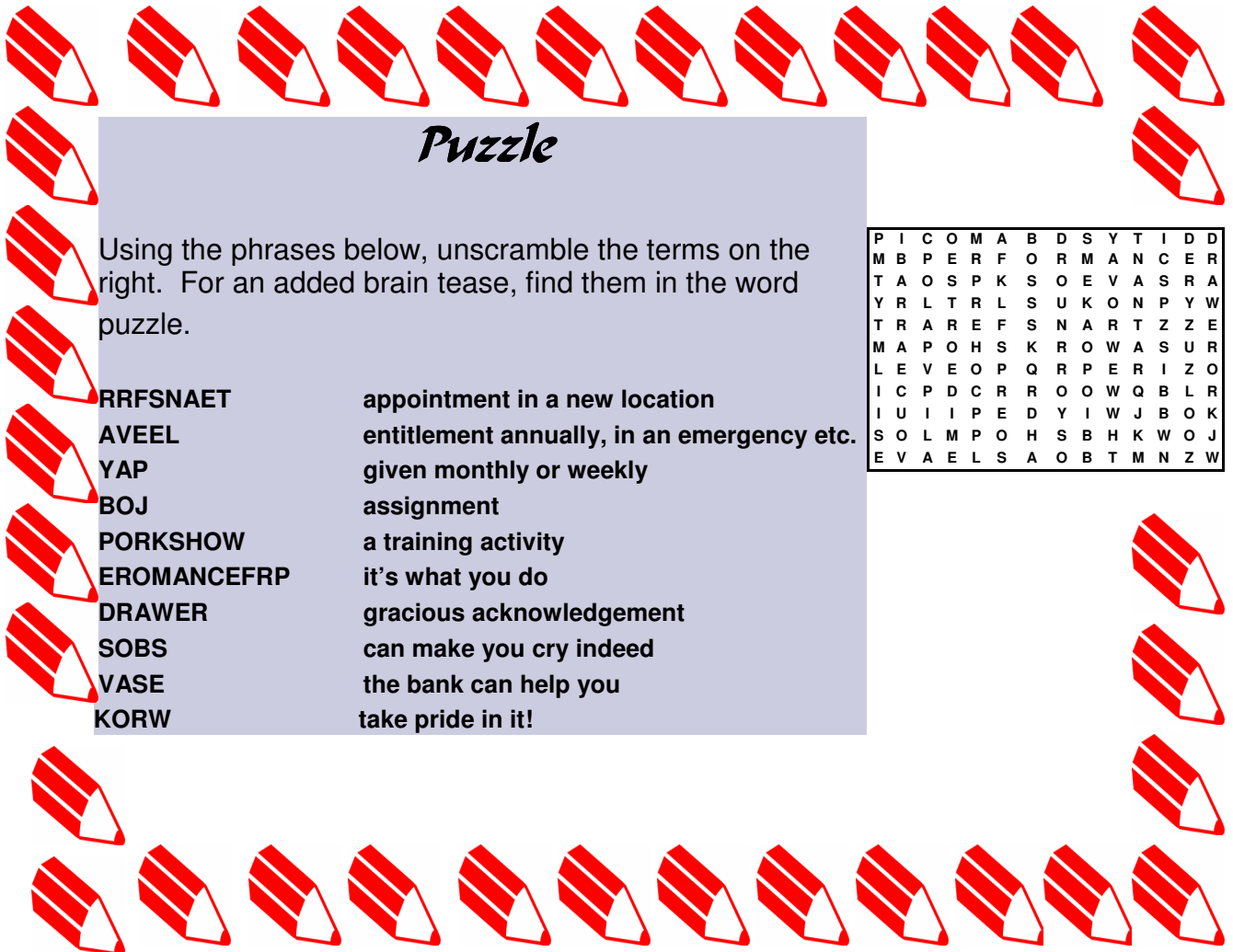
And three cheers for Mrs. Aymer,

HIP HIP.....HOORAY

HIP HIP.....HOORAY

HIP HIP.....HOORAY!!!!!!





## Puzzle

Using the phrases below, unscramble the terms on the right. For an added brain tease, find them in the word puzzle.

- |             |  |
|-------------|--|
| RRFSNAET    | appointment in a new location              |
| AVEEL       | entitlement annually, in an emergency etc. |
| YAP         | given monthly or weekly                    |
| BOJ         | assignment                                 |
| PORKSHOW    | a training activity                        |
| EROMANCEFRP | it's what you do                           |
| DRAWER      | gracious acknowledgement                   |
| SOBS        | can make you cry indeed                    |
| VASE        | the bank can help you                      |
| KORW        | take pride in it!                          |

P	I	C	O	M	A	B	D	S	Y	T	I	D	D
M	B	P	E	R	F	O	R	M	A	N	C	E	R
T	A	O	S	P	K	S	O	E	V	A	S	R	A
Y	R	L	T	R	L	S	U	K	O	N	P	Y	W
T	R	A	R	E	F	S	N	A	R	T	Z	Z	E
M	A	P	O	H	S	K	R	O	W	A	S	U	R
L	E	V	E	O	P	Q	R	P	E	R	I	Z	O
I	C	P	D	C	R	R	O	O	W	Q	B	L	R
I	U	I	I	P	E	D	Y	I	W	J	B	O	K
S	O	L	M	P	O	H	S	B	H	K	W	O	J
E	V	A	E	L	S	A	O	B	T	M	N	Z	W

Obesity and stress are two problems which plague sedentary workers. So to

### **STAY HEALTHY**

- Engage in physical activity at least three hours per week.
- Drink between 8 and 10 glasses of water each day.
- Take a multivitamin daily.
- Eat moderately.
- Get outside and breathe some fresh air.

### **HIV Week**

World AIDS Day, themed Stigma and Discrimination, was celebrated on 1st December 2002. The highlight of the week of activities was an open day at the AIDS Secretariat, in the Ramco Building on Independence Drive, to promote the services offered there. *Focal Point* salutes Mrs. Felicity Aymer, AIDS Programme Manager, Ministry of Health and Social Improvement.

## Enabling the Disabled

The National Vocational & Rehabilitation Centre For Disability was established in April of 1977 as part of The Antigua Council For The Handicapped, whose aim was to assist *handicapped* persons by identifying the size, nature and scope of the problems among them.

On the Centre's property is a small parcel dedicated to teaching interested students the essentials of farming.

The Centre also engages in a poultry programme where the students care for the hens as well as slaughter the broilers.

In the Home Economics Department, the students are offered Home Economics classes where they are taught to carry out the basic functions of operating a home and even preparing for 'special occasions'.

The students are also exposed to various chores and learn to carry out these day-to-day chores efficiently and effectively, thus enabling them to maintain a well kept home.

Sewing is another area taught at the Centre. Many are surprised to see the accomplishments of the students in this endeavour where they show great competency in making clothes, bags, hats and more.

The Hand Craft Class teaches its students how to be creative in recycling everyday items into Works of Art.

Through these areas, the Centre is training the *handicapped* to become quite self-sufficient and confident contributing members of society.

### 'Food for thought'

"Human Resource is the only Resource that Appreciates with Time; All other Resources Depreciate with time."

### Bit 'O History

**The first Sunday School in the West Indies was opened in the Naval Storekeeper's house at English Harbour in 1809. In attendance were children of all "colours, stations and circumstances".**

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 detailed below.

### Work Ethics/Attitude

"Keep improving - New ideas and improvements make work interesting"

Establishment Department & Civil Service Affairs,  
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