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### Quote

*"Do the best you  
can, where you  
are, with what  
you have, now."*

*- Folklore*



### Mrs. Idabelle Matthias

Former Permanent Secretary,  
Ministry of Finance

In 1938, a bright, bubbly baby girl was born to Hildred and Victor Spencer in the picturesque village of Bethesda in Antigua. They named her Idabelle Marion Spencer. She began her education in the village of Bethesda and later went on to the Convent High School (now known as the Christ the King High School) where she attained her Seventh (7th) Standard Certificate. Upon completion of her secondary education, she immediately began her teaching career at the tender age of sixteen (16) years.

After a four year stint in the teaching profession, Miss Spencer joined the Civil Service as a Junior Clerk. Here, she seemed to have found her niche because she never looked back at teaching. She rose through the ranks of the Civil Service serving in such diverse departments as the Peasant Development Office, Customs and Agriculture. She also served as the Permanent Secretary of the Ministry of Trade (a ministry one could say she built) and her final posting in the Service was as Permanent Secretary of the Ministry of Finance from 2001 until her retirement. Even after her retirement she maintained an active life where she continued to work in the Private Sector.

In May 2005, Mrs. Idabelle Matthias lost the love of her life, her husband, McClin Matthias (also a long-serving Civil Servant) and now not even a year hence, she has left us to join him. She will be missed immensely by so many, but mostly by her four (4) loving children: David, our own Budget Director in the Government Service, Michael, who once served as a Lab Technician in the Service (now living overseas), Denise, working in the Police Division and Nicole, General Manager of a private Sector retail operation. She also had an adopted daughter, Amanda and two (2) grandchildren. May her soul rest in peace.



# Happy Birthday

It is time to celebrate our Birthdays once again. To all our readers who celebrate during this second quarter of the year, we at Focal Point along with the entire staff of the Establishment Department wish you many happy returns. In the Department we have a handful of celebrants this quarter, namely:

Lorraine Floyde  
Gloria Daniel-Jarvis

Fatima Mack  
Kerry-Ann Bennett

Here's wishing all the best to each and every one of you. Happy Birthday to you, Happy Birthday to you .....



## Did you know ??



### ACTING APPOINTMENTS

***N.B. Persons acting in positions that are not vacant cannot be confirmed in those posts.***

26 (1) The Commission may appoint an officer to act in any office where -

- (a) the office is vacant for a continuous period longer than one month; or
- (b) in the case of an office in which the duties are stipulated by law and which is vacant, for any period;
- (c) in any other case, the Commission considers necessary.

(2) The head of department shall, where possible, make recommendation for an acting appointment to the Chief Establishment Officer through the Permanent Secretary at least one month before the vacancy occurs.

(3) An officer who is appointed by the Commission to act in a vacant office shall be paid an acting allowance, while acting in that office and performing the duties of the office.

27 (1) The Commission may require an officer to act in an office for a specific period in order to determine his suitability for promotion to that office and such acting appointment shall be made for a minimum period of six months in the first instance and may be extended for three-monthly periods up to a maximum period of one year; provided that if the officer is not promoted and his acting appointment is not extended he shall revert to his substantive appointment.

(2) If after the period of acting in the office in terms of paragraph (1), the officer is found to be unsuitable for promotion, he shall revert to his substantive appointment or grade.



# RETIREES



This quarter we have a long list of retirees to announce. They hail from all areas of the Service and by and large, most appear to be too vibrant and energetic to be on the verge of retirement. This made me pause to think about the face of retirement and what it means to us today. Today, the face of retirement is no longer necessarily a haggard, wrinkled, worn and beaten down person - au contraire, these days a retiree is, more often than not, simply a working person in transition. This transition is usually of the career variety. In the near future, Focal Point expects its retiree list to grow exponentially as a result of the early retirement component of the separation package being offered to Public Service Employees by the Government. For now, however, 'Focal Point', and by extension, the Establishment Family join to wish all Civil Service retirees the very best in their future endeavours. We the younger ones are richer for having had you in our midst moulding, nurturing and teaching us - now it's time for us to step up and prove that we really learned from you. Thank you for everything!!

Cora Huggins	Principal II, Ministry of Education	38 years
Heleen Bramble	Senior Assistant Secretary, Ministry of Education	39 years
Daphne Richardson	Assistant Teacher I, Ministry of Education	37 years
Lindley Richardson	Superintendent, Public Health Nurse	32 years
Augusta Browne	Domestic Aide, Holberton Hospital	26 years
Kathleen Richardson	Specialist Teacher, Ministry of Education	33 years
Sonia Mullin	Inspector of Customs, Customs Division	34 years
Lornette Thomas	Petty Officer I, Ministry of Education	23 years
Wasell Wade	Staff Nurse II, Holberton Hospital	13 years
Cornelius Duplessis	Orderly, Holberton Hospital	21 years
Joan Browne	Principal II, Ministry of Education	41 years
James Jarvis	Accommodations Officer, Public Works Department	40 years
Hesketh Phillip	Inspector of Customs, Customs Division	37 years
Goldine Henry	Prison Officer, Her Majesty's Prison	19 years
Edson Buntin	Senior Lecturer, Antigua State College	36 years
Bramwell Buntin	Facilities & Maintenance Officer, V.C.B. Airport	17 years
Arah Armstrong	Director of Audit, Audit Department	39 years
Joseph Prince	Head Bailiff, Inland Revenue Department	39 years
Brenda Bennett	Deputy Matron, Holberton Hospital	26 years
David Browne	Senior Executive Officer, Holberton Hospital	27 years

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## HEALTH WATCH

**Week of activities to celebrate World Health Day  
Ministry of Health - Antigua and Barbuda  
Theme: "Working Together for Health"**

**Sunday 2nd April** - 4:00 p.m. Church Service at the Seventh Day Adventist Church, Nevis Street

**Monday 3rd April** Exchange Work Programme of Health Care Professionals within the Health System

Media Programme

**Tuesday 4th April** Let's Talk Programme

**Wednesday 5th April** Barbuda Day  
- Screening  
- Luncheon to honour Health Care Workers in Barbuda  
- Media Programme

**Thursday 6th April** -7:30 p.m. Banquet - at Jolly Beach Hotel Hibiscus Room to honour Health Care Workers who have given over thirty (30) years service to the Health System.

Media Programmes

**Friday 7th April** **WORLD HEALTH DAY**  
- Address by the Hon. Minister of Health  
  
- Health walk from Yasco at 5:00 a.m.  
  
- Health Fair at the Parking Lot of the Ministry of Health from 10:00 a.m. - 4:00 p.m.  
  
- Good Morning Antigua and Barbuda - Minister Maginley

*(See more Health News on page 8)*

## 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 *Eastre*, 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, 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 Today



Easter is 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!

## ABIPCO

The Antigua and Barbuda Intellectual Property and Commerce Office

### (ONE YEAR ON)

This division was set up approximately one year ago. Its mandates are to sensitize the public of Antigua and Barbuda on their rights of ownership of Intellectual Property and also to handle the registration of Intellectual Property in Antigua and Barbuda.

In November 2005, seminars were held on the enforcement of intellectual property, on copyright and related rights, at the City View Hotel as part of the Public awareness programme. The seminar on enforcement was geared toward all enforcement officials including Police, Customs Officials, Judicial Officers and other stakeholders who will be affected by any infringement of intellectual property rights.

The seminar and workshop on copyright and related rights was successful in enhancing the awareness of a broad cross section of stakeholders. Many have since demanded further information on the procedures for the protection of intellectual property rights especially copyright, industrial designs and trademarks. There is now a persistent demand for a copyright deposit service where copies of works could be deposited and given a date that would mark the beginning of the copyright. This is currently being addressed in a proposal document that contains the development of a copyright unit within the Intellectual Property and /commerce Office. This will require the drafting of the Copyright regulations, additional staff and computer equipment.

The Office began operating from the High Court building. Subsequently, the department procured its own office space on Redcliffe Street but due to some glitches was not able to occupy the said premises until just two months ago. Since the move, the processing of documents and general service to the public have improved. The network system for the internet is yet to be completed, and the remainder of the furniture is expected to arrive shortly.

Thus far, the Office has continued to register products and companies. These can be viewed in our national 'Gazette' available at the Government Printing Office on Coronation Drive. World Intellectual Property Day will be observed on 26th April, 2006. To this end the Registrar of Intellectual Property will be conducting media interviews to further sensitize the public on the services offered by her office.

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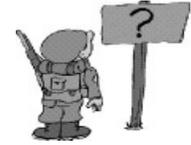
### HOUSING OPPORTUNITY

Are you a struggling Civil Servant longing to own your own home?

This may no longer be a pipe dream. The Ministry of Housing, Culture and Social Transformation is embarking on an initiative of low income housing aimed specifically at Civil Servants. Look out for more on this exciting development in our next issue.



# Things You Ought To Know



Upon close examination of Service-wide Attendance records, it has become clear to the Establishment Department that tardiness and absenteeism are becoming a growing problem. It is incumbent upon the managers of each Ministry/Department/Division to keep an accurate attendance register of their staff members. This data must be transferred to the forms we have provided and submitted to us on a monthly basis for our record keeping. It has come to our attention that some employees attempt to escape the net by failing to sign the register. This is unacceptable and we must insist that, except for those employees officially exempted from the signing, and all others dutifully and correctly must sign the register. Below, "Focal Point" publishes a reminder of the Civil Service hours of work, please be guided accordingly.

37. The hours of work for every officer shall be thirty six (36) hours a week and shall, except where varied in terms of paragraph (2) or regulation 38 be as follows -

(a) Monday to Thursday: 8:00 a.m. to 4:30 p.m., one hour being allowed for lunch between the hours of 12:00 p.m. and 1:00 p.m.; and

(b) Friday: 8:00 a.m. to 3:00 p.m. one hour being allowed for lunch between the hours of 12:00 p.m. and 1:00 p.m.

(2) Subject to paragraph (3) and regulation 38, the hours of work may be varied by a Permanent Secretary or Head of Department to comply with Ministerial or Departmental requirements.

(3) An officer who is required to work more than thirty six (36) hours a week or on a public holiday shall be granted either time off or overtime payment in lieu of additional hours worked.

40. (1) Every officer shall ensure that he is regular and punctual in his attendance to duty.

(2) Every Government Office shall keep an attendance register.

(3) Except an officer exempted by the Permanent Secretary, every officer shall sign the register kept under paragraph (2) on arrival and departure from the office.

(4) Disciplinary action may be taken against an officer who does not attend to his work regularly and who is often not punctual.

(Taken from the 'Antigua and Barbuda Civil Service Regulations 1993, No. 1)

***"Leadership is all about people. It is not about organizations. It is not about plans. It is not about strategies. It is all about people--motivating people to get the job done. You have to be people-centered."***

***--Colin Powell***



What a wonderful way to transition from one career state into another - a good holiday in a foreign land and all you have to find is spending money. This a great chance to refocus, garner some fresh ideas to launch your future or just to enjoy some rest and relaxation. Most of our recent eligible Civil Servants are retiring officers and 'Focal Point' wishes you all, whether serving or retiring happy trails.

Joseph Prince	Head Bailiff	Inland Revenue	Retired
Valarie De Martus	Nursing Assistant II	Holberton Hospital	Retired
Patrick Maynard	Agricultural Assistant III	Veterinary Division	Retired
Rennie Parris	Graduate Assistant I	Ministry of Education	Serving
Myrna Smith	Air Traffic Control Officer I	V.C.B. International Airport	Retired
Cora Roberts	Assistant Teacher I	Ministry of Education	Retired
Lynette Jarvis	Meteorological Officer I	Meteorological Division	Retired

*(Continued from page 4)*

### *Health News*

- Medical Officer (ag.), Dr. James Knight, will represent Antigua and Barbuda at a PAHO regional meeting in Columbia from 18th - 22nd April.
- Ministers Williams and Maginley are to take part in the exchange Work Programme and will be posted at the Holberton Hospital.
- Over two thousand certificates of appreciation will be presented to all health care personnel in the Ministry of Health.
- Dr. Kenneth Greenaway strongly advises all retirees in Antigua and Barbuda to remain both physically and mentally fit as a means to stave off Alzheimer's Disease. He says that reading and crossword puzzles will help in the effort.



## ETHICS IN THE WORK PLACE

Having ethics in the work place speaks to several things that characterize a job. This is evident through the quality of work being produced and the ability to meet deadlines. There are several work traits employers consider important. Below are ten work traits that inform and illustrate the connection between an individual's work ethics and their effects on a business.

- Attendance:** Arrives on time and gives advance notice of absence.
- Character:** Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, self-discipline and self-responsibility.
- Teamwork:** Respects the rights of others; is a team worker and is cooperative.
- Appearance:** Displays appropriate dress, grooming, hygiene and etiquette.
- Attitude:** Demonstrates a positive attitude.
- Productivity:** Good work habits result in a good work product.
- Organizational Skills:** Manifests skill in personal management, time management, prioritizing, flexibility, stress management and the ability to deal with change.
- Communication:** Displays appropriate verbal and non-verbal skills.
- Cooperation:** Displays leadership skills; maintains appropriate relationships with supervisors and peers.

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**THE TRAINING DIVISION**

The ongoing training programmes offered at the Training Division continues throughout the year. Those offered during this quarter are listed below. Please contact the Division for any further information.

Government Accounting Workshop	24th April - 27th June, 2006
AIDS in the Workplace	04th May; 11th May and 18th May, 2006
Government Filing	16th June; 14th June; 19th June and 21st June, 2006
Government Accounting Graduation	07th June, 2006
Benchmarking Workshop	16th June and 23rd June, 2006
Stress Management	June
Government Protocol	June
Customer Care	June
Anger Management	June

## GONE TOO SOON



It is with deep regret that we at 'Focal Point' ever have to publish this column but life dictates that death must come. In this issue, we mark the passing of three Civil Service retirees who had long and illustrious careers.

Mr. William Archibald Theodore King O.B.E. left this realm on 26th January, 2006, leaving behind his devoted wife, two children and many other loved ones. His long Civil Service career saw his meteoric rise through the ranks to the post of Permanent Secretary in the Administrative Division while still in his thirties! His other interests included reading, cricket and shooting, the latter having led him to become the Head of the Antigua Rifle Association, a position he held for many years.

After a long illness, Mrs. Maureen Rhona Massiah, a lifelong teacher closed her eyes for her final rest on 18th March, 2006. She was one of those legendary teachers who not only truly loved her vocation, but more importantly adored children. Her dedication was immea-

*The dead are lucky, they forget the bitterness of life.  
When the sun sets and the twilight follows,  
do not weep for them, no matter how great your sorrow.  
If you must weep when twilight falls,  
Let your eyes weep for the living:  
They try to but cannot forget.*

*Lorentzos Mavilis (Greek poet, 1860-1912)*

asurable as evidenced by her unofficial 'feed the children' programme, her unofficial adoption of many children, and the fact that she never stayed away from work. We really need more like her.

On the morning of 17th March, 2006, Mrs. Idabelle Marion Spencer Matthias, a long-serving Civil Servant, went home to Glory after a brief illness.

In addition to these retirees, *Focal Point* must also mark the recent passing of three serving officers. Mr. Vivian Destin, Assistant Supervisor Orderlies, Holberton Hospital who died suddenly on Sunday 26th March, 2006.

Mr. Ewald Samuel, Forecaster, Meteorological Division passed away on 22nd February, 2006. On 2nd November, 2005 Mr. Tyrone Campbell, Uncertificated Teacher went home to Glory. God, please bless the souls of our dearly departed and ease their families through this difficult time.



## KEEP IMPROVING

New ideas and improvements make work interesting.

**"Your failures in life come from not realizing your nearness to success when you gave up".**

- Yoruba Proverb

## Sailing Week Events

### Monday April 17th

- A committee desk will be opened in the Sailing Week Event Centre in the Dockyard, English Harbour

### Wednesday April 26th

- Closing day for entries

### Thursday April 27th

- 9:00 am Start of Guadeloupe to Antigua Race – Des Haies to English Harbour

### Friday April 28th

- 3:00 pm Winners of Schools' Art Competition display opens at the Admiral's Inn
- 6:00 pm Official ASW 2006 Press Briefing

### Saturday April 29th

- 3:00 pm School's Art Competition prizegiving at the Admiral's Inn
- 5:30 pm Skipper's Briefing at Temo Sports, Falmouth Harbour - Entry by official invitation only ( one person per crew only)

### Sunday April 30th

- Day One – Division A - 1st Leg of the Round the Island Race
- Division B - Dickenson Bay Race

### Monday May 1st

- Day Two – Division A – Windward Leeward Race
- Division B – Jolly Harbour Race

### Tuesday May 2nd

- Day Three – Division A – Second leg of the Round the Island Race

- Division B – Falmouth Harbour Race

### Wednesday May 3rd

- Lay Day

### Thursday May 4th

- Day Four – Division A & B – South Coast Races

### Friday May 5th

- Day Five – Division A & B – Ocean Races  
(Final day's events posted on back page)

### Saturday May 6th

- Bareboat Challenge
- 3:00 pm Prizegiving for Division B in Sailing Week Village in the Dockyard
- From 20.00 Prizegiving at Lord Nelson's Ball

