

Cabinet decision to allow for income retention and enhanced salary structure, to new structure established by the Planning Retreat.	D.R.	A.G.	(i) Cabinet paper; (ii) Cabinet decision; (iii) Implementation by the Accountant General and Public Service Minister (iv) salaries increased 100% from present salaries.
New Movable Property legislation	Tom Johnson of LTC	A.G./Cabinet	New Legislation; New registry design (same as next item for process).
New "registry" design for companies	A.G./P.S. with Stewart and Paul	P.S. with D.R.	(i) send Paul and a member of the Advisory Board to Barbados to review the registry there. (ii) report to A.G. and Advisory Board (iv) new registry approved.
Shelves in "cool room" repaired to make safe.	Paul.	Paul.	Shelves fixed.
Request for MIF assistance	Stewart with input from Hendrix/LTC	A.G.	Letter sent to MIF/IDB requesting assistance and attaching plan.
Training	Stewart and Paul.	Paul	In-house training program initiated

	Position Descriptions	Stewart and Paul.	Stewart	Posting of descriptions
	Organization of an Honorary DR Advisory Board ²	Stewart and Paul.	P.S. of Legal Affairs	(i) Letter from A.G., or preferably the President, nominating the Committee; (ii) Press announcement. (iii) first meeting of the Advisory Board.
	Retreat of all DR Staff ³	Stewart and Paul.	Stewart and A.G.	retreat held, summary of results to A.G.
Short Term (upon availability of funding from MIF, first 6 months)	Registry Workshops ⁴	Paul.	Paul	Workshops held.

² Honorary Advisory Group: Voluntary membership will be offered to all past and present Registrars and Deputy Registrars, Commissioners and Deputy Commissioners of the Lands and Surveys Department, and the Permanent Secretary, Legal Affairs. The Group will elect its own chair, establish its own internal rules for meeting, schedule and agenda, to advise the Registrar on technical operations, management and modernization strategies.

³ Registry Retreat: a half day Saturday retreat for all DR staff. The AG, the Commissioner of Title, the PS Legal Affairs, the Commissioner of Lands and Surveys, and representatives of the Supreme Court Registry, Ministries of Agriculture, Housing, Finance, the National Data Management Center, Census and Inland Revenue should be invited.

⁴ Once every quarter. These workshops may last about one hour (40 minutes presentation, with 20 minutes for questions and answer). Presenters may include judges, attorneys, former registrars, commercial lenders, Government land officers and land surveyors.

	New employees brought on at new payscale filling any vacancies.	Stewart	Stewart	employees hired.
	Old employees can now qualify for the new payscale, provided they meet qualifications	Stewart	Stewart	promotions. Those that do not attain qualifications within 2 years of the first increase in salary (above) will be let go.
	New Job descriptions drafted and approved.	Paul, with input from the Advisory Board and employees (input from the office retreat).	Stewart	Descriptions finalized and given to employees.
	Infrastructure improvements	Stewart with Hendrix	Stewart	New A/C for the vault (G/Town and Berbice). New desks, chairs, stationary, pens, stamps, photocopiers (with service agreement, for G/Town, & Berbice). Typewriters (electric), cardboard and cord for preservation of bundles of matters in process before binding, files and registers of durable paper; map cabinets.

	Imagery technology	Hendrix with Stewart	Stewart	Contract the imaging of historic records of the Deeds Registry (and purchase of equipment for users to consult the imagery) in accordance with the instructions of the Registrar
	contract or employ on a temporary basis, any other support service necessary the D.R. or the Land Court.	Stewart with K. Chinta (Land Court Commissioner) and Hendrix	Stewart and K. Chinta	(i) scope of work (ii) Employees contracted (iii) backlog addressed.
	Design of software for several applications	Stewart with Hendrix	Stewart	(i) priority applications identified. (ii) contract out service
	Scholarship program ⁵	Stewart and Paul	Paul	(i) invitation to staff. (ii) awards to any qualified staff member

⁵ Scholarship Program: for DR and Land Court employees with 1 or more years of experience capable of gaining admittance to the University of Guyana or the Institute of Adult and Continuing Education. Upon successful completion of each course, the employee/student should be reimbursed the tuition fee plus books and materials.

	Revise Fee Schedule, especially for non-ad valorem fees/duties ⁶	Stewart and Paul	A.G., with recommendations from the D.R.	New fee schedule printed in the official Gazette
Medium Term (6 months to 24 months after MIF funding available)	Truncation of advertisements, and streamline of land registry process. ⁷	A.G.	A.G. with input from the Advisory Board and the Registrar	Law amended.
	Pilot activities of targeted applications complete, and system on-line	contracted firm	contracted firm	on-line service

⁶ Fee schedule: The fees charged for services need urgently to be revised to match the current value of these services. Those relating to Companies and Business Names registration have not been reviewed for over 30 years. Fees for Trade Marks, Patent Designs, although revised in 1992, are unrealistically low in relation to the commercial value of intellectual property and the professional fees charged for registration. The fees and duties for land transactions are in no present need of upgrading, but in keeping with the increases recommended for Companies, Business Names, Trade Marks, the fees for searches and inspections of Title records ought to be moved upward.

⁷ Allow for notice in one of the newspapers of popular circulation as an alternative to the official Gazette. In addition, draft legislation will allow for abbreviated forms of advertisements of transports, mortgages and property-related transactions to save publication space and time. In relation to the hearing by the Land Court of applications for declarations of title to land in any registration area, it is recommended that where a great majority of awards are without dispute, the publication of these should not await the resolution of a few disputed ones. The final plan to be prepared by the Commissioner of Lands and Surveys may later be supplemented by a plan reflecting the eventual awards of those parcels in dispute. This would avoid undue delay in the issue of title to those persons with uncomplicated applications.

Software design and Pilot activities initiated for all remaining applications	contracted firm	contracted firm	Pilots initiated.
New Security arrangements	Paul	Paul	Either agreement with Police to have a guard on site, or contracting of a security official.
All transports have been scanned, with backups stored off site. Original documents no longer needed sent to Archives.	Paul with the contracted firm	Paul with the contracted firm	Backup copies available. Public and employees have access to on-line copies.

Long Term (after 24 months)	Inter-Institutional Registry Working Group ⁸	A.G., Registry Advisory Board and the Commissioner of Lands & Surveys	Cabinet	New plan.
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⁸ A Registry Working Group/Coordinating Committee of inter-Ministerial GOG officials may be established with members from the Ministry of Legal Affairs, Deeds Registry, Land Court, Supreme Court, Department of Lands and Surveys, Housing, Inland Revenue, Agriculture, Census, National Data Management Center, and, other appropriate entities. Commercial Banks and Bar Association should be invited to participate with the working group. This will enable the GOG to plan for actions in the medium and long term, leading to the eventual multi-purpose land information system (to include the DR, Inland Revenue, Lands and Surveys, Mines, etc.), and an automation of other office activities (Notarial Section) such as the company registry, patents, trademarks, business names, deeds poll, etc. The plan should include computerization of the index card files at the Lands and Surveys Department which note leasehold interests. It should also call for unification (or at least linkage) of fiscal (Inland Revenue), legal (Registry), and physical (Urban, Environment, Mines, and Lands and Surveys) cadastres, based on the strategy suggested by the local and foreign technical assistance group.

RECOMMENDED AMENDMENTS TO THE DEEDS REGISTRY ACT AND RULES

1. Restore the position of Sworn Clerk as an officer proficient in all aspects of the work of the Registry. Preserve the distinction of the Sworn Clerk from that of the Notary Public.
2. Rule 5: the description of women's marital and property status should be abolished.
3. Publication in the Official Gazette:
 - a. The Registrar may be given authority to publish advertisements of conveyances in a designated newspaper as an alternative to the Official Gazette. This would combat the apparently inherent delay in the printing process of the Official Gazette. If notification to the public at large is as important as notice to creditors, then a newspaper publication would be a more logical medium, given its wider circulation.
 - b. The Registrar may be given the power to truncate descriptions of transports, mortgages and other transactions advertised. This would reduce publication space and ensure speedy advertisement of all material submitted. A minimum of information would be required, such as the names of the parties, sufficient geographical descriptions of land for its easy identification, and the number and date of the proponent's title. N.B. Any easements, obligations, etc., running with the land may be ascertained in the relatively few appropriate cases by reference to the Registry where the full description would be available.
4. Rule 26 for lost mortgage bonds: The onerous and expensive provisions of this rule involving publication in the Official Gazette and newspapers, and a period of 9 weeks, should be removed. The process should be simplified to correspond with that for lost transports, found in Rule 25.
5. Rule 24 for Special Power of Attorney to pass Transports and other documents. The requirement for a full description of the property should be removed. In its place should be a sufficient description to identify the property and the transaction.
6. The provision for automatic lapsing of transactions three months after the Registrar's Certificate and their necessary re-advertisement in the Official Gazette ought to be removed. It is illogical, since a transaction advertised but remaining uncertified for several years may be rectified and completed without further advertisement.

DEEDS REGISTRY PLANNING RETREAT

**GUYANA
5th-6th SEPTEMBER 1995**

**VENUE - EMBASSY CLUB
SOUTH AMERICAN SUITE**

**AGENDA
(REVISED)**

Tuesday, September 5

HOUR	TOPIC
8:00 to 8:30 am	Coffee
8:30 to 8:40 am	PLENARY: Welcome & overview (Leon Stewart, Kevin Barthel)
8:40 to 8:45 am	Process overview (Steve Smith)
8:45 to 9:30 am	History and discussion (Steve Hendrix, Leon Rockcliffe, Tom Johnson)
9:30 to 10:00 am	Mission statement brainstorming and coffee
10:00 to 10:15 am	Problem identification brainstorming
10:15 to 12:00 noon	GROUPS: Walk through problems and identify solutions
12:00 to 1:00 pm	LUNCH
1:00 to 1:30 pm	Video
1:30 to 2:00 pm	Question and answer period on other registry experiences (Helen Schutten)
2:00 to 3:00 pm	GROUPS: Synthesize solutions and prepare presentations
3:00 to 4:00 pm	PLENARY: 5-minute group presentations and discussion
4:00 to 4:30 pm	Review of day's findings with Registry Staff (Hendrix, Schutten, Smith)

Wednesday, September 6

HOUR	TOPIC
8:00 to 8:30 am	Review of Tuesday's discussions and conclusions (Hendrix, Smith)
8:30 to 12:00 noon	Draft plans of action
12:00 to 1:15 pm	LUNCH
1:30 pm	Closing remarks (Attorney General Bernard de Santos)