

**“YEAR OF RESOURCEFULNESS “**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR  
MEMORANDUM**

**REFERENCE NO. PS:16/5/9**

**FROM:** Permanent Secretary,  
Public Service Ministry

**TO:** All Permanent Secretaries,  
Heads of Departments, Chairmen,  
Guysuco, Bidco and Guymine, General  
Managers of Public Corporations.

**SUBJECT:**

Media Liaison Officers in Public Agencies.

**DATE:** 1984-04-30

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I refer to the above subject and wish to bring to your attention the contents of my circular No. 6/1982 dated 8<sup>th</sup> February 1982 (reproduced overleaf of ease of reference).

2. The experience of the past two (2) years has shown that there is a need for officers in public agencies and media personnels to be reminded about the guidelines outlined in the abovementioned circular. I should therefore be grateful if you would kindly ensure that the guidelines outlined in circular No. 6/1982 are brought to the attention of the relevant officers in your organization.

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**Y. HAREWOOD-BENN,  
MINISTER OF INFORMATION AND  
PUBLIC SERVICE.**

**“YEAR OF DEFENCE”**

<b><u>PUBLIC SERVICE MINISTRY</u></b>	<b><u>CIRCULAR NO. 6/1982</u></b>	<b><u>REFERENCE NO. PS:16/5/9</u></b>
FROM: Permanent Secretary, Public Service Ministry		
TO: All Permanent Secretaries, Heads of Departments, Chairmen, Gysuco, Bidco and Guymine, General Manager of Public Cooperations.		<b><u>SUBJECT:</u></b>  Media Liaison Officers in Public Agencies.
DATE: 1982-02-08		

The Ministry of Information has been plagued by complaints from Ministers of the Government and Government Agencies concerning publicity by the media of events and issues emanating from their agencies about which they are either unaware or that are inaccurate.

2. In an effort to stem the flow of complaints, kindly ensure that the following guidelines are adhered to:-
- 1) Identify an officer who will be responsible for issuing news releases. In some of the larger agencies it might be necessary to nominate more than one officer for this function, particularly where Public Relations Units do not exist and the agency has many Departments /Sections. These officers will be designated “Media Liaison Officers”.
  - 2) The name(s) of the Liaison Officer(s) must be submitted to the Ministry of Information, the Guyana News Agency, the Guyana National Newspapers Limited, the Guyana Broadcasting Corporation as well as to your departmental/sectional heads stationed in the city and the regions. This should include Project Managers at those locations where projects are being carried on under the aegis of a corporation which falls under the preview of the Ministry.
  - 3) The practice whereby unauthorized officers give releases directly to the media must cease with immediate effect.
  - 4) If media personnel received releases from persons other than those specified, they will be instructed to contact the Liaison Officer(s) concerned to verify its accuracy before making it public.
  - 5) It should be appreciated that it would lead to much embarrassment and frustration in the media if those officers selected, as Liaison Officers are unable to verify the accuracy of material presented to them. You are therefore reminded to select persons who are fully equipped to perform such functions.
3. I look forward to your usual cooperation.

**K.S. Williams (Sgd)**  
**K.S. WILLIAMS,**  
**Permanent Secretary (ag)**  
**PUBLIC SERVICE MINISTRY**

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