

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR
MEMORANDUM

REFERENCE NO. PS: 37/2/17

FROM: Permanent Secretary,
Public Service Ministry

TO: All Permanent Secretaries,
Heads of Departments and,
General Managers of Corporations

SUBJECT:

Project Management Seminar.

DATE: 1993-11-24

The Government of Guyana in collaboration with the Virginia State University propose to conduct a seminar on Project Management for senior administrators within the Public Sector. The major objective of the seminar is to improve project management of National Development Projects, particularly those funded by International Donor Agencies.

Towards this end, I would be grateful if you would provide the following information to this Ministry not later than Friday 26th November, 1993.

- (i) Names of the senior administrators involved in Project Management;
- (ii) Their designations;
- (iii) Identification of the projects in which they are engaged;
- (iv) The level and scope of responsibilities of each officer;
- (v) The duration of the project(s)
- (vi) Specific needs to be addressed.

Please send the information to or call Mr. Carlisle Huntley, special Projects Officer, telephone no. 68874.

C.A. Huntley
For Permanent Secretary
Office of the President