

## **MANAGING YOUR RESOURCES AND CONTRACTING OUT WORK – GUYANA**

Hello everyone, as you are all aware, I am the Chief Editor for the Hansard Division of the Guyana Parliament. We cover all sittings and all committee meetings – large or small. Most of the workload is at the committee end. Except for the budget period – of course.

**Contracting Out Work:** Unfortunately, I am unable to speak on contracting out work, this is as a result of the expectation that we can and must do all. Prior to the rebirth of the Hansard division in 2009, the services were contracted out with there being many glitches; such as; too costly to produce the verbatim; timelines not being met; too many excuses among others. So, the Clerk (CNA), made a promise to the MPs that no work would be contracted out thus saving the govt money along with being in full control of the entire process. At no time, is contracting out entertained.

**Managing resources:** The ideal scenario would be having full control of the interviewing process; selection of the preferred candidate; payment/departmental structure. However, that is not the reality for some of us. We have to make do with the hand we are dealt.

**Challenges:** We are constantly experiencing staff turnover; be it resignation, staff reassigned to another department or some other pitfall. As a result;

- ✓ We do not have enough time to train staff – which in turn causes delays and unmet timelines. This takes a lot out of the efficiency.
- ✓ Unable to produce blues within 24 hrs. –

**Successes:** Fortunately, our MPs allow us leeway to produce the first edited draft one week after. When they return their minor corrections, we make the necessary changes and print the final copies.

- All Hansard from Feb 2010 to April, 2022 are available – both in print and online. The last sitting is the only one not yet completed. Awaiting information.
- Backlog - At the moment, we are working on completing all of the committee verbatim for April of this year. We intend to complete all outstanding work before we enter recess.
- All printing is done in-house
- In total control of all equipment/materials – audio is stored on a server created by IT

Lastly: We benefitted from visits by Editors from the House of Commons and British Columbia who assisted us greatly with working out best practices and solutions to reduce the huge backlog we were experiencing at that time. Engaging others encourages us to think outside the box in order to accomplish the tasks set before us. Never, believe that you are alone; never believe that its only you; one solution may work for one but together we can tweak that solution to suit many others.

It is being recommended that:

- The establishment of a sub group that is tasked with compiling materials and training that best suit each unit/division.
- Visit each other to render assistance whenever needed
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